



FAQs #1-6 – 2022 CDBG Request for Proposals
Questions & Answers Received as of August 11, 2021
Posted August 11, 2021
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1 **Grant Administration History**

- **What are some examples of letter of recommendations that a nonprofit could submit if they had no history of grant funding to date?**

Due to the complexity of CDBG rules and regulations, applicants must demonstrate some experience with grant administration and provide a letter of recommendation from a previous funder. The letter does not have to be from an agency. It can also be from a person who donated to the organization (although you may lose points for capacity if you have never received grant funds).

2 **Personnel Description and Resumes**

- **What would be the requirements for compliance with Equal Employment Opportunity requirements and CDA Approval for those costs to be CDBG-eligible?**

EEO requirements are applicable to any hires related to the CDBG funded activity. This includes new hires during the contract period, vacant or “to be hired” positions included in the proposal, and internal hires/promotions

Posting/advertisement is required in BOTH a general circulation and minority newspaper, with the St Louis Agency on Training and Employment (SLATE) and on the Agency’s website. Hires must be approved in advance by CDA for personnel costs to be CDBG-eligible

- **What does CDA define Contractual/Professional Services?**

Both grantees and subrecipients must follow federal procurement rules when purchasing services, supplies, materials, or equipment. The applicable federal regulations are contained in: 2 CFR Part 215.44, as implemented through 24 CFR Part 84.

Professional services is a broad term that refers to any service provided where the service requires specialized knowledge and skill usually requiring a license, certification, or registration. This service is performed by an independent contractor or non/employee of the entity that have been identified through a transparent and competitive process.

- **How does CDA define subcontractors?**

CDA uses definitions from HUD CDBG eligibility guidelines. When a grant recipient elects to hire a contractor, whether to administer a program, complete a task or do construction, those contractors must be procured competitively. A subcontractor would be any entity who enters in a contractual agreement to accept CDBG funding in exchange to provide or purchase materials, products, or services.

- **Is there a requirement to include job descriptions/resumes for partnering agencies or would we be required to include the partner agencies names and cost under the line item “Contractual/Professional Services”?**

If there is a partnership with an agency, all CDBG requirements must be met of both agencies. Contractors/Consultants should go under the “Professional Services” line in your Activity Budget. All professional services paid with CDBG will require a formal contract and that meets CDBG/CDA Requirements. Your proposal should demonstrate the need for collaborators/partners and identify the value that those organizations bring to the proposed activity.

3 **Financial Management**

- If a nonprofit was formed in 2021 and has not submitted an IRS Form 990, what would CDA require to submit in place of the most recently submitted IRS Form 990 for the organization?

You must still be on the earnings tax roll with the City of St. Louis, even if you have not paid taxes. You must also be current on your IRS 990 submissions, if applicable.

4 **Outputs**

- **How many Outputs are needed in our FY 22 CDBG applications? If there are less than 4 Outputs is that sufficient? Is there a minimum number of criteria to list under the Outputs?**

Outputs are required, however, having four outputs is not mandatory. Your outputs should be reflective of your specific program and what it aims to accomplish.

5 **CDBG Criteria**

- **The primary aim of our workforce development program is to place difficult people to employ into permanent employment...I'd like to know if the above Output meets CDBG's Criteria**

Yes.

6 **CDBG Timeline**

- **When will the CDBG grant application be released, when is it due?**

The 2022 CDBG Funding Cycle RFP will be available on July 27, 2021 through the Community Development Administration website:

<https://www.stlouis-mo.gov/government/departments/community-development/cdbg/2022-cdbg-funding-cycle-non-housing-production.cfm>

The application is due August 27, 2021 no later than 4pm.