

GRANTS ADMINISTRATION – CDBG CARES ACT FUNDING

Letter of Interest

Guidelines to apply for Community Development Block Grant – Coronavirus (CDBG-CV) Funding

The City requests that agencies planning to apply for CDBG – CV funds submit a Letter of Interest to grantsadmin@cityoftulsa.org by Friday, November 6, 2020. The letter will not exceed one page and must include the following information:

1. Name of agency
2. Agency contact information, including email where RFP packet should be sent
3. Name and description of program or project
4. Estimated amount of request
5. Copy of current, unexpired, System of Award Management (SAM) registration
6. How the program or project will prevent, prepare for and respond to Coronavirus
7. High-level summary of the quantifiable increase in services or physical improvement that would not be able to be accomplished without CDBG-CV funding.

No later than November 13, 2020, Grants Administration will provide a Request for Proposal (RFP) to agencies that submitted Letters of Interest. Please note that all documentation to support the agency's ability to manage federal funds may be required to be submitted before funds can be awarded. Following is a list of required standard attachments.

1. SAM Entity Overview (to be submitted with Letter of Interest)
2. Certificate of Incorporation
3. IRS Tax Exempt Status
4. Organization Chart
5. Board of Directors
6. Bylaws
7. IRS Form 990
8. Certificate of Commercial General Liability Insurance
9. Application / Intake Forms
10. Accounting policy/procedure (If over 20 pages, submit the Table of Contents only)
11. Procurement policy/procedure (If over 20 pages, submit the Table of Contents only)
12. Conflict of Interest policy/procedure (If over 20 pages, submit the Table of Contents only)
13. Record Retention policy/procedure (If over 20 pages, submit the Table of Contents only)
14. Certificate of Directors and Officers Liability Insurance for Board of Directors
15. Certificate of Bonding for Board of Directors
16. Monthly Performance Measure Report (of current programs to show ability to perform)
17. Certified Organization Audit/Financial Statements of most recent year (one of the following)
 - a. Copy of organization's Single Audit (if required); or
 - b. Audited financial statements prepared by a CPA.
18. Memorandums of Understanding (MOUs)
19. Other Non-HUD Funding available due to the Coronavirus
20. Allocation Plan