

RFP Title: Reimagine and Revitalize Program Grant Managers FAQs

1. What is the primary goal of Reimagine and Revitalize Program (R2 Program)?

To strategically invest in high need areas through targeted funding initiatives that advance housing, education, employment, health and other critical sectors driving sustained and measurable impact where it is needed most.

2. What is the purpose of the Reimagine and Revitalize Program Grant Managers RFP?

To contract with grant managers to administer notice of funding opportunities (NOFO) for community-based organizations in the targeted regions to distribute funds and collect data.

3. Who issued this RFP?

The RFP was issued by the Council.

4. Where can I find the RFP document?

The RFP document is available electronically on the State Contracting Portal on the CTSOURCE Board filtering by Economic and Community Development and on the Council's website at https://portal.ct.gov/social-equity-council/community-reinvestment?language=en_US. You can also request a copy via email from the Official Contact.

5. What types of organizations are eligible to apply?

Non-profit organizations legally registered with Connecticut's Secretary of State and headquarters in Connecticut are eligible.

6. What minimum qualifications must proposers meet?

To qualify for a contract award, a proposer must have the following minimum qualifications:

- Be a non-profit, grantmaking entity with at least 5 years of grant making experience.
- Demonstrated experience and ability to work with diverse groups in DIA's.
- Knowledge of economic development, reentry services, and youth initiatives
- Strong understanding of and experience with grant compliance, data management and financial reporting.

7. Who can I contact regarding the RFP information?

For questions regarding the RFP, email the Official Contact: Mariedy Collazo Cruz at SEC.Community@ct.gov.

8. Where can I register for the State Contracting Portal?

You can register at the State Contracting Portal
<https://portal.ct.gov/DAS/CTSource/Registration>

9. How many awards will be made as part of this RFP?

The Council anticipates making 10 contract awards, 1 per targeted region.

1. Bridgeport
2. Danbury
3. Hartford/East Hartford
4. Meriden
5. New Britain
6. New Haven/East Haven/West Haven
7. New London/Norwich/Windham
8. Norwalk
9. Stamford
10. Waterbury

10. What is the total funding available under this RFP?

Total funding available for the 2025-2028 R2 Program is \$36,000,000. Funding will be distributed at \$1,200,000 per targeted region annually for 3 years, for a total of \$3,600,000 per region.

11. How were the ten regions selected?

These regions were selected based on an analysis of factors, including the areas with the highest poverty and drug-related conviction rates. These 10 regions account for 194 out of 237 DIA census tracts across the state.

12. Are multiple proposals allowed?

Multiple proposals for the same region are not allowed. Proposers operating in multiple regions may submit no more than one proposal per region.

13. Where can I find information about the RFP process?

Section III of the RFP document provides information about the RFP process, outlines the Proposal Submission Overview, formats, and required documents.

14. What types of documentation must accompany the proposal?

Proposers must submit various documents, including cover sheet, table of contents, executive summary, main proposal body, IRS Determination Letter (for non-profits), 2 years of most recent audited financial statements, proposed budget, statement of assurances, current organizational chart, list of current board of directors, certificate of good standing from the CT secretary of the state, most recent approved organization budget, Two letters of support from current grant funders, a conflict-of-interest disclosure statement, and resumes for key personnel, as outlined in Appendix E of the RFP.

(For all required documents for the proposal, please refer to APPENDIX E of the RFP.)

15. Are there any non-eligible uses of the funds?

Funds cannot be used for:

- Loan Fund (create/replenish)
- Lobbying
- Payment of taxes
- Subsidizing a business
- Refinancing or restructuring existing debt
- Relocation of a business
- Personal loans
- Fundraising events
- Contracts with individuals
- Research and development
- Political campaigns
- Fines or penalties
- Out-of-state Travel

16. How should proposals be formatted?

Proposals must follow the RFP specified format, including a Cover Sheet, Table of Contents, Executive Summary, and Required Attachments, all following outlined specifications for page size, font, and margins are listed below.

The proposals submitted must conform to the following specifications:

- Page Size: Proposal formatted to fit 8 ½ x 11 (letter-sized) paper
- Page Limit: 20 pages
- Font: 12-point, Times New Roman font
- Line Spacing: Normal (1 inch) margins and 1.15 line spacing
- Header: Must include the proposer's organization on every page
- The proposal must consist of page numbers in the footer
- Confidential labels applied to sensitive information (if applicable) in

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17. How will proposals be evaluated?

Proposals will be evaluated based on established criteria, including, but not limited to:

- Grant manager experience
- Oversight of compliance controls
- Budget
- Audited Statements Staffing plan
- Experience Managing High-Impact Programs
- Resources to Carry out Contracts

(See complete list under Section III. Evaluation of Proposals sub-section “B” Evaluation criteria section 4 in the RFP)

18. What are the financial and programmatic reporting expectations if awarded a contract?

Grant Managers will be expected to conduct a consolidation of regular reporting, including monthly financial reports and quarterly programmatic performance data.

19. Can funds be used for administrative costs? If so, what are the limits?

Yes, funds can be allocated for administrative costs, but they shall not exceed 10% of the contract amount (\$120,000).

20. What happens if a proposer submits a proposal after the due date and time?

Proposals received after the deadline will be deemed ineligible and will not be evaluated. Late respondents will be notified by email.

21. Can I request changes to my proposal after submission?

No, proposers cannot make changes after submission.

22. Will Community-Based Organizations' site visits be required for this grant by the contracted grant managers?

Yes, site visits are required for the awarded community-based organizations in the targeted region of the contracted grant manager.

23. What is the anticipated timeline for contracts upon awarding?

The anticipated start of contracts is immediately upon execution, targeted for September 2025. Award announcements and contract negotiations will follow the proposal evaluation process.

24. What types of costs are allowable under the R2 Grant Program?

Allowable costs include reasonable administrative and program expenses directly related to contract activities but not exceeding specified limits. A detailed budget justification must be provided. *(Examples of some but not*

all allowable costs are salaries, legal expenses, single audit fee, accounting, office expenses, consultants, etc.)

25. What is the official method for submitting questions about the RFP?

All questions should be directed in writing via email to: Mariedy Collazo-Cruz at SEC.Community@ct.gov by the specified deadline.

26. Will there be amendments or changes to the RFP after release?

The RFP may be amended. It is strongly recommended that any proposer or prospective proposer interested in this procurement check the CT Department of Administrative Services (DAS) Bid Board for any solicitation changes. Interested proposers may receive additional e-mails from CTSOURCE announcing addendums posted on the portal. This service is a courtesy to assist in monitoring activities associated with State procurements, including this RFP.

27. What happens if there's a conflict of interest in the proposal?

Proposers must disclose any potential conflicts of interest in proposals. The Council will evaluate these disclosures to determine if they interfere with fair competition.

28. What is the role of the grant manager in the program?

The grant manager will oversee the administration of the grant application by administering a notice of funding for Community-Based Organizations, distributing funds, collecting data, ensuring compliance, monitoring progress, and consolidating reports for the Council.

29. Are there consequences for non-compliance with contract requirements?

Yes, noncompliance with financial or programmatic standards may result in corrective action plans, potential removal from the grant program, and/or requirement to return unspent funds.

30. Will the proposed budget need to include a timeline for expenditure?

Yes, the budget should clearly outline projected timelines for expenditures and the rationale behind each cost item, ensuring alignment with program objectives.

31. What is a Periodic Programmatic Report (PPR)?

The periodic programmatic report (PPR) is a standard data collection template used by Subrecipients to report information requested by the Council. The Grant Managers and Council will use the PPR to track the impact and data collection from subrecipient CBOs.

32. Will data on subrecipients' activities be collected?

Yes, grant managers will be expected to collect monthly fiscal data and programmatic data quarterly. They will consolidate the data and submit it to the Council.

33. How will data be collected?

Grant Managers will be expected to submit reports electronically via email and/or through the use of links. The Council may obtain Grant Management Software (GMS) to accompany PPR Reporting. If a GMS is selected, subrecipients and grant managers will be expected to utilize the designated GMS. This will assist subrecipients and grant managers with providing accurate data. The Council will provide training on how to interface with the GMS, and how to report data recorded in the PPR.

34. Can you please clarify who you would like the two letters of support from?

The letters of support should be from organizations that previously or currently fund your grant-managing organization. The letters of support can be from entities that have provided funding to your entity for your own programming or from entities that you have managed and/or distributed funds for.



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