

Independent Agency Funding Program Application – Questions and Answers

The RFP asks for 'bound' copies- are you looking for copies put together with binder clips or something that is bound by a printer?

The application does require that the original and all copies are bound. The method you chose to bind each copy is your preference. However, you should ensure that the binding is strong enough that the application would not become separated during the evaluation process, as the copies will be distributed to the evaluation committee members. In the past, applicants have used three ring binders, plastic folders, binding machines, and binder clips.

Once you have received all the submitted questions by June 15, do you post the questions and answers for all applicants to see? And if so, does that Addendum become part of the RFP that we need to include? I have worked for another County where all this had to be included.

We will post the most frequently asked questions on the HHS webpage. The questions should not be included in the submitted applications.

Given that there is a page limit, can the Program Outcome Chart definitions be deleted from the application?

Each item should be repeated before each response. One reason for this is to ensure that each evaluator is certain that they are evaluating the intended item number.

I assume that the (program outcome) chart is to be completed within the application document and not submitted as a separate document - which would allow landscape orientation?

The Outcomes Chart should be completed in the application document. You can change the chart to landscape orientation if desired.

Is the \$1,400,000 an increase, decrease or same amount as last year (and the previous two years)?

\$1,400,000 is the approximate amount that has been approved for independent agency funding over the last few years.

Has an amount been predetermined for each category? If so, what are the amounts allotted for each of the four categories presuming the \$1,400,000 is approved by the county?

Specific amounts have not been allocated for each funding category.

Item 12. List the agency's funding sources, including those from fund-raising efforts. State the annual amount from each source and the number of years the agency has received funds from each source.

How many years back should this question cover?

You should only list funding sources that are currently included in your agency's budget/revenue. You can go back as many years as you would like. The key point is that the funds should only be listed if you are receiving them now.

Question 29 asks for a job description or resume, but they are different: the **job description** describes the duties, responsibilities, education required, etc. for the job title; a **resume** is an individual's actual job history, education, etc. Should I include both job descriptions and the staff resumes?

There is no preference given for resumes or job descriptions requested in item #29. You could attach both as you see appropriate since these documents are not counted in the 25 page limit. However, you must complete the chart in item #29, which requires a list of all positions providing direct and support services and minimum education, training and experience requirements, primary duties, and % of each position's time devoted to the proposed program.

Question 31 asks for “a standardized measurement tool” for **Program Document 2**. Our measurement of outcomes is to simply confirm permanent housing is secured and either employment has been secured or college enrollment is confirmed – we measure this with an Exit Interview done by the Resident Teachers/Dorm Moms and the teen moms prior to leaving the Program. Please advise if you think a copy of our Exit Information Form will suffice as a “measurement”?

As long as you have developed a uniform exit form that is completed by each program participant, it should suffice as a measurement tool. There could be instances where an agency is awarded funds through the independent agency funding program, and during the contract negotiation phase, receive direction from County staff or the HHSAC regarding forms, tools, outcomes, etc.

Item 37. Budget Narrative - Salaries – Do you want a list of each staff position or a total salary number with job title in the narrative?

You should list each position and salary of each position that you are requesting funding for individually, if the salaries of the position have the same job title but are paid different amounts. If you employ a number of people with the same job title and salary, you could list the total dollar amount followed by the number of positions explained in the narrative.

We would like to apply under the Community Health Care category, and wanted to know a little more about what that category encompasses to make sure our program is a good fit. The main question is if we have to comprehensively provide all of the services listed under that category, or if we can apply while only providing one service, like mental health.

The Community Health Care funding category administers funds dedicated to providing the highest quality, consumer-friendly, and cost-effective services to low-income and/or underserved SJC residents with primary health, oral health, mental health, and substance abuse needs. A project/application does not have to provide all of the services described but can focus on just one of these aspects, like mental health.

In the past we have applied for funding for Transitional Housing. This year, since we are unable to apply for Transitional Housing, we are applying for Affordable Permanent Housing with Supportive Services. Would this be considered a "New Program" or recurring since we have been receiving County funds for homeless housing?

Since your current contract with the County includes funding for transitional housing and supportive services and you are applying for an affordable permanent housing program, I would not consider it a renewal program as referenced in item #32, if it is truly a different program than what is currently being funded. However, item #20 asks if the application is for a new, renewal, expansion or enhancement program, irrelevant to the program currently receiving County funds. So if you are already running an affordable permanent housing program, you will have to indicate if this is a completely new program, or if already in existence, how these funds would expand or enhance the program.

Since the application is 11 pages long and the page limit is 25 pages, that give us 14 pages to respond. Is that correct?

Yes, you are correct in that the application is 11 pages long, giving you 14 pages to respond. The only exception is that the required program documents and attachments are not counted in the page limit.

We have a total of 11 properties that are used for low and extremely low income individuals and families. Would we be able to ask for payment of the insurance premiums we pay on these properties?

Insurance is a disallowed expense in this funding application so you would not be able to request payment for insurance premiums.

Can you explain, or point me in the right direction, to understand what the “housing first” approach is (this is mentioned in questions 22 of Section 3 Program Details)?

As a very basic explanation, Housing First is a proven approach in which people experiencing homelessness are provided with permanent housing immediately or as quickly as possible, and with few to no preconditions, behavioral contingencies, or barriers, such as service participation requirements or sobriety. There are many resources available on line to gain a more in depth understanding of the subject. Here are a few: <https://endhomelessness.org/resource/housing-first/> , <https://www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf> , <https://www.usich.gov/solutions/housing/housing-first>

I recently came across this project: HHS Independent Agency Funding Program

I am hoping you can email me a copy of any specifications and/or documents associated with this project. If they can't be emailed, please let me know. Please do not send them if a fee is required.

To find further information and to download the HHS Independent Agency Funding Program Application and timeline, please visit the following webpage: <http://www.sjcfl.us/HHS/IAFunding.aspx>

The application and timeline are at the bottom of the webpage. Please let me know if you have any questions or if you have any trouble downloading the documents.

May for profit organizations apply?

Only registered 501(c)(3) non-profit agencies and public entities may apply for the HHS Independent Agency funding.

As a Victim Service Provider for domestic violence survivors our agency is exempt from entering data into the HMIS System. What is the best way to indicate the exemption in the RFP. Also, I didn't see the evaluation tool with the RFP application. Where would I locate this tool?

There is no need to indicate the HMIS exemption for DV providers in the application. The HMIS requirement will be addressed during the contract phase. Should any DV providers be awarded funding, we would just list the system being utilizing to collect data (instead of HMIS) in the contract.

The scoring and ranking tool is still being developed so it has not been published.

Does the 25-page limit also include Section 6 – Program Budget Information?

Yes, the 25 page limit does include Section 6: Program Budget Information.

Can you provide a definition of an expansion vs. an enhancement program application?

- An expansion to a program would occur when an existing program seeks to increase the number of clients served or increase the number of services provided.
- An enhancement to a program would occur when an existing program seeks to improve its services/program in effectiveness, value, and/or quality.
- An agency could submit an application for expansion **or** enhancement to an existing program.
- An agency could submit an application for both expansion **and** enhancement to an existing program.

With respect to the provider's support of the County's emergency response activities if the Comprehensive Emergency Management Plan is activated, can you please explain what is: a) the Long Term Recovery Team and b) the post Impact Shelter?

- During the long-term recovery phase of a disaster, unmet needs of the disaster survivors will be assessed by the County, each of its municipalities, and the St. Johns County Volunteers Organizations Active in Disasters (VOAD). The Long Term Recovery Team is a volunteer committee that consists of

but is not limited to: non-profit organizations, faith based organizations, County/City staff, and volunteer groups. The committee works to meet the identified needs of disaster survivors by reaching out to community programs for assistance, tracking requests, monitoring media for information, coordinating with community relations, tracking individual family case management, and following up with families/communities. Since Hurricanes Matthew and Irma, this committee continues to meet once monthly.

- When the SJC evacuation shelters cease operations after a disaster, the Post Impact Shelter provides shelter for those evacuees who remain displaced. During Hurricanes Matthew and Irma, the Red Cross partnered with the County and other non-profit organizations to staff the shelter and assist those remaining with housing options and other unmet needs.

The budget form does not appear to show the level of detail the county would like to see for section B – Program Expenses. In that respect it is similar to the LSF/DCF forms. Would I be correct in assuming that the following categories would be ok in that area: Building Occupancy, Professional Services, Travel, Equipment, Food Services, Medical and Pharmacy, Subcontracted Services, Insurance, Interest Paid, Operating Supplies & Expenses, Donated Items, Other Expenses. These are the same ones used for the LSF/DCF forms that the State uses, and not all would apply, but it would cover all the costs.

In item #36. Program Budget Summary, you should list all expenses required to carry out the proposed program. Disallowed expenses for this funding opportunity are insurance, audit expenses, entertainment, decorative items, client incentives, or food for non-clients. These expenses may occur in your program but should be funded through other sources and accounted for in column #2. Other Funding.

As for the narrative/justification of each line item, I would like a little direction on how detailed they want to be. For example, for salary do they want a one line statement about wages, or a detailed list of positions, time and rates? In the other areas, do they want detailed calculations of how the figures were arrived at (in many instances they are based on historical cost trends)? Or just a description of what the costs are in the related line item.

In items 37 and 38, Budget Narrative for Requested HHS Funding and Budget Narrative for Other Funding, clear descriptions should be given for how the funds will be used for each line item. In the Salaries line item, you would list the total dollar amount of salaries requested and in the Narrative column you may want to include a list of each position, # of persons in each position, and salary of each position. For example: Salaries, **Amount column:** \$135,000, **Narrative column:** 2 full time Case Managers at \$40,000 each; 1 part time Administrative Assistant at \$30,000; 1 part time Administrative Assistant at \$25,000. (These positions should coincide with those listed in Item 29, so there should already be a detailed description given of each position being requested.) Under Program Expenses, an agency might request Equipment, **Amount column:** \$5,000, **Narrative column:** Purchase 2 laptops at \$2,500 each for client resource center.

Is there a page limit on the budget forms? Understanding that the more detailed the narrative, the longer it will be.

There is no page limit on the budget forms; however, there is a 25 page limit on the complete application, not including the program documents and organizational attachments listed in Section 7.