

**2022-23 CDBG
PUBLIC FACILITY
RFP PROCESS
NSD-RFP-22-003**



**NEIGHBORHOOD
SERVICES
DEPARTMENT**



Orientation Agenda

- Introduction to Staff and RFP
- RFP Timeline
- Solicitation Transparency Policy
- Overview of Public Facility Program
- Overview of CDBG
 - Rules and eligibility
 - Reporting
- RFP Review Process and Evaluation Criteria

City of Phoenix Grants Administration Team

Wathsna Sayasane, Admin Services Deputy Director

Christy Blake, Management Assistant II/ RFP Procurement Officer

Jessica Gonzalez, Grants Compliance Administrator

Tennille Burton, Grants Compliance Supervisor

Matt Utyro, Management Assistant II

Melinda Jones, Project Manager

Basic RFP Information

- Public Facility projects need to establish or expand the organization's capacity to provide programs and services to low- and moderate-income Phoenix residents
- Projects must meet the National Low- and Moderate-Income Objective and the eligible activity criteria.
- Projects that fail to meet the applicable tests will not be considered for funding.

Basic RFP Information

Proposal submission must demonstrate the following:

- Maximum Request is \$150,000; minimum request is \$75,000
- Minimum 30 percent match of the total project cost is required
- Projects must be “shovel” ready
- Services provided at the facility are offered to low- and moderate-income Phoenix residents (demographic and area median income must be collected and reported to HUD via the City of Phoenix)
- CDBG funds are to be applied to the hard construction costs related to the project
- Funds must be expended by June 30, 2023

Basic RFP Information

- RFP can be downloaded: <https://www.phoenix.gov/solicitations/1114>
- For this RFP, only one (1) proposal application may be submitted, per organization
- No handwritten proposals will be accepted
- Proposal application and budget (fillable form), project and/or site photos, design plans (if applicable), signed project commitment letter for matching funds and signed addendum(s).
- Proposals are requested to be submitted in one Portable Document Format (PDF) and submitted in one email to grants.nsd@phoenix.gov.

Basic RFP Information

- Proposal application form signed by authorized representative of the proposal.
- List the solicitation number (NSD-RFP-22-003) in the email subject line when submitting your proposal.
- Proposals are due by 5:00pm (local Arizona time), Tuesday, December 21, 2021
- Late proposals will be disqualified

Eligible Applicants

- Nonprofit organizations
 - Including faith-based organizations
- Neighborhood organizations
 - Must be incorporated as a nonprofit
- Public or Charter schools
 - Must be located in and contribute to revitalization efforts in one of the city's targeted areas or the student population must primarily reside in a targeted neighborhood

Eligible Applicants

- Must be incorporated in Arizona as a nonprofit at time of application and in good standing with the Arizona Corporate Commission
- Does NOT have to be a 501(c)3
- Must have a DUNS number at time of proposal submission
- Must be registered in SAM.gov or provide proof they have initiated SAM.gov registration

RFP Timeline

- December 10, 2021
Last day to submit questions
- December 21, 2021
Proposal due
- December 2021
Eligibility reviews
- January 2022
Technical reviews
- February-March 2022
Committee scores/presentations
- May 2022
City Council approval
- June 2022
Agency Pre-Contract Orientation
- July 1, 2022
Funding available

Questions and Answers (Q&A)

- Submit written questions by Friday, December 10, 2021
 - 3:00pm local Arizona time
 - Email: grants.nsd@phoenix.gov
 - Include the RFP solicitation number and title in the email subject line
- Written questions ONLY
 - Some questions may be answered verbally today
 - Written answers supersede verbal answers
 - All questions and responses will be published via an addendum
- Q&A addendums available at: <https://solicitations.phoenix.gov/Solicitations/Details/1114>

Addenda

- Any changes to this RFP will be in the form of an addendum, available at <https://solicitations.phoenix.gov/Solicitations/Details/1114>
- The Proposer must acknowledge receipt of any/all addendum by signing and returning the document with the application submission (completed and signed)
- It is the potential proposer's responsibility to visit the City's website for update(s) to this solicitation.

Solicitation Transparency Policy

Phoenix City Code, Chapter 43, Section 43-36

- Effective: From date and time RFP was issued (11/22/2021) until contract award by City Council.
- All Proposers and their representatives will only discuss matters of this RFP with the Procurement Officer
- Discussion may occur with the Mayor, City Council members, Deputy City Managers, Neighborhood Services staff, etc. **ONLY** at public meetings as requested through the procurement officer.

Solicitation Transparency Policy

- As long as this RFP is not discussed, Proposers may continue to discuss business that is unrelated to the RFP with City staff.
- Proposers that violate this policy will be disqualified.
- All questions must be directed, in writing, to the Procurement Officer.

OVERVIEW OF PUBLIC FACILITY PROGRAM

Public Facilities

- Public Facilities include:
 - senior and youth centers
 - domestic violence shelters (non-housing improvements)
 - neighborhood facilities
 - childcare buildings
- The Public Facility category does not include Housing Facility projects

Public Facility

- No activity can begin on the proposed project until after the funding award, environmental review and competitive procurement process
 - Organizations are required to conduct an open and competitive bid process to procure a contractor(s) and are strongly encouraged to utilize the services of an architect on any CDBG project
 - Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements
- Project must be “shovel” ready, meaning if funded, the project will be ready to commence by December 15, 2022
- Pre-contract costs are not eligible
- Federal funding requirements may extend original timeline

Public Facility

- To assure the long-term benefit for low- and moderate-income persons, CDBG funds provided for Public Facility projects are in the form of a deferred loan
 - The CDBG loan is secured by placement of a lien on the real property
 - The deferred loan does not have to be repaid, provided the organization provides CDBG eligible services for the specified time period of five (5) years from the completion of the project (certificate of completion).
 - If during the five-year period following the completion of the project, the property is no longer used to meet a national objective, then the funded organization must pay to the city of Phoenix the current market value of the property less any portion of the value attributed to non-CDBG funds.
 - The lien is released upon completion of the appropriate service term.

Eligible Activities

- Eligible activities include:
 - Acquisition
 - Construction
 - Rehabilitation
 - Americans with Disabilities Act (ADA) Modifications

Ineligible Public Facility Activities

- Projects that do not establish or expand services to low- and moderate-income Phoenix residents
- Projects that primarily serve people residing outside of Phoenix
- Projects or facilities that do not primarily serve low- and moderate-income clients
- Construction or rehabilitation of housing units or administrative offices
- Pre-design costs (architectural/engineering costs only) or agency staff costs/project management
- Pre-project expenses

Ineligible Public Facility Activities

- Political activities
- Religious activities
- Income payments
- Stipends
- Marketing, fundraising, gifts, awards, scholarships
- Projects/services that promote religion
- Operation or maintenance costs
- Entertainment, furnishings, and personal property purchases

OVERVIEW OF CDBG

CDBG : A Brief History

- 1974: legislation enacted
- 1975: Phoenix receives an allocation
 - Funds managed by U.S. Department of Housing and Urban Development (HUD)
 - Formula grants to entitlement communities such as Phoenix

CDBG Purpose

To develop viable, urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, primarily for low- and moderate-income people

CDBG National Objectives

To be eligible for this RFP
you must primarily serve low- and
moderate-income Phoenix residents.
Programs must provide direct
services to clients.

CDBG National Objectives

Three ways to meet the CDBG National Objective:

- Income-based: Clients served earn less than 80% of median income
- Area-based: Program targets clients residing in distinct low-income census tracts
- Presumed benefit: Clients are 'presumed' to be low-income: elderly, severely disabled adults, abused children or homeless individuals, persons with AIDS, migrant farm workers, battered spouses

Reporting Requirements for Funded Agencies

- Public Facility
 - Reimbursement requests are mandatory and due during the construction phase of the project; 10% retainage is held on each payment request
 - Programmatic reports are mandatory and will be due quarterly, for one year after the completion of the project (issuance of certificate of completion)
 - Amount of money leveraged for the program (all funding)
 - Total number of persons assisted, to include the number of Phoenix residents assisted
 - Area Median Income (AMI) levels of persons assisted – total number of very low (30% AMI), low (50% AMI) or moderate (80%).
 - Race, ethnicity, and disability status of the persons assisted. HUD recognizes 10 races and 1 ethnicity (listed in the RFP)
 - Number of communities/neighborhoods assisted
 - Certification of Continuing Use

RFP REVIEW PROCESS AND CRITERIA

Proposal Review Process

- Community Development Review Committee
 - 11 members
 - Appointed by the Mayor
 - Represent needs of the entire city
 - Score proposals on 1000-point scale
 - Committee does not discuss individual proposals

Proposal Review Process

- All proposals will be reviewed by City staff for eligibility, completeness and feasibility
- Proposals that do not meet the minimum threshold for eligibility, completeness and feasibility will not be forwarded to the CD Review Committee
- Technical reviews are completed by staff and notates any proposal concerns

Technical Review Process

- Applicants will receive the technical review, via email, for their review and allowed a period of time to respond (two days)
- Every proposal will receive a technical review (emailed to contact person listed on the application form – question #12)
- Read the review for accuracy and any proposal ‘concerns’ or ‘notes’
- All proposers will receive a technical review email notification
 - Proposers who have technical review questions need to provide a written response by the stated deadline date
 - Proposers who do not have any technical review questions, do not need to respond

Technical Review Process

Common Issues:

Public Facility

- Match
 - Architectural costs
 - Insurance
 - Site control
- The CD Review Committee will use all information (proposal package and application, staff Technical Review questions and Proposer responses, presentations, interviews) to score and/or rank proposals.

Proposal Review Process

- The CD Review Committee are provided the proposals, staff technical reviews and the applicant technical reviews.
- The committee will review, evaluate and score each proposal based on criteria outlined in the RFP.
- Proposals receiving scores above the threshold score will be invited back to make a brief presentation to the committee. Proposals receiving a score below the threshold will be notified in writing and offered technical assistance for future funding opportunities.
- Organizations not present during their scheduled presentation time will be considered non-responsive and will not be considered for funding.

Proposal Review Process

- Proposals will be ranked based on their presentations. From the average proposal ranking, the committee will develop funding recommendations and forward the recommendations to the Community and Cultural Investment subcommittee and then City Council for final approval.
- Award notifications will be in July 2022
- If approved, awarded organizations must successfully contract with the City of Phoenix, which includes submitting all required pre-contract documents, detailed scope of work and approved budget within **forty-five (45) days of award notification**

Proposal Evaluation Criteria

- 250 points each
 - Project description and need
 - Proposed feasibility
 - Project budget
 - Track record and capacity
- Total possible points: 1,000 points
- Highest ranked proposals after evaluation are invited to present

Agency Presentations

- Proposals that meet the review committee's threshold score are invited to present
- Presentations will be held in March 2022
 - Organizations are given scheduled times
- The Procurement Officer will notify proposers if they are selected for presentations and provide details related to duration, time and format in the notification.
- The committee will use all the information provided during the process to score and/or rank proposals and develop funding recommendations to City Council for final approval.

RFP Tips

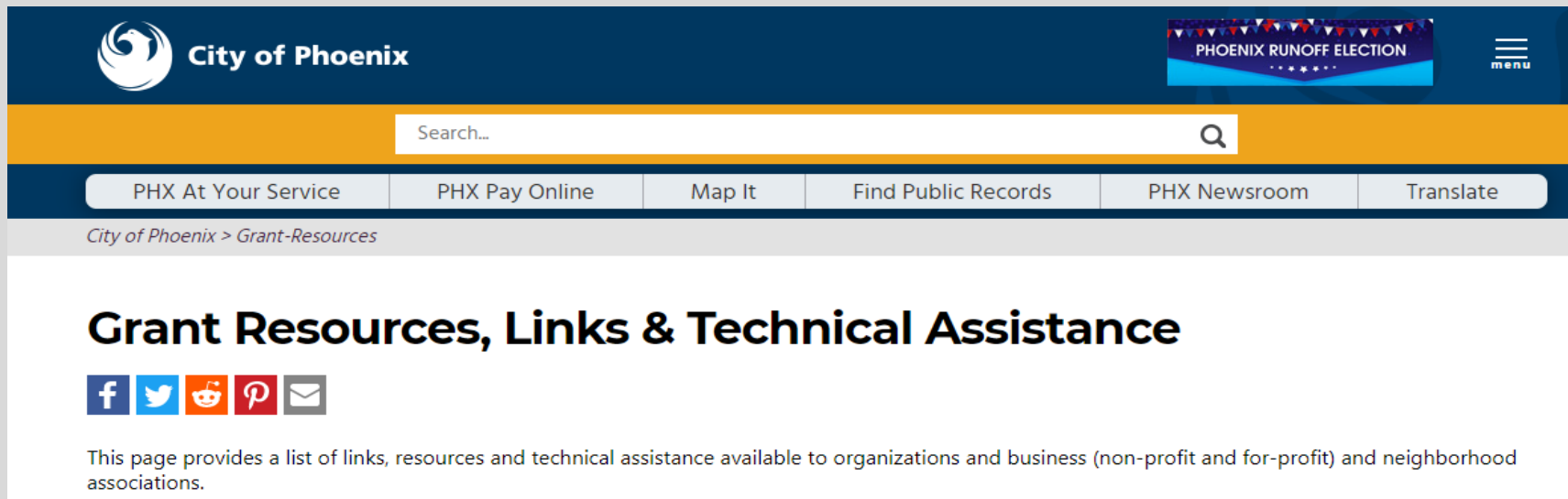
- Previously funded proposals are available at the Burton Barr library – foundation and grants section
- For this RFP, only one (1) proposal application, per organization, may be submitted
- Submit early
- Select to receive a “delivery receipt” and ensure your email was sent/received successfully (do not encrypt)

Proposal Due Date

- Proposal must be submitted via email to grants.nsd@phoenix.gov
- Proposals are requested to be submitted as one PDF file
- All proposals due **Tuesday, December 21, 2021, no later than 5 pm Arizona time**

Orientation PowerPoint Presentation

- Available at <https://www.phoenix.gov/nsdsite/Pages/Grant-Resources.aspx>



The screenshot displays the City of Phoenix website header with the logo and navigation menu. Below the header is a search bar and a row of service links: PHX At Your Service, PHX Pay Online, Map It, Find Public Records, PHX Newsroom, and Translate. The breadcrumb trail reads "City of Phoenix > Grant-Resources". The main heading is "Grant Resources, Links & Technical Assistance", followed by social media icons for Facebook, Twitter, Reddit, Pinterest, and Email. A paragraph below states: "This page provides a list of links, resources and technical assistance available to organizations and business (non-profit and for-profit) and neighborhood associations."

QUESTIONS?



2022-23 CDBG PUBLIC FACILITY RFP PROCESS



**NEIGHBORHOOD
SERVICES
DEPARTMENT**

