



City of Tacoma  
Community and Economic Development Department

**CDBG NOFA FAQ**

**1. How many projects are anticipated to be applying as homeowner rehabilitation projects? As microenterprise assistance projects?**

In the previous year: 3 projects applied for housing rehabilitation and 3 projects were funded in whole or in part with a total of \$572,680 made available. 3 projects applied for microenterprise assistance and 2 project were funded in whole or in part with a total of \$300,000 made available.

It is estimated that approximately \$572,680 is available for funding this year for housing rehabilitation projects and approximately \$300,000 for microenterprise assistance.

**2. What are considered “Federal Cross-Cutting Requirements”? How does a program ensure they are met?**

Federal cross cutting requirements for subrecipients refer primarily to the Uniform Administrative Requirements” for Federal Awards ([24 CFR 570.502](#) and [2 CFR Part 200](#)). Some requirements that we have received questions about include:

*Audit requirements:* program or single audits are required for programs expending more than \$750,000 per year in federal awards (as an entire agency). Please review [2 CFR 200 subpart F](#) for more information on this requirement.

*Cost allowability requirements and indirect cost requirements:* Programs generally have a maximum indirect cost rate of 10%. This de minimus indirect costs rate should be calculated based on the project’s budgeted modified total direct costs (direct salaries, wages, fringe, materials, supplies, services, travel and up to the first \$25,000 of a subaward). Programs should have a procedure in place for ensuring cost allowability. Please review [2 CFR 200 subpart E](#) for more information on these requirements.

*Lead-based paint:* Rehabilitation projects must document compliance or exemption from Department of Housing and Urban Development lead-based paint regulations. Home rehabilitation projects should review [24 CFR 35 subpart J](#) for more information on these requirements.

*Conflicts of interest:* subrecipients should maintain written standards of conduct covering organizational conflicts of interest, and conflicts of interest in procurement. Please review [2 CFR 200.318\(c\)](#) for more information on these requirements.

These examples are not comprehensive. For more information on additional requirements, please review [2 CFR Part 200](#).

**3. What is the oral presentation to the TCRA board before award?**

Presentations should be brief (approximately 5 minutes) and may or may not include one or two PowerPoint slides, outlining the cost of the project, anticipated outcomes, and the experience of the applicant organization and/or key personnel with implementing this type of project, and past outcomes with such project.

**4. What will be required of projects after award?**

Projects will be required to submit monthly or quarterly progress reports and reimbursement request, depending on the project type and the details of the program agreement. To complete a reimbursement request packet, the project must submit a budget comparison reimbursement request, provided by the City in the program agreement, a IDIS data sheet provided to the project in the program agreement, which details the demographics of the beneficiaries served in that reimbursement time-frame, and invoicing/receipts/documents that support each line item drawn down on in the reimbursement request, with additional information as needed to clearly support the drawdown request. Projects will also be monitored annually, to ensure that the project and therefore the TCRA, is compliant with CDBG requirements.

Projects will also be expected to meet outcomes described in their NOFA response and negotiated and finalized in program agreement; failure to meet these outcomes could result in the subrecipient being required to repay a portion of their award.

**5. When will projects be able to begin to request reimbursement on project costs?**

Projects may begin to submit reimbursement requests after the program agreement is signed. If this occurs after the start of the program year on July 1, programs may submit requests for cost incurred as of July 1 for the CDBG funded project when they submit their first reimbursement request.