

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



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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

DATE	DESCRIPTION
October 11, 2021	RFP Issued
October 25, 2021	Deadline for written questions
November 1, 2021 (anticipated)	City's response to questions
November 15, 2021	Proposals due by 5:00 PM EST
December 2022 (tentative)	Agencies notified of recommended funding amount



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 award 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



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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.



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Application Must Also Include:

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



RFP Scoring Criteria:

Criteria	(a) Weight
Project Impact	40
Equity Impact	20
Fiscal Responsibility	20
Organizational Capacity	20



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



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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



The City of Raleigh is required to...

Monitor the activities of the subrecipients to ensure:

- Subaward is used for authorized purposes
- Subaward is in compliances 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





Internal Controls

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



Review Controls

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

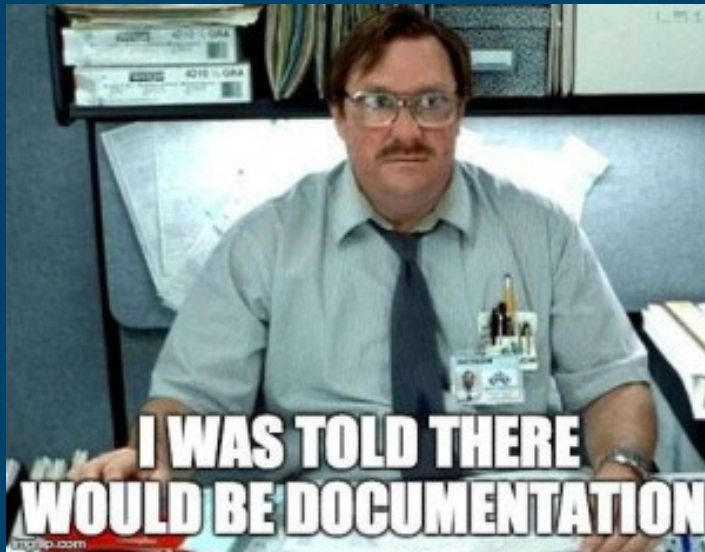
What is required: Documentation will need to be retained until December 31, 2031.

Recommendation: Develop procedures and protocols to ensure supporting documentation is maintained for the proper time period.



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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).

Recommendation: Document! Document! Document!



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

