

City of Phoenix
Community and Economic Development Department

Community Development Block Grant (CDBG) Program
Request for Proposals



ECONOMIC DEVELOPMENT OPEN APPLICATION RFP GUIDELINES

Applications Available – May 4, 2009

Proposals Due Date – May 29, 2009 no later than 5:00 p.m. *sharp*

Community and Economic Development Department
200 West Washington, 20th Floor
Phoenix, Arizona 85003

Orientation: May 11, 2009 3:00 p.m.

APPENDIX A

ECONOMIC DEVELOPMENT OPEN APPLICATION PRIORITIES

Total Allocation = \$106,100

PRIORITIES/ELIGIBLE ACTIVITIES	MAXIMUM REQUEST
VIRAL MARKETING Proposals submitted under this priority will work with small, women and minority owned businesses to create and implement internet marketing strategies. Proposals should demonstrate how business owner will be trained to implement and maintain a viral marketing campaign and how to create new strategies on their own.	\$50,000
WEBSITE DEVELOPMENT Proposals submitted under this priority will work with small, women and minority owned businesses to develop a website that will promote and assist in the expansion of an existing business. Proposals should also demonstrate how business owner will be trained to maintain the website on their own.	\$50,000
SMALL BUSINESS ASSISTANCE THROUGH DIVERSIFICATION Proposal submitted under this priority will work with small, women and minority owned businesses to develop innovative ways to diversify their existing business to meet today's economic challenges and improve the business' bottom line.	\$50,000

To receive this information in alternative print/audio formats, contact the Community and Economic Development Department ADA Liaison, 200 W. Washington Street, Phoenix, AZ 85003. Voice number (602) 495-5640. TTY (602) 534-3476.

IMPORTANT NOTE: This program is funded by a U.S. Department of Housing and Urban Development grant administered by the City of Phoenix Community and Economic Development Department (CEDD). The primary intent of this program is to benefit low and moderate income individuals. The businesses you serve must meet one of the following eligibility criteria:

1. The business is located in a census tract with 70% or more low income residents and plans to create jobs (see Census Tract Map);
2. The business owner is low or moderate income and has five or fewer employees; or
3. The business owner agrees to create jobs for low and moderate income persons.

APPENDIX B

GENERAL CDBG PROGRAM INFORMATION & RFP GUIDANCE

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Welcome to the City of Phoenix's Community Development Block Grant (CDBG) Program Request for Proposal for the Economic Development Open Application Program (RFP). The CDBG program, administered by the Neighborhood Services Department has been serving the community since 1975. The RFP is issued annually for nonprofit groups and for profit agencies/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 national objectives of the CDBG program are 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. Federal regulations require that CDBG funds be used for projects that qualify as meeting one of the National Objectives of the program and the eligible activity criteria. Projects that fail to meet the applicable tests will NOT BE considered for funding.

HUD NATIONAL OBJECTIVES

Federal regulations require that all CDBG grant funds be used for projects that the U.S. Department of Housing & Urban Development's National Objectives for the grant program. Projects must provide assistance to businesses that meet the applicable tests below to be considered for funding during the year.

1. **Job creation or retention of low-moderate income persons.** The terms job creation and job retention are often used interchangeably, but there is a distinct difference according to HUD's definitions.

Job Creation Definition

HUD defines job creation as an activity that creates jobs of which at least 51% are either:

- (1) actually taken by low-moderate income persons, or
- (2) can be considered to be made available to low-moderate income persons.

The term "low and moderate income" shall be defined as at or below 80% of the median income for the year 2009, according to the qualification table. See Appendix A

In this regard, the agency must have adequate documentation to show what jobs were created, the process used for "first consideration" (the interview process), the low-moderate income persons considered for any such jobs, and which of those persons were hired.

Agencies will be required to obtain household income verification to confirm the position was filled by a low-moderate income status individual.

If the project is a technical assistance grant, the agency should also be able to demonstrate through file documentation how their assistance helped to create a job(s) for a client.

Furthermore, jobs claimed must be accredited to the grant where funding was provided unless additional assistance from the agency helped your client maintain its job. Jobs are counted when the person is a permanent employee.

Job Retention Definition

Job retention is an activity where it can be clearly and objectively demonstrated that without CDBG assistance the job(s) would have been lost.

Retained jobs can be considered as involving the employment of low-moderate income persons either:

- (1) if the jobs are known to be held by low-moderate income persons at the time the assistance is provided, or
 - (2) the jobs reasonably can be expected to turnover to low-moderate income persons in a period of two years thereafter and will be made available to low-moderate income persons using the same standards as for newly created jobs.
2. **Micro Enterprise** – The business has 5 or less employees **and** the business owner qualifies at or below 80% of the median income adjusted for family size. Documentation of household income must be provided. Acceptable documentation includes tax returns, form 1040 or check stubs for all family members.
3. **Low income Census Tract** - The business where jobs are to be created is located in a census tract with a low income rate of at least 70% and meets poverty criteria. Under this criterion, all jobs created by the business are considered to be low to moderate income jobs, additional documentation is not needed. See attached Census Tract Map

OPEN APPLICATION PRIORITIES

Qualifying project proposals **must** include one or more of the following:

- Website Development to assist businesses with market expansion
- Small Business Assistance through Diversification
- Viral Marketing

In all cases, qualifying projects must create and/or retain jobs for low-moderate income persons and must outline a plan to include Minority and Women owned businesses. Projects **must** be directed to City of Phoenix businesses that include one or more of the following targeted business groups:

- Minority, Women or Small Businesses
- Small business entrepreneurs with high growth business models
- Businesses within industry sectors such as Information Technology, Alternative Energy and Green Technology.

The maximum request per proposal is \$50,000. The City of Phoenix, however, reserves the right to award lesser or greater amounts upon recommendation of the review committee.

INELIGIBLE ACTIVITIES

CDBG regulations identify certain activities as categorically ineligible. The following activities are **not eligible** for CDBG assistance under any circumstances:

- Buildings, or portions thereof, used for the general conduct of government
- General government expenses

➤ Political activities

There are also activities that are **generally ineligible**, except under specific conditions. Examples of these are purchases of equipment, fixtures, furnishings, motor vehicles, and other personal property. Staff will be happy to answer questions related to activity eligibility on an as needed basis.

CONFLICTS OF INTEREST AND DISCLOSURE

Conflicts of interest (or the appearance thereof) can plague activities supported with federal funds. The general rule is that no employee, board member, officer, agent, consultant, elected official, or appointed official of the recipients or sub-recipients that receive funds under a CDBG assisted project, who has responsibilities with respect to the CDBG activities, or is in a position to participate in decision making processes, or has access to inside information with regard to the activities, can obtain a financial interest or benefit from a CDBG assisted activity during their tenure or for one year thereafter (Federal Regulation CFR 570.611). If an issue seemingly exists but agency management determines that CDBG funds can be protected and not be compromised, the issue should be fully disclosed in the proposal so that the review committee can ascertain the ramifications of any potential conflict of interest.

Agencies should maintain a written code of standards of conduct governing the purchase of materials, products, supplies, services and the awarding and administration of sub-recipient contracts. Personnel involved in the procurement process must be trained to recognize situations that create a conflict of interest, or the appearance thereof. Agency personnel should be familiar with the agency's code of ethics and potential conflict of interest issues, and not accept gifts or gratuities from persons or organizations associated with the procurement process.

PROJECT START-UP AND COMPLETION POLICY

All applicants must have the necessary support, confirmed matching resources, sufficiently developed plans, and the ability to start the proposed project within six months after the funding approval. The project should be completed within one year after start-up. Unspent funds are subject to reclamation and reprogramming for other CDBG projects as determined by the Phoenix City Council.

ATTESTATION AND CLARITY OF RFP CONTENTS

The agency's authorized representative must attest that he or she has read ALL statements in this application and agrees to the terms described throughout this RFP. Therefore, it is important for the authorized representative of the submitting agency to review the entire application for important items that could affect the eligibility and/or feasibility of a proposed project.

Content and clarity are critical to the RFP process. Applicants should take extra care in developing a clear, concise program that has measurable, results-oriented goals, especially in relation to job creation and/or retention.

INSURANCE REQUIREMENTS FOR PUBLIC SERVICE PROPOSALS

If the proposal is funded, the agency will enter into a contract with the City of Phoenix. All City contracts require insurance and indemnification language so that the responsibility for paying claims is established with the agency and ensures that financial resources are available to pay claims. The insurance requirements listed below are minimum requirements and the City in no way warrants that the minimum limits are sufficient to protect the agency from liabilities that might arise from carrying out the funded program. The agency is free to purchase additional insurance as they deem necessary. Depending upon the program activities and the program beneficiaries, several types of insurance coverage will be required. This information is provided to help in the development of the overall operating cost of the proposed program and to ensure sufficient funds are set aside for insurance.

Minimum Scope and Limits of Insurance - coverage with limits of liability not less than those stated below are required for funded CDBG Public Service projects.

Commercial General Liability

➤ General Aggregate	\$2,000,000
➤ Products – Completed Operations Aggregate	\$1,000,000
➤ Personal and Advertising Injury	\$1,000,000
➤ Each Occurrence	\$1,000,000

Automobile Liability - Combined Single Limit \$1,000,000

- Required only if activities involve the use of transportation in the provision of services
- Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

Worker's Compensation and Employers' Liability

- Workers' Compensation
- Statutory
- Employers' Liability
- Each Accident \$100,000
- Disease – Each Employee \$100,000 Disease – Policy Limit \$500,000

Professional Liability - Errors and Omissions Liability (see definition below)

- Required only if activities involve providing professional services
- Each Claim \$1,000,000
- Annual Aggregate \$2,000,000

NOTICE OF CANCELLATION: Insurance policies must be the appropriate coverage for and shall not be suspended, voided, canceled, reduced in coverage or endorsed to lower limits.

ACCEPTABILITY OF INSURERS: Insurance is to be placed with insurers duly licensed or approved unlicensed companies in the state of Arizona and with an "A.M. Best" rating of not less than B+ VI. The City in no way warrants that the above-required minimum insurer rating is sufficient to protect the Agency from potential insurer insolvency.

LEGAL WORK REQUIREMENTS: As mandated by Arizona Revised Statutes Section 41-4401, the City of Phoenix is prohibited after September 30, 2008 from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with Arizona Revised Statutes Section 23-214-A, which requires that employers verify the employment eligibility of

their employees through the federal E-verify system. An “employer” is an independent contractor, a self-employed person, the State of Arizona or any of its political subdivisions, or any individual or type of organization that transacts business in the State of Arizona, that has a license issued by an agency in the state and that employs one or more employees in the State. (See A.R.S. 23-211) Therefore, in signing or performing any contract for the City of Phoenix, the Contractor fully understands that:

A. It warrants that both it and any subcontractors it may use comply with all federal immigration laws and with A.R.S. 23-214-A;

B. Any breach of that warranty is material and is subject to penalties up to and including immediate termination of the contract; and

C. City of Phoenix or its designee is authorized by law to randomly inspect the records relating to an employee of the Contractor or any of its subcontractors who works on the contract to ensure compliance with the warranty made in paragraph A above.

ENVIRONMENTAL REVIEWS

An Environmental Review is required for each project that receives CDBG funding. If the proposal is funded, City staff will initiate the review and notify the agency when the project is cleared to proceed. This is a regulatory requirement and the environmental review process for Public Service programs require a lower level review and can usually be environmentally cleared quickly and not delay the project start up.

PREMATURE COMMITTING OR EXPENDING FUNDS

Program expenses that have been committed or spent prior to City Council approval, environmental clearance and execution of the CDBG contract are not eligible for reimbursement.

ACCESSIBILITY TO PERSONS WITH DISABILITIES

Programs, information, participation, communications and services must be accessible to persons with disabilities and comply with the Americans with Disabilities Act (ADA).

SEPARATE PROPOSALS

Develop a separate proposal if requesting funding for multiple projects. Careful attention should be given to completing each question asked and attaching additional documentation when requested.

PROPOSAL REVIEW PROCESS

The Proposal Review Process is described in Appendix E of the Proposal Instructions. Before developing the proposal, agencies should review the scoring criteria (e.g., Project Description and Need, Proposed Outcome, Track Record/Capacity, Project Budget). The Review Committee will use the criteria to evaluate and score each proposal. City staff will review all proposals for eligibility and completeness. Only those proposals that staff determine to satisfy the RFP criteria will be distributed to the Review Committee.

SUMMARY – CDBG RFP REQUIREMENTS

- Applicants must be an incorporated nonprofit or for-profit entity in Arizona by proposal submittal.
- Programs must primarily benefit low- and moderate-income Phoenix residents.
- Organizations that are funded will be required to execute a contract with the City.
- Congress created the CDBG program and federal regulations apply.

- The CDBG RFP funding cycle is a competitive process with limited dollars and many worthy proposals will not be funded.
- Funded agencies must acknowledge the CDBG contribution to the funded program.
- The City of Phoenix and HUD shall have access to the funded program records.
- Affirmative action and nondiscrimination employment practices and ADA requirements apply; a Drug Free Work Place is required.
- Agencies are responsible for Workers' Compensation benefits, or claims by employees, and must indemnify and hold the City harmless against any and all claims.
- Funded agencies cannot be indebted to the IRS or any public entity nor have judgments or liens.
- Monthly performance reports are required.
- CDBG funds are reimbursed monthly and based upon required source documentation, i.e. invoices, cancelled checks, receipts, etc.
- Funded agencies shall practice environmentally preferable purchasing (EPP) to the extent practicable in accordance with the city's Sustainability Program, Environmentally Preferable Purchasing Resolution, and applicable federal regulations. Examples of EPP products include, but are not limited to, the following:

WEB INFORMATION / STAFF CONTACTS

Visit our web site at [www. http://phoenix.gov/business/contract/opportunities/rfp/index.html](http://phoenix.gov/business/contract/opportunities/rfp/index.html) to receive an electronic copy of the RFP. For questions contact a member of our team:

Fatimah Halim, Program Manager	602.495.0375	fatimah.halim@phoenix.gov
Rachel Milne, Project Manager	602.262.7369	rachel.milne@phoenix.gov
Kedrick Ellison, Project Manager	602.262.6007	kedrick.ellison@phoenix.gov

OTHER CITY OF PHOENIX GRANT OPPORTUNITIES

A list of federally (HUD) funded grant opportunities carried out by the City of Phoenix Neighborhood Services, Housing, Human Services, and Community and Economic Development Departments are listed below and can be found at: <http://phoenix.gov/GRANTS/sumchrt.html>.

Activity	City Of Phoenix Department Contact Information	
Commercial Development	Neighborhood Services	602.495.0946
Employment Training	Human Services	602.262.6776
Homeless Support	Human Services	602.256.4297
Housing Counseling	Neighborhood Services	602.262.7158
Housing Programs	Housing	602.534.9947
Neighborhood Enhancement & Infrastructure Improvement	Neighborhood Services	602.262.4730
Residential Development & Infill Housing	Neighborhood Services	602.256.3302
Public Service and Public Facilities	Neighborhood Services	602.262.7369

PROPOSAL SUBMISSION REQUIREMENTS

- ☒ Response to questions must be concise and limited to the space provided
- ☒ Proposals are due by 5 p.m., May 29, 2009
- ☒ Deliver to: City of Phoenix, Community & Economic Development Dept., 200 Washington Street, 20th Floor
- ☒ Submit proposal original and three unbound copies (staff cannot make copies)
- ☒ Proposal cannot be submitted online and cannot be revised after submission
- ☒ If you have questions about the RFP or need technical assistance, please contact Fatimah Halim, Program Manager at 602-495-0375.

PROPOSAL INSTRUCTIONS

The following step-by-step guide is provided to help agencies complete the Open Application proposal form.

1. **Applicant Information.** Complete name of agency requesting funding. Include contact information for person available to answer questions regarding proposal.
2. **Program Information.** Indicate the title of the proposed project, service location and the dollar amount of funds requested.
3. **Open Application Priority.** (\$50,000*) Check only one Open Application priority in this space. These are the only priorities that will be considered for funding, see Page 2 of this guide for description of the priorities. Programs that are improperly categorized will be moved to the appropriate priority.
4. **Certification.** Proposal must be signed by someone with authority to sign contract on agency's behalf.
5. **Meeting a CDBG National Objective.** Please indicate how you will serve low/moderate income individuals.
6. **Describe the Agency purpose/mission.** Provide overview of agency's service purpose.
7. **Organizational Chart and Board of Directors.** Please attach and label as Attachment 1.
8. **Mailing Address.** Enter the agency's complete mailing address.
9. **Taxpayer Identification No. (TIN).** List your Taxpayer Identification Number that the Internal Revenue Service provides.
10. **501c(3) Status.** Indicate 501c(3) status and provide proof of status.
11. **Arizona Incorporated.** Please indicate Yes or No.
12. **Census Tracts to be Served by this Project.** List the census tract(s) where clients reside. If program is offered to the entire city, please state *Citywide*. Refer to map handouts or search by address at: <http://copwww04.phoenix.gov/mydistrict/>.
13. **Describe the Program, the purpose and the need for this program.** Be concise in stating the nature of the program and what costs, positions, and operating expenses will be funded with CDBG funds. Also define the purpose and need for the program.
14. **Describe the Program Service Delivery and Location.** Provide a brief description of how your project will be carried out, how you will reach your target population, and what services will be provided. Identify the location where this program will be delivered.
15. **Program Activities, Objectives and Job Creation Goals.** Briefly describe the actual work of services to be provided to your target population and your job creation goals for low and moderate income individuals. Each activity listed will also have an objective, outcome and an outcome measurement to be listed in subsequent questions. For example, *"Provide legal consultation and advice by experienced business law attorney for entrepreneurs and small business owners on entity formation, business compliance, commercial contracts, labor and employment matters and day to day operations."* Define the goals of each activity. For example, *"To assist entrepreneurs and established small businesses*

located within the City of Phoenix in developing and implementing a solid base for legal compliance in conducting business in Arizona.” List the specific measurable outcomes of each activity. For example, “Provide 20 hours per month of legal consultation in the form of one on one meetings with participants and bi-monthly presentations”.

16. **Target Population and Number of Businesses to Be Served.** Provide a brief description of the client target population to be served by the program, the total number of persons to be served in the grant year and the geographic service boundaries.
17. **Major Sources of Agency Funding.** List the main sources of agency funding. For example, United Way, corporate sponsorship, other federal funding.
18. **Leveraged Funds.** Please describe those funds that are available to your organization that will be used to support this program.
19. **Collaboration with Other Agencies.** Explain if the proposed project will be carried out with the help or support of other agencies or organizations. Name the organizations and be specific about their involvement and/or support.
20. **Site Control.** If services will be offered at a site owned or managed by another organization, describe the lease terms and attach a letter from the owner which states they authorize the use and are committed to the project. For example, if the agency has arranged for services to be provided at a school, attach a letter from the school principal indicating their commitment to the project. Attachments should be labeled Question 20 - Site Control.
21. **Additional Information.** This section is provided to capture any other information the agency wishes to submit to enhance and clarify the proposal.
22. **Agency Performance History.** List the two most recent Phoenix CDBG funded program(s)/project(s). If not funded through CDBG in recent years, list other projects your agency has sponsored using other funding sources. If listing a current Phoenix CDBG grant, indicate the project status where indicated, i.e.; timely monthly reports and reimbursement requests (untimely reports are those that are overdue 60 days), award amount, expended funds. If your agency has overdue reports and/or reimbursements please explain why. Other funding sources can include projects carried out by volunteers. Indicate the projects results achieved.

PROPOSAL EXHIBITS

SCHEDULE A - PROGRAM BUDGET

Complete the project budget that includes Personnel Services (salaries) and other project cost components the agency identifies as necessary to the project including insurance coverage. Appendix B covers detailed City of Phoenix insurance coverage requirements to be incorporated into the CDBG budget. The first budget column, CDBG Funding Request, must total the funding amount the agency requested in Question 2. The other two columns should list other cash and in-kind resources that will be used to carryout the proposed program.

The use of volunteers not otherwise employed by the agency is permitted. However, depending on the work the volunteer will perform, state-licensing requirements would apply. To determine in-kind volunteer contributions listed in the third column of the budget, use an estimated cost of paying an employee to do the same work.

A list of ineligible activities and expenses is included in Appendix B General CDBG Program Information.

SCHEDULE B - PERSONNEL

This exhibit must be completed if Personnel Services (salaries) are a listed cost component on Schedule A. Fill in the position title for each employee who will work on the project. Do not include fringe benefits on this exhibit.

DEFINITIONS

ELIGIBILITY

The primary intent of this program is to benefit low and moderate income individuals. The businesses you serve must meet one of the following eligibility criteria:

1. The business is located in a census tract with 70% or more low income residents and plans to create jobs (see Census Tract Map);
2. The business owner is low or moderate income and has five or fewer employees; or
3. The business owner agrees to create jobs for low and moderate income persons.

For more information, applicants are encouraged to contact a member of the CDBG program staff. They are available to answer questions Monday through Friday, 8 a.m. to 5 p.m., prior to the RFP due date. Specific appointment times or evening appointments are available by calling 602.262.7845.

LOW AND MODERATE INCOME OR LOW INCOME HOUSEHOLD

The term "low- and moderate-income" shall be defined as at or below 80% of the median income adjusted for family size for the area as defined in Section 102 of the Housing and Community Development Act of 1974, as amended.

CONFLICT OF INTEREST

Conflicts of interest (or appearance thereof) can plague activities supported with federal funds. The general rule is that no employee, board member, officer, agent, consultant, elected official, or appointed official of the recipients or sub-recipients that are receiving funds under a CDBG assisted project who have responsibilities with respect to the CDBG activities or are in a position to participate in decision making processes or have access to inside information with regard to the activities can obtain a financial interest or benefit from a CDBG assisted activity during their tenure or for one year thereafter (Federal Regulation 24 CFR 570.611).

Agencies should maintain a written code of standards of conduct governing the purchase of materials, product, supplies, and services and awarding and administering sub-recipient contracts. Personnel involved in the procurement process must be trained to recognize situations that create conflicts of interest, or the appearance of a conflict of interest. The agency personnel should:

- Be familiar with the agency's code of ethics and potential conflict of interest issues
- Not take gifts or gratuities from persons or organizations associated with the procurement process.

ENVIRONMENTALLY PREFERABLE PURCHASING

Environmentally Preferable Purchasing (EPP) means buying goods or services that have a lesser or reduced impact on human health and the environment when compared to competing goods and services that serve the same purpose.

PROPOSAL REVIEW PROCESS

- All proposals will be reviewed by City staff for eligibility, completeness, and feasibility.
- Proposals that are deemed ineligible or infeasible will not be considered for funding and not forwarded to the Review Committee. The agency will be notified by mail and offered technical assistance for future funding rounds.
- The Review Committee will review, evaluate, and score each proposal based on the criteria outlined on the following page.
- Those proposals receiving scores above the threshold score will be invited to make a brief presentation to the committee. Agencies, whose proposal received a score below the threshold, will be notified by mail and offered technical assistance for future funding rounds. Agencies invited to make a presentation will also be notified by mail of the assigned date and time of their presentation.
- The Review Committee will rank the proposals after the presentations. From the average proposal ranking, the committee will develop funding recommendations and forward their recommendations to the Economy, Commerce and Sustainability Subcommittee. The Subcommittee will review the committee recommendations and submit its recommendations to the City Council for final approval.

PROPOSAL REVIEW PROCESS SCHEDULE

- | | |
|--|-----------------------|
| • Request for Proposals (RFP) Opens | May 4, 2009 |
| • RFP Orientation, Question and Answer Session | May 11, 2009, 3:00 pm |
| • Open Application Proposal Closes | May 29, 2009, 5:00 pm |
| • Eligibility Reviews | June 2009 |
| • Proposals Reviewed & Scored by Committee | June 2009 |
| • Proposal Presentations / Proposals Ranked | June 2009 |
| • Funding Recommendations forwarded to City Council Subcommittee | June 2009 |
| • City Council Approval | June 2009 |
| • Award Notification Letters Sent | June 2009 |
| • Agency Pre-Contract Orientation | July 2009 |
| • CDBG Funding Available / Contracts Developed | July 2009 |

CDBG PROPOSAL EVALUATION FORM

Proposal No:		Funding Request:	\$	Continuation Project?	
Applicant:					
Project:					

CRITERIA

PROJECT DESCRIPTION AND NEED

- Well-defined project with realistic implementation plan
- Addresses unmet needs and is not duplicative of other services
- Evidence of sustainability for future program years

PROPOSED OUTCOME

- Proposal addresses the appropriate RFP priority
- Results oriented, measurable outcomes and objectives which are challenging yet realistic
- Number of low/moderate income individuals to benefit from the project with a job created

TRACK RECORD/CAPABILITY

- Prior experience with documented results in the type of work being proposed
- Date organization formed or incorporated
- Fiscal and organizational capacity to implement project
- Appropriate level of site control (if appropriate)

PROJECT BUDGET

- Amount of project leveraging of other resources (Matching Funds are not required, however, if your agency is contributing funds to the program, please describe.)
- Funding request is realistic and budget/expenses are reasonable
- CDBG funds are an appropriate resource for the project
- Project is ready to start in 2009, i.e., all other needed financial and in-kind resources are on hand

CRITERIA	POOR		FAIR		AVERAGE		GOOD		EXCELLENT	
Project Description & Need	1	2	3	4	5	6	7	8	9	10
Proposed Outcome	1	2	3	4	5	6	7	8	9	10
Track Record/Capacity	1	2	3	4	5	6	7	8	9	10
Project Budget	1	2	3	4	5	6	7	8	9	10
TOTAL POINTS =										

CHECKLIST REMINDER

Before you submit your proposals, please review the following list to be sure your proposals are complete and that your agency has not forgotten any key elements.

- ☐ Submit proposal original and three copies
- ☐ Do not bind or staple the original or the copies
- ☐ Reduce oversized pages to 8½ x 11 inches
- ☐ Convert double-sided pages to single-sided pages
- ☐ Attach only the additional information requested in proposal instructions (i.e., board of directors)
- ☐ Provide a key contact person's name, phone number and email for follow up calls (if necessary) and written correspondence related to the grant. The contact can be the person authorized to sign the contract or another staff member of the agency
- ☐ Proposal must be signed by an authorized representative of the proposing agency

REPORTING REQUIREMENTS FOR FUNDED AGENCIES

Agencies ultimately receiving City of Phoenix Community Development Block Grant (CDBG) funding should be aware of several reporting requirements briefly explained in this appendix. **Please note some reporting requirements have changed from previous CDBG grant years.** Programmatic reports and reimbursement requests are mandatory and due monthly.

Why Accurate Reports are Necessary:

CDBG funds are distributed to non-profit agencies throughout the City of Phoenix; however the funds originate at the federal level, through the U.S. Department of Housing and Urban Development (HUD). The City of Phoenix is required to document the accomplishments of each grant given to nonprofit agencies. HUD is currently evaluating the overall impact of the CDBG program, so it is of utmost importance that accurate accomplishments are recorded in order to show how Phoenix and its subrecipient agencies are making tremendous use of the funds. HUD wants to hear about all the work you do to improve the community!

What will be Required of CDBG Funded Agencies:

The following is a list of requirements expected for agencies funded in the 2008/09 grant year. This list can be changed at any time prior to contract execution, depending upon the guidelines given to the city of Phoenix from HUD. This list is therefore not exhaustive; it is simply a guide so that agencies can start preparing for any documentation changes that may be necessary for tracking clients.

- Amount of money leveraged for the program (how much money went into the program, total of CDBG and all other funds).
- Number of persons assisted.
- Income levels of persons receiving jobs (30, 50, or 80% of the median income, adjusted for family size).
- Income Verification of low/moderate individuals assisted with a job
- Race, ethnicity, and disability status of the persons assisted.
- Number of communities/neighborhoods assisted.

Please note that each agency awarded CDBG funds will be assigned a Project Manager who will be available to provide technical assistance, particularly in the reporting/data collection process. Project Managers will provide funded agencies with several tracking and reporting tools to help agencies submit timely and accurate monthly reports.

Frequently Asked Questions

1. Who is eligible to apply for an Open Application CDBG grant?

Nonprofit organizations and for profit businesses/agencies/organizations.

2. My agency is not a 501 (c) 3, can we still apply?

Yes, agencies do not have to be a 501 (c) 3 to apply for CDBG funds through the City of Phoenix, however, organizations must be an incorporated nonprofit in the State of Arizona at the time of application.

3. Can my agency apply for more than one grant?

Yes, agencies may apply for more than one grant per year for distinctly different activities with separate goals and program beneficiaries. Agencies must develop separate grant applications for each proposal for which they are requesting funds.

4. How can I improve the clarity of my proposal?

Read all application instructions carefully and formulate clear, concise responses to each question; Do not leave any questions blank; edit applications for spelling, typos, and grammar; research funding priorities to ensure your program fits the guidelines; be specific regarding the measurable goals and outcomes of your program. Application samples are at the Foundation and Grants Collection desk on the second floor of the Burton Barr Central Library, 1221 North Central, Phoenix AZ. The proposals are public information and copies can be made at the library.

5. If our proposal is funded, when will we receive our CDBG grant?

Funded agencies will enter into a contract with the City of Phoenix for their grant award. Contracts will execute after July 1, 2009. CDBG grants are made on a REIMBURSEMENT basis. Funded agencies will be reimbursed monthly for expenses incurred after providing required back up documentation (invoices & receipts) and the monthly report. For example, an agency will be reimbursed in August for expenses incurred in July.

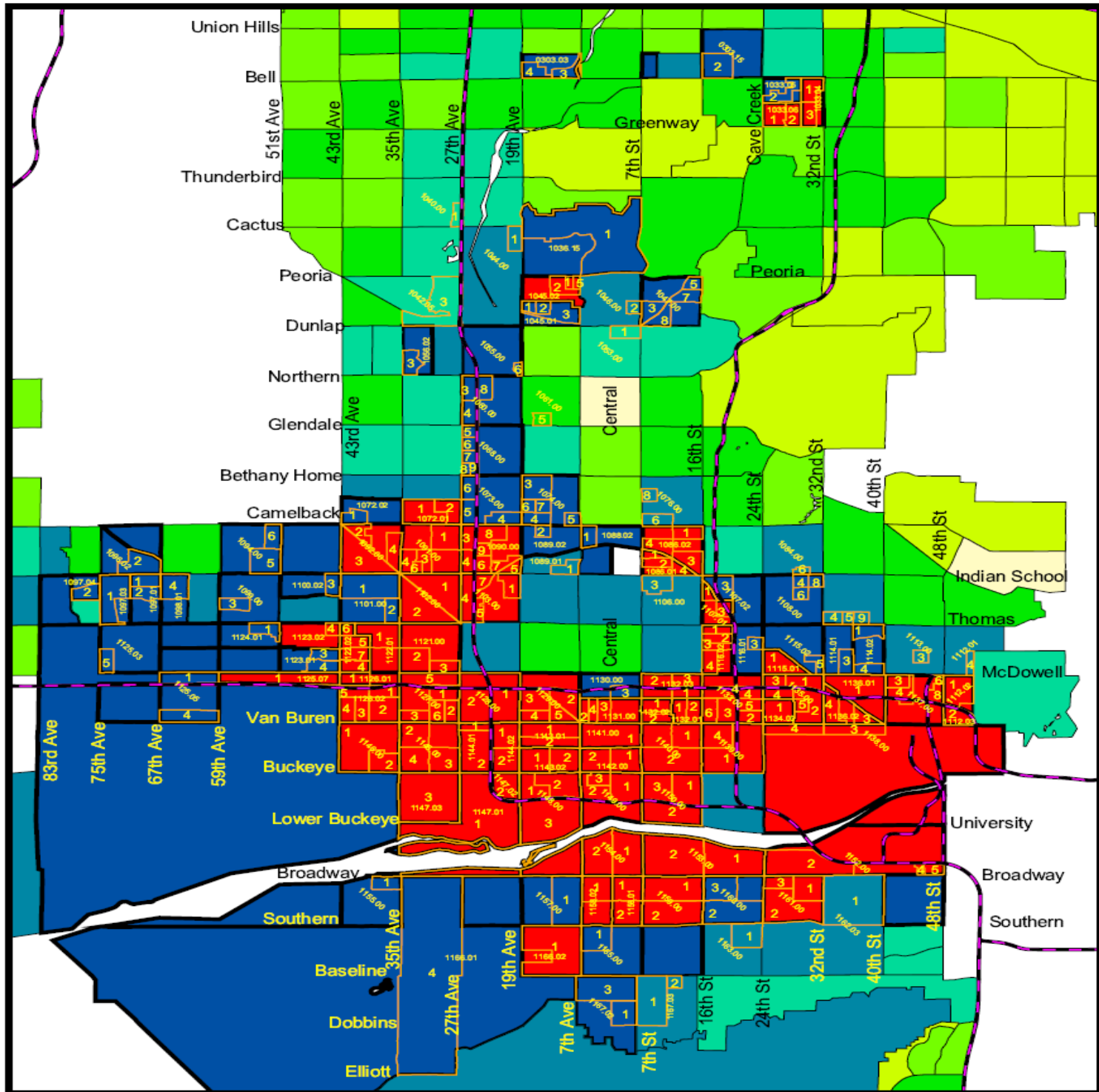
6. What sort of reporting will be required of our agency if we are funded?

Funded agencies are required to submit a detailed monthly report stating what program accomplishments have been achieved for example, number of clients, and race/ethnic breakout of clients served. Detailed expense reports and back up information will be required for all expenses for which the agency is requesting reimbursement.

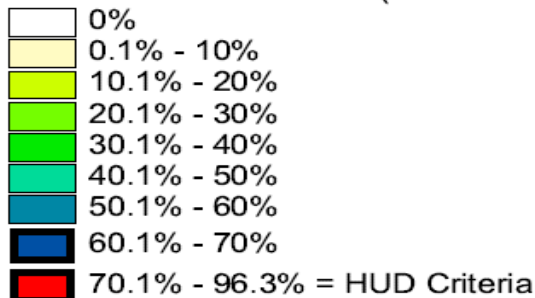
7. Can I attach additional pages or letter of support to my application?

We ask that you do not include letters of support of other information not specifically requested.

Census Tracts & Block Group Numbers - 70% or More Low to Moderate Income HUD Criteria Map



Census Tracts 70% or More Low to Moderate Income (HUD Criteria)



Freeways



Census Block Groups 70% or More Low to Moderate Income (HUD Criteria)

Notes:

- 1) Large yellow single digit numbers are the block group numbers. Orange outlines fit the HUD criteria.
- 2) The smaller yellow six digit numbers with two decimals are the tract numbers. Red areas fit HUD Criteria.
- 3) By adding for example "1144.00" tract with a number "2" block number, the official tract-block group number is "1144.002"

