

CHILDREN'S BOARD OF HILLSBOROUGH COUNTY

PRO 2019-05 Level 4 Technical Assistance Grants RFA

Answers To Questions – Through 02-01-19

Question 1. For a conference registration, does the event need to take place between the contract period or can it occur after? For example, can grant money be used to attend a conference in October 2019?

Answer 1. The conference must take place within the contract period.

Question 2. Do you have a preferred format for the implementation plan?

Answer 2. Requirements for the Implementation Plan and Timeline (Attachment 4), may be found in Section (2.5) of the RFA. Specific formatting is at the discretion of the Applicant.

Question 3. Can you ask for items in the budget that are not related to the same project? Example: Budget example of consulting services for strategic plan and desktop computer.

Answer 3. Yes.

Question 4. Please explain the difference between IT Expense and Computer Supplies on the budget form.

Answer 4. See Section (2.3) of the RFA. Information Technology Expense (#9) and Computer Supplies (#11) each have detailed definitions on page (11).

Question 5. Would rent paid each month for your office where you conduct activities related to the project be considered capital outlay?

Answer 5. Rent is not an eligible purchase, as it does not meet the intent of the Technical Assistance Grant.

Question 6. For the Implementation Plan (Attachment 4) it says include the timeline for the entire project. How is this reflected if this is an ongoing project? For example, you plan to purchase software for accounting. Would you reflect this and list the annual cost?

Answer 6. The Implementation Plan and Timeline (Attachment 4) should be a direct reflection of the project proposed in the application and outline the activities to take place during the contract period.

Question 7. Is attendance at the Workshop required for submitting the RFA?

Answer 7. No.

Question 8. Is furniture (desk and chair) an allowable expense if the furniture is directly benefitting a staff that we are hiring to implement our new fatherhood program?

Answer 8. No.