

CITY OF PHILADELPHIA

DEPARTMENT OF COMMERCE
1515 Arch Street, 12th Floor
Philadelphia, PA 19102
P 215-683-2001
F 215-683-2097

Administration of Rental Rebate program and Small Grant fund for the American Street Empowerment Zone

Proposals Due: Wednesday, June 5, 2013

Overview: Philadelphia Empowerment Zone

HISTORY

The Empowerment Zone (EZ) was a federally funded initiative established to foster economic development in distressed rural and urban communities. In 1994, Philadelphia and Camden were designated the only bi-state EZ and shared a \$100 million grant; Philadelphia received \$79 million. Both cities received special tax incentives to attract and retain businesses. The EZ designation was extended to December 2009.

MISSION STATEMENT

The Philadelphia Empowerment Zone (EZ) was established as a community development and economic revitalization program, created federally and guided locally. The EZ's goal was to guide and fund the implementation of strategies and programs that improve public safety, advance human development, create a welcoming environment, and invigorate commerce. Collaborating with neighborhood planning boards, community based organizations, businesses, and City agencies, the EZ worked to achieve a common vision built upon each neighborhood's strengths. That vision is to create vibrant communities in each neighborhood.

OBJECTIVES

The EZ's goal was and to continue to be to attract business and employment opportunities to the once industry-rich areas of American Street, North Central and West Philadelphia, while creating economic opportunity and sustainable social programs for community residents. The ultimate goal was to increase commerce, public safety, health and human services and community capacity.

Neighborhood Funding Stream

General

In 2004, the City of Philadelphia Empowerment Zone (EZ) announced a signature project called the **Neighborhood Funding Stream (NFS)**. The NFS makes grants available on an annual basis to support activities serving residents of the American Street, North Central and West Philadelphia Empowerment Zone Neighborhoods.

Guiding Principle

The mission of the Neighborhood Funding Stream is to support sustainable community and economic development efforts in a culturally and ethnically diverse community. The Neighborhood Funding Stream contributes to a healthy, self sufficient and safe environment providing all amenities of life to community members and residents.

The American Street Empowerment Zone (ASEZ) Community Trust Board (CTB) establishes the priorities to be addressed by the Neighborhood Funding Stream in the ASEZ, and consists of local residents, local employers and other community experts.

Administration of Economic Development Programs for the American Street Empowerment Zone

Over the past few months, the American Street Community Trust Board has worked with the Commerce Department and consultants to assess the existing conditions within the target area, communicate with stakeholders and business owners and to prioritize the use of the resources from the Neighborhood Funding Stream.

The CTB plans to allocate its resources towards capital investment, small business and retail supports, physical improvements and human capital.

In addition, the CTB determined to emphasize targeting its resources geographically to take advantage of recent investments and to leverage those to build economic momentum in areas where there is perceived opportunity.

The CTB has identified two programs for which they are seeking an administrator.

1. Commercial rental rebate program – The CTB plans to reinstate a rental rebate program for new businesses locating in the ASEZ.
2. Small grant business start up fund – the CTB proposes to provide grants up to \$500 to entrepreneurs or home-based businesses whose owners reside in the ASEZ. The funds will assist in expenditures necessary to start a business such as City licensing, food handling licensing, or other upfront expenditures related to the regulatory approvals needed to begin operations

Scope of Services

GUIDELINES

1. The CTB has allocated \$125,000 towards the rental rebate and Small Grant fund program.
2. This RFP seeks an administrator to manage these funds until they are granted.
3. The selected grantee will be paid up to \$15,000 to administer the program.

SPECIFIC TASKS

Rental Rebate program (\$100,000)

- (1) Review past experience in ASEZ rental rebate program
- (2) Formalize program requirements for rental rebate program
- (3) Communicate availability of rental rebate program to eligible businesses
- (4) Accept applications for rental rebates and verify eligibility for program
- (5) Fund rental rebates and collect documentation on a monthly basis
- (6) Report and document program activity to the Commerce Dept. and CTB

Small Grant fund (\$25,000)

1. Formalize program for small grant fund
2. Communicate availability of small grant funds for entrepreneurs
3. Accept applications for small grant fund and verify income eligibility for program
4. Fund small grants to participants

5. Report and document program activity to the Commerce Dept. and CTB

II. Program Descriptions**1. Rental Rebate Program**

Though the selected administrator will finalize and have input on program administration in concert with the Commerce Department, the following guidance should be utilized for the program:

- a) Each program participant will be approved to receive a 2 year allocation towards their commercial rent payment.
- b) The program will support year 1 rental rebate at 50% up to \$500 per month and in year 2 at 25% or up to \$250/month.
- c) This program is focused on retail storefronts or manufacturing businesses as defined by having a direct customer entrance to the grantee's premises from the Street.
- d) Participants must provide a copy of their lease including a minimum 2 year term for the location, use of site, and permits for the location. Payments will be made on a reimbursement basis upon receipt of on canceled rent checks provided by program participant.
- e) Businesses with existing ASEZ locations may be eligible to participate if they expand their business in their existing location or a new location as long as they increase their sq. ftge by greater than 50% of current space.
- f) Rebate recipients will be required to participate in data collection efforts including annual gross revenues, job creation data, and leverage documentation as to investment made by tenant in occupying the space and landlord investment in preparing the space for occupancy. The data would be aggregated and shared with the CTB as evaluation of the rebate program success and leverage.
- g) If the rental rebate fund does not have adequate funds to support an additional business, in concert with the Commerce Department, the administrator may reallocate funds between programs or the CTB may allocate additional funds towards the rental rebate program.

2. Small Grant fund

Though the selected administrator will finalize and have input on program administration in concert with the Commerce Department, the following guidance should be utilized for the program:

- a) Establishment of a business with the City of Philadelphia which could be documented through a city Business License, the cost of which can be reimbursed by the program.
- b) Proof of residency in Empowerment Zone which should be documented by tax return, current identification or other acceptable method.
- c) Maximum grant of \$500 that should be provided on a reimbursable basis.
- d) Description of business required for documentary purposes and opportunities to provide additional assistance. It is not the intent of the CTB that these small business owners be required to have detailed business plans though that could be a recommendation. These business owners may be small, home-based businesses for food or crafts, or utilizing a shared commercial kitchen to provide small catering or other products. This program can help

residents meet appropriate certifications for their business to formalize an existing side activity or help someone create their own job.

CONSULTANT SELECTION

QUALIFICATIONS

The CTB is seeking an experienced program administrator to identify program participants and invest these funds to help businesses occupy retail locations and start up new businesses who should have the following:

- Experience in working with small businesses
- Presence and capacity to work with businesses within EZ target area
- Experience in marketing a similar program to prospective business owners and property owners
- Experience in administration of similar type programs
- Optimal cost of administration. Though cost to administer the program will be a factor, it will not be the only factor in selecting a program administrator.

BUDGET SUBMISSION REQUIREMENTS

Please provide a fee proposal to administer the grant funds. Please note, the Commerce Dept. and CTB expect that the funds will be provided during the course of a 12 month period, however, if funds are not fully expended, the grantee will be expected to continue to manage the program until the funds are fully disbursed.

Oversight and Monitoring of Grant Activities

The City of Philadelphia's Commerce Department and a partner organization will act as the Neighborhood Funding Stream Grants Administrator. Both the Commerce Department and the partner agency will collaborate on services related to the solicitation of proposals and the issuance resources to the selected consultant. The Commerce Department will ensure that resources provided to the selected consultant achieve the intended outcomes that have been discussed by the CTB and the Philadelphia Department of Commerce.

The selected consultant will enter into a contract with the partner agency to perform activities related to this grant, but should report any changes in the project or the organization's ability to comply with the contract to the Philadelphia Department of Commerce. Reports and other requested documents should be provided to Philadelphia Department of Commerce's staff person Aisha G. Herring-Miller.

Additionally, the Commerce Department designee will monitor and manage the selected organization's work. The funded grantee will agree to attend American Street Community Trust Board (CTB) meetings as requested to share ongoing successes, challenges and lessons learned during the period of funding. The selected organization must consider the CTB a partner in forging and creating relationships helpful to the successful implementation activities, accessing local knowledge

and relationships with residents who may need services, and helping the selected organization to find creative and collaborative solutions to challenges.

Application Deadline

All proposals must be received by **Wednesday, June 5, 2013 at 5:00 PM**. Late or incomplete proposals will not be considered. It is anticipated that the funds will be available during the 2013 calendar year. One original and seven (7) copies of the proposal must be submitted. Please submit the proposals to the following address:

Aiisha G. Herring-Miller
Manager of Economic Development Initiatives
Philadelphia Department of Commerce
One Parkway Building
1515 Arch Street, 12th Floor
Philadelphia, PA 19102

A proposal briefing will take place on **Friday, May 24, 2013 from 11:00 AM to 12:00 PM**. **The proposal briefing will be held at 1515 Arch Street, 18th Floor in the Philadelphia City Planning Commission Room**. Attendance is not required by potential applicants but attendance is strongly encouraged. Any clarifications or changes to this Request for Proposals will be circulated via e-mail to all attendees and others who express an interest and supply an e-mail address.

Questions may be submitted in writing to aiisha.g.herring@phila.gov, no later than **Wednesday, May 29, 2013**.

PROPOSAL CONTENTS

1. Please provide a cover letter including your proposal of the cost to administer the programs
2. Please provide a 1-2 page narrative reflecting your past experience in administering similar grant programs and working with small and start up businesses.
3. Please provide a statement of how you anticipate communicating availability of the funds to eligible participants and marketing the availability of these programs. There may be different approaches to marketing each of the programs.
4. Please provide a statement indicating how you would administer this program and identify staff who would play a direct role in the administration of the programs.
5. The CTB is reinstating a previously utilized program and is creating a new small grant program. Please indicate how you may be able to leverage funds to support the program participants and identify any concerns regarding the administration of the program.

- ***Economic Opportunity and Project Goals***

Each Applicant is subject to the provisions of Mayoral Executive Order 03-12, the City's Antidiscrimination Policy for participation by Minority Business Enterprises ("MBE"), Woman Business Enterprises ("WBE") and Disabled Business Enterprises ("DSBE") (collectively, "M/W/DSBE") as those terms are defined in Executive Order 03-12. While there are no specific participation ranges established for this RFP, Applicants are required to exercise their "Best and Good Faith Efforts" to provide meaningful opportunities for the participation of M/W/DSBEs in their proposals. Forms, instructions and special contract provisions which explain the requirements of the Antidiscrimination Policy for City contracts in more detail are included in Appendix B to this RFP, including the "Solicitation for Participation and Commitment Form."

- ***Completion of the Following Documents:***

- *City of Philadelphia Tax and Regulatory Status and Clearance Statement for Applicants (Appendix C)*
- *Local Business Entity or Local Impact Certification*

APPENDIX B
CITY OF PHILADELPHIA
OFFICE OF ECONOMIC OPPORTUNITY
ANTIDISCRIMINATION POLICY- MINORITY, WOMAN AND DISABLED OWNED BUSINESS
ENTERPRISES
FORMS, INSTRUCTIONS AND SPECIAL CONTRACT PROVISIONS
(NON-COMPETITIVELY BID CONTRACTS)

Under the authority of Executive Order No. 03-12, the City of Philadelphia has established an antidiscrimination policy ("Policy") relating to the participation of Minority (MBE), Woman (WBE) and Disabled (DSBE) Owned Business Enterprises in City contracts. Executive Order 03-12 is administered by the City's Office of Economic Opportunity ("OEO").

The purpose of this Policy is to provide equal opportunity for all businesses and to assure that City funds are not used, directly or indirectly, to promote, reinforce or perpetuate discriminatory practices. The City is committed to fostering an environment in which all businesses are free to participate in business opportunities without the impediments of discrimination and participate in all City contracts on an equitable basis. In accordance with the contracting requirements of the City, the City's antidiscrimination policy is applicable to this Notice of Contracting Opportunity (hereinafter, "NOCO").¹

For this NOCO, the City has not established ranges for the participation of MBEs, WBEs and/or DSBEs (collectively, "M/W/DSBEs"), but applicant is still required to exercise its Best and Good Faith Efforts to include M/W/DSBEs in its proposal. "Best and Good Faith Efforts" are those efforts, the scope, intensity and appropriateness of which are designed and performed to achieve meaningful participation of M/W/DSBEs in the work described by the NOCO. Applicant's desire to self-perform all of the work does not excuse applicant from its exercise of Best and Good Faith Efforts. Solicitations and any commitments with M/W/DSBEs shall be designated on the Solicitation For Participation and Commitment Form. The submission of this form and any supporting documentation (more fully discussed below) is an element of responsiveness to the NOCO and failure to submit the required information will result in rejection of your proposal.

Applicant hereby verifies that all forms, information and documentation submitted to OEO are true and correct and is notified that the submission of false information by applicant is subject to the penalties of 18 Pa.C.S. §4904 relating to unsworn falsification to authorities which may include payment of a fine of at least \$1,000 and a term of imprisonment of not more than two years. Applicant also acknowledges that under 18 Pa.C.S. §4107.2 (a)(4) it is a felony in the third degree, punishable by a term of imprisonment of not more than seven years in addition to the payment of any fines or restitution, if, under any Contract awarded pursuant to this NOCO, applicant fraudulently obtains public moneys reserved for or allocated or available to minority business enterprises or women's business enterprises.

A. M/W/DSBE PARTICIPATION

1. Only firms that are certified by an approved certifying agency² and identified in the OEO Certification Registry by the time of contract award will be counted for participation. An OEO Certification Registry is maintained by the OEO and is available online at www.phila.gov/OEO/directory. Firms owned and controlled by minority persons, women or disabled persons, which are certified as MBE, WBE, DSBE or DBE by an approved certifying agency may apply to the OEO for listing in its OEO Certification Registry.

2. Participation is counted only if the M/W/DSBE performs a commercially useful function ("CUF"). An M/W/DSBE performs a Commercially Useful Function when it performs a distinct element of a City Contract (as required by the services to be performed in accordance with the NOCO) which is worthy of the dollar amount of the M/W/DSBE's participant agreement and the M/W/DSBE carries out its responsibilities by managing and supervising the services

¹ The term "Notice of Contracting Opportunity," shortened to the acronym "NOCO," refers to the City's contract solicitation documents and information posted on eContract Philly. Generally, these documents take the form of a Request for Proposals (RFP), Request for Qualifications (RFQ) or Request for Expression of Interest (RFI) and include any other document or information (for example, exhibits, appendices) related to the posting of the new contract opportunity.

² Approved certifying agencies are identified on the OEO webpage found at www.phila.gov/OEO. Applicant is strongly encouraged to search the Pennsylvania Unified Certification Program ("PaUCP") Directory which offers a robust listing of DBEs; the PaUCP Directory is found at www.paucp.com.

involved and actually self-performing at least twenty percent (20%) of the services of the participant agreement with its own employees. For suppliers, an M/W/DSBE performs a Commercially Useful Function when it is responsible for sourcing the material, negotiating price, determining quality and quantity, ordering the material and paying for it from its own funds. Commercial usefulness will be evaluated and determined by the OEO on a proposal by proposal basis as informed by prevailing industry standards and the M/W/DSBE's NAIC codes.

3. In order to maximize opportunities for as many businesses as possible, a firm that is certified in two or more categories (e.g. MBE and WBE and DSBE or WBE and DSBE) will only be counted toward one participation range as either an MBE or WBE or DSBE. The firm will not be counted toward more than one category. Applicants will note with their submission which category, MBE or WBE or DSBE, is submitted for counting.

4. An MBE/WBE/DSBE submitting as the prime applicant is required, like all other applicants, to submit a proposal that is responsive to the Policy. In addition, the participation of an M/W/DSBE partner, as part of a joint venture created for this contract, may be counted only to the extent of the M/W/DSBE partner's ownership interest in the joint venture in accordance with the following criteria:

- The MBE, WBE or DSBE partner(s) must be identified in the OEO Registry prior to contract award;
- The M/W/DSBE partner(s) must derive substantial benefit from the arrangement;
- The M/W/DSBE partner(s) must be substantially involved in all phases of the contract including planning, staffing and daily management;
- The business arrangement must be customary (i.e., each partner shares in the risk and profits of the joint venture commensurate with their ownership interest, contributes working capital and other resources, etc).

5. M/W/DSBE subcontractors must perform at least twenty percent (20%) of the total amount of work to be performed under the subcontract with their own employees.

6. In listing participation commitments on the Solicitation for Participation and Commitment Form, applicants are required to list a detailed description of the services or supply effort, the dollar amount of the quotation, and percentage of the contract the participation represents. In calculating the percentage amount, applicants may apply the standard mathematical rules in rounding off numbers. The OEO reserves the right to request clarifying information from applicants in the event of an inconsistency or ambiguity in the Solicitation For Participation and Commitment Form.

B. RESPONSIVENESS

1. A proposal responsive to the Policy is one which contains documentary evidence of the applicant's exercise of Best and Good Faith Efforts. The applicant's Solicitation For Participation and Commitment Form should include evidence of the M/W/DSBEs that have been solicited and any commitments to use M/W/DSBEs in performance of the contract. This form should be submitted with applicant's proposal but the City, at its sole discretion, may allow applicants to submit or amend the Solicitation For Participation and Commitment Form at any time prior to award. As an expression of Best and Good Faith Efforts, the Solicitation For Participation and Commitment Form must contain the following information:

- Documentation of all solicitations (regardless of whether commitments resulted there from) as well as all commitments made on the enclosed document entitled "Solicitation For Participation and Commitment Form". Applicants should only make actual solicitations of M/W/DSBEs whose services or materials are within the scope of this NOCO. Mass mailing of a general nature to M/W/DSBEs or similar methods will not be deemed solicitation, but rather will be treated as informational notification only. A reasonable period of time should be given to all solicited firms to ensure that they have sufficient time to adequately prepare their quotes/subproposals. The applicant's listing of a commitment with an M/W/DSBE constitutes a representation that the applicant has made a legally binding commitment to contract with such firm, upon receipt of a contract award from the City ("Contract Commitment").

- If the applicant has entered into a joint venture with an MBE, WBE and/or DSBE partner, the applicant is also required to submit along with the Solicitation For Participation and Commitment Form, a document entitled "Joint Venture Eligibility Information Form," available at OEO, for the City's review and approval of the joint venture arrangement.

2. In evaluating applicant's Best and Good Faith Efforts, OEO will review the scope, intensity and appropriateness of these efforts to ascertain whether they could reasonably be expected to achieve meaningful M/W/DSBE participation in this contract. Failure to submit the documentary evidence of Best and Good Faith Efforts will result in rejection of the proposal as nonresponsive, although the City, at its sole discretion, may allow applicants to submit or amend their submission at any time prior to award which may result in revision to applicant's participation commitments. The submission shall contain and discuss, at a minimum, the following:

- Provide reasons for not committing with any MBE/WBE/DSBEs that submitted a quote/subproposal, regardless of whether the quote/subproposal was solicited by applicant.
- Provide any additional evidence pertinent to applicant's conduct relating to this NOCO including sufficient evidence which demonstrates to the OEO that applicant has not engaged in discriminatory practices in the solicitation of and commitment with contract participants. In describing applicant's efforts to achieve meaningful M/W/DSBE participation, applicant may submit any corroborating documentation (e.g., copies of advertisements for participation).

The applicant's documentary evidence will be reviewed by the OEO to determine whether applicant exercised Best and Good Faith Efforts. Applicant's expressed desire to self-perform services with its own employees will not excuse applicant from exercising Best and Good Faith Efforts to include M/W/DSBEs in its proposal. OEO's review will include consideration of the following:

- Whether the applicant's actions were motivated by considerations of race or gender or disability. The OEO may investigate the applicant's contracting activities and business practices on similar public and private sector contracts. For example, if applicant rejects any M/W/DSBE based on price, applicant must fully document its reasons for the rejection and also demonstrate that applicant subjects non-M/W/DSBEs to the same pricing standards. OEO will investigate whether there was any attempt at good faith negotiation of price.
- Whether M/W/DSBEs were treated as equally as other businesses in the solicitation and commitment process. For example, the OEO will investigate whether M/W/DSBEs are given the same information, access to the plans and requirements of the contract and given adequate amount of time to prepare a quote/subproposal as others who were solicited by applicant. The OEO will also investigate whether M/W/DSBEs were accorded the same level of outreach as non-M/W/DSBEs, for example whether applicant short listed M/W/DSBEs for participation or solicited M/W/DSBEs at any pre-proposal meetings.
- Whether the applicant's contracting decisions were based upon policies which disparately affect M/W/DSBEs. OEO will ascertain whether applicant selected portions of work or material needs consistent with the capacity of available M/W/DSBE subcontractors and suppliers. OEO will consider whether applicant employed policies which facilitate the participation of M/W/DSBEs on City contracts such as segmentation of the contract or prompt payment practices.

3. After review of the applicant's submission and other information the OEO deems relevant to its evaluation, the OEO will make a written determination that will be forwarded to the awarding City Department.

- If the proposal is determined nonresponsive by the OEO, the applicant will be notified and may file a written appeal with the Executive Director of OEO within forty-eight (48) hours of the date of notification; the decision of the Executive Director shall be final.

C. RESPONSIBILITY

1. Upon award, the completed Solicitation For Participation and Commitment Form and accompanying documents regarding solicitation and commitments with MBEs, WBEs and DSBEs become part of the contract and the successful applicant is required to enter into legally binding agreement(s) ("M/W/DSBE Subcontract(s)") with its M/W/DSBE participants for the services and in the dollar amount(s) and percentage(s) as so committed (the "Contract Commitment(s)"). M/W/DSBE percentage commitments are to be maintained throughout the term of the contract and shall apply to the total contract value (including amendments). Any change in commitment, including but not limited to substitutions for the listed firm(s), changes or reductions in the work and/or listed dollar/percentage amounts, must be pre-approved in writing by the OEO.

2. Unless otherwise specified in the M/W/DSBE Subcontract, the successful applicant shall, within five (5) business days after receipt of a payment from the City for services performed under the contract, deliver to its M/W/DSBE

participants, their proportionate share of such payment for services performed (including the supply of materials). In connection with the payment of its M/W/DSBE participants, the successful applicant agrees to fully comply with the City's payment reporting process which may include the use of electronic payment verification systems.

3. No privity of contract exists between the City and any M/W/DSBE participant identified in any contract resulting from this NOCO. The City does not intend to give or confer upon any such M/W/DSBE participant(s) any legal rights or remedies in connection with the subcontracted services pursuant to Executive Order 03-12 or by reason of any contract resulting from the NOCO except such rights or remedies that the M/W/DSBE subcontractor may seek as a private cause of action under any legally binding contract to which it may be a party.

4. If the OEO determines that the applicant has discriminated against a M/W/DSBE at any time during the term of the contract, the OEO may recommend to the Director of Finance the imposition of sanctions on the applicant including debarment of the applicant from submitting and/or participating in future City contracts for a period of up to three (3) years.

D. ACCESS TO INFORMATION

1. The OEO shall have the right to make site visits to the applicant's place of business and/or job site and obtain documents and information from any applicant, subcontractor, supplier, manufacturer or contract participant that may be required in order to ascertain applicant's responsiveness and responsibility.

2. Failure to cooperate with the OEO in its review may result in a recommendation to terminate the contract.

E. RECORDS AND REPORTS

1. The successful applicant shall maintain all books and records relating to its M/W/DSBE commitments (e.g. copies of quotations, subcontracts, joint venture agreement, correspondence, cancelled checks, invoices, telephone logs) for a period of at least three (3) years following acceptance of final payment from the City. These records shall be made available for inspection by the OEO and/or other appropriate City officials. The successful applicant agrees to submit reports and other documentation to the OEO as deemed necessary by the OEO to ascertain the successful applicant's fulfillment of its M/W/DSBE commitments.

F. REMEDIES

1. The successful applicant's compliance with the requirements of Executive Order 03-12 is material to the contract. In the event the City determines that the successful applicant has failed to comply with any of the requirements of this Antidiscrimination Policy, including substantial compliance with any Contract Commitment, the City may, in addition to any other rights and remedies it may have under the Contract which includes termination of the Contract, exercise one or more of the following remedies which shall be deemed cumulative and concurrent:

- Debar successful applicant from proposing on and/or participating in any future contracts for a maximum period of three (3) years.

- Withhold from the contract payment(s) or any part thereof until corrective action is taken. If corrective action is not taken to the satisfaction of OEO, the City may, without institution of a lawsuit, deduct

money in an amount equal to the M/W/DSBE shortfall which amount shall be collected and considered not as a

penalty but as liquidated damages for the successful applicant's failure to comply with the contract. The remedies

enumerated above are for the sole benefit of the City and City's failure to enforce any provision or the City's

indulgence of any non-compliance with any provision hereunder, shall not operate as a waiver of any of the City's

rights in connection with any contract resulting from this NOCO nor shall it give rise to actions by any third parties

including identified M/W/DSBE participants.

Philadelphia Department of Commerce

American Street Empowerment Zone RFP

Should you have any questions related to the Contract Provisions, please call Deneen C. Wilson, OEO at (215) 683-2080 or facsimile (215) 683-2085.

ANTIDISCRIMINATION POLICY SOLICITATION FOR PARTICIPATION AND COMMITMENT FORM
Minority (MBE), Woman (WBE), Disabled (DSBE) and Disadvantaged (DBE) Business Enterprises¹

DEPARTMENT OF COMMERCE		OFFICE OF ECONOMIC OPPORTUNITY (OEO)		Bid/RFP Opening Date:
Bid Number or Proposal Title:		Name of Bidder/Proposer:		
Neighborhood Economic Development Grant Activities				
List below ALL MBE/WBE/DBE/DSBEs that were solicited regardless of whether a commitment resulted therefrom. - Photocopy this form as necessary.				
<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DSBE <input type="checkbox"/> M-DBE <input type="checkbox"/> W-DBE		Work or Supply Effort to be Performed By Phone <input type="checkbox"/> By Mail <input type="checkbox"/>		
Company Name		Date Solicited		Commitment Made
Address		By Phone <input type="checkbox"/> By Mail <input type="checkbox"/>		Yes (If Yes, give date) <input type="checkbox"/> NO <input type="checkbox"/>
Contact Person		Quote Received		Give Reason(s) If No Commitment
Telephone Number		YES? <input type="checkbox"/> NO <input type="checkbox"/>		
Fax Number		Amount Committed To		
Email Address		Dollar Amount		Give Reason(s) If No Commitment
OEO REGISTRY #		\$		
CERTIFYING AGENCY		Percent of Total Bid/RFP		
<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DSBE <input type="checkbox"/> M-DBE <input type="checkbox"/> W-DBE		Work or Supply Effort to be Performed By Phone <input type="checkbox"/> By Mail <input type="checkbox"/>		
Company Name		Date Solicited		Commitment Made
Address		By Phone <input type="checkbox"/> By Mail <input type="checkbox"/>		Yes (If Yes, give date) <input type="checkbox"/> NO <input type="checkbox"/>
Contact Person		Quote Received		Give Reason(s) If No Commitment
Telephone Number		YES? <input type="checkbox"/> NO <input type="checkbox"/>		
Fax Number		Amount Committed To		
Email Address		Dollar Amount		Give Reason(s) If No Commitment
OEO REGISTRY #		\$		
CERTIFYING AGENCY		Percent of Total Bid/RFP		
<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DSBE <input type="checkbox"/> M-DBE <input type="checkbox"/> W-DBE		Work or Supply Effort to be Performed By Phone <input type="checkbox"/> By Mail <input type="checkbox"/>		
Company Name		Date Solicited		Commitment Made
Address		By Phone <input type="checkbox"/> By Mail <input type="checkbox"/>		Yes (If Yes, give date) <input type="checkbox"/> NO <input type="checkbox"/>
Contact Person		Quote Received		Give Reason(s) If No Commitment
Telephone Number		YES? <input type="checkbox"/> NO <input type="checkbox"/>		
Fax Number		Amount Committed To		
Email Address		Dollar Amount		Give Reason(s) If No Commitment
OEO REGISTRY #		\$		
CERTIFYING AGENCY		Percent of Total Bid/RFP		

1. If Bidder/Proposer makes solicitation(s) and commitment(s) with a DBE, Bidder/Proposer shall indicate which class type, M-DBE or W-DBE, is submitted for credit.
 2. Attach all quotations to this form.
 09/2010

The Philadelphia Tax and Regulatory Status and Clearance Statement

It is the policy of the City of Philadelphia to ensure that each contractor and subcontractor has all required licenses and permits and is current with respect to the payment of City taxes or other indebtedness owed to the City (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), and is not in violation of other regulatory provisions contained in The Philadelphia Code. To assist the City, through its Department of Revenue and Department of Licenses and Inspections, in determining this status, each Applicant is required to submit with its proposal the certification statement entitled City of Philadelphia Tax and Regulatory Status and Clearance Statement which is attached to this RFP as Appendix C).

If the Applicant is not in compliance with the City's tax and regulatory codes, an opportunity will be provided to enter into satisfactory arrangements with the City. If satisfactory arrangements cannot be made, Applicants will not be eligible for award of the contract contemplated by this RFP.

The selected Applicant will also be required to assist the City in obtaining the above information from its proposed subcontractors (if any). If a proposed subcontractor is not in compliance with City Codes and fails to enter into satisfactory arrangements with the City, the non-compliant subcontractor will be ineligible to participate in the contract contemplated by this RFP and the selected applicant may find it necessary to replace the non-compliant subcontractor with a compliant subcontractor. Applicants are advised to take these City policies into consideration when entering into their contractual relationships with proposed subcontractors.

If an Applicant or a proposed subcontractor is not currently in compliance with the City's tax and regulatory codes, please contact the Revenue Department to make arrangements to come into compliance at 215-686-6600 or revenue@phila.gov.

Applicants need not have a City of Philadelphia Business Income and Receipts Tax Account Number (formerly Business Privilege Tax Account Number) and Commercial Activity License Number (formerly Business Privilege License Number) to respond to this RFP, but will, in most circumstances, be required to obtain one or both if selected for award of the contract.

APPENDIX C**CITY OF PHILADELPHIA TAX AND REGULATORY
STATUS AND CLEARANCE STATEMENT
FOR APPLICANTS****THIS IS A CONFIDENTIAL TAX DOCUMENT NOT FOR PUBLIC DISCLOSURE**

This form must be completed and returned with Applicant's proposal in order for Applicant to be eligible for award of a contract with the City. Failure to return this form will disqualify Applicant's proposal from further consideration by the contracting department. Please provide the information requested in the table, check the appropriate certification option and sign below:

Applicant Name	
Contact Name and Title	
Street Address	
City, State, Zip Code	
Phone Number	
Federal Employer Identification Number or Social Security Number:	
Philadelphia Business Income and Receipts Tax Account Number (f/k/a Business Privilege Tax) (if none, state "none")*	
Commercial Activity License Number (f/k/a Business Privilege License) (if none, state "none")*	

___ I certify that the Applicant named above has all required licenses and permits and is current, or has made satisfactory arrangements with the City to become current with respect to the payment of City taxes or other indebtedness owed to the City (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), and is not in violation, or has made satisfactory arrangements to cure any violation, or other regulatory provisions applicable to Applicant contained in The Philadelphia Code.

___ I certify that the Applicant named above does not currently do business, or otherwise have an economic presence in Philadelphia. If Applicant is awarded a contract with the City, it promptly will take all steps necessary to bring it into compliance with the City's tax and other regulatory requirements.

Authorized Signature

Date

Print Name and Title

* You can apply for a City of Philadelphia Business Income and Receipts Tax Account Number or a Commercial Activity License on line after you have registered your business on the City's Business Services website located at <http://business.phila.gov/Pages/Home.aspx>. Click on "Register" or "Register Now" to register your business.

Local Business Entity or Local Impact Certification

Pursuant to Mayoral Executive Order No. 04 -12, the City Department will, in the selection of the successful Applicant, consider whether that Applicant has certified that either (1) Applicant meets the criteria stated in Section 17-109(3)(b) of the Philadelphia Code³ to qualify as a Local Business Entity or (2) in the performance of the resulting contract, Applicant will employ City residents, or perform the work in the City. Any Applicant who wishes to demonstrate its eligibility for this consideration shall do so by completing, executing and attaching to its application a completed Local Business Entity or Local Impact Certification, the form of which is attached to this RFP as Exhibit D. The Applicant shall then also include in a separate section of the application, labeled "Local Business Entity or Local Impact Certification," a statement that the Applicant believes it has met the Local Business Entity or Local Impact criteria "as set forth in the attached Local Business Entity or Local Impact Certification." The City Department shall deem it a positive factor where the Applicant has, in the City's sole discretion, met the Local Business Entity or Local Impact criteria.

³ A link to the Philadelphia Code is available on the City's official web site, www.phila.gov. Click on "City Code and Charter," located to the bottom right of the welcome page under the box, "Transparency."

APPENDIX D

LOCAL BUSINESS ENTITY OR LOCAL IMPACT CERTIFICATION

Instructions: Applicants who seek as a positive factor in the City’s consideration of their application that they meet the Local Business Entity or Local Impact criteria as provided in Mayoral Executive Order No. 04-12 should complete this Certification and return it with their application. Applicants providing this Certification should also include in a separate section of their application labeled “Local Business Entity or Local Impact Certification,” a statement that the Applicant believes it has met the Local Business Entity of Local Impact criteria “as set forth in the attached Local Business Entity or Local Impact Certification.” Check all appropriate certification options that are applicable to Applicant and sign below:

Applicant Name: _____

Local Business Entity Certification

___ I certify that the Applicant named above is a Local Business Entity because Applicant complies with the following criteria set forth in Section 17-109 (b) of The Philadelphia Code:

I. During the preceding 12 months, Applicant has filed a Commercial Activity or Business Privilege tax return with the City establishing that Applicant conducted business within the City within the calendar year preceding the filing of the return; and

II. During the preceding 18 months, Applicant:

- A. Has continuously maintained a valid Commercial Activity or Business Privilege License and all other licenses and permits necessary to conduct business with the City;
- B. Has continuously occupied an office within the City, where business is conducted; and
- C. Satisfies at least one of the following requirements (*Check those applicable to Applicant*):
 - ___ (1) More than half of Applicant’s full-time employees work in the City at least 60% of the time;
 - ___ (2) More than 50 of Applicant’s full-time employees work in the City at least 60% of the time; or
 - ___ (3) Applicant’s principal place of business is located in the City.

Local Impact Certification

___ I certify that in the performance of a contract resulting from this RFP, the Applicant named above will employ City residents

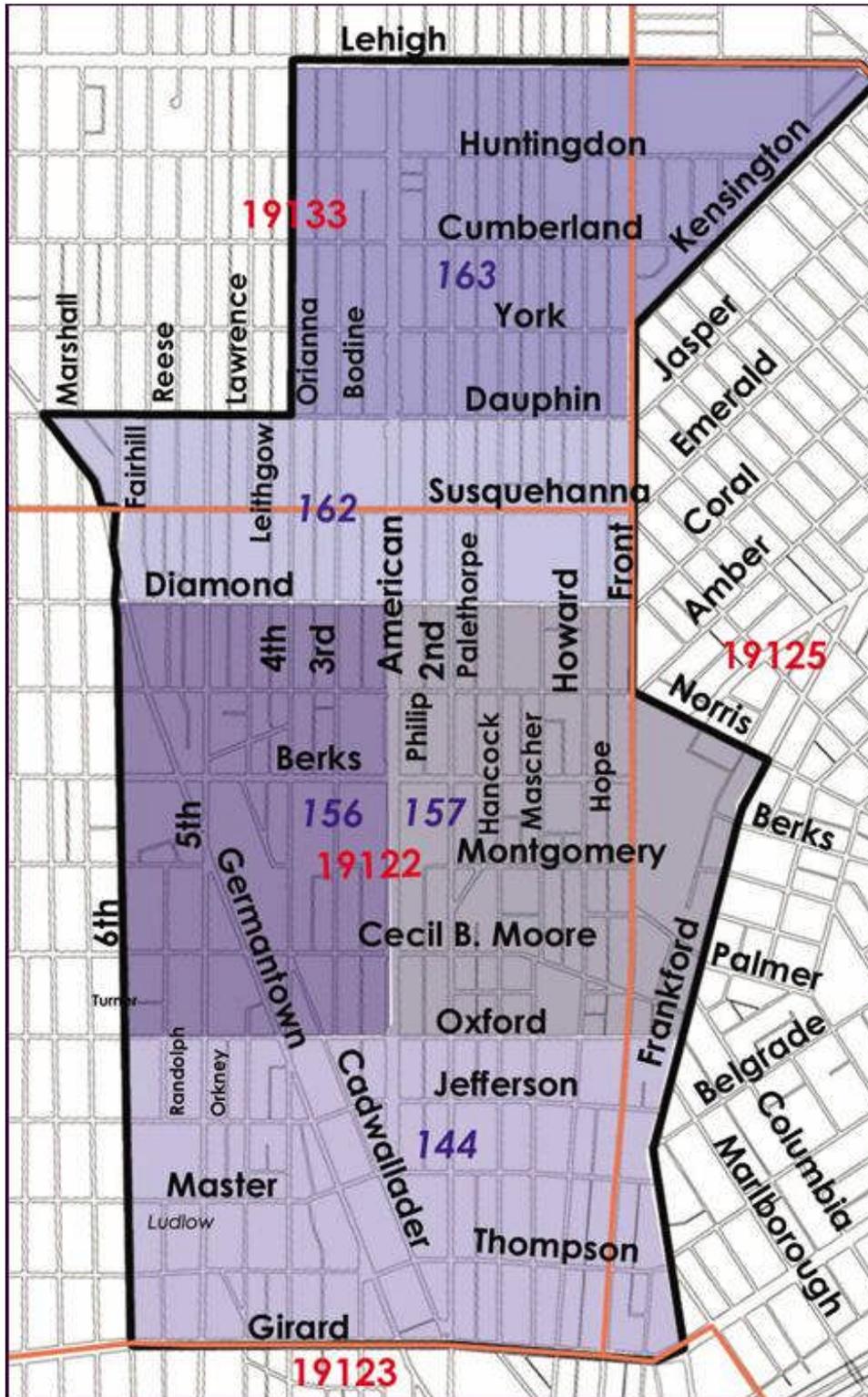
___ I certify that in the performance of a contract resulting from this RFO, the Applicant will perform the work in the City.

Authorized Signature

Date

Print Name and Title

Map of the American Street Empowerment Zone



Please also refer to this address listing to determine if clients of the agency reside within the American Street Empowerment Zone.

American Street Empowerment Zone - Address Listing

All streets are North or West, unless otherwise noted.

If the range of address for a street is followed by "Even," then only even house numbers in that range are included in the Zone. If a range of addresses is followed by "Odd," then only the odd house numbers are included. Even house numbers are on the South and West sides of the street; odd numbers are on the North and East.

2nd Street 1201 to 2659	Howard Street 1200 to 2660
3rd Street 1210 to 2656	Huntingdon Street, East 100 to 186
4th Street 1200 to 2253	Huntingdon Street 108 to 326
4th Street 2300 to 2649	Jefferson Street, East 1 to 99
5th Street 1200 to 2261	Jefferson Street 109 to 532
6th Street 1200 to 2253 Odd	Kensington Ave 2404 to 2656 Even
A Street 2505 to 2558	Lawrence Street 1204 to 2261
American Street 1200 to 2612	Lee Street 2501 to 2562
Arlington Street 400 to 499	Lehigh Ave, East 100 to 399 Even
B Street 2600 to 2625	Lehigh Ave 106 to 320 Even
Berks Street 102 to 543	Leithgow Street 1203 to 2250
Blair Street 1600 to 1867	Leopard Street 1205 to 1253
Bodine Street 1511 to 2563	Mascher Street 1210 to 2659
Cadwallader Street 1206 to 1830	Master Street 102 to 598
Cecil B. Moore Blvd 155 to 599	Montgomery 101 to 543
Colona Street 100 to 299	Morse Street 511 to 547
Columbia Ave, East 12 to 31	Mutter Street 1800 to 2555
Creighton Street 613 to 1729	Norris Street 111 to 536
Cumberland Street, East 100 to 199	Norris Street, East 2100 to 2170 Even
Cumberland Street 107 to 301	Orianna Street 1303 to 2675
Dauphin Street 109 to 326	Orkney Street 1437 to 2199
Dauphin Street 400 to 632 Even	Oxford Street 4 to 542
Diamond Street 104 to 537	Palethorpe Street 1207 to 2668
Edgeley Street 400 to 550	Palmer Street, East 4 to 16
Fairhill Street 2123 to 2260	Palmer Street 146 to 172
Fountain Street 100 to 199	Phillip Street 1416 to 2554
Frankford Ave 1200 to 1868 Even	Potter Street 2501 to 2647
Front Street 1206 to 1951	Randolph Street 1206 to 2155
Front Street 2000 to 2343 Odd	Redner Street 400 to 499
Front Street 2400 to 2648	Reese Street 1801 to 2256
Germantown Ave 1200 to 2083	Sergeant Street 212 to 222
Germantown Ave 2101 to 2199 Odd	Stiles Street 1 to 599
Girard Ave 2 to 536 Odd	Susquehanna 100 to 601
Guest Street 100 to 199	Thompson Street, East 1 to 99
Hancock Street 1202 to 2699	Thompson Street 8 to 599
Harlan Street 409 to 420	Tilghman Street 1700 to 1772
Hazzard Street 210 to 225	Turner Street 100 to 539
Hewson Street 100 to 552	Waterloo Street 1708 to 2671
Hewson Street, East 100 to 199	Wilt Street 100 to 185
Hope Street 1200 to 2567	York Street 104 to 32



PROGRAM NAME: ASEZ RENTAL REBATE AND SMALL GRANT FUND

APPLICANT INFORMATION

Applicant Name: _____

Applicant Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person & Title: _____

Phone: _____ Ext. _____ Email: _____

EIN #: _____ Business Privilege #: _____

City Tax #: _____ DUNS#: _____

Executive Director: _____ Website: _____

PROPOSAL INFORMATION

Project Name: _____

Project Location (address or blocks): _____

City: _____ State: _____ Zip Code: _____ City Council: _____ Census Tract: _____

Project Description:

Total Project Budget: _____ Amount Requested: _____ Projected Jobs to be Created: _____

Signature of Executive Director: _____ Date Signed: _____

Signature of Board Chair: _____ Date Signed: _____