# CDBG Public Services & Public Facilities RFA
# Technical Assistance Q&A

## GENERAL

1. Is there a specific timeline and process?
   **Answer:** Evaluation committee meetings happen a few days (about 5–10 days) after the deadline. Notifications and updates will be shared via email and posted on the HCD website.

2. For the DMI 10, 20, and 50 forms, what should we do if we do not yet have all subcontractors identified?
   **Answer:** These forms do not apply to Public Service applicants.
   Public Facilities applicants may mark them "TBD," then sign and date. You'll need to complete them fully once your contractors are set and funding agreements are in place if selected under this RFA process.

3. For YTD financials will you accept only audited financials, or do you also require the most recent financial statements?
   **Answer:** The most recent audited financials should be submitted. If newer internal statements are not available, please include a brief explanation.

4. Is there a need for a narrative length limit or how much detail should we provide?
   **Answer:** Please provide all necessary details while remaining concise and focusing strictly on essential information.

5. Are reimbursements monthly or quarterly?
   **Answer:** Reimbursements are monthly for Public Service.
   Public Facilities reimbursements can be monthly or quarterly.

6. If we provide services to businesses rather than directly to individuals, are we still required to collect all demographic and income data the same way?
   **Answer:** Eligible services must be delivered to individuals. The specific service type will dictate the necessary supporting documentation and data collection required to satisfy a CDBG National Objective. Detailed requirements will be reviewed during the Post-Award Technical Assistance session.

7. If a significant portion of the match is from private donors, is a simple letter stating that enough?
   **Answer:** The letter from the donor/source will need to confirm amount, when the funds will be available, and specific program use.

8. If someone donated $50,000 earlier in 2026, can that donation be used as match for this grant? If so, does the donor need to send a letter specifying that the funds are for that particular program and period?
   **Answer:** A donation received earlier in 2026 may be used as a match if the donor submits a letter confirming the funds are dedicated to the specific service and are accessible during the contract term.

9. Regarding quarterly reimbursements, should agencies expect to float costs for up to 90 days, or is reimbursement generally faster than that?
   **Answer:** Agencies should maintain sufficient working capital to sustain operations for at least 90 days to account for potential administrative or funding delays. Furthermore, in accordance with CDBG guidelines, programs must demonstrate diversified funding and may not be 100% dependent on CDBG funding.

10. If match funding is pending on being awarded, is it acceptable to submit a letter saying the funds will be available if we receive the award?
    **Answer:** Conditional match letters are acceptable; however, you must provide final confirmation and formal documentation if awarded. Additionally, the availability of these funds must align with the specific performance period of the agreement.

11. For collaboration letters in the scoring criteria, do we need to gather letters from all partners, or only some of them?
    **Answer:** These are only required for partners that are involved with the proposed service.

12. For the narrative/application responses, is there a preferred format, such as putting everything in one focused section, or is there no single correct way to respond?
    **Answer:** There is no strictly required format for narrative responses. While a structured, well-organized approach is recommended for readability, clarity, and completeness. Please ensure all answers provide thorough insight, as vague or incomplete responses may impact the overall score.

13. When determining whether an agency/organization is in the City of Tampa, are you looking at the physical service location/property location rather than the mailing address on a W-9?
    **Answer:** The physical location of the service site is used.

14. How many agencies are typically funded?
    **Answer:** For Public Services, we typically fund four to five agencies per contract term. The selection volume for Public Facilities varies depending on project scope and budgetary considerations.

15. If applying for both Public Service and Public Facilities, do exhibits/applications need to be separate?
    **Answer:** Yes. Each application has its own set of Exhibits.

16. Can you advise whether an organization is eligible to apply for both the Public Facilities and the Public Services CDBG grant?
    **Answer:** Yes, an organization may apply for both categories. However, please note that a separate application must be submitted for each grant type, and for each separate service/project. If submitting more than one for each category, please indicate the Priority# for each application.

## PUBLIC FACILITIES

17. Some questions seem geared toward programmatic services rather than construction. In sections about staff eligibility/qualifications, should we talk about our contractors' and final project team's qualifications instead?
    **Answer:** Provide resumes and experience of internal staff that will manage the project on behalf of the organization as well as any contractors, architects, etc. Highlight knowledge of: CDBG compliance, Davis-Bacon, and Section 3 requirements.

18. WMBE Forms (10, 20, 30, etc.) - Do all WMBE forms need to be completed? What if some can't be filled out yet?
    **Answer:** Yes, all required forms must be included in the application. If a form cannot be completed yet (e.g., contract not executed), you may mark it as "Not Applicable" for now. Some forms may be completed later in the post-award process.

## PUBLIC SERVICE

19. Do you allow indirect costs?
    **Answer:** Yes, if they are reasonable and tied to the service delivery.

20. You can only receive an award that is 75% of your previous year's request?
    **Answer:** If your agency did not spend at least 75% of prior CDBG funds, then your new request cannot exceed 75% of your previous award/request.

21. If we have an anonymous donor contributing to the project, can identifying information on the match letter be redacted since application documents are public record?
    **Answer:** Exhibit A of the Public Service RFA titled Public Record Declaration or Claim for Exemption can be completed if applicable. If Exhibit A is not applicable, please discuss redaction options with City staff.

22. Is the reimbursement basically based on a list of clients served?
    **Answer:** Correct. Reimbursement is calculated based on a fixed per-client rate, which is negotiated and established prior to the execution of the formal agreement.

23. Last year our free boutique program was ruled ineligible. Is that type of activity eligible?
    **Answer:** Standalone retail services are not eligible for this program. To qualify, activities must include a direct client service component, such as case management or referral services.

24. If we provide case management and referral services, can those be included in one application, or do they need to be submitted as two separate applications?
    **Answer:** If these services are components of the same program, they should be included in a single application. However, if they represent distinct or unrelated service models, they must be submitted as separate applications.

25. For childcare services, can assistance include payment for daycare and related expenses?
    **Answer:** Yes.

26. Is there a limit to the amount requested?
    **Answer:** There is no maximum request amount. However, the request should reflect the agency's ability to fully expend the funds within the contract period and satisfy all corresponding match requirements.

27. How is the per-client reimbursement rate determined?
    **Answer:** The rate is calculated based on the proposed program budget and the number of clients to be served, provided the resulting figure is determined to be reasonable for the specific service type.

28. Is there a separate category for the Fresh Food Initiative?
    **Answer:** There is no separate category for the Fresh Food Initiative. However, the application contains a specific field where you can indicate if your proposed eligible activity supports this initiative.

29. Can we serve people outside City of Tampa limits?
    **Answer:** No. Only clients residing within Tampa city limits are eligible for reimbursement. Agencies must implement a tracking system to clearly identify eligible clients residing within Tampa city limits.

30. I need assistance understanding the Service Outcome Table for Section E, question #2:
    **A.** In the "Component" column, do we simply re-write and number the "Service Goal" "Objective" and "Anticipated Outcomes"?
    **B.** In the "Description" column, are we to write a description of the service goal and explain the service goal's anticipated measure, then repeating that process for the objectives and anticipated outcomes? This is confusing to me because I don't understand how the anticipated outcome row is different from the anticipated measure/result column ?
    **Answers:**
    - **A.** Yes. Examples: Component 1, Component 2, Service Goal 1, Service Goal 2, Anticipated Outcome 1, and Anticipated Outcome 2.
    - **B.** The description for the Anticipated Outcome component would include the forecasted result or impact and it can be qualitative or a brad goal .
      The Anticipated Measure for an Anticipated Outcome would include specific indicators or methods of assessment and are usually quantitative, objective, and time bound.

Example:
Anticipated Outcome - Increased student reading levels.
Anticipated Measure - Determined by scores on a standardized reading test at the end of the year.

31. Our organization has received CDBG funds from the City of Tampa during the contract periods listed under F. Capacity & Experience - Question # 3, but those funds were for different services than the service that is being proposed for FY27PY26. Because we are requesting funds for a different service, we are not required to complete the table, correct?
**Answer:** Correct. Only provide a response if the proposed service has received CDBG Funds during any of the contract periods listed.