

**2020-2022 COMMUNITY DEVELOPMENT BLOCK GRANT  
(CDBG)**

**PUBLIC SERVICE GRANT  
PRE-CONTRACT ORIENTATION**

**NEIGHBORHOOD SERVICES DEPARTMENT**

**June 9, 2021**



# NEIGHBORHOOD SERVICES/ GRANT STAFF

- Spencer Self, Neighborhood Services Director
- Wathsna Sayasane, Deputy Director, Admin Services Division
- Christy Blake, Management Assistant II
- Vacant, Grants Compliance Administrator
- Tennille Burton, Grants Compliance Supervisor
- Amy Nordstrom Jones, Grants Compliance Project Manager
- Alicia Rubio, Grants Compliance Project Manager
- Jennifer Emerson, Grants Compliance Project Manager





# ORIENTATION GOALS

- Review Contract Process Timeline – What to Expect
- Discuss CDBG Public Service Program Requirements
- Discuss Required Pre-Contract Documentation
- Review NSD's Grants Resource Webpage
- Establish Clear Program Expectations
- Provide Grant Project Manager Assignments
- Questions & Answers

# CONTRACT PROCESS TIMELINE – WHAT TO EXPECT



# **CDBG FUNDING**

**The City of Phoenix, Neighborhood Services Department, which administers the city's HUD CDBG program, uses CDBG to develop viable urban communities by:**

- Providing decent housing and a suitable living environment**
- Expanding economic opportunities, primarily for low- and moderate-income people.**

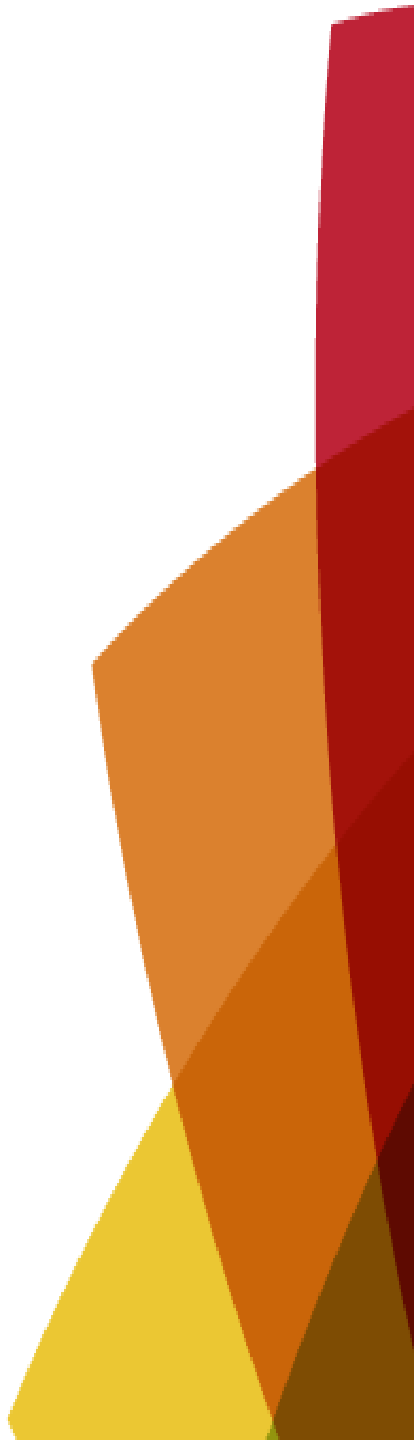
**CDBG funds must be used for programs that meet the National Low- and Moderate-Income Objective and the eligible activity criteria.**

# **DUPLICATION OF BENEFITS**

**CDBG funding is subject to federal prohibition against duplication of benefits.**

**A duplication of benefits is when:**

- A household received funds from FEMA, insurance, SBA, or another source (local, state and federal sources)  
and**
- Applied for and received funding under the CDBG program for the same purpose**
- Each agency must perform a duplication of benefits calculation for each beneficiary assisted with CDBG**
- Each client must fill out/ complete a Duplication of Benefits Declaration that must be maintained in the agency's client files.**





# PRE-CONTRACT DOCUMENTATION REQUIREMENTS

# BEFORE AGENCY REGISTRATION

**Before starting any new federal or City of Phoenix registrations:**

- **Check to see if your agency is already registered and confirm your agency's status is active or in good standing**
- **If your agency has previously received grants from the City of Phoenix – you probably already have a procurePHX account**
  - **Review your agency's billing address information to ensure it is still current/ correct**







# **AGENCY PRIORITY ACTION ITEMS**

## **Federal Registration Requirements:**

- **DUNS Number (required to register for SAM)**
- **System for Award Management (SAM) registration**

## **City of Phoenix Registration Requirements:**

- **Arizona Corporation Commission – maintain good standing**
  - **Vendor Registration/ Account Updates (procurePHX)**
- 

# NSD GRANTS RESOURCE WEBSITE

City of Phoenix **COVID-19 Information Page** menu

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



This page provides a list of links, resources and technical assistance available to organizations and business (non-profit and for-profit) and neighborhood associations.

**System of Award Management (SAM)**  
Register, update or renew to do business with the U.S. Government

**VIEW RESOURCE**

**Arizona Corporate Commission (ACC)**  
Become incorporated with the State of Arizona

**VIEW RESOURCE**

**procurePHX**  
Become a Vendor with the City of Phoenix

**VIEW RESOURCE**

**Solicitations**  
View current city solicitations

**VIEW RESOURCE**

**Solicitation Awards**  
View solicitation awards and recommendations

**VIEW RESOURCE**

**Low Mod Census Tract Search**  
Find a Low/Mod Census Tract by Address

**VIEW RESOURCES**

**Public Services**  
Project Management Guide

**VIEW GUIDE**

**Public Facility Project**  
Project Management Guide

**VIEW GUIDE**

**2020-2021 CDBG Public Service**  
Orientation Powerpoint Presentation

**VIEW GUIDE**

**Public Service Forms**  
Pre Contract Documents

**VIEW GUIDE**

**CARES Act PreContract Orientation Resources**  
Powerpoint Presentations and Q & A's

**VIEW RESOURCES**

<https://www.phoenix.gov/nsd/site/Pages/Grant-Resources.aspx>

# D-U-N-S NUMBER REGISTRATION

dun & bradstreet

Search Companies, Content, Industries

Business Directory

Support

Login



Finance

Sales & Marketing

Third Party Risk & Compliance

Government

Small Business

D-U-N-S Number

Data Cloud

## Dun & Bradstreet D-U-N-S® Number

Establish your business, find another business, and drive business performance

HOME > D-U-N-S NUMBER



### Look Up a D-U-N-S Number

Search for your company's or other company's D-U-N-S Number.



### Request a D-U-N-S Number

Establish your business, get noticed, and control your story in the global marketplace.




### Update Company Information

View, update, and print business information on your D&B® credit file.

<https://www.dnb.com/duns-number.html>


# SAM.GOV REGISTRATION

City's Grant Resource Page Link



**System of Award Management (SAM)**  
Register, update or renew to do business with the U.S. Government

**VIEW RESOURCE**



**A NEW WAY TO SIGN IN** - If you already have a SAM account, use your **SAM email** for login.gov. **Log In**

[Login.gov FAQs](#)

[HOME](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [CHECK STATUS](#) [ABOUT](#) [HELP](#)




**ALERT:** SAM.gov will be down for scheduled maintenance Saturday, 07/18/2020 from 8:00 AM to 10:00 PM

**ALERT:** CAGE is experiencing intermittent service interruptions. SAM registrants may encounter an error validating a CAGE Code. If this happens, please try again later.

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

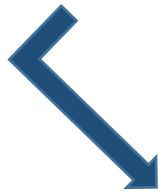
- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records


### Getting Started

Create A User Account	Register Entity	Search Records
		
Start by creating a SAM user account.	After creating your SAM user account, log in to register to do business with the U.S. government.	Do a public search for existing entity registration records or exclusion records.  Federal users can log in to see additional information.

# ARIZONA CORPORATION COMMISSION REGISTRATION

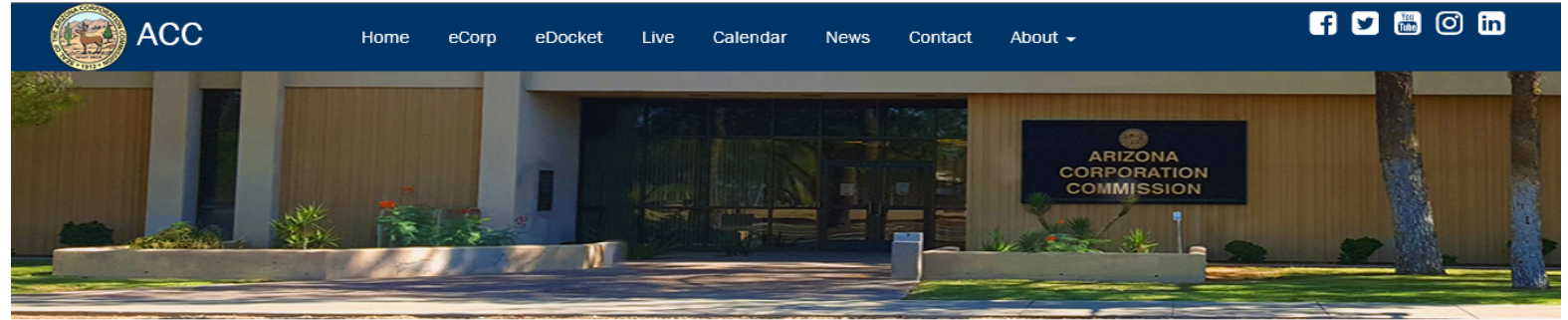
City's Grant Resource Page Link





**Arizona Corporate Commission (ACC)**  
Become incorporated with the State of Arizona

**VIEW RESOURCE**



**Important Notice:**

Due to the continued COVID-19 concerns, and in an effort to keep the public and staff as safe as possible, the Arizona Corporation Commission in-person window counter services in Phoenix and Tucson are still closed. In addition, all meetings with Commission employees are by appointment only.

Our Corporate Filings and Records counters are temporarily closed to the public. Customers will be able to complete most business filings online at [ecorp.azcc.gov](http://ecorp.azcc.gov) and you may fax or mail filings, as usual. We are also accepting drop-off filings at the Corporations Division if you are paying by check ONLY.

For more information, please call 602-542-3026 or email [answers@azcc.gov](mailto:answers@azcc.gov)

Docket Control is temporarily closed to the public. All docket filings may be submitted by efilings at [efiling.azcc.gov](http://efiling.azcc.gov) or by mail. For assistance, please call 602-542-3477 or email [help-edocket@azcc.gov](mailto:help-edocket@azcc.gov)

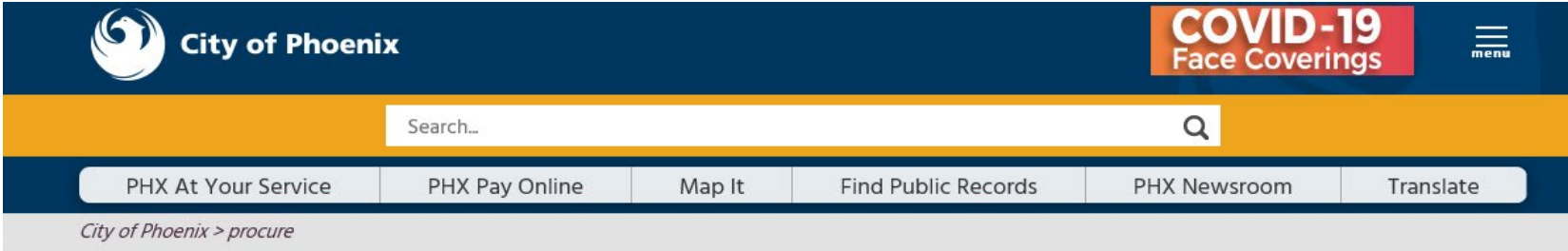
**Important Outage Notification**

The system will be temporarily unavailable from 6:30 p.m. to 8:30 p.m. on Thursday, July 9, 2020 for system updates. We apologize for any inconvenience for the upcoming outage.

Your Arizona Business	Cases and Open Meetings	Customer Assistance	Register	Transparency							
Search Corporations and LLCs	Reserve an Entity Name	Start a New Corporation or LLC	File an Annual Report	Make Changes to Your Business	Same Day/Next Day Services	Where do I start	More Information	Contact Corporations	View Recently Approved Businesses	Obtain a Trademark or Trade Name	Pay Business Tax



# procurePHX REGISTRATION



City's Grant Resource Page Link



### BECOME A VENDOR



1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System *Steps to Success!*
4. **Set-Up** ID & Password

To do business with the city you must register in **procurePHX**. To register, you must have a signed, scanned copy of your W-9. **Need Help?** Email [vendor.support@phoenix.gov](mailto:vendor.support@phoenix.gov) or call (602) 262-1819.

- Instructions >
- Registration >
- ProcurePHX Login >


A New Way To Do Business ...



### REGISTRATION HELP



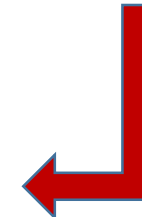
Call Help Desk  
**(602) 262-1819**  
Email Help Desk  
[vendor.support@phoenix.gov](mailto:vendor.support@phoenix.gov)



**procurePHX**

Become a Vendor with the City of Phoenix

**VIEW RESOURCE**



# PRE-CONTRACT DOCUMENT CHECKLIST LINK

## Pre Contract Documents



### Community Development Block Grant (CDBG) Public Service Program

- Click here for [Pre-Contract Checklist](#)

### Community Development Block Grant (CDBG) Public Facility Program

- Coming soon

<https://www.phoenix.gov/nsdsite/Pages/PSPreContractDocuments.aspx>

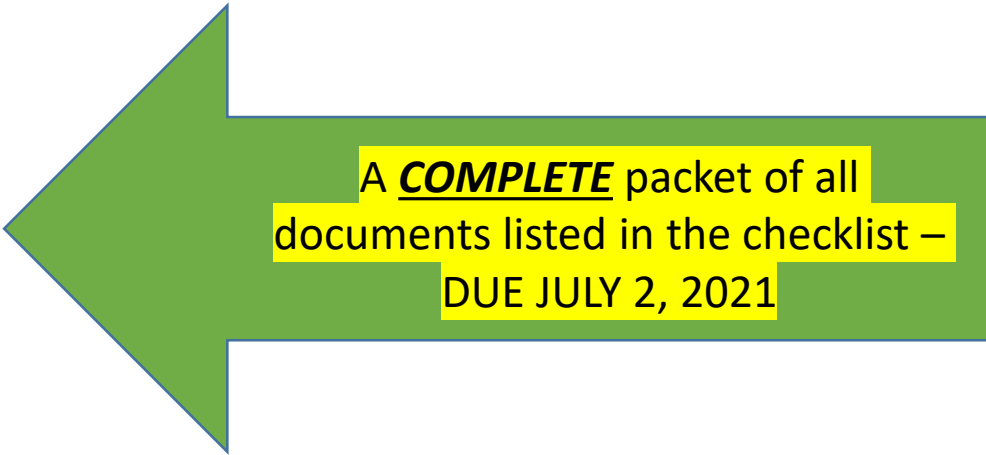
City's Grant Resource Page Link



# PRE-CONTRACT DOCUMENTS CHECKLIST

Community Development Block Grant Program (CDBG)  
Public Service Grant Program  
PRE-CONTRACT CHECKLIST

- 1. [Corporate resolution \(authorizing signer of CDBG contract\)](#)
- 2. Certificate of Insurance naming the City of Phoenix as additional insured. Programs that involve working with or caring for children or vulnerable adults must maintain sexual molestation coverage.
- 3. [Job Descriptions](#) and Resumes (if CDBG funded positions(s)).
- 4. 501 (c) 3 Letter or Documentation Proving Incorporation as a Non-Profit Organization
- 5. [Scope of Work](#) and [Budget](#)
- 6. [ADA Accessibility Questionnaire](#) and [ADA Accessibility Compliance Statement](#)
- 7. [Federal Grant Subrecipient Fiscal Management Assessment](#) and [Accounting/Bookkeeping Responsibilities](#)
- 8. Financial Audit and Management Letter; if no recent audit has been conducted, remit a copy of the most recent financial statements
- 9. Articles of Incorporation and By-laws
- 10. Board of Directors List (including each name, address, and phone numbers of all members of the Board of Directors)
- 11. Verification of Staff Fingerprinting is required for all CDBG-funded staff and contractors working with vulnerable populations such as children and vulnerable adults.
- 12. Copy of Lease Agreement (if CDBG funded)
- 13. Professional Consultant Contracts (if CDBG funded)
- 14. [Disclosure of Indebtedness to the IRS, State and City of Phoenix](#)
- 15. [Taxpayer ID Information \\*\\* and \(DUNS Number\)](#)
- 16. System for Award Management Verification
- 17. procurePHX Account Registration/Update Verification page displaying vendor number and remit to address



A **COMPLETE** packet of all documents listed in the checklist –  
DUE JULY 2, 2021

Submit to: [nsd.cdbg.rfp@phoenix.gov](mailto:nsd.cdbg.rfp@phoenix.gov)



# EXAMPLES OF INELIGIBLE COSTS

- **Services that do not serve city of Phoenix residents**
- **Services that do not serve low- and moderate- income persons**
- **Political Activities**
- **Income Payments**
- **Stipends**
- **Marketing/ Fundraising**
- **Food for events/ Board Meetings**
- **Gifts/ Awards**
- **Programs/ Services that Promote Religion**
- **Payment of Debt or Pre-Program Expenses**
- **Entertainment, Furnishings and Personal Property Purchases**
- **Gasoline**

# SAMPLE INSURANCE COVERAGE SECTION

Commercial General Liability →

General Aggregate Limit →

Automobile Liability →

Umbrella Liability →

Worker's Comp./ Employers' Liability →

Sexual Abuse Liability →

INSR LTR	TYPE OF INSURANCE		ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY			[REDACTED]	3/1/2021	3/1/2022	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/>	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
								MED EXP (Any one person)	\$ 5,000
								PERSONAL & ADV INJURY	\$ 1,000,000
								GENERAL AGGREGATE	\$ 5,000,000
								PRODUCTS - COMP/OP AGG	\$ 2,000,000
									\$
		GEN'L AGGREGATE LIMIT APPLIES PER:							
	<input type="checkbox"/>	POLICY	<input type="checkbox"/>	PRO-JECT	<input checked="" type="checkbox"/>	LOC			
		OTHER							
A	<input checked="" type="checkbox"/>	AUTOMOBILE LIABILITY			[REDACTED]	3/1/2021	3/1/2022	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/>	ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/>	OWNED AUTOS ONLY	<input type="checkbox"/>	SCHEDULED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/>	HIRED AUTOS ONLY	<input type="checkbox"/>	NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident)	\$
									\$
A	<input checked="" type="checkbox"/>	UMBRELLA LIAB	<input checked="" type="checkbox"/>	OCCUR	[REDACTED]	3/1/2021	3/1/2022	EACH OCCURRENCE	\$ 5,000,000
	<input type="checkbox"/>	EXCESS LIAB	<input type="checkbox"/>	CLAIMS-MADE				AGGREGATE	\$ 5,000,000
	<input type="checkbox"/>	DED	<input checked="" type="checkbox"/>	RETENTION \$ 10,000					\$
B		WORKERS COMPENSATION AND EMPLOYERS LIABILITY			[REDACTED]	3/1/2021	3/1/2022	<input checked="" type="checkbox"/> PER STATUTE	
		ANY PROPRIETOR, PARTNER, EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	Y/N	N/A			OTHER	
		If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT	\$ 1,000,000
								E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
								E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A		Sexual Abuse Liability			[REDACTED]	3/1/2021	3/1/2022	Per Occurrence	\$1,000,000
								Aggregate Limit	\$2,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)									
[REDACTED]									
Certificate Holder is an additional insured as respects general liability, as required by written contract. Blanket Waiver of Subrogation applies to Workers' Compensation, as required by written contract. See Attached...									
CERTIFICATE HOLDER					CANCELLATION				
City of Phoenix 200 W. Washington Street 4th Floor Phoenix AZ 85003					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.				
					AUTHORIZED REPRESENTATIVE [REDACTED]				

# PROGRAM EXPECTATIONS



# AGENCY CONTRACT

- **New contracts will be executed as soon as all pre-contract documentation has been received from the agency**
- **Public Service programs are expected to be completed within a 12-month period**
- **Agency awards must be expended by June 30, 2022**
- **All complete and accurate demographic, income, invoices, proofs of payment, and supporting documentation must be submitted no later than the 15<sup>th</sup> of each month for reimbursement**

# **REIMBURSEMENTS & PROCUREMENT TRAINING**

**Reimbursement Training**

**June 23, 2021**

**Procurement Training**

**June 24, 2021**



# REIMBURSEMENTS, PERFORMANCE MEASURES & MONITORING

## Reimbursements -

- **A virtual training will be conducted with agency staff responsible for monthly data collection and billing template updates**
  - **Technical assistance is available throughout the contract period to ensure successful submissions**

## Performance Measures –

- **Agencies must report:**
  - **# of persons or households assisted**
  - **Race, ethnicity, and disability data for each person served**
  - **# of persons served at 30, 50 and 80% Area Median Income (AMI)**
  - **Outcome measures**

## Monitoring –

- Agencies must retain CDBG records for 4 years after the expiration/ termination of the contract

# PROJECT MANAGER CONTACT INFORMATION

**Amy Nordstrom Jones**  
**Grants Compliance Project Manager**  
**(602) 534-6696**  
**amy.nordstrom.jones@phoenix.gov**

**Alicia Rubio**  
**Grants Compliance Project Manager**  
**(602) 262-6286**  
**alicia.rubio@phoenix.gov**

**Jennifer Emerson**  
**jennifer.emerson@phoenix.gov**



**NEIGHBORHOOD  
SERVICES  
DEPARTMENT**





# PROJECT MANAGER ASSIGNMENTS - AMY NORDSTROM JONES

<b>1N10 dba One-N-Ten</b>	<b>Assistance League of Phoenix</b>	<b>Chicanos Por La Causa, Inc. – Seniors</b>
<b>Chicanos Por La Causa, Inc. – Youth</b>	<b>Child Crisis Arizona</b>	<b>Chrysalis Veterans Services, Inc.</b>
<b>G Road</b>	<b>Homeless Youth Connection</b>	<b>Lifeology AZ, Inc.</b>
<b>Raising Special Kids</b>		<b>TigerMountain Foundation</b>





# PROJECT MANAGER ASSIGNMENTS - ALICIA RUBIO

<b>Arizona Recreation Center for the Handicapped</b>	<b>Desert Mission Lincoln Learning Center</b>	<b>Ekklesia Christian Church</b>
<b>Elevate Phoenix</b>	<b>Father Matters, Inc.</b>	<b>Mo-Energiee Youth Foundation, Inc.</b>
<b>New Pathways for Youth, Inc.</b>	<b>Refugees &amp; Immigrants for Community Empowerment</b>	<b>R.O.C.K. Foundation</b>
<b>Southern Arizona Association for the Visually Impaired</b>		<b>Wesley Community &amp; Health Centers</b>

# PROJECT MANAGER ASSIGNMENTS - JENNIFER EMERSON

<b>Be a Leader Foundation</b>	<b>Big Brothers Big Sisters of Central Arizona</b>	<b>Boys &amp; Girls Clubs of Metropolitan Phoenix</b>
<b>Duet: Partners in Health &amp; Aging</b>	<b>Future for Kids</b>	<b>Neighborhood Ministries</b>
<b>Phoenix Indian Center, Inc.</b>	<b>Sounds Academy</b>	<b>Technical Assistance Partnership of Arizona</b>
<b>Valley of the Sun YMCA – Seniors</b>		<b>Valley of the Sun YMCA - Youth</b>



# RECAP

- ✓ Before starting any new federal or City of Phoenix registrations check to see if your agency is already registered
- ✓ Pre-contract documentation is due by July 2, 2021 or sooner and sent to: [nsd.cdbg.rfp@phoenix.gov](mailto:nsd.cdbg.rfp@phoenix.gov)
- ✓ Public Service programs are expected to be completed within a 12-month period
- ✓ Agency awards must be expended by June 30, 2022
- ✓ Reimbursement Training - June 23, 2021
- ✓ Procurement Training - June 24, 2021
- ✓ Agencies must retain CDBG records for 4 years after the expiration/ termination of the contract

# QUESTIONS?



**NEIGHBORHOOD  
SERVICES  
DEPARTMENT**



**City of Phoenix**