



Updated: October 26, 2009

## CLARK COUNTY

TO: Holders of Specifications Relating to:  
RFP: # 565 – 2010/2011 Community  
Development Block Grant Funds

DATE: October 26, 2009  
FROM: Mike Westerman, C.P.P.O.

### **SUBJECT: Additional Information/Clarifications to Specifications**

- Question 1) How much funding is available?  
Answer 1) Approximately \$1.5 million is available for each year divided evenly between the Infrastructure and Social Services categories.
- Question 2) Is there a minimum or maximum dollar amount that can be requested for this funding?  
Answer 2) Yes, there is a maximum amount allowed. The application states that “the maximum CDBG award is \$300,000 per year.” The minimum request is \$50,000; however the Urban County Policy Board (UCPB) can waive the amount if requested.
- Question 3) If an agency is using an outside company to help put the application together, do they need to be identified in the application?  
Answer 3) Yes.
- Question 4) Are there guidelines for the minimum funding amount waiver?  
Answer 4) No. The applicant only need submit a short letter requesting the waiver.
- Question 5) Why is the CDBG application process changing from an annual process to bi-annual?  
Answer 5) The UCPB decided to change the process for several reasons:
- They believe that a bi-annual process will reduce the amount of work involved for applicants, County Staff and board members;
  - Applicants who apply annually for the same program will be able to use the same application and need only change the dates for each application;
  - Agencies will be able to plan projects for the future;
  - Agencies will be able to show they have secured funding when applying for other funding sources.
- Question 6) How does the new process work?  
Answer 6) The general process will not change from previous years. Applicants will fill out the application for each project/program that they are looking for funding, designating on the Pre-Application and on the Application which year they would like to receive the funding. The UCPB will review the applications and make funding recommendations for each year of the bi-annual funding round. The UCPB will then meet and briefly review the applications that have been awarded funding for the second year to verify they are still viable projects. Contracts will be executed in August of each year.
- Question 7) If an agency is looking for funding for both years, do they submit separate applications?  
Answer 7) Yes. If an agency is applying for the same program each year, the application content can be the same with different years indicated for funding. Each

application should also include the amount requested for that year, not a combined total.

- Question 8) Can a project be phased over the two years?  
Answer 8) No. There are strict regulations on when funds must be drawn down. Phasing may potentially lead to funds not being used before these deadlines and HUD could reduce the grant amount.
- Question 9) If a nonprofit will be doing a straight construction project, what information should be included on the Proforma?  
Answer 9) Fill out page 12, the backside of the Proforma for a straight construction project. There will be sections that do not apply to the project and can remain blank.
- Question 10) Will applications be accepted next year if an agency is not sure they will have a project for the 2011 funding round?  
Answer 10) The UCPB has not ruled this out, but at this time, applications will only be accepted until December 1, 2009 for both the 2010 and 2011 funds.
- Question 11) On page 2 of the Urban County Policy Board Operating Guidelines, it mentions that applicants that are applying for both CDBG and HOME funds can submit one application for both funding sources. Can you explain?  
Answer 11) Applicants may submit one application with the proper cover page for each funding source. There will be additional questions that will need to be answered and Clark County staff can work with the applicant to make sure all information is included.
- Question 12) If an applicant is applying for program funds, how do they know who to apply to?  
Answer 12) If the program will serve clients from both the City of Vancouver and Clark County jurisdictions, the agency will need to submit a joint application, dividing the full request of funds between the City and County depending on the percentage of clients for each area. For example, if you believe that 70% of your clients reside in the City, you would request 70% of the total amount requested from the City of Vancouver and 30% from Clark County.
- Question 13) Can an agency be reimbursed for land acquisition if the purchase needs to be made before CDBG funds are released?  
Answer 13) No, the regulations will not allow for reimbursement.
- Question 14) For land acquisition using 2011 funds, does the land have to be identified?  
Answer 14) No, but the general area should be identified.
- Question 15) What category would you place land acquisition?  
Answer 15) It would depend on what the end use of the property is. If an applicant is building a park, it would be Infrastructure. If a Community Center will be built, it could go under Social Services. The UCPB Operating Guidelines describe the categories in detail.
- Question 16) What insurance is needed? Does it need to be in place at the time of selection?  
Answer 16) If your project/program is selected, the contract will specify exactly what insurance is needed. The agency is not expected to have all insurance in place at the time application awards are made.
- Question 17) The RFP describes public meetings as both "public meetings" and "hearings." Is there a difference?  
Answer 17) There is no difference between the meaning of each description. There are two meetings required and they must be open to the public for comment.

- Question 18) Are there specific materials an agency should use when explaining the CDBG funds at the public meetings?  
Answer 18) There are no specific materials required, but the County can supply you with information you can use if requested.
- Question 19) Are there different applications for projects vs. programs?  
Answer 19) CDBG does not distinguish between projects and programs. Use the same application for both.
- Question 20) Does the minimum request waiver get submitted with the Pre-Application or Application?  
Answer 20) The Application.
- Question 21) When submitting a joint application with the City of Vancouver, can the same application be used with a different cover page?  
Answer 21) Yes. The County requires its application be used, however the City of Vancouver allows applicants to use the County application with their cover page for submission.
- Question 22) How long should the Pre-Application be?  
Answer 22) Pre-Applications should be no longer than one page. This is a very short description of the project to verify it will qualify for CDBG funds.
- Question 23) The RFP states that applicants should not exceed one page per question. If additional information needs to be included, should the applicant attach it as an addendum?  
Answer 23) Yes.
- Question 24) Will there be a bus tour for the Infrastructure projects?  
Answer 24) Yes. The bus tour will be scheduled for mid February for both the 2010 and 2011 Infrastructure projects.