

2010/11 Public Service and Economic Development Request for Proposal Questions and Answers

1. What is meant by the column labeled Period and Budgeted Pay Period on Budget Form II?
 - On the Staff Salary Forecast Form (Budget Form II), “Period” stands for the frequency of payroll payments to the employee; i.e., weekly = 52, biweekly=26, semi-monthly=24, monthly=12.
 - On the Staff Salary Forecast Form (Budget Form II), “Budgeted Pay Period” is the amount paid to the employee in the pay period; i.e. if the employee earns \$24,000 per year, the budgeted pay period would be as follows:

<u>Period Budgeted</u>	<u>Pay Period</u>
Monthly	\$2,000.00
Semi-monthly	\$1,000.00
Bi-weekly	\$ 923.08
Weekly	\$ 461.54
2. Do I need to submit social security numbers? Isn't that confidential plus we would not know who would be in part-time positions during the grant year.
 - No. The City requires the last five digits of the social security.
3. On Budget Form III, on the top row it states Effective Date – where would we indicate Funding Source?
 - On the Column that has the % sign. It is recommended that the fill-able forms available on the internet are utilized so that the information can be easily entered.
4. If Chief Financial Officer is out of town, can the Secretary of the Board of Directors sign the Certification of all Funds Received?
 - Any person authorized by the agency's board of directors that can certify that the information on the form is correct can sign the form.
5. Regarding the Certification Regarding Debarment, Suspension & Other Responsibility Matters, page 52, if the organization has a debarment which was issued by another entity other than the City of Miami, which was for one year and expires August 11, 2010, does that render the organization unable to apply for this grant which commences October 1, 2010? Or, can the organization still apply and submit an explanation?
 - As stated in page 10 of the RFP, ***“THE CITY OF MIAMI WILL NOT FUND AN ORGANIZATION OR AGENCY WITH OUTSTANDING DISALLOWED COSTS, DEFAULTED LOANS, DEBARMENT ACTIONS OR ANY OTHER LEGAL ENCUMBRANCE, REGARDLESS OF THE MERITS OF THE SUBMITTED PROPOSAL”.***

6. The Agency can use the CDBG grant's funds to help pay only for salaries involved in the hard costs of the project (e.g. positions involved in the supervision of the construction). These people will be contracted to work in this project/construction only in October, 2010. This means that the people involved in the construction are not part of the organization's staff. Shall we fill out the form 'Staff Salary Forecast Non-Housing Development Only'?
 - No. If the agency is seeking funding for a construction related project, then the agency needs to fill out the Cost Allocation Form for Construction, Rehabilitation, and Improvements form. Construction Supervision and labor related costs should be a line item in this form.

7. The application requires on page 11 that we submit a "List of All Employees of the Organization". Would we submit a list of all individuals who might be involved with the grant or our Institute or a list of all employees of the University?
 - You must include a list of all the employees that will work in the funded program.

8. Our organization uses Deloitte as our accounting firm. We have the certified audit and can submit that material. However, the bottom-half of the Certification of Sound Fiscal Management requires a signature by the CPA. I am somewhat concerned about any delay we might have getting a signature (and notarized) by next Monday given that both Passover and Easter are next week. Is this form required at the time of submission? Are there any alternative documents we can submit for this form, such as the certified audit?
 - The Chief Financial Officer for the organization can also sign the form.

9. The presentation mentioned that this is a one-year grant renewable for a second year. Should we submit a total project budget broken down by year or two one-year budgets or simply a one year?
 - The agency must submit a budget for the program year 2010-2011. As per the application, *"The City of Miami retains the option to renew or extend the agreement with the sub-recipient/contractor for an additional year, subject to satisfactory contractor performance, available funding, and ongoing community needs."*

10. The RFP states the application is due Tuesday April 5, 2010 (P 6). I assume the date is correct and the day is off?
 - The application is due Monday, April 5, 2010.