



City of St. Louis

## FAQs #1 – 2014 CDBG Request For Proposals

*Questions & Answers Received as of July 1, 2013*

*Posted on July 2, 2013*

Contact: CDBG@stlouis-mo.gov

### Eligibility Questions

- 1. Are the specific Eligible Activities for funding outlined in this application the only activities CDA will consider or will CDA consider others not listed? From the application, it appears these are the only activities we can apply to complete.**

CDA will only accept proposals for the eligible activities detailed in the RFP, but please see also #7 below.

- 2. Are applicants limited to designating only one national objective to be met by the proposed activity?**

Yes. IDIS, HUD's reporting database allows only one national objective.

- 3. Are applicants limited to six proposed activities?**

No.

- 4. Please define "other public supportive services"**

Public supportive services include all CDBG-eligible public service activities not detailed as a separate activity. Please see page 7 of the RFP for examples.

- 5. Please explain the note at the bottom of p. 6?**

The City, per HUD's rules, has a cap on the amount of funding it may spend on public service activities. Our public service activities are capped at 19% of the total CDBG grant awarded for that year plus program income received in the preceding program year.

**6. Is eliminating blighting influences and deterioration of property and facilities a housing production or activity?**

This national objective is most often associated with housing production, but may be used with other activities. Please email [CDBG@stlouis-mo.gov](mailto:CDBG@stlouis-mo.gov) with specific questions.

**7. Is restoring and preserving properties of special historic, architectural value a housing production activity?**

It may be a desirable consequence of a housing production or other development activity. Historic preservation activities in and of themselves are eligible, but because when undertaken as such they are classified as planning, we are not soliciting any proposals for these activities in this RFP.

**8. Please clarify under what conditions applicants should check that they serve specific clientele. Most programs serve many populations without their knowledge.**

A public service activity may serve strictly a Low-and-moderate income (LMI) population or a group primarily presumed to be LMI such as abused children, battered spouses, elderly persons, etc. In your proposal, you should indicate which group you are specifically proposing to assist.

**9. As a CBDO that currently has Nuisance Coordinators, it is not clear if those staff persons will now be under the new Problem Property Program or if we should include them in our applications.**

The Problem Property Program is administered by City departments (City Counselor's Office, Public Safety and City Courts) and only includes persons employed by the City.

**10. If I have an approved 990 extension of August 15, 2013, may I still apply?**

Yes. The RFP requires that an applicant be current with IRS Form 990 filings or be under an automatic or approved extension with the IRS.

**11. Within the required attachments section, it requests a '501(c)3 IRS Determination Letter'. All credit unions governed by the National Credit Union Administration fall into the 501(c)14 tax status. Will 501(c)14 documentation suffice for this requirement?**

Thank you for bringing this to our attention. A 501(c)14 will suffice.

## **Funding Questions**

**12. It is my understanding that CDA (block grant funds) will not pay 100% of any salaries in 2014 and personnel schedules will not be used. Will personnel schedules be used in 2014? What will be an acceptable % of block grant funds to be used for compensation of staff to carry out an activity? Will compensation be determined by a per unit cost to carry out a given activity.**

Depending on the activity proposed, CDA, may, at its discretion, use personnel schedules and/or assign a “per unit” cost. CDA will only pay for reasonable costs associated with a specific activity. We cannot give a specific percentage that will be acceptable, as that will depend on numerous factors, including the specific activity, proposed partnerships, etc.

**13. What do you envision that the average grant award might be?**

Because this is a transitional year, CDA is unable to provide statistics on average grant awards under our new system.

**14. What will be the allowable admin fee that an agency can charge to the grant?**

CDA will not be funding general administrative fees under this RFP. All activity expenses should be directly tied to the completion of proposed activities.

**15. Does an organization risk the chance of decreasing its award through CDA if it admits to seeking funding from other sources?**

No. Secured funding sources enhance proposals.

**16. Can CDBG funds be used to provide a match for other grants related to Public Improvements-Infrastructure/Public Facilities to build or enhance public capital improvement projects?**

In some instances, it can be done. Please email [CDBG@stlouis-mo.gov](mailto:CDBG@stlouis-mo.gov) with specific questions.

**17. Will any match be required?**

No, but CDA strongly encourages organizations to seek additional funding sources.

**18. Under the expense category, where should construction costs be listed if applying for a public improvements activity?**

If utilizing a general contractor, please list those costs under “Consultant and Contract Services”. If you will not be using a general contractor, please email [CDBG@stlouis-mo.gov](mailto:CDBG@stlouis-mo.gov).

## **Program Questions**

### **19. What are the penalties for not achieving goals?**

If a funded organization does not timely achieve its goals, CDA will not release payments.

### **20. Do you encourage collaborations?**

Absolutely. Seeking collaborations and additional funding sources is a factor in rating applicants.

### **21. Resumes are required for all staff members being paid with CDBG funds, is this correct?**

Yes, the Request for Proposals requires that organizations list each of the existing staff positions and attach a resume and job description for those staff to be involved in the administration, management and/or operation of proposed CDBG activities.