

**City of Jacksonville
Housing and Community Development Division
Universal Application FY2020-2021
Frequently Asked Questions**

Updated: January 23, 2020

2020-2021 Universal Application Frequently Asked Questions

Date	Question	Answer
19-Dec-19	I wanted to know if for the Board documents Conflict of Interest, and Resolution documents can be signed with a certified electronic signature? Is this acceptable for the grant?	The Conflict of Interest form can not be signed with a certified electronic signature. The resolution from the Board of Directors should be authorized in the manner in which all other Board approved resolutions are handled.
27-Dec-19	Is the following considered an eligible activity? Installation of permanent generators in residential mental health treatment facilities serving children and adolescents (for the purpose of hurricane preparedness/continuity of services)?	If the facility can be classified as a public facility, then this improvement would be an eligible public facility improvement. See Basically CDBG Chapter on Public Facilities linked below: https://files.hudexchange.info/resources/documents/Basically-CDBG-Chapter-6-Public-Facilities.pdf FYI: this would be considered installation and therefore would trigger Davis Bacon.
3-Jan-20	Per this year's checklist, it does not look like we are required to include census tract and area served maps, as we have in previous years. I just wanted to make sure that this is actually the case and is not an oversight.	That is correct. We are not requiring applicants to provide a census map this year.
8-Jan-20	Hello, question regarding Binder tab labeling. I see the divider tabs must be labeled as listed in the application. Would it be sufficient to have numbered tabs with a table of contents in the binder, given the number required? Or must each tab have the exact words listed on each section.	Numbered tabs with a table of contents will be acceptable. You may want to include a section coversheet with the section title as well.

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9-Jan-20	Are there specific guidelines about allowable expenses for the CDBG application?	CDBG applicants may want to review HUD's Basically CDBG Manual linked below. Specifically chapter 7 for public service applications and chapter 6 for public facilities applications. Eligible activities and eligible expenditures are covered within the respective chapters. https://www.hudexchange.info/resource/19/basically-cdbg-training-guidebook-and-slides/
9-Jan-20	Our property is at 1830 North Main Street. We have a side parking lot that needs repaving, a back parking lot that has pavers that needs regrading, and an alleyway that runs on one side of the back lot that needs repaving too. Would a project like this be the type of construction project that would align with a good CBDG application?	Assuming the facility meets the definitions of a public facility and the facility will be utilized to provide CDBG eligible services, then yes this would be an eligible use of funds. We encourage potential applicants to review the requirements as described in HUD's Basically CDBG program manual. Linked here: https://www.hudexchange.info/resource/19/basically-cdbg-training-guidebook-and-slides/
10-Jan-20	If we are submitting one CDBG application and one ESG application, do we need to have each Board member sign TWO conflict of interest statements or may we use the same document for each application?	Yes
10-Jan-20	If we send the conflict of interest statement to a Board member - s/he signs it - and returns it to us electronically, is the scan acceptable? It would be a scan of a live signature, not a stamp or auto-pen fill in.	That is acceptable

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10-Jan-20	Does the construction have to take place in Duval County?	Yes
10-Jan-20	We have an outdoor camp in Hillard - Camp Deep Pond. We are interested in providing an innovative teen program for low to moderate income students in Duval who will be bused to camp to participate in STEM, Outdoor and Leadership Programs.	Yes, however the City could only provide CDBG funding for City/County residents who are primarily Low/Mod income. Expenses would need to be identifiable and documented on a per student basis.
13-Jan-20	May electronically forwarded conflict of interest statements be submitted with CDBG/ESG applications?	That is acceptable
15-Jan-20	Are resumes required for all program staff? Funded programs can involve as many as 25 employees, most of them front line case managers and advocates who do not have resumes. Will resumes of management with direct program responsibilities be sufficient?	Resumes are only required for key staff and management team
16-Jan-20	We only received one workshop certificate but are submitting a CDBG, ESG, and HOPWA application. Do we put copies of the certificate in two of the three binders?	Please include a copy of the certificate with each application.

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17-Jan-20	Can you please clarify whether for each of the essay sections are limited to 1000 words for each section? Or is this limitation for each page of the essay?	Each section
17-Jan-20	Do we need to submit new COI's signed by Board Members, even if the Board members have not changed since our last submission of the COI's in February 2019? If we do not need new COI's signed, do we still need to submit copies?	Yes, new COI's are needed each year.
17-Jan-20	The current grant addresses the need of reaching more deaf individuals in Duval County, and is reimbursed through # of unduplicated people served. Can we submit a renewal proposal that includes the challenge among deaf/hard of hearing individuals needing ongoing services? For instance, reimbursement through # of services provided and/or successful outcome (goal completion) ? Would this still be in the category of "Expanding an Existing Service", but propose "expansion" be measured by # of services to existing consumers as well?	Yes

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17-Jan-20	The renewal states Applicants must demonstrate they have attempted to obtain funding from other sources. Evidence (an award letter, statement, or other documentation) of this should be included as part of the project narrative and submitted with the proposals, with response from potential funding sources. I don't know if this means that we are supposed to show we have additional funding coming for this specific program from some other source? Should we include the grant award letter from the COJ for the grant we just received in October that we are now applying to renew?	From other than COJ sources.
17-Jan-20	Does the \$25,000 minimum include our match? Meaning 12,500 from City and 12,500 from us?	No, the request made in the application cannot be for less than \$25,000.
17-Jan-20	For HOPWA, please confirm that there is a 100% match in which 50% is cash and 50% is in-kind.	The 100% match cited is for CDBG public service grants only. Match and leverage are scored for <u>all applicants</u> but ESG and HOPWA applicants do not have a minimum requirement to meet threshold.
17-Jan-20	Should the items be labels as shown in the application or should we add the agency's name to each item?	No, please name the files exactly as indicated. Do not add the agency's name.
21-Jan-20	I just noticed, in preparing my flash drives, that there is not a tab for the workshop certificate. Where does this go?	Immediately behind the applicant information page.

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21-Jan-20	In our audit, the auditor states we did not meet the threshold for a management letter due to the size of our budget. We have the audit and the signed governance letter. Do we need to submit a letter from the board stating we received the audit? We also have an email from the auditor stating we did not meet the threshold. Do we need to submit that?	No, please provide the actual audit.
21-Jan-20	Do we print the entire 54 pages even those that are sample pages to insert under the application tab? Or do we just submit pages 5-9?	Please do not include the sample pages or instructions& directions. The same applies to the Flash drive.
21-Jan-20	For the Letter of Endorsement section, the one that requires a letter for ESG only, what do you put in that section for the other grant applications (CDBG and HOPWA)? Do we give it a tab then leave it empty?	Yes, include a tab, then insert a page indicating "Not Applicable".
23-Jan-20	Narratives 1, 2 and 3. For inclusion on the USB drive including having the signature is it acceptable to print, scan and label each section rather than submit the pdf application?	Yes

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23-Jan-20	For letter of comments, board resolutions and any other documents requiring signatures, will a document scanned with a live signature be acceptable for the USB drive? And will a printout of that document be acceptable for the notebook?	Yes
23-Jan-20	ESG Question - labeling items in the USB Drive. Should the items be labeled as shown in the application or should we add the agency's name to each item?	Please label exactly as identified in the list.
23-Jan-20	we are collecting letters of support like we have in years past (we are also trying to put more detail into the letters, as was recommended at the workshop). Would these letters be included as "Other Optional Documents?"	Yes, letters of support are not required but if applicants are going to include them, they can be included in the "Other Option Documents"