



City of St. Louis

## FAQs #4 – 2015 CDBG Request For Proposals

*Questions & Answers Received as of August 1, 2014*

*Posted on August 4, 2014*

Contact: [CDBG@stlouis-mo.gov](mailto:CDBG@stlouis-mo.gov)

### General Questions

**1. Should I submit one original sections 1-4 and six copies for each activity?**

Proposals consist of (1) sections I-IV and (2) all activities proposed using sections V-VII. So for instance, if you are proposing three activities, your proposal consists of sections I-IV and three sections V-VII. You are required to submit one original and six copies of the entire proposal.

**2. Are only 501(c)3 organizations eligible to apply or can it be any non-profit that can prove its status?**

All 501(c) organizations may apply as long as the organization provides a copy of the IRS Determination Letter.

**3. In the "Required Attachments", item #4 is "Letter of Recommendation from previous funder." Is there a penalty for submitting more than one letter?**

No.

**4. If CDBG funds are granted to our organization and we allocate the funds to other agencies via a competitive process, is there other documentation needed in regards to recipient agencies.**

Reallocating funds to other agencies is not allowed.

### Budget / Funding

**5. Instead of completing section IV-a (2014 Annual Operating Budget Form), would you consider allowing my organization to provide a link to our financial statement?**

Unfortunately, no. Budget information must be submitted on the provided form.

**6. Are indirect costs allowed?**

Yes. You will be required to submit a cost allocation plan if awarded 2015 CDBG funds.

**7. In the "Required Attachments", item #9 is "Most recently completed audited financial statements (if applicable)." How do I know if this does or does not apply to my organization?**

This applies to organizations whose financial statements have been audited by an accounting firm.

**8. My organization does not have an audited financial statement nor an A-133 audit. Is it necessary to provide an audited statement to the application?**

Organizations with audited financial statements must submit them with their proposals. It is not a requirement for organizations who do not have audited financial statements.

**Eligibility**

**9. Can funds be used to purchase a building? If so, are there any specific requirements of CDBG that pertain to a property purchase?**

Acquisition is not an eligible activity for this RFP.

**10. Do all services to City residents have to be provided in a facility within the boundaries of the City of St. Louis? For instance, financial literacy training and/or homebuyers training and counseling being provided in a building located just outside of City limits?**

Providing services in facilities located outside of the City limits is not expressly prohibited. However, the activity may rate lower if an organization does not adequately address program design and need.

**11. One of our projects involves the demolition of an unused, non-contributing building and developing the site into something that contributes to the neighborhood. Are demolition costs eligible for CDBG funding in this case?**

Your question does not provide enough detail to adequately provide an answer. However, demolition, in itself, is not an eligible activity under the 2015 CDBG RFP.

**12. One of our projects involves parcel(s) owned by another area nonprofit. This other nonprofit is on board with the project and if it goes forward, they will need to put some staff time into administering their part of the project. Can we request funding**

**for their work? If so, would they be considered a contractor, and would we need to go through a procurement process?**

Please refer to FAQ No. 2 for information on collaboration. Please also refer to the procurement chapter of the Basically CDBG handbook that is included on the CDA website.

**Activity Goals and Outputs**

**13. Are the only allowable outputs the number of people, households or housing units served each period?**

No. In the case of the Capacity Building for Minority Contractors and Microenterprise/ Incubator Assistance, the number of businesses is also allowed.

**14. When reporting for each period, are you looking for unduplicated numbers?**

For the purposes of the RFP, we are looking for the number served for each period, which may include some duplication.