



**June 22, 2026
Addendum Number Two (2)**

**NFA #062426-CSBG-DRSF - Notice of Funding Assistance
Community Services Block Grant - Disaster Relief Supplemental Funding (CSBG-DRSF)
Food Distribution Programs**

Addendum Number Two (2) Explanation:

This addendum is to add Questions and Answers received after Wednesday, June 19, 2026.

Q1: Would purchasing delivered meals or groceries for Meals on Wheels for income-eligible seniors qualify if they lived in the targeted areas? Grocery delivery could be five scheduled events, but meals are delivered 5 days a week.

A1: Additional distribution events will be allowable if supported by the budget and program outcomes.

Q2: What documentation is required for payroll reimbursement?

A2: Subrecipients must submit auditable payroll documentation with each monthly payment request. Acceptable documentation includes a system-generated report from the organization's payroll or timekeeping system showing the employee, pay period, hours allocated to the grant, gross pay, fringe benefits, and the amount charged to this grant. A tracking spreadsheet that reconciles total grant charges by aggregating hours and costs per employee is also required. Fully signed/approved timesheets showing hours dedicated to the grant. Employee names and personal identifiers may be redacted for privacy.

Q3: What documentation is required to verify low or moderate income? We currently have mobile pantry clients sign an online TEFAP form through SIMC, self declaring income at our mobile food pantries and do not require pay stubs or other income verification.

A3: Eligibility is based on the event location. Events must be held in a HUD-designated LMA, see Appendix 1 of the NFA for the LMA map. Because the geographic area itself establishes eligibility, individual income verification at the point of service is not required by this grant.

Q4: We typically try to provide pop-top cans when we have shelf-stable products to distribute, but sometimes the canned items do not have pop-tops, and we have found this to be a very important part of post-hurricane distribution. Could we include these?

A4: Eligible expenses under this NFA include food purchase generally, with no restriction on can type. Standard canned goods, including those without pop-tops, may be included in your food distribution.

Q5: We will focus on our own distributions, but we do have partnerships with a number of agencies and schools in the targeted areas. Would this be helpful for highlighting cross-collaboration with schools and our agency partners in the desired areas?

A5: While this NFA does not require partnerships with other agencies or schools, applicants are encouraged to describe existing relationships with organizations in the targeted LMA areas within their Food Distribution Plan section.

Q6: Do the distribution events have to be completed by September 30 or just the purchasing of the food? In other words, If we purchased and warehoused the food by September 30, but did not distribute it all until later in the year would be eligible for reimbursement for the cost of the food purchase made prior to September 30?

A6: All program activity, including distribution events, must be completed and all funds fully expended by September 30, 2026.

Q7: Must all participants reside within HUD-designated Low-to-Moderate Income (LMA) areas, or may impacted Lee County residents outside those areas also be served?

A7: Eligibility is based on the event location. Events must be held in an LMA area, see Appendix 1 of the NFA for the LMA map.

Q8: If a distribution event is held within an LMA area, may households from outside the LMA attend and be counted toward program outcomes?

A8: Yes. Households do not need to reside within an LMA to participate. As long as the event itself is held in an LMA, any Hurricane Ian impacted Lee County resident who attends may be served and counted toward program outcomes, regardless of home address. The LMA requirement governs event location, not participant residence.

Q9: What documentation will be required to verify participant eligibility, including income status and Hurricane Ian impact?

A9: No individual income documentation is required. Eligibility is based on the event location. Events must be held in an LMA, see Appendix 1 of the NFA for the LMA map. Self-certification is sufficient to document Hurricane Ian impact.

Q10: Will self-certification be acceptable, or will supporting documentation be required at the point of service?

A10: No individual income documentation is required. Eligibility is based on the event location. Events must be held in a HUD-designated LMA, see Appendix 1 of the NFA for the LMA map. Self-certification is sufficient to document Hurricane Ian impact.

Q11: May donated food inventory be used as part of the program if grant funds are used for transportation, storage, and distribution activities?

A11: Yes. Donated food may be used as part of the program.

Q12: Are transportation and handling costs associated with donated food eligible expenses under this funding opportunity?

A12: Yes. Transportation and delivery expenses and storage and warehouse costs are all eligible expense categories under this NFA, as long as they're tied to an approved distribution event and properly documented.

Q13: The application references hosting up to five food distribution events. Is five the maximum number of events that may be supported, or would additional distribution events be allowable if supported by the budget and program outcomes?

A13: Additional distribution events be allowable if supported by the budget and program outcomes.

Q14: What participant demographic and outcome data elements will be required for reporting purposes?

A14: Subrecipients must collect and report the following for every household served at each event:

- Name of the head of household
 - Number of people in the household
 - Household demographics including household size, racial & ethnic demographics
 - Street address, city, and zip code
 - Progress toward the goals and objectives identified in your application
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Q15: Will Lee County provide participant intake forms, eligibility forms, or reporting templates for funded agencies?

A15: No. Lee County will not provide standardized intake forms, eligibility forms, or reporting templates. Subrecipients are responsible for developing and using their own forms to collect the required household data.

Q16: Are expenses such as fuel, vehicle rental, refrigerated trailer rental, temporary cold storage, and similar logistics costs considered eligible transportation or storage expenses?

A16: Yes. These costs fall under the NFA's eligible "transportation and delivery expenses" and "storage and warehouse costs" categories, as long as they're reasonable, necessary, and tied to an approved distribution event.

Q17: May temporary staffing obtained through a staffing agency be charged as a direct program expense?

A17: Yes, when the staff are performing direct service duties tied to the food distribution events, such as coordinating distributions, handling food, or supporting participant intake. These costs count toward the NFA's 15% cap on direct service staffing and must be documented with sufficient detail on hours worked and services provided.

Q18: May TDPC apply directly as a Florida nonprofit corporation while our 501(c)(3) determination is pending?

A18: No. Proof of 501(c)(3) non-profit status is a required eligibility criterion for the applicant organization.

Q19: If direct application is not permitted, may TDPC apply through a Fiscal Sponsor utilizing a Model C Fiscal Sponsorship Agreement?

A19: No. Proof of 501(c)(3) non-profit status is a required eligibility criterion for the applicant organization.

Q20: Are there any additional eligibility requirements, supporting documents, or pre-application steps that TDPC should complete prior to submission?

A20: See NFA Section II: Application Information for the complete list of eligibility requirements and required supporting documents.
