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PROCUREMENT DEPARTMENT

ADDENDUM NO. 1

TO: ALL VENDORS

FROM: E. STEVEN TAYLOR, C.P.M. 
CONTRACTS AND PROCUREMENT DIRECTOR

SUBJECT: RFA No. GR-0005-09J: 2009 URBAN ENTITLEMENT FUNDING GRANT

BID OPENING DATE: THURSDAY, JANUARY 15, 2009 @ 3:00 P.M.

DATE: DECEMBER 9, 2008

This Addendum No. 1 modifies the Request for Applications (RFA) only in the manner and to the extent as stated herein.

Item One: Information

Please note that all RFA Forms are not the same as they have been in the past. Please use the RFA FORMS in the solicitation and the corrected *REVISED RFA FORMS* FAILURE TO DO SO WILL SUBJECT SUBMITTAL TO REJECTION.

Item Two: Revised RFA Forms

Please note that under Form I; Summary Sheet - Applicant Agency Information PY-2009 the third sentence down should read as follows: **Has the agency expended at least 20 percent of this funding?** The RFA form has been REVISED. Use the *REVISED* RFA form in your submittal. FAILURE TO DO SO **WILL** SUBJECT SUBMITTAL TO REJECTION. Please see attachment.

Please note that under Form II; Project/Program Detail; Number 7 should read as follows: **Households at or below 120% LMI, Households at or below 100% LMI, Households at or below 80% LMI, Households at or below 60% LMI.** The RFA form has been REVISED. Use the *REVISED* RFA Form in your submittal. FAILURE TO DO SO **WILL** SUBJECT SUBMITTAL TO REJECTION. Please see attachment.

Item Three: Questions and Answers

Q1. I am wondering if our agency qualifies for the County funds allocated to North Charleston. Almost half of our clients are from North Charleston; must programs physically be within North Charleston boundaries?

A1. North Charleston project must serve North Charleston residents but the agency is not required to be physically located in the City of North Charleston limits.

Q2. Our agency bookkeeper tracks expenditures and generates financial reports related to construction projects; therefore, I am seeking clarification about the allowable 10% Admin. Costs (HOME). What are the documentation requirements? Are the related expenses tracked on the sub recipient agreement as an indirect cost?

A2. Should your Agency be awarded a grant, 10% of your grant award expenses can be incurred in the area of administration (i.e. salary, office supplies, space and utilities). Each agency is required to submit a budget with their application. This budget will identify expenditures with respect to the grant program by line items. In all cases the source documentation (i.e. invoices, check copies, any item committing grant funds) must show allow ability, property authorization, and procurement requirements of the cost incurred. For a more detail list of the requirements please refer to Part 24 of the Code of Federal Regulations.

Q3. Do we write separate proposals for Charleston and N. Charleston considering the 48%-52% split?

A3. Separate proposals are not necessary if you are applying for the exact same program and activity. If all is the same, you may submit the additional copies and attachments as indicated on in Section C-page 6 of the RFA.

- For projects and Applications seeking funding solely from Charleston County funds:
 - one (1) signed original application
 - twelve (12) copies
 - one (1) complete set of attachments
 - one (1) audited financial statement is required

- For projects and Applications seeking funding solely from the City of North Charleston funds:
 - one (1) signed original application
 - two (2) copies
 - two (2) complete sets of attachments
 - one (1) audited financial statement is required

- For projects and Applications seeking funding from both Charleston County and the City of North Charleston:
 - A cover letter which clearly states this fact and the amount requested from each entity
 - two (2) signed original applications
 - thirteen (13) copies
 - two (2) complete sets of attachments
 - two (2) copies of audited financial statements

Q4. After December 5, 2008, no more questions will be accepted?

A4. Correct, "The deadline for written questions is 12:00 P.M., Friday, December 5, 2008.

OFFERER SHALL ACKNOWLEDGE RECEIPT OF ADDENDUM NO. 1 IN THE SPACE PROVIDED BELOW AND RETURN IT WITH THE APPLICATION. FAILURE TO DO SO MAY SUBJECT APPLICATION TO REJECTION.

Authorized Signature

Firm

Date

REVISED RFA FORMS

Matching Funds	Source	Use	Is this a Non-Federal Match?	& (example: 12.5% HOME, 100% ESG)
\$				
\$				
\$				
\$				
\$				

APPLICANT AGENCY INFORMATION PY-2009

Is the agency currently receiving CDBG or HOME funds from Charleston County? Yes No

If yes, identify amount and project/program \$ _____

Has the agency expended at least 20 percent of this funding? Yes No

Has the agency received CDBG funds in the past? Yes No

If yes, how much? \$ _____

Has the agency submitted quarterly financial and programmatic reports to the City of North Charleston on time? If not, why? Yes No

Does the agency have a financial audit conducted annually? Yes No

Has the agency had audit or monitoring findings in the past? Yes No

If yes, what was the nature of the recommendations and/or contingencies and was it resolved?

Does the agency have liability insurance? Yes No

Have fidelity bond coverage? Yes No

Signatory Official Signature and Title

Date