

CDBG Economic Development RFA - Q&A

(updated 12/19/24)

Question 1: For the Proof of LMI Benefits required under this RFA, are we expected to submit all client self-certifications or related documentation at the time of application, or can this information be provided after the submission deadline as part of the post-award process? Given the tight timeline before the December 19th deadline, gathering complete LMI certifications from beneficiaries may be challenging within this timeframe.

Answer: Direct beneficiary related documents are not required when submitting the application. The review of client eligibility and required supporting documents for beneficiaries are components of the post-award process.

Question 2: For the financial documentation required as part of the application, can we submit an interim or unaudited financial statement if the final audited reports are not ready by the December 19th deadline?

Answer: Only the most recent, fully completed, statements and reports should be submitted.

Question 3: Are there specific templates or formats preferred for the year-to-date financial statement and project budget to meet the application requirements?

Answer: There is no specific template or required format for the year-to-date financial statement or budget. In Neighborly, question E.3. under E. Program/Project Budget provides a table with an option to include additional budget categories. A detailed project budget with all sources and uses of funding can also be uploaded under F. Supporting Documents.

Question 4: Regarding question C3a- we don't currently do income verification for our programs- what would we be required to obtain to prove that the client meets all the requirements for AMI Calculations and Location? Are we vetting each one to be qualified and what kind of paperwork would that require from the City. Just so we are aware, as I know some may be reluctant to share their income information or ID.

Answer: If funded, subrecipients are required to have, or implement, a standard for collecting income-related documentation used to determine eligibility by the beginning of the contract period. Income based qualification for each Small Business owner, Microenterprise owner, and person developing a Microenterprise would, at a minimum, require their family size along with source documentation (use HUD 24 CFR Part 5 to calculate income) or complete a CDBG Self-Certification of Annual Income Form. Please note that client eligibility should be certified within the contract period. A copy of their ID or an ID Verification Form is required.

Question 5: If awarded, what is the contract period?

Answer: The contract period spans two fiscal years (FY24 – FY25).

Question 6: When would the contract period start?

Answer: The start date is currently scheduled for March 1, 2025, but it is subject to change.

Question 7: Can you confirm if this RFA is not specifically tailored to affordable housing projects?

Answer: This RFA is specifically for the following CDBG Economic Development & Special Economic Development activities:

- Microenterprise – Start Up Incubator
- Microenterprise – Technical assistance
- Small Business – Scale-Up Services

Question 8: Can you confirm when disbursements for the CDBG funds will begin?

Answer: Please refer to Question 6.

Question 9: Will reimbursements be processed throughout the contract period as expenses are incurred, or will disbursements only occur after the end of the contract span?

Answer: Please refer to *Section IV. Application Requirements* of the Universal Request for Application (RFA) for CDBG Economic Development for disbursement information.

Question 10: Are there specific examples of successful applications or projects from past awardees that we could review for guidance?

Answer: The detailed activity requirements are specific to this RFA.

Question 11: Are there templates or formats we should use for reports and data collection?

Answer: All necessary information and documentation for this application are listed within the application. Additionally, Exhibit templates are available in *Section F. Supporting Documents* in Neighborly.

Question 12: Will we have flexibility in adjusting program milestones based on real-time participant feedback?

Answer: To ensure fair consideration for all Applicants, the City is unable to respond to questions that may influence a response within *Section C. Capacity and Experience – Project/Program*.

Question 13: Will there be an opportunity to adjust the budget after the award is granted if program needs shift?

Answer: To ensure fair consideration for all Applicants, the City is unable to respond to questions that may influence a response within *Section E. Program/Project Budget*.

Question 14: Who should we contact for technical issues with the online submission platform?

Answer: Please contact the Neighborly platform for technical issues.

Question 15: Is there a direct point of contact for specific questions during the application process or is today the last day?

Answer: Questions related to the interpretation of the Scope of Services or the proposal process will no longer be accepted. Please refer to the Universal Request for Application (RFA) for CDBG Economic Development for detailed information.

Question 16: We are structuring to complete the program in year 1. Should we be looking to spread it out into year 2?

Answer: To ensure fair consideration for all Applicants, the City is unable to respond to questions that may influence a response within *Section C. Capacity and Experience – Project/Program*.

Question 17: Can an incubator run for 6 months?

Answer: It should run for fixed terms, not to exceed three months.

Question 18: Is the 100% match required for all categories or just the Incubator?

Answer: It is required for all of the activities in this RFA.

Question 19: Does the business location also need to be located in the city limits?

Answer: Established businesses must be within Tampa city limits and an eligible census tract.

Question 20: What contract number do we use on the WMBE forms?

Answer: There is no contract number for this RFA. You may enter “n/a” as a response to section.