# CDBG Public Services & Housing Counseling RFA
## Technical Assistance Q&A
### 4/21/25

### HOUSING COUNSELING

1. Can we request for the maximum amount of funding?
   **Answer:** The maximum amount can be requested. However, it is important to note that the amount requested is not guaranteed to be awarded. Factors such as funding availability, historical expenditures and outcomes from past awards will be taken into consideration and evaluated in order to determine the actual award amount.

### PUBLIC SERVICES

2. In the RFA Guide, on page 7 under Public Services, the first paragraph states that to be eligible, nonprofits must be "HUD approved housing counseling agencies for a minimum of three (3) years. These funds are intended for the delivery of Housing Counseling services to eligible clients primarily in low- to moderate-income households residing or purchasing within the City of Tampa limits." - Is this also applicable to organizations looking to apply for activities not related to housing counseling?
   **Answer:** That requirement is not applicable to organizations applying for Public Services. That correct requirement is as follows: *"The City of Tampa is accepting applications from agencies that have been in operation for a minimum of three (3) years. These funds are intended for the delivery of Public Services to eligible clients residing within the City of Tampa limits."*

3. What is considered an "Education Program"?
   **Answer:** Education programs can come in various forms, but there is no definitive list of what these may be. If the service you are requesting funds for facilitates learning and development, it may fall under the umbrella of education.

4. What would be considered "services for homeless persons"?
   **Answer:** It could be a range of services designed to help individuals and families experiencing homelessness or at risk of becoming homeless.

5. Could "services for senior citizens" be medical related?
   **Answer:** It may be a medical-related service for eligible senior citizens.

6. Page 7, Minimum Funding Request - "If an agency has not spent at least 75% of the CDBG funds awarded by the City of Tampa in any of the past two <u>consecutive contract periods</u>, the agency is unable to request more than 75% of the amount requested in the prior year." Please clarify the definition of consecutive contract periods in relation to the requirement for 75% expenditure in the last two consecutive funding periods.
   **Answer:** For this application, this requirement refers to the FY23 and FY24 funding periods since the FY25 contract period is still underway. Agencies that were funded for FY25 are still required to report on their year-to-date expenditures and outcomes in the application.

7. Page 7, Match - "...source agency's letterhead..." - Are copies of the actual funding contract acceptable documentation instead of supporting documentation on the source agency's letterhead for match?
   **Answer:** Yes, as long as the required information is included in the contract, all documents are fully executed, are not expired, and cover the funding period Oct 1, 2025-Sept 30, 2026.

8. Page 12, Funding - "Applicants must report the status of all funds that are requested or proposed from other sources and provide supporting documentation." - What is acceptable documentation? Many times, if grants are submitted, the status is not known for weeks or months and so it may not be "known" at the time of this grant submission. What would be acceptable documentation?
   **Answer:** Acceptable documentation to submit with the application would include, but is not limited to: confirmation/receipt of an RFP submittal, letter of support, letter of commitment, written agreement.
   Acceptable documentation to submit post-award, if awarded, would include: the status of any awarded CDBG funds and other sources listed in the application as match will need to be submitted.

9. Page 12, Funding - " Applicants who previously received funding from the City must report the status of that funding..." - This is in relation to past contracts, not current, correct?
   **Answer:** Under F. Capacity & Experience, question 3 specifies the contract periods for which that information should be reported for. If the agency was awarded for the FY25 contract period, the year-to-date amounts should be reported.

10. Page 17, Capacity & Experience - "Applicants with open Monitoring Findings with the City that are unable to be resolved prior to the deadline for funding applications will be ineligible to apply for this RFA." - This applies to any reports provided prior to submission. What happens if a monitoring was completed prior to submission and the monitoring report comes in with findings after the submission? Is findings different than concerns?
    **Answer:** If you receive a monitoring report while the RFA has been released, any findings need to be cleared before the application deadline. If the monitoring report was provided after the submission deadline, you are still eligible to apply. A finding is different from a concern.

11. Page 18, #7. "Pending status for any required match source listed should include a letter of intent or commitment from the source and the contract period that the funds will be made available." - Is copies of any contracts that list the years of renewal acceptable documentation?
    **Answer:** Yes.

12. How many awards does the City of Tampa intend on disbursing for CDBG?
    **Answer:** The number of awards depends on the actual HUD CDBG allocation, the number of applicants, and the scoring/evaluation of all eligible applications.

13. If it has been more than 10 years since we have applied for a Public Services grant, are we considered new?
     **Answer:** Yes.

14. For Presumed Benefit eligibility is additional income verification required?

    **Answer:** If you have information indicating a client's income falls outside the parameters of the program (above 80% AMI) income source documentation is required.

15. Besides an agency that is funded with City of Tampa CDBG Public Services funds, what other funders would be discounted for a match because you already fund them?

    **Answer:** Match resources should be from non-federal sources. Also, to avoid a duplicate of benefits, we recommend determining if the service(s) and target clients of a funding agency align with those for which the funder is, or could potentially be, funded with CDBG Public Services Funds.