

# 2023-2025 NOFA (CDBG/HOME/HOME ARP)

## Questions and Answers

Updated 2/8/2023

Do you have a fillable copy of the application/proposal available?

*The NOFA's three application forms have been updated in response to several questions. Revised applications are posted on the webpage in MS WORD format so it is clear which application needs to be completed for each program and to avoid formatting problems associated with a fillable PDF.*

*Download the revised MS WORD format applications here:*

*<https://www.santaclaraca.gov/our-city/departments-a-f/community-development/housing-community-services-division/reports-and-notice>*

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Page 6 of 49:

Leveraging of private (non-government) funds, measured as percentage of the applicant's operating budget. In-Kind contributions can be counted as private funds if they are included in the applicant's annual audit or can otherwise be documented to the satisfaction of the City.

*This question is trying to determine how much it costs to operate the Public Service (staff, overhead, materials, etc.). We then calculate what percentage of the operating budget is made up of funds other than those from the City of Santa Clara. For example, if your operating budget for Case Management Services (not your whole agency; unless all you do is case management services) is \$300,000 and your grant request is \$30,000, you would score HIGH since 90% of your funding is leveraged.*

Page 27 of 49:

Here we detail funds leveraging our project. I'm unclear if this is also used for scoring. Is it?

*This helps us determine the scoring discussed on page 6 of 49. We are trying to determine your agency's ability to leverage funding.*

For page 49 of 49, Attachment V

Are we required to sign this attachment?

*No. This attachment is informational only. We have updated the notice to clarify that this is for reference. The updated notice is posted on the webpage along with MS WORD versions of the applications.*

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The City also has Homelessness as a high priority, per the City's ConPlan. Are these funds available through this NOFA as well, or just Public Service?

*Activities that benefit homeless households such as case management services, can be considered a Public Service. Our TBRA program benefits homeless households, it falls under the category of affordable housing. Just because a proposed public service does not serve homeless households doesn't mean it would not be considered for funding.*

- Is it possible to get a fillable PDF version or a Word version of the application form?  
*Yes, we posted an updated version of each application in MS WORD format.*
- Could you please confirm what sections of the application in the NOFA need to be completed and submitted by applicants for Public Services?  
*There is now a revised application in MS WORD format for Public Services. Applicants should fill out that application. Attachments have been reorganized so it is clear what is reference and what should be filled in.*
  - Specifically is this pages 19 through 28 (**Application for Public Services**), **Attachment II** on page 46 (**Single Audit Certification**), **Attachment III** on page 47 (**Supportive Documentation Checklist**) and all of the required documents on the Checklist, and **Attachment IV** on page 48 (**Authorization and Certification**)? Is this correct?  
*See the revised application for details.*
  - **Attachment I** beginning on page 42 (**Insurance Coverage Requirements**) and **Attachment V** on page 49 (**Income Guidelines**) do not require a signature or acknowledgement from applicants. Do those attachments still need to be submitted with the application? Please clarify.  
*See the revised application for details. Some of the previous attachments were for reference only and that is not clearer.*

May I ask your help? When I open the NOFA application, the title reads, "Microsoft Word - 2023-2025 CDBG HOME HOME ARP NOFA - Almost FINAL.docx." However, it will only download and open for me as a PDF. My computer has both full Adobe and MS Word, but I cannot get the doc into a format where I can begin to input our responses to your questions.

*See the revised applications in MS WORD format, that should address these issues.*

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I am wondering if there were word limits of any kind. I exported the pdf file into Word for easier editing, and wanted to make sure of the word limits esp for organization description/program overview etc.

*Since we have posted MS WORD files there should be no limit on wording. That said, we appreciate if you can keep your responses concise.*

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I need a clarification about question 5:

## **5. ORGANIZATION DESCRIPTION**

“Provide a brief general description of what your organization does overall. Describe your agency’s mission and history. Describe your agency’s experience providing services that are relevant to this NOFA. Please provide information about your agency’s relevant accomplishments and outcomes. For example, the types of services your agency provides:”

There is no editable space after this. Instead, there are 2 subsections (a): “Describe your experience administering federal grants especially Community Development Block Grants or HOME ARP Grants either directly or as a sub-recipient. (b) Describe how you measure the success of your customer service.”

Am I to understand that we only answer subsections (a) and (b). Or do we attach a sheet and write about our organization’s mission, history and services IN ADDITION to subsections (a) and (b).

*See the revised applications in MS WORD format, that should address these issues.*

We have some additional questions about the NOFA for CDBG Public Service funding:

- Some of the spaces for narrative responses in the PDF version of the application are very limited (for example, for the narrative responses to the questions under Section 5 for Organization Description). Can we attach additional pages with our narrative responses to the questions in the application where the space is very limited? If the answer is yes, can we reference that attachment (e.g. **Please see attached page for our response**) in the space for the response?  
Will Odette fix the template?

*See the revised applications in MS WORD format, that should address these issues as the document will automatically expand as you fill it in. If you still need to attach extra pages, please feel free to do so.*

- For the **resolution authorizing application** on the Checklist (Attachment III), will the Authorization and Certification in Attachment IV suffice if there is documentation verifying person with authority to submit application and execute contract is attached to Attachment IV?

*Yes, the Authorization and Certification form will suffice. See the revised applications in MS WORD format.*

- Will there be another application process for Public Service applicants to be considered for General Fund support from the City of Santa Clara?

*There is currently no plan to have another NOFA for general fund support.*

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Can you please clarify what pages of the application are required to be filled out for an agency applying to be a TBRA administrator for HOME/HOME ARP funds?  
Is it both the Application for Public Service Projects, pages 19-28 and Application for Tenant Based Rental Assistance (with budget sheet) page 37-40?

*In response to several comments, we have revised the TBRA application to include questions that relate to public services because TBRA is a combination of rental assistance and case management. Applicants interested in administering the City's TBRA program need only fill out the revised TBRA application (MS WORD format) and the revised TBRA budget worksheet (Excel) which includes tabs for each year of the HOME and HOME ARP funded programs. We have posted three applications in MS WORD format.*

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I have spent a couple of hours over the weekend tinkering with the formatting and still coming up with several challenges.

I am hoping you could send me the application in Word - though I really appreciate you trying to send it as a fillable file and re-posting a fillable version online.

The fillable .PDF file still comes with quite a few issues, and I am concerned regarding the amount of time the formatting could require in addition to preparing the actual content. For example, the fillable file does not auto-adjust the font size and there is no simple way to adjust by hand with creating multiple layers of new text fields or impacting the sections below with the formatting. I have attached an example of the formatting I am referring to; you will see the e-mail address is cut off.

Likewise, for Question 5 there is virtually no space to answer the multi-faceted question - and the fillable file does not expand or allow for any additional space there. So, the font either has to be extremely small (which is a multi-step process, manually) or we have to try to answer the question in the space of one sentence. There is actually not even a text field beneath Question 5.

I have tried converting the .PDF to Word to type in it and collaborate much more easily with my colleagues, however when I do this - the formatting becomes extremely challenging. I have attached an example of what I am referring to when the grids are overlaid on top of one another and lines for text become jumbled.

I think this issue could be very easily resolved if it might be possible to send me the file in Word directly, since these issues are a result of having to convert from .PDF to Word. I

can tell the template and file was originally made in Word, then converted to a fillable .PDF.

We certainly want to do our very best in submitting this application, but right now I am feeling the formatting challenges are presenting a significant issue in terms of the timeline. So far, I have spent almost 3.5 hours just trying to work with the formatting issues and troubleshoot them, but I have not even begun the writing and content preparation. I'm not sure what to do...

Please let me know and thank you so much!

Ideally, I am just requesting the original file in Word which I think would eliminate these issues.

*See the revised applications in MS WORD format, that should address these issues.*

Can you please clarify what pages of the application are required to be filled out for an agency applying to be a TBRA administrator for HOME/HOME ARP funds?

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We also have an important question regarding which questions specifically are required for CDBG vs. HOME ARP.

Because CDBG and HOME ARP are intermixed throughout, and we are only applying for HOME ARP - there are many pages we will not be completing and do need to fill out.

Should we delete these pages (which will make the questions jump from Question 5 to Question 11 for example OR should we write NOT APPLICABLE on the top of each page we will not be completing in the template due to the fact they do not apply to the type of funding we are requesting.

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*Please be sure to fill in all 4 tabs on the revised TBRA budget spreadsheet (one for each year of HOME, one for each year of ARP).*

*Please note that the total amount of ARP funds available is \$1,440,00. The previous announcement indicated this was an annual amount.*

