



City of St. Louis

FAQs #1 – 2015 CDBG Request For Proposals

Questions & Answers Received as of July 21, 2014

Posted on July 22, 2014

Contact: CDBG@stlouis-mo.gov

General Questions

- 1. I spoke with the License Collector's Office and was told that they do not provide an exemption approval letter. Because of this, I will not be able to include as an attachment proof that my organization is exempt from the business license requirement.**

Thank you for bringing this to our attention. I spoke with a representative from the License Collector's Office and you are correct. Because 501(c)3 organizations are automatically granted exemption status upon request, the office no longer provides a license exemption letter. We will not require that a letter be attached to your proposal. However, your request for exemption status must be on file at the License Collector's Office.

If you do not already have a business license exemption, please forward a letter requesting exempt status and a copy of your IRS 501(c)3 determination letter to the License Collector's Office: City Hall, 1200 Market Street, Room 104, St. Louis, MO 63103-2884. Please ensure that the License Collector's Office receives your request prior to the proposal deadline of 4:00 p.m. CST on August 11, 2014.

- 2. Will CDA require job descriptions that describe how the jobs of staff will encompass the CDA activities if funded or current job descriptions that encompasses the work that we are doing at this time?**

Job descriptions should demonstrate that the organization has sufficient capacity to administer the proposed CDBG activity or activities. Because of this, the descriptions should encompass proposed CDBG activities.

- 3. Will CDA fund some of the activities we apply for even if other activities are rejected?**

Activities are rated individually. Therefore, there is a possibility that some of your activities may be funded, while others may not be funded.

4. Can CDBG funds be used to acquire vacant LRA lots as part of an activity?

Acquisition is not an eligible activity under this Request for Proposals.

5. Can our organization propose an activity that would utilize LRA property to be leased through the LRA Garden Lease Program?

Yes. However, funding would be contingent upon securing the appropriate lease from LRA.

Budget / Funding

6. Section IV.2 requests a 2015 Agency-Wide budget. Our agency does not go through the budget planning process until the fall. Can this requirement be waived?

Unfortunately, no. A 2015 budget is necessary to ensure the reasonableness of proposed activity costs.

7. On page 19, Grant Administration History is reorganized (It's much easier to use. Thank you!) Most of our grant programs have 2-5 goals and corresponding outcomes. These can be lengthy in their original format. When sharing objectives and outcomes in this section, is it okay to give general answers, given the character limitation? For example, would it be adequate to say "*Name of Funder – Corporate Foundation, 2010 – 2014, \$58,000, Objective: Prepare low-income children for kindergarten, Outcome: Most preschoolers meet or exceed readiness assessment, parents show increased engagement in child's education*"?

Thank you for your compliment. Your example would be adequate as long as you specify whether the \$58,000 is cumulative for all years or whether you received \$58,000 each year. We also strongly encourage you to include measurable objectives and outcomes. For instance, how many children did you propose under the grant? Of those children, how many met or exceeded the readiness assessment? How many parents showed increased engagement?

8. Could you define "Accounting Basis" and what are you looking for?

Accounting basis is the method used to determine when revenue and expenses are recognized in your organization's accounts and reported in its financial statements. The cash basis and accrual basis are the two primary methods of tracking income and expenses in accounting. We are looking for you to state the basis of accounting used by your organization.

9. On the proposed budget for 2015, should we include the CDBG construction dollars awarded to my organization for new construction projects?

In your question, you did not state whether your organization was awarded a grant or a loan. If your organization was awarded a loan, the only revenue that would be included would be from earned income (e.g. developer fees and profit). If your organization was awarded a CDBG grant, the funds would be listed as a federal grant. Costs associated with the project should be included as expenses.

Eligibility

10. We are currently funded for NOM in XYZ neighborhood. Based on the success of the program, we would like to implement a NOM program in other neighborhoods that we serve. Are we eligible for funding for implementing a NOM program in different neighborhoods within our service area?

Yes, as long as those neighborhoods did not receive CDBG funding in 2014.

11. We were funded for Better Block in 2014. Are we eligible for funding for this program in 2015? If so, may we complete it in the same neighborhood?

We will not accept proposals for commercial areas/districts that received assistance in 2014. You can apply for the same neighborhood. However, you must adequately demonstrate need.

12. Is there a predetermined provider of the Resident Leadership Training and Development program based on the Sustainable Neighborhoods Toolkit?

No.

Public Facilities and Improvements

13. Can you please provide more detail on the development or rehab of early childhood centers? What role would a CDC play? Management of construction? Bidding/scope of work creation, actual construction?

The applicant is responsible for developing and ensuring that a childhood center is operable within one year.

14. What specifically will be considered for funding as part of the sidewalk and street improvements activity? What qualifications are needed in order for an organization to oversee administration of this activity?

Construction (hard and soft costs) will be considered for funding. Organizations must demonstrate sufficient capacity in overseeing this type of activity.

15. Are facility improvements considered an eligible budget line item for qualified activities (such as neighborhood beautification)?

To be able to adequately answer your question, we will need additional information. However, generally, the only facility improvements that are eligible in this funding round are early childhood education facilities and health facilities.

Home Repair

- 16. Is the senior minor home repair program a citywide initiative or is a limited service area acceptable? Are there limits to the cost of the repairs? Income verification? Does CDA envision a CDC to manage construction contracts related to the work or to have someone on staff complete the repairs?**

A limited service area is acceptable for the minor home repair program. We expect the repairs to be minor in nature and the costs to be reasonable. It may not be cost-effective to rely on contractors in a proposed minor home repair program. We anticipate that applicants will likely utilize in-house staff to complete the repairs.

Because seniors (persons 62 and older) and persons with disabilities are presumed to be low- and moderate-income limited clientele, income verification is not required. However, documentation showing that the activity is designed for and used by seniors and persons with disabilities is required.

- 17. Could you provide more detail on the Healthy Home Repair Construction Management Program?**

Construction Management for the Healthy Home Repair Program consists of an organization or agency acting as a general contractor. The organization or agency will be responsible for writing up scopes of work, assembling projects into bid packages, and selecting multiple contractors to work on each home. It will conduct inspections and work in concert with the City of St. Louis Building Division. It will also close loans for homeowners and be responsible for preparing contracts. It will need to have adequate staff to manage the program on a city-wide basis and staff should have experience in construction, lead remediation and loan closing services.

Food Deserts/Access

- 18. Some City departments use a ½-mile buffer when determining locations for food deserts. Can we apply for locations using this buffer?**

Thank you for bringing this to our attention. To align our requirements with the City's Department of Health, we will accept proposals for activities located in North City neighborhoods without access to fresh, healthy, and affordable food within at least 1/2 mile. For more information on what areas qualify, please see the attached map.

- 19. Is the XYZ neighborhood defined as a food desert according to CDA standards?**

Please see Question No. 18. Please also see the attached map.

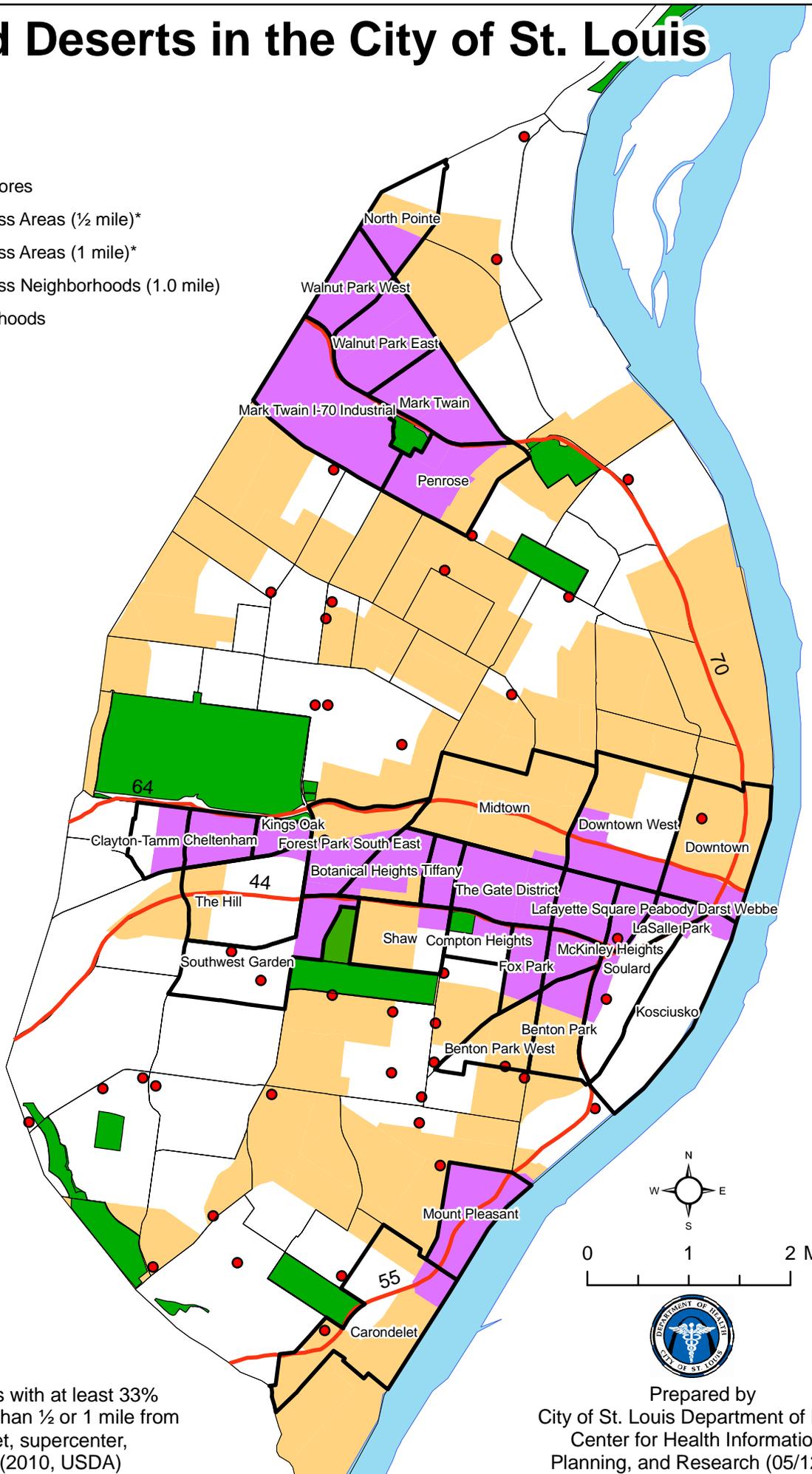
20. Is the food desert activity under economic development different from the public service food access activity? Can our organization apply for this activity even if we are not defined as being located within a food desert?

The food access activity listed under economic development is limited to activities located in food deserts in North City (as defined in Question No. 18). The food access activity listed under public service is not limited to activities occurring in North City, nor is it limited to activities occurring in a food desert.

Food Deserts in the City of St. Louis

Legend

- Full Service Grocery Stores
- Low Income, Low Access Areas (½ mile)*
- Low Income, Low Access Areas (1 mile)*
- Low Income, Low Access Neighborhoods (1.0 mile)
- St. Louis City Neighborhoods
- Highways
- Parks



* Low income census tracts with at least 33% of the population living more than ½ or 1 mile from the nearest supermarket, supercenter, or large grocery store (2010, USDA)