



June 23, 2023

**ADDENDUM NO. 01**  
**2024 NOTICE OF FUNDING AVAILABILITY (NOFA)-NEIGHBORHOOD SUPPORT SERVICES**

The above referenced NOFA is hereby addended as follows:

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

(Q) Questions and **(A) Answers**

Q1: The announcement does not include Northeast Parkhill among the NEST Index neighborhoods. Does that mean that applications will not be accepted for this competition?

***A: Proposals will be accepted from organizations located outside of the NEST priority neighborhoods, as well as from those who serve neighborhoods outside of the NEST priority neighborhoods. However, the majority of persons served must be low/mod income.***

***Additionally, the degree to which organizations located outside of the NEST priority neighborhoods serve residents of NEST neighborhoods, will be considered. The more an organization can demonstrate positive impact upon the residents of NEST neighborhoods, the better it will align with the goals of the NOFA.***

Q2: If you are an existing DEDO CDBG grantee, but not for NEST, can you apply?

***A: Yes, organizations who are existing DEDO CDBG grantees are eligible to apply for the NEST NOFA. However, please be aware of the requirements of any other federal funded services to prevent duplication of benefits.***

Q3: Are salaries for community staff members, who are participating in leadership development, an allowable expense for the community capacity building focus area?

***A: Community members may be eligible to receive stipends through the NOFA. In order to receive a salary, they would be required to have a subcontract with the primary organization or be employed by the primary organization.***

Q4: What documentation does an organization need to collect from program participants to determine LMI (low and moderate income persons)?

**A: In order to determine LMI, organizations must collect household income and family size data from participants. NOFA awardees will be required to collect this information through DEDO's Household Income/Demographics form to determine eligibility for CDBG funding. Please also see HUD income guidelines to determine eligibility. The FY 2023 HUD CDBG Income Limits are posted [here](#) (please control click to access and select Colorado and then Denver).**

Q5: If an organization submits two proposals, is there a cap on the total amount that can be requested?

**A: There is no cap on the total amount that can be requested regardless of the number of NOFA proposals submitted. The minimum award organizations can apply for is \$150,000, however there is no maximum limit. For historical context, NEST's total award for all NOFA project funding has been between \$1.3-1.5 million.**

Q6: Under the category of Community Capacity Building, it states, "The specific eligible activity for which capacity is being developed must meet a national objective." Could you share what qualifies as a national objective?

**A: The HUD National Objective that all NOFA awardees are required to fulfill is benefit to low/mode income (LMI) persons. Specifically, applicant programs should qualify as a low/mod area or low/mod clientele.**

**The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons.**

**The limited clientele category is a second way to qualify specific activities under the LMI benefit national objective. Under this category, 51 percent of the beneficiaries of an activity have to be LMI persons.**

Q7: Can mental health and wellness programs that take place in DPS schools in these neighborhoods qualify? Services are provided to youths and families enrolled in DPS schools.

**A: Nonprofit organizations partnering with Denver Public Schools to offer mental health and wellness programs to DPS students who are low/mod income (LMI) are eligible to receive NOFA funding. Please see HUD income guidelines to determine eligibility. The FY 2023 HUD CDBG Income Limits are posted [here](#) (please control click to access and select Colorado and then Denver).**

**Organizations must prove participants meet low/mod income eligibility through collecting household income and family size data through DEDO's Household Income/Demographics form.**

Q8: An applicant who provides supplementary in-school music support to Title 1 and/or low-income DPS schools. They are wondering if their organization would fit the criteria needed to apply for NEST funding?

**A: Nonprofit organizations partnering with Denver Public Schools to offer enrichment programming to youth who are low/mod income (LMI) are eligible to receive NOFA funding. Please see HUD income guidelines to determine eligibility. The FY 2023 HUD CDBG Income Limits are posted [here](#) (please control click to access and select Colorado and then Denver).**

**Please be aware of the requirements of any other federal funded services to prevent duplication of benefits.**

Q9: Where the application mentions “business support offices,” do those need to be officially designated as Business Support Offices, or could it be a nonprofit organization providing those services?

**A: The determination is made at the discretion of the NEST team. We look at if you are a non-profit and what types of service do you provide to small businesses in the community. We determine whether we regard you as a small business support office based on your mission statement, we review your website at look at the activities you publish. This is where we determine if we can include your nonprofit and designate you as a business support office providing technical assistance to other businesses.**

Q10: Will a 10% de minimus rate be available in the grant for administrative purposes?

**A: This NOFA will allow for a federal de minimus of 10% to be allocated on to any award that you received. We can also negotiate a higher indirect rate but know that you will have to provide your federally approved indirect rate showing that the federal government has allowed you to collect more than 10%. There is no guarantee that we will agree to give you more than 10% just because you have higher federally approved indirect rate. It is part of the negotiation process once we have decided to move forward with your proposal.**

Q11: Are Five Points based and serving nonprofits eligible to apply?

**A: Yes, they will be, however we are prioritizing organizations that serve or are based in NEST neighborhoods. An organization can be based in Five Points, but they support NEST neighborhoods as well. It's prioritized that NEST neighborhoods be served but it is not a requirement. If you have participants who are residents of NEST neighborhoods that will make your proposal stronger. You do need to meet the HUD national Objective requirement of either serving low mod area or low mod clientele. For low mod area you need to make sure that you are justifying your service area whether there is a census block or group of census blocks and the services provided in that specific area.**

Q12: Is there an award ceiling?/Is there a maximum award amount?

**A: The minimum award is \$150,000. We do not have a maximum. Historically we have awarded between 1.3 -1.5 million in NOFA funds and about seven contracts. We still do not know the allocation for this program year. Applicants need to determine how much it's going to cost to run your program.**

Q13: Should the proposal address \*only\* the NEST neighborhoods, or can it be broader?

**A: It does not need to only address neighborhoods however it is to you benefit to also serve NEST neighborhoods. For border neighborhoods please keep in mind this contract supports Denver County residents. See Q11 for more information.**

Q14: What is the timeframe of the grant program: Start date = Jan 1, 2024, End date = ?

**A: The start date will be January 1, 2024 – until December 31, 2024. However, at DEDO’s discretion there may be an option to renew for another year (12-month grant term) based on performance and HUD allocation.**

Q15: Can the link be shared for the interactive priority neighborhoods site?

**A: Please see link here: <https://storymaps.arcgis.com/stories/555f3e2dda714160b8e02fb120d9129c>**

Q16: Can the project (and funds) ONLY support services in the priority neighborhoods, or can we also support residents in other Denver neighborhoods based on where we are located?

**A: No, you do not have to only serve NEST neighborhoods. They do need to meet the threshold for low to moderate income and be Denver residents. See Q13 and Q11.**

Q17: Given that the minimum request is \$150,000, is there a minimum operating budget size for an applicant organization? (For example, if a nonprofit has an annual budget of \$300,000 could they apply and be competitive, even if the NOFA funding would be 50% of their budget?)

**A: Yes, and you can apply and be competitive based on your proposal. HUD does require some matching of funds be a part of the program. Please review the budget sheet requirements for other funding sources.**

Q18: Any chance the deadline can be July 6 or 7 since July 4 is a holiday and the application is due the next day?

**A: The hard deadline to submit your proposals is July 5, 2023 by 4:00 PM MDT. Applications will not be accepted after this date or time.**

Q19: Will a Language Access Plan be required?

**A: You are required to make sure you don’t discriminate again LEP persons under Title Six of the Civil Rights Act. It is considered optional by HUD but highly recommended as a best practice. You are required to ensure that you are offering meaningful access to LEP persons to your programs and that can be done through a language access plan.**

Q20: Not sure if this is too specific, but I have a budget question. How would you recommend we handle potential expenses - ex. I would love to pay for my staff to go present at a conference, but what happens if I include that in the budget and their conference proposal doesn't get accepted?

**A. We only pay for individuals on the grant and the percentage of time on the grant. If the conference is specific for this NOFA work, then it possibly may be covered. If the expense is not covered, you would not get reimbursed for it.**

Q21: Can we apply for multiple programs under one organization? IE will NEST cover homemaker services, care management, and congregate meals in one award for older adult services?

**A: Design your proposal so it meets the design of what you want your program to be. If that is what your program covers then you should document what encompasses your program.**

Q22: Is there an interest in infrastructure development within the priority areas?

**A: No, regarding construction related activities. That is not what this public service NOFA is for. Yes, if this relates to internal capacity building which is one of the focus areas. I.e. how to grow community members into leadership roles.**

Q23: Are fiscally sponsored organizations eligible to apply?

**A: Yes, as long as you identify who your partner(s) is in your proposal. A lead agency must be indicated.**

Q24: Is this a good funding stream for transitional housing?

**A: We are not funding any housing through this NOFA. For housing related opportunities please contact HOST (Department of Housing Stability). Please visit the HOST site.**

Q25: Under the 'Area Benefit' criteria for income eligibility - what does it mean that an activity benefits "all the residents of a primarily residential area"? What types of programs would be benefiting ALL residents in a whole neighborhood?

**A: See Q 11. You need to document and justify your service area and how that does benefit residents in your neighborhood. HUD Example: If a community center is being development in a predominantly LMI neighborhood. That would be presumed to benefit all the residents. Make sure to document and justify how all your programs serve residence in that service area.**

Q26: How is the income eligibility assessment if the program proposed has not received funding?

**A: For new programs that do not yet have participants then HUD income eligibility is going to be based off of those particular or family household sizes. Please review guidelines for instructions on low mod area and low mod clientele objectives. We will be looking for documentation for either of these national objectives. Please use HUD link provided in the application to determine household size and income.**

Q27: Where is the DEDO Demographics form you mentioned?

**A: Please be sure to use the appropriate year's form. The form has been shared on the DEDO Bidding Opportunities page.**

Q28: Regardless of your approach or focus area, am I understanding that you are REQUIRED to collect LMI data?

**A: Yes, it is required for low mod area and low mod clientele objectives. The low mod clientele objective collects individual, or family demographic and low mod area benefit collects census data for those neighborhoods.**

Q29: Can we apply for more than 1 bucket (i.e., mental health/wellness AND child/youth)?

**A: Yes, but you need to submit two separate proposals.**

Q30: If we are currently working on a project under a contract with DEDO, can the proposal be continues work to what we are currently working on? Or does it have to be a new work?

**A: It has to be improved work on the program and needs to be demonstrated. CDBG does not allow carry in and you need to show an improvement in your program.**

Q31: Is this grant reimbursable? / Is this a reimbursable grant and if yes, how frequent are the reimbursements?

**A: Yes, this is a reimbursable grant. We do one monthly reimbursement with back up documentation. More will be discussed in the negotiation process.**

Q32: Just to confirm, is there a possibility that only part of our application will be approved? Or will it either be fully funded or fully rejected?

**A: Your proposal can be partially funded. If awarded, you will be invited into contract negotiation to determine the funding amount.**

Q33: If contract periods are hoping for 2 years, then should we input our proposal budget for 2 years?

**A: No, please submit a 12-month budget.**

Q34: If the populations served is homeless, how would an organization determine if those served are Denver County residents? (located in North Englewood a few blocks from Denver County)

**A: We can serve homeless residents who are Denver County residents.**

**Without specific details, DEDO cannot determine eligibility on any situation. Please review the link that provides HUD's homelessness definition:**

**<https://www.hudexchange.info/news/huds-definition-of-homelessness-resources-and-guidance/#:~:text=This%20document%20helps%20to%20clarify,for%20longer%20than%2014%20days>**

Q35: Do you need to collect LMI documentation for all participants if you are applying through the LMAB-low moderate area benefit?

**A: You need look up census track information. Which indicates if the area is 51% low mod income.**

Q36: Would the HUD forms apply to Business services as well?

**A: For the national objective through the service area which is providing the low mod area through the census blocks. Low mod clientele forms do not apply. However, there are reporting requirements to HUD which we will require information about the businesses you are serving. There will be quarterly program reporting.**

Q37: I tried to upload the two years required financials for the last two years and it only takes one document, you do not have the option to upload more than one.

**A: You can merge your documents using Adobe to create one file and upload your documents.**

Q38: What are the requirements to receive funding?

**A: At a minimum, applicants must be nonprofit organizations who will be serving low to moderate income Denver residents for their proposed NOFA program. Please refer to the NOFA guidelines that provide detailed information regarding eligibility.**

Q39: Is this for already existing programs running in the Community?

**A: Eligible programs may be new or existing. However, new programs must be ready to begin and get off the ground immediately if awarded. If a program has already received NOFA funding, returning applicants must describe how the program will be enhanced, expanded, or built upon.**

Q40: How will recipients be chosen?

**A: All applications will be reviewed by an Evaluation Team comprised of DEDO staff and other evaluators. The program areas of review include but are not limited to the following: project plan, project outcomes, organizational capacity, financial capacity, community impact and alignment with the NEST Strategic Plan Goals listed on Page 2 of the NOFA Guidelines.**

Q41: Will there be a ranking system?

**A: Applications will be scored and ranked utilizing the Zengine tool based upon the information contained in the application itself and uploaded attachments.**

Q42: Is this a 'payback' system of funding?

**A: Yes, the NOFA provides funding on a reimbursement basis. Awardees must submit invoices and applicable backup documentation on a monthly basis for reimbursement.**

Q43: I am reaching out on behalf of a client of mine who offers wraparound services to homeless, particularly young adults who have aged out of foster care. Their building is located a few blocks from Denver County in North Englewood so, of course, many clients "reside" in Denver County. I am trying my best to confirm their eligibility for CDBG funds before beginning work on the grant.

**A: DEDO's federal award serves Denver County. This guidance from HUD is what we use to define homelessness. Without details, DEDO cannot determine eligibility on a specific situation.**

Q44: I have a question about this grant. In the main description, it mentions that one of the focus areas is "nonprofit capacity building", which I understand to mean that we would be working with other nonprofits to enhance their organizations - is that correct?

Then, in the proposal guidelines, it mentions "community capacity building". Which is correct?

**A: The focus area is "community capacity building". The intention of this focus area is to fund programs designed to develop the skills of low to moderate income Denver community members to affect positive change in their communities. Programs focused on elevating Denver resident voices and increasing community engagement are highly desired.**

**To expand further, these activities may include providing technical assistance and specialized training to nonprofit staff in order to support community members as described above. Payment of general operational and administrative costs of a nonprofit organization is not eligible under this category.**

Q45: Unfortunately, I wasn't able to be on yesterday's webinar-- will there be a link sent out or included on the website to view it?

**A: Please click on the MEETING RECORDING link on the DEDO Bidding Opportunities website to access the live recording.**

Q46: Please explain what should go on this sheet. It is not the actual amount requested since you are asking for amount requested vs amount secured. Correct? For example, if we are requesting funding for the project of X amount, nothing is secured yet.

**A: If this question refers to the budget spreadsheet, the budget is a proposed budget. Actual amounts are subject to approval during contract negotiations. Please refer to the Budget Cost Allocation spreadsheet which identifies the sources that fund each line item.**

**See example below:**



Budget Summary for Community Development Block Grant

(1) Item of Expenditure	(2) Total Project Cost requested from DEDO		(3) Other Federal Funding		(4) Other Non-Federal Funding		(5) Other City and County of Denver Funding		(6) Agency Total (All Funding Sources)	
	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Personnel	\$ 229,460	71.72%	\$ -	0.00%	\$ 90,500	28.28%	\$ -	0.00%	\$ 319,960	100.00%
Fringe	17,554	100.00%	-	0.00%	-	0.00%	-	0.00%	17,554	100.00%
Office Expenses, Supplies, & Equipment	4,336	52.05%	-	0.00%	3,995	47.95%	-	0.00%	8,331	100.00%
Communication	7,800	79.05%	-	0.00%	2,067	20.95%	-	0.00%	9,867	100.00%
Insurance	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
Professional Services	40,850	100.00%	-	0.00%	-	0.00%	-	0.00%	40,850	100.00%
Other Direct Costs	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
Indirect Costs	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
Direct Costs excluded from MTDC	50,000	100.00%	-	0.00%	-	0.00%	-	0.00%	50,000	100.00%
<b>TOTAL</b>	<b>\$ 350,000</b>	<b>78.38%</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 96,562</b>	<b>21.62%</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 446,562</b>	<b>100.00%</b>

Q47: If our work is with business owners giving TA and not around youth, disabled, the elderly or other vulnerable populations do we still need to add the Sexual Abuse or Molestation, to the existing policy?

In the application it mentioned only if we work around vulnerable population that we will need to do so.

**A: We do not make insurance coverage requirements in a silo. We partner with the City’s Risk Management agency to determine appropriate coverages in conjunction with the scope of services.**

Q48: In the budget line communication, what can go under this category?

**A: The budget line for “Communication” includes allowable communication costs tied to the grant-funded program, such as a newsletter for program participants. Note that you are not required to use the Communication category- it can be changed or left blank to suit the needs of your specific program.**

Q49: As part of the work we will offer businesses is maybe software to improve their operation, or development of their website or social media, would this kind of program cost qualify as an expense we can add to the budget?

**A: The examples costs described may be allowable: they must be reasonable, allocable, and necessary to the CDBG-funded project**

Q50: Is there anywhere on the info docs that specifically mention items that are not allowed to include as expenses that the grant covers?

**A: Uniform Guidance (2 CFR 200) describes unallowable costs in detail. Some examples of unallowable costs include but are not limited to alcoholic beverages, entertainment for staff, fundraising, and lobbying.**

Q51: We are looking at applying for funding from the NEST grant due July 5th. Are we able to set a meeting to discuss our RFP idea?

**A: Unfortunately, we are unable to advise applicants regarding program design in order to ensure an equitable procurement process. Please refer to the NOFA guidelines as you craft your proposal.**

Q52: What type of documentation is needed to show program participants are below the 80% AMI? We are

planning to apply for our youth program and it might be difficult to get paystubs showing household income from their parents. Would we be able to provide forms indicating participant self-attestation of household income being below 80% AMI?

**A: DEDO requires a self-attestation form to confirm household income. A sample form will be provided.**

Q53: Our organization is interested in applying for funding to support clinical mental health services for Spanish speaking children, youth and families, many of whom are undocumented.

The examples given in the mental health and wellness category align with our intent. However, the examples under the Children, Youth and Families category are focused more on wraparound supports.

1. Can we apply for clinical mental health services for Children., Youth and Families?

**A: Yes, you can apply for NOFA funding under the Mental Health & Wellness focus area if the children, youth, and families to be served are low-moderate income Denver residents.**

2. Can you confirm that funds may be spent on services for individuals who are unlawfully admitted?

**A: We generally cannot provide federal funding to programs that serve undocumented individuals, with limited exceptions.**

Q54: We are working on the Budget Cost Allocation spreadsheet, and we are unfamiliar with the variable cells on the non-personnel tab (1b) and the associated formula -- can you explain this? Also, the 1b Non-personnel is not linking to the Budget Summary tab in the same way the 1a Personnel totals are.

**A: The variables are used to show how you calculate your non-personnel costs. We wanted to allow flexibility in how you calculate costs. One example would be a monthly cost – variable one would be 12, for each month, and variable 2 would be the monthly cost of the item. The formula multiplies variable 1 by variable 2 to achieve the total. We highly encourage using the description field to explain how the cost was calculated in more detail.**

**E.g. Printing costs \$100/month for 12 months.**

**Variable 1: 12**

**Variable 2: 100**

**Total will auto calculate to 1200.**

**We are reviewing the spreadsheet; if there is an error, you may need to hand enter the totals on the Budget Summary page.**