

Pre-Proposal Questions and Answers

City of Fairbanks

Emergency Grant Administration Services for CARES Act Funds

RFP #20-05

1. Q: Will more detail be available regarding Section 2 – Scope of Work prior to the submission deadline? The Nature of Services Required is rather general and that will make it harder to provide an accurate cost proposal.

A: The City is hoping to contract with multiple financial institutions and organizations. The City believes partnering with financial institutions will provide a value-added service to their customers and assist the City in reaching businesses that have been adversely affected by COVID-19. The City believes partnering with organizations will allow us to reach the individuals/families affected by COVID-19 that were unable to receive assistance due to funding constraints.

The City anticipates the following services from financial institutions:

- (1) Notify customers that the City is offering grants for businesses affected by COVID-19
- (2) Provide customers with the application, if needed
- (3) Receive application with supporting documents and review for completeness
- (4) Provide documents to the City for eligibility approval and payment
- (5) City provides payment to businesses via ACH

The City anticipates the following services from organizations:

- (1) Notify individuals/families that the City is offering a grant for rental and utility assistance
- (2) Provide individuals/families with the application, if needed
- (3) Receive application with supporting documents and review for completeness
- (4) Provide documents to the City for eligibility approval and payment
- (5) City provides payment to rental and/or utility company

The City will also provide information to the community about the availability of the funds and will provide the application online with locations for submission.

2. Q: If there has been a determination of the amount of funding that will be made available to businesses, and to individuals and families, please provide.

A: The City will provide this information on May 29, 2020.

3. Q: If maximum individual grant amounts have been determined, please provide.

A: The City will provide this information on May 29, 2020.

4. Q: If there has been a determination of what information will be required with a grant request, please provide (including checklist, as applicable).
A: The City will provide this information on May 29, 2020.
5. Q: What is the minimum and maximum grant size, if any?
A: See response to Question #3.
6. Q: Will applicants complete a grant application form, and if so, please provide the form?
A: See response to Question #4.
7. Q: What specific grantee documents and calculations are required?
A: The City anticipates the contractor to review the application and supporting documents for completeness; this may require calculating amounts of receipts. See response to Question #4.
8. Q: What is the required reporting format and timing?
A: The City will require the contractor to submit the application with supporting documents to process payment. The contractor can submit the applications daily or weekly. The City's goal is to address community needs as quickly as possible.
9. Q: What is the deadline for grantees to submit applications?
A: The grants will be on a first come first serve basis until allocated funds are expended.
10. Q: What is the process for handling an incomplete grant request from the grantee)?
A: The City anticipates that incomplete grants will be resolved by contractor before submitting to the City. If a grantee is not eligible, the City of Fairbanks will provide the notification and reason for the denial.