

1. If you have documentation that needs to be scanned, can you physically sign this form and scan with all the other information?

No, each RFP needs to be completed electronically and submitted electronically. Supporting documentation can be emailed with the RFP form in a separate attachment.

2. Do you separate fund requests by fiscal year when work was done or when request made?

Break down the amounts by the fiscal year when the work was done.

3. Why get away from Excel where the math is done for you?

Adobe forms with an electronic signature are done as part of our financial controls.

4. So the signature has to be a digital signature?

Yes

5. How can you digitally sign the RFP if we require 2 signatures?

Only one digital signature is required. If you need to update your Financial Management Questionnaire, you can send a revised copy to your grant representative.

6. Why are you showing Engineering fees when it's not paid by WSP?

Grantees that followed federal procurement guidelines were able to have their engineering fees paid by WSP. If not, they were funded using State funds. If a grant has State funds (also called the Engineering Subfund), a separate form must be used to request those.

7. Do you have to have invoices/cancelled checks for match amounts?

Yes, when you are documenting match, you are required to have invoices and canceled checks. Remember that you are not required to submit match documentation until your final RFP.

8. If we don't submit documentation for local match money, do we also not show our local match that has been spent since the prior RFP?

You can enter it, but we won't count it as documented match until we receive the invoices/canceled checks.

9. What if clients do not have Adobe or they cannot digitally sign??

[Acrobat Reader](#) is free. If there is another reason that a grantee cannot sign digitally, please contact [Traci Watts](#) or [Heather Paul](#).

10. When filling the amount being requested, is it the total invoice amount or the amount less the local match?

It should be the amount being requested.

11. Is this webinar going to be posted so we can refer back to it?

Yes, it will remain on our website with the revised RFP form.

12. Does the engineering being paid by local funds count toward the local match?

It depends on the source of funds. State funds cannot be counted as match funds.

13. We have been requesting the total invoice amount and letting your office determine the portion that is to be paid through WSP. Is that not correct?

If you put the whole invoice amount, we'll correct it based on the match requirement.

14. If the match is from an LDEQ CWSRF loan, what are we supposed to show as the match documents? Their approval of their form of the payment request? Or if the city receives EFT payments from LDEQ?

To count the funds as documented, we need the expenditure of the funds. Even when DEQ sends the payment to the system, the system will make the payment to the contractor.

15. Will the recent RFPs that have been submitted with the new form, but was printed and physically signed be required to be resubmitted?

We'll process the ones we have already received, but they should be submitted electronically from now on.

16. Do Contractor Estimates need to end at June 30 or can they roll over thru July. Example work performed from 6/15/24 - 7/31/24. Can 1 invoice be submitted or is 2 required?

One invoice can be submitted with the amounts broken out by fiscal year on the RFP form.

17. What's the turnaround time for payment to be received once the RFP is submitted?

This will vary. First RFPs take longer. If any required information is missing or depending on how documentation is submitted, it may take a little longer.

18. Do we need to wait until an RFP is processed by WSP before sending in the next RFP?

No, you can send them when they're prepared.

19. We should be able to spend all local funds up front and submit the entire local match with RFP 1 and be done as far as local documentation is concerned?

The match can be spent up front or throughout the construction period. WSP payments will only be paid up to the amount allowed for each RFP depending on the system's match requirement. Match documentation is not required until the last RFP.

20. So if we add matching funds to the WSP form, we must submit proof of payment?

The match funds can be included on the RFP. Documentation is not required until the last RFP is submitted.

21. If all work occurs on or after 7/1/24 does it go in FY1 or FY2?

FY 1