

PY2016 RFP Frequently Asked Questions (FAQS)

- 1. Question: I am trying to upload documents to the online RFP system and I keep getting error messages that state, “Conversion from string to type `integer` is not valid”. How do I fix this error?**

Answer: The IT Department has corrected this issue. You may now upload your documents from the Menu or the CDBG, HOME and ESG checklists.

- 2. How do I access my agency’s prior year’s RFP application?**

Answer: Please contact Darwin Wade at Darwin.Wade@arlingtontx.gov for your prior year’s access code and enter that code into the online system.

- 3. On the Program-Specific Organization Chart: Should we include all of our teachers?**

Answer: Please include all teachers if they teach Arlington children in the CDBG-funded program.

- 4. Financial Leverage: Does leveraged funding from other sources need to be funding to support the entire Agency or just for the Arlington program?**

Answer: Report leveraged funding for the Arlington program

- 5. Please define “at-risk” status and “special needs” status?**

Answer: Please see HUD’s definition of “at-risk” of homelessness:

https://www.hudexchange.info/resources/documents/AtRiskofHomelessnessDefinition_Criteria.pdf

Answer: Special needs is defined as the population that includes the frail and non-frail elderly, persons with physical, mental, or behavioral disabilities, persons with HIV/AIDS, persons with alcohol or drug addictions.

- 6. How is “youth” defined?**

Answer: The definition of youth varies by program. Generally, youth can be defined as under the age of 19. However, under ESG program, unaccompanied youth under 25 years of age. Please refer to the www.hudexchange.info for more detailed information.

7. Will a budget created to demonstrate our rate of service be sufficient for the grant application?

Answer: Yes, however, please be sure to include sufficient detail in the budget narrative for reviewers (and HUD) to be able to assess how the rate was determined.

8. Will a cost per hour or trip rate of service suffice for financial documentation?

Answer: Yes, however, please provide complete supporting documentation on how the cost per hour or rate of service was derived.

9. Who authorizes the submittal of the RFP proposal?

Answer: The Board of Directors must authorize submittal of the RFP proposal.

10. Our Board of Directors does not meet again until mid-December. Is a signed authorization from our Board Chair sufficient, or can we submit minutes from the December meeting after the proposal due date?

Answer: The Executive Director may sign the submittal of the RFP proposal, and a copy of the mid-December board meeting minutes authorizing the submittal should be provided to Darwin.Wade@arlingtontx.gov.

11. What exactly do you want to see for “Policies and Procedures” for employees?

Answer: Please provide an attachment of your policies and procedures handbook.

12. What exactly do you want to see for “Internal Control Policies and Procedures”?

Answer: We would like to see copies of your documented financial management practices that are systematically used to prevent misuse and misappropriation of funds. Internal controls are generally described in written policies that describe the procedures that the nonprofit will follow, as well as who is responsible. The goal of the internal control is to create business practices that serve as “checks and balances” on staff (and sometimes board members) or outside vendors in order to reduce the risk of misappropriation of funds/assets.

13. What, in particular, do you want to see included in the “Innovative Collaborative Initiative Documents”.

Answer: The City of Arlington requests a narrative describing the Innovative Collaborative Initiative and then some type of documentation that the partners are working together to address the issue, for example an executed Memorandum of Understanding or similar formalized agreement between two or more agencies addressing ConPlan and High Priority needs. The agreement should detail the purpose, measurable objectives and outcomes, and responsibilities of each party.

14. Is there a minimum standard for a relationship with another service provider to be considered collaborative?

Answer: The City of Arlington considers a collaborative relationship as described as any two or more external entities with a framework agreement for co-operation and areas of shared interest. For example, several agencies may collaborate to address gaps in identified youth with no transportation to available jobs.

15. Do you know if there is an increase or decrease in funding for public service programs?

Answer: Overall, the estimated amount of CDBG funding allocated for PY16 public services cap is \$438,000. We will not know about any increase or decrease until HUD releases allocations.

16. Please elaborate on the documentation required for the “Financial Audit/Certified Financial Statement” attachment? Our agency’s most recent audit is for FY2014 (September 1, 2013-August 31, 2014). Will this be sufficient or will a more recent financial statement for FY2015 be required?

Answer: The agency should submit their most recent audit and then may submit an updated audit during the program year, should they receive grant funding.

17. Where can we find demographics for Central Arlington’s Neighborhood Revitalization Strategy Area (NRSA)?

Answer: Refer to the City of Arlington’s 2015-2019 Consolidated Plan pages 64-66 at <http://www.arlington-tx.gov/cdp/grants/planningandreporting/con-plans-action-plans-capers/>