

ADDENDUM ONE – 2020 NOFA

Posted August 9, 2019

Who are the evaluators?

OED staff and other city agencies.

In the categories and priorities, I don't see basic needs – food assistance, Medicaid, SNAP.

This is a different NOFA than what we've done before. We are not necessarily funding basic emergency services. We are looking to fund wealth building and empowerment.

Under Youth and Adult Services – Can you do youth or adult or is it all inclusive?

Can do either or both as long as you specifically identify that in your proposal.

With the Cyber Security – is that saying that we should or do we need to prove that we have it within my insurance document?

Your broker is familiar with the certificate; there is a place on your insurance certificate where it will need to be documented. The insurance certificate is one of the sample forms that we have on the website.

Do we have to have all those insurances prior to the submitting the proposals or if you make it pass that initial proposal, then can increase insurance requirements?

You need to have the basic General Liability and then if you are awarded, Worker's Comp. You have to prove you're an actual business entity and that, yes, you'll have to have General Liability coverage and WC. When we move to negotiate your contract; once awarded and notified you have been awarded, then that is probably the first thing you need to work on while you're working on your Scope of Services negotiating with the program officers.

As far as the mention of the areas, does our organization have to be in that area or the address in that area?

According to CDBG rules and regulations your organization does not have to exist in that neighborhood; however, you must be able to demonstrate how you are going to bring/offer those services in that neighborhood. What we don't want to see happen is people have to get on four buses to get over to where you are, so then it's inconvenient and your performance goes down because no one is coming, so keep that in mind.

I have a question about your audited financial threshold, my previous contract said for organizations with \$750,000 budget or greater.

The audited financials are for amounts over \$750,000 only. We will correct that on our communication slide show.

Single Audit Threshold (200.501) – The **threshold** for requiring a **single audit** increased from \$500,000 to \$750,000 in federal expenditures.

Under the priorities category, would ECE fall under youth and adult services or are we focusing more on the job training? It's focusing on those older youth in that jobs skills training area. Seems to be focusing on older youth, so would ECE qualify? ECE itself is a covered service?

Not under our priority areas this year. It would have to be something empowering youth to be successful in their future lives. With respect to the gentleman's question about other areas might be added as determined in the future. For the purpose of this grant, the areas listed are the limited areas. We are in the process as a city of going through and deciding if these are the areas we think we should continue to focus on, but that won't happen before August 17, 2019.

The PF&I is specific to creating infrastructure?

Yes, and that is an annual, open application -- you don't have to wait. If we have any applications that come in that we think are a PF&I, you will be notified that this doesn't fall under that category. We will submit this as an application to be considered when funds are available.

I noticed in the guidelines that it said buildings for general conduct of government were not eligible. Would a library be considered that as it's technically a government building but also providing services? Is a public government facility eligible – government agencies are not eligible to apply? If a government agency is partnering with a non-profit for a facility that has non-government services as well as the library – would that be eligible?

If a government is involved, we cannot really fund it – that's one of the rules of CDBG. So a library building would not be eligible. We cannot use money from HUD to support our own infrastructure. Correct, government agencies are not eligible. The non-profit should apply for that funding even if the library is a partner or collaborator.

I want to bring back around To the ECE question – we are focusing on economic development here and in order for parents to work to develop economically, they need childcare. And I don't know if anyone in this room knows that we have a huge childcare crisis in the state of Colorado, um so, that's a NO GO? A brick/mortar facility or childcare facility, supplementing costs for childcare (to run your business?)

Early childhood education itself is not qualified project. If you were wanting to establish a group of people who were offering certified early childhood educator trainer course, we would consider that under business development. Those who are in the business of helping people form quality home based early childhood or become certified early childhood providers would qualify under the business assistance for financial empowerment. We cannot tell you how to tailor your proposal in order to be considered for an award. You would need to have some conversations in your community and determine if in fact you can partner with other people and how you can tailor it.

If we are lucky enough to get an award – is this going to be a grant or reimbursable?

It is what we call a performance grant – as long as you do what you say you’re going to do – it’s a not expected to be repaid. If you don’t do what you said you were going to do, it’s potentially reimbursable, that’s why the metrics are so important. We will work with you to make sure they are measurable; because if you say you’re going to treat a 1,000 people or help a 1,000 people and you serve 50, then technically you are not in compliance with the grant.

If I’m funded, am I going to get \$100K up front or am I going to have submit invoices and be reimbursed?

It is a reimbursement process. You must have a source to support the project until you get reimbursed. These funds are reimbursable, not an advance.

Can you submit separate applications for different focus areas?

Absolutely.

And what about more than one priority area?

Yes.

If we have two different ideas in the same area, should we submit two separate applications?

Yes. You can and because there is an area when you go into WizeHive and it will say “project description, project name,” so you might be an organization that has several projects going on and so you would highlight those and identify them, like this application is for this project and this application is for this project. Note that you can only have one active (open) application at a time -- so you need to complete an application, submit it, then start the next one.

You’re speaking in reference into WizeHive when you’re trying to submit?

Correct, yes.

Are renewal applications accepted within these categories? And if so, if you’re under contract now do you still have to complete all the documents even though they have been submitted in the past?

So, the answer to that is “no” and “yes.” So this is NOT a renewal application process. People who are currently awarded are awarded for 12-month period only and if you are applying for this funding, it is for 2020; from January 1 to December 31, 2020 activities. There is no carry-over, for example if you were awarded a 2019 NOFA and you also applied here, you might have some of the same people still receiving services, but you have to do an in-house application and qualify them in that 51% all over again because when I come out to monitor I’m looking for 2019 information, when I come in 2020, I’m looking for applications with a 2020 date.

Do you have definition for youth as far as age range?

Typically, what we use workforce development and the WIOA program (the Workforce Investment Opportunity Act); they go to age 23. The youth programs are for ages 14 to 23.

Can you talk about reporting requirements programmatic and financial? I did an OED grant many years ago and there was very intensive timesheet tracking and there was a very heavy burden on both the contracts teams.

I could but I would need for you to be more specific about what you want to know; we are still burdensome. Yes, we have reporting requirements – we do require, from a programmatic standpoint, what are called the OPMRs (Outcome Performance Measurement Report) which you will have to report on monthly, quarterly, or other. It could be monthly for six months especially for new people. We don't want you to go three months and you identified and counted race and ethnicity completed wrong, for example. If you're new, your program officer may decide you need to report every month and then after four months will see how you are doing and reevaluate.

As part of financial requirements– everyone awarded will be required to go to a financial training where you will get information on the back-up documentation, how you submit, what's required, what's minimal. Timesheets, if you have people being allocated across different programs. We encourage you to have a person that is dedicated 100% then use your other funding to support some other programs or to support your non-personnel expenses as it's just easier/simpler. Wherever possible, we encourage that; sometimes it's just not possible. All those details of that documentation will be given to you in the financial training.

In regard to each of the focuses you are saying we can pick one, we don't have to match all of them?

Correct.

In the building capacity, if our facility is an older building (1800 century thing) but we have some level of ADA and not levels of ADA – is that going to give us a ding in regard to the application process?

It doesn't give you a ding. We don't require, if there is undue financial stress, we do not require that you be ADA accessible. We want to know what you are, what your plans are and how do you meet the needs (for example if you have no wheelchair ramp, how do you meet the needs of any of your participants who could be in a wheelchair. Some of that is that you could meet somewhere else or the library, at this church that is example. We are looking for those types of accommodations. How you make the accommodations if your building is not accessible.

Within the parameters, if you have no paid staff and all of these pieces are required - How do we do the accountability dance?

Well we don't require you to have paid staff to carry out your program – that is an organization's decision. Some may say they have an entirely volunteer organization, but our funds are going to pay for this and pay for that (ex. Mileage, we pay for this or we want all of our money to go to Non-Personnel). When you have all your money going to NON-PERSONNEL, just know there is a lot of back-up documentation that is required, as long as you understand that.

Just for clarification, if your building is located in a zip code that is not low-income, you are not eligible?

If your building is, but where are your activities going to be available/provided; it is okay.

What is the entire pot we are all competing, the total pot?

Just like everything with government, there is a complex formula for figuring out how much it is based on how much they gave you before, how much you spent. I can tell you that it's about \$1.2M but the final number will be determined by HUD.

Are there any expense or funding categories that will not be funded, for instance, salary?

There is a list in the guidelines – page 6 of 11. Ineligible uses for CDBG funds for Public Services – this is where the question about the acquisition for a general conduct of government, political activities, including lobbying, purchases of equipment, certain income payments construction of new housing and ongoing grants or non-emergency payments to individuals for food, clothing, rent, utilities or other income payments. It is in the document available on-line, page 6 there is a link that will further define them as well. In general salaries related to outcome can be covered. Rents if it's related to the outcome, can be covered and things supplies can be covered. Whatever you are using for direct costs to the participants is covered. Those are eligible activities, salary, portions of salaries that provide that direct service. Some may be administrative, might provide 10% of your accountant's time because they are processing invoices or those types of things.

When doing a sample budget, you identify the people supporting this project. Generally speaking, we pay a very small portion of an Executive Director's salary. If you come in with 25-30% of an Executive Director's salary and you have other staff, we will have to negotiate that down as typically the Executive Director is doing administrative work and looking for other funding and that is not direct services to the participants. Sometimes in smaller organizations, the Executive Director might be doing direct services.

As construction and property improvement is the #1 economic development indicator, can you explain to me why that is excluded, particularly if your focus is on communities that have long needed that?

That is actually under the Public Facilities and Improvements and not under this NOFA process. You can actually apply year-round as Victoria mentioned earlier. That is a different program which is available to everyone; there is a different funding source than this specific NOFA.

Victoria, you mentioned that administrative costs directly related to these program outcomes can be included – is there a cap on what % of the overall award can be administration?

We typically have had a cap of about 10% of your overall project. Example, you applied for \$100K and you did \$90K in direct services and that you allow \$10k for administrative services. There is a budget narrative where you break down what that would include because then the accounts payable team is looking for documentation that supports that, and we do pay administrative costs if you have INDIRECT COST RATE. Some of you have a cognizant federal agency and you might have 17% indirect cost rate, well if you have a 17% indirect cost rate, we have to pay that 17% negotiated rate.

On the Board Officer Certification, is there a specific form or template that is required or is it okay that the Board Chair to sign-off that they agree that they know we are applying for the grant?

That is all we look for, something on your letterhead or whatever and your board chair says, "I am aware that they are applying for this money and am in agreement." There is no form.

Could someone speak to some examples or some categories of what community capacity building looks like? Can I add to that question? Define revitalization and is that only brick and mortar or does that transcend into cultural and though the arts (mutual exchange)?

That is tied to neighborhood equity and stabilization. As you know, often the community that is most at risk of displacement is not aware of the civic processes in which they can impact and help mitigate the

impacts of that. One of the few things that have been researched and that have shown to positively work for communities at risk, is if they are in some way organized and can be educated, (what is it, educate, agitate and organize). Really, there are frequently communities at risk that do not have representation at public forums for themselves. You could also see it as non-profits figuring out how they can work together and become a bigger non-profit and advocate for their community. So, we are thinking on both the non-profit level and community levels. If you are applying in that area, then you need to provide some research data that supports and not just because, "I feel like this", but is there some research that can support your claim and as to why your applying for this money in this area.

In the C&C of Denver RNO's are considered a quasi-governmental entity are they eligible to apply for this or does the prohibition of governmental entity take RNOs out of this mix?

Some RNO's are in fact also 501(c)(3)s . We do write contracts that are specific to governmental entities (pseudo governmental entity) we do fund those for this particular NOFA, you would have to determine to make sure it fits within what you're wanting to do. If you're an RNO you are advocating/advocate group, so maybe one of these would support that. If you are an RNO – you must register, make sure you have DUNS#, your registered with the state or find a fiscal sponsor.

For organizations that already are in priority areas doing stabilization work but are at risk of leaving the area due to gentrification would that sort of project fall under capacity building?

It depends. The first thing that comes to mind is needing assistance with rent, purchasing a building. We cannot do rent, and purchasing is through PF&I grant funding.

I'm with a youth serving organization continuing to provide low, very low-cost afterschool and summer programs.

We can do it. If you have building that you are paying rent for – we look at it in ratio. If we are 50% of your funding for your projects, you cannot charge us more than 50% of the balance. We look at the balance, to make sure we are paying our fair share from a funding perspective, but from a buying building perspective this is not what this is for.

How many projects do you anticipate funding with over a \$1M?

It depends on who applies and for how much. We know there are organizations that will probably apply for \$30K; in the 2018 press release, we did 13 projects.

The Review committee will be looking at cost per participant, look at the ask, how many do you intend to serve, is it reasonable? If awarded, we can negotiate that up or down. We look at service needs and areas.

Food focused programs/services?

Not as a primary provided service. It could be that you feed them before you give them an education related activity.

I think you said it, but I wanted to make sure that is in relation to this? So, if you ask for \$60k, after your done scoring, you think its worthy of a grant, but you say \$40K based on everything express, you all are willing to do that as well?

Correct; but we will never offer you more than you ask for.

Once it's awarded, can you ask for less?

Yes.

What is overall pot of money available for PFI?

It depends on the budget. We have few in pipeline now and some are priority now. We have something called "program income"; when you receive income (a fee or interest payment, etc...), Let's say you charge a fee for consulting with these people. Your market rate might be \$50/hr. but your fee is \$10.00/hr. That \$10.00 is program income – that is received as a direct result of an agency receiving funding. We never know what the PI is going to be. We can anticipate and state we are putting that back into the community. Funds then become available, that is why it's cyclic. That's why it is not uncommon for us to have spending deadlines, so even if someone was in line before you, but don't need funds until 2021 and your shovel ready now and we have a deadline to spend, you might get lucky.

In addition to that we have an application annually, but then we also have in addition to the program income, if we have some loan pay-offs, that adds funds. We do have funds that are loans and as these are paid back or if we have loan payoffs, we put these back into community.

Is there a person who is best to contact in the future if these were shovel ready?

Theresa Mendoza collects information for our PFI projects - you can reach out to her and she can send you the form and required documents, step-by-step. You can also send a funding request what are the required documents and step by step process. You can also send that question via the mailbox.

Because this is federal funding, I want to be clear on this, is there any restriction on who can benefit from the project in terms of immigration status or does it not matter if we are benefitting the community that has been identified?

Yes, it matters, they are federal dollars.

Yes, but do we have to identify their immigration status?

Unfortunately, we cannot serve aspiring citizens with these funds, but if you serve a mixed population we can pay for the other population with these funds and you could use your other funding to pay for the non-documented individuals.

But do you need people lawfully here vs. unlawfully here rather than citizens vs. non-citizens?

We can do residents, lawful residents.

Are BIDS (Business Improvement Districts) eligible for our funding?

I would suspect if they are applying for one of our focus areas they would be, there is nothing that inherently makes them ineligible; it's under cooperative business models. There is nothing that inherently keeps them from being funded.

ECE – just to clarify – we have adult job training program that has on-site childcare so adults can participate. Depends on your budget and what your proposing to pay.

Providing childcare – would that be considered under the focus area?

No, only if it were a business with a training childcare providers focus.

Is there any sort of prioritization that would favor a community-based organization applying for funds to serve the people right in their own community?

You want to know if you get points if you're in the community and serving the community? I have not seen anything that gives you an advantage because CDBG says you do not have to be present in the community, if you are providing those services and people have access to those services in the community. There are some things we do look at, for example, if you've been anywhere, not necessarily in that community and you have been very successful and have documentation of that, that is something we will evaluate.

Is there any requirement around hiring a professional evaluator – is there a cap? Is there one for evaluation requirement? You said there had to be outcomes, measurable outcomes...

No, not a cap but we need to look at what is direct to participants vs the evaluator. Majority of \$\$ needs to go to participant and that is what we will measure.

There is not a requirement on hiring a professional to evaluate your program. Is there a cap on what you can spend? is there a cap on what you can spend for an evaluator? There is not a cap, but we have look at how the cost of that and looking at the balance of well how much is direct to participants. If you have program where you are spending \$50k on an evaluator and \$30K is going to your participants, we will negotiate that as we want majority of the money direct to participants so that you can be able to measure that because we are measuring are 51% of the participants, low and moderate income. That is what we are looking for, that's the rules. Does that make sense?

In the category of literacy/self-sufficiency – does that include ESL? That could be a proposal if you want to provide ESL classes? Could it include curriculum that includes community organizing? What better way to learn the language than focus on community empowerment?

ESL is not restricted in those areas. Anything can be a proposal in those areas. If it's an ESL class that has to do with financial literacy, if it has to do with youth and adult services focusing on self-sufficiency, job training, independent living skills. We would not restrict you from doing community organizing in other languages. That is correct.

If an ESL class offered could it include curriculum that relates to community organizing?

Correct, we would consider those types of proposals.

Can funds be used to buy gift cards?

CDBG doesn't allow for gift cards, stipends, bonuses. In the past we supported it and it was troublesome. We advise you to stay away from that. If you have another program that could accommodate funds to focus on that and use NOFA funds for other areas which are not problematic to

allow you to concentrate on the NOFA focus areas, we advise you to do that. We attempt to not draw attention to questionable areas from the Region 8 office.

When you apply for a fiscal agent; do we need to have specific information?

Yes, this is in the guidelines. Our fiscal unit would advise you more. And yes, we'd be looking for the partners' information [programmatic and financial].

Are the documents you submit become public records – whether you are funded or not?

Yes, this is a public process for public funds. Under the CORA [Colorado Open Records Act]; however, we have the ability to redact information – we have to redact financial information. The City Attorney's Office will work with you to deem what is public information. There are many areas that are private/proprietary.

Under the capacity building – I'm with a youth serving organization – we provide stabilization services.

You should apply if your work falls in one of the focus areas. If you are in an area where the median income has changed, you are not restricted from applying.

Immigration – how do you verify citizenship?

We are looking for an Affidavit of Lawful residence. On your household and income demographics form, they have to identify. HUD requires that we collect certain information. One of those things is that the City and County of Denver trusts you to attest that you have checked to determine that the people can lawfully receive the services/the federal dollars. If Region 8 HUD comes to monitor the City and County of Denver project and they select yours they can ask you for that back-up documentation where you provided this group of people and you checked for the required citizenship or lawful residence. The federal entity, (Region 8) can come and ask for that data. OED is not checking, on the form – you are attesting to this. Do not provide a file for which that you cannot provide documentation.

This is not a question but a suggestion around the question on eligible non-citizens. It sounds like there is not a lot of clarity coming forth, but HUD publishes guidelines on eligible non-citizens, so I just wanted to recommend that perhaps everyone look at that so that we are NOT denying services and supports to people who are in fact eligible because it's much broader than citizens and lawful permanent residents. There are several different categories of eligible non-citizens.

You may find this website helpful: <https://www.law.cornell.edu/cfr/text/24/part-5>.

What is a high-level example of a monitoring visit?

The Compliance Officer is coming out to determine if the individuals you said you served in this first six/seven month qualify to be in our program based on the limits that the federal governments assess for individuals, families of two, three, etc. for family size. What did they attest to? I'm not asking for tax returns, I'm not asking for any kind of detail. I do not want a bank statement. Example: if you have files that say Victoria Lindsay has a family of four and she said they make \$50K a year. I verify to see if they are eligible to participate in the program. That's what I'm looking for. I'm looking for a grievance form for example, do you have complaint form a system for participants to say that they are impacting with what you are doing. What did you do about it, I'm looking for your board of directors listing and reports that you give to your board. There are a lot of times when we dealt with agencies and boards had no

idea they were not performing, and we decided not to renew that contract. There is a list of things in my administrative review where I'm testing that this is a viable organization, or could they be in trouble. If they could be in trouble, we need to help them. So, I provide that to you before I come and if your awarded during the contract negotiation time period, I let you see all the information

You need to be careful on what pots of money you are using to serve who.

Can you clarify independent living skills? Any specific you are looking for?

Under the general category – what does it take for someone to become independent and live on their own.

If BID is an applicant, there will not be Certificate of Good Standing?

Because BIDs are considered quasi-governmental agencies, OED would check the DOLA [Department of Local Affairs] website to ensure that the BID is a registered entity.

Will the TA session occur in this room?

Yes, we will meet in this room for new people.

If you are selected, we do have a specific training for you. Technical assistance to provide guidance on forms, metrics reporting, forms etc.

If you don't feel like you really understand the whole process of WizeHive and you're new to this, you're welcome to stay.

I am working on a budget for our proposal and noticed that it does not mention the award range for this grant. Can you let me know if there is a range for grant awards for this particular opportunity?

There is no award range for this NOFA.

-Would Denver Public Library, an independent city agency, be eligible to apply?

City agencies are not eligible to receive CDBG funds designed for Public Services.

Would a new library be considered a building for the general conduct of government?

Not under CDBG funding guidelines.

What is the limit in terms of funding amounts?

No limits have been designated.

We are doing neighborhood revitalization through home and neighborhood improvement projects where volunteers assist residents with projects like painting, yard work, landscaping, alley clean-ups, etc., but it looks like this NOFA is focused on capacity building, rather than direct neighborhood revitalization?

Correct; you would need to go to the OED Funding Opportunities for the Public, Facilities & Improvements (PF&I) application which is open year-round with no deadline to determine if you feel that this would be appropriate.

Economic development: business assistance for financial empowerment – We have a social enterprise lawn care business called Extreme Yard Care. Would that be a fit here?

You would need to submit a proposal and the review committee will determine if that project is in alignment.

Youth and adult services focused on increasing self-sufficiency, including literacy, independent living skills and job training – Not sure if this would be a direct fit?

You would need to submit a proposal and the review committee will determine if that project is in alignment. You may submit more than one application for separate service projects.

Economic development: technical assistance for cooperative business models – Not sure if this would be a direct fit?

You would need to submit a proposal and the review committee will determine if that project is in alignment. You may submit more than one application for separate service projects.

Outreach efforts to promote available forms of assistance for economic development, employment, housing services and technical assistance – We are doing housing services through assisting residents with exterior home or neighborhood improvement projects, but is that what the NOFA is considering housing services? And if so, it looks like this NOFA is focused on outreach efforts, rather than direct services?

Some of the areas are for outreach; however, there must be a direct service benefit for all projected participants. Housing Services/Resources is regarding providing *access education* to housing services/resources.

Would someone be available to speak more with me about this in order to give more guidance and direction if we may be a fit to move forward with submitting a proposal? Thanks for your time and feedback.

The procurement is an open bid. We are unable to provide any direction or technical assistance on how you should tailor your proposal other than what is published.

In the presentation today it was mentioned that there is a requirement for internal accounting personnel. Was this requirement for NPOs above a specific annual budget amount?

Yes, we require accounting personnel to be either on staff or contracted out for any budgeted amount.

If we don't have a Chief Financial Officer as a nonprofit, who should we list or what should we provide to fulfill this requirement?

You should not include anything.

What is the due day/date for questions on NOFA guidelines to be submitted?

Monday, August 5, 2019.

In the Application Guidelines, it states that "Priority consideration will be given to applications that have a geographic focus on the East Colfax, Elyria Swansea, Globeville, Montbello, Northeast Park Hill,

Sun Valley, Valverde, Villa Park, West Colfax, and Westwood neighborhoods.” Does this mean that proposals that focus on other neighborhoods outside the ones listed will be discounted or given a lower ranking? Our project area, while not listed above, has between 58-74% LMI residents. The population we serve directly with the program are 100% LMI. The project fits squarely in one of the focus areas, and also has the potential to be expanded and replicated in other neighborhoods.

As the Guidelines say, “Priority Consideration will be given to [those neighborhoods]...” you should decide as to whether it is worth your agency’s consideration to submit an application for services outside of these neighborhoods.

My program is located in one of the neighborhoods specified. We provided a Care Navigation program to assist the most vulnerable in our community. Our goal is help individuals reach the level of self-sufficiency [sic: sufficiency]. I am completing HMIS training among others and have been helping the community members find placement in rapid rehousing or permanent supportive housing. During our one on one session we provide social and independent living skill. We also have a food bank and many other services we provide to the homeless. Do we meet support services proposal guidelines?

I encourage you to take the opportunity to select a[n] area(s) and submit an application in the area[s] you believe are most appropriate.

1. Is there a word or character limit within the narrative boxes in the WiseHive portal?
2. The following links are still not working:
 - a. Denver Neighborhoods hyperlink (Section V11.A.7)
 - b. Lobbying Certification (Section IX.B.)
 - c. Drug Free Workplace Certification (IX.D.)
3. For 2.b. and 2.c., is there another location where these forms can be accessed in the event we cannot access those links?

We have tested them and don’t have any problems; therefore, it may be your system. Please try copying the link and pasting directly into your browser to see if that works. If it doesn’t, let me know and we will figure out a work around.

I believe we have the glitches in the program fixed. Please access the application and let me know if you are still having difficulty.

Thanks for the quick reply. I'm not having difficulty with any of the other links/forms, and have tried copying and pasting directly into my browser, with no luck. The error message is "page not available". If you can just forward me the 2 forms I'm missing, that would be awesome! (Lobbying and Drug Free Certifications).



Please see attached.

Thanks for the follow-up. As I mentioned, I was out of town for the Jul 29 meeting. Does that disqualify me from applying or how do I get the info from that meeting so I am able to move forward? Please let me know how that works.

The pre-bid meeting was not mandatory.

Is there a word/character limit in WizeHive?

There is a word/character limit in some sections.

If the organization doesn't have a CFO, what should be entered under section VI, question J?

You should leave this section blank or put N/A if it allows you to.

Rocky Mountain MicroFinance Institute(RMMFI) and Re:Vision will be applying jointly for funding. RMMFI will be taking the lead on filling out the proposal. Do we need to include Organization information such as EIN, DUNS, CCR registration expiration date for both organizations? Do you prefer that one organization be the lead for the project, or that you contract separately with the two organizations?

Yes; there will be a principal organization [lead] that we would fund and the partner would serve as a subcontract, if you will. You would submit information for the LEAD only; it would be the Lead's responsibility to collect and maintain information on the "sub".

We are a local office of a large global organization; as such, the authority to apply for grants and enter into contracts up to a certain threshold is delegating to us at the local level. It is highly unusual for our CEO or our board chair to sign cover letters. With documentation of this delegated authority, would the cover letter requirements be waived, to accept a letter signed by the Executive Director of our office?

The Board Chair is a requirement for acknowledgement of responsibilities for potential awarded funds.

Under Section VI: Financials, Attachment J is the CFO's Resume. In the case of a local office of a large global organization like ours, would you be looking for the resume of the CFO who oversees all of our domestic and international operations, the resume of our Finance Manager who oversees all of our financial activities for our local office, or perhaps both?

Either or both.

Related to Section II, Attachment K – Certificate of Good Standing, our organization's certificate is good through 8/15/19. We will be renewing, but will also be applying in advance of the deadline for this NOFA and prior to renewing. Will we have the opportunity to submit a certificate after we renew our registration, demonstrating continued good standing, so we are not disqualified?

Submit what you have; another will be pulled at the time of award to validate good standing with Colorado.

Would you please confirm whether the HUD guidance on eligible noncitizens and related documentation requirements outlined in Figure 3-4 of the HUD Program Eligibility resource at https://www.hud.gov/sites/documents/DOC_35645.PDF are correct and applicable to this funding opportunity?

It is not our role to validate information that the federal government publishes. If it is published, we are required to follow the most recent dated documents.

We are a mobile grocery store, so our direct service to the community include purchasing and then selling healthy food options to the community at discounted prices. Would the purchasing of food be allowed as a budget item within this type of funding, if it is our direct service to the community?

Purchasing food for the purpose of reselling would not be allowable under CDBG. CDBG rules regard this as “income payments” and those are generally not allowable.

Are all of the requirements that are listed, such as additional insurance (liability, cyber)/certifications things that must be in place prior to submitting an application, or are those requirements that would need to be in place before starting the grant period, if we received the grant?

You must demonstrate that you have at minimum General Liability and Workers Comp; other insurance coverages are based on services that we purchase and could be negotiated at that time.

It is our understanding that these grants would be strictly set up as reimbursement funding and since we are a startup nonprofit, it would most likely not be possible for us to hire/pay staff, and purchase food. Our intern mentioned that this came up during the Q&A and another type of funding specific to services may be available and is currently on a rolling cycle at DEDO, maybe called PFNI or PFNA. I have looked on the website, but have not been able to find any information. Is this something that is available right now? Since our operations are more direct services, we feel this other NOFA may be a better fit, compared to the neighborhoods NOFA.

All monies are reimbursement only. We do not advance funds; you would need to seek other sources for operating or startup funds. Additionally, CDBG requires you to leverage funds; the CDBG program does not fund any programs 100%. PF&I (Public Facilities and Improvements are construction based. You should research this on your own on the HUD Exchange to determine if you have need in this area. <https://www.hudexchange.info/onecpd/assets/File/CDBG-Public-Facilities-Improvements-Introduction-Transcript.pdf>

What is the amount of this grant?

OED has not identified award limits.

Does the organization need to provide matching funds? If so, what amount or percentage?

CDBG requires leverage of funds of at least 30% of the program amount. For example, if the total cost to run your program is \$100,000, you would need to leverage a minimum \$30,000 for your \$70,000 ask.

What is the length of the grant? 1 year, 2 years?

Grants are awarded in 12-month increments.

If submitting multiple programs, how many times do we need to complete the request form or send a confirmation email?

You should treat each program submission as separate as there will be a couple of people doing the technical review to determine if all eligible documents have been included.

In the Financials Section Part B: If the organization expends \$750,000 or more of Federal assistance during its fiscal year, attach most recent Single Audit. Our organization expends \$750,000 during our

fiscal year; however, we do not have a recent single audit since this was never required of our organization. Will this disqualify us from the application if we cannot provide the single audit?

The requirement is \$750,000 in FEDERAL EXPENDITURES. If you are expending that amount in Federal Funds your finance manager or Board of Directors should surely be aware of this requirement. I am unable to acknowledge whether the unit completing the Financial Review of your agency's application would disqualify you.

We are an early learning center. Do we need a "Central Contractor Registration" and its expiration number?

Every recipient of Federal funds is required to have a DUNS registration and CCR and expiration number. I believe on the application it is identified as *required*.

You are asking for five years of financial data; although, we formed the non-profit in late 2013, we did not qualify to complete a 990; however, we did fill-out a 990-N which outlines our claim for not meeting the requirement of making at least \$50K. Can we supply just four years of financials?

Yes. You can only provide financials for which you have been operating and/or have been required of you.

Over 95% of our clientele receives Government assistance, which would imply that we receive a large amount of our funding from Denver Child Care Assistance Program (CCAP) which is a program that is funded by Federal funds, State funds and County. We also receive monies from the Colorado Adult and Child Food Program (CACFP), would you suggest that I include a "schedule" under VI. Organization Financials (G) that outlines the funding from this conglomerate?

The requirement is for you to report the funds that your agency receives. I am not sure what your clientele receives is apropos?

When we select "Non-Profit Organizing for community capacity building (impacting neighborhood revitalization," and the specific area, we do not access additional questions. Would you be willing to either a). walk us through this process to see if we are experiencing user error, or b). send us the questions so that we can attach them in a separate document.

There are no "additional questions" per se. The comment is in regard to the section "B" about designated neighborhoods and such.