



**FISCAL YEAR 2019-2021
CURRENT REQUEST FOR PROPOSAL
FREQUENTLY ASKED QUESTIONS (FAQS)**

QUESTIONS WILL BE ACCEPTED UNTIL MAY 2, 2019. PLEASE SEND ALL QUESTIONS IN A TIMELY MANNER. THE FAQS PAGE WILL BE UPDATED AS NEEDED.

1. **QUESTION:** I do not think the budget allows for facilities rentals, but does it allow for marketing, tech support, and printing? Also, is equipment a no or can someone ask for equipment?

RESPONSE:

*Budgeting items for facilities rentals, marketing, tech support and printing as related to the proposed directed services are allowable operational expenditures that fall under the **Services and Supplies** line item of the budget. Please refer to the **Proposal Narrative** section under **Project Budget** of the RFP.*

2. **QUESTION:**
Is the Bidder's Conference something that we need to RSVP for?

RESPONSE:

We will have a sign-up sheet at the Bidder's Conference but no pre-registration is required.

3. **QUESTION:**
For a new collaborator is it still just the first year for equipment purchases and no purchases the second year?

RESPONSE:

*Regardless of funding history with the Task Force, equipment and fixed assets are applicable budgeted line items as it pertains to the proposed services. Please refer to the **Project Budget** section of the **Proposal Narrative** of the RFP for further details.*

4. **QUESTION:**
Under the Collaborative Applicant RFP where it would be a two year funding period, can only the lead agency be funded but we would collaborate with partner agencies that meet the CBO requirements of the RFP?

RESPONSE: Yes.

5. **QUESTION:**
Are indirect costs allowed in the proposed budget?

RESPONSE: *The line item for indirect costs has been eliminated and will no longer be allowed.*

6. **QUESTION:**
Regarding Attachment B-2 which is the Project Work Plan, we are a Collaborative Applicant. Are we to submit multiple Project Work Plans or only one?

RESPONSE: *Collaborative Applicants shall complete and submit a 1-page Project Work Plan. Identification of which partner is responsible for project activities is provided to delineate expectations, roles and responsibilities for the purposes of the Project Work Plan.*

7. **QUESTION:**
Regarding the Collaborative Applicant RFP, the Lead Community Based Organization Information Form on page 13 of the RFP asks for Project Director, Financial Officer, Day-to-Day Program Contact and Day-to-Day Fiscal Contact. Must these individuals be employed by the Lead Community Based Organization?

RESPONSE: *The identification of the stated reference roles shall be determined by the collaborating community based organizations as a Collaborative Applicant.*

8. **QUESTION:**
Are eligible community based organizations able to submit two Applications and Proposal? It would be for the two year funding and another one for the one year funding?

RESPONSE: *The applicant(s) must demonstrate clearly that the proposed services and programs do not overlap and specifically, that the goals and objectives including project activities that support the identified goals and objectives are markedly separate.*

9. **QUESTION:**
For the Community Based Organization Information Form, can the Financial Officer and the Day-To-Day Fiscal Contact be the same staff member?

RESPONSE: *Yes, the designated person on the Applicant Form can be the same staff member.*

10. **QUESTION:**
I had a question regarding the budget for this year's application. Would transportation vouchers and childcare vouchers for the people we serve fall under the services and supplies section of the budget?

RESPONSE: *The above referenced expenditures would meet the Services and Supplies line item of the proposed budget. For further details on proposed expenditures, please refer to the following in the respective RFP Applications:*

One Year Funding Applicant RFP	Two Year Funding Applicant RFP
<i>Pages 22-23 refer to Rating Criteria for Project Budget Table</i>	<i>Page 25 refer to Rating Criteria for Project Budget Table</i>

