

CDBG RFA Technical Assistance Q&A

1. If we have not been funded for Public Services in this current fiscal year, do we have to show an increase in service?

Answer: No, this only applies if you are being funded for Public Services during the current contract period (FY24PY23). This requirement does not apply to Public Facilities projects.

2. For middle evaluation points, what are “special insights” considered to be?

Answer: It would be a response that provides information that goes above and beyond a basic response and provides insightful details about the project/program.

3. Can the cost of the land or if the building is donated, can the building or land value be used as matched?

Answer: If the land was purchased or the building was donated prior to the Contract period (October 1, 2024) it may not be used as match. All match submitted must be contributed to the project during the contract period.

4. Is there a way to print the full proposal?

Answer: Yes, you can print the proposal by clicking on the printer icon on the top left side of the window for each Application section. For technical support, please contact Neighborly directly by clicking on the “?” logo on the bottom right corner of the participant screen.

<https://portal.neighborlysoftware.com/tampafl/Participant#>

5. Can indirect costs be used as part of the budget?

Answer: For Public Services - Indirect costs may be included as part of the overall program budget. **For Public Facilities projects** - all costs must be direct costs related to the construction costs associated with the project.

6. Can other federal, state, and local funding be used as match?

Answer: Yes, except for federal, state and local funds awarded to your agency by the City of Tampa.

7. For Public Facilities, if they have volunteers that do part of the work and do not require a permit, will their volunteer hours qualify as match?

Answer: Yes, volunteer time can be used as a match. To use volunteer time as match, the volunteer designation and time must be properly documented by your agency.

8. Can we use a current funding agreement that is ongoing as a match for the next contract period if we have not received the funds for the next year?

Answer: A current funding agreement, that is ongoing, may be used if the agreement shows that funding will continue during the FY24PY25 funding cycle.

9. Are individual donor contributions/donations acceptable as a match?

Answer: Yes, they would need to be documented to be utilized for the CDBG project/program. Match funds must be available during the FY25PY24 contract period.

10. Would a letter from the CEO guaranteeing a match be enough?

Answer: You can use a letter of support from the CEO from a partnering agency for the application but would need proof of amount received during the contract period of expenditures.

11. Can administrative costs be used as in-kind?

Answer: Yes. With documentation.

12. To what percentage of costs/donations can be matched?

Answer: There is no specific percentage.

13. Is there a chart for use to know what the prevailing wage is for various positions that you may have?

Answer: Yes. <https://sam.gov/wage-determination/FL20240208/0>

14. Can letters of support, MOUs or contracts be used? We have one with USF that would be supporting us, but would that be acceptable?

Answer: Yes, if the support is during that project/fiscal year/contract period.

15. We have to upload the most recent Form 990. If the previous year is the latest one we have available, are we able to submit that one?

Answer: Yes. Submit the most recent one.

16. We want to do a renovation program that needs to be revamped, in the match does utilities, insurance, etc. all go towards match?

Answer: All costs directly related to the project may count as match with documentation.

17. We have a facility that we want to do rehab on, would we need to get three bids from a general contractor?

Answer: Yes. Copies of the GC license and insurance will need to be provided during the contract period as well.

18. We have a contract partner do we need to have proof?

Answer: Yes, provide either the agreement, or written contract showing the agency will continue to be awarded for the contract period 10/1/24-9/30/25.

19. Scoring matrix – what is “minimum threshold”?

Answer: Basic info and requirements that will need to be met. City Staff will review the following:

- Eligible Activity that meets a HUD National Objective for CDBG funding
- Eligible Agency
- Geographic Location
- Submitted Required Documents
- Complete Budget
- For renewal application, applicant identified a quantifiable increase in service type (Public Services)
- Met minimum and maximum funding requests

Review all documentation and application questions before submitting.

20. Through Public Facilities, if we were building rental units for homeless vets would that qualify?
Answer: No. New Construction or rehabilitation of housing units (single family or rental) is not considered an eligible Public Facilities project under this RFA. Group homes or homeless shelters may be eligible under this RFA.
Here is a link for additional clarification. https://www.hud.gov/sites/documents/DOC_17133.PDF
21. For Public Service, is post purchase counseling an eligible activity?
Answer: Yes, but the program/project must meet a priority service as shown on Slide 24 of the PowerPoint presentation and under III. Funding Guidelines & Eligible Activities of the Universal Request of Application that can be found in the following link:
<https://www.tampa.gov/document/cdbg-universal-request-application-rfa-146946>
22. Is an increase in service required for housing counseling?
Answer: The increase in service type requirement applies only for those applicants that are receiving CDBG Public Services Funding for the FY24PY23 and are submitting a new application requesting funding for the same program for the FY25PY24 contract period. **This RFA is not currently taking applications for Housing Counseling Agencies.**
23. Rehabilitation or renovation for buildings, for instance staff is housed there, but also direct client services take place there, does that qualify or would it be in a different line of funding because that would be office renovations?
Answer: Direct services with client beneficiaries must be provided in the building/facility being renovated under this RFA.
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.
25. When it comes to leveraging the match can it be with my own money? If there is money in the bank can I use that as match?
Answer: Yes. You can submit your agency's letter of intent to match the funding and provide documentation showing the available funds. Updated documentation will be required to show proof of match is submitted during the FY25PY24 contract period.
26. The currently funded program covers a portion of a client's payment for a particular service. If we apply to cover 100% of the client's payment for the same service, instead of just a portion of it, would that be an eligible increase?
Answer: For Public Services, applicants requesting funding for the same program that they are being funded for during the FY24PY23 contract period need to show additional service provided or an increase in service **type** for the application to meet one of the minimum threshold requirements. For the scenario you presented, that change to the program would not meet that requirement.

27. On the application, question B.3 *“Which of the following activities describes your project/program?”* lists Housing Counseling under Public Facility Improvements. Is that correct? Should that be Housing Services?

Answer: That is not correct. It should be Housing Services. We will make corrections on the application in Neighborly and on our website.

28. Regarding the required WMBE Forms:

- a. What is the Contract Number that we should use?
- b. In last year’s application, the WMBE Forms included the “Good Faith Effort Compliance Plan Guidelines” forms and I noticed they are not in this year’s forms. Were they accidentally left out or are the ones on this year’s application correct?

Answers:

- a. There is no contract number needed, that section can be left blank.
- b. The WMBE forms were just updated, the ones that are on the current application are correct. <https://www.tampa.gov/ebo>

Please note the following updates on the RFA Timeline:

- **Workshop Questions Responses Due** – from April 18th to April 25th
- **Workshop Questions Clarification Request Due** – April 26th
- **Workshop Questions Clarification Responses Due** – April 26th, by end of business day
- **Technical Assistance Workshop – Reviewers** – from April 29th to May 1st
- **Proposal Review and Recommendations** – from May 16th to May 17th

Location: City Center at Hanna Avenue, 2555 E Hanna Ave., Tampa, FL 33610