

Neighborhood Resource Specialist RFP Question:

The RFP or the sample contract do not outline the reporting requirements for this 9 month contract. Can you provide us with the reporting requirements?

Response:

Upon award of a contract, the required deliverables are anticipated as follows:

1. Monthly payment request with backup documentation to include proof of pay (paystub or payroll report), time sheet approved by employee and supervisor, weekly calendar showing shift times and CDBG-eligible reimbursable tasks.
2. Monthly program beneficiary report listing programs, activities, and events for the month with number of clients/participants.
3. Monthly maintenance checklist.
4. Quarterly updates to the revitalization plan.
5. Contract closeout report.

Additional deliverables/reports may be required.