
CITY OF DETROIT
OFFICE OF CONTRACTING AND PROCUREMENT
ON BEHALF OF THE HOUSING AND REVITALIZATION DEPARTMENT (HRD)

RELEASE DATE **Tuesday, September 28, 2021**

RFP QUESTION DEADLINE **Monday, October 4, 2021, 12:00 p.m. (Eastern)**
All potential respondent questions submitted via City's Oracle Negotiation (RFP) Message

PRE-PROPOSAL CONFERENCE **Wednesday, October 6, 2021**
Virtual
9:00 A.M-9:30 A.M. (Eastern) Office of Contracting and Procurement (OCP) & HRD RFP Questions & Answers
9:30 A.M.-10:30 A.M. Housing and Revitalization Department, HRD Workshop
10:30 A.M. – 11:30 A.M. OCP RFP Reminders, Tips & Oracle Navigation by OCP e-Procurement Team

Join Zoom Meeting

<https://cityofdetroit.zoom.us/j/84251727084>

Meeting ID: 842 5172 7084

PROPOSAL DUE DATE **Friday, October 22, 2021 by 10:00 A.M. (Eastern)**
*ALL PROPOSALS SUBMITTED VIA ORACLE
NEGOTIATION SUBMISSION ONLY*

PUBLIC RECORDING OF PROPOSALS VIA ZOOM **Friday, October 22, 2021 at 2:00 p.m.**

Join Zoom Meeting

<https://cityofdetroit.zoom.us/j/86476415353>

Meeting ID: 864 7641 5353

PUBLIC FACILITY REHABILITATION COMMUNITY DEVELOPMENT BLOCK GRANT 2022-2023 REQUEST FOR PROPOSALS



Michael E. Duggan, Mayor
Julie Schneider, Director

RFP#: 21EJ181666/REQ#491240

Date Released: Tuesday, September 28, 2021

Closing Date: 10:00 a.m., Friday, October 22, 2021

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SECTION 1: INTRODUCTION

In the 2022-2023 program year, the City of Detroit seeks to use its Community Development Block Grant (CDBG) Public Facility Rehabilitation ¹(PFR) funds to address the needs of residents that utilize Public Facilities, Neighborhood Facilities, and Homeless Shelters. The City intends to award up to \$2 million in CDBG PFR funds and is seeking proposals from organizations that have the skills and expertise to undertake eligible projects described in this RFP.

1.1 ELIGIBLE ACTIVITIES

PFR activities that are eligible for funding include the creation, renovation, and/or acquisition of public facilities and neighborhood facilities.

- Examples of these types of facilities include (but are not limited to) homeless shelters, emergency shelters, and community/neighborhood centers.
- Renovation can include major rehabilitation or building conversion. The building must be owned by a government entity or private nonprofit organization. Renovations must also adhere to CDBG regulations 24 CFR 570.202.

1.2 GUIDELINES

The successful proposal(s) will consider the following expectations and guidelines related to requesting funding for public facility rehabilitation:

- All work cannot commence until the subrecipient agreement is fully executed and a Notice to Proceed is issued by HRD.
- All architectural renderings must be completed and signed off by a State of Michigan licensed architect and approved by City of Detroit.
- Subrecipients are required to procure a vendor to perform the project management/construction management of the project and meet the minimum federal procurement standards. This can be found at 2 CFR 200.320.
- All work must be performed by a licensed and bonded contractor.
- The subrecipient will obtain a ***minimum of three bids*** prior to the selection of a general contractor or sub-contractor. A copy of the bid tabulation and procurement is required to be furnished to HRD by the subrecipient.
- City permits will be obtained for all work performed and the cost of permitting will be included within the proposal.
- The subrecipient will pass all required City inspections related to any public facility improvements or new construction that is funded through this solicitation. Proof of inspection certification will be required prior to utilizing any renovation or new construction to benefit clients identified within this proposal.

¹ Public Facility Rehabilitation is broadly interpreted to include all improvements and public facilities that are either publicly owned or that are traditionally provided by the government, or owned by a non-profit, and operated so as to be open to the general public.

- Any new construction or renovation funded through this solicitation will be compliant with the Americans with Disabilities Act (ADA).
- The successful recipient will agree to a lien placed on the property for five years from the date of project completion.
- A match of 20 percent of the total project cost will be required for new construction projects. Existing structures that are being proposed for improvements do not require a match. Letters of support, in-kind services, or a combination of other federal, state, and local funds will be accepted as proof of match.
- The subrecipient of these funds **must** be able to demonstrate that all financing and funds are secured. Proof of documentation showing that financing and funds are secured will be required.

1.3 CONTINUED USE REQUIREMENT/CHANGE OF USE REQUIREMENTS

Any change in use of a facility or disposition of property acquired or improved in whole or in part with CDBG funds within five (5) years after closeout of the grant project must be made in accordance with the standards provided in 24 CFR 570.489(j).² If the facility or real property cannot meet a national objective during the five-year continued use period the grant must be repaid to the City of Detroit. In the event of a possible change of use in the funded facility, the subrecipient must contact Housing and Revitalization prior to taking any action.

1.4 RECORD-KEEPING AND REPORTING REQUIREMENTS

Subrecipients will be required to maintain accurate records documenting that the targeted populations and/or areas are being served by the project, and to provide quarterly reports to the City demonstrating that this requirement is being satisfied. Subrecipients will be required to furnish this information to the City for five (5) years beginning from the date of the executed agreement and shall provide this information to the City at the City's request.

1.5 ADDITIONAL FEDERAL REQUIREMENTS

In addition to the record-keeping and reporting requirements outlined above, CDBG funded activities are also subject to other federal requirements. Below is a summary of additional federal requirements that may also apply to each proposed project. Subrecipients shall be solely responsible for complying with these and any other applicable federal requirements and shall be responsible for obtaining all of the information necessary to satisfy these requirements.

FAIR HOUSING AND EQUAL OPPORTUNITY

Discrimination on the basis of race, color, national origin, religion, disability, sex, familial status, source of income, age, sexual orientation, and gender identity is prohibited.

SECTION 504 REGULATIONS AND HANDICAPPED ACCESSIBILITY

² The definition of project closeout is the administrative closeout of the project.

A recipient is obligated to operate each non-housing program or activity so that, when viewed in its entirety, the program or activity is readily accessible to and usable by persons with disabilities.

DEBARRED, SUSPENDED, AND INELIGIBLE CONTRACTORS AND SUBRECIPIENTS

CDBG funds cannot be provided to debarred, suspended, or ineligible contractors, subcontractors, or subrecipients. Subrecipients will be required to perform a debarred search at www.sam.gov.

LEAD-BASED PAINT

CDBG rehabilitation and construction activities must comply with 24 CFR Part 35 and Section 401(b) of the Lead-Based Paint Poisoning Prevention Act

CONFLICT OF INTEREST

CDBG recipients and subrecipients must comply with procurement requirements found at 2 CFR 200.317-326 and with any other applicable conflict of interest provisions.

ACQUISITION AND RELOCATION

Acquisition, rehabilitation, and/or demolition activities may be covered under Uniform Relocation Act and/or Section 104 (d) of the Housing and Community Development Act.

FEDERAL PREVAILING WAGES AND FEDERAL LABOR STANDARDS PROVISIONS

Construction projects assisted in whole or in part with CDBG funds must be carried out in compliance with the federal Davis Bacon and Related Acts. Extensive labor standards requirements must be followed. Additional detailed information can be found in the HUD 4010 Federal Provisions document attached to this RFP, including the current federal prevailing wage.

WOMEN AND MINORITY-OWNED BUSINESS

The City of Detroit encourages applicants to provide opportunities for minorities, women, and emerging businesses.

ENVIRONMENTAL REVIEW

Grantees must undertake an environmental review in accordance with 24 CFR Part 58. Whereas these may be done by the City, in some situations it will be incumbent upon the Subrecipient to ensure compliance with this requirement.

SECTION 2: PROGRAM AND APPLICATION REQUIREMENTS

2.1 ESTIMATED AWARDS

Proposals must be for a minimum of \$300,000 in CDBG funding. Funding will be awarded based on the quality and quantity of proposals received. Please note, CDBG grants are administered by the City of Detroit Housing and Revitalization (HRD) Department on a reimbursement only basis.

Disclaimer: The City of Detroit reserves all rights not expressly stated in this RFP, including making no awards, awarding partial funding, or increasing funding based on budget availability, and negotiating with any applicant regarding the funding amount and other items of any contract resulting from this RFP.

In accordance with City policy, a maximum of 20% of each award may also be allocated to pay for soft costs that are associated with the construction costs – this includes, construction management, architectural and engineering, environmental remediation or abatement, and/or advertisement for procurement. Eligible soft costs cannot be rendered prior to the execution of the contract, environmental review, and approval from HRD.

2.2 PROGRAM YEAR TIMELINE

The 2022-2023 Program Year commences on July 01, 2022; however, CDBG funds may not be released from the U.S. Department of Housing and Urban Development (HUD) until later in the year. Organizations receiving awards may not obligate or expend any funds until all contract agreements are in place, fully executed, and a written Notice to Proceed is issued by HRD. Failure to comply with this procedure could result in voiding any awards issued.

Subrecipient grant terms will not exceed 24-months from the date of the contract being executed. A request for additional time may be considered on a case-by-case basis and must be approved by HRD and be approved by City Council.

2.3 SUBRECIPIENT EXPECTATIONS AND REQUIREMENTS

Private, nonprofit, tax-exempt organizations that plan to meet the above requirements are eligible to apply. In order to complete HUD National Objective, all subrecipients are required to identify beneficiary data. Homelessness service providers will need to record all client-related data and activity using the CoC established HMIS standards. Subrecipients must also comply with all requirements in their subrecipient agreements, internal policies and procedures, and the City of Detroit’s Economic Development – Public Facility Rehabilitation program policies and procedures.

2.4 ELIGIBLE ITEMS FOR PUBLIC FACILITY REHABILITATION PROJECTS

It is also important to note those activities and expenses that are NOT deemed eligible for reimbursement under the Public Facility Rehabilitation RFP. The table below illustrates eligible versus non-eligible CDBG-PFR costs:

Eligible Activities	Ineligible Activities	Other Eligible Costs
<ul style="list-style-type: none"> ● Material; ● Labor; ● Permits ● Engineering; ● Architects ● Asbestos Survey ● Additional line items - must be approved by HRD 	<ul style="list-style-type: none"> ● General government expenses; ● Political activities; ● Purchase of equipment; ● Construction equipment; ● Fire protection equipment; ● Furnishings and personal property; ● Operating and maintenance expenses; ● New housing construction; ● Income payments 	<ul style="list-style-type: none"> ● Additional soft-costs associated with eligible activities – must be approved by HRD; ● Environmental studies, reports;

2.5 APPLICATION REVIEW CRITERIA

Application Section	Total Points Possible
1. Project Specifics	50
2. Financial Capacity	25
3. Organizational Experience	25
Points Possible	100 points

2.6 APPLICATION INSTRUCTIONS

APPLICATION REQUIREMENTS

In order for an application to be accepted, the application MUST:

- Meet threshold criteria
- Include the submission of Part II of this application
- Include all applicable Forms and Attachments (listed in the Checklist section of this document)
- Meet the required deadline of **October 22, 2021 at 10:00 A.M.**

Please note: The City will require only one application per organization. **Applications that do not meet threshold criteria or that do not meet the deadline will not be accepted or considered.**

Applicants must upload attachments and forms per the following instructions. Missing attachments and forms will receive zero points.

- Each form and attachment must be uploaded individually
- Each form and attachment must be marked with the form or attachment number and document title as written on the attached document checklist (e.g. “A3 IRS Letter”)
- Each form and attachment’s file name must follow the same naming convention (e.g. A3 IRS Letter).
- The RFP must be uploaded in Microsoft Word Format
- The Proposed Project Budget must be uploaded in Microsoft Excel Format

2.7 SUBMISSION METHOD

You must register as a supplier (contractor) in Oracle first to gain access to **RFP#21EJ181666, 2022-2023 Public Facility Rehabilitation**. To register through Oracle please go [here](#). A tutorial on this process can be found [here](#). Additional instructions for Oracle can be found on the City’s website at <https://detroitmi.gov/supplier>. **Please note that you must use a Firefox or Chrome web browser; the Supplier Portal does NOT work well with Internet Explorer.**

Proposals must be uploaded into ORACLE and time-stamped, no later than October 22, 2021 at 10:00 a.m. Late submissions will not be accepted.

A Public Recording of submitted proposals takes place via Zoom at 2:00 p.m., October 22, 2021. The link to the Zoom virtual meeting is: <https://cityofdetroit.zoom.us/j/86476415353>

2.8 TIMELINE

2022-2023 Public Facility Rehabilitation RFP Application Submission Deadline is **October 22, 2021, at 10:00 a.m.** and must be submitted in Oracle at <https://ebkk.login.us8.oraclecloud.com/>. **Proposals will not be accepted after this time and date.** Mailed, faxed, or emailed copies of the proposal will not be accepted.

2.9 COMPLETENESS

1. **The City will not contact organizations for missing information.** All applications meeting threshold will be reviewed and scored “as is.” Missing and/or incomplete information will negatively impact the overall application score and/or result in total disqualification of an application.
2. Organizations are encouraged to begin uploading all required documents prior to the deadline to ensure adequate time to address any technical challenges.
3. **Any questions regarding application content or process must be submitted via Oracle at <https://ebkk.login.us8.oraclecloud.com/>. Please submit questions to the PFR RFP MESSAGES in Oracle, no later than 12:00 p.m., Monday, October 4, 2021.**
Please review the 2022-2023 Public Facility Rehabilitation RFP *prior* to submitting questions. The City will provide one (1) Pre-Proposal Conference/HRD Workshop upon release of the RFP. **The virtual OCP Pre-Proposal Conference/HRD Workshop will be held on October 6, 2021, from 9:00 a.m. 11:30 a.m. via Zoom. <https://cityofdetroit.zoom.us/j/84251727084>**
4. The Pre-Proposal Conference with Oracle Navigation Review will be facilitated by Elizabeth Ayana Johnson and the OCP e-Procurement Team, Office of Contracting and Procurement. The HRD Workshop will be facilitated by Lindsay Wallace, Housing and Revitalization Department.

PROCUREMENT AND NON-DISCRIMINATION NOTICE

Methods for Procurement by competitive proposals. The City of Detroit, Office of Contracting and Procurement solicitations follow 2 CFR 200.320 (d) Procurement by competitive proposals. The City does not discriminate on the basis of race, color, creed, national origin, age, disability, sex, or sexual orientation. Complaints may be filed with the [Civil Rights, Inclusion, & Opportunity Department](#), Suite 1240 Coleman A. Young Municipal Center Detroit, MI 48226 (313) 224-4950, crio@detroitmi.gov.

GRIEVANCE, APPEALS, AND TERMINATION PROCEDURES

The City may terminate awards or subrecipient contracts at any time if subrecipients violate program requirements as outlined in this RFP, the City’s policies, and/or the subrecipient agreement. The termination will follow due process to protect subrecipients’ rights based on the City’s Grievance and/or written policies, subject to the department director’s approval.

SECTION 3: APPLICATION

3.1 COVER SHEET

1. Applicant Organization Legal Name:
 - a. Indicate any other previously and/or currently used names:
2. Applicant Mailing Address:
3. DUNS Number:
4. Federal ID Number:
5. Contact Person:
6. Telephone Number:
7. Email:
8. Website:
9. Is this Organization a 501(c) (3)? Yes No
10. Is your organization a faith-based entity? Yes No
11. Number of employees:
12. Number of employees that reside in the city of Detroit:
13. Program Component(s) for which you are applying. Check all that apply.
 - New Construction
 - Renovation of Existing Structure
14. Amount of CDBG funds requested:
15. Amount of Total Project:
16. Amount of CDBG funds currently awarded and outstanding (other projects):

3.2 THRESHOLD REQUIREMENTS

The application must meet the following basic eligibility requirements for an application to be accepted and considered for funding. *If the application does not meet the following threshold requirements, the application will not be reviewed or scored.*

1. Submission of a complete application *on time* in response to this RFP for CDBG FY 2022-2023 funding. Note: Your application's timestamp will be reviewed once submitted in Oracle to verify this threshold item.
2. Board of Director's roster and meeting schedule for the 2022 calendar year as **Attachment 1**.
3. Cash on Hand Certification demonstrating that your organization has the capacity to pay for expenses upfront (**Form 1**).
4. Private nonprofit corporation under state and local law with a current tax exemption ruling from the IRS, voluntary board of directors, with no part of its earnings inuring to its members, founders, or an individual. Provide evidence verifying tax-exempt 501(c)(3) status in **Attachment 2** (see checklist for details).
5. At least two (2) years of experience serving vulnerable populations with public funding. If this is your organization's first time applying for CDBG Funds with the City of Detroit, demonstrate through submission of an award letter(s). **Attachment 3** (see checklist for details).
6. Applicants must score at least eighty (80) points to be considered for funding.

3.3 NARRATIVE QUESTIONS

All applicants must complete the questions below. Each response must be 200 words or less; failure to do so will result in a reduction in points. Each attachment will count as 1 point towards the question total, if applicable.

3.3.1 ORGANIZATIONAL EXPERIENCE

<p>a. Provide background on your organization’s history and experience serving Detroit. Outline ALL services provided by your organization to this population. In addition, submit the most current Organizational Chart as Attachment 4. (5 points)</p>
<p>b. Describe the strength of your board, including community representation, and the number of members bonded. In addition, are there any current vacant positions on your Board of Directors? If so, what is your plan and timeline to fill those vacancies? (5 points)</p>
<p>c. Using 2020 demographic information, please describe the clients currently serviced by your organization including total number, age, race/ethnicity, veteran status, and any other pertinent demographic data. (5 points)</p>
<p>d. Describe your organization’s prior experience in grant administration, in the last five (5) years. Specify the funding source and type (i.e. CDBG, ESG, Foundation), year(s) awarded, total amount awarded in the last three (3) years, objectives, and outcomes. Submit a recent Letter of recommendation from a previous funder. Letter of recommendation as Attachment 5. (10 points)</p>

3.3.2 FINANCIAL CAPACITY

<p>a. Describe your organization’s fiscal management, including financial reporting, accounting systems used and audit requirements. (3 points)</p>
<p>b. Briefly describe accounting procedures that would support sufficient segregation of duties, including receipts, expense approvals, ledger postings, and account reconciliations. (3 points)</p>
<p>c. Describe policies and procedures your organization has in place to ensure timely submission of monthly payment packets as well as compliance with CDBG regulations. Submit a copy of Policies and Procedures as Attachment 6. (4 points)</p>
<p>d. Describe the methods and procedures that will be in place to ensure that program costs are reasonable. (3 points)</p>
<p>e. Briefly describe the financial capacity and provide proof of cash on hand to be able to pay for the costs upfront. Complete and submit as Attachment 7. If the project is for new construction, please include letters of support, in-kind services, or a combination of other federal, state, and/or local funds as proof of the required 20% match. Include as Attachment 8. (3 points)</p>
<p>f. Include any audit findings that have arisen in the past five (5) years and their subsequent resolution or status. (3 points)</p> <p>Check all that is applicable:</p> <p><u>Behind on 990 Filings:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Unresolved IRS Findings:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Any outstanding Federal or State Audit Findings, regardless of funding source, or closed audit findings that demonstrate significant fraud or misuse of funds.</u> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Overdue corrective action responses from the City of Detroit HRD or Finance audits.</u> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*If the answer was “Yes” to any of the items above, explain below. Attach supporting documentation in Attachment 9 to demonstrate resolution of the situation.</p>
<p>g. If the organization has expended more than \$750K in federal funds within the last year, submit documentation of the completed single audit as Attachment 10 with application submission. (3 points)</p>
<p>h. Other Financial Attachments: Organizations are also required to submit their current year operating budget and most recent Profit and Loss Statement as Attachment 11. (3 points)</p>

3.3.3 PROJECT DESCRIPTION

<p>Name and Location: Council District: Census Tract:</p>
<p>a. Describe the current project location including the current population being served seniors, youth, disabled population, etc.) the layout of the space, etc. How many clients were served over the 2020 calendar year? For new construction, what is the underserved population? (5 points)</p>
<p>b. Has a Phase 1 Environmental Site Assessment been completed? If so, please submit as Attachment 12. <i>If a Phase 1 Environmental Site Assessment has not been completed, we will not enter into a subrecipient agreement until this has been satisfied.</i> (5 points)</p>
<p>c. Provide the purpose and objective of the program including the target population. How many people do you anticipate serving if your application is awarded? How will the current service population change as a result of a Public Facility Rehabilitation award? (5 points)</p>
<p>d. Explain how the building currently complies with ADA requirements and list out any current hazardous conditions or barriers that prevent ADA compliance. How will the proposed project remove ADA barriers to the building? Describe initiatives taken to ensure the facility is brought up to code with local, state, and federal requirements. For new construction, how will the proposed construction project comply with ADA requirements?</p> <p>Submit the most recent inspection by Fire Marshall as Attachment 13. Submit a copy of the most recent City inspection by the Building, Safety Engineering, and Environmental Department (BSEED) as Attachment 14. (5 points)</p>
<p>e. Describe the proposed activity in detail, including all work that is to be performed. Attach any construction documents and renderings that have been completed to date. Submit as Attachment 15. (5 points)</p>
<p>f. Submit cost estimates from a licensed contractor(s) that detail each line item proposed and the total estimate of the entire project. Submit the proposed project budget as Form 2.³ (5 points)</p>
<p>g. If the total project budget exceeds the amount of the funding request, explain and detail sources and uses of funding and that will cover the proposed budget gap. Submit Attachment 16. (5 points)</p>
<p>h. Please provide detail of milestones and proposed construction timelines and include as Attachment 17. (5 points)</p>

³ Applicants who are awarded CDBG funds must be able to demonstrate federal procurement standards have been met.

- i. Site Control: Specify how the site is firmly committed to the project. Indicate if the site is owned by the agency, leased, or pending purchase by the agency. Attach evidence of site control, long-term lease, or pending purchase agreement. Attach and label as **Attachment 18**. (5 points)

j. Section 3 Requirements

In order to meet the Section 3 requirements, the applicant agrees to comply with HUD's regulation, 24 CFR Part 75, and Housing and Revitalization Department (HRD) Section 3 policy and guidelines. The applicant must submit a completed and signed (1) Section 3 Intent to Comply and (2) Section 3 Plan with the applicant's NOFA/RFP package. **Attachments 19 and 20** (5 points)

If the applicant has Section 3 experience, a detailed explanation of past verifiable strategies used for hiring and training low- and very low-income individuals and contracting with Section 3 businesses and if the strategies were successful or not.

Additional information and the required documents can be found at

<https://detroitmi.gov/departments/housing-and-revitalization-department/hud-programs-and-information/section-3-program>

3.3.4 CHECKLIST OF FORMS AND ATTACHMENTS

The checklist below indicates the forms and attachments that must be submitted with the application. Indicated Yes (Y) or No (N) in the “Attached” Column to indicate if a document is attached. *Each Attachment document must be titled with the appropriate number and title (for example – “A3 IRS letter”). Please insert the title at the top of the first page of each attachment as well as label each attachment’s files name using the same naming convention. See bolded text under “Document Description” for document number and title.*

Attachment or Form #	Document Description <i>(bold lettering indicates number and title of the document)</i>	Attached? Y/N
Threshold (applications must meet threshold to be considered for funding)		
Threshold for All Applicants		
Attachment 1	A1: Board of Directors Roster and 2022 Meeting Schedule	
Form 1	F1: Cash on Hand Certification	
Attachment 2	A2: IRS letter verifying tax-exempt 501(c)(3) status	
Attachment 3	A3: Proof of 2 years of experience operating programs with public funding as demonstrated by funding letter(s)	
Required Attachments		
Organizational Experience		
Attachment 4	A4: Organizational chart	
Attachment 5	A5: Recent Letter of Recommendation	
Financial Capacity		
Attachment 6	A6: Policies and Procedures	
Attachment 7	A7: Proof of Cash on Hand	

Attachment 8	A8: Proof of Match	
Attachment 9	A9: Resolution of Findings- Documentation showing status/resolution of any City, HUD and/or IRS findings	
Attachment 10	A10: Recent Single Audit	
Attachment 11	A11: Operating Budget and Profit and Loss Statement	
Project Description		
Attachment 12	A12: Phase 1 Environmental Site Assessment	
Attachment 13	A13: Fire Inspection – Most recent inspection completed by the Fire Marshal	
Attachment 14	A14: BSEED City Inspection – Most recent inspection completed by BSEED	
Attachment 15	A15: Construction Plans and Documents – Construction documents, renderings, and specifications	
Form 2	F2: Project Budget – Construction budget that identifies breakdown of line-item costs and total project costs	

Attachment 16	A16: Funding Sources and Uses – Sources and Commitments identified and provided for total project costs that exceed the request for funding	
Attachment 17	A17: Project Timeline	
Attachment 18	A18: Site Control – Copy of deed, pending purchase agreement or long-term lease	
Attachment 19	A19: Section 3 – Intent to Comply	
Attachment 20	A20: Section 3 – Section 3 Plan	
Attachment 21	A21: Certificate of Occupancy	

FORM 1

Cash on Hand Certification

The City makes every effort to expedite reimbursement of invoices, but the process can be delayed by many factors. Applicants must have adequate funds available for timely payments to contractors and vendors. The City requires that an applicant organization seeking funding under the Public Facility Rehabilitation and must certify that they have cash on hand to cover three (3) months of project expenses.

In signing this form, I certify that _____ (insert applicant organization name) has three (3) months of project expenses in the event that reimbursement is delayed from the City.

Name: _____

Title: _____

Date: _____