

Question: We wanted to upgrade our heating and cooling system, but we are having a hard time getting quotes that include Davis-Bacon wages. Can we apply for funds to replace our broken awnings at our daycare? Can we apply to frame and drywall our daycare glass windows, as temperatures can reach in the 90's when the sun hits them? Can we apply for both constructions projects if quotes for both do not equal \$25,000

Answer: The two activities, replacing the broken awning and rehab to the windows can be one project for the daycare. So yes you can apply for both activities separately or as one project. You can request more than \$25,000 or identify other sources of funds for the balance over \$25,000.

Question: Where do I get the RFP from and will all the forms I need to give to the contractor be there or are we just creating our own proposal and submitting it?

Answer: The RFP must be signed out at the Office of Housing 1600 East Columbus Avenue Springfield, MA. All necessary forms are attached to the RFP. Agencies are also required to have three quotes from contractors for proposed work.

Question: Loan question- since the funds are distributed as a deferred loan, is there interest attached?

Answer: There is no interest attached to the deferred loan.

Question: Board Of Director vote form, does the authorized signer have to be a board member, or can the board appoint a signer just for this project?

Answer: The Board can authorize a signer. Documentation of that authorization must also be attached.

Question: What happens if the project goes over the June 30 deadline?

Answer: The Agency must submit a written request with justification for the City to extend the deadline passed June 30, 2017. The City will consider each request separately.

Question: Are we required to obtain written information from our clients regarding their status as far as head of household, income? (Even if that is information that we are not allow to request for the program that we run)

Answer: Client information is required in order to document eligibility. Clients can self-certify income levels but documentation that the agency services 51% low mod is required.

Question: What if we only have one contractor that is willing to take on the project, can we still use submit that one bid?

Answer: Three bids are required.

Question: Can an organization be funded for multiple projects, or just one (to be fair)?

Answer: Yes, organizations can be funded for multiple projects.

Question: What are the stipulations on receiving any granted funds at the beginning of the project?

Answer: The program is on a reimbursement basis but the city will approve contractor down payment requests on a case by case basis.

Question: Will the reward amount be given based on the actual cost of the project bid or is the amount given at the discretion of the committee?

Answer: The amount is given at the discretion of the committee

Question: If a contractor requests a fee to do an inspection in order to offer a bid, can it be reimbursed to the organization out of the funds granted?

Answer: Yes we can reimburse for those fees if you are awarded funding and if the costs are included in the budget in the RFP submittal.