

## **CDBG PUBLIC SERVICE ORIENTATION – JUNE 9, 2021 – Question & Answer**

- Q: What email address can use to submit my pre-contract documents to?
- A: Pre-contract documents can be submitted to: [nsd.cdbg.rfp@phoenix.gov](mailto:nsd.cdbg.rfp@phoenix.gov). Pre-Contract Documents are due July 2, 2021. Pre-Contract Documents should be submitted in the order they appear on the checklist in as few and/or ideally one attachment. If you need any assistance, please contact your assigned Project Manager.
- Q: Are gasoline costs different than mileage reimbursement costs?
- A: Yes, there is a difference, gasoline is not an eligible expense. Mileage is eligible, as long as the mileage expense was approved in the agency's budget. Contact your assigned project manager for additional information.
- Q: Is the fiscal year 20-21 or 21-22 for this contract?
- A: You will be reporting your data for July 1, 2021 – to the end of the contract period of June 30, 2022. The reason why it states 20-22 in the presentation is because the 2020-21 fund was suspended due to the pandemic and now the suspension has been released and more agencies have been given the opportunity to apply for this grant through the use of 20-21 and 21-22 funding.
- Q: With respect to the Board Resolution, our Board of Directors issues a resolution annually authorizing certain agency officers to enter into contracts on behalf of the agency. Is this document acceptable or must it follow the City of Phoenix format provided?
- A: The resolution must follow the City of Phoenix format.
- Q: How do you find out how much you have been awarded?
- A: The agency may contact their assigned Project Manager for confirmation of award amount.
- Q: What time are the trainings on June 23rd and June 24th?
- A: The Reimbursement Training will be held on June 23rd from 1:30 – 3pm and the Procurement Training will be held on June 24th from 2:00 - 3:30pm.
- Q: How do we register for the upcoming training on 6/23 and 6/24?
- A: A Web Ex invite will be sent to all agency contacts, similarly to today's orientation.
- Q: It was mentioned that food was not allowable expense for events however does that include providing food for youth with food insecurity issues?
- A: If the food expense is intrinsic to the program's Scope of Work, then it may be eligible. Please contact your Project Manager for further clarification.
- Q: If we'd like to get our first reimbursement in September for services in August instead of reimbursement in August for July? I ask because a bulk of services

coincide when school begins in August and our summer renderings happen during the month of June.

A: That is acceptable. The agency will need to submit the reimbursement report for the entire contract duration, even if there are zero expenses, in order to report program accomplishments. Contact your Project Manager for guidance on how to submit for zero expenses.

Q: Can you repeat that indirect costs are not allowed? We have a federally negotiated indirect cost rate agreement. Is that a new development that Indirect Costs are not allowed?

A: Only direct costs are allowed for this grant and that information was provided in the RFP application. If you have indirect costs listed on the proposal budget, please contact your Project Manager to discuss revising the budget.

Q: I will need to add 2 direct staff members to our budget line item. How can I do that?

A: Additional documentation will be required for the additional staff, e.g. resume and fingerprint clearance record. Contact your Project Manager for assistance in accomplishing this.

Q: Can funds be used to purchase snacks for youth?

A: If the food expense is intrinsic to the program's Scope of Work, then it may be eligible. Please contact your Project Manager for further clarification.

Q: At some point can you check the link on check list Accounting/Bookkeeping Responsibilities - it won't open for me without a popup box?

A: The link should be working now. If not, contact your assigned Project Manager.