



City of Detroit

Housing and Revitalization Department

2021-2022 CDBG/NOF Application FAQ

1. When will the application be available?

The 2021-2022 CDBG/NOF proposal package with the required proposal forms will be available via Oracle on **Wednesday, September 9, 2020**. Application Proposals must be submitted via Oracle by **4:00 pm on Friday, October 9, 2020**. Paper copies of Proposals will not be accepted. To obtain information regarding Oracle, please email procurementinthecloud@detroitmi.gov or call 313-224-1500.

2. Will late submissions be accepted?

No. Applications submitted after 4pm on October 9th will not be accepted for review.

3. How do I register for Oracle?

Vendors should click the [New Supplier Registration](#) link to register for Oracle or visit the Office of Contracting and Procurement webpage to register for Oracle. Also, you can contact procurementinthecloud@detroitmi.gov to assist you with registration.

4. Where do I download an Information Package 2021-2022?

Workshop materials will be available on the City's website at <http://www.detroitmi.gov/hrd> from there click on **Documents**.

5. Can the 2021-2022 Proposal Webinar recording be viewed in lieu of attending the live Zoom Webinar?

Yes. Applicants will certify in the application that they have either attended a live workshop via Zoom or viewed the recorded webinar on YouTube.

6. Where can I view the webinar?

The webinar can be found by going to www.youtube.com, searching for the MyDetroit cable channel, and then locating the video titled "*CDBG/NOF 2021-2022 Proposal Webinar*".

7. Can I speak to someone concerning the application?

To ensure an objective and transparent review process that provides all applicants access to the same information, City of Detroit staff may not answer questions directly to applicants. If you have a question please submit it directly by going to the Oracle website, locating the bid for which you are interested applying for, clicking on "*questions and answers*," and then selecting "*create a new question*." Your question will be answered in a timely manner utilizing this process.

8. Can a City of Detroit department be a partner in the proposal?

No. Applicants may not partner up with any City of Detroit departments or Agencies in their proposal.

9. What documentation would be acceptable as proof of being in existence for more than 2 years?

Tax documentation from 2018 or prior years, Program materials from events taking place in 2018 or prior years (brochures), and any other documentation that can clearly and effectively prove that

the program for which the applicant is applying for funding has been in existence for at least two years.

10. Is the Certificate of Good Standing and Articles of Incorporation the same?

Articles of Incorporation act as a charter to establish the existence of a corporation in the United States and are filed with the Secretary of State or other company registrar. In order to form a corporation, whether profit, or nonprofit, Articles of Incorporation must be prepared and filed with the State of Michigan Department of Licensing and Regulatory Affairs.

Certificate of Good Standing is a state issued document that shows that your corporation (for profit or non-profit) has met its statutory requirements and is authorized to do business in the State of Michigan. It confirms that your corporation is: up to date on its state fee payments, has filed an annual report, paid franchise taxes, etc.

11. Are we allowed to submit multiple proposals in different sub-categories, i.e. education and recreation, under one announcement Public Service (NOF)? If yes, will that decrease the award dollars in a singular sub-category?

Organizations may submit multiple applications under a single bid. However, due to limited funding, organizations are funded in one priority area within a given fiscal year. The Public Services RFP is extremely competitive. We therefore advise organizations to submit the most competitive application possible that they believe best represents their program.

12. If we decide on a different project at two different locations, would this be submitted on ONE or TWO applications?

If you are planning on requesting funding for multiple activities at multiple sites, this request for funding would come in the form of multiple applications. The City will allow up to two (2) locations for the same type of project or activity. However, if you are requesting multiple projects for multiple locations, you will have to specify this through multiple applications.