

CDBG RFA Technical Assistance Q&A

Response to Clarifying Questions

1. Can property insurance expenses incurred by our organization be applied to the 100% match requirement for FACILITIES?

Answer: The match requirement for Public Facilities is 25%. General Program/Facility Operating expenses should not be used as match, rather construction related expenses or those directly related to the construction project.

2. Are Utility costs eligible to count towards either the 25% match for SERVICES or the 100% match for FACILITIES, or can they apply to both categories?

Answer: The match requirement for SERVICES is 100%. Utility costs (Operating/Administrative) costs can be used as match for the Public Service Program requested under this RFA.

The match requirement for Public Facilities is 25%. General Program/Facility Operating expenses should not be used as match for the Public Facilities project, rather construction related expenses or those directly related to the construction project.

Please make sure to submit 2 separate applications, 1 for Public Service, and 1 for Public Facilities.

Program/Services General Operating expenses should not be included in the Public Facilities construction budget.

3. If contractors provide service discounts, can these be considered part of the 100% match for FACILITIES? If so, what is the required documentation process?

Answer: The match requirement for Public Facilities is 25%. The Contractor must document in writing the discount/donated services to be submitted with the RFA Application.

4. Does a facility donation qualify as a match if the property was donated specifically for this project, but the donation occurred before the grant period?

Answer: If the building was donated prior to the Contract period (October 1, 2024) and/or is currently owned by the organization, it may not be used as match. All match submitted must be contributed to the project during the contract period.

5. We are applying for both Public Services and Facilities Improvements. Can we submit both within the same application or do they need to be two separate applications? The questions within the application looked like we could submit a proposal for both within the same application, but this question/answer made me re-think that...

"24. In Neighborly can you go in and complete one application and then exit and come back in and complete another? Answer: Yes. If submitting more than one application under both Public Services or Public Facilities, please indicate the agency's priority project."

Answer: No, Public Services and Public Facility Improvement applications cannot be submitted in a single application. If you are applying for both activities, two individual applications will need to be submitted.

6. Please explain what the TA Workshop is - Reviewers April 29 - May 1; i.e. Reviewers review our application and provide technical assistance before we submit it to the City?

Answer: The Technical Assistance (TA) Workshop – Reviewers is a workshop for the community members that will be reviewing applications and recommending funding amount.

7. Can we use electronic signatures for all of the required attachments?

Answer: Docusign and other forms of electronic signatures are acceptable.