

City of Tulsa COVID-19 Relief Grants Request For Proposal

January 28, 2021



Agenda

1. Timeline and Key Dates
2. Overview of RFP
3. Administration
4. Evaluation
5. Application Overview
6. Contract Award



1. Timeline and Key Dates

- 01/28/2021 – RFP Webinar (will be posted to City website)
- 02/19/2021 – RFP Applications due at 5pm CST
- 03/11/2021 – Notification of Relief Grant recipients
- 03/31/2021 – Period of Service begins
- Date TBD – Grant recipient training held
- 07/09/2021, 10/11/2021, 01/11/2022 – Quarterly reporting due
- 03/31/2022 – Period of Service ends
- 04/30/2022 – Final project report due to City



2. Overview

In response to the COVID-19 pandemic, the City of Tulsa is requesting project proposals from local nonprofit organizations. Proposals should address primary (health-related) and secondary (community and/or economic development-related) effects of the pandemic. Proposals should accomplish this by:

- Supporting Tulsans' personal and financial health, development and resilience
- Enabling secure resumption of economic and community activity
- Seeding the creation, stability and growth of emerging industries and occupations to create a stronger economic base



2. Overview

This presentation summarizes the Request for Proposal documents found at www.cityoftulsa.org/cares. Organizations should thoroughly review all grant requirements and regulations. Any addenda (including questions posed to the RFP administrator) will be posted to www.cityoftulsa.org/cares.

Examples of COVID-19 relief undertaken by the City include expanding internet access for local students, providing outreach services for individuals experiencing homelessness, and offering free financial counseling.

Organizational capacity and project concept should be considered before applying. These grants are non-recurring funding sources - applicants should plan for project termination or alternate funding upon period of service completion.



3. RFP Administration

Applications must be submitted via email to covid19rfp@cityoftulsa.org before the deadline. Organizations submitting proposals must be:

- Tax-exempt under Section 501(c)(3) of the Internal Revenue Code
- Registered and in good standing with the OK Secretary of State
- Able to demonstrate local resources for delivering services to Tulsans

Incomplete or ineligible applications may be rejected. Only completed application documents and requested attachments will be considered. An organization may submit one proposal only.



4. Evaluation

Following initial screening, evaluation by representatives of the City of Tulsa will focus upon:

- Project Impact (60%)
- Fiscal and Service Accountability (20%)
- Organizational Qualifications and Experience (20%)

See the Request For Proposal document for further description of these criteria.



5. Application

A complete proposal includes the following sections:

- Grant Application Form, Acknowledgement, Conflict of Interest Disclosure
- Proposal Narrative (Short Answer)
 - Description of Project, Timetable, Budget Summary, Experience
 - Outputs and Metrics, Tie to COVID-19, Tie to Target Populations
 - Fiscal and Administrative Controls, Future Planning
- Organizational Information and Attachments
 - Board of Directors List
 - List and Qualifications of Project Leads
 - Latest IRS Form 990 or 990-EZ



6. Contract Award

Selected applicants will be notified by the City following fund allocation.

- There are no minimum or maximum request amounts. The City may award grant amounts more or less than requested in the proposal.
- Grant funding provided by the City will be on a reimbursement basis, with payment contingent on proper invoice submission.
- Award funding is contingent on the signing of a Grant Agreement with the City. A template is provided on www.cityoftulsa.org/cares.



6. Contract Award

- Grant recipients must submit quarterly reporting on project budget and performance, as well as a final report following the period of service.
- Awardees will attend a training course on nonprofit organization best practices during their period of service or demonstrate completion of similar coursework.
- The use of grant funds is subject to audit by the City; disallowed expenditures will be repaid to the City and the City may cancel subsequent funding.



7. Questions

