

**RFP Healthy Food Access Information Meeting
Monday November 9, 2015**

Can you use Public Facilities and Infrastructure funds for programming?

No, public facilities and infrastructure funding is for infrastructure and hard costs. It cannot be used for programming of public services.

Can you include administrative costs to carry out project?

You can include administrative costs if they cover project management/contracting to carry out the project.

Is there a maximum operating budget for my organization (for Public Facilities and Infrastructure funds)?

The budget component of this application is for your project only, not overall operating costs of your organization. The maximum amount of project funding you can apply for is \$125,000. This can cover a portion of the budget of a project.

Does economic development funding have to go directly to enterprises? Or could it help support enterprises?

The direct recipient would need to be the business itself. They could then use that funding to do other work in collaboration with a technical expert. If you are interested in applying on behalf of an enterprise or multiple enterprises for technical assistance, please contact Ellen Cynar at ecynar@providenceri.com to discuss your proposal.

If my application is accepted but there are changes to my budget, can I move money between line items?

Yes, the City can accept budget amendments to your application after award selection.

For the Public Facilities and Infrastructure funds: if you don't own the building and you don't have a long-term lease, can the tenant be the applicant and provide documentation from the landlord that there's permission to make the infrastructure change?

Due to the City's need to show that there's long-term continuity of benefit from the funding, the applicant must be an owner of the building or have a long-term lease. One option is to have the building owner submit the application. A second option is for the applicant to sign a memorandum of understanding (MOU) with the building owner to do a certain repair or infrastructure improvement with these specific goals. The applicant will still need to show long-term continuity of the project.

If an environmental review has already been conducted on a property in the application, does it need to be done again?

If the environmental review satisfied US Department of Housing and Urban Development requirements, no new environmental review is needed if it has been completed within 180 days of application. Applicant would need to submit environmental review documentation. If the environmental review was conducted

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for any other purpose, a new environmental review will need to be conducted for the purposes of this funding.

Are there exceptions to the bidding requirements if we're applying with a job training organization as part of the application process?

You can submit an application that includes a program partner that will be engaged to do the work as part of their training program; however, the bidding of construction materials will likely still be required. Please contact Ellen Cynar at ecynar@providenceri.com to discuss your proposal.

Who takes care of the public facilities needs assessment?

The City of Providence will coordinate the public facilities needs assessment.

Please clarify the bullets under "After your application has been submitted, you CANNOT" (slide 26 of PowerPoint)

Do not conduct the bulleted activities on the project area before an environmental review has been completed. Failure to comply with this will make the CDBG money ineligible.

Who do I contact if I have questions?

During the application process, contact Ellen Cynar at ecynar@providenceri.com. If your project has been approved, you will then work with the Division of Community Development for project execution.

Tips

- The City will need to conduct an analysis on cost reasonableness for all expenditures. Therefore, be very specific about what you want to use the money for and detail this out in the budget.
- Estimate costs so they're as close to actual costs as possible. Once funding has been approved, you can only bill for the actual cost, not the estimated cost.
- It's helpful to apply for a discrete project that would be 100% funded by this grant. If other funds are utilized in combination with this grant to complete this project, the entire project will be subject to the federal regulatory requirements. We recommend phasing your project to be inclusive of just the costs within your scope of work and budget.