

September 19, 2018

**Addendum #1**  
**2019 NOTICE OF FUNDING AVAILABILITY**  
**NEIGHBORHOOD SUPPORT SERVICES**

The following questions and their answers are hereby incorporated into and made part of this Notice of Funding Availability:

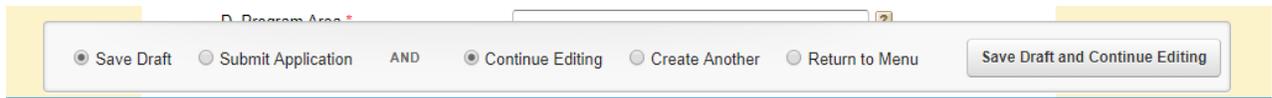
(Q) Questions and (A) Answers:

Q: What email address do we send questions for Wizehive to?

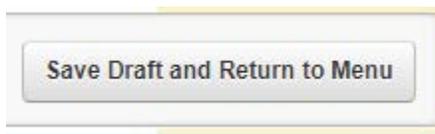
A: [OED\\_Neighborhoods.Proposals@denvergov.org](mailto:OED_Neighborhoods.Proposals@denvergov.org)

Q: In Wizehive, after I “save and continue editing”, I can’t figure out how to get to that same draft after logging out of the system and logging back in.

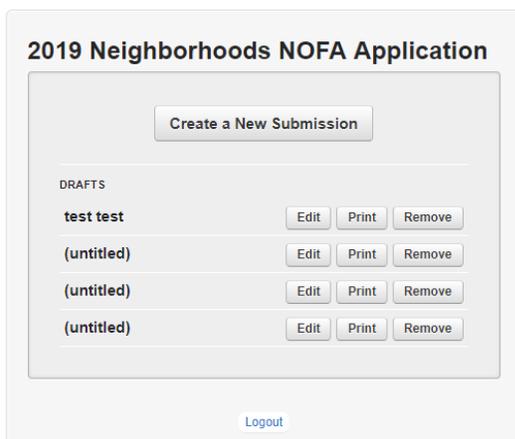
A: **When you log in, a draft application will show up. At the bottom of the screen, you will see this bar:**



**Click on the buttons that say “save draft” and “return to menu”. The button on the right will change to:**



**Click this, and it will bring you to your menu page:**



Q: Can multiple programs submit applications together?

**A: Note that organizations must submit a separate application for each program to the Notice of Funding Availability if more than one program and/or service is proposed. However, if the program is a single program with multiple organizational partners, please indicate “prime” or “lead” organization.**

Q: Does the NOFA include an application for gap financing for development projects?

**A: No. The NOFA application is only for neighborhood programs and services.**

Q: If we have a currently awarded program and we want to request funds due to increased costs, do we apply through the NOFA?

**A: No. Contact your program specialist regarding amending your contract. However, if a partner currently under contract is interested in providing a program or service eligible under the NOFA Program Guidelines for 2019, including a program that has been historically funded through OED, the partner should apply through the NOFA for that program for the upcoming year. If an amendment to an existing 2018 contract is necessary, please contact your program specialist.**

Q: I reviewed the availability for funding typically used for BSO support. Can BIDs apply?

**A: Yes, we have had BIDs apply in the past.**

Q: Can other agencies/governmental organizations, such as the Denver Public Library, apply to this NOFA?

**A: Yes, we have had these organizations apply in the past.**

Q: For the low-moderate income (LMI) requirements, do you have to serve the requirements on both area basis and limited clientele, or can you serve LMI clientele in a non-LMI area?

**A: Both are not required – you can serve LMI clientele in a non-LMI area.**

Q: Is the budget restriction of \$50,000 - \$130,000 applying to Neighborhoods public services contracts only?

**A: Yes – public services contracts, not development activities.**

Q: Are NOFA applications being accepted for 2-year programs?

**A: No, contracts are written for 12-month increments. Guidelines section B.1 states: “contracts will be executed with a one-year term, with renewal for the second year at OED’s discretion based upon satisfactory contractor performance and available funding.” Therefore, an organization may indicate a 2-year approach is intended, but should be aware that the funding will not be awarded initially for a 2-year period. Rather, 12-month contracts will be awarded.**

Q: Is the list of priority neighborhoods random or is it listed in priority order?

**A: The neighborhoods priority list is random – no neighborhood has priority over another.**

Q: Are there no public facility improvements projects being offered through the NOFA?

**A: Correct, however the NOFA Guidelines does link out to that application. PF&I proposals may be accepted at any given time, and awards are made based on project outcomes, budget constraints, and other conditions.**

Q: Does a program have to fit into one of the priority program areas?

**A: An organization can still apply to the NOFA with an alternative program proposal. Applications outside these priorities will be considered but may not receive priority in the evaluation process. New ideas and innovative programs are invited, however.**

Q: What is the maximum one can request when applying for the neighborhood support services grant?

**A: Applications for funding amounts between \$50,000 and \$130,000 will be considered for the neighborhood support services grants [Section B.2, Guidelines].**

Q: Does the organization providing services have to be located in the neighborhood it serves (with preference to your priority neighborhoods listed in the RFP)? Or can the organization be serving that neighborhood but not be physically located there?

**A: No, the organization does not have to be located in the neighborhood it serves.**

Q: What do you expect the reporting requirements of the grant to look like- timeline and structure?

**A: Subrecipients will be expected to provide reports quarterly or monthly, or as needed identified by OED staff. Formatted report templates are provided to subrecipients to submit on a regular basis and OED staff will also complete an on-site file review during the contract term. [Sections 11 and 22 of the CDBG services agreement, as referenced in Section C.6 of the Guidelines.]**

Q: Is there a funding range for proposed projects?

**A: Applications for funding amounts between \$50,000 and \$130,000 will be considered for the neighborhood support services grants [Section B.2, Guidelines].**

Q: Will the lack of recent contractual agreements with government entities be a detriment in proposal consideration?

**A: Recent contractual agreements are considered during the evaluation process; however, the lack of previous government agreements may not necessarily be a detriment.**

Q: Would the funding be able to support capacity building for an Early Childhood Education Center that serves low-income children from the priority areas?

**A: Please review the information referenced in Section A.6 in the Guidelines on the HUD CDBG Program: <https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>.**

**Chapter 2 of that document is particularly helpful regarding eligible activities and specifically capacity building.**

Q: Are food banks funded through this NOFA? If so, is equipment purchase eligible? If not, how does the city support food banks in the community?

**A: Food banks are allowed to be funded and have been funded in the past. Please review the information referenced in Section A.6 in the Guidelines on the HUD CDBG Program regarding eligible equipment costs for each type of eligible activity:**  
<https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>. **Previous food bank programs have focused on food distribution services.**

Q: Does this NOFA have a specific solicitation number we need to include in the Diversity and Inclusiveness in City Solicitations Information Request Form?

**A: No; please reference “Neighborhoods NOFA 2018”.**

Q: The link for the Drug-Free Workplace Certification in the online application pulls up a website that says "Oops Page Not Found." Do you have an updated link?

**A: This link has been updated in Wizehive and the form is available here:**  
<http://denvergov.org/content/dam/denvergov/Portals/690/Funding%20Opportunities/c3%20Drug-Free-Workplace.pdf>

Q: Under D. Project Staff, #2 [in the Wizehive application], it reads: “Attach résumés for **KEY** project staff entered in the Project Staff spreadsheet.” I do not see any spreadsheets included to list project staff. Is there a specific spreadsheet we need to include/attach for Project Staff?

**A: No, we have removed that language.**

Q: If we are applying to the Neighborhoods NOFA, are we required to have a DUNS # and SAM registration?

**A: Yes; please see the Guidelines, Section C.6 for details on how to register.**

Q: Is there a rubric that explains what reviewers are looking for in each section of the grant application and tells how many "points" will be awarded for successfully answering each section of the application?

**A: No, the application sections are equally weighted and are reviewed collectively.**

Q: I see the range for grant requests is \$50,000 - \$130,000. Are these amounts for a 12-month period?

**A: Yes.**

Q: Are there restrictions on earning revenue through program activities that would be funded by OED?

**A: Yes; please review the information referenced in Section A.6 in the Guidelines on the HUD CDBG Program regarding program income specifically:**

**<https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>. Please also review the CDBG regulations at [§570.504](#).**

Q: Can you clarify that budgets that require audited financials are truly greater than 100k and not greater than or equal to 100k?

**A: Audited financials are required for budgets greater than or equal to \$100,000.**

Q: My organization does not have our own CFO. Our parent organization provides all our financial staff capacity. Should we submit their CFO's resume as the required attachment under Section VI. J.?

**A: Yes.**

Q: Are there word or character limits in the application narrative fields?

**A: Yes, however different fields have different limits. For example, under Section I. Program Details, B. Please briefly describe the project, the limit is 100 characters because it is a brief overview. Then in Section VII. Project Information, A. Basic Details, 2. Describe the specific program or service to be performed, the limit is increased to 1000 characters.**

Q: What is the monetary range we can propose for a) wellness programs and b) youth education programs?

**A: There is no range allocated to specific program types; rather the range of \$50,000 - \$130,000 applies to all neighborhood support services programs.**

Q: For the attachment re: a board resolution to submit this application, what should that look like exactly? Is there a recommended format for the board resolution document?

**A: There is not a template or sample format for the board resolution document. In its most simple form, the board or other applicable authority must sign a statement authorizing the organization's application for the specified program services.**

Q: Is the new City money being used to hold City accountable for gentrification issues? For failing of our schools, crime, etc.? We have experienced these negative changes over 12 years and City programs are doing nothing.

**A: The NOFA and program awards, and more generally, OED's work, will be influenced by the needs of Denver neighborhoods, residents, and businesses. These needs include the impacts and changes resulting from increased public & private investments in Denver neighborhoods.**