



Community Development Block Grant (CDBG) – 48 Streamlined Process Questions & Answers and Updated Instructions

Questions received as of 10/21/2022

- Q1:** I submitted budget and application through Neighborly already do you want it again via email?
- Q2:** We were formerly advised to complete tasks in Neighborly. Are we to submit this document via email?
- A:** Yes. The budget and application that was previously submitted via Neighborly was to apply for CDBG assistance. Please submit the updated budget, based on the actual award amount, via email to Carol Amanze at carol.amanze@baltimorecity.gov or CDBG.Contracts@baltimorecity.gov. She will refer your questions to a contract officer for immediate assistance. Neighborly will be used for all further transactions.
- Q:** Is the budget that is due 10/28 considered the original budget for PY48 (column D of tab A1), or a modification (column F of tab A1) of the budget previously submitted? What is column G, Other Funding of tab A1 to be used for?
- A:** The original budget. See additional instructions for completing the budget on the last page of this Q&A. Column G is the “other funding” that makes up the total costs of a line item that includes CDBG funding (similar to the previously used Cost Share Plan).
- Q:** Our federal indirect cost rate is 21.8% of salaries. Can the full rate still be used on the grant as in prior years, or are we now limited to a maximum of 10% for total indirect costs?
- A:** If you have a federal Negotiated Indirect Cost Rate (NICRA), you may use the actual NICRA rate. Use of a Modified Total Direct Cost (MTDC) is limited to a maximum of 10% of direct costs. Note that if you have **ever** had a federal indirect cost rate you may not use the MTDC method.
- Q:** Regarding benefits, are workers’ comp and unemployment insurance still required to be charged against the grant, or can they be considered part of the cost (like health care and 401k)?
- A:** Total fringe benefits rate (percentage) may be charged at your organization’s actual rate as defined at 2 CFR 200.431.



Q: On budget tab A1:

- total totals the original request, the modified request, and other funding. Is that what you all are looking for? Should we update the formula so that it only totals the modified request and other funding?
- Are you looking for the 'other funding' amount from the original application, or the modified other funding amount (if we're using other funding to cover the gap between what was originally requested and the award amount)

On budget tab A2:

- the only options for type of activity are housing counseling, small business technical assistance, and storefront facade improvements, but CDBG funding will be funding our staff's time on housing development and marketing projects. Should I leave the drop down blank?

A: Please see the last page of this Q&A for more detailed instructions and definitions relative to completing the new budget format.

Q: Can you please tell me the amount of the award for CDBG-48?

A: You can find your award amount from the website. The draft CFY'23 AAP is located on the DHCD website at <https://dhcd.baltimorecity.gov/m/plans-reports>

Q: As you have time, could you please confirm that DHCD requires a scope of activities and a budget template for each of these awards by Friday October 28th?

A: Yes. Please submit both by Friday, October 28, 2022.

Q: Can you please me understand what's needed for the item in the letter, "The description of the activities detailed in your application, as funded and modified in the approved AAP"? Should I send the Activity Descriptions section from our application? With any changes we propose.

A: Yes. Please submit any changes due to the level of award, i.e., reduction in number of persons to be served.

Q: Thank you for the email on the CDBG Streamlined process. I am a relatively new staff member. I understand about the budget, but does this streamlined process mean there will be no application? If there is still an application, where do I access that and what is the deadline? And where do I find the AAP with our award amount?

- A:** The streamlined process is for the development of CDBG grant agreements based on awards for the fiscal year that began on July 1, 2022, that are included in the draft Annual Action Plan. The draft CFY'23 AAP is located on the DHCD website at <https://dhcd.baltimorecity.gov/m/plans-reports> .
- Q:** My question is what document I should submit for, “The description of the activities detailed in your application, as funded and modified in the approved AAP”. Should I send just the Activity Descriptions section from our attached application with any changes based on the AAP content and aligned with the revised budget? What schedule would it be?
- A:** We have not changed the format for the Schedule of Completion. It’s the same format that we’ve been using in the grant agreements; no changes there.
- Q:** I noticed that Rental Rehab is not listed as an activity on any of the pull-down tabs.
- Q:** The only options for type of activity are housing counseling, small business technical assistance, and storefront facade improvements, but CDBG funding will be funding our staff’s time on housing development and marketing projects. Should I leave the drop down blank?
- A:** Yes. Please leave the drop-down box blank. We did not intend for the drop-down tab to remain on the budget document. There are too many CDBG activities to include in a drop-down tab. Please list your activities, as noted in the Annual Action Plan, in the narrative section at the bottom of the budget.
- Q:** The Annual Action Plan has 6/30/23 as the Target Date for all awardees. Our contract period has been Jan. 1-Dec. 31 for quite a while. Am I misinterpreting the Target Date?
- A:** As a former CDBG subrecipient you may continue to use a period of performance that is different than ending 6/30/23. The AAP uses the City’s fiscal year as the Target Date.
- Q:** Cell G25 in the Budget A2 tab is calculating Fringe Benefits at 20% of salaries. Should we leave this in place or replace this line with the exact calculation of Fringe Benefits based on our organization's rates?
- A:** Use your organization’s exact fringe benefits calculations.