



## **2024 CDBG NOTICE OF FUNDING AVAILABILITY NEIGHBORHOOD SUPPORT SERVICES PROPOSAL GUIDELINES**

### **SECTION A. GENERAL INFORMATION**

#### **A.1. INTRODUCTION**

Denver Economic Development and Opportunity (DEDO) 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 2024 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 support services. As a change from NOFAs published in recent years, this 2024 NOFA will be focused solely on Neighborhood Support Services, including mental health and wellness, child and youth programming, older adult support, community capacity building and small business support.

DEDO will utilize the application management system, *Zengine*, which streamlines the application process and has the ability to translate to 16 languages. Completion of an application includes selection of a focus area which will guide specific questions and requirements related to the proposed project. Organizations may only submit one project proposal per focus area. Additional proposals for different projects can be accessed after the first proposal has been submitted through the Zengine system. Detailed instructions are provided below.

#### **A.2. BACKGROUND**

DEDO is creating an economy that works for everyone by supporting local and global business development, workforce development programs, and stabilization efforts in diverse neighborhoods. Over the last several years, Denver has emerged as one of the fastest growing economies in the country. In 2018, the Neighborhood Equity and Stabilization Team (NEST) was created to help ensure that the substantial economic, social and cultural benefits of this success are available, and shared by all residents, and to mitigate displacement and gentrification in Denver's historically diverse neighborhoods.

NEST mitigates displacement and preserves the culture and character of Denver's neighborhoods by providing access to resources, elevating community voices, and supporting equitable growth. NEST's mission is to ensure that all residents and businesses benefit from the prosperity and success that Denver is experiencing -- to not only protect the vulnerable from involuntary displacement or further loss, but to also improve the shared quality of life for us all. Through CDBG funding, NEST provides monetary support to community organizations and nonprofits by funding various programs and neighborhood investment projects.

NEST’s Strategic Plan goals include:

- 1.) Partnering with city and community stakeholders to implement culturally responsive programs that narrow the social and economic equity gaps in prioritized neighborhoods.
- 2.) Bridging the economic equity gap by investing in culturally responsive direct services within prioritized neighborhoods.
- 3.) Supporting individuals and community organizations to make community-driven change within prioritized neighborhoods.

This 2024 NOFA specifically solicits proposals for Neighborhood Support projects that will fund activities or services in the focus areas indicated below:

**Neighborhood Support**

Neighborhood Support applications will only be considered from nonprofit organizations that provide services to low to moderate income Denver County residents in one of the identified focus areas.

**Please Note: only one proposal may be submitted per focus area.**

Priority consideration will be given to applications that have a geographic focus in the Athmar Park, Barnum, Barnum West, Clayton, College View, East Colfax, Elyria Swansea, Globeville, Kennedy, Lincoln Park, Mar Lee, Montbello, Ruby Hill, Sun Valley, Valverde, Villa Park, Westwood, and Windsor neighborhoods. For more information about NEST’s priority neighborhoods, please visit the 2022 NEST Index [web page](#).

FOCUS AREA	DESCRIPTION	Matrix Code and Description
Mental Health & Wellness	<p>Mental health and wellness are broadly defined to include programming focused on promoting community and individual healing, psychoeducation, and destigmatizing mental health/illness, as well as clinical therapeutic interventions. This focus area is meant to elicit proposals that support individuals and communities in accessing inclusive mental health and wellness services that best meet their goals and needs. Examples may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>- Clinical services and therapy – individual, group, families</li> <li>- Substance abuse services</li> <li>- Peer support</li> <li>- Art therapy</li> <li>- Culturally responsive healing practices</li> <li>- Psychoeducation</li> </ul>	<p>05O – Mental Health Services addressing the mental health needs of residents of the community.</p> <p>05F – Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.</p>

Child & Youth Programming	<p>Seeking proposals for services tailored to children and youth that provide opportunities for educational, social, and/or community enrichment. Programs that prioritize supporting development of strengths and skills, sense of belonging, relationship building, Examples may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>- Tutoring and mentoring</li> <li>- Youth leadership development</li> <li>- Career readiness</li> <li>- Financial literacy</li> <li>- Social emotional development</li> <li>- Health and wellness</li> <li>- Home visitor programs</li> <li>- Licensed childcare services</li> </ul>	<p>05D - Services for young people age 13 to 19. For example, recreational services limited to teenagers and teen counseling programs. 05D can also be used for counseling programs that target teens but include counseling for the family as well. For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.</p> <p>05L - Services that will benefit children (generally under age 13), including parenting skills classes. For services exclusively for abused and neglected children, use 05N.</p>
Older Adult Support	<p>As the aging population increases, high quality services that help community members to age in place are critical. This focus area seeks proposals for programs that provide for the holistic needs of older adults who want to continue living in their homes and communities. Examples may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>- Social and educational programs to combat isolation</li> <li>- Healthy food access</li> <li>- Internet and technology/training</li> <li>- Financial and legal support</li> </ul>	<p>05A - Services for the elderly. 05A may be used for an activity that serves both the elderly and persons with disabilities provided it is intended primarily to serve elderly. If the activity is intended primarily to serve persons with disabilities, use 05B instead.</p> <p>05W - Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.</p>
Community Capacity Building	<p>This focus area seeks proposals for nonprofit programs designed to develop the skills of low to moderate income community members to affect positive change in their communities. Programs focused on elevating resident voices and increasing community engagement are highly desired. Examples may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>- Leadership development programs</li> <li>- Community organizing training</li> <li>- Programs that lead to enhanced community participation in neighborhood change processes</li> </ul>	<p>19C - Activities specifically designed to increase the capacity of non-profit organizations to carry out specific CDBG eligible neighborhood revitalization or economic development activities. Such activities may include providing technical assistance and specialized training to staff. The specific eligible activity for which capacity is being developed must meet a national objective. Payment of general operational and administrative costs of a nonprofit organization is not eligible under this category.</p>

**Business Support Office Services-** Services must be provided by nonprofit organizations ONLY.

FOCUS AREA	DESCRIPTION	Matrix Code and Description
Small Business Support	<p>Business Support Offices provide critical services to the small business community tailored to the needs of culturally and linguistically diverse business owners. Examples may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>- Technical assistance</li> <li>- Start-up guidance and planning</li> <li>- Capital access counseling</li> <li>- Real estate purchasing and lease negotiation education</li> <li>- Loan readiness and financial training</li> </ul>	<p>18B – Economic Development: Technical Assistance - Technical assistance to for-profit businesses, including workshops, assistance in developing business plans, marketing, and referrals to lenders or technical resources. Also use 18B for activity delivery costs eligible under 24 CFR 570.203(c).</p>

### A.3. SCHEDULE OF EVENTS

- **2024 NOFA APPLICATIONS ARE AVAILABLE** **Monday, June 5, 2023 at 8:00 a.m. (MDT)**  
[ONLINE APPICATION AVAILABLE HERE](#)

- **QUESTIONS ON THE NOFA GUIDELINES DUE** **Wednesday, June 7, 2023 at 4:00 p.m. (MDT)**  
Questions will be answered in the pre-bid meeting and can be submitted to [nest@denvergov.org](mailto:nest@denvergov.org).

- **2024 NOFA PRE-BID MEETING** **Monday, June 12, 2023 2:00 p.m.– 4:00 p.m. (MDT)**  
TEAMS LIVE MEETING

*This will be a meeting to discuss the 2024 Neighborhood Support Services NOFA. Representatives from Neighborhood Equity and Stabilization (NEST) and other DEDO staff will share the city’s guiding principles, DEDO priorities, and regulatory requirements, and will address questions about the 2024 NOFA and this process.*

*The second hour of the meeting will be dedicated to providing first-time applicants, or others needing a refresher, to ask technical questions about the application requirements and process.*

*Please use the following link to*

[JOIN THE PRE-BID MEETING](#)

- **QUESTIONS AFTER THE PRE-BID MEETING** **Friday, June 16, 2023 at 4:00 p.m. (MDT)**  
Any questions after the pre-bid meeting must be submitted to [nest@denvergov.org](mailto:nest@denvergov.org).

- **ADDENDUM TO NOFA RELEASED** **Friday, June 23, 2023 at 3:00 p.m. (MDT)**  
DEDO will release the responses to questions on its [Funding Opportunities](#) page.

- **COMPLETED PROPOSAL SUBMISSION DEADLINE** **Wednesday, July 5, 2023 at 4:00 p.m. (MDT)**

**PLEASE NOTE:** Completed proposals must be submitted through Zengine **by 4:00 pm (MDT)**. Proposals in draft will not be considered. The application portal will not allow submissions **after 4:00 pm (MDT)**.

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

DEDO is using the grant management system, *Zengine* for this NOFA application process. All proposals must be submitted via the *Zengine* system. Any application materials submitted outside the *Zengine* application will not be accepted nor reviewed. *Zengine* 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 submitted by the same organization can be accessed after the first proposal has been submitted through the *Zengine* system.

Four 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 **NOFA Application 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 of submission. A **CDBG NOFA Acronym Definitions** document is also provided for clarification purposes. In addition, the **HUD CFR 22 Federal Definitions** document will assist with helping you understand the HUD requirements and the CDBG program. It is very important to have all four documents accessible when completing your application. In addition, on the Funding Opportunities page you will also find our CDBG Part I & II Sample Agreements and the Exhibit B Financial Administration.

#### A.5. APPLICATION QUESTIONS

General questions regarding the 2024 NOFA will be addressed at the Pre-Bid Meeting on *Monday June 12, 2023 from 2:00-4:00 pm MDT*. Technical questions specifically regarding use of the *Zengine* system will be addressed during the meeting and can also be submitted in writing by email to [nest@denvergov.org](mailto:nest@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: ***To access links please control click on the highlighted text.***

- [HUD Programs](#)
- [CDBG Program](#)
- [System for Award Management \(SAM\)](#) (Do Not Pay for this Service; it is FREE)
- [Fiscal Requirements for Federal Grants](#)
- [Colorado Secretary of State](#)
- [COI Requirements](#).

Please note for all focus areas except community capacity building the Sexual Abuse and Molestation Exclusion (S.A.M.E.) language is required. Any contractor working with youth and/or a vulnerable population (i.e. participants receiving mental health services, older adult population, etc.) will require SAME coverage as a part of the contractor's commercial general liability coverage. We understand that Worker's Compensation/Employer's Liability coverage providers may be different from your general liability insurance provider.

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. SPAN OF PUBLIC SERVICES**

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

The CDBG Program is the primary source of funding for Neighborhood Support Services. DEDO has restricted proposals for Neighborhood Public Service programs to projects that will provide mental health and wellness services including therapy and psychoeducation; high quality child and youth programming designed to provide academic, social, and community enrichment; support services to help older adults to age in place; and leadership development programs to increase resident voice in shaping the future of their communities. Proposals outside of these focus areas will not be considered. In addition, DEDO will give priority consideration to applications that have a geographic focus on the Athmar Park, Barnum, Barnum West, Clayton, College View, East Colfax, Elyria Swansea, Globeville, Kennedy, Lincoln Park, Mar Lee, Montbello, Ruby Hill, Sun Valley, Valverde, Villa Park, Westwood, and Windsor neighborhoods.

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

Neighborhood Support 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 2023 HUD CDBG Income Limits are posted [here](#) (please control click to access and select Colorado and then Denver).

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

#### **1) 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](#) (control and click) or current income limits.

Some groups presumed to be limited clientele include:

- Abused children
- Disabled adults
- Elderly persons
- Illiterate adults
- Battered spouses
- Persons living with AIDS
- Persons experiencing homelessness

- 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 SUPPORT SERVICE (NSS)**

Neighborhood Support 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:

- Mental health and wellness services including therapy and psychoeducation;
- High quality child and youth programming designed to provide academic, social, and community enrichment;
- Support services to help older adults to age in place; and
- Leadership development programs to increase resident voice in shaping the future of their communities.

Proposals must have a minimum project budget of \$150,000. The request for funding must meet this minimum threshold.

### **Ineligible uses of CDBG funds for Neighborhood Support 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 what is provided by or on behalf of the city through city or state funds; Ineligible uses include but are not limited to:

- Acquisition, construction, or reconstruction of buildings for the general conduct of government;
- Political activities, including lobbying;
- 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.

## **SECTION C. SPAN OF BUSINESS SUPPORT OFFICE SERVICES**

### **C.1 BUSINESS SUPPORT OFFICE SERVICES BENEFIT**

Business Support Office (BSO) awards will assist nonprofit organizations that serve local businesses and support their growth and success. DEDO is seeking BSO proposals that assist small businesses through offering technical assistance, financial guidance, training opportunities, and counseling for economic empowerment and growth. Proposals tailored to the needs of culturally and linguistically diverse business owners are especially desired. Funding must be used to create, enhance, and or expand these services. DEDO will give priority consideration to applications that have a geographic focus on the Athmar Park,



Barnum, Barnum West, Clayton, College View, East Colfax, Elyria Swansea, Globeville, Kennedy, Lincoln Park, Mar Lee, Montbello, Ruby Hill, Sun Valley, Valverde, Villa Park, Westwood, and Windsor neighborhoods.

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

**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](#).

Examples of eligible BSO activities may include but are not limited to the following:

- Technical assistance
- Start-up guidance and planning
- Capital access counseling
- Real estate purchasing and lease negotiation education
- Loan readiness and financial training

**NSS & BSO 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 should be able to demonstrate increased access to one or more of the following:**

- Support for business development and technical assistance
- Culturally responsive mental health services and psychoeducation
- Community engagement and community empowerment
- Holistic enrichment programs for children and youth
- Services to help older adults age in place

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

- Enhanced psychosocial functioning and connection to culturally relevant support;
- Enhanced opportunities for financial advancement;
- Increased use of available forms of assistance;
- Enhanced community participation in processes affecting neighborhood change.

Applicants are encouraged to be creative in developing projects that address real community needs. They are also encouraged to develop partnerships with other agencies and organizations. Proposed projects containing partnerships among multiple agencies must designate a Lead Fiscal Agency that agrees to be the primary organization contracting with the City. Applications containing partnerships between multiple agencies will be considered subcontractors to the Lead Fiscal Agency and will be required to execute legal

documents outlining such. The City will accept applications that only include one nonprofit entity, however, projects incorporating partnerships are encouraged.

## **SECTION D. ADDITIONAL APPLICABLE REGULATIONS**

### **D.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 DEDO grant and the expenditure of federal assistance in the grantee's annual fiscal year.

### **D.2 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. Recipients will be required to complete a Section 504 Self-Assessment furnished by HUD via DEDO. 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 are required to take steps to ensure that their programs and services are readily accessible to and usable by persons with disabilities to the maximum extent feasible, which means the recipient would be required to take all steps that provide the necessary access; 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. Meeting program accessibility obligations does not exempt recipients from meeting other requirements of the Section 504 regulations, particularly the broad nondiscrimination provisions.

### **D.3 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:  
[Form- CDBG Part I Sample Agreement](#)
  - CDBG Part II:  
[Form – CDBG Part II Sample Agreement](#)
  - 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 DEDO upon an award of funds in order to receive funding. Please attach a copy of the proposer's current IRS Form W-9 available from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.
- All contractors receiving federal funds must be registered in the System for Award Management Database. A Unique Entity ID (UEI) is a 12-character alphanumeric ID assigned to an entity at no charge for all businesses required to register with the U.S. government for contracts or grants. Please see ([www.sam.gov](http://www.sam.gov)) for more information.
- Please attach your organization's Certificate of Good Standing with the Colorado Secretary of State's office to your proposal. Proposing organizations must be registered with the Secretary of State's office **PRIOR TO** submitting an application. This can be obtained from the Secretary of State's website: <http://www.sos.state.co.us/biz/BusinessEntityCriteria.do>
- Certificates of Insurance evidencing the following coverage are required of all City Contractors. Contracts will not be executed until DEDO receives appropriate ACCORD [Certificates of Insurance](#) (COI):
- Workers' Compensation and 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.
  - 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](#): (Please control and click to access link).
  - If a contractor is planning to waive Workers' Compensation coverage, it should notify DEDO in advance.
- Commercial General Liability: Contractor shall maintain a Commercial General Liability insurance policy with minimum limits of \$1,000,000 for each bodily injury and property damage occurrence, \$2,000,000 products and completed operations aggregate (if applicable), and \$2,000,000 policy aggregate.
  - Sexual Abuse and Molestation Exclusion (S.A.M.E.) language: Any contractor working with youth and/or a vulnerable population (i.e. participants receiving mental health services, older adult population etc.) will require S.A.M.E. coverage as a part of the contractor's commercial general liability coverage.
- Automobile Liability: Contractor shall maintain Automobile Liability with minimum 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 DEDO 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. For example, professional liability coverage.
- 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. Access the form [here](#). Please enter [nest@denvergov.org](mailto:nest@denvergov.org) when instructed to "Enter email address of City and County of Denver contact person facilitating this solicitation." An email confirmation must be received in order for your proposal to be deemed responsive.
- 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.  
[Lobbying Certification](#)
- All selected contractors must submit certification that the organization will provide a drug-free workplace in compliance with the Drug-Free Workplace Act.  
[Drug-Free Workplace Certification](#)
- All selected contractors must submit certification identifying any political contributions or donations. The disclosures in this certificate pertains to the person or business entity awarded the contract, lease, or concession, as well as the following individuals: the person’s spouse; any officer, director, or principal of the business entity or his or her spouse; or any shareholder who owns or controls five percent or more of the stock in the business entity or his or her spouse (“relevant persons”).  
[Political Contributions and Donations Disclosure Certification](#)

## D 4. RESPONSE REQUIREMENTS

### Program Response Program

All proposals must include responses to the [Program Response Form](#) regarding the programmatic and desired outcomes of your program. Please download and save the form. Once completed upload the fillable form to your Zengine application in the appropriate section.

## SECTION E. EVALUATION

### E.1. EVALUATION TEAM

All applications will be reviewed by an Evaluation Team comprised of DEDO 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 has closed.

### E.2. EVALUATION PROCESS

Proposals will be scored and ranked utilizing the *Zengine* tool based upon the information contained in the application itself and uploaded attachments. The program areas of review include, but are not limited to the following: project plan, project outcomes, organizational capacity, financial capacity, community impact and alignment with the city's guiding principles.

#### **Applications will be evaluated at minimum under the following guidelines:**

1. Need for the project or activity: Has the applicant sufficiently documented the need for the project?
2. Realistic development, maintenance, and operating budgets: Has the applicant shown that the project can be developed and resulting operations sustained in future years?
3. Applicant experience and capacity: Does the applicant have sufficient successful experience (or have access to such expertise) to efficiently and effectively follow through on the project and all requirements associated with CDBG?
4. Benefit to low- and moderate-income persons or communities: How does the project benefit low- and moderate-income residents of the City and County of Denver? Note: The project must be able to clearly document persons served by the project and the justification of income determination or census tracts for which the services are being provided. At least 51 percent of the persons in the service area must be low- to moderate-income, based on the average median income for the area served by the activity.
5. Justice, Diversity, Equity, & Inclusion: Which historically marginalized communities will your project serve? How do you promote justice, equity, diversity and inclusion within your services/programming?
6. Timeline accuracy: What is the project schedule? When will the project be ready to commence? Is the proposed timeline feasible and realistic?
7. Project Objectives: How does the project conform to the NEST Strategic Plan goals (see page 2 of 12)?

8. Performance outcomes of prior contracts with DEDO will also be considered in the overall rating of proposals submitted by applicants who currently have, or have previously had, contracts with DEDO.

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 200.332(a)(2) 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 DEDO staff to discuss the proposed project, to review compliance required under applicable Federal regulations and to determine the eligibility of proposed costs.

### **E.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 *Zengine* and forwarded to DEDO Senior Management.

Funding is limited. Applications that meet all of the NOFA's general guidelines and requirements may not necessarily receive an award. DEDO 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 DEDO must award all or any funds through the NOFA process.

DEDO reserves the right to postpone or cancel this NOFA if it deems it to be in DEDO's best interest. DEDO 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 DEDO.

Successful applicants shall be in complete compliance with all the specifications, terms and conditions of the proposal. DEDO shall have the right to inspect the facilities and equipment of the successful applicant to ensure such compliance. DEDO 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 and budget approval. Contract negotiations may involve additional requirements/reviews from internal city agencies.

**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 of 2024 CDBG NOFA APPLICATION GUIDELINES)*