



CARES ACT REFUGEE/ASYLEE PRE-CONTRACT ORIENTATION

Coronavirus Aid Relief & Economic Security Act
(CARES)

Phoenix Refugee and Asylee
Coronavirus Relief Grant Program

NEIGHBORHOOD SERVICES
DEPARTMENT
JULY 9, 2020



NSD/GRANTS STAFF

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ORIENTATION GOALS

- Discuss CARES Act Program Requirements
- Establish Clear Program Expectations
- Review NSD's New Grants Resource Page Website
- Grants Project Manager Assignments
- Contract Process Timeline/What to Expect
- Answer Your Questions



CARES ACT FUNDING

Organizations receiving CARES Act funding should ensure that proposed program and services are **in line with CDC guidelines, governor's orders and federal and state requirements.**

Funded programs and activities must assist in the purpose of **preventing, preparing for and responding to the growing effects of the coronavirus (COVID-19) public health crisis.**



DUPLICATION OF BENEFITS

Funding is subject to federal prohibition against duplication of benefits.

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 CARES program **for the same purpose**, resulting in benefits received greater than demonstrated need. This includes funding from local, state and federal sources.



DUPLICATION OF BENEFITS

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 CARES program **must be reduced by the amount of assistance already received** from other sources (FEMA, SBA, insurance, etc.) for the same need or loss.



DUPLICATION OF BENEFITS

Each agency must perform a **duplication of benefits calculation** for each beneficiary assisted with CARES funds.

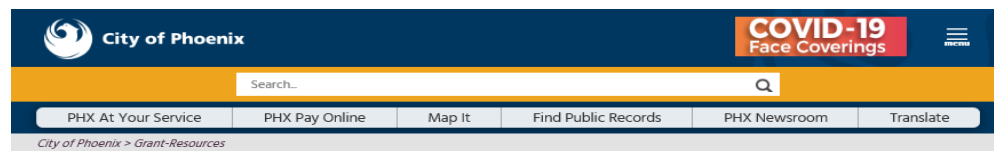
The agency must ensure that each beneficiary assisted with CARES funds executes a **Duplication of Benefits Declaration**.

This Declaration must be **maintained** in the agency's client files.



NEW GRANTS RESOURCE WEBSITE

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



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	 Public Services Project Management Guide VIEW GUIDE	 Public Facility Project Project Management Guide VIEW GUIDE	 Public Service & Public Facility Orientation Powerpoint Presentation VIEW GUIDE
 Public Service Forms Pre Contract Documents VIEW GUIDE			



PRIORITY ACTION ITEMS FOR AWARDED AGENCIES

Federal Requirements:

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

City of Phoenix Requirements:

- Arizona Corporation Commission
- Vendor Registration/Account Updates



PRIORITY ACTION ITEMS FOR AWARDED AGENCIES



Grant Resources, Links & Technical Assistance



This page provides a list of links, resources and technical assistance available to organizations and business (non-profit 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](#)

D-U-N-S NUMBER

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

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



 <p>Look Up a D-U-N-S Number Search for your company's or other company's D-U-N-S Number.</p>	 <p>Request a D-U-N-S Number Establish your business, get noticed, and control your story in the global marketplace.</p>	 <p>Update Company Information View, update, and print business information on your D&B® credit file.</p>
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SAM.GOV REGISTRATION



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

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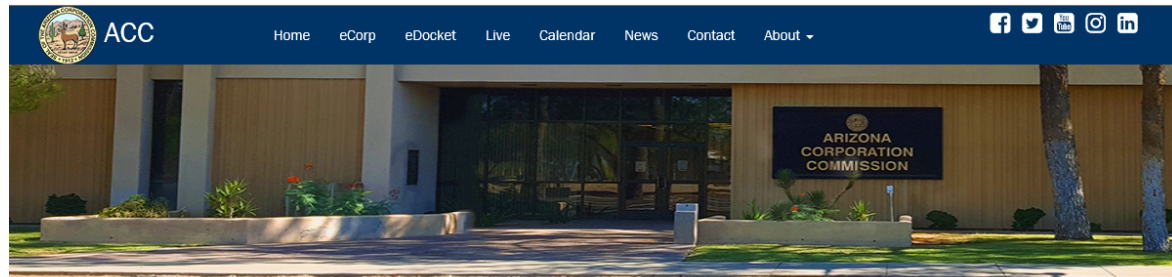


ARIZONA CORPORATION COMMISSION REGISTRATION



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 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

Docket Control is temporarily closed to the public. All docket filings may be submitted by efilings at efiling.azcc.gov or by mail. For assistance, please call 602-542-3477 or email 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	Where do I start
Reserve an Entity Name	More Information
Start a New Corporation or LLC	Contact Corporations
File an Annual Report	View Recently Approved Businesses
Make Changes to Your Business	Obtain a Trademark or Trade Name
Same Day/Next Day Services	Pay Business Tax

Corporations | Safety | Securities | Utilities



PROCUREPHX REGISTRATION/ACCOUNT UPDATES



procurePHX

Become a Vendor with the City of Phoenix

VIEW RESOURCE



City of Phoenix

COVID-19 Face Coverings

Search...

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

City of Phoenix > procure



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 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




ALL REGISTRATIONS/ACCOUNT UPDATES

Before starting any new registrations, **first check** to see if your agency is **already registered!** If your agency is registered, **please confirm that its status is Active or In Good Standing.**

If you've **previously received grants** from the City of Phoenix – you **probably already have a procurePHX account.** **Review your billing address** to ensure it is still current/correct.


PRE-CONTRACT DOCUMENTS



Public Service Forms

Pre Contract Documents

VIEW GUIDE



City of Phoenix

COVID-19
Face Coverings

Search...

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

City of Phoenix > PSPreContractDocuments

Pre Contract Documents



- CDBG CARES Act Public Service Grant Program >
 - Click here for [checklist document](#)
- CARES Act Phoenix Refugee & Asylee Coronavirus Relief Grant Program >
 - Click here for [checklist document](#)





PRE-CONTRACT DOCUMENTS

The following pre-contract documentation is required from the agency by **July 20, 2020 or sooner**. A **complete packet of all documents listed below** should be sent via email to:

NSD.REFUGEE.RFP@phoenix.gov

1. Corporate Resolution
2. Certificate of Insurance
3. Job Description and Resumes (*Only if Salary is being Reimbursed*)
4. 501(c)3 Letter
5. Scope of Work and Budget
6. ADA Accessibility Questionnaire and ADA Compliance Statement
7. Fiscal Management Assessment and Accounting/Bookkeeping Responsibilities



PRE-CONTRACT DOCUMENTS

8. Financial Audit and Management Letter
9. Articles of Incorporation and By-laws
10. Current Board of Directors List
11. Verification of Fingerprinting (*Only for staff whose salaries are being reimbursed*)
12. Copy of Lease Agreement (*Only if rent is being reimbursed*)
13. Consultant Contracts (*Only if consultants provide direct service for the CARES-funded program*)
14. Disclosure of Indebtedness to the IRS
15. Taxpayer ID
16. System for Award Management (SAM) Verification



CONTRACT

New contracts will be **executed** as soon as all required pre-contract documentation **has been received** from the agency **and approved** by Grants staff.

Expectation is that **all contracts** will be **executed** within **60 days** (no later than **September 1, 2020**)



CONTRACT

Awards **must be expended** by non-profit organizations by **November 30, 2020**.

All invoices **must be submitted** no later than **December 7, 2020**.

Grant awards will be administered on a **reimbursement basis** after submission of accurate invoice(s) and required source documentation.



Contract defines:

- Insurance requirements
- Reporting requirements
- Non-discrimination practices
- Financial management responsibilities
- Project scope of work and budget



PROCUREMENT OF MATERIALS AND SUPPLIES

We will provide you with additional guidance and forms regarding the procurement/purchasing of materials and supplies if applicable to your programs.

This information will be posted to the Grants Resource Page as soon as it is available.



REPORTS AND PAYMENTS

After contract execution, each agency will be emailed a **billing template** from your assigned Grants Project Manager.

A **virtual training** will be conducted with **all agency staff** responsible for participating in **collecting the data** and **updating the template** for submission.

This training will be performed **prior to the first report submission**. Additional **technical assistance** will be offered as needed to ensure **successful** report submissions.



REPORTS AND PAYMENTS

The **billing template** will include the following worksheets which must be **updated monthly**:

Cover Letter (to be printed with logo and billing address listed and signed by signature authority)

Program Accomplishments (measures against submitted goals and ties to number of Phoenix clients served)

PRW Worksheet (Applicable only if salary is being requested for reimbursement)



REPORTS AND PAYMENTS

Salary/fringe reimbursement request must include:

- ✓ Salary & Fringe breakdown
- ✓ Timesheets signed by employee and supervisor
- ✓ Proof of payment with one of the following:
 - 1) copy of the cleared check **or**
 - 2) copy of the 3rd party payroll documentation **or**
 - 3) copy of check with bank statement showing check has cleared



REPORTS AND PAYMENTS

Mileage reimbursement request must include:

- Report signed and dated by employee and supervisor
 - ✓ Date and time of travel
 - ✓ Destination (reason for travel)
 - ✓ Beginning and ending mileage
 - ✓ License plate number of vehicle used

(Travel cannot initiate from the home of an employee, it must initiate from the office)



REPORTS AND PAYMENTS

Utilities reimbursement request must include:

- Approved cost allocation plan on file; if multiple funding sources, plan must outline percentage breakout for each source of funds
- Copy of utility bill
- Copy of check and bank statement indicating check has cleared or copy of next utility bill indicating bill is current



REPORTS AND PAYMENTS

Office supplies, equipment, printing requests must include:

- Copy of receipt from purchase, clearly indicating item purchase, date, and cost
- Equipment purchased with CARES funds may become property of the city (tagged and inventoried.) Check with your Grants Project Manager for more details.



REPORTS AND PAYMENTS

Consultant costs requests must include:

- Documentation that consultant was procured competitively and using equal opportunity practices
- Copy of contract with consultant
- Copy of invoice from consultant
- Copy of cleared check to consultant or bank statement indicating consultant was paid



INELIGIBLE COSTS

Services that do not primarily serve Phoenix residents

Equipment, fixtures, motor vehicles, furnishings or other personal property not an integral structural fixture **is generally ineligible.**

Funds may be used to purchase such items **when deemed essential** and necessary for the **purpose of preventing, preparing for, and responding** to the growing effects of the **COVID-19 public health crisis.**



OTHER INELIGIBLE COSTS

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 (only mileage payment is allowed)



PERFORMANCE MEASUREMENTS

All programs will report **monthly** on Phoenix clients served including:

- Number of **persons or households** assisted
- **Race, ethnicity, and disability** data for each client



PERFORMANCE MEASUREMENTS

Report performance measurements monthly, by the **15th of the month or as otherwise specified** by your assigned Grants Project Manager.

Maintain regular communication with your assigned Grants Project Manager with updates on your program and activities.



MONITORING

Retain CARES records for **3 years** after the expiration or termination of this agreement.

Agencies may be monitored during retention

Grants Project Manager conducts a desktop monitoring monthly and reviews the program's:

- Stated goals
- Expenditures
- Pre-Contract documentation (i.e. Insurance, SAM.gov registration, board member list, financial statement/audit)



MONITORING

Informal and formal site visits

- Check fiscal controls and fiscal accountability

Formal site visits

- Scheduled; confirmation letter provided
- Include agency project and accounting staff
- Monitoring checklist is provided
- Follow-up letter noting recommendations, concerns or findings



MONITORING

Formal site monitoring includes review of:

- Financial management
- Internal controls
- Accounting records
- Allowable costs
- Budget controls
- Cash management
- Financial reporting and audit



CONFLICT OF INTEREST

No employee, board member, officer, agent or consultant of an agency receiving CARES funds who have responsibilities with respect to other CARES activities, or who participate in the decision-making process, or who have access to inside information with regard to the activities, can obtain a personal or financial interest or benefit from a CARES-assisted activity during their tenure or for one year thereafter.



CONFLICT OF INTEREST

Agencies should maintain a written code of conduct governing:

- Hiring practices
- Purchasing materials, products, services
- Awarding contracts



PROJECT MANAGER CONTACT INFO

Amy Nordstrom Jones

Grants Compliance Project Manager

(602) 534-6696 Direct

amy.nordstrom.jones@phoenix.gov

Alicia Rubio

Grants Compliance Project Manager

(602) 262-6286 Direct

alicia.rubio@phoenix.gov



PROJECT MANAGER ASSIGNMENTS

Agency Name	Grants Project Manager
Abounding Service	Amy Nordstrom Jones
AZ Imgrnt&Refugee Sv	Alicia Rubio
Bhutanese Comm AZ	Amy Nordstrom Jones
Catholic Charities Com	Alicia Rubio
Chicanos Por La Causa	Amy Nordstrom Jones
Child Crisis Arizona	Amy Nordstrom Jones
ELFA Empowerment	Alicia Rubio
INCA Relief Arizona	Alicia Rubio
Internat'l Rescue Comm	Amy Nordstrom Jones



PROJECT MANAGER ASSIGNMENTS

Agency Name	Grants Project Manager
Iraqi Comm Assoc	Alicia Rubio
Islamic Cntr NE Valley	Amy Nordstrom Jones
Lutheran Social Svc	Alicia Rubio
Raising Special Kids	Amy Nordstrom Jones
Ramah Full Gospel Ch	Alicia Rubio
Refugee&Immngnt Com	Amy Nordstrom Jones
Somali-American Unite	Alicia Rubio
Sudanese American H	Alicia Rubio
Welcome to America	Amy Nordstrom Jones

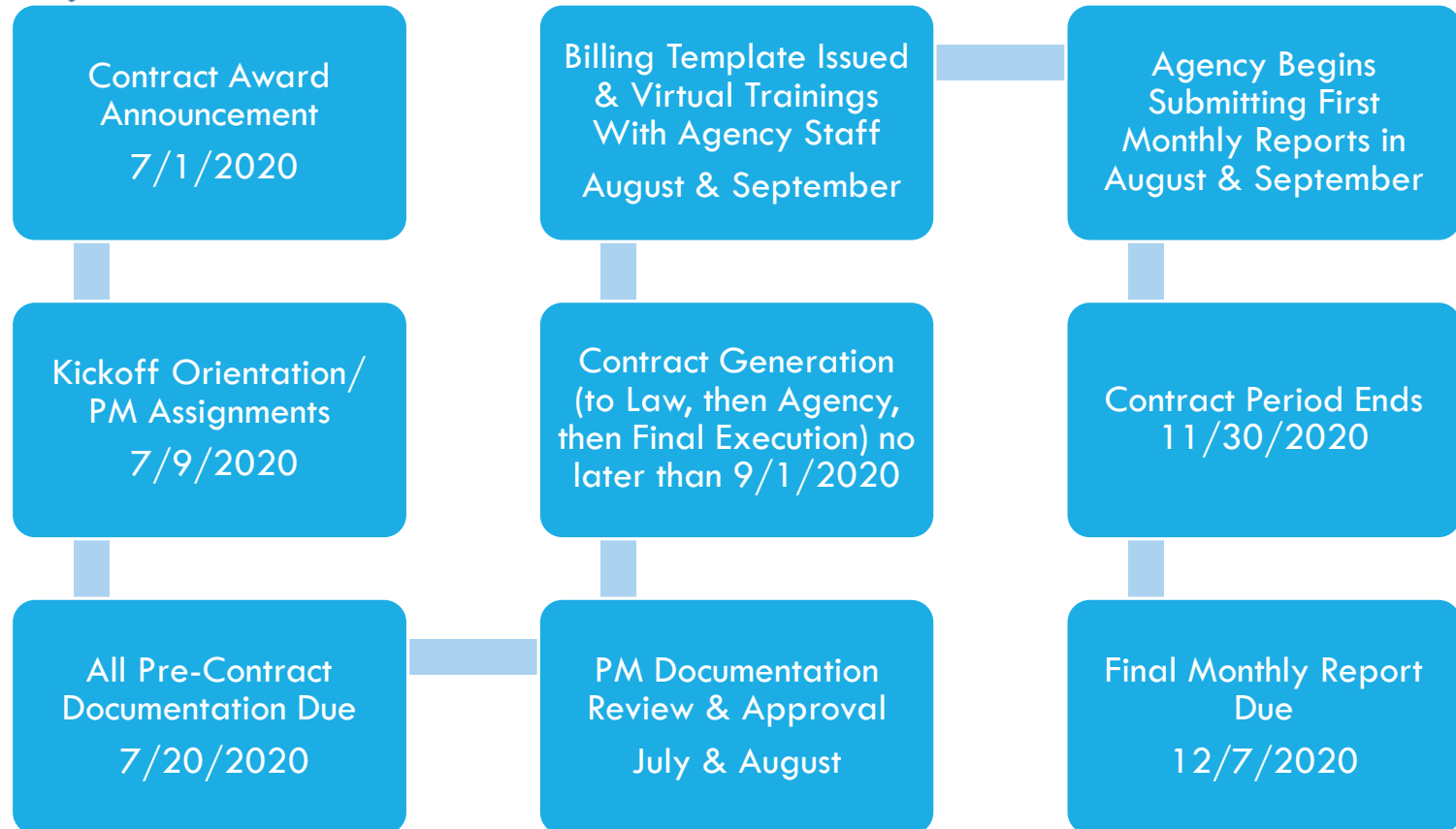


RECAP/NEXT STEPS

1. **Verify** any amounts received from **other funding sources** and **how those funds were used** to ensure that a **duplication of benefits will not** occur.
2. Go to the **Grants Resource Page** to complete **Priority Action Items** (Registrations and/or Account Updates) at:
<https://www.phoenix.gov/nsd/site/Pages/Grant-Resources.aspx>
3. Print the **Pre-Contract Documentation Checklist** from the **Grants Resource Page** and start working with your agency to complete/compile these documents.
4. Send the **complete packet** of the **Pre-Contract Documentation ASAP** via email to: NSD.REFUGEE.RFP@phoenix.gov



TIMELINE/WHAT TO EXPECT





QUESTIONS?
