

## **Universal RFA FY22/21 Questions**

**Q: Is there a webinar or mandatory workshop for CDBG or HOME funding that you all just released? I didn't see it and want to make sure we didn't miss it.**

A: There is a webinar posted at <https://www.tampa.gov/housing-and-community-development/funding-resources>. The webinar is not mandatory and is posted for informational purposes.

**Q: Hello All, I noticed that the RFA calls out the HOME funds are for Public Facilities. I want to make sure I understand what is an eligible activity for the RFA. Can you clarify?**

A: This RFA is for CDBG Public Facilities, CDBG Public Services and HOME eligible programs that focuses on affordable housing for those who are at or below 80% AMI. For a list of all eligible activities please visit [www.hudexchange.info](http://www.hudexchange.info).

**Q: Funding Guidelines – The link to Supplemental Information takes us to the 2019 RFA, is there a different link we should use for the 2021 RFA?**

A: Please use the following link:  
[https://www.zoomgrants.com/zgf/City\\_of\\_Tampa/Housing\\_and\\_Community\\_Development\\_RFA](https://www.zoomgrants.com/zgf/City_of_Tampa/Housing_and_Community_Development_RFA)

**Q: “Please refer to the instructions and submit the required Goals....” Located in the documents tab. We cannot locate the instructions and we are unable to see anything related to goals in the documents tab. Is there a link to this form and to the instructions that can be provided?**

A: This has been updated and is in the documents tab.

**Q: Disaster questionnaire must be completed – We are not able to locate this questionnaire in the RFA or in Zoom. Is there a link to the form that can be provided?**

A: This has been updated and is in the documents tab.

**Q: Application states it is issued via DemandStar eProcurement – and that all changes, addenda, etc. will be released via DemandStar. We are not able to locate the application on DemandStar. The 800 number in the RFA is incorrect. We were able to email support and they said they do not have the application. How can we ensure that we are notified of any changes, etc.?**

A: We will ask Purchasing Department to double check that it has been pushed through DemandStar. Additionally, all updates will also be posted on our website at <https://www.tampa.gov/housing-and-community-development/funding-resources>

**Q: Page 22 - #8 Management - "If, during the course of the project, the Successful Applicant makes personnel changes, the City has the right of review, accept, and/or reject the proposed substitute(s). The City will make available the City's management team for interview and consultation during plan(s) development for review of the draft and final plans. Is this in reference to Public Facilities or Public Services? If Public Services, does this mean the city will interview our potential staff candidates and can reject our new hires (program staff, admin staff)?**

A: This is for all funded projects. The City will not interview potential staff but will need to be notified to ensure no possible conflicts exists.

**Q: Is the "development of draft and final plans" in regards to Public Facilities or Public Services?**

A: This is in regards to CDBG Public Facilities and HOME funded projects.

**Q: Page 22 - #9 Coordination with The City - The Successful Applicant shall identify the Project Manager to work in close coordination with the City. The City's Project Manager shall be the City's point of contact. The City shall approve any changes to the Project Manager or personnel assigned to the project. Is this in reference to Public Facilities or Public Services? If Public Services, does this mean the city can determine what agency staff they will work with on the project as the point of contact and have veto rights to any changes to the position?**

A: This is for all funded projects. This is to ensure City staff has the correct point of contact for the funded program.

**Q: Our last audit from a previous contract is requiring us to collect and keep on file client identification. What form of identification is acceptable? Our clients do not drive anymore (those who drove) since their vision loss and their licenses may be expired. Is that acceptable? What about if the ID is for out of state? What else is an acceptable form of ID? What are we verifying: the identification of the individual or other information as well (address)?**

A: Any form of government issued ID is acceptable. The ID is needed for the identification of the individual.

**Q: The due date is listed as Wednesday, June 25<sup>th</sup>. Am I correct to assume that is supposed to be Friday? Additionally, because of how scattered our board members are, could you please advise if the City will accept electronic signatures on the required forms?**

A: The deadline has been extended to July 2, 2021

**Q: For the MBD forms, I have been trying to locate the contract number but have not located it in the RFA.**

A: The contract number is 21-P-00745.

**Q: The RFA says “Match must be NON-City funds.” Can we use County CDBG funding as match for City CDBG funding? Can we use our own operating revenue or endowment funds as match/leverage?**

A: The County CDBG funding as well as your organizations own operating revenue or endowment funds can be used as match/leverage.

**Q: The application in Zoom Grants states “Which of the following activities best describes your project CDBG Facilities or CDBG Public Services.” There is no button for HOME funding activities. Will this affect the evaluation committee’s comments since we don’t meet either one?**

A: There is an option for HOME funded activities.

**1. Which of the following activities best describes your project:**

*Please select one. (If applying for more than one program please submit separate applications)*

- ☐ CDBG Public Facilities
- ☐ CDBG Public Services
- ☐ HOME Funded Projects

Please contact me directly at [kayon.henderson@tampagov.net](mailto:kayon.henderson@tampagov.net)

**Q: In the grant guidelines HOME funds “use” appears to be defined for public facilities. Is new construction of housing an eligible activity for the RFA?**

A: New construction is an eligible activity for HOME funded programs.