



City of St. Louis

FAQs #5 – 2014 CDBG Request For Proposals

Questions & Answers Received as of July 25, 2013

Posted on July 29, 2013

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1. Will procurement be required for our partner/collaborating organization?

An organization that names its partner and effectively identifies the partnership in its activity description and budget will not be required to complete procurement for the partnership.

2. Are any of the items on the proposal checklist needed from the partnering agency on a collaborative application if the partner is not the lead on any of the activities?

Yes. For Section III, we will need the job descriptions and resumes for any person involved in the administration, management, and/or operation of the proposed CDBG-funded activities. This includes staff members of the collaborating agency. In addition, each person/position shall be listed in the chart with an associated CDBG %.

3. Regarding FAQ No. 4, question 49: You state that “CDA will only approve collaborations that will result in a fixed rate per unit completed/accomplishment”. Is this to suggest that “unit completed/accomplished” will only be paid on a per unit basis (e.g. staff salary will only be funded for each person or property served in a given program activity)? Or, will CDA allow direct funding of personnel salary and/or overhead costs that apply to a program activity (e.g. a staff member who demonstrates that they are spending 25% of their overall time on CDBG program activities can be reimbursed for up to 25% of their salary through CDBG funds)?

To ensure that request of funds are directly tied to the completion of outcomes, successful applicants will be required to sign agreements with collaborating organizations that will result in a fixed rate per unit (if the collaboration will result payments to the organization). In addition, if the two partnering agencies plan to share staff, each hour of each activity must be

accounted for on time sheets. In no case shall CDBG-funded staff time exceed 40 hours per week.

With applicant organizations, CDA may, at its discretion, use personnel schedules or assign a per-unit cost based on a submitted cost allocation plan.

4. **If we are planning to collaborate with another organization on a project, are we to submit sections I through IV, plus sections V, VI, and VII for each proposed activity for our individual organizations separately? For example, if agency A is providing housing and agency B is providing food assistance, then would:**

- a. **Agency A submit their own complete application separate from the one agency B submits for their proposed activity, with both applications including mention of the planned partnership?**

OR

- b. **Agency A and agency B create complete applications, but then merge them into one document and submit them together as one submission? (If so, in what order should the documents be placed?)**

The answer is A. In your example, agency A will submit a proposal that includes its organizational information on Sections I-IV. In sections V-VII, it will detail the housing activity, ensuring that it maximize points for collaboration by identifying its proposed partner (Agency B). Agency A will submit one original proposal and 5 copies of the proposal. Agency B will submit a separate proposal. In sections I-IV, it will detail its organizational information. In sections V-VII, it will detail the food assistance activity, ensuring that is maximizes points for collaboration by identifying its proposed partner (Agency A).

Please keep in mind that there is a possibility that one, both or none of the agencies are funded in this round.

5. **If agency A from the previous example was not chosen for funding, while Agency B was approved: If agency B's proposed activities were reliant on agency A's proposed activities, what would happen? Would Agency B be asked to find and partner with another agency? Or would they be asked to pair with another funded agency with a project similar to agency A's by CDA? Or simply not fund it in the end?**

CDA discourages a scenario where one proposed activity is dependent on another activity. Nonetheless, under this scenario, Agency B, as a subrecipient, will ultimately be responsible for the successful completion of the proposed activity and any CDBG compliance requirements. CDA will not ask the organization to partner with another agency.

- 6. Will a MOU between collaborating partners be required? If so, would that be required after funding is awarded? With the attachment limitations, I'm assuming any such document would not need to be included in the application.**

As mentioned in FAQ No. 4, CDA will require that the lead organization submit, for CDA approval, a contract with its partner that spells out its responsibilities and funding to be received. All CDA and CDBG requirements must be incorporated into this agreement. We do not require that the contract be submitted with the proposal. Please note that CDA will provide additional compliance information to funded organizations.

- 7. Are there any certifications required to provide housing counseling services?**

No certification is required to provide housing counseling services. However to be approved, an organization must effectively demonstrate its past experience and success in providing housing counseling services.

- 8. We just ordered a Certificate of Good Standing on June 24, 2013. Is it necessary for our organization to reorder and pay for an additional copy with the new date?**

Certificates of Good Standing must be issued on or after July 1, 2013.

- 9. At the training, it was mentioned that in addition to all proposal materials, a cover letter is required. Is that correct?**

A cover letter is not required for proposal submission. However, the Activity Cover Sheet (Section V) is required for each activity proposed.

- 10. For public improvement projects, we do not have resumes available. Will job descriptions suffice?**

Resumes and job descriptions for each existing staff position are required. As detailed in FAQ No. 4, resumes are not required for vacant positions (please note all vacant positions in your proposal).

- 11. Would the marketing of neighborhood microenterprises be considered an eligible "business support services"?**

Marketing neighborhood microenterprises is not an allowable cost, per the guidance in OMB Circular A-122. Please visit HUD's economic development toolkit for additional information on microenterprises: <http://www.hud.gov/offices/cpd/economicdevelopment/toolkit/>.

- 12. Will this funding cycle be the only way that sidewalks in the city get repaired/replaced? And if so, do applicant organizations need to receive bids and select a contractor before the application is submitted?**

Not necessarily. This cycle pertains to CDBG funds, but there may be other resources available. Please contact the Board of Public Service to determine what additional resources are available within the City.

We are not requiring organizations to submit bids and select a contractor before submitting a proposal. However, we encourage all organizations to obtain an independent cost estimate to ensure that the requested funding amount is reasonable.

- 13. May my response exceed the allocated space in the fillable PDF and spill onto an additional page?**

No.

- 14. What is the proper way to complete the form under section VI.2 when the activity is a public improvement?**

The activity description would be "Number of Public Improvements". You would mark in what period(s) the improvement(s) would be completed.

- 15. Please advise/explain how to list/identify fundraising expenses on page 21. Is this form modifiable?**

Please reference FAQ No. 3, question 5.

- 16. On page 30, there is no space for entering itemized costs for each line item. Do we attach a more detailed budget narrative behind the line-item chart on page 30 or how would you like us to communicate this more detailed information that explains individual costs within each line-item category.**

For the purposes of the RFP, we are requesting only the line item budget information detailed on page 30. Please also reference FAQ No. 4, question 25.

- 17. Can legal training, legal advice, legal assistance, and/or legal representation for a microenterprise be considered "training, technical assistance or other supportive**

services to increase the capacity of recipients to carryout microenterprise activities” and/or be considered “technical assistance, advice, and business services to owners of microenterprises and persons developing microenterprises”?

Unfortunately we will not consider proposed activities that provide legal representation for owners of microenterprises. However, we will consider activities that include assistance with business matters (some of which may be legal) and training.