

CDBG RFP 2010-2011 Questions and Answers

Question:

If CDBG funds are used to fund an after school program that activities include homework, computer technology, theatre, etc..., does the staff that is part of the program have to be certified as a teacher? They are not “teaching”, just helping with homework.

Answer:

No, there are not any regulations which would require such a certification for an after school tutoring program.

Question:NRSA and CBDO clarification

What is the NRSA?

Answer:

NRSA- Neighborhood Revitalization Strategy Area; These neighborhoods have been identified by HUD as having the greatest needs.

NRSA#1- Brightwood/Memorial Square

NRSA#2- South End

NRSA#3- Six Corners/Old Hill

CBDO certification:

If you have not been certified as a CBDO in prior years, you will not answer question “A” on page 6, only complete B-F.

In order to be a CBDO your organization must have the following characteristics:

- Must be organized as a corporation, organized to perform CD activities; may include Housing and Economic Development activities;
- Located within an identified geographic area of operation- NRSA must be mentioned in articles/By-Laws
- Pay particular attention to the needs of low and moderate income persons; Board Make-up-

- 51% must be low moderate income residents of its geographic area of operation
OR
- Owners or Senior Officers of private establishments and other institutions located in and serving its geographic area
OR
- Representatives of low-and-moderate income neighborhood organizations located in its geographic area of operation;
- By Laws:
Not an instrumentality of the City;
Does not permit more than one-third of its governing body to be appointed by or to consist of elected or other public officials;
Membership selects/elects board purchasing procedure.

HUD regulations for CBDO can be found in Subpart C, 570.204

<http://www.hud.gov:80/offices/cpd.communitydevelopment/rulesandregs/regulations/subc/570.204cfm>

Question:

What is the definition of “faith based”? Does it have to have current ties to a religious affiliation beyond funding support or if it was started by a religious order does that qualify?

Answer:

Faith-based organizations are of three types: (1) congregations; (2) national networks, which include national denominations, their social service arms (for example, Catholic Charities, Lutheran Social Services), and networks of related organizations (such as YMCA and YWCA); and (3) freestanding religious organizations, which are incorporated separately from congregations and national networks.

More than half of all congregations and many other faith-based organizations provide some form of human services. Congregational participation in providing human services is greater among worship communities that are larger, are located in low-income neighborhoods, are theologically liberal, and are African American.

No, it does not have to have ties religious affiliation.

Question:

At the tech assistance workshop, someone referenced the insurance waiver, but I don't see that mentioned in the application. Is that needed with the application or upon contract?

Answer:

Your agency will need to provide certificate of insurance upon going to contract.

Question:

What additional attachments are permitted for submission? Are Letters of Support from project partners permitted/suggested?

Answer:

Refer to the submission checklist on page 10 of the RFP. Letters of Support are not required.

Question:

For the personnel budget, should we include positions that are integral to the program and covered through matching funds and also their resumes, even if we are not requesting CDBG funds for them?

Answer:

Yes, you should include anyone who is part of the program. This gives us the “true” picture of what the program is and what our funds are leveraging.

Question:

For capital improvement proposals-should the personnel budget include the job description and resumes of subs and employees involved in construction-or just built into the contracting budget, as is customary for general contracting budgets?

Answer:

It should be built into the construction budget.

Question:

Does the City recommend or require MOU/MOA from project collaborators?

Answer:

Yes, it is recommended.

Question:

In the RFP I did not see anything regarding inclusion /exclusion of the A&G rate in the budget.

Answer:

This has to do with indirect cost allocation-we do not allow admin or any indirect percentage, however we will pay costs associated with, for example contracts and leases, but a formal allocation plan needs to be provided.

Question:

Our Board of Directors last met in early January and will not meet again until after the deadline for this grant. Would you have any suggestions regarding the required attachments for “board of director’s minutes to authorize application for funding”. I have not come across this request before.

Answer:

State in the RFP the date and time of the next Board of Directors meeting and submit to the Office of Community Development the required minutes after the board meets.