

**ADDENDUM I – Updated Acknowledgement of Required Assurances and Questions & Answers**

**DATE:** October 17, 2023

**TO:** All Prospective Applicants

**FROM:** Athens-Clarke County Housing and Community Development Department

**RE:** Addendum I, Cultivating Nonprofit Capacity in Athens (CNC Athens) Program

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This Addendum includes three parts: (I) Replacement of Acknowledgement of Required Assurance form; (II) change in UEI requirement for CNC Athens program participants; and (III) 18 questions and answers provided during the RFP Technical Assistance Period.

- I. The ACKNOWLEDGEMENT OF REQUIRED ASSURANCE on Pages 27 and 28 of the RFP are deleted in their entirety and replaced with the following:

**ACKNOWLEDGEMENT OF REQUIRED ASSURANCES**

Applications which do not contain a signed Acknowledgement of Required Assurances are ineligible for consideration. The list below is not exhaustive, and other provisions may apply based on the type of work being performed and the dollar amount of the awarded contract.

By submitting the accompanying application with an authorized signature on this document, I understand and agree that any funding award resulting from this solicitation will require compliance with the signed agreement and certifications, regulations and policies identified below, including but not limited to:

- Nondiscrimination Policy
- E-Verify and GSIC requirements
- Compliance with Insurance and Bonding requirements
- Certification of Good Standing with Athens-Clarke County, GA
- Good Standing with the State of Georgia

The signatory certifies that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received because of this application are used for the purposes set forth herein.

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Printed Name, Title and Agency

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Signature and Date

- II. Pages 11-12, the Organization Overview Form on p. 19, and the Proposal Form on p. 26 of the RFP stated that a Sam.gov Unique Entity Identifier Number (UEI) was required for contracting purposes. Stemming from conversations with the ACCGov Attorney's Office, a SAM UEI is no longer an eligibility requirement for the CNC Athens Program.

Please note that answers to Questions 2, 14 and 15 below were provided to interested parties before this change in requirements.

- III. The following questions and answers are provided during the Technical Assistance Period. Please note that answers to Questions 2, 14 and 15 below were provided to interested parties prior to changes made to the UEI requirement, as outlined in Section II of this Addendum.

**1. QUESTION: What if our annual operating budget is over 250k?**

ANSWER: Unfortunately, if your annual operating budget is over \$250,000 then you will not be eligible for this program. However, we are exploring opportunities to allow non-eligible NPOs to "audit" the program sessions (but would not receive \$40K). Visit [www.accgov.com/arpa](http://www.accgov.com/arpa) for upcoming announcements.

**2. QUESTION: What if our program is part of a larger entity whose budget is, but stand-alone (with its own budget, staffing, etc.)?**

ANSWER: Stand-alone projects (with its own program budget, staff and advisory board) will not be eligible if it is part of a 501(c)(3) organization that has an annual budget of more than \$250,000. This is because the larger 501(c)(3)'s UEI, EIN etc. will be used to apply for this opportunity, and the stand-alone project is technically part of that larger NPO\*.

However, we are exploring opportunities to allow non-eligible NPOs to "audit" the program sessions (but would not receive \$40K). Visit [www.accgov.com/arpa](http://www.accgov.com/arpa) for upcoming announcements.

\*NOTE: Per Section II of this Addendum, a SAM UEI is no longer an eligibility requirement for the CNC Athens Program. However, stand-alone projects that are part of a larger NPO that does not meet eligibility requirements are still not eligible to apply.

**3. QUESTION: Are there restrictions on what the \$40,000 funding can go toward?**

ANSWER: There are no restrictions, as long as the NPO spends the \$40,000 on operational or programmatic goals that line up with your mission. For example, this funding could be used for staff, operational costs (e.g., insurance, rent, etc.), software updates, program materials, etc. At the end of the program, participating NPOs will be asked to report generally how they spent the \$40,000 and the impact of this funding on the NPO's operations and capacity building.

**4. QUESTION: Do I need to provide a budget for the \$40k operational grant at the time of application?**

ANSWER: No, you do not need to provide a budget document for the \$40,000 as part of the application due on October 23. However, during the selection interviews between October 23-November 3, NPOS will be asked to generally describe plans to spend the funding.

**5. QUESTION: Does my organization need to have a physical location in Athens-Clarke County? How do you verify that I am an Athenian nonprofit?**

ANSWER: Applicants do not need to have a physical location. However, the address used to register the NPO with the Georgia Secretary of State and the IRS must be located in Athens-Clarke County.

**6. QUESTION: What if my organization serves residents in Athens and other counties?**

ANSWER: As long as a portion of your clients are residents of Athens-Clarke County, you are eligible to apply.

**7. QUESTION: Are there any word or page limits in the application, particularly for the cover letter and needs assessment?**

ANSWER: No.

**8. QUESTION: What sort of evidence are you looking for to support negative impact of COVID? Do the negative impacts have to be tangible or could it also be intangible?**

ANSWER: COVID affected NPOs in a myriad of both tangible and intangible ways, so applicants should describe how their organization was impacted in the narrative section of the RFP. Examples of how local NPOs were affected include a staffing and/or volunteer shortage, lost income/funding, a surge in requests for your services/programs, etc.

**9. QUESTION: This is a new program, so a new NPO may not yet know not know or fully understand how it will increase capacity. How can you help?**

ANSWER: Between September 22 and October 13, 2023, HCD staff offered technical assistance to interested parties to identify potential areas of growth (as required by the RFP). As part of the CNC Athens program, the selected 5 NPOs will receive training and mentorship to identify how they may increase organizational capacity.

**10. QUESTION: What is the difference between the RFP and the RFQ? What are the respective deadlines for each application?**

ANSWER: The Request for Proposals (RFP) for the CNC Athens program seeks to identify local Nonprofit Organizations (NPOs) in Athens-Clarke County that have experienced negative economic impacts due to the COVID-19 pandemic. Five NPOs will be selected to *receive support* through a 12-month Cultivating Nonprofit Capacity in Athens (CNC Athens) program. The RFP for non-profits interested in participating in the program closes on Monday, October 23 at 9:00 a.m. EST.

ACCGov staff also released a Request for Quotes (RFQ) on October 5, 2023 to identify qualified and experienced individuals to *provide training* to NPOs during one or multiple sessions of the CNC Athens program in 2024. The deadline for the RFQ for trainers is Friday, November 10, 2023 at 3 p.m. EST.

**11. QUESTION: My aspirational budget is higher than the current funding I have, which budget should I provide?**

ANSWER: You should submit your current operating budget, even if your NPO is currently not receiving any outside funding.

**12. QUESTION: Do I need to procure actual insurance prior to application or only an insurance quote?**

ANSWER: If an organization does not already have the insurance required for the grant, they only need to attach a copy of an insurance quote for the application. The quote MUST be made out to the organization and not an individual in charge.

**13. QUESTION: Do you need the resumes of all of my board members?**

ANSWER: This is an optional attachment, but not required. Resumes and CVs help staff reviewing applications better understand applicants' current capacity, so they are recommended.

**14. QUESTION: I have applied for a UEI, but cannot find my Unique Entity Identifier.\***

ANSWER: If you have already applied for a UEI on SAM.GOV, you should first log back into SAM.GOV and check the status of your application. There are often updates and additional steps provided to applicants, if needed, when applying for a UEI. If there are none, and you have waited the stated average processing time on the website, reach out to the federal service desk (FSD.Gov) for an update on the status of your UEI. First reach out to the FSD via their chat portal (you must first sign in to see the chat box) or call them at 866-606-8220. The FSD is your best resource when troubleshooting UEI concerns, but HCD TA may also be available to help troubleshoot concerns.

\*NOTE: Per Section II of this Addendum, a SAM UEI is no longer an eligibility requirement for the CNC Athens Program.

**15. QUESTION: Can I apply to the program without a UEI?\***

ANSWER: You may still apply to the CNC Athens program without a current UEI but only under specific circumstances. Please email [arpa@accgov.com](mailto:arpa@accgov.com) with any additional questions you may have.

\*NOTE: Per Section II of this Addendum, a SAM UEI is no longer an eligibility requirement for the CNC Athens Program.

**16. QUESTION: What if we don't have a Legal Representative?**

ANSWER: All nonprofit organizations should have established legal representatives who are invested with the authority to sign contracts and enter into agreements between the organization and other entities. These positions are usually identified in an organization's by-laws and are typically board officers such as the Board Chair/President/CEO and the Secretary. In nonprofits, boards will also sometimes authorize the executive director to be a legal representative of the organization, typically with some restrictions. In order to enter into a contract with ACCGov, an organization must have the contract approved by the Board of Directors, and it must be signed by authorized representatives of the organization.

**17. QUESTION: We have a 990 & budget but not any profit loss statements, can we still apply?**

ANSWER: A 990 and annual budget will satisfy the financial statement requirements. You can submit them both in lieu of a profit and loss statement.

**18. QUESTION: Are FC-CIS Neighborhood Leaders considered county employees?**

ANSWER: No, Neighborhood Leaders are not considered county employees.