

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CARES ACT PUBLIC SERVICE  
PRE-CONTRACT ORIENTATION – JULY 10, 2020

QUESTIONS:

1. Hi there. Is this being recorded? Yes, the recording will be posted on the grants resource page ([www.phoenix.gov/nsdsite/Pages/Grant-Resources.aspx](http://www.phoenix.gov/nsdsite/Pages/Grant-Resources.aspx))
2. How can we know the amounts of our awards to enable us to advance plan? The grant amount your organization applied for is the award amount unless your organization has been notified otherwise. Agency contract awards and Project Managers assignments are listed on page 7 of this document.
3. Should work /scope of work start or wait until the contract is fully executed? Your organization can perform scope of work activities from July 1, 2020 forward.

Expenses incurred from July 1, 2020 forward cannot be reimbursed until the contract is fully executed.

Agencies are discouraged from procuring consultant services, materials, supplies and/or equipment until guidance has been issued on the procurement requirements for this contract.

4. Are we allowed to expend funds before we sign a contract? Your organization can perform scope of work activities from July 1, 2020 forward.

Expenses incurred from July 1, 2020 forward cannot be reimbursed until the contract is fully executed.

Agencies are discouraged from procuring consultant services, materials, supplies and/or equipment until guidance has been issued on the procurement requirements for this contract.

5. Our June 2021 financials will not be done by June 9th, 2021; how does this affect the due date? Are we able to submit the final report based on preliminary financial data?

The final reports are due July 9, 2021. The final report should include actual expenditures for the entire month of June 2020.

6. RE: Duplication of Benefits. If agency funding is supporting a capacity building aspect (telehealth) and not direct per person benefit, are you saying we need to get this info from each person that uses the telehealth system?

The Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act) prohibits any person, business concern, or other entity from receiving financial assistance with respect to any part of a loss resulting from a major disaster as to which he has received financial assistance under any other

program or from insurance or any other source. A Duplication of Benefits situation would occur if a household received funds from FEMA, insurance, SBA, or another source, and then also applied for and received funding under the CDBG-CV program for the same purpose, resulting in benefits received greater than demonstrated need.

Therefore, applicants are required to verify the amount received from other sources, and also how those funds were used to ensure that a duplication of benefits will not occur. If other assistance has been received for the same purpose, then the amount of assistance provided to the applicant through the CDBG-CV program must be reduced by the amount of assistance already received from other sources (FEMA, SBA, insurance, etc.) for the same need or loss.

AGENCY must perform a duplication of benefits calculation for each beneficiary assisted with CDBG-CV funds. AGENCY must ensure that each beneficiary assisted with CDBG-CV funds executes a Duplication of Benefits Declaration. This Declaration must be maintained in the AGENCY's client files.

7. Will the declaration of benefits spell out all the types of benefits available?  
Refer to the response to question 6. Each organization is responsible for disclosing all other funding received from any governmental entity even if it is not listed in the response to question 6.
8. Will there be a list available of all benefits we need to be aware of so we don't double dip?  
Refer to the response to question 6. Each organization is responsible for disclosing all other funding received from any governmental entity even if it is not listed in the response to question 6.
9. Is the duplication declaration for the agency or each client?  
More guidance will be issued to address the duplication of benefit requirements tied to this funding.
10. Will this slideshow be available to everyone after the presentation?  
Yes, the PowerPoint presentation as well as the recording of the presentation, will both be posted to the Grants Resource page at [www.phoenix.gov/nsdsite/Pages/Grant-Resources.aspx](http://www.phoenix.gov/nsdsite/Pages/Grant-Resources.aspx)
11. For clarification, do you need all of this documentation even if we have currently provided to COP on other grants/contracts? Specifically, corporate resolution, ADA, Fiscal, audits, etc.  
Yes, all pre-contract documents must be provided by each agency for this specific contract. If these forms have already been completed by the agency and are current, the agency may provide a copy, however a complete packet

including all of the pre-contract documents must be submitted to  
[nsd.cdbg.rfp@phoenix.gov](mailto:nsd.cdbg.rfp@phoenix.gov)

12. If we currently have a contract with City of Phoenix, can that certificate of insurance be used?

If the existing certificate of insurance is current and includes the necessary coverage, the City of Phoenix Neighborhood Services Department will need to be listed as an additional insured.

13. How many outcomes are required?

There should be three to five outcome measures for the contract period. One of which will need to reflect the number of Phoenix clients served, including their demographic information, during the contract period. These outcome measures should be specific, measurable, attainable, relevant and time based (SMART).

14. If all services are provided remotely (via web/teleconference) does the ADA Compliance Assessment still need to be completed?

More guidance will be provided on this item.

15. The budget worksheet in the attachment asks for log-in information. I couldn't open it.

The budget document that is linked to the Pre-Contract Document Checklist, item #5, is a PDF document that does not require log in information.

<https://www.phoenix.gov/nsd/site/Documents/Pre-Contract%20Doc%20Checklist.pdf>

16. Do we need to submit fingerprint cards for staff not working directly with clients/on the project? Or do you also need this for admin staff?

The fingerprint clearance cards must be on file with the City for any staff who will be providing direct service and whose time will be reimbursed by this contract.

17. For commercial vehicle lease costs, what is required and what are the limitations or restrictions?

Please work with your assigned Project Manager for specific guidance relative to this question.

18. Why would a nonprofit have indebtedness to the IRS? Payroll taxes? I don't recall seeing this before on federal grants.

All City of Phoenix Neighborhood Services Department CDBG funded Public Service grants require the submission of the Disclosure of Indebtedness to the IRS, State and City of Phoenix form, the submission of the agencies Taxpayer ID information and their DUNS Number (items 14-16 on the Pre- Contract Documents Checklist) <https://www.phoenix.gov/nsd/site/Documents/Pre-Contract%20Doc%20Checklist.pdf>

The submission of these forms documents the agencies fiscal responsibility.

19. Can the presentation be emailed to the attendees?  
The PowerPoint presentation as well as the recording of the presentation, will both be posted to the Grants Resource page at [www.phoenix.gov/nsdsite/Pages/Grant-Resources.aspx](http://www.phoenix.gov/nsdsite/Pages/Grant-Resources.aspx)
20. Do you prefer all of the documents to be pdf and do you want individual documents or one pdf copy?  
There is no preference, individual attachments or one PDF file will suffice. Please submit the forms in the order they are listed in the Pre-Contract Documents Checklist. <https://www.phoenix.gov/nsdsite/Documents/Pre-Contract%20Doc%20Checklist.pdf>
21. Can billing template be signed with electronic signature, or does it need to be physically printed and signed and then made into a PDF?  
More guidance will be provided during the billing template training. The billing template training will be scheduled upon contract execution.
22. If we have a payroll system in which the timesheets are signed electronically, do we need hand signatures on the documents?  
More guidance will be provided during the billing template training. The billing template training will be scheduled upon contract execution.
23. Will the equipment be required to be turned over to the city at the completion of the grant?  
This item can be discussed in detail with your assigned Project Manager. Agencies are discouraged from purchasing materials and supplies until guidance has been issued on the procurement requirements for materials and supplies.
24. We currently use free and reduced lunch documentation provided by schools to classify as low-income, will that be an option?  
Agencies are required to document Area Median Income requirements tied to CDBG requirements for Phoenix residents served. Agencies can work with their assigned Project Manager to develop tools to assist in meeting this requirement.
25. Please send the presentation link to the attendees?  
The PowerPoint presentation as well as the recording of the presentation, will both be posted to the Grants Resource page at [www.phoenix.gov/nsdsite/Pages/Grant-Resources.aspx](http://www.phoenix.gov/nsdsite/Pages/Grant-Resources.aspx)
26. Can you please re-show project management slides? Or is there somewhere we can access that? Thank you.  
The PowerPoint presentation, including the Project Manager assignment slides, as well as the recording of the presentation, will both be posted to the Grants Resource page at [www.phoenix.gov/nsdsite/Pages/Grant-Resources.aspx](http://www.phoenix.gov/nsdsite/Pages/Grant-Resources.aspx). Agency contract awards and Project Managers assignments are listed on page 7 of this document.

27. How do we know the amount we were awarded?  
The grant amount your organization applied for is the award amount unless your organization has been notified otherwise. Agency contract awards and Project Managers assignments are listed on page 7 of this document.
28. Please provide the link for the recording of today's presentation. Thank you!  
The PowerPoint presentation, as well as the recording of the presentation, will both be posted to the Grants Resource page at [www.phoenix.gov/nsdsite/Pages/Grant-Resources.aspx](http://www.phoenix.gov/nsdsite/Pages/Grant-Resources.aspx)
29. Can you address the questions in chat?  
This Q and A document includes responses to all the questions received in the chat box.
30. Any info or update on the regular CDBG funding?  
The annual, regular, CDBG funded Public Services and Public Facilities RFP is suspended until further notice.
31. Please add my email for sending out responses to questions listed here:  
[lmiller@valleylifeaz.org](mailto:lmiller@valleylifeaz.org)  
This email has been added to for Valley Life Az.
32. As we are drafting up our budgets should we assume we are funded at the requested amount?  
Yes, the grant amount your organization applied for is the award amount unless your organization has been notified otherwise. Agency contract awards and Project Managers assignments are listed on page 7 of this document.
33. Please add my email to send the answers to the questions in the chat.  
[cvazquez@swhiv.org](mailto:cvazquez@swhiv.org).  
These responses have been posted to the Grants Resource page at [www.phoenix.gov/nsdsite/Pages/Grant-Resources.aspx](http://www.phoenix.gov/nsdsite/Pages/Grant-Resources.aspx)
34. Should the agencies be assuming that they are funded at the level they requested?  
Yes, the grant amount your organization applied for is the award amount unless your organization has been notified otherwise. Agency contract awards and Project Managers assignments are listed on page 7 of this document.
35. Can you use sole source for your consultants?  
Agencies are discouraged from procuring consultant services, materials, supplies and/or equipment until guidance has been issued on the procurement requirements for this contract.

Please work with your assigned Project Manager for specific guidance relative to this question.

36. Does the final budget that is required as part of the pre-contract documentation have to be identical to what was submitted for the RFP?

No, the final budget can differ from the budget submitted with the RFP if, the final budget includes **eligible activities** that support the original intent of the program described in the RFP application. For example, the original budget may have included a specific line item for equipment and after attending the orientation the agency may prefer to replace the equipment line item with salary costs.

37. The Pre-Contract Document Checklist includes asterisks. What do these asterisks reference?

The asterisks are not relevant and were included inadvertently.

<b>Agency Name</b>	<b>Grant Amount</b>	<b>PM Assignments</b>
A New Leaf, Inc.	\$ 50,000	Alicia Rubio
ACCEL	\$ 50,000	Amy Nordstrom Jones
Be A Leader Foundation	\$ 25,000	Alicia Rubio
Best Buddies International	\$ 5,625	Amy Nordstrom Jones
Assistance League Phoenix	\$ 48,925	Amy Nordstrom Jones
Black Family & Child Services	\$ 49,630	Alicia Rubio
Boys & Girls Clubs of the Valley	\$ 50,000	Alicia Rubio
Cancer Support Community Arizona	\$ 50,000	Amy Nordstrom Jones
Catholic Charities Community Services	\$ 49,912	Alicia Rubio
CHEEERS Recovery Center	\$ 50,000	Amy Nordstrom Jones
Child Crisis Arizona	\$ 48,800	Alicia Rubio
Phoenix Dream Center	\$ 49,220	Amy Nordstrom Jones
Civitan Foundation	\$ 37,638	Alicia Rubio
Creighton Community Foundation	\$ 48,330	Amy Nordstrom Jones
Duet: Partners in Health & Aging	\$ 50,000	Alicia Rubio
Families Forward	\$ 50,000	Amy Nordstrom Jones
Family Involvement Center	\$ 48,445	Amy Nordstrom Jones
Foundation for Senior Living	\$ 50,000	Alicia Rubio
Fresh Start Women's Foundation	\$ 50,000	Alicia Rubio
Furnishing Dignity	\$ 15,350	Amy Nordstrom Jones
Gompers	\$ 50,000	Alicia Rubio
Homeless Youth Connection	\$ 50,000	Amy Nordstrom Jones
Homeward Bound	\$ 50,000	Alicia Rubio
Human Service Campus, Inc.	\$ 50,000	Alicia Rubio
International Rescue Committee	\$ 50,000	Amy Nordstrom Jones
Jobs-Arizona's Graduates	\$ 15,000	Alicia Rubio
Justa Center	\$ 50,000	Amy Nordstrom Jones
Mountain Park Health Center	\$ 50,000	Alicia Rubio
Native American Connections	\$ 49,200	Alicia Rubio
New Pathways for Youth	\$ 25,000	Alicia Rubio
Raising Special Kids	\$ 50,000	Amy Nordstrom Jones
Rehoboth Community Development Corp.	\$ 50,000	Amy Nordstrom Jones
Southern AZ Association for Visual Impaired	\$ 50,000	Amy Nordstrom Jones
Southwest Center for HIV/Aids	\$ 50,000	Amy Nordstrom Jones
St. Vincent De Paul	\$ 50,000	Alicia Rubio
The Opportunity Tree	\$ 48,925	Alicia Rubio
The Reveille Foundation	\$ 50,000	Amy Nordstrom Jones
Tiger Mountain Foundation	\$ 50,000	Amy Nordstrom Jones
Trellis	\$ 50,000	Alicia Rubio
United States Veteran Initiative	\$ 50,000	Amy Nordstrom Jones
Valley of the Sun United Way	\$ 35,000	Amy Nordstrom Jones
Valley of the Sun YMCA	\$ 50,000	Amy Nordstrom Jones
VALLEYLIFE	\$ 50,000	Alicia Rubio
Wesley Community Center	\$ 50,000	Alicia Rubio

