**FY25 Independent Agency Funding Program Application – Questions and Answers**

**Q**: We will not be up and running at the time of our application.  Will the funding provide support for the completion of its development for nine months and three months of operating expenses once opened?

**A**: You can start a new program and will need to complete and submit the full application with all required files.  The required files include budget forms where you can design your budget and upload into the application where prompted.  Application and budget will be evaluated.  The funding year for this funding cycle is 10/1/2024-9/30/2025.

**Q**: Is it possible to pick up a hard copy of the application including relevant files needed to complete? Unfortunately, I do not have access to a printer. If you can help that would be great and if not I understand. I could come by this pm if possible. Thanks again.

**A**: The application and all relevant files are electronic in eCivis, so we do not provide hard copies of these documents.  If you need access to a printer, we do have a resource center in our Social Services department with computers and printers that you are welcome to use.  We are located at 200 San Sebastian View, Suite 2300.  You can login to your eCivis portal and print your documents there.

**Q**: We are an anti-hunger organization with robust nutritional health programming and resources. We are working to expand our disaster response and nutritional health work in St. Johns county. It looks like there isn't much of a focus on food security or nutritional health historically for this program, so I wanted to reach out and discuss what role you see nutrition playing in community health and if it makes sense for us to become a partner with the HHSAC working towards shared goals.

**A**: You are welcome to attend and participate in the General Meetings of the HHSAC each month.  They are held on the first Thursday of the month at 4:00pm.  I will forward your email address to Mary Garcia so she can send you the recurring invitation should you wish to attend the meetings.  In regard to the Independent Agency Funding Program, please review the funding category descriptions in the document titled "Application Instructions" on the I.A. webpage: HHS Independent Agency Funding Availability - St. Johns County (sjcfl.us)

To be considered for funding, applications must meet one of those three funding objectives.  Applications should illustrate how the program aligns with the funding category and include all applicable documents and attachments for evaluation.
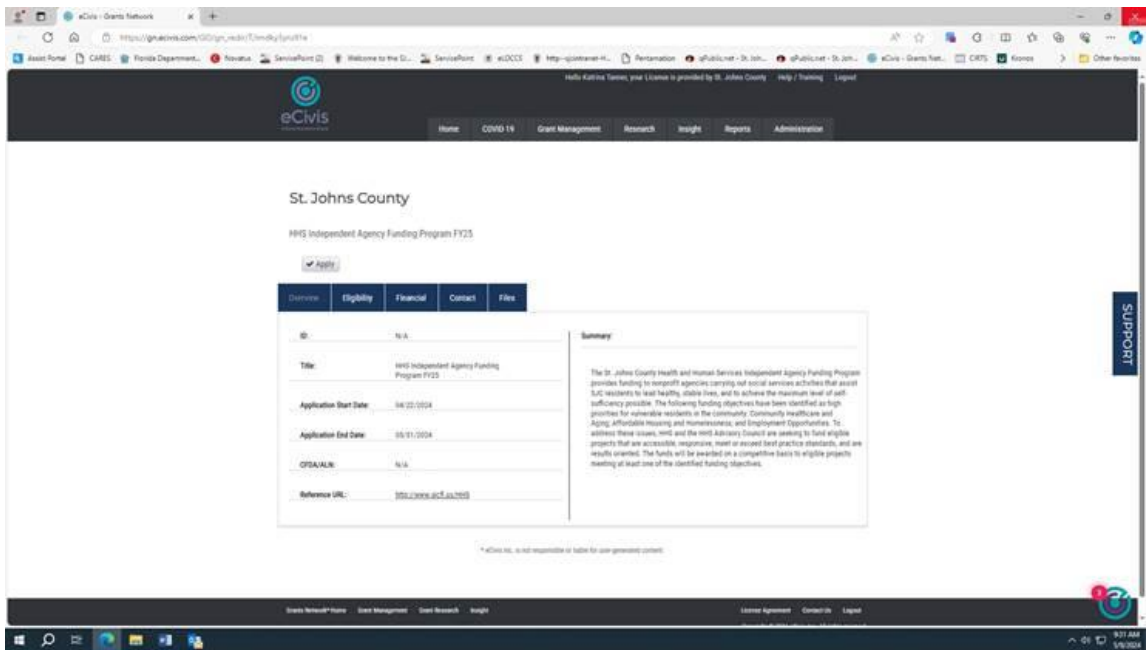
**Q**: I am seeking your assistance. The total cost of the project is not adding up correctly. Instead of only adding the amount we are requesting from HHS with the allocated amount we received from ElderSource, it is also adding in the amount applied for from ElderSource for a total of $3,141,988.

Am I doing something wrong?

**A**: Yes, if you enter the "Amount applied for" and "Amount Allocated," it seems to include each of those amounts in the calculation with the HHS requested amount, inflating your total costs. I checked back at prior applications from the previous funding cycle. It looks like some agencies included the amounts in both boxes as you have below, but some enter $0, or N/A, in the "Amount applied for" and only enter the "Amount Allocated" to get a more accurate calculation of the "Total Cost of Project." That way, it's not calculating the same amount twice.

**Q**: Good morning. I am in ecivis this morning looking at the HHS grant and there are several items that need to be uploaded/downloaded that mention templates, but I don't see a link that provides the templates. Are there templates available or should we create our own sheets?

**A**: The files are included in the last blue tab on the solicitation page.



**Q**: I am unclear about how to answer questions:

> 7) List all entities that have an ownership interest in the agency and

> 8) List all entities in which the agency has any ownership interest, other than a publicly traded corporation

Could you please explain and clarify these questions for me so I can make sure I answer them correctly?

**A**: Question 7 asks if **another separate entity** shares any ownership or has a stake or any other financial interest in **your** agency.

Question 8 asks if **your agency** owns any part of something else. For example, if your agency owns shares of a company, has a stake in a business or any other asset. It's essentially asking if your agency has any financial interest in something.

**Q**: (Regarding Questions 7 and 8) We are not connected to any other organization so I will respond n/a.  Correct?

**A**: If there is no shared ownership or financial interests, the response would be "None" or "N/A."

**Q**: Good morning, Katrina. I have searched the HHS solicitation in e-civis but can't locate the Program Staff Template that is requested here:

**Budget Narrative for Requested HHS Funding - Fiscal Year 2023**

Identify the expense, $ amount, and a detailed narrative description (justification) for each expense line item **(including administrative costs)** that is included in the Program Budget Summary form. Information in the budget narrative must correspond with information provided in the Requested HHS Funding column on the Program Budget Summary form and the Program Staff Template. Expand rows as needed.

***DO NOT COMPLETE SHADED AREAS***

**A**: The Job Descriptions/Program Staff chart is Program Document 1 in the Files tab.  This is where you will list all positions providing direct and support services.