Addendum #1

American Rescue Plan Act (ARPA)

Request for Applications (RFA)

This addendum is being issued in an effort to provide equity for all applicants. Below is a list of questions raised during the mandatory technical assistance workshop held on July 11 as well as questions from phone calls and emails sent to ARPA@pbfl.org.

Question: We are a for-profit organization, some of this information is for a non-profit. For example, section 5 you asked for non-profit status for one full year.

> **Answer**: For-profits should submit a copy of the entity's Florida Division of Corporations status.

Question: Are disbursements strictly on a reimbursement-basis or do you give seed monies, like 10%?

> **Answer**: The U.S. Department of Treasury's Final Rule does not dictate how the funds should be disbursed. Palm Bay City Council will determine the disbursement method. Applicants requesting seed money should indicate such in the application.

Question: Where can I find the ranking and scoring chart for how each agency will be evaluated?

> **Answer**: There is no ranking and scoring. City Council will evaluate all eligible applications and select one or more applicants for grant award.

Question: Is there any match or leverage funding required?

> **Answer**: Matching funds or other funds leveraged for the proposed project are not required; however, it is strongly encouraged.

Question: When it comes to capital expenditures, is the purchasing of property and renovations considered a capital expenditure?

> **Answer**: Yes.

Question: What is the maximum request per applicant?

> **Answer**: The total ARPA funding available for this RFA is $5 million. Each applicant may request no more than $5 million in funding. City Council may decide to fund one applicant up to $5 million or multiple applicants not to exceed $5 million in total awards.

Question: With the church being the subrecipient, we are working on our 501(C)3 status. Would we have to submit for each application separately or would Church or Kingdom Culture church be the main nonprofit?

> **Answer**: Non-profits and for-profits are both eligible. Agencies will have to decide which entity will be the applicant for which the City will enter into a subrecipient agreement. The entity that enters into an agreement will be the Lead Agency and will be responsible for reporting and compliance with the City and the U.S. Department of Treasury. All other partner agencies should be listed in the application and will be listed within the subrecipient agreement. The Lead Agency will be responsible for the performance, reporting, and compliance for its partner agencies.

Question: Are subrecipients required to be on this call or just the main recipient as we would be a subrecipient?

Answer: The City is considered the recipient. The applicant, if awarded, would be considered a subrecipient. Agencies may partner on an application to seek funding for a project. One agency shall serve as the Lead Agency/applicant. The Lead Agency is required to attend the Mandatory Technical Assistance Workshop. All other agencies partnering with the lead agency are not required, but are encouraged, to attend.

Question: The application asks for a copy of liability insurance listing the City of Palm Bay as additional insured. Is this required to be submitted with the application or upon award of funds?

Answer: The applicant shall provide a copy of its current liability insurance at the time of application submittal. Failure to submit will result in an incomplete application. Upon grant award, the applicant/subrecipient will be required to provide proof of liability insurance, which shall list the City of Palm Bay as additionally insured.

Question: If a "Partner Agency" to a "Lead Agency" did not attend the Mandatory Technical Assistance Workshop, is the partner agency eligible to submit a grant application on its own?

Answer: No. Attendance at the Mandatory Technical Assistance Workshop is required. Failure to attend makes an agency ineligible to submit an application for funding. However, if an agency is a partner of another agency (Lead Agency) and the Lead Agency did attend the call, then the Lead Agency is eligible to submit an application and, if awarded, would be considered a subrecipient. The subrecipient will be required to enter into an agreement with the City, listing partner agencies; however, the subrecipient (Lead Agency/applicant) is the responsible entity.

Question: Please provide a list of agencies that attended the Mandatory Technical Assistance Workshop.

Answer: List of agencies that attended the Mandatory Technical Assistance Workshop on July 11, 2022 at 2 PM include:

Housing for Homeless
Catholic Charities
Community of Hope
Women's Center
Community of Hope
Catholic Charities of Central Florida
Family Promise of Brevard
The Source
Housing for Homeless
Habitat for Humanity Brevard
Wings of Grace Ministries
Kingdom Culture Church
Reach Out and Restore Inc
1611 Meridian LLC

Question: On the Development Budget form, where do we put admin/overhead?

Answer: Typically, with construction projects, there is no administrative costs. With construction, these costs would fall under overhead, contingency, or developer's fee. However, any costs that expressly listed can be placed in "Other". Please provide detail on what activities make up the cost provided in the "Other" category.

Question: On the Development Budget form, is there a maximum percentage for admin/overhead?

Answer: See previous answer. There is no maximum percentage; however, the costs provided will be reviewed and evaluated. Applicants should be prepared to respond to any questions related to estimated costs and justification for such calculations.

Question: On the Development Budget form, what is meant by costs related to "Insurance"? Does that mean builders risk insurance?

Answer: Costs related to insurance should be only additional insurance required during the term of the construction period.

Question: On the Development Budget form, if a line doesn't apply, do we enter N/A (not applicable) or leave it blank?

Answer: You can mark it as N/A or $0. Please do not leave it blank.

Question: On the Development Budget form, we are planning on building five homes, all with the same budgets. Do we still do five separate budget forms?

Answer: You may submit one form and notate that the costs will be the same for each. Please place the quantity of homes conspicuously in your application.

Question: Can you submit more than one application? If not, I assume you would be open to one comprehensive application.

Answer: Please submit one application for your complete proposal. You may submit one page which details the entire scope of the proposal to provide context.

Question: Does this funding require a uniform relocation plan/assistance?

Answer: Yes.

Question: Where can I find a copy of the presentation from the Mandatory Technical Assistance Workshop?

Answer: The Mandatory Technical Assistance Workshop presentation and recording of the workshop can be found at www.pbfl.org/ARPA.

Question: If I did not attend the Mandatory Technical Assistance Workshop, but reviewed the workshop presentation available on the City's ARPA website, am I eligible to apply?

Answer: If you did not participate in the Mandatory Technical Assistance Workshop held on July 11, 2022 at 2 PM (see above for the list of agencies that attended), then you are not eligible to apply. However, you may seek to partner with an agency that attended the workshop (Lead Agency). The Lead

Agency will need to be the applicant and will be responsible for executing the subrecipient agreement with the City, if awarded, and responsible for the reporting and compliance for all partner agencies.