

**City of Santa Fe
Office of Affordable Housing
500 Market Street Station Suite 200, Santa Fe, New Mexico**

Addendum #1

***Request for Proposal (RFP) '20/15/P, Affordable Housing Trust Fund,
Project Manager: Alexandra Ladd (505) 955-6346***

Please note you must acknowledge receipt of all addendums in your bid submittal.

Questions and Answers:

1. How many copies of the applications are required? And how many with original signatures? **For both CDBG and AHTF, please submit one complete copy with original signatures of the entire proposal, including one copy of all submittal requirements and seven (7) copies of the application with the application attachments.**
2. Where do we hand-deliver our application? **The delivery address is the City's Purchasing Office in City Hall, as described in the RFP.**
3. Where do I submit the digital copy and for those do you need the digital files for all attachments as well? **Submit the digital copy along with the paper copy, unless you make arrangements to use a Dropbox address. Please include all submittal requirements in digital format, as well.**
4. Do all of the copies for each proposals need to include all attachments? **No, only the copy with original signatures.**
5. Can grant funding be used to pay for land and construction? **It depends on which funding source. Please refer to the description in the RFP that explains eligible uses of funds.**
6. At what point will they need to complete the environment review? **The environmental review is conducted prior to the request to release funds from HUD. This is not completed until the new program year is underway (July 1, 2020).**
7. Having a Business Registration is the same thing as having a current Business License correct? **Yes.**

8. What is the DUNS #? A DUNS number is a unique nine-digit identifier for a business created by credit bureau Dun & Bradstreet. Dun & Bradstreet is one of the three most common business credit bureaus. DUNS numbers have become the standard numbering system to identify businesses across the globe. HUD requires that businesses using federal funds are registered with DUNS. It's okay if the # is not issued by the time you submit your application but we will need it when you go under contract to use CDBG funds. You do not need the DUNS # for AHTF funds.
9. When does a subrecipient (CDGG) or grantee (AHTF) need a Fiscal Agent? An organization that goes under contract with the City under a fee for services contract or to pass through funds to eligible beneficiaries must have an audit to document the how City funds are handled. You need a fiscal agent if your agency doesn't have an audit to submit to the City.
10. Where can a contractor get a W-9 for Vendor Self Service. Please contact our purchasing staff for this information. You do not need to register until you are notified that your project is approved for funding and the contract is approved.
11. Who needs to carry Insurance? The subrecipient or grantee or its Fiscal Agent must have an insurance certificate that names the City as additional insured.
12. Who is covered by the Campaign Disclosure Report? The organization that is submitting the application, as signed by the executive director or board president.
13. What does it mean that our application must provide "evidence or certifications that the Applicant has no significant or unresolved monitoring findings from the City of SF, MFA or HUD"? If the applicant receives funding from other sources and/or has received City funding in the past year, this could be a monitoring letter that resolves findings from a monitoring visit OR a certification signed by the Executive Director or Board President stating that there are no unresolved findings (particularly relevant for organizations that aren't currently funded through the City or other sources).

I acknowledge receipt of this addendum #1 _____
Signature Date