City of Raleigh Budget & Management Services Department

Community Health Initiative Capital Project RFP Application Workshop

October 18, 2021
Agenda

1. Overview & Requirements
2. Application Review & Checklist
3. Subrecipient Expectations
4. Common Audit Issues
Overview & Requirements
American Rescue Plan Act of 2021

• Raleigh was directly allocated $73.2M Fiscal Recovery Funds from the U.S. Department of the Treasury.

• Raleigh is committed to investing these funds in projects that:
  • Align to the City’s strategic plan and community priorities
  • Support equitable outcomes for most impacted populations
  • Leverage and align with other governmental funding sources
  • Make best use of this one-time infusion of resources
  • Have a lasting impact
## Community Health Initiative Capital Projects RFP Timeline

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>October 11, 2021</td>
<td>RFP Issued</td>
</tr>
<tr>
<td>October 25, 2021</td>
<td>Deadline for written questions</td>
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<tr>
<td>November 1, 2021 (anticipated)</td>
<td>City’s response to questions</td>
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<tr>
<td>November 15, 2021</td>
<td>Proposals due by 5:00 PM EST</td>
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<tr>
<td>December 2022 (tentative)</td>
<td>Agencies notified of recommended funding amount</td>
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Eligibility Requirements

The following criteria are minimum qualifications for an application to be considered:

- Not-for-Profit & 501c3 Status
- Projects must be in the City of Raleigh
- An applicant may only request an amount greater than or equal to $500,000. Grants will be awarded to agencies on a case-by-case basis as funding allows
- Qualified applicants must present proof of an externally conducted audit that occurred within the last two years, including financial statements and management letters
- Applicant must adhere to Generally Accepted Accounting Principles (GAAP)
Threshold Requirements

The following criteria are minimum thresholds for an application to be considered:

- No delinquency in City loans or required reporting or monitoring activities
- Must be in good standing with the City
- Adequate financial management system
- Produce sufficient backup documentation for costs of the project and files for review and audit
- Adequate internal management procedures and separation of duties
- Must not have outstanding audit deficiencies, findings or disallowed cost from previous projects or activities
- Must have a Board of Directors that meets on a regularly basis
Application Review & Checklist
Proposal/Application Must Include:

- Name of Project
- Amount of Funds Requested
- Recovery Funding Eligible Category

**PREVENT AND MITIGATE COVID-19** - Funding for capital investments that contribute to the prevention and response to COVID-19

**ENHANCE COMMUNITY HEALTH** - Funding new or capital enhancements that improve community health outcomes, including but not limited to, behavioral health, mental health, food security, or other health issues exacerbated by the pandemic, as well as related public health needs
Proposal/Application Must Include:

**Brief Project Description:** Provide a short summary of your proposed capital project.

**Project Plan:** Explain how the capital project will be structured and implemented, including timeframe.

**Statement of Need:** Describe the need that this capital project will address. Include data to demonstrate the need and cite the source of the data.

**Link to COVID-19:** Identify a community health issue resulting from or exacerbated by the public health emergency, describe the nature and extent of that harm, and explain how the use of this funding would address such harm.
Proposal/Application Must Include:

**Population Served:** Define the population to be served by this project, including volume and demographic characteristics of those served.

**Results:** Describe the proposed impact of the capital project. List at least 3 performance measures that will be tracked and reported. If possible, include baselines and goals for each performance measure.

**Equity Impact:** How will this effort help build toward a just, equitable, and sustainable COVID-19 recovery? How are the root causes and/or disproportionate impacts of inequities addressed?

**Project Partners:** Identify any partners associated with this project. Describe the relationship(s) with the partner(s) and the proposed contribution of the partner(s). Also, list non-funded key partners critical to project.
Proposal/Application Must Include:

Capacity: Describe the background, experience, and capabilities of your organization as it relates to capacity for delivering the proposed capital project and managing federal funds.

Budget: Provide a detailed capital project budget including all proposed project revenues and expenditures, including explanations and methodology. For all revenue sources, list the funder and denote whether funds are confirmed or pending. For project expenses, denote all capital vs. operating costs, and reflect which specific expenses are proposed to be funded with one-time City of Raleigh Recovery Funds. For the standard budget template, please email Kirsten.Larson@raleighnc.gov.

Special Considerations: Provide any other information that might assist the City in its selection.
## Application Must Also Include:

<table>
<thead>
<tr>
<th>#</th>
<th>Application Elements</th>
<th>Electronic format</th>
<th>Attached?</th>
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<tbody>
<tr>
<td>1</td>
<td>Application: Completed, signed, and dated</td>
<td>PDF</td>
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<tr>
<td>2</td>
<td>Complete project budget and cost calculation in format provided</td>
<td>Excel</td>
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<tr>
<td>3</td>
<td>Resume for Project Manager (staff person responsible for the project)</td>
<td>PDF</td>
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<tr>
<td>4</td>
<td>Project Policies &amp; Procedures Manual</td>
<td>PDF</td>
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<tr>
<td>5</td>
<td>Current year operating budget</td>
<td>PDF</td>
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<td>6</td>
<td>Name / address of accountant or chief financial officer if non-profit organization does not use a CPA</td>
<td>PDF</td>
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<td>7</td>
<td>Most recent financial statement</td>
<td>PDF</td>
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<tr>
<td>8</td>
<td>Brief (&lt;1 page) organizational history, including recent projects</td>
<td>PDF</td>
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<tr>
<td>9</td>
<td>IRS 501(c)(3) tax determination letter</td>
<td>PDF</td>
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<tr>
<td>10</td>
<td>Articles of Incorporation and By-Laws</td>
<td>PDF</td>
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<tr>
<td>11</td>
<td>Most recent IRS tax form 990(ez)</td>
<td>PDF</td>
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<tr>
<td>12</td>
<td>Organizational chart with key personnel and their titles</td>
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<tr>
<td>13</td>
<td>List of current Board of Directors, with mailing addresses, terms, and roles</td>
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<td>14</td>
<td>Conflict of Interest Policy (include who must read/sign the policy)</td>
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<td>15</td>
<td>Board minutes documenting Board authorization for this application</td>
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<tr>
<td>16</td>
<td>Map showing location of project activities or project site</td>
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<tr>
<td>17</td>
<td>Documentation of support from collaborating organizations explaining the collaboration</td>
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## RFP Scoring Criteria:

<table>
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<tr>
<th>Criteria</th>
<th>(a) Weight</th>
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<tbody>
<tr>
<td>Project Impact</td>
<td>40</td>
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<tr>
<td>Equity Impact</td>
<td>20</td>
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<tr>
<td>Fiscal Responsibility</td>
<td>20</td>
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<tr>
<td>Organizational Capacity</td>
<td>20</td>
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Contract Terms

• Period of Performance: January 2022 – December 2024
• Timely submission of reports, metrics, and invoices
• Site visits will be required to review progress
  • May be in-person or virtual
  • Will occur on a quarterly or semi-annual basis
Expectations of Subrecipient
What is a Subrecipient?

An entity that receives a subaward from a pass-through entity to carry out part of a Federal award.

U.S. Department of the Treasury >
City of Raleigh (pass-through entity) > Subrecipient
Uniform Grant Guidance

2 CFR 200 (Code of Federal Regulations)

- Federal Office of Management and Budget regulations that govern federal grant management
- Guidance includes regulations indicating the City must monitor subrecipients
Compliance Expectations

City of Raleigh will…

• Conduct a risk assessment on each subrecipient
• Develop a monitoring plan as a result of risk assessment
• Monitor subrecipient costs and activities
• Document evaluation and monitoring
Monitor the activities of the subrecipients to ensure:

- Subaward is used for authorized purposes
- Subaward is in compliance with federal statutes, regulations and the terms and conditions of the agreement with the City
- Subaward performance goals are achieved
Compliance Expectations

Subrecipient will...

• Comply with subaward terms and conditions, along with all applicable laws and regulations for the federal award
• Ensure only allowable costs and activities spent with subaward
• Perform the work as outlined in the subaward agreement
• Monitor contractors and sub-subrecipients
Common Audit Concerns
Definition - Processes designed and implemented to support the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations
- Reliability of reporting
- Compliance with applicable laws and regulations
Common Audit Concern: One person serves as both the preparer and the reviewer.

Recommendation: Have processes in place that allow for both a preparer and a reviewer. Document those processes.

Examples: Review of grant agreement requirements, preparation and review of financial and performance reports.
Lack of Policy and Procedure Development

**Common audit concern:** Policies and procedures were not created for specific grant-related tasks.

**Recommendation:** Create and update policies and procedures to describe the key procedures that staff follow in administering grant funds.
Lack of Documentation Retention

**Common Audit Concern:** Failures to retain supporting documentation

**What is required:** Documentation will need to be retained until December 31, 2031.

**Recommendation:** Develop procedures and protocols to ensure supporting documentation is maintained for the proper time period.
Lack of Adequate Documentation

Common audit concern: Inadequate documentation to prove allowability

What is required: There should always be a sufficient level of documentation that adequately supports and demonstrates the expenditure incurred is reasonable, related to the grant, and was properly accounted for (see allowable cost determinations within 2 CFR 200.400 series).

Resources

- Electronic version of Uniform Grant Guidance - 2 CFR 200:
  https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=b3264dcd6d38ec017b945818d9cb265c&mc=true&n=pt2.1.200&r=PART&ty=HTML#se2.1.200_11

- Grants.gov
- MyFedTrainer.com
Questions?

Please send additional questions by 10/25 to Kirsten.Larson@raleighncgov.

Kirsten Larson, Grants Program Administrative Manager
Budget & Management Services Department