



## 2020 NOTICE OF FUNDING AVAILABILITY NEIGHBORHOOD SUPPORT SERVICES PROPOSAL GUIDELINES

### SECTION A. GENERAL INFORMATION

#### A.1. INTRODUCTION

The City and County of Denver's Office of Economic Development (OED)<sup>1</sup> receives annual allocations for the Community Development Block Grant (CDBG) Program from the U.S. Department of Housing and Urban Development (HUD). Funding for this 2020 Notice of Funding Availability (NOFA) is expressly contingent upon final budget approval of the U.S. Congress, written authorization from HUD, and approval of the Denver Mayor and Denver City Council.

This NOFA process specifically solicits proposals for projects that provide services or activities in the program area of neighborhood public services. As a change from NOFAs published in recent years, this 2020 NOFA will be focused solely on Neighborhood Support Services. Therefore, this NOFA is **only** soliciting proposals for Neighborhood Support Service programs and does **not** solicit applications for Housing programs.

In addition, this NOFA does **not** solicit Neighborhood Improvements, Public Facilities and Improvements (PF&I), Brownfield Environmental Clean-Up, Catalytic projects, Housing Development projects, or Small Business/Entrepreneurial Development lending.

OED continues to use the management system, *WizeHive*, which streamlines the application process. Completion of an application includes selection of a program area and activity (as applicable) which will guide specific questions and requirements related to the proposed project. Organizations may submit more than one project proposal. Additional proposals for different projects can be accessed after the first proposal has been submitted through the *WizeHive* system. Detailed instructions are provided in the **2020 Neighborhoods NOFA Proposal Checklist**.

#### A.2. BACKGROUND

Mayor Michael Hancock's vision is for Denver to be the best place in the nation for our residents to raise a family, start a career and build a future. Denver's extraordinary success means we have the resources to make Denver even better by strengthening neighborhoods, expanding parks and open space, and leading urban strategies to promote sustainable communities, more aggressively combat climate change and improve Denver's overall quality of life. Much of this work is already underway, and with four additional years, Mayor Hancock will deliver even bolder solutions. One portion of his strategy involves fully deploying the Neighborhood Equity and Stabilization Team (NEST) to support neighborhoods with unique resources where gentrification and displacement is likely to occur.

---

<sup>1</sup> OED is in the process of changing its name to Denver Economic Development & Opportunity (DEDO). You may see this name change on documents later in the year.

OED's Divisions include Business, Workforce & Global Development; Housing (becoming a separate agency in 2020); Division of Small Business Opportunity; and Neighborhoods/NEST. In all, OED is dedicated to advancing economic prosperity for the City and County of Denver's businesses, neighborhoods, and residents. They provide purposeful and intentional economic development that: broadens the tax base; stimulates balanced economic growth through business assistance, neighborhood revitalization and the development of a skilled workforce; and focuses on innovation, sustainability and education. OED works with a variety of community partners to achieve these goals.

In this effort, OED has established elements, policies and actions to achieve the objectives highlighted in *Propel Denver 2019 – OED's Strategic Plan* to ensure we have an economy that works for everyone. Our priorities encompass five core goals:

**Foster**

- Economic inclusivity by investing in people, assets and places with unrealized potential.

**Preserve**

- The vitality of Denver's neighborhoods with equitable jobs, housing and business opportunities.

**Grow**

- Denver's competitive capacity from home to globe.

**Enhance**

- Denver's future economic resiliency.

**Leverage**

- The power of collaboration and resources across our collective agency and city partners to magnify impacts.

This 2020 NOFA specifically solicits proposals for Neighborhood Support projects that will fund activities or services in the program areas indicated below:

**Neighborhood Support (CDBG Funds)**

Neighborhood Support applications will only be considered from organizations that provide services in one of the following focus areas:

- Nonprofit organizing for community capacity building to impact neighborhood revitalization;
- Economic Development: Business assistance for financial empowerment;
- Youth and Adult Services focused on increasing self-sufficiency, including literacy, independent living skills and job training;
- Economic Development: technical assistance for cooperative business models; and/or
- Outreach efforts to promote available forms of assistance for economic development, employment, housing services and technical assistance.

Priority consideration will be given to applications that have a geographic focus on the East Colfax, Elyria Swansea, Globeville, Montbello, Northeast Park Hill, Sun Valley, Valverde, Villa Park, West Colfax, and Westwood neighborhoods.

**A.3. SCHEDULE OF EVENTS**

- **2020 NOFA APPLICATIONS ARE AVAILABLE**                      **Wednesday, July 17, 2019 4:00 p.m. (MDT)**  
<https://app.wizehive.com/apps/2020nofa>
- **2020 NOFA GENERAL INFORMATION MEETING**            **Monday July 29, 2019 1:30 – 3:30 p.m. (MDT)**  
Room 4.G.2, Webb Municipal Building, 201 West Colfax, 80202

*This will be a meeting to discuss the 2020 Neighborhood Support NOFA. Representatives from Neighborhood Equity and Stabilization (NEST) and other OED staff will share the city's guiding principles, OED priorities, and regulatory requirements, and will address questions about the 2020 NOFA and this process.*

- **2020 NOFA TECHNICAL Q & A** **Monday July 29, 2019 3:30 – 4:30 p.m. (MDT)**  
Room 4.G.2, Webb Municipal Building, 201 West Colfax, 80202

*This will be an opportunity for first-time applicants, or others needing a refresher, to ask technical questions about the application requirements and processes.*

- **QUESTIONS ON NOFA GUIDELINES DUE** **Monday, August 2, 2019 4:00 p.m. (MDT)**  
[DEDO\\_Neighborhoods.Proposals@denvergov.org](mailto:DEDO_Neighborhoods.Proposals@denvergov.org)

- **ADDENDUM TO NOFA RELEASED** **Friday August 9, 2019 4:00 p.m. (MDT)**  
OED will release the responses to questions on its *Funding Opportunities* page.

- **COMPLETED PROPOSAL SUBMISSION DEADLINE** **Friday August 16, 2019 4:00 p.m. (MDT)**

#### **A.4. APPLICATION, GUIDELINES, CHECKLIST AND ACRONYM REFERENCE, TERMS AND DEFINITIONS**

OED is using the grant management system *WizeHive* for this NOFA application process. All proposals must be submitted via the *WizeHive* system. Any application materials submitted outside the *WizeHive* application will not be accepted nor reviewed. *WizeHive* allows all program areas to use one document to gather general data and information; applicants must answer specific questions and requirements related to the proposed project.

The application contains helpful background and clarifying information in yellow highlighted text boxes, while yellow highlighted question marks indicate that additional information is available. *All uploads except budgets must be in .pdf format; budgets must be uploaded as an Excel file (.xls or .xlsx).*

Data entered by organizations must be clear, concise, and reflect measurable performance objectives. Organizations may submit more than one project proposal. Additional proposals for different projects can be accessed after the first proposal has been submitted through the *WizeHive* system.

Three documents have been created to assist you in the application process and are posted on the *Funding Opportunities* page as part of this NOFA. The **Proposal Guidelines** provide background and instructions about the NOFA, a **Proposal Checklist** itemizes the documents to be downloaded and uploaded as attachments to the online application and defines the process to submit one or more project proposals. An **Acronym and Definitions** document is also provided for clarification purposes. It is very important to have all three documents accessible when completing your application.

#### **A.5. APPLICATION QUESTIONS**

**General questions regarding the 2020 NOFA will be addressed at the General Information Meeting on July 29. Technical questions specifically regarding use of the *WizeHive* system must be submitted in writing by email to [DEDO\\_Neighborhoods.Proposals@denvergov.org](mailto:DEDO_Neighborhoods.Proposals@denvergov.org).**

#### **A.6. FUNDING SOURCES AND APPLICABLE FEDERAL RULES AND REGULATIONS**

The CDBG program has specific federal rules and regulations and applicable laws. Applicants are strongly advised to become familiar with specific and appropriate program eligibility and overall requirements before submission of a proposal.

A limited list of sources includes:

- HUD Programs: <http://www.hud.gov/offices/cpd/communitydevelopment/programs/index.cfm>
- CDBG Program: HUD websites – <https://www.hudexchange.info/cdbg-entitlement/> and <https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>
- System for Award Management (SAM): <https://www.sam.gov/SAM/>  
*Do Not Pay for this Service; it is FREE*
- Colorado Secretary of State: <http://www.sos.state.co.us/pubs/business/businessHome.html>
- Davis Bacon Act: <https://www.hudexchange.info/resource/2541/making-davis-bacon-work-contractors-guide-prevailing-wage-requirements/>
- CO Department of Labor Link for Workers Comp coverage waiver request: [https://www.colorado.gov/pacific/sites/default/files/WC043\\_Rejection\\_Of\\_Coverage\\_2019.pdf](https://www.colorado.gov/pacific/sites/default/files/WC043_Rejection_Of_Coverage_2019.pdf)

Application reviews and awards are also contingent upon applicants being current to the city on any loan, contractual, or tax obligation as due, or with any rule, regulation, or provision on existing or past city contracts.

## **SECTION B. SCOPE OF SERVICES**

### **B.1 NEIGHBORHOOD SUPPORT SERVICES BENEFIT**

The CDBG Program is the primary source of funding for Neighborhood Support Services. OED has restricted proposals in Neighborhood Public Service programs to projects that will nonprofit organizing for community capacity building to impact neighborhood revitalization; business assistance for financial empowerment; Youth and Adult Services focused on increasing self-sufficiency, technical assistance for cooperative business models; and outreach efforts to promote available forms of assistance for economic development, employment, housing services and technical assistance. Proposals outside of these focus areas will not be considered. In addition, OED will give priority consideration to applications that have a geographic focus on the East Colfax, Elyria Swansea, Globeville, Montbello, Northeast Park Hill, Sun Valley, Valverde, Villa Park, West Colfax, and Westwood neighborhoods.

These programs contracts will be executed with a one-year term, with renewal for the second year at OED's discretion based upon exemplary contractor performance and available funding. OED may, in its sole discretion, adjust the contract program year to better respond to the priorities of the Mayor and city residents.

Neighborhood Public Service programs under this NOFA must qualify as meeting the CDBG National Objective of benefiting low- and moderate-income persons. This requires that each proposed program or activity meet specific tests for benefiting low- and moderate-income (LMI) persons (households with an annual income at or below 80% AMI). Applicants are required to collect and maintain documentation used to determine the eligibility of program beneficiaries based on income and household size. The FY 2019 HUD CDBG Income Limits are posted on the following site: <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>.

The criteria for how an activity or program may be considered to benefit LMI persons are divided into the following two subcategories:

#### **1) Area Benefit**

This is an activity that benefits all the residents of a primarily residential area, in which at least 51 percent of area residents are LMI persons. Areas of Denver that qualify as low-and moderate-income for area

benefit purposes are available here:

[https://egis-hud.opendata.arcgis.com/datasets/3bd6767dcc5e4937a6232d9db04dd447\\_0/features/8396?base\\_map=primary](https://egis-hud.opendata.arcgis.com/datasets/3bd6767dcc5e4937a6232d9db04dd447_0/features/8396?base_map=primary)

Programs that provide an area benefit are usually neighborhood facilities, and examples include:

- Food hubs
- Community centers
- Public gardens

## 2) Limited Clientele

This is an activity that provides benefits to a specific group of persons rather than everyone in an area, in which at least 51 percent of beneficiaries are LMI persons based on annual household income. Applicants are required to collect and maintain documentation regarding the household size and income of program beneficiaries to demonstrate the limited clientele criteria has been met. Here is the link for current income limits (select Colorado and then Denver):

<https://www.hudexchange.info/resource/5334/cdbg-income-limits/>

Some groups presumed to be limited clientele include:

- Abused children
- Disabled adults
- Elderly persons
- Illiterate adults
- Battered spouses
- Persons living with AIDS
- Homeless persons
- Migrant farm workers

Examples of limited clientele activities include:

- Public services at a youth center
- Public services for the homeless
- Meals on wheels for the elderly
- Job training and placement for severely disabled adults
- Self-sufficiency programs

## B.2 NEIGHBORHOOD PUBLIC SERVICE (NPS)

Neighborhood Public Service awards will assist neighborhood-based organizations to build community wealth and capacity by funding new or existing public service programs that address community needs. Funding must be used to create, enhance and or expand these services.

Program areas to be considered for funding are:

- Nonprofit organizing for community capacity building to impact neighborhood revitalization;
- Economic Development: Business assistance for financial empowerment;
- Youth and Adult Services focused on increasing self-sufficiency, including literacy, independent living skills and job training;
- Economic Development: technical assistance for cooperative business models; and
- Outreach efforts to promote available forms of assistance for economic development, employment, housing services and technical assistance.

The successful NPS application provides programs or services that achieve one of the following objectives:

- Understanding of, and increase in, community participation in public processes that affect their daily lives.
- Creation of business plans; establishment of Individual bank accounts and savings accounts; debt reduction and increase in personal or business credit rating.
- Assistance in educational, financial, and business capacity of community residents.
- Training, support and technical assistance for establishing cooperative business models.
- Enhanced use of available forms of assistance.

Priority consideration will be given to applications that have a geographic focus on the East Colfax, Elyria Swansea, Globeville, Montbello, Northeast Park Hill, Sun Valley, Valverde, Villa Park, West Colfax, and Westwood neighborhoods.

**Ineligible uses of CDBG funds for Public Service include:**

CDBG funds cannot be substituted for any recent city or state funds that were supporting public services; the service must be a “new service” or a "quantifiable increase in the level of service" above that provided by or on behalf of the city through city or state funds;

- Acquisition, construction, or reconstruction of buildings for the general conduct of government;
- Political activities, including lobbying (see <https://www.hudexchange.info/onecpd/assets/File/IDIS-for-CDBG-Entitlement-Manual-Appendices.pdf>);
- Purchase of equipment;
- Certain income payments;
- Construction of new housing (with some exceptions); or
- Ongoing grants or non-emergency payments to individuals for food, clothing, rent, utilities or other income payments.

**NPS Outcomes:**

Neighborhood staff will work with successful proposers to develop measurable outcomes specific to the funded program which may be based on the following structure.

**Participants in funded programs will have increased access to one or more of the following:**

- Available forms of assistance for economic development, employment, housing services, and technical assistance;
- Economic opportunity for youth and adults;
- Support for individual or business advancement;
- Self-advocacy and community empowerment; and/or
- Technical assistance for establishing cooperative building models

**This increased access to services and programs will result in one or more of the following goals:**

- Increased self-sufficiency and economic independence;
- Enhanced opportunities for advancement;
- Increased use of available forms of assistance; and/or
- Enhanced community participation in processes affecting neighborhood change.

**SECTION C. ADDITIONAL APPLICABLE REGULATIONS**

**C.1. ACCOUNTING SYSTEMS AND AUDITS**

Organizations awarded funds will be required to provide accounting system and audit-related information based upon the amount of the OED grant and the expenditure of federal assistance in the entity’s annual fiscal year.

**C.2. DAVIS-BACON ACT**

Contracts with the City and County of Denver, Economic Development & Opportunity may or may not be subject to The Code of Federal Regulation Title 29 Part 5 also known as the Davis-Bacon Act. The Davis-Bacon Act requires the payment of prevailing wage rates (as determined by Department of Labor) to all laborers and mechanics on construction projects in excess of \$2,000.

For Davis-Bacon purposes, the definition of laborers and mechanics means anyone who is performing construction work on the project including trade journeyman (for instance, carpenters, plumbers, and sheet metal workers.) The definition for construction includes alteration and or repair of public buildings or public works such as alteration, repair, painting and decorating of public buildings or public works. In addition, Davis-Bacon includes two other laws:

- The Contract Work Hours and Safety Act (CWSSA) requires payment of overtime at time and a half.
- The Copeland Act, which makes it a federal crime for an employer to require kickbacks from employees.

### **C.3. SECTION 3**

The requirements of HUD Section 3 apply to contractors or subcontractors that receive HUD Community Planning and Development funding in excess of \$100,000 for Section 3 covered projects/activities. Section 3 covered projects are those investments into activities involving housing construction, demolition, rehabilitation, or other public construction—i.e., roads, sewers, community centers, etc. Accordingly, the applicant must attempt to reach the Section 3 minimum numerical goals found at 24 CFR Part 135.30 by:

- Awarding 10% of the total dollar amount of all covered construction contracts to Section 3 businesses;
- Offering 30% of new employment opportunities to Section 3 businesses.

Section 3 is triggered when the normal completion of construction and rehabilitation projects creates the need for new employment, contracting, or training opportunities. Each applicant (and their covered contractors and subcontractors) are required to comply with the requirements of Section 3 for new employment, training, or contracting opportunities resulting from the expenditure of covered funding.

### **C.4. SECTION 504**

Funding under this NOFA is subject to Section 504 of the Rehabilitation Act of 1973. Programs funded by HUD cannot discriminate against persons with disabilities. Applicants must allow persons with disabilities to fully participate in programs. Applicants may be required to modify policies, practices and services so that persons with disabilities may participate in programs and benefit from services. Recipients of HUD financial assistance must take all steps necessary to ensure that their programs, services and activities comply with Section 504 to the maximum extent possible.

Recipients will be required to complete a Section 504 Self-Assessment furnished by HUD via OED. However, a recipient is not required to take steps that it can demonstrate will cause an undue financial and administrative burden or change the fundamental nature of the program.

### **C.5. UNIFORM RELOCATION ACT**

The Uniform Relocation Act (URA) is implemented under 49 CFR Part 24. URA's protections and assistance apply to the acquisition, rehabilitation or demolition of real property when CDBG or HOME funds are used in the project. The URA establishes minimum standards for eligibility and relocation in cases where acquisition, rehabilitation or demolition displaces persons from their homes or businesses.

For example, in the case of funding available for Housing Services, applications for the Down Payment Assistance program (DPA), the Single-Family Rehabilitation program, the Emergency Home Repair program, and the Renter/Homeowner Access Modification program must summarize the applicant's policy and procedures regarding relocation. For example, the Down Payment Assistance policy must demonstrate that

beneficiaries will be discouraged from selecting tenant-occupied homes where the tenant may be displaced as a result of the federal funds being used for the acquisition. Additionally, the procedures must include completion of the Seller/Buyer Certificate that verifies the property is owner-occupied and that the seller is willingly selling the property to the DPA buyer. Applications for the Rehabilitation programs must summarize the applicant's policy and procedures that provide for the occupant should they be temporarily displaced from their residence for longer than one day.

#### C.6. CONTRACT REQUIREMENTS

As part of the City contracting process, there are several requirements that are mandatory for all contractors:

- All contractors receiving an award of funds will be required to execute a contract with the City. Sample contracts are listed below by funding type.
  - CDBG Part I:  
[https://denvergov.org/content/dam/denvergov/Portals/690/Funding%20Opportunities/CDBG\\_Services%20Eff%2001052016.docx](https://denvergov.org/content/dam/denvergov/Portals/690/Funding%20Opportunities/CDBG_Services%20Eff%2001052016.docx)
  - CDBG Part II Addendum:  
<https://denvergov.org/content/dam/denvergov/Portals/690/Funding%20Opportunities/CD BG%20PART%20II%20Eff%2081916.docx>
  - All Proposers are strongly advised to seek legal counsel to review the agreement.
  - The city reserves the right to accept or reject in its sole discretion any proposed modifications to the sample contract. The city reserves the right to modify any term or condition of the draft Agreement, and to add, delete or modify terms and conditions as deemed necessary, prior to execution of a final agreement. Applicants will be presumed to have submitted their applications based upon all the information set forth in the contract and in a manner fully cognizant of the requirements of the contract. The city reserves the right to contemporaneously negotiate the final terms of the proposed contract with the selected contractors. If the city is unable to reach an agreement as to final contract terms with any selected contractor, the city expressly reserves the right to terminate negotiations and enter into contract negotiations with one or more of the other applicants. As the best interests of the city may appear in the city's sole judgement, the city reserves the right to reject any or all applications at any time during this selection process or terminate, cancel or modify this selection process.
- All contractors must have a current IRS Form W-9 available. If the entity receiving the funds is new to the city contracting system, contractors must submit the W-9 to OED upon an award of funds in order to receive funding.
- All contractors receiving Federal funds must be registered in the System for Award Management Database <https://www.sam.gov/SAM/>. This requires a Data Universal Numbering System (DUNS) Number. Dun & Bradstreet issues unique nine digit DUNS Numbers **without charge** for all businesses required to register with the U.S. Federal government for contracts or grants. Please see <http://www.dnb.com/get-a-duns-number.html> for more information.
- All contractors must be registered with the Colorado Secretary of State and have an active Certificate of Good Standing prior to submitting an application. For more information, see: <http://www.sos.state.co.us/pubs/business/businessHome.html>
- Certificates of Insurance evidencing the following coverage are required of all City Contractors.

Contracts will not be executed until OED receives appropriate ACCORD Certificates of Insurance (COI):

- Workers' Compensation/Employer's Liability Insurance: Contractor shall maintain the coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of \$100,000 per occurrence for each bodily injury claim, \$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims. Contractor expressly represents to the City, as a material representation upon which the City is relying in entering into this Agreement, that none of the Contractor's officers or employees who may be eligible under any statute or law to reject Workers' Compensation Insurance shall effect such rejection during any part of the term of this Agreement, and that any such rejections previously effected, have been revoked as of the date Contractor executes this Agreement.
    - If the contractor is a sole proprietor, a waiver may be filed with the City for Workers' Compensation requirements. If the contractor is an LLC or Corporation, and desires to waive Workers' Compensation, an additional State waiver is required. Please review the waiver and all instructions here: <https://dowc.cdle.state.co.us/WCCompliance/>
    - If a contractor is planning to waive Workers' Compensation coverage, it should notify OED in advance.
  - Commercial General Liability: Contractor shall maintain a Commercial General Liability insurance policy with limits of \$1,000,000 for each occurrence, \$1,000,000 for each personal and advertising injury claim, \$2,000,000 products and completed operations aggregate, and \$2,000,000 policy aggregate.
    - Sexual Abuse and Molestation Exclusion (SAME) language: Any contractor working with youth and/or a vulnerable population will require SAME coverage as a part of the contractor's commercial general liability coverage.
  - Business Automobile Liability: Contractor shall maintain Business Automobile Liability with limits of \$1,000,000 combined single limit applicable to all owned, hired and non-owned vehicles used in performing services under this Agreement.
    - In certain circumstances, the contractor may be allowed to use his or her personal automobile liability coverage instead of obtaining a business specific policy. If a contractor is planning to use its personal automobile liability coverage, it should notify OED in advance.
  - Cyber Liability, Cyber Security, Information Security, Privacy Liability, Network Security: contractor is likely to be required to maintain for any client/participant information that is collected and stored in an electronic format or system with limits of \$1,000,000 per occurrence/aggregate
  - Upon discretion of the City, additional coverage or changes to the above coverage language may be required upon award if needed.
- 
- Using the link below, the form entitled "Diversity and Inclusiveness in City Solicitations Information Request Form," please state whether you have a diversity and inclusiveness program for employment and retention, procurement and supply chain activities, or customer service and provide the additional information requested on the form. The information provided on this form will provide an opportunity for City contractors/consultants to describe their own diversity and inclusiveness practices.

Contractors/consultants are not expected to conduct intrusive examinations of its employees, managers, or business partners in order to describe diversity and inclusiveness measures. Rather, the City simply seeks a description of the contractor/consultant's current practices, if any. Diversity and Inclusiveness information provided by City contractors/consultants in response to City

solicitations for services or goods will be collated, analyzed, and made available in reports consistent with City Executive Order No. 101. However, no personally identifiable information provided by or obtained from contractors/consultants will be in such reports.

<https://fs7.formsite.com/CCDenver/form161/index.html>

- All selected contractors must submit certification that no funds have been paid by or on behalf of the organization to influence funding decisions regarding this NOFA. The form is available at: <http://denvergov.org/content/dam/denvergov/Portals/690/Funding%20Opportunities/6%20Lobbying%20Certification.pdf>
- All selected contractors must submit certification that the organization will provide a drug-free workplace in compliance with the Drug-Free Workplace Act. The form is available at: <http://denvergov.org/content/dam/denvergov/Portals/690/Funding%20Opportunities/TO%20POST%20Drug-Free-Workplace.pdf>

## **SECTION D. EVALUATION**

### **D.1. EVALUATION TEAM**

All applications will be reviewed by an Evaluation Team comprised of OED staff and other evaluators. All data and information from the applicant must be submitted through the online application and documents uploaded before submission of the application. No additional information, documents or inquiries pertaining to the proposal submittal, including email and phone calls, will be considered once the application has been submitted, during the selection process, or until this entire procurement process (RFP/NOFA) has closed.

### **D.2. EVALUATION PROCESS**

Proposals will be scored and ranked utilizing the *WizeHive* tool based upon the information contained in the application itself and uploaded attachments. The areas of review include Project Plan, Project Outcomes, Organizational Capacity, Financial Capacity, and Community Impact and Alignment with the city's Guiding Principles.

Performance outcomes of prior contracts with OED will be considered in the overall rating of proposals submitted by applicants who currently have, or have previously had, contracts with OED. Application evaluation and awards are also contingent upon applicants being current to the City on any loan, contractual, or tax obligation as due, or with any rule, regulation, or provision on existing or past City contracts.

In addition, in accordance with 2 CFR 200.331 of the Uniform Grant Guidance, applicants will be evaluated based on the following risk factors:

- Prior experience with HUD funds or other Federal awards;
- Results of previous Single Audits;
- New personnel or new or substantially changed systems; and
- Extent and results of Federal monitoring in previous years.

Before an application is awarded, an applicant *may* be invited to a meeting with OED staff to discuss the proposed project, to review compliance required under applicable Federal regulations and to determine the eligibility of proposed costs.

### **D.3. FUNDING DECISIONS**

Based upon the information provided by the applicants, the Evaluation Team will evaluate applications.

The evaluations will be ranked according to scores in *WizeHive* and forwarded to OED Senior Management.

Funding is limited. Applications that meet all of the NOFA's general guidelines and requirements may not necessarily receive an award. OED may recommend funding a project or service for the full amount requested, less than the full amount, or not at all. There are no requirements or expectations that OED must award all or any funds through the NOFA process.

OED reserves the right to postpone or cancel this NOFA if it deems it to be in OED's best interest. OED reserves the right to waive any technical or formal errors or omissions, and to reject any and all proposals, or to award contracts, either in part or in whole, if deemed to be in the best interests of OED.

Successful applicants shall be in complete compliance with all of the specifications, terms and conditions of the proposal. OED shall have the right to inspect the facilities and equipment of the successful applicant to insure such compliance. OED shall not be liable for any costs incurred in the preparation of proposals or for any work performed in connection therein.

Successful applicants will be invited to enter into contract negotiation and development of a final Scope of Services. Contract negotiation may involve additional requirements, such as environmental reviews.

**Application reviews and awards are contingent upon applicants being current to the city on any loan, contractual, or tax obligation as due, or with any rule, regulation, or provision on existing or past city contracts.**

(END)