CDBG Public Service RFP 2008-2009 Questions and Answers:

Question:

On page 17 of the Public Service RFP the "Form A-1: Youth Services" indicates that there are three (3) categories to select from in the Activity Column. In the RFP there are only 2 options; Option 1 and Option 3 on page 18, Option #2 is missing. Was Option #2 inadvertently omitted?

Answer:

Yes, Option #2, Diversion Programs was inadvertently omitted. This page was mailed to all organizations who signed out the CDBG RFP prior to February 20, 2008.

Question:

On page 4, what is the management letter?

Answer:

Management letter is an Independent Auditors letter on the overall financial management of the organization.

Question:

Is there a certain amount of funds designated for each of the need categories listed on pages 5-9? If so, how much is allocated for each?

Answer:

No, there is not a designated amount to each of the need categories.

Question:

Are the forms and attachments listed on pages 13 and 14 due with the application or upon funding as they have been in past years? If they are due with the application are seven copies needed like the application or just one set?

Answer:

All of the required forms/attachments are due with the application and will not have to be resubmitted if your agency is awarded funding. You will only have to resubmit an updated certificate of insurance, corporate certificate, scope and budget based on your funding amount if the agency is awarded funding.

All seven copies must have the requested attachments/forms or the proposal is not complete.

Question:

Can the Output/Outcome forms be altered to be more specific to our program or are those predetermined and set in stone?

Answer:

You can alter the form by adding more information to make it more specific to your program. The activity has to have reasonable outcomes/goals that can be measured

with an assessment tool to evaluate whether the outcome (s) have been met. This is based on a performance measurement that is required by HUD.

Question:
What do we do if we do not have a corporate seal for the Vote of Corporation form?
Answer:
Some organizations do not have a corporate seal. You can sign the form and submit without it.

Question:
Other than be located in a designated neighborhood, what are the qualifications to be considered a CBDO?
Answer:
For your Organization to be CBDO certified:
- Your organization must be located in and serve one of the NRSA Neighborhoods; which are the South End, Brightwood/Memorial Square and Old Hill/Six Corners;
- Organized as a Corporation;
- Organized to perform Community Development Activities;
- 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 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.

Question:
Can the following forms be found on the website? What website?
  Budget Form
  Outcome Forms
  Personnel List Form
Answer:
The Budget and Personnel List Form are on the City of Springfield's website.
http://www.springfieldcityhall.com/COS/Services/deptcd.htm

Question:
Board Member Certification: Are the ones on file with the Community Development Office currently okay or do we need to do new ones?
Answer:
If you are located in and serve the NRSA, you will need to fill out new Certification Forms as HUD updates income limits annually.

Question:
For clarification: CBDO Primary Service Area Certificate (emphasizing community development activities primarily in the NRSA (Old Hill/Six Corners, South End, Brightwood/Memorial Square). We serve youth in these areas. Does that qualify us?

Answer:
You must also be **located** in one of the NRSA neighborhoods. Even though you serve youth in the NRSA, your Organization must be located in the NRSA.

Question:
We serve youth at an Indian Orchard site that does not serve the NRSA areas. Does this mean we can not apply for funding for this program?
Answer:
Yes, you can still apply for funding for this program.