City of Phoenix, Grants Administration Team

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Orientation Goal

- Meet staff who can provide technical assistance
- Overview of CDBG rules and eligibility
- Discuss RFP criteria
- Introduction to NEW online proposal
NEW this year!

- RFP must be downloaded: www.awardalley.com/cdbg
- Proposal Instructions and Proposal Form
- Additional Materials
  - Census Map, Income Limits
CDBG: A Brief History

• 1974: signed into legislation
• 1975: Phoenix receives an allocation
• U.S. Department of Housing and Urban Development (HUD) funding
• Formula grants to entitlement communities such as Phoenix
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.
Funding Availability This Year – To Be Determined

- Allocations have not been determined yet
  - Congress has not announced allocations yet
  - City Council may adjust funding levels as well
CDBG National Objectives

To be eligible for this RFP you must serve low- and moderate-income Phoenix residents.
Three ways to meet a 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
Eligible Applicants

• Nonprofit organizations
  – Including faith-based organizations
• Neighborhood organizations
  – Must be incorporated as a nonprofit
• Public or Charter Schools
Eligible Applicants

- Must be incorporated in Arizona as a nonprofit at time of application
- Must have a DUNS number at time of contract execution
- Must be registered in sam.gov at time of contract execution
- Does NOT have to be 501(c)3
Eligible Applicants

- Agency cannot have 50% or more unspent funds on a 2014 CDBG contract at the time of proposal submission
- Public or Charter Schools must be located in and contribute to revitalization efforts in one of the City’s targeted areas
Ineligible Activities

- Services to non-Phoenix residents
- Services that do not benefit low- and moderate-income people
- Services that promote religion
Programs Not Funded in this RFP
(but perhaps elsewhere in the City)

• Homeless Adult Programs
• Housing Counseling
• Economic Development
• Employment and Training Programs
• Housing Programs
Public Service RFP Priorities

• Youth Services and Childcare
• Enrichment Programs for Youth
• Support Services for Persons with Disabilities and Senior Support Services
• Neighborhood Revitalization
<table>
<thead>
<tr>
<th>Youth Services and Childcare</th>
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</thead>
<tbody>
<tr>
<td>• $35,000 maximum request</td>
</tr>
<tr>
<td>• Provides essential needs for low-income children</td>
</tr>
<tr>
<td>- Shelter / daycare</td>
</tr>
<tr>
<td>- Healthcare</td>
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<tr>
<td>- Education</td>
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<td>- Sustenance</td>
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</tbody>
</table>
Enrichment Programs for Youth

- $25,000 maximum request
- Services that augment education
  - Tutoring
  - Mentoring
  - Reading
  - Literacy
  - Arts
  - Music
Support Services for Persons with Disabilities and Senior Support Services

- $35,000 maximum request
- Provides essential needs for seniors and persons with disabilities
  - Self-sufficiency services
  - Transportation
  - Healthcare
  - Case Management
Neighborhood Revitalization Services

- $15,000 maximum request
- Programs targeting low-income neighborhoods promoting:
  - Tool-lending programs
  - Graffiti identification
  - Networking through community events
  - Block watch activities
  - Landlord/tenant initiatives
• Ask for what you need – it does not need to be the maximum
• CDBG-funded staff must provide direct services to clients (not administrative)
• If the budget page says ‘required’ next to a line item – make sure you include a cost!
  – Insurance
Public Service – Ineligible Costs

- Payment of debt / mortgage
- Pre-program expenses
- Entertainment
- Stipends
- Political activities
- Marketing
- Fundraising
- Food – not intrinsic to the program
Questions on Public Service Proposals?
Public Facilities RFP Priorities

• Citywide Projects
  – Up to $100,000
  – Requires 30% match secured at time of application

• No longer a distinction between geographic targeted areas and citywide
Public Facility Project Examples

- Acquisition
- Acquisition and rehabilitation
- New construction
- ADA modifications
- Interior and exterior rehabilitation
Ineligible Public Facility Activities

- Construction or rehabilitation of housing units
- Construction or rehabilitation administrative offices
- Facilities not primarily serving low-income clients
- Agency staff costs / project management
Public Facility Match

• RFP requires that agency provide at least 30% of the project funds
• Maximum request is $100,000
• Maximum request of $100,000 requires match of $42,857
  – Other sources of match may exceed that amount but cannot be less
• Agency must demonstrate in proposal that those matching funds are available
Public Facility Match

Example:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$100,000</td>
<td>CDBG Request</td>
</tr>
<tr>
<td>$  42,857</td>
<td>30% of Total Project Match</td>
</tr>
<tr>
<td>$142,857</td>
<td>Total Project Cost</td>
</tr>
</tbody>
</table>

Formulas:

- CDBG Request/.70 = total project
- Total project x .70 = CDBG request
- Total project x .30 = match
A HUD NEPA review will be required for all funded construction projects
- City staff will coordinate
- Asbestos tests are required for all rehab projects
- Lead-based paint testing may also be required
Funded projects will have an open and competitive procurement process

- Do not select a contractor or work with a contractor on your proposed project
- City staff will help ensure an open procurement of a contractor
- Lowest bidder will usually be selected
- Contractors that assist in writing the scope or budget will not be eligible to bid
• Davis Bacon Wages will be required to be paid for all construction projects
  – City staff will provide the wage schedule
  – City staff will work with contractors and subcontractors to ensure the proper wages are paid
  – MAY increase total project cost by 4-6%
• No activity can begin on the proposed project until after the funding award, environmental review and competitive procurement process
• Pre-contract costs are not eligible
• Federal funding requirements may extend original timeline
Public Facility - Liens

• The city will lien the building after completion of the project to ensure long term benefit of these public funds.

• Lien Terms:
  Less than $25,000  5 years
  More than $25,000  10 years
  Acquisition/New Construction  20 years
Questions on Public Facility Proposals?
Proposal Review Process

• Community Development Review Committee
  – 11 members
  – Appointed by the Mayor
  – Represent needs of the entire city
  – Score proposals on 40-point scale
  – Committee does not discuss individual proposals
Proposal Evaluation Criteria

- 10 points each
  - Program/project description and need
  - Proposed outcomes
  - Agency track record
  - Program/project budget

- Highest ranked proposals after evaluation are invited to presentation night
Technical Review Process

- Every proposal will receive a two-page technical review in January
- Read the review for accuracy and any proposal ‘concerns’ or ‘notes’
- Provide a written response if clarifications are needed
- No need to respond if technical review is accurate
Technical Reviews – Common Issues

Public Service
• Direct service delivery
• Site control
• Insurance

Public Facilities
• Match
• Architectural costs
• Site Control
Agency Presentations

- Proposals that meet the review committee’s threshold score are invited to present (usually about 2/3 of total applicants)
- Scheduled for the end of March or early April
  - agencies are given scheduled times
- 3-minute presentation followed by 2 minutes of questions from the committee
Agency Presentations

- Highest ranked proposals after presentation are funded
- Agencies that do not show up for their assigned presentation time will not be considered for funding
Proposal Review Process

December 4, 2015
Proposals Due

December
Eligibility Reviews

Dec – January
Technical Reviews

Feb – March
Committee Scores

March - April
Presentations

May
City Council Approval

July 1, 2016
Funding Available
RFP Tips

• Previously funded proposals are available at the library – foundation and grants section
• Technical assistance is available – walk-in, by appointment or via email
• More than one proposal is allowable - must be separate programs
RFP Process

Questions on the RFP process?
Proposal Process

- Available to download today!

- All proposals due December 4 at 1 pm
Proposal Process is Online

- For the first time, the proposal will be completed and submitted online
  www.awardalley.com/cdbg

- All proposals due December 4 at 1 pm
- Goal is a smoother, easier process both for agencies and for review committee
- Technical assistance is available
  - But don’t wait to the last moment! Please!
Proposal Process is Online

- Opening page… sign in
- Name, email, password
- Agree to user agreement
  - Must be at least 14
  - You own the content
  - Session cookies
Proposal Process is Online

- After you have registered you can login instead
- If you have been on the site recently, cookies will allow the site to recognize you and you will not need to login
Proposal Process is Online

2016-17 City of Phoenix Community Development Block Grant Request for Proposal Public Facilities and Public Services

The CDBG program, funded by the U.S. Department of Housing and Urban Development (HUD), provides annual grants on a formula basis to entitlement cities and counties. The mission of the CDBG program is to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income people. CDBG funds must be used for projects that meet the national objective to
Proposal Process is Online

Purpose of the Award

Important information is included in this section. Please read to the end.

Welcome to the city of Phoenix’s Community Development Block Grant (CDBG) FY 2016-17 Request for Proposal (RFP) Program. The CDBG program, administered by the city of Phoenix Neighborhood Services Department has been serving the community since 1975. The RFP is issued annually for nonprofit groups and neighborhood organizations serving city of Phoenix residents. The proposal form and detailed instructions are available to help in the development of the proposal. City staff is available Monday through Friday, 8 a.m. to 5 p.m., to help in the development of a viable proposal by clarifying the RFP criteria and CDBG rules.

The CDBG program, funded by the U.S. Department of Housing and Urban Development (HUD), provides annual grants on a formula basis to entitlement cities and counties. The mission of the CDBG program is to develop viable urban communities by providing decent housing and a suitable
Proposal Process is Online

- Information about the category
- Maps and Charts
  - City council districts
  - 2015 Income limits
  - Other specific area maps
- Forms
  - Track Record and Capacity (PS and PF)
  - Budget and Personnel Schedule (PS)
  - Budget and Matching Funds Certification (PF)
Proposal Process is Online

• Things to know
  – The census tract map also has a link to it. We recommend that you use the link instead of printing the map.
  – Download both of the Excel documents to use them.
Proposal Process is Online

• Proposals are due December 4, 2016
• Handy countdown clock is there to remind you
Proposal Process is Online

• Things to know
  – The website will not allow for anymore submissions at 1 pm in December 4
  – Please do not wait until 12:59 pm to submit
Proposal Process is Online

- Information about the funding priorities
- Maximum requests
- CDBG regulations and instructions
  - Eligible/not eligible
  - Technical assistance; staff contact information
  - Environmental reviews, Davis Bacon, lead-based paint, liens, asbestos (Public Facilities only)
Proposal Process is Online

- Definitions of key words
  - Conflict of interest
  - Licensing requirements
  - Matching funds
- Insurance requirements
Proposal Process is Online

- Proposal review process
  - Calendar
  - Evaluation criteria
- Reporting requirements for funded agencies
- FAQs
Proposal Process is Online

- How to include forms in proposal
  - Download forms and fill them out
  - Save each as a pdf
  - Upload into application
- Required information
  - Track record and capacity
  - Budget
  - Matching funds verification (Public Facilities only)
Proposal Process is Online

• Things to know
  – You can print out the guidelines for reference if you want
Proposal Process is Online

- Name is needed for the program/project
- Contact person and information
  - Does not need to be executive director
- Letter from executive director or board member in support of proposal
  - Upload as a pdf
Proposal Process is Online

- General agency information
  - Make sure agency name matches name in Corporation Commission filings
- National objective
- Mission and purpose
- Description of clients served
Proposal Process is Online

- City council district(s) served and census tract(s)
  - See maps in overview section
- Attachments required
  - List of members of agency’s board of directors
  - Organizational chart
  - Site control information
  - Licensing information if required
Proposal Process is Online

Things to know

- “Applicant name” must be the agency applying
- “Contact name” is the person completing the application or the executive director
- “Contact name” is the person who will be contacted with questions.
- Only 1 login/email is allowed on each application/proposal in that funding category.
- Be sure to upload required documents
Proposal Process is Online

• Only 4 questions
  – Program description and need
  – Proposed objectives and outcomes
  – Track record and capacity
    • Upload track record/capacity
  – Budget
    • Upload budget and personnel schedule (PS)

• Matches evaluation criteria
Proposal Process is Online

Things to know:
- Save the application anytime you stop working
- When you are done click “Preview and Submit”
- You cannot “Preview and Submit” without uploading “Application” docs
- You can “Preview and Submit” without uploading “Applicant” docs
Proposal Process is Online

• Things to know (continued):
  – You can preview your proposal
    • All answers to questions and information requests are visible
    • And uploaded documents can be opened and reviewed
  – Click “not ready” if you are missing documents or want to make changes
  – Check the “Terms and Conditions” box and “Submit Application Now” if you are ready
    • You cannot make any more changes once submitted
Proposal Process is Online

- General things to know:
  - Award Alley works better in Chrome than in Internet Explorer
Technical Assistance is Available

• On questions about eligibility, RFP requirements, and national objectives
  – Staff is available to answer those questions
  – We cannot review your proposal or give advice
  – Monday through Friday, 8 a.m. to 5 p.m.
  – Please call to make an appointment
  – Contact information in the RFP
Technical Assistance is Available

• On questions about the online proposal
  – Open lab sessions
  – Bring any documents on a thumb drive
  – Use a city computer to log into Award Alley
  – Calvin Goode Building, 4th Floor
    Housing Conference Room 4N
    • November 5   9:00 am – noon
    • November 17  9:00 am – noon
    • December 1   10:00 am – noon
QUESTIONS?