

Children’s Board of Hillsborough County
PRO 2023 – 02 Request for Proposals (RFP)
(LEVEL 3) Leading Grant
Small Non-Profits

Answers to Questions – Through 11/7/2022

Question 1:

Can you explain vendor versus contractor?

Answer:

A sub-contract Organization is an organization working in partnership with another or multiple agencies on a single program or project under a “Lead Agency”.

A vendor is an entity (person, agency, etc.) that would be contracted with to provide specific agreed-upon services. The services would typically be billed in units such as hours or sessions, and the quantity and rate(s) for these units would be agreed upon prior to services being rendered.

Question 2:

Do we need to stick only to outcomes listed on the proposed outcomes?

Answer:

All outcomes should be selected from Appendix #7 - Outcomes and Recommended Measures.

Question 3:

Is there a number of partners that would be considered excessive?

Answer:

Not enough information is provided to answer this question. The number of partners the proposer organization has is dependent on the program/services being provided.

Question 4:

Question about the geographic focus. Can proposal address entire County?

Answer:

The intent of this grant is for proposer organizations to serve “Designated regions or neighborhood(s) in Hillsborough County”.

Question 5:

Are these trainings mandatory?

Answer:

Refer to Section 1.3.2 Training Information. Trainings are not mandatory, however if the proposer organization attends at least (1) session for each of the (3) training topics, they will receive (10) extra points on the proposals score.

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Question 6:

If one of the other grants is a better fit can attending this meeting serve as mandatory meeting if you missed the September 13th meeting

Answer:

No. Each release has specific Information Session(s) that must be attended.

Question 7:

I was out of town for a funeral. Is there a make up date for the September 13th meeting since it was a single meeting whereas other grants have multiple meetings

Answer:

No.

Question 8:

Sorry, to whom do we RSVP (via email) to attend the in person trainings

Answer:

Please send a headcount of those attending to: CBHCFundingRelease@ChildrensBoard.org

Question 9:

Do the attachments count in the 6 number of pages?

Answer:

Attachments are not included in the 6 page maximum of the proposal narrative.

Question 10:

If we need to submit information about another funder....you mentioned most recent funder. Over what amount?

Answer:

Refer to Attachment #1 Cover Sheet: Question #11.

Question 11:

If we have not previously received from CBHC, we need to list another funder the most recent, or the most recent over 5k?

Answer:

Refer to question #10.

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Question 12:

If last audit was 2017, should we put in the 990 and the plan for current audit?

Answer:

Not enough information is provided to answer this question. As each organizations fiscal year is different, we require the agencies most current available audit or complete set of financial statements. A 990 does not need to be submitted.

Question 13:

I emailed this question in last month, but I haven't seen the answer yet. Can you clarify what a "continuation contract" is under the section where it lists what the children's board is not looking to fund We have received a contract for a level 3 grant that starts Oct 1 and its our first one, so I would not think it is a "continuation" contract, but I want to make sure that doesn't disqualify us.

Answer:

Any agency that has received a CBHC contract effective starting October 1, 2022 (Fiscal Year 2023) is not eligible to apply to this release.

Per the RFP: Agencies awarded a continuation contract by the Children's Board for FY 2023 (October 1, 2022 – September 30, 2023) are not eligible to be funded for this grant.

Question 14:

Can we go for multiple grants for the 2023 year. For example, this grant as well as the tech assistance grant?

Answer:

Submitting a proposal for this release does not disqualify you from other releases for fiscal year 2023.

Question 15:

Can we get a copy of this power point and/or the handout?

Answer:

The power point and handout are currently on the website. The main presentation is a copy of the RFP and can also be found on the CBHC website.

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Question 16:

Can year 1 budget be only startup expenses to set up infrastructure and year 2 budget include direct service activities?

Answer:

Refer to Addendum #2: First Year Operating Budget is the amount deemed necessary to start up and fully operate the program between April 1, 2023 and September 30, 2023.

***Question 16:**

First, I want to confirm that we are understanding the RFP accurately in that this grant will not fund programming in Hillsborough County Schools and Child Care Centers. Second, if that's the case would the Children's Board help us to identify communities that meet the grant requirements and would be a good fit for our program?

Answer:

This grant will not fund the School District of Hillsborough County or Hillsborough County licensed Child Care Centers/Family Child Care Homes. If services take place within either of these locations a letter of support would need to be provided as per Section 2.2.5. CBHC cannot identify program target populations or services for an applying organization.

Question 17:

Outcomes: (under appendix 7 I believe) under the outcome is listed different items (ex. life skills progression) can you explain what this is?

Answer:

Underneath each outcome in the Appendix are examples of measurements tools and indicators that can be used for the indicated outcome.

***Question 18:**

Should the number of people we serve be based of our historical data or our hopes and wishes (goal)?

Answer:

Relevant historical data should be used to help determine number of people to be served.

Question 19:

Can we put the website path to the RFP?

Answer:

<https://www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/>

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Question 20:

Is there any significance to the green starred data above some of the outcomes and measures?

Answer:

This is the updated equity target population.

Equity Target Population: Emphasis on providing racial equity/underserved populations with the level of resources and opportunities needed to achieve the same outcomes given disproportionate circumstances.

Question 21:

2.1.2 a) revenue sources Would include small grants/donations as well?

Answer:

Yes, small grants and donations should be disclosed.

Question 22:

Does "on staff" include contract providers in addition to FT employees?

Answer:

There is a difference between employee and contractor. A contractor would not be considered "on staff" because they would not be an employee of the organization.

Question 23:

Do you have an example of the type of financial statements you are talking about?

Answer:

Please refer to section 2.2.6 of the RFP for information about financial statements.

Question 24:

"Does the organization have someone on staff with financial management/budgeting experience. . ." We have a 1099 contractor as opposed to a W2 employee, does this qualify?

Answer:

"On Staff" would be used to refer to someone who is an employee of the organization.

Question 25:

Is Training expenses for a newly-implemented EBP a one time expense?

Answer:

Yes.

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Question 26:

Is Rent, computers, uniforms, software, website application for clients allowed?

Answer:

Please refer to the budget instructions for information regarding allowable and unallowable costs.

Question 27:

Are resource materials allowed?

Answer:

See answer to #26.

Question 28:

If there are not 2 other levels of management and less than 300,000 , ED salary can be included, correct?

Answer:

Only for time spent providing direct services to client. No admin services are allowed.

Question 29:

Is supervision of direct line staff considered administrative?

What about time spent putting together training curriculum for participants and training volunteers to provide service to clients?

Answer:

If the "direct line" staff are providing services to participants and the staff's supervisor is also providing services to participants, then supervision duties would be considered a direct expense (not administrative).

These are both direct expenses.

Question 30:

Can the ED salary be included in both operational cost and administrative cost?

Answer:

Yes it could be both. If a portion is direct services it would be operational, and if the rest is admin it would be in the indirect cost.

Question 31:

Regarding employment insurance, workers comp, and general liability insurance; are they covered under expense?

Answer:

Please refer to the Fringe Benefits section of the Budget Instructions.

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Question 32:

What is the cash reserve amount necessary to meet the RFP two-month requirement? Is there a cash reserve aging requirement? If an organization doesn't currently have the required cash reserve, is it acceptable for applicants to achieve the cash reserve requirement prior to submitting a complete proposal or later?

Answer:

There is no specific "amount" necessary to meet the two-month requirement. There is no cash reserve aging requirement. As stated in section 2.1.2 (Financial Capability) of the RFP you must:

"b) Disclose cash reserve amount and how agency plans to sustain a reserve amount for up to 2 months of the proposed budget to pay for and invoice CBHC on a cost reimbursement basis."

Question 33:

Can we include Office furniture and rental leasing?

Answer:

Office furniture is a one-time expense. Rental leasing is considered a recurring expense so it would not be a startup cost but can be included in the budget.

Question 34:

What do you consider startup costs?

Answer:

Startup costs are a one-time cost such as training curriculum, materials for participants to last through the years. (Example: Computers)

Question 35:

Can we include the cost of the audit for year 1?

Answer:

The cost of the audit will come from indirect costs.

Question 36:

Is the budget narrative separate of the proposal narrative or included in it?

Answer:

The proposal narrative and Budget narrative are separate. The proposal narrative can be found in Section 2.1 of the (RFP), while the Budget Narrative can be found in Tabs 3 & 4 of Attachment #2 or Section 2.2.1 of the (RFP).

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Question 37:

A vendor that provides meals is not considered a subcontractor, correct?

Answer:

They would be considered a vendor.

Question 38:

What if we work from home and in the office, how can we allocate cell phone and internet costs?

Answer:

Cost of internet used in an office can be included and the cell phone cost as needed for safety.

Question 39:

If the ED works fulltime in the facility, can their space and phone/internet usage be included in the space allocation?

Answer:

The ED's functions would have to be determined in relation to direct services.

Question 40:

Can we include personal loans to the organization in the revenue?

Answer:

This would depend on what the funds would be used for. If the funds would be serving as just agency cash reserves, it should not be included in the Other Funding Sources section of the program budget. If the funds were to be used to pay for expenses in the program for which you are applying for funding, they should be included in the Other Funding Sources section as "agency funds".

Question 41:

We can use these funds to hire people who are not currently on the team correct?

Answer:

Correct.

Question 42:

What percentage of the grant can cover staffing salaries?

Answer:

At this time there is no maximum or minimum percentage required for covering salaries.

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Question 43:

Is a FY22 audit required to apply or does FY21 suffice?

Answer:

Please see the RFP (section 2.2.6) for audit requirement. Each organization's fiscal year is different therefore the most recent audit is required.

Question 44:

Would a small trailer be considered a startup cost?

Answer:

Yes, this would be considered an allowable start-up cost.

Question 45:

When you are creating your budget for field trips do you have to be specific as to where the field trips will be or can you just say fields trips?

Answer:

If you include costs for field trips, please be as specific and provide as many details as possible. We take into consideration that things like admission prices and locations of field trips may change.

Question 46:

Where can we receive materials from the trainings?

Answer:

<https://tinyurl.com/PRO2023-02> Contains reference materials from trainings.

Question 47:

What documentation does our organization need surrounding the Board of Directors?

Answer:

Refer to Section 2.2.3 of the RFP and Attachment #4 for requirements on the Board of Directors.

Question 48:

Can you select matrix outcomes from different focus areas?

Answer:

Proposers select the focus area(s) and then choose the corresponding outcomes that align with their program model and design.

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Question 49:

How do you calculate the cost of rent? Real estate agent stated square foot x 12 months?. Is this correct- 1000 sq ft x \$10 per sq ft = 10,000 x 12=\$120,000

Answer:

Please refer to pages 6 and 7 of the New Program Funding Budget Instructions (Appendix #5), which explains how to calculate Building Lease/Rent and provides an example narrative.

Question 50:

How many people (agencies) attended the mandatory grant informational session?

Answer:

36 participants from 32 agencies.

Question 51:

For newer/new organization when it comes to selecting outcomes and measuring/evaluation the organization's effectiveness are these evaluations methods required to be in place at the time of submission for the grant?

Answer:

Please refer to the Matrix/Work Plan (section 2.2.2) in the RFP.

Question 52:

How many measures are required for each outcome?

Answer:

There is no number of required measures for each outcome. It is based on the activities you are measuring.

Question 53:

Can we use measurement tools not listed in Appendix 7?

Answer:

Proposers are encouraged to select validated instruments that have been proven to be effective in measuring performance on the intended outcomes. Every measurement tool has a unique set of instructions for how it should be used. In Appendix (#7) there are suggestions for measurement tool options that you can research to see if it fits with the program activities, or you can select another tool.

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Question 54:

Is the judging criteria the same for this grant as others? Will the scoring take into consideration that we may lack experience?

Answer:

This RFP (and all appendix documents) was created for the PRO 2023-02 Small Non Profits Leading Grant. Please refer to Appendix (#9) – Community Review Team (CRT) Scoring Criteria. The Community Review Team will use this document to crosscheck and score submitted proposals using the criteria shown in the left and right columns.

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