

## Questions & Answers to Rehab for Nonprofit RFP

1. **Question:** This is an in-person submission with a hardcopy application, correct?

**Answer:** Yes, completed proposals (one original and four copies) must be delivered to the Office of Housing, 1600 East Columbus Avenue. Proposals are due back February 1, 2018 by NOON. Deadline is firm. (Please refer to page 3 in the RFP)

2. **Question:** Is there an online option available for submission?

**Answer:** There is no online option for submittal. All proposals must be delivered to the Office of Housing, 1600 East Columbus Avenue, by NOON February 1, 2018. (Refer to page 3 in the RFP)

- a. **Question:** Are there formatting requirements: font type and size, margin widths, and/or line spacing?

**Answer:** There is no formatting requirement; no font type, no font size, no margins or line spacing.

- b. **Question:** Are there a minimum and maximum word count? Are they section specific?

**Answer:** There is no required word count.

- c. **Question:** Format required pdf, word or txt?

**Answer:** There is no format required. Documents will be delivered to the Office of Housing, 1600 East Columbus Avenue.

3. **Question:** Is there a mandatory application coversheet and/or is there a required format for the top page?

**Answer:** There is not a mandatory application coversheet and/or required format for the top page.

The Narrative Statement must be on letterhead and include a brief summary with a project concept and target population, total project cost, amount of CDBG funds requested, property address, ownership entity, phone number and email address of agency representative. (Refer to page 7 of the RFP)

4. **Question:** about a possible budget form.

Last year the CDBG Rehab grant had a required budget form. In this year's RFP, I do not see the form listed among the required things on p.7.

However, p.8 of the RFP makes reference to a "sources and uses budget using attached template." (But no budget form was attached to the RFP).

If there is a budget form, do you have an electronic version that we can fill out?

**Answer:** There is a budget form. Please use attached form in your RFP.