

CARES Act Phoenix Refugee & Asylee Relief Grant Pre-Contract Orientation
July 9, 2020

QUESTIONS:

1. What is the difference between 501 (c) 3 and 401 (c)?

I googled the 501(c)(3) and 401(c) question - they both refer to IRS classifications and the primary difference is the 501(c)(3) refers to a formal classification of NOT FOR PROFIT organizations while the 401(c) refers to a formal classification of "self-employed" individuals and "owner employees" As Wathsna mention we may want to discuss with Dawn before posting the responses.

2. If we don't have a physical location, do we still have to fill the ADA questionnaire?

More guidance will be provided on this item.

3. The activities that are reimburse should start no earlier than the contract is signed? Lie 9/1/2020?

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. On our W-9, what line does our DUNS # go?

There is not a field for the DUNS number on the W-9 form. Please provide this information with the SAM.gov registration verification.

5. Can 20% of grant be expensed now (before contracted)?

Per the RFP, page 6, no program expenses incurred prior to award notification will be reimbursed. No more than 20% of the overall awarded funds can be used for reimbursement of costs incurred prior to contracting. Any expenses incurred prior to contract must be approved by city staff prior to being incurred. Documentation to support all expenditures will be required.

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

6. Do we get reimbursed as we go along?

Monthly reimbursement packets are due to your assignment project manager monthly. More guidance will be provided during the billing template training. The billing template training will be scheduled upon contract execution.

7. What about organizations who are awarded this grant for the first time, and do not have funding at the moment to pay in advance. Can they receive some funding in advance?

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8. If we have a signed resolution by the board authorizing the CEO to enter into contracts will that satisfy the corporate resolution or do, we have to use the specific resolution provided by the City of Phoenix? We will not have a board meeting between now and July 20th, so it isn't realistic to get that document approved and signed by the deadline.

Yes, you can submit your boards authorization form to your assigned Project Manager with your pre-contract documents for review. If this form does not meet the City's needs, your assigned Project Manager will provide guidance.

9. COVID may cause interruptions and delays in certain projects. Your thought?

This funding is intended to prevent, prepare or respond to the COVID pandemic. If there are concerns that your agency will have delays in spending these funds, please discuss those barriers with your assigned Project Manager.