

**2022-23 CDBG  
PUBLIC SERVICE  
RFP ORIENTATION  
NSD-RFP-22-002**



**NEIGHBORHOOD  
SERVICES  
DEPARTMENT**



# Orientation Agenda

- Meet city staff
- RFP Overview and Timeline
- Solicitation Transparency Policy
- Brief overview of CDBG rules and eligibility
- 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 Barton, Grants Compliance Supervisor

Amy Nordstrom-Jones, Project Manager

Alicia Rubio, Project Manager

Alicia Springs, Project Manager

Jennifer Emerson, Project Manager

# Basic RFP Information

- Proposals must be for programs that serve low- and moderate-income Phoenix residents.
- Programs must meet the National Low- and Moderate-Income Objective and the eligible activity criteria. Programs that fail to meet the applicable tests will not be considered for funding.
- Proposers awarded CDBG-CV funding must not have unexpended funds from a CDBG-CV Public Service award by the time of submission (**December 21, 2021**)
- Proposers awarded 2020-22 CDBG Public Service funding must have a fully executed contract and must have submitted billing packets and been approved for reimbursement for at least 25% from the CDBG award by the time of submission.

# Basic RFP Information

- This RFP process is designed to focus on funding new programs and services or the expansion of existing programs and services.
- The purpose of the funding through this RFP is to provide non-profit organizations that serve low- and moderate-income communities in Phoenix with funding to deliver critical programs and services.
- Maximum Request is \$30,000
- Funds must be expended by June 30, 2023

# Basic RFP Information

- RFP can be downloaded: <https://solicitations.phoenix.gov>
- Proposers may submit more than one proposal for distinctly different programs with separate objectives and program beneficiaries. Proposers must develop separate applications
- No handwritten proposals will be accepted
- Proposal application and budget form (fillable form) and signed addendum(s).
- Proposal are requested to be submitted in one Portable Document Format (PDF) and submitted in one email to [grants.nsd@phoenix.gov](mailto:grants.nsd@phoenix.gov).

# Basic RFP Information

- Proposal application form signed by authorized representative of the proposal.
- List the solicitation number (NSD-RFP-22-002) 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

# 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 2021  
Committee scores/presentations
- May 2022  
City Council approval
- June 2022  
Agency Pre-Contract Orientation
- July 1, 2022  
Funding available



# 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.

# Questions and Answers (Q&A)

- Submit written questions by Friday, December 10, 2021
  - 3:00pm local Arizona time
  - Email: [grants.nsd@phoenix.gov](mailto: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/1113>

# Addenda

- Any changes to this RFP will be in the form of an addendum, available at <https://solicitations.phoenix.gov/Solicitations/Details/1113>
- The Proposer must acknowledge receipt of any/all addendum by signing and returning the document with the application proposal form (completed and signed) and the budget form.
- It is the potential proposer's responsibility to visit the City's website for update(s) to this solicitation.

# OVERVIEW OF CDBG & PUBLIC SERVICE PROGRAM

# 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 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

# 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

# Eligible Applicants

- CARES Act CDBG Grant Awardees
  - Must not have unexpended funds from the previous CDBG-CV Public Service award by December 31, 2021
- 2020-22 CDBG Public Service Awardees
  - Must have a fully executed contract and must have submitted billing packets and been approved for reimbursement for at least 25 percent from their 2020-22 award by December 21, 2021

# Ineligible Activities

- Services to non-Phoenix residents
- Services that do not benefit low- and moderate-income people
- Services that promote religion
- Political activities
- Income payments
- Stipends
- Marketing
- Fundraising

# Ineligible Activities

- Equipment, fixtures, motor vehicles, furnishings or other personal property not an integral structural fixture is generally ineligible
- Payment of debt or pre-program expenses
- Gifts/Awards/Scholarships

# Programs Not Funded in this RFP

- Housing counseling
- Economic development programs
- Employment and training (work force development)
- Housing programs
- Public facility improvement projects

# Fiscal Agent Services

Proposers that meet specific eligibility criteria may request up to an additional 10 percent to reimburse for contracted fiscal agent services and must demonstrate the following:

- Agency has not been required to submit a single audit in the past two fiscal years;
- Agency will have an agreement in place with a fiscal agent for the 2022-23 CDBG Public Service grant funds;
- Fiscal agent has the resources, experience, and capacity to perform the services; and
- Fiscal agent has reported a single audit in the most recent fiscal year.



# Fiscal Agent Services

Fiscal agent services includes, but are not limited to:

- grant funding management
- financial reporting
- general accounting practices
- expense & reimbursement tracking and monitoring
- grant billing & reimbursement documentation preparation

# Fiscal Agent Services

Proposers must include the following with their completed proposal submission in order to request this additional funding.

- A quote or copy of an agreement or contract with a fiscal agent
  - Must include the proposed cost/rate & general scope of work
- Copy of the fiscal agent's most recent single audit
- Total funding request for the fiscal agent services itemized on the budget form

The City has the ability to request proposers submit additional documentation, if needed, to determine eligibility of this additional fiscal agent funding request.

# Fiscal Agent Services

If awarded, agencies will be required to show proof of an executed agreement with the fiscal agent within 45 days of entering in to contract with the city.

- Failure to execute an agreement with the fiscal agent will require the agency to demonstrate the organization's financial capacity to responsibly carryout the grant program and manage federal funds.

# Public Service RFP Priorities

- Low-Income Youth Services
- Support Services for Persons with Disabilities
- Support Services for Seniors

# Low-Income Youth Services

- Proposals submitted under this priority include services structured to provide safe, constructive environments, growth opportunities, strengthening of families and guidance for at-risk children or to augment educational opportunities for youth.
- Children and youth are defined as school age to 24 years old
- Proposals include:
  - after-school recreational activities
  - structured childcare and preschool education programs
  - violence prevention programs
  - financial literacy
  - after-school tutoring, literacy, reading, computers
  - music and art programs that are development oriented

# Support Services for Persons with Disabilities

- Proposals submitted under this priority include services that support self-sufficiency and independent living.
- Examples include:
  - case management
  - vocational services
  - other activities that promote a higher level of self-sufficiency for persons with disabilities in underserved areas

# Support Services for Seniors

- Proposals submitted under this priority include services that support self-sufficiency and independent living. Services provided should focus on helping seniors remain in their homes, improving nutrition, increase socialization and provide respite for their caregivers.
- Examples include:
  - transportation services
  - case management
  - vocational services
  - other activities that promote a higher level of self-sufficiency for seniors in underserved areas

# Reporting Requirements for Funded Agencies

- Public Service
  - Programmatic reports and reimbursement requests are **mandatory and due monthly**
    - 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



# RFP REVIEW PROCESS AND CRITERIA

# Technical Review Process

- 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 Services

- Direct service delivery
  - Site control
  - Insurance
  - Fingerprinting
- 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

- 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
- Applicants will receive the technical review, via email, for their review and allowed a period of time to respond (two days)

# Proposal Review Process

- The CD Review Committee are provided the proposals, staff technical reviews and the proposer technical responses
- The committee will review, evaluate and score each proposal based on criteria outlined in the RFP
- The committee will use all information (proposal package and application, staff technical review questions and proposer responses, presentations, interviews) to score and/or rank proposals
- 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
  - Program description and need
  - Proposed outcomes and objectives
  - Program budget
  - Track record and capacity
- Total possible points: 1,000 points

# RFP Tips

- Previously funded proposals are available at the Burton Barr Library – foundation and grants section
- More than one proposal is allowable - must be separate programs for distinctly different programs with separate objectives and program beneficiaries. Proposers must develop separate applications.
- Submit early
- Select to receive a “delivery receipt” and ensure your email was sent/received successfully (do not encrypt)

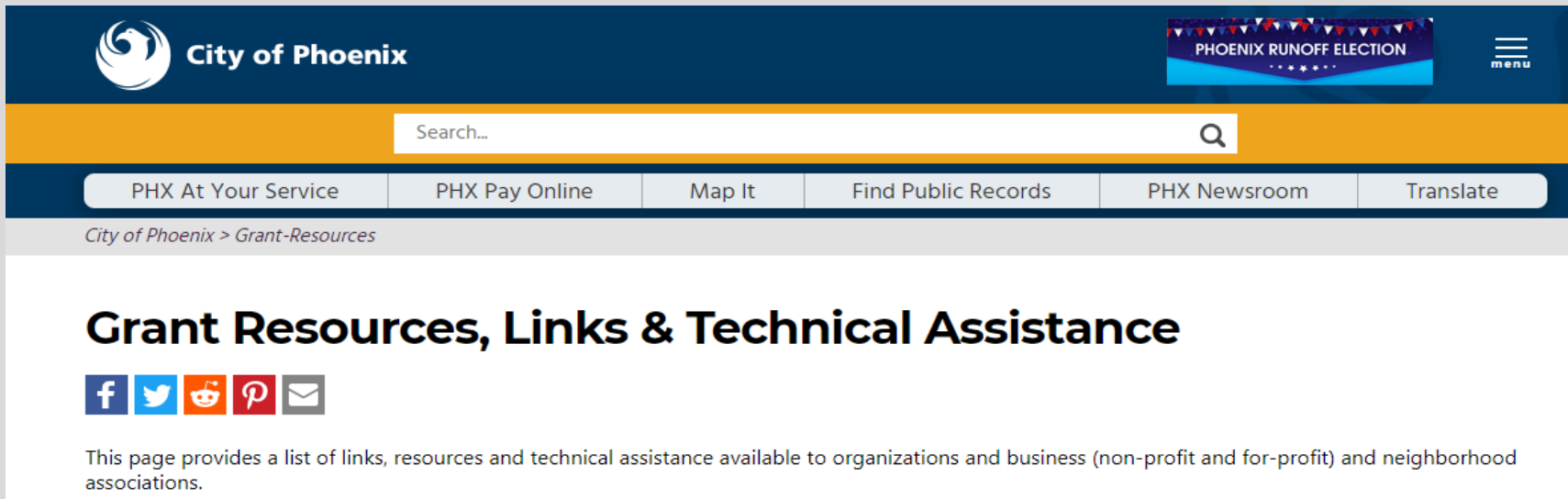


# Proposal Due Date

- Proposal must be submitted via email to [grants.nsd@phoenix.gov](mailto: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 shows 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 main content area features the breadcrumb "City of Phoenix > Grant-Resources" and a large heading "Grant Resources, Links & Technical Assistance". Below the heading are social media icons for Facebook, Twitter, Reddit, Pinterest, and Email. A paragraph of text follows, stating: "This page provides a list of links, resources and technical assistance available to organizations and business (non-profit and for-profit) and neighborhood associations."

City of Phoenix

PHOENIX RUNOFF ELECTION

Search...

PHX At Your Service PHX Pay Online Map It Find Public Records PHX Newsroom Translate

City of Phoenix > Grant-Resources

## Grant Resources, Links & Technical Assistance

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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?



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