

Governor's Office for Children and Families

Caring Communities RFP FAQ

We have divided the questions into sections due to length of the FAQ. The sections include:
Administrative, Program, Budget, and Evaluation.

Administrative

1. ***Does the System of Care Administrator have to be a full time position?***
Yes and the position must report to the Fiscal Agent.
2. ***Can a Community Service Board (CSB) be a fiscal agent for more than one grant proposal?***
Yes, as long as the CSB can sustain cash flow based on the GOCF quarterly reimbursement process. Separate financial records must be kept for each grant.
3. ***How many awards will be given out?***
A good estimate is from 6-10, depending on the dollar amounts of grants funded.
4. ***The fiscal agent has to be a government agency and not a non-profit organization, correct? Yes.***
5. ***Can the fiscal agent be a university or a part of the board of regents?***
Yes, if the university is a public entity (part of the GA Board of Regents).
6. ***Should the proposal be single or double-spaced?***
While the RFP does not indicate single or double spaced for text, ability to read the proposal is appreciated.
7. ***Do partners need to submit separate budgets for each direct service activity?***
Yes and partners budgets should be categorized by direct service activity.

8. *Is there a deadline for questions?*

No.

9. *Would you advise a community that presently has a KidsNet process in place to apply because they have experience or to not apply because it is “double-dipping?”*

Since GOCF funding will cover new or expanded costs, that would not be considered double dipping. Any established collaborative, whether KidsNet, Family Connection, or Commission on Children and Youth, are eligible to apply because the collaborative would be identifying gaps in services and requesting funding to fill those gaps.

10. *What is the maximum dollar amount for grants?*

\$325,000

Program

11. *Can you expand on the role of the independent evaluator please? Does this 10% include funds used for evaluation tools?*

The aspects of the evaluation costs would be negotiated and described in the fiscal agent’s MOA issued to the evaluator (i.e., hours, travel, supplies). If an agency needs to update existing software to collect data for this grant, that expense could be requested under the Fiscal Agent’s Regular Operating budget. (Reminder: all costs must be fully explained & justified on the budget narrative.)

12. *Who are the CEO and the fiscal agent?*

The CEO is the head of the applicant agency (city = mayor; county=commission =commission chair; school system = superintendent) and is the person who signs the application. The fiscal agent is the corresponding public agency that the CEO directs.

13. *Do partners have to be non-profit organizations?*

No, they can be non-profit, faith-based, parks and recreation, etc.- any service provider who can adequately meet the needs you identify.

14. *Can a partner be an individual?*

Not for the Partner Budget—they should be organizations. However, the fiscal agent may desire to contract with an individual to perform a specific task which is allowable and would be included under All Other Contractual Services on the System of Care Administrative Budget and Contractual Services on the Partner Budget.

15. *Who is the system of care collaborative coordinator responsible to?*

The System of Care Administrator is responsible to the Fiscal Agent and System of Care governing body.

16. *What is the Service Delivery Strategy Act?*

Created in 1997, this is a state law requiring county and city governments to work together on a plan for delivering services. Non-compliance can result in a government entity not being eligible to receive state financial assistance including GOCF funding. The GA Department of Community Affairs monitors this requirement, and you may find more information and a listing of non-compliant jurisdictions by visiting www.dca.servicedelivery.org.

17. *What happens when you get into your funding period and find out that one of your partners is not fulfilling their duty?*

GOCF will provide extensive technical assistance to assure program success. Budget amendments will be allowed during the award period. These items will be fully addressed at the post-award training in October.

18. *Why does the fiscal agent who makes the application have to be a government entity? Why can't it be a non-profit?*

This is the standard that has been established by GOCF. While we acknowledge that many non-profits have the expertise to manage large projects, we want communities to focus on partnership and sustainability.

19. *What if two or more counties collaborate?*

The collaborative will choose one fiscal agent to utilize for this grant opportunity.

Budget

20. *For Years 2 and 3, can match be in-kind?*

No. Only cash match is acceptable.

21. *Does money left over in the first year carry over to the next year?*

The balance of grant funds from year one will be deobligated and cannot be carried over to the second-year grant.

22. *We have a plan and we've already identified some matching funds; can we use that funding in subsequent years?*

As long as it fits the purpose of the funded program and is still available in subsequent years for those expenditures.

23. *Is there a recommended percentage of grant funds we can allocate to the System of Care Administrator's salary?*

No set percentage—justify the amount requested based on salaries of similar positions in your region.

24. *Can we utilize funds to assist and/or pay for System of Care Administrator's insurances?*

Fringe benefits are allowable costs.

25. *What if the fiscal agent is actually providing some of the services?*

If the fiscal agent is also providing direct services and tied to a strategy area, then a separate Partner Budget must be completed.

26. *How detailed do you want the budget summary to be? Do you want to know about grant money and in-kind?*

For year one, cash match is not required. All costs on each partner budget and fiscal agency budget must be included on corresponding budget narratives, providing calculation detail and justification of costs. In-kind is not allowed and should not be included in years two and three as cash match. You may include cash match opportunities in your sustainability plan if you have already negotiated these in your communities and these will be available in subsequent years.

27. Does GOCF have a standard for how much pay you should request for a System of Care Administrator, staff, tutors, etc.?

No, there are no standard rates of pay since each community is very different.

28. Do you allow indirect costs/administrative fee for the fiscal agent?

No indirect costs will be funded

29. If we have a program that is going to end before this grant opportunity starts and we want to include its funding in this application, does that count as supplantation?

Technically, it is not supplantation because the funding source ended.

However, we will question why the community did not sustain the program with local resources.

30. When talking about matching funds in our planning process, how do we know what to look for down the road? How do we come up with a sustainability plan? Do we have to mention matching funds in our sustainability plan?

GOCF understands the need for future planning of financial resources which is why the match requirements for years two and three are outlined on page 9 of the RFP. Your collaborative will develop a sustainability plan for this application which we understand will change as new resources are identified. Please review RFP section 3e for guidance on information to include in the sustainability plan.

31. If we say something is in-kind in the first year but it's a cash expenditure in year 2 and 3, is that allowed?

The first year's budget will not include any match items. For the year 2 and 3 RFP, more guidance will be given as to the manner in which to document your cash match. Since the GOCF grant funding will be reduced by 25% and 50% respectively for years 2 and 3, the funding gap will be captured by the cash match to continue supporting year 1 programs and activities. In-kind match will not be allowed for this grant, only cash match.

32. *Have you talked about whether the cash match has to go into the same pot, or can another subcontractor pay the second year?*

Cash match can come from any source, as long as it is applied to the appropriate programs and services funded in year 1. The entire collaborative and partners are responsible for raising matching funds.

33. *How much should we budget for training costs for the required training opportunities and technical assistance?*

GOCF will hold one mandatory training in October 2009 for post-award instructions/reporting requirements. The training will be an all-day event. There may be another Systems of Care training opportunity that occurs during the year which you may want to factor into the budget. Remember, budget categories can be amended during the contract period.

34. *Do we need to divide the budget for multiple partners?*

A budget will be completed for each partner.

35. *Can we have more than one strategy area?*

No. You may only choose one strategy area.

36. *If we use our current employees and add new responsibilities to their job descriptions, can we pay them more? Is that supplantation?*

Supplantation occurs when you replace existing funds with GOCF grant funds. Concerning current employees, if the person is already 40 hours/week and you simply add "other duties as assigned," you cannot use GOCF funds for that person. However, if that same person is being re-assigned to a new GOCF-funded job position and you will hire someone to fill his/her current position that has now become vacant, that is permissible because you have not replaced existing funds for the same purpose. Another example is if you have a 20 hour/week employee who you want to make full-time with the additional 20 hours dedicated to the GOCF project, you may use GOCF grant funds for the "new" 20 hours.

Evaluation of Proposals

37. ***Do you solely use the scoring rubric, or are there other subjective factors you contribute?*** The rubric will be the tool used to score each application.

38. ***Will the applications be funded as submitted, or will you maybe take something out?***

We may decide that there are some expenses that are not appropriate and/or allowable. Staff may contact the identified application contact person to clarify issues during the review process.

39. ***Are you going to make sure the funding is distributed equally among the regions?***

Proposals will be evaluated and funded based on the quality of each proposal submitted.

Revised for 2009 (3/18/2009)