

**RFP Question & Answers- Rehabilitation of Buildings for Non-Profit Organizations 2025-2026**

**Question:** What needs to be included in the budget for the items that are being upgraded?

**Answer:** The budget should include the estimated cost of the project, CDBG share amount requested and any match amount. The maximum amount of CDBG funding per project award is up to \$25,000. If your project costs \$75,000 and you were awarded \$25,000 you would need to ensure that your organization would be able to complete the project with other funds.

**Question:** Do we need to require contractors to provide us with payroll records and similar information or is this only needed if the city requests this information?

**Answer:** All contractors have to provide certified payroll for the project to the organization. You would get this information and send to us (City) to be reviewed. The contractors would be required to pay employees Davis Bacon wages. All contractors would have to certify that they will pay the Davis Bacon wages before taking on your project (form included as part of the RFP)

A contractor could also be a sole proprietor. In this case, they only have to fill out the certified payroll indicating they are not paying any employees. There is a form for the sole proprietor to fill out to certify the information.

**Question:** Do we need to get a certain number of quotes?

**Answer:** Yes, three quotes are required to be eligible for this program. Federal Procurement guidelines require solicitation of multiple quotes, with the lowest quote to be utilized. If for some reason you are unable to obtain 3 quotes but you have obtained 2 quotes and have made attempts to get the third quote, you may submit that information with your proposal and it will be taken into consideration during the review. Proposers should submit documentation of all quotes with their proposal.

**Question:** Do we need to match a certain percentage of the funds requested?

**Answer:** No, there is no match required for this program.

**Question:** Given the nature of the repairs, if an emergency were to arise before the grant period begins and we needed to borrow funds to complete the repair, would we have the options to submit a separate project for the repair or proceed with the current project and still have the grant fund the repair even if emergency circumstances required us to borrow money in advance?

**Answer:** The RFP is due January 8, 2026 by 4:00 PM. There is only one application period for this funding and any projects that are to be included in the request for CDBG non-profit rehab funding should be included in the proposal (s) submitted during this application period. The schedule in the application are tentative dates.

Organizations that are awarded funding through this source of funding must wait until an Environmental Review process is completed and a contract is executed before you can begin. These are requirements of the federal funding source. If work begins before the Environmental Review is completed or there is not an executed contract in place, that is considered a "choice limiting action" and we are prohibited by federal funding requirements from providing HUD CDBG funding to support the project. Please know that the Environmental Review cannot begin until projects have been selected and the full scope of work and line item budget for the project are received.