

Questions & Answers to Rehab for Nonprofit RFP 2018-20109

1. **Question:** Do neighborhood organizations which own their own building also need to submit audited financials? (We are a faith-based organization not functioning as a non-profit.)

Answer: You will have to show some type of reconciliation. There should be tax forms or statements showing financials of the organization.

2. **Question:** Is a Dun and Bradstreet Number still required of our organization, given we are not a non-profit group?

Answer: You are required to get a DUNS Number. The website to go to is www.dnb.com/duns-number/lookup

3. **Question:** Will the entire property be placed under the environmental review? We have tenants and would want to give them proper notice.

Answer: The Environmental Review is done internally by the City of Springfield's Compliance Division. The level of extent depends on the determination of the Compliance Office. This does not take place until the agency/organization is awarded funding. No on-site work is required.

4. **Question:** Will the review board seek clarification on the grant if necessary during the review process?

Answer: Agencies seeking funds for projects must submit a well-developed scope of work, specifications, and construction cost estimates at the time of application. The Committee evaluates the proposals based on the criteria; the Criteria for Proposal Evaluation are found on page 9 of the RFP. The City may seek clarification only after tentative funding is awarded.

5. **Question:** How much property insurance is a recipient agency required to obtain?

Answer: This question is answered on the Community Development's website: <https://www.springfield-ma.gov/planning/index.php?id=community-development>

6. **Question:** Must the organization show proof of all insurances i.e. liability, property and workers compensation at the time of the grant submission?

Answer: If the proposed project is funded, the agency will enter into a contract with the City of Springfield. At that time, Certificate of Insurance must be in place. It is also required that the Certificate of General Liability names the City of Springfield as additional insured. All City contracts require insurance and indemnification language to

protect against loss during construction activity. (Page 5 of the RFP; Insurance Requirements)

7. **Question:** Are the RFPs still available at the community development office at 1600 E. Columbus Ave.? We need all the attachments and supplement forms.

Answer: Yes, the RFP is available at The Office of Housing, 1600 East Columbus Avenue. They are available from 8:30 AM-4:00 PM.

8. **Question:** What is considered a non-eligible CDBG purpose?

Answer: Eligible activities include but are not limited to: upgrading a heating system; energy efficiency improvements; handicap accessibility upgrades; roof improvements. The general rule in the CDBG program is that any activity that is not authorized under the provisions of §§ 570.201-570.206 is ineligible to be assisted with CDBG funds.

9. **Question:** Can the population we serve also be members of Muhammad Mosque No. 13, provided their income is 80% area median?

Answer: Agency reporting, page 6; Fifty-one percent (51%) or more of the clients served at the proposed location must have incomes below 80 percent of Area Median Income. The agency must maintain written documentation on unduplicated Springfield low-income clients (including income, race & ethnicity data, disability status, and head of household status). The Agency must certify each year for the two years that it is in compliance with the RFP and 51% of the clients they serve have incomes below 80 percent of Area Median Income.

10. **Question:** We currently need some work done on our heating system but will have to have it done ASAP; probably before the RFP is due. Is it possible to do the project first and then get the check (almost a reimbursement?). As long as the 3 quotes come in with Davis Bacon wages and everything else is compliant and submitted with the RFP?

Answer: The project cannot be done or even started before the project is awarded funding and the contract with the City is fully executed. The target start date for these projects is December. Any projects that are underway or completed prior to award and contract are not eligible.

11. **Question:** On page 7 of the RFP, we are asked to submit a Contractor Fact Sheet. On page 10, that form is not listed among the attachments to submit with our proposal.

Answer: The form was sent out to all organizations that have signed out the RFP as of October 18th. The form was put on the website and is included in the RFP packet after October 18, 2018.

12. **Question:** The RFP says 3 quotes are needed for the project. Confirm that it's 3 and not 2 quotes needed.

Answer: Three quotes are needed for every project.

13. **Question:** Can CDBG monies be used on a building that does not currently house a program with the intent being to provide expanded services to the population specified in the RFP?

Answer: There has to be a program/programs running in that house or facility in order to receive rehab funds. The RFP clearly states that our money will be helping to maintain or expand services.

14. **Question:** Is a bidder required to get three quotes for proposed rehabilitation projects if the system proposed to be repaired, as well as all peripheral devices, are proprietary to only one vendor and vendor to quickly respond in the event of system failure, and the significant health and safety risk that would befall our clients if the system were to fail and go unrepaired for even a brief time while another vendor assessed the scope, cost, and timeline required for complete system replacement.

Answer: Three quotes are required. If you are having difficulty getting responses from contractors, we at least will need to see that you made a conscious effort to get three quotes. The proposal will have to include the correspondences with the contractors and a list of contractors that didn't respond. No preference can be given to vendors based on prior work and the lowest quote must be used.

15. **Question:** 1.If we run more than one program in the building and all programs would benefit from the renovation, does each program need to serve at least 51% of clients who are at or below 80% of the AMI, or is it sufficient if at least one program does?

2. If we are successful in our bid to renovate a building housing more than one program, will we be obligated to collect all data with respect to all programs that receive a benefit?

3. Under 24 CFR 570.208(2)(i)(A), which defines a "limited clientele activity," CDBG funds "generally [presume] to be principally low and moderate income persons" certain categories of participants, including "abused children [and/or] battered spouses." Most, but not all, programs housed in the building targeted for renovation would be considered a "limited clientele activity" benefiting abused children and/or battered spouses. Is our project still subject to data collection and verification requirements with respect to household income in those programs? In all programs?

Answer: 1. All of the programs should benefit low income persons/clientele. 2. You should be collecting all the data for the programs. Your organization gathers this information on your intake forms for the clients; 3. The files should include race, ethnicity and household income. If the clientele is "presumed", you will have that documented in your files. We won't require household income for the presumed; only

documentation showing that they are “presumed”; abused children, battered spouses, homeless, etc.

16. **Question:** I was able to find one committed HVAC company to come out and give a quote. What should I do if I cannot find two other companies to give a bid for the project? Having a hard time because they won't take prevailing jobs.

Answer: You have to document all the contractors you contacted and show you made a good faith effort to get three quotes. Detail the contractor and if they responded or not and if they did not bid; did they give you a reason.

Keep emails, a log of the contractors you contacted, and their responses.

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