Frequently Asked Questions (for RFP released 8/02/19)

Community Development Grants Administration Request for Proposal

==All questions submitted to the CDGA office, in writing, will be posted and answered here==

1. **When are the applications due? Can I get an extension because I was stuck in traffic?**

Applications are due on Friday, August 23rd by 2:00 pm. Applications must be time stamped on or before 2:00 pm. Every effort should be made to submit the application earlier. No extensions will be granted. Be prepared for traffic, parking issues, and long lines at retail printing and coping companies.

2. **I didn't have time to stop and get 10 copies of my application; can I get copies made by the City if I pay for them?**

*No, it is the responsibility of each applicant to make copies prior to the submission deadline. To ensure a fair process and eliminate any burden on City staff, CDGA will **not** make copies.*

3. **Should we duplicate the entire RFP when submitting to CDGA?**

No. Please save money and trees! You only need to submit the application portion of the RFP, not the Introduction and Instruction pages. Of course, you must submit all additional documents as required.

4. **Should we submit one application including CDBG and HOME funds in one budget, or do we need to submit 2 separate applications for CDBG and HOME funding?**

Multiple funding sources are available for some activities. Please complete a Funding Application Executive Summary that identifies each source of funds and a separate budget as well. Keep in mind the budget forms may be different depending on the funding source, a budget form for each funding source must be submitted.

5. **Are there any Board makeup requirements for NIP?" If so can you please tell me what they are?**

There are no special requirements for agency board make-up for NIP activity. However, CDGA strongly encourages that board members reflect the population served by race, economic, and educational attainment.

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6. **When I start typing into the application the page numbers will change, is that okay?**

   Yes. As long as you answer the questions in order and stay with the format. Page numbers aren't a factor.

7.