



CITY OF DETROIT
Office of Contracting and Procurement
REQUEST FOR PROPOSALS
On Behalf of the HOUSING AND REVITALIZATION DEPARTMENT
MIKE DUGGAN, MAYOR
ARTHUR JEMISON, DIRECTOR

2017 GROW DETROIT'S YOUNG TALENT PROGRAM – LEAD IMPLEMENTATION ENTITY

RFP NO 60001

QUESTION DEADLINE

4:00 P.M., WEDNESDAY, FEBRUARY 1, 2017

Bidders must submit RFP questions electronically through Bid Sync E-Procurement System (www.bidsync.com)

**PROPOSAL PRE-SUBMISSION
TELE-CONFERENCE**

MANDATORY

FRIDAY, FEBRUARY 3, 2017

TIME: **10:00 A.M.** (EASTERN STANDARD TIME)

CALL IN NUMBER (866) 434-5269 Pass Code: 3964948

PROPOSAL DUE DATE

**FRIDAY, FEBRUARY 17, 2017, 4:00 P.M. (EASTERN
STANDARD TIME)**

(Electronically via: Bid Sync E-Procurement System
(www.bidsync.com))

PUBLIC RECORDING

**MONDAY, FEBRUARY 20, 2017 AT 2:00 P.M. (EASTERN
STANDARD TIME)**

To be conducted in the Office of Contracting and Procurement (OCP), Coleman A. Young Municipal Center, 2 Woodward Avenue, Suite 1008, Detroit, Michigan 48226. All *proposals must be submitted through Bid Sync on or before the exact date and time indicated above. Late proposals will not be accepted.*



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1. **INTRODUCTION**

The City of Detroit Housing & Revitalization Department through the Office of Contracting and Procurement is seeking proposals from qualified and experienced firms that are able to provide managing agency services for Grow Detroit's Young Talent Program, as described in this Request for Proposal (RFP).

- ❑ If a contract is awarded as a result of this RFP, **it will be a** contract which is negotiated with the awardee based on the model city **services contract**, a copy of which is attached. If any respondent requires modification(s) to the terms of the City's model services contract, a statement of such required modification shall be included as an exhibit with your sealed proposal. This Statement will be reviewed as part of the evaluation process and may have an effect on the scoring of the proposal.
- ❑ The successful Respondent will be required to obtain approved clearances and affidavits (and insurances) from the Income Tax Division, Revenue Collections Division and Human Rights Department prior to City Council approval of a contract. Approved clearances and insurances are not required when submitting a response to the RFP but will be required of the successful Respondent prior to The Office of Contracting and Procurement submitting a recommendation to City Council and Financial Review Committee for approval.
- ❑ The City expressly reserves the right to modify, add, or delete, any item(s) from the proposal it deems necessary prior to the issuance of an award.
- ❑ The term of performance for this contract will be for two years. For final reporting and invoice payment purposes, the contract will expire March 31, 2019.
- ❑ The City of Detroit is supporting the summer 2017 effort with \$1.75 million in Community Development Block Grant funds that have been allocated by the Detroit City Council. The Office of Mayor Mike Duggan and community partners will work to secure additional financial support from businesses, foundations, and other local donors. The City expects to seek additional funding from Council to support this program.

2. **MINIMUM QUALIFICATIONS**

Proposals will only be accepted from those firms demonstrating a minimum of five (5) years of experience providing the services requested in this RFP for projects of similar scope and size.

3. **ADHERENCE TO TERMS OF PROPOSALS**

A proposal once accepted by the City of Detroit, may become a binding contractual obligation of the respondent. The failure of a successful respondent to accept this obligation and to adhere to the terms of the respondent's proposal may result in rejection of the proposal and the cancellation of any provisional award to the respondent.

REJECTION OF PROPOSALS

The City of Detroit expressly reserves the right to reject any and all proposals, waive any non-conformity, re-advertise for proposals, to withhold the award for any reason the City determines and/or to take any other appropriate action that is in the best interest of the City.



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4. **SCOPE OF WORK**

A. Introduction

In May 2014, the Honorable Mayor Mike Duggan announced a new summer employment effort for Detroit's youth. The effort, Grow Detroit's Young Talent, is a collaboration among Mayor Duggan and community partners to ensure that young people have meaningful work experiences in the City of Detroit during the summer. Between June and August 2017, this citywide effort will continue to give young adults between the ages of 14 and 24 early exposure to the world of work and enhance their educational, work readiness, and leadership skills.

The City of Detroit is currently seeking a qualified respondent to act as the managing agency for the program and youth payroll, along with selecting and coordinating subcontracted service providers that will provide direct service and job placements.

B. Program Objectives

As part of this effort, the City plans to:

- Ensure that young adults have meaningful summer work experiences that create pathways to future opportunities;
- Connect young adults to professional networks and employers that can support their career goals;
- Introduce employers to the next generation of Detroit's workforce;
- Align Detroit's youth workforce development programs, thus streamlining service delivery and maximizing efforts to improve outcomes for youth; and
- Ensure employers and providers complete performance appraisals to allow the City and its partners to evaluate participants' skills, match them to future opportunities and provide participants with an opportunity to build a resume.

C. Program Features and History

During the summer of 2016, Grow Detroit's Young Talent, through the combined efforts of Detroit Employment Solutions, SER Metro, City Connect Detroit, Mayor's Office, philanthropic partners and Detroit employers, provided summer jobs for 8,157 Detroiters between the ages of 14 and 24. The funding came from the following sources:

- Bank of America Charitable Foundation
- City of Detroit
- Citizen's Bank
- Community Foundation for SE Michigan
- Crain's Communications
- Detroit Pistons
- Detroit Wayne Mental Health Authority
- DTE Energy Foundation
- Employer Partners Matching Funds
- Federal Government
- Fifth Third Bank
- JP Morgan Chase Foundation
- John S. James L. Knight Foundation
- Kresge Foundation
- Michigan Department of Natural Resources
- Mrs. Marjorie S. Fisher Fund
- MGM Grand
- Ralph C. Wilson Jr. Foundation
- Skillman Foundation



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- Strategic Staffing Solutions
- Talmer Bank
- United Way for Southeastern Michigan
- WK Kellogg Foundation

In 2017, Grow Detroit's Young Talent will employ 8,000-10,000 young adults, ages 14 to 24, via a developmentally-appropriate, tiered program model:

Tier 1: Career Explorations (Recommended Ages: 14-15) - The Career Explorations program introduces young people to first-time work and career opportunities through community service, team projects, and job shadowing.

Tier 2: Ready for Work (Recommended Ages: 16-17) - Developed for young people with some previous work experience, the Ready for Work program places the majority of youth with a host employer, while continuing to build career readiness skills with support from a designated youth development partner.

Tier 3: Career Pathways Internship (Recommended Ages: 18-24) - The Career Pathways Internship program is for young people with previous work experience and a desire to commit to a specialized area of work with a host employer. Interns continue to build career readiness skills with support from a youth development partner.

Young people in Tier 1 (Career Exploration) will typically earn a youth training wage, currently \$4.25 per hour for the first 90 days of employment. Young people in Tier 2 (Ready to Work) will make \$8.15/hour. Young people in Tier 3 (Career Pathway Internships) are eligible to earn up to \$10.00/hour. Participants in Grow Detroit's Young Talent will receive 12 hours of work readiness training prior to their summer placement and 120 hours of paid work experience and ongoing skill building.

Along with summer job placements, Grow Detroit's Young Talent in 2017 will focus on:

Scale and Pipeline Development: Strengthening relationships with employers through recruitment, continued engagement, and ongoing supports, with the goal of better connecting the program and its participants to future labor market opportunities for an emerging workforce.

Coordination and Systems Alignment: Building a better infrastructure for summer youth employment in Detroit across the silos of nonprofits, public agencies, and for-profit employers.

Data Management, Technology, and Tracking of Youth Outcomes: Track and analyzing data across placements and over the long term to help the City of Detroit make smart (and data-driven) decisions on a wide range of issues – especially around education, employment, and economic security – affecting youth outcomes.

D. Managing Agency Requirements

One managing agency will be selected through this RFP process to manage the 2017 Grow Detroit's Young Talent program and to select, coordinate, manage, and ensure accountability of subcontracted service providers that will combine work and learning opportunities for Detroit youth. Primary program outcomes will include:

- High rates of attendance and retention
- Youth acquisition of job performance skills
- Youth acquisition of financial education
- Completion of performance appraisals for every participant



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- Usage of Philadelphia Youth Network technology platform to manage payroll, hours
- Ensure every participant receives and is paid via debit card which may be linked to a bank account
- New connections for youth to community, social responsibility, leadership and improved social/emotional well-being.

In order to achieve these outcomes, the managing agency will be responsible for ensuring that **all** subcontracted service providers provide youth with: 1.) twelve (12) hours of work readiness/employability training prior to the summer work placement; 2.) Quality, age-appropriate work experiences based on the tiered model described above; 3.) Ongoing (weekly) training throughout the summer work experience in financial education and job skills; and 4) positive experiences that promote connections to community and civil life, social responsibility, leadership, and social/emotional well-being.

Youth work experiences will begin no earlier than **June 21, 2017** and must end by **August 31, 2017** unless other arrangements are made with the managing agency and approved by the City of Detroit.

Adherence to Funding Requirements

Successful applicants will be required to adhere to all Community Development Block Grant (CDBG) funding requirements and the program elements in the Appendix.

Prominent among these requirements:

- The organization selected must understand that CDBG allocation must be used exclusively to fund wages of Grow Detroit's Young Talent participants, unless the organization is a Detroit designated Community Based Development Organization (CBDO). The City of Detroit and other partners will assist in recruiting employers and philanthropic partners to fund the program. Funding generated from employers and other partners can be used for a combination of agency administrative costs (not to exceed 20% of the total allocation) and youth wages.
- Community Based Development Organizations can utilize up to 20% of the total CDBG allocation towards administrative costs. The organization selected must contract with Community based Development Organizations (CBDOs). These organizations are critical to the ability of the City to use the CDBG funding as contracting with them makes it possible by virtue of the City's Neighborhood Revitalization Strategic Areas (NRSA's) to exceed the public service cap. *Organizations that will not commit to this contracting arrangement cannot be selected for this program.*
- CDBG is a reimbursable funding program. Because of the compact service period there is a high level of working capital required to implement the program. Organizations must be able to operate for 30 days from first invoice before payment in order to participate in the program. *There will be no advances of CDBG or other funds made available.*
- Because of the high volume of CDBG resources to be expended, organizations must be prepared for monitoring visits during the service period. US HUD Detroit and HQ require monitoring visits take place during the period of service and successful monitoring is critical to the ability of the City to meet its requirements and ensure sound management of the program.

Management of Youth Payroll

The selected managing agency will be the employer of record in most circumstances and responsible for youth payroll and will be required to use the PYN technology platform.

Compliance with Grow Detroit's Young Talent Operating Procedures



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The selected managing agency will be responsible for ensuring subcontracted service providers comply with all operating procedures of the Grow Detroit's Young Talent program. These procedures are designed to enhance quality of the program as well as ensure the safety of all youth and adults throughout the program experience. Examples of Grow Detroit's Young Talent policies are as follows:

- Enrollment and eligibility procedures
- Michigan and federal child labor laws
- Procedures for reporting incidents
- Other procedures as applicable

Responsibility for Reporting and Program Performance Metrics

The selected managing agency will develop specific measurable performance metrics for the program and ensure that each subcontracted service provider collects and submits data on the performance of their program(s) as well as document individual youth achievement. All subcontracted service providers will be required to submit a final report at the conclusion of the program detailing program activities, outcomes, success stories, challenges, and lessons learned.

E. Determination of Income Eligibility

The definition of household income for the purpose of this program is based on Low/Moderate income criteria. However, HUD's Section 8 income eligibility standards has always been used as a measure for CDBG activities.

F. Financial Information, Price Structure, and Program Budget (required cost proposal)

All proposals must respond with pricing in the following format(s):

Program Budget

Who is responsible for maintaining your financial records (bookkeeper, accountant, treasurer, etc.)?

Include name, phone, and title:

What was the amount of your organization's total budget for your most recent fiscal year (for the entire organization)?

\$ _____

Has your organization had an A-133 audit by a Certified Public Accountant?

Yes No

When was the most recent audit, compilation, or review of your financial records completed?

Date: _____

List any CDBG funds awarded since July 2012 to date.
(You may expand this table).

DATE	CDBG ACTIVITY	AMOUNT AWARDED	BALANCE REMAINING (IF ANY)



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A. Do you currently have a contract with the city for CDBG funds?
 Yes No

If yes: What are term date(s) of the contract? _____

B. Have you submitted CDBG payment reimbursement requests?
 Yes No Not Applicable

If yes, date last payment request was submitted: _____

For what period was the reimbursement requested? _____

C. List other funding sources (not CDBG) awarded since December 2012. If necessary, expand the table. (Attach proof, i.e. letter of credit, notarized award statement, etc.):

DATE	FUNDING SOURCE	AMOUNT AWARDED, ACTIVITIES, ETC	BALANCE REMAINING (IF ANY)

D. Does the United Way fund the organization? Yes No

E. Are all taxes paid to date? Yes No

F. Describe or provide documentation of an acceptable and accountable financial management system that minimizes any opportunity for fraud, waste, or mismanagement. Explain the proposed activity's fiscal management system, cash handling procedures, accounts payable, etc. *Please use the space below or attach a separate page.*

G. Program Budget for Managing Agency

Complete the following budget form for the requested public service activity:	Amount from other funding source(s)	Amount Requested
PERSONNEL		
Salaries		



5. BACKGROUND INFORMATION

General Background

In Michigan, one in three residents is under the age of 25. Yet, on average, workers aged 14 to 24 only hold about one in seven paid positions (payroll jobs).¹ The rate of unemployed teens in the state is roughly 23 percent according to available statistics.² The Michigan Department of Technology, Management and Budget, for example, recently projected a summer unemployment rate of 27 percent with 64,300 unemployed teens.³

In Detroit, 60 percent of teens were expected to be unemployed or unable to find work in 2012.⁴ An analysis of youth unemployment data shows a 53 percent unemployment rate among Detroit's 16 to 19 year olds as compared to a national rate of 23 percent.⁵ While unemployment rates for youth are typically well above those of the general population, rates in Detroit are more than double the national average.⁶

And, it's not from lack of trying. Young adults in Detroit want to work. Coveted youth workforce readiness programs in the City of Detroit often have waiting lists of approximately 2,000 young adults, illustrating more demand than supply. Even when young people seek early work experiences, spots are limited, transportation is tough, and funds for wages are not there.

Despite the eagerness of young people to look for summer or part-time jobs and the commitment of the nonprofit sector to work with limited resources, the majority of Detroit's youth are not given the opportunity for early work exposure, which is an important step toward preparing for livable-wage employment.⁷ Detroit will soon be experiencing a labor shortage at the same time its youth cannot secure jobs.⁸ Without adequate investment, the future economy cannot be met by the current workforce.

Grow Detroit's Young Talent is designed to address this labor gap and ensure that youth have the training and opportunities they need to pursue successful career pathways.



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6. **EVALUATION CRITERIA:**

All proposals received by the deadline (**February 10, 2017, 2017 at 4:00 P.M. EST**) that meet the minimum threshold requirements will be reviewed and ranked by a proposal evaluation committee. All applications will go through a selection and ranking process. Proposals must meet all of the CDBG basic eligibility requirements to be considered for funding.

Threshold Requirements

Proposals not meeting the basic eligibility requirements listed below will be eliminated from consideration and will not move forward to the Phase II review. At a minimum, all applicant organizations must document the following for threshold eligibility:

[N please check if included in proposal]

Threshold Criteria	Requisite Documents
<p>1. _____ Must meet HUD National Objective. Activities proposed project must meet the HUD national objective eligibility requirement of benefiting persons with low/moderate income. The proposed project must be an eligible public service activity under Community Development Block Grant Regulations (24 CFR Part 570).</p>	<p>1. <input type="checkbox"/> Low/Moderate Clientele (LMC) <input type="checkbox"/> Low/Moderate Area (LMA)</p>
<p>2. _____ Proposals must be complete, and submitted by the deadline. Proposal must be received by the date and time required. Proposals must be complete when submitted. No additional materials or signatures will be accepted after the deadline. However, the City of Detroit, Evaluation Committee may request additional documentation or may request an oral interview.</p>	<p>2. _____ Proposal submitted by the deadline</p>
<p>3. _____ Must have at least five (5) member board, which meets at least bi-annually Sponsors must have a functioning multi-member board of at least five members which meets at least bi-annually and is representative of the community or neighborhood involved. Names and addresses of board members who are residents and who represent other organizations <u>must be listed</u> in the application, including a statement that the majority of the Board of Directors is not family-controlled or related by blood or marriage.</p>	<p>3. _____ Board info. completed in proposal</p>



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Threshold Criteria	Requisite Documents
<p>4. Must have 501(c)(3) status prior to applying for proposal. The sponsoring organization must provide proof it is a tax-exempt nonprofit organization, i.e. IRS 501(c)(3) or equivalent tax exempt status, authorized to do business in the State of Michigan.</p>	<p>4. <input type="checkbox"/> IRS Determination letter <input type="checkbox"/> Nonprofit incorporation papers</p>
<p>5. Must have at least 5 years of operation and proof of operations. Sponsors must have been an existing organization for at least five years prior to submission of this CDBG/NOF application and provide evidence that it has been operating the proposed public service for at least two years or has the capacity to run a program. Programs outputs and date of incorporation MUST be provided to document program existence. Proof dated January 1, 2014 showing that the sponsor has operated a program or project must be provided. See proposal attachments for program operation proof.</p>	<p>5. <input type="checkbox"/> Annual Report of sponsoring organization describing program accomplishments; <input type="checkbox"/> Program or project evaluation report or letter from outside evaluator; <input type="checkbox"/> Performance report made to an outside funding source, e.g. Exhibit E of NOF contract with City of Detroit; <input type="checkbox"/> Minutes of Board of Directors meeting containing performance status/update of program activity; <input type="checkbox"/> Article in newspaper or publication of general circulation describing organizational program or activities.</p>
<p>6. Must not have unresolved government audit and monitoring problems (i.e. tax, legal, etc.). Sponsor cannot have unresolved government audit or monitoring problems such as City of Detroit or HUD monitoring finding or A-133 audit findings. In addition, the sponsor cannot have unresolved federal, state or City of Detroit tax issues. Federally debarred or suspended firms are ineligible to submit proposals.</p>	<p>6. <input type="checkbox"/> Unresolved audit findings, federal, state or City of Detroit tax issues.</p>
<p>7. Must submit most recent fiscal year cash flow statement, financial statement and if available, recent audit. Include all applicable statements, financial reports and financial audit or 990 within the past three (3) years</p>	<p>7. <input type="checkbox"/> Cash flow statement <input type="checkbox"/> Financial statements <input type="checkbox"/> Financial audit <input type="checkbox"/> IRS form 990</p>
<p>8. Must read and sign Certification form. The original and all copies must be signed by an authorized representative of the sponsoring organization. An authorized signer is an officer of the Board, Executive Director or other person designated by the Board of Directors to submit the proposal on its behalf.</p>	<p>8. <input type="checkbox"/> Certification form signed</p>
<p>9. Must submit current Non-Profit Corporation Information Update (Michigan Annual Non-Profit Report) Provide report as an attachment</p>	<p>9. <input type="checkbox"/> Michigan Annual Non-Profit Report attached</p>



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<p>10. Must submit Certificate or Articles of Incorporation. Provide certificate as an attachment</p>	<p>10. <input type="checkbox"/> Certificate or Articles of Incorporation</p>
<p>11. Applicant's organization must provide proof of operating cash on hand (at least 7 % of the request). To demonstrate cash on hand participant must show the most recent bank statement, letter of credit, or notarized award. Make sure it shows at least 7 percent cash on hand</p>	<p>11. <input type="checkbox"/> Demonstrated cash on hand (i.e. bank statement, letter of credit, notarized Competitive Proposals award, etc.)</p>

Selection Requirements

Proposals passing threshold criteria review will be ranked and scored on a 100 point scale, with 0 being the lowest and 100 the highest score. Proposals must score at least 80 points to be recommended for funding. Proposals will be ranked according to score and recommended for funding in rank order:

EVALUATION CRITERIA	Total Available Points
Meets City Consolidated Plan Priority	25
Organizational Information	
Unique /prior experiences and qualifications	
Strength of board, including community representation, and number bonded	
Staffing plan to implement program, including appropriate allocation of staff	
Management Plan	
Provided IRS form 990 or recent audit (within past 2 years)	
Provided a funding action plan for the project activities	
Provided a timing plan for Project Activities	
Project Description	
Project description adequately describes proposed activities and quality of project design	20
Project clearly specifies operational structure serving the community residents	
Service is provided in the target areas (see target area map in the maps section of this packet)	
Demonstrated community support and collaboration; facility appropriate to carry out proposed activity, including proof of site control	



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Outputs and Outcomes	15
Clearly identifies and describes past and proposed outputs	
Strength of proposed outputs	
Demonstrated successful lasting benefits for program outcome/evaluation	
Evidence and adequacy of process and tools to measure outcomes	
Budget	25
Strength of finances, including adequate cash on hand, minimal amount of unspent CDBG funds, etc.	
Strength of other funding sources	
Demonstrated acceptable financial management system	
Budget is accurately computed	
Budget is reasonable, necessary, related to proposed activity	

7. EVALUATION PROCEDURE

Following the receipt of the qualified firm, a City designated Evaluation Committee will evaluate each response. All PROPOSALS, which meet the required format of this RFP, will be evaluated. Any Proposals determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless the City determines, in its sole discretion, that non-compliance is not substantial or that an alternative proposed by the Respondent is acceptable. The City may also at its discretion, request oral presentations, make site visits at Respondent's facility and may request a demonstration of Respondent's operations. If scheduled, a final determination will be made after the oral presentations and/or demonstrations are complete. The City may also at its sole discretion elect to rank order the qualified proposals, and negotiate with some limited number of the highest scored qualified respondents. A final determination would include the cumulative inputs of this evaluation procedure. All decisions reached by the Evaluation Committee will be by consensus.

8. AWARD CLAUSE INCLUDING RENEWAL OPTIONS

If a contract is awarded as a result of this RFP it will be a City of Detroit Model Services Contract (sample attached). The term of the contract will be for TWO YEARS without a renewal option. The City anticipates one award as a result of the RFP.

9. PROPOSAL CONTENT REQUIREMENTS

To be considered responsive, each proposal must, at a minimum, present and/or respond to the following RFP sections in their entirety. All pages of the submission must be numbered, excluding exhibits, drawings and other supplemental information which may be added as Attachments. The instructions contained in this RFP must be strictly followed. Accuracy and completeness are essential.



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A. Table of Contents (A table of contents must be provided with all RFP Submissions).

B. Signature Page (Form Attached)

C. Statement of Submission

In your Statement of Submission, please include, at a minimum, the following information and/or documentation:

- 1) A statement to the effect that your proposal is in response to this RFP;
- 2) A brief description of your firm, including the Federal Employer Identification Number, the age of the firm's business, and the average number of employees during each of the last three (3) years
- 3) The location of the firm's principal place of business and, if different, the location of the place of performance of the contract;
- 4) A commitment to perform the requested work in accordance with the requirements outlined in this RFP; and
- 5) The name and contact information of the firm's partner and or manager(s) that will be in charge of this project.

D. Scope of Work

Proposals must respond to all sections outlined in Scope of Work section.

E. Pricing Proposal

Proposals must provide a Pricing Proposal and cost all activities as indicated.

F. Respondent Performance History

- 1) Identify in detail at least 3 similar projects by name, subject matter, location, services provided and the length of time services were provided on each, number of clients (participants) served (use attached reference form). Include a reference, description of specific services provided and dates during which the services were provided;
- 2) Identify vendor's key personnel working on the projects as identified above;
- 3) Identify any projects in which the vendor's contract was terminated for any reason;
- 4) Identify any claims or lawsuits that have been brought against your organization as a result of any services provided within the last five (5) years; and
- 5) Provide an organization chart indicating the key personnel who will provide services resulting from this RFP. Also provide a resume for each of the key personnel.

G. Respondent Financial and Operational Stability

- 1) Provide copies of the vendor's financial statements (CPA Certified) for the previous three (3) years;
- 2) Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (if Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable must be submitted for each entity comprising the joint venture.); and
- 3) Evidence of any licenses or registrations required to provide the services under this contract

H. Other

- 1) The Proposal Cover Sheet must be completed with no items left blank and attached to the front of the proposal.
- 2) Describe mission, history of organization, related or similar program management experience, and population served.
- 3) Provide details on the organization's work and/or program management in the areas of youth employment, youth development, education, or allied fields. If the organization is currently funded to administer youth employment services, also outline details regarding the funding source and deliverables.



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4) Discuss the capacity of the organization to serve as the managing agent for the 2017 Grow Detroit's Young Talent program. Identify Key Personnel and provide resumes. Submit organizational chart(s) to illustrate the Administration of the GDYT's Projects. This must include organizational capacity to:

- a. Identify and select service providers to be subcontracted in compliance with the goals and objectives of the program;
- b. Onboard, manage contracts, and coordinate the work of as many as 100+ of these providers;
- c. Onboard and manage payroll for as many as 10,000 participating youth;
- d. Ensure subcontracted service providers have appropriate worksites for youth; and
- e. Monitor contracts and measure performance of subcontracted service providers.

5) Present a plan that describes how the proposed managing agency would identify and select provider agencies, in partnership with the City of Detroit Leadership Team and foundation partners, to ensure the goals and objectives of Grow Detroit's Young Talent are met with fidelity to the program design, as described in the Program Requirements section above.

Response should include but not be limited to:

- a. Description of outreach to potential providers;
- b. Participation criteria and selection process;
- c. Procedures to ensure potential providers are qualified to serve youth;
- d. Procedures to ensure youth receive regular engagement with and supervision from a trained youth development specialist who will provide direct oversight to a small cohort (20:1) of participants through the duration of the program;
- e. Procedures to ensure potential providers have the ability to place youth in summer jobs, as described by tier in the Program Requirements section above; and
- f. Criteria for provider compliance with program monitoring and evaluation.

6) Describe the procedures you will use for onboarding and meeting payroll for as many as 10,000 youth incorporating the Philadelphia Youth Network technology platform. Also explain what, if any, previous experience you have with this system/provider.

7) Describe how you will manage subcontractor relationships, ensure performance standards, and supervise work quality and youth/employer satisfaction.

8) Estimate administrative fee necessary to successfully administer the program and meet objectives.

10. SUBMITTAL INSTRUCTIONS AND OTHER KEY INFORMATION

All proposals must be submitted through the Bid Sync system. Each respondent is responsible for ensuring that its proposal is received by the City on a timely basis. Faxed or mailed proposals will not be accepted.

Firms shall not distribute their proposals to any other City office or City employee. Proposals received become the property of the City. The City is not responsible for any costs associated with preparation or submission of proposals. All proposals submitted by the due date will be recorded in the Bid Sync System. Responses received will not be available for review. Proposals received will be subject to disclosure under applicable Freedom of Information Act. An officer of the company authorized to bind the company to a contractual obligation with the City must sign the proposals in the Bid Sync System. The contact person regarding the proposal should also be specified by name,



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title, and phone number. The successful respondent will receive an award letter. Respondents who
are not awarded will receive a notification that the award decision has been made.

Proposal Submission Information

DUE BEFORE OF BY 4:00 P.M., FRIDAY, FEBRUARY 17, 2017 via BID SYNC electronic
submission as stated.

RFP Question Deadline and Response Dates

4:00 P.M., WEDNESDAY, FEBRUARY 1, 2017

PRE-PROPOSAL SUBMISSION TELECONFERENCE

10:00 A.M. FRIDAY, FEBRUARY 3, 2017

11. CONTRACT APPROVAL

Upon contract award, the City and the respondent shall execute a Professional Services Contract, which shall contain all contractual terms and conditions in a form provided by the City. No contract shall become effective until the contract has been approved by the required City Departments and Detroit City Council and signed by the City of Detroit Chief Procurement Officer. Prior to the completion of this approval process, the respondent shall have no authority to begin work under the contract. The Chief Financial Officer shall not authorize any payments to the respondent prior to such approvals; nor shall the City incur any liability to reimburse the respondent regarding any expenditure for the purchase of materials or the payment of services.

12. PREPARATION OF PROPOSAL

The proposal shall include all forms as specified in these instructions. Each proposal shall show the full legal name and businesses address of the prospective respondent, including street address if different from mailing address, and shall be signed and dated by the person or persons authorized to bind the prospective respondent. Proposals by a partnership or joint venture shall list the full names and addresses of all parties to the joint venture. The state of incorporation shall be shown for each corporation that is a party to the proposed joint venture.

Respondent shall provide notice in its proposal to take exception to any requirement of the RFP. Should a respondent be in doubt as to the true meaning of any portion of this RFP or find any patent ambiguity, inconsistency, or omission herein, the respondent must make a written request for an official interpretation or correction in accordance with the instructions for submitting questions as specified in this RFP.

Respondents are advised that no oral interpretation, information or instruction by an officer or employee of the City of Detroit shall be binding upon the City of Detroit.

13. REQUIRED CONTENT

Bid responses must include the following content:

Letter of Transmittal

The prospective respondent's proposal shall include a letter of transmittal signed by an individual or individuals authorized to bind the prospective respondent contractually. The letter must state that the proposal will remain firm for a period of one hundred twenty (120) days from its due date and thereafter until the prospective respondent withdraws it, or a contract is executed, or the procurement is terminated by the City of Detroit, whichever occurs first.

Required Clearances and Affidavits



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The following clearances and affidavits are required to do business with the City of Detroit. Approved clearances are not required to submit a response to the RFP but will be required of the successful respondent prior to City Council approval.

Respondents must submit requests for clearance and affidavits electronically in the Bid Sync system. If there is documentation that the respondent is required to provide to the City that contains personal identifiable information, the respondent must submit the request for clearance through the Bid Sync system and send the confidential information to the City separately via email. Do not attach copies of clearance documents or affidavits to the bid response.

Required Clearances	Required Affidavits
Income Tax Revenue Tax	Slavery Era Hiring Compliance Political Contributions Human Rights

Accuracy and Completeness of Information

All information pertaining to the prospective respondent’s approach in meeting the requirements of the RFP shall be organized and presented in the prospective respondent’s proposal. The instructions contained in this RFP must be strictly followed.

Accuracy and completeness are essential. Omissions and ambiguous or equivocal statements will be viewed unfavorably and may be considered in the evaluation. Since all or a portion of the successful proposal may be incorporated into any ensuing contract, all prospective respondents are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

In your introduction, please include, at a minimum, the following information and/or documentation:

- A statement to the effect that your proposal is in response to this RFP;
- A brief description of your firm;
- The location of the firm’s principal place of business and, if different, the location of the place of performance of the contract;
- A commitment to perform the requested work in accordance with the requirements outlined in this RFP;
- The name and contact information of the of the firm’s partner and or manager(s) that will be in charge of this project;
- The firm’s financial solvency, fiscal responsibility and financial capability;
- The age of the firm’s business and the average number of employees during each of the last three (3) years;
- The firm’s current tax status and Federal Employer Identification Number; and
- Evidence of any licenses or registrations required to provide the services under this contract.

REQUIRED FORMAT

To be considered responsive, each proposal must, at a minimum, respond to the following RFP sections in their entirety:

- Overall Scope of Work and Operational Responsibilities;
- Respondents Performance History;
- Proposal Submission Procedure; and
- Certificate of Good Corporate Standing, if a corporation Evaluation of the respondent’s proposal will be made in accordance with Section 8 Evaluation Procedure of this RFP.

REQUIRED COST PROPOSAL

Respondents are requested to make a firm cost proposal to the City of Detroit. If a contract is entered into as a result of this RFP, it will be a contract for fees as related to providing all requested services, with a price not to exceed the total price quoted in the proposal. The City of Detroit reserves the right to select



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proposals from the most responsible respondents with the most reasonable costs. The City reserves the right to select one or more firms to perform all or separate parts of this function

Indicate the fees you will charge to perform the services. Attach a schedule of fees or hourly rates broken out for each type of staff member that will work on the project (i.e., Sr. Partner, Partner, Associate Paralegal Typist, etc.)

14. TECHNICAL APPROACH

Present a brief description of procedures to be followed, presented in a form which will best assist the City is evaluating your firm's ability to identify, evaluate and communicate while providing the requested services, e.g. fees.

15. QUESTION DEADLINE

All questions regarding the RFP shall be submitted through the Bid Sync System. Respondents shall provide notice to take exception to any requirements of the Request for Proposals. Such exceptions may reflect negatively on the evaluation of the Proposal. The City of Detroit does not guarantee a response to questions not submitted after the question deadline.

16. ECONOMY OF PREPARATION

Proposals should be prepared simply and economically providing a straight forward, concise description of the contractor's ability to meet the requirements of the RFP. Emphasis should be on the completeness and clarity of content.

17. PAYMENT

All properly executed invoices submitted by the successful respondent will be paid in accordance with the City of Detroit Prompt Payment Ordinance.

18. ORAL PRESENTATION/DEMONSTRATION

The City reserves the right, at its own discretion, to request Oral Presentations regarding proposals submitted in response to the RFP. Failure to make an oral presentation will be grounds for rejection of your proposal. Proponents will be notified by the Office of contracting and Procurement of the date, time and location for Oral Presentations.

19. ASSIGNMENT

The services to be performed by the respondent shall not be assigned, sublet, or transferred, nor shall the respondent assign any monies due or to become due to him under any contract entered into with the City pursuant to these specifications, without prior written approval of the City.

20. MISCELLANEOUS

It shall be the responsibility of the respondent to thoroughly familiarize themselves with the provisions of these specifications. After executing the contract, no consideration will be given to any claim of misunderstanding.

The respondent agrees to abide by the rules and regulations as prescribed herein by the City as the same now exists or may hereafter from time-to-time be changed in writing.

21. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL

The City reserves the right to modify the services provided by the respondent awarded a contract. Any modification and resulting changes in pricing shall be made by amendment to the contract by the respondent and the City.

22. CHANGES IN FACTS

Proposers shall advise the City during the time the Proposal is open for consideration of any changes in the principal officers, organization, financial ability of, or any other facts presented in the proposal with respect to the proposer or the proposal immediately upon occurrence.



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23. CONFIDENTIALITY OF PROPOSALS

Proposals shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation. Once proposals have been publicly recorded they are subject disclosure as per the requirements of the Michigan Freedom of Information Act.

NEWS RELEASE

News releases pertaining to these proposal specifications or the provisions to which they relate shall not be made without prior approval of the City and then only in coordination with the City.

REJECTIONS, MODIFICATIONS, CANCELLATIONS

The City of Detroit expressly reserves the right to: 1) accept or reject, in whole or in part, any and all proposals received; 2) waive any non-conformity; 3) re-advertise for proposals; 4) withhold the award for any reason the City determines; 5) cancel and/or postpone the request for proposals, in part or in its entirety, and/or, 6) take any other appropriate action that is in the best interest of the City. This RFP does not commit the City of Detroit to award a contract, to pay any cost incurred in the preparation of a proposal under this request, or to procure or contract for services.

24. OFFICE OF INSPECTOR GENERAL

- 24.01 In accordance with Section 2-106.6 of the City Charter, this Contract shall be voidable or rescindable at the discretion of the Mayor or Inspector General at any time if a Public Servant who is a party to the Contract has an interest in the Contract and fails to disclose such interest.
- 24.02 This Contract shall also be voidable or rescindable if a lobbyist or employee of the contracting party offers a prohibited gift, gratuity, honoraria or payment to a Public Servant in relation to the Contract.
- 24.03 A fine shall be assessed to the Contractor in the event of a violation of Section 2-106.6 of the City Charter. If applicable, the actions of the Contractor, and its representative lobbyist or employee, shall be referred to the appropriate prosecuting authorities.
- 24.04 Pursuant to Section 7.5-306 of the City Charter, the Inspector General shall investigate any Public Servant, City agency, program or official act, contractor and subcontractor providing goods and services to the City, business entity seeking contracts or certification of eligibility for City contracts and person seeking certification of eligibility for participation in any City program, either in response to a complaint or on the Inspector General's own initiative in order to detect and prevent waste, abuse, fraud and corruption.
- 24.05 In accordance with Section 7.5-310 of the City Charter, it shall be the duty of every Public Servant, contractor, subcontractor, and licensee of the City, and every applicant for certification of eligibility for a City contract or program, to cooperate with the Inspector General in any investigation pursuant to Article 7.5, Chapter 3 of the City Charter.
- 24.06 Any Public Servant who willfully and without justification or excuse obstructs an investigation of the Inspector General by withholding documents or testimony, is subject to forfeiture of office, discipline, debarment or any other applicable penalty.



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24.07 As set forth in Section 7.5-308 of the City Charter, the Inspector General has a duty to report illegal acts. If the Inspector General has probable cause to believe that any Public Servant or any person doing or seeking to do business with the City has committed or is committing an illegal act, then the Inspector General shall promptly refer the matter to the appropriate prosecuting authorities.

For purposes of this Article¹

¹ "Public Servant" means the Mayor, members of City Council, City Clerk, appointive officers, any member of a board, commission or other voting body established by either branch of City government or the City Charter, and any appointee, employee or individual who provides services to the City within or outside of its offices or facilities pursuant to a personal services contract.

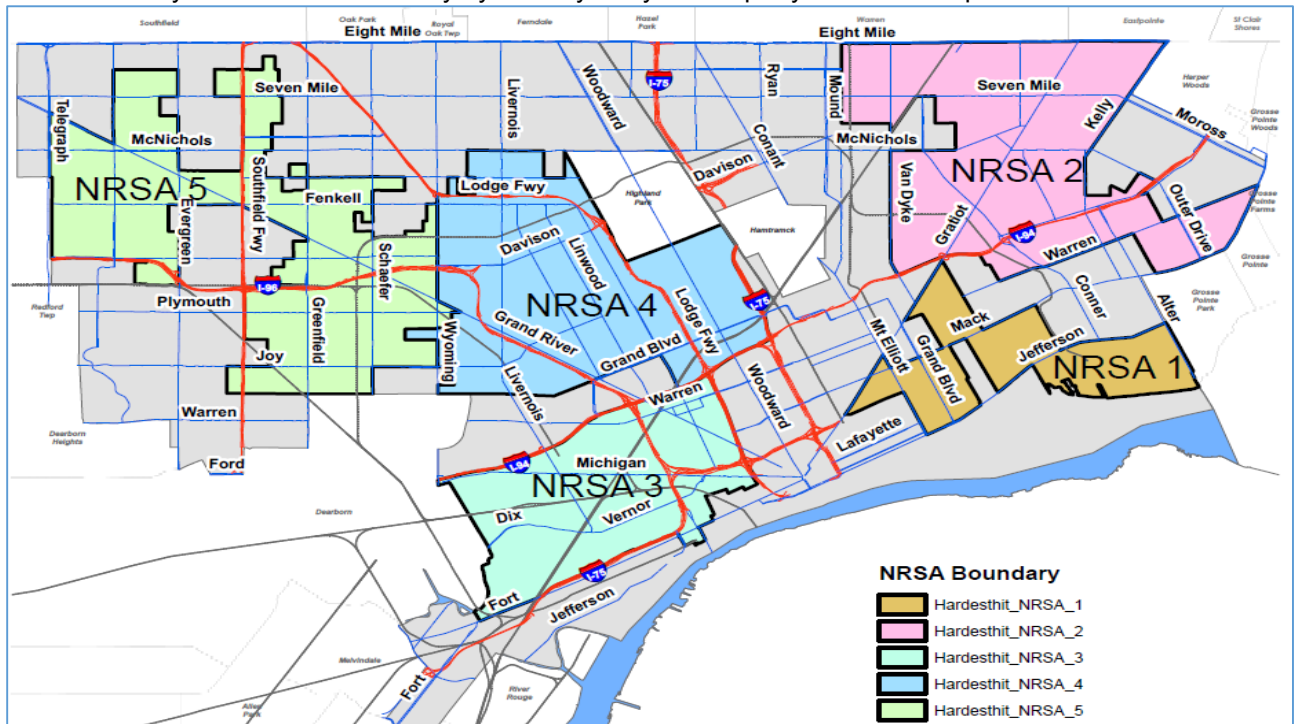


APPENDIX

**CITY OF DETROIT
SUMMER YOUTH EMPLOYMENT PROGRAM
CDBG Eligibility Strategy**

The City of Detroit allocated \$1.75 million of 2016/17 Community Development Block Grant (CDBG) funds for a summer youth employment program with the objective of providing work experience and temporary employment to young adults. CDBG funds will be matched with private sector and philanthropic contributions to serve up to 5,000 Detroit youth. Such programs are eligible as a public service and can meet the LMI national objective on a limited clientele basis. CDBG rules limit the amount grantees can spend on public service activities to 15% of the total annual CDBG allocation. The City of Detroit has historically funded public service activities at or near this limit for a variety of activities through the annual Neighborhood Opportunity Fund (NOF) competitive process. Therefore an alternative to funding the summer youth program as a public service activity is required.

The City plans to designate five broad areas across its geographic footprint as Neighborhood Revitalization Strategy Areas (NRSA) – see attached map. HUD approved NRSA provides four “incentives” that are not otherwise available to CDBG grantees. Of specific importance in this instance is the fourth incentive: “Public services carried out pursuant to the strategy by a Community-Based Development Organization will be exempt from the public service cap.” In short, if the summer youth employment program is categorized as a public service and it is carried out by an eligible Community-Based Development Organization (CBDO), the costs are not subject to the overall public service cap. This exception does not apply to the same activities if they are carried out directly by the City or by a third party that is not a qualified CBDO.



The persons employed are a primary factor in determining whether low- and moderate-income persons will benefit and not where the summer jobs are located. The summer jobs can be provided Citywide but the beneficiaries of the jobs must meet the low income requirement and must reside within the NRSA's except for some limited allowance for summer jobs outside of the NRSA's.



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CBDO Designation Criteria: Community-Based Development Organizations (CBDOs) are described at 570.204 of the CDBG regulations. A CBDO can carry out comprehensive neighborhood revitalization projects (NRS). Eligible CBDOs must meet the requirements outlined at 570.204(c) of the CDBG regulations including all of the following:

- An association or corporation organized under state or local law to carry out community development activities primarily within an identified geographic area within the jurisdiction of the recipient;
- Has as its primary purpose the improvement of the physical, economic or social environment with particular attention to the needs of LMI persons;
- May be either non-profit or for-profit provided that any monetary profits must be incidental to its operations;
- Maintains at least 51 percent of its governing body for LMI residents of its geographic area of operations, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation or representatives of LMI neighborhood organizations located in its geographic area of operations;
- Is not an agent or instrumentality of the city;
- Generally requires members of its governing body to be nominated and approved by the general membership of the organization or by its permanent governing body;
- Is not subject to requirements under which its assets revert to the recipient under dissolution; and
- Is free to contract for goods and services from vendors of its own choosing

CBDOs not meeting the above criteria may qualify if they are certified entities under the Small Business Investment Act of 1958 Section 301 (d) or Section 501, 502, or 503 entities; are a single neighborhood HOME Program Community Housing Development Organization (CHDO), or are approved by HUD as being sufficiently similar in purpose, function and scope as a CBDO.

Recommendations

Based on the research and interpretation of the CDBG regulations using the references noted below, the City recommends using the following approaches to address the specific policy issues listed below.

1. **Use a fiduciary agency to manage a CBDO in each NRSA:** CBDO regulations at 570.204(a) states that the City may provide CDBG funds to designated CBDOs to carry out neighborhood revitalization, community economic development or energy conservation projects. It goes on to define neighborhood revitalization projects as those of sufficient size and scope to have an impact on a geographic location. The regulations do not expressly limit the number of CBDOs or even the number of neighborhoods that a CBDO can work in. The City of Detroit recommends selection of eligible organizations that meet the requirements at 570.204(c) in each of the proposed NRSAs. To avoid the administrative burden on H&RD staff and align public and private sector funding, the City should contract with an agency to manage the overall summer youth program in partnership with the CBDOs and act as fiduciary agent in the administration of CDBG funds.



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2. **Select CBDOs with target areas that include or are coterminous with the NRSAs:** The CBDO provisions at 570.203(c) require that a CBDO must have a defined geographic area of operation. The NRSAs may include or be a part of a CBDO's target areas. CBDOs that are working within areas that include or are coterminous with NRSAs may need to expand their areas to include the NRSAs. Also, since CBDOs are authorized to primarily operate in an identified area, there is a limited allowance for services to persons outside of the identified area. The regulations do not preclude such a strategy.
3. **Define the role of CBDOs:** The selected CBDO should have a defined role in the implementation of the summer youth program. Suggested CBDO activities could include recruitment of youth to participate in the program, assistance with completing employment applications, identifying employers within the NRSA interested in providing jobs or income verification of participants.
4. **Competitively procure CBDOs:** There may be several CBDOs that operate within an NRSA. The summer youth program manager should competitively procure a CBDO in each NRSA to ensure fairness and to assess capacity of local CBDOs to carry out program activities.
5. **Develop a compensation schedule for CBDOs:** The CBDOs will most likely need to receive some form of compensation for providing the services. These costs are considered service delivery as opposed to administrative and are eligible for CDBG program funding.
6. **Centralize CDBG compliance responsibilities with fiduciary:** The role of the fiduciary should include tracking and record keeping of program activities, beneficiary information and performance outcomes. This will ensure that one agency is responsible and held accountable for CDBG compliance.

Regulatory Citations and Reference Documents: The CBDO requirements are contained in the CDBG regulations at [24 CFR 570](#) (January 5, 1995, and updated November 9). The regulatory citations related to CBDOs are §570.204 and 570.207. The documents below were used as reference:

1. HUD *Basically CDBG* Manual Chapter 9, Section 9.5.
2. 24 CFR Part 570, Community Development Block Grant Regulations
3. [Guide to National Objectives and Eligible Activities of Entitlement Communities](#)
4. HUD Notice CPD-96-01, "CDBG Neighborhood Revitalization Strategies"
5. Memorandum from Assistant Secretary Anna Kondratas dated May 14, 1990, entitled "Eligibility of Summer Job Program"
6. HUD Matrix Codes including those for NSA Low Mod Area Benefit and Low Mod Housing



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Subpart C—Eligible Activities

Source: 53 FR 34439, Sept. 6, 1988, unless otherwise noted.

§ 570.200 General policies.

(a) *Determination of eligibility.* An activity may be assisted in whole or in part with CDBG funds only if all of the following requirements are met:

(1) *Compliance with section 105 of the Act.* Each activity must meet the eligibility requirements of section 105 of the Act as further defined in this subpart.

(2) *Compliance with national objectives.* Grant recipients under the Entitlement and HUD-administered Small Cities programs and recipients of insular area funds under section 106 of the Act must certify that their projected use of funds has been developed so as to give maximum feasible priority to activities which will carry out one of the national objectives of benefit to low- and moderate-income families or aid in the prevention or elimination of slums or blight.

The projected use of funds may also include activities that the recipient certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. Consistent with the foregoing, each recipient under the Entitlement or HUD-administered Small Cities programs, and each recipient of insular area funds under section 106 of the Act must ensure and maintain evidence that each of its activities assisted with CDBG funds meets one of the three national objectives as contained in its certification. Criteria for determining whether an activity addresses one or more of these objectives are found in §570.208.

(3) *Compliance with the primary objective.* The primary objective of the Act is described in section 101(c) of the Act. Consistent with this objective, entitlement recipients, non-entitlement CDBG grantees in Hawaii, and recipients of insular area funds under section 106 of the Act must ensure that, over a period of time specified in their certification not to exceed three years, not less than 70 percent of the aggregate of CDBG fund expenditures shall be for activities meeting the criteria under §570.208(a) or under §570.208(d)(5) or (6) for benefiting low- and moderate-income persons. For grants under section 107 of the Act, insular area recipients must meet this requirement for each separate grant. See §570.420(d)(3) for additional discussion of the primary objective requirement for insular areas funded under section 106 of the Act. The requirements for the HUD-administered Small Cities program in New York are at §570.420(d)(2). In determining the percentage of funds expended for such activities:

(i) Cost of administration and planning eligible under §570.205 and §570.206 will be assumed to benefit low and moderate income persons in the same proportion as the remainder of the CDBG funds and, accordingly shall be excluded from the calculation;

(v) Funds expended for any other activities qualifying under §570.208(a) shall be counted for this purpose in their entirety.

(4) *Compliance with environmental review procedures.* The environmental review procedures set forth at 24 CFR part 58 must be completed for each activity (or project as defined in 24 CFR part 58), as applicable.

(i) The activity for which the costs are being incurred is included, prior to the costs being incurred, in a consolidated plan action plan, an amended consolidated plan action plan, or an application under subpart M of this part, except that a new entitlement grantee preparing to receive its first allocation of CDBG funds may incur costs necessary to develop its consolidated plan and undertake other administrative actions necessary to receive its first grant, prior to the costs being included in its consolidated plan;

(ii) Citizens are advised of the extent to which these pre-award costs will affect future grants;

(iii) The costs and activities funded are in compliance with the requirements of this part and with the Environmental

Review Procedures stated in 24 CFR part 58; (iv) The activity for which payment is being made complies with the statutory and regulatory provisions in effect at the time the costs are paid for with CDBG funds;



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§ 570.201 Basic eligible activities.

CDBG funds may be used for the following activities:

(e) *Public services.* Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare (but excluding the provision of income payments identified under

§570.207(b)(4)), homebuyer down payment assistance, or recreational needs. To be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of general local government (through funds raised by the unit or received by the unit from the State in which it is located) in the 12 calendar months before the submission of the action plan. (An exception to this requirement may be made if HUD determines that any decrease in the level of a service was the result of events not within the control of the unit of general local government.) The amount of CDBG funds used for public services shall not exceed paragraphs (e) (1) or (2) of this section, as applicable:

(1) The amount of CDBG funds used for public services shall not exceed 15 percent of each grant, except that for entitlement grants made under subpart D of this part, the amount shall not exceed 15 percent of the grant plus 15 percent of program income, as defined in §570.500(a). For entitlement grants under subpart D of this part, compliance is based on limiting the amount of CDBG funds obligated for public service activities in each program year to an amount no greater than 15 percent of the entitlement grant made for that program year plus 15 percent of the program income received during the grantee's immediately preceding program year.

(2) A recipient which obligated more CDBG funds for public services than 15 percent of its grant funded

§ 570.203 Special economic development activities.

A recipient may use CDBG funds for special economic development activities in addition to other activities authorized in this subpart that may be carried out as part of an economic development project. Guidelines for selecting activities to assist under this paragraph are provided at §570.209. The recipient must ensure that the appropriate level of public benefit will be derived pursuant to those guidelines before obligating funds under this authority. Special activities authorized under this section do not include assistance for the construction of new housing. Activities eligible under this section may include costs associated with project-specific assessment or remediation of known or suspected environmental contamination. Special economic development activities include:

(c) Economic development services in connection with activities eligible under this section, including, but not limited to, outreach efforts to market available forms of assistance; screening of applicants; reviewing and underwriting applications for assistance; preparation of all necessary agreements; management of assisted activities; and the screening, referral, and placement of applicants for employment opportunities generated by CDBG-eligible economic development activities, including the costs of providing necessary training for persons filling those positions.

(4) To carry out a project means that the CBDO undertakes the funded activities directly or through contract with an entity other than the grantee, or through the provision of financial assistance for activities in which it retains a direct and controlling involvement and responsibilities.



ATTACHMENT A

HUD Conflict of Interest Requirements

The City of Detroit, Housing and Revitalization Department has revised HUD's conflict of interest clause in all City of Detroit contracts. Please be aware, these requirements will apply if you are awarded a contract with the City of Detroit.

- a. The Contractor warrants that its participation in this contract will conform to the requirements all of the applicable Community Development Block Grant regulations including Sections 84.42, 85.36 and 570.611 of Title 24 of the Code of Federal Regulations, and further warrants that such participation will not result in any organizational conflict of interest. Organizational Conflict of interest is defined as a situation in which the nature of work under this contract and the Contractor's organizational, financial, contractual or other interests are such that:

1. Award of the contract may result in an unfair competitive advantage; or
2. The Contractor's objectivity in performing the contract work may be impaired.

In the event the Contractor has an organizational conflict of interest as defined herein, the Contractor shall disclose such conflict of interest fully in the submission of the proposal and/or during the life of the contract.

- b. The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the Director and Executive Manager, which shall include a description of the action which the Contractor has taken or intends to take to eliminate or neutralize the conflict. The Housing and Revitalization Department may, however, terminate the contract if it is in best interest of the City.
- c. In the event the Contractor was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the Housing and Revitalization Department (H&RD) may terminate the contract for default.
- d. The provisions of this clause shall be included in all subcontracts and consulting agreements.
- e. No federal, state or local elected official nor any member of the City of Detroit Planning Commission or employee of the Housing and Revitalization Department nor any corporation owned or controlled by such person, shall be allowed to participate in any share or part of this contract or to realize any benefit from it. This provision shall be construed to extend to this contract if made with a corporation for its general benefit.
- f. No member, officer, or employee of the City of Detroit Housing and Revitalization Department, no member of the governing body of the City of Detroit or any other local government and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.
- g. The Housing and Revitalization Department reserves discretion to determine the proper treatment of any conflict of interest disclosed under this provision.



ATTACHMENT B

HUD FINAL RULE: REVISED CHURCH AND STATE REGULATIONS

Pursuant to Title I of the Housing and Community Development Act of 1974, as amended, and the implementing CDBG regulations at 24 CFR 570.200(j) dated September 30, 2003, the Sponsoring Organization agrees that, if awarded CDBG funds for eligible activities: a) It will not discriminate against any person applying for, or seeking to participate in, CDBG funded activities on the basis of religion and will not limit such services or give preference to persons on the basis of religion or religious belief; b) It will provide no religious instruction or counseling, conduct no religious worship or services, and engage in no religious proselytizing, in the provision of funded CDBG activities; c) If the organization conducts any religious activities, such activities must be offered separately in time or location from the funded CDBG activities and participation of beneficiaries of CDBG funded activities in any such religious activities must be wholly voluntary; d) If CDBG funds are received for public service activities, minor maintenance repairs may be made to the facility space in which public services are to be provided only

in proportion to the CDBG funding allocation for the entire facility and to the extent to which the facility is used for secular, public service eligible purposes. Such space must not be a sanctuary, chapel or other room(s) used as a principal place of worship or for inherently religious activities; e) No CDBG funds may be used to improve, acquire, construct, rehabilitate, repair or maintain a sanctuary, chapel or other rooms that a CDBG-funded religious congregation uses as its principal place of worship or for inherently religious activities. However, if CDBG funds are awarded for public facility rehabilitation, and space other than provided above is used, the CDBG funds may be used for rehabilitation of structures only to the extent and proportion that those structures are used for conducting eligible CDBG activities. CDBG funds may not exceed the cost of those portions of the rehabilitation that are attributable to eligible CDBG activities in accordance with cost accounting requirements of OMB Circular A-122.



ATTACHMENT C

**OFFICE OF CONTRACTING AND PROCUREMENT/HOUSING &
REVITALIZATION DEPARTMENT
CDBG - GROW DETROIT'S YOUNG TALENT (GDYT)
FUNDING APPEALS PROCEDURE**

Process for Appealing a City Funding Recommendation

The Office of Contracting and Procurement, Housing & Revitalization Department, and Office of Grants Management will hear 2017 CDBG Grow Detroit's Young Talent (GDYT) Funding Appeals for the professional services proposal award. Appeals will be received from 2017 GDYT Lead Implementation Entity Proposing organizations that were not recommended for funding only. Appeals are to be made in writing using one 8 ½ x11 sheet with Times New Roman 12 or Arial 12 or Calibri 12 font with one inch each top, bottom, left and right margins. Include the organization's name, organization representative's name and title filing the Appeal. The written Appeal is to be submitted within 5 days of the Notice of Award to the Office of Contracting and Procurement.

Written appeals should be submitted via email as follows to: section3compliance@detroitmi.gov

ATTENTION: 2017 GDYT APPEAL
Office of Contracting and Procurement
2 Woodward Avenue
Suite 1008
Detroit, Michigan 48226

Organizations are asked to retain a copy of the Appeal form for your records. Organizations submitting Appeals will receive written notification of the 2017 GDYT Appeals Committee's determination.



**EXHIBIT 1
CERTIFICATIONS**

To be signed and notarized by an authorized representative of the Board of Directors

I certify that I have read the "HUD Final Rule: Revised Church and State Regulations" as printed in the appendices, and that, if funded, all proposed activities shall be carried out in full compliance with the requirements of the U.S. Constitution regarding separation of church and state, and I commit the sponsoring organization to full compliance.

I certify that I have read the "HUD Conflict of Interest Regulations" as printed in the appendices, and that, if funded, all proposed activities shall be carried out in full compliance with HUD Conflict of Interest Regulations, and I commit the sponsoring organization to full compliance.

I certify that the Board of Directors of this organization is not majority family controlled or related by blood and/or marriage.

I certify that I have read and understand the notices and warnings listed above.

I certify that the information presented in this proposal is true.

I certify that the Board of Directors has authorized the submission of this CDBG proposal.

I certify that no persons or organizations associated with this CDBG proposal is on the HUD Debarment List.

I further certify that I have been authorized by the Board of Directors to execute these certifications on our behalf.

Signed: _____ Title: _____

Date: _____ Telephone: _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__.

by _____, the _____ of
Name Title
_____, a non-profit Corporation on behalf of the
Corporation or Organization Name

Notary Public



EXHIBIT 2

HUD SECTION 3 CLAUSE **24 CFR Part 135.38 and HUD Grant Agreement**

- A. The work to be performed under this Contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701(U) Section 3. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall to the greatest extent feasible, be directed to low-and very low-income persons, particularly person who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidence by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 Clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.



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- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

- G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).



EXHIBIT 3

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, that to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Division 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

WITNESSES:

SUBRECIPIENT, CONTRACTOR OR SUBCONTRACTOR:

1. _____ **BY:** _____

2. _____ **ITS:** _____

DATE: _____



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EXHIBIT 4

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that this certification was erroneous when submitted or has been erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspensions Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.



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7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation of this proposal.

WITNESSES:

Sub-recipient, Contractor
Subcontractor, or Principal

1. _____
2. _____

By: _____
Its: _____
Date: _____



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EXHIBIT 5

CFR 24 58

FUNDING AND ELIGIBILITY REQUIREMENTS

FUNDING REQUIREMENTS:

All funding for Public Service activities must meet the HUD national objective of benefit to low/moderate income persons as articulated under 24 CFR §570.200. In addition, the City's FY 2016-2017 CDBG funding requires at least of 7% of the applicant's request as proof of operating Cash On Hand or working capital. To demonstrate cash on hand, applicants must show their most recent bank statement, letter of credit or notarized award notice from a reputable organization. To be eligible, any operating cash funds or in-kind resources demonstrated must be directed toward provision of CDBG eligible activities during the period of the FY 2016-2017 award.

ELIGIBLE PROGRAM PARTICIPANTS:

Eligible program participants for the CDBG must meet HUD's definitions of **Basic Public Service** activities as articulated under 24 CFR §570.201(e). To be eligible for CDBG assistance, a public service must either be a new service or a quantifiable increase in the level of an existing service above, which has been provided by or on behalf of the City in the 12 calendar months before the submission of the action plan. See 24 CFR §570.201(e) requirement for full description.

DETERMINATION OF INCOME ELIGIBILITY:

The definition of household income for the purpose of this program is based on Low/Moderate income criteria. However, HUD's Section 8 income eligibility standards has always been used as a measure for CDBG activities.

Area median income varies by locality. Specific local AMI by household size is available on the HUD web site.

***Please note that eligible activities and costs outlined in this RFP are based on current CDBG federal regulations and may be subject to change.*



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EXHIBIT 6

24 CFR 85.36

COMPETITIVE PROPOSALS

The Competitive Proposals [24 CFR 85.36(d)(3)]

The Department considers this procurement method best suited to obtaining professional services.

This is normally conducted with more than one source submitting an offer, and either a fixed-price or not-to-exceed type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. This method has two sub-parts—the Request for Proposal and the Request for Qualifications.

Request for Proposals:

1. The Request for Proposals (RFP) must clearly and accurately state the technical requirements for the goods and services required.
2. The grantee must publicize the RFP, and to the maximum extent practicable, honor reasonable requests by parties to have an opportunity to compete.
3. Proposals must be solicited from an adequate number of qualified sources, consistent with the nature and requirements of the procurement.
4. The grantee must conduct a technical evaluation of the submitted proposals to identify the responsible offerors. As necessary, the grantee must conduct negotiations with those offerors who are deemed responsive and responsible and fall within a competitive price range, based on the grantee's evaluation of the bidders' pricing and technical proposals. After negotiations, these bidders may be given the opportunity to submit a "best and final" offer.
5. The grantee must award the contract to the most responsive and responsible offeror after price and other factors are considered through scoring the proposals or "best and final" offers according to predetermined evaluation criteria. The successful proposal/offeror must clearly be the most advantageous source of the goods and services.