Financially Assisted Agencies (FAA)
Notice of Funding Opportunity (NOFO)
FY 2020
Questions & Answers

1. Is job coaching considered part of the ESP NOFO?
   - Yes, job coaching would be considered a form of Case Management that helps the client move towards economic self-sufficiency.
2. Will the same income level for ESP be used for both ESP and SOFI?
   - For SOFI, PBC CSD will want to measure the baseline and subsequent wages; this will not be the case for ESP clients.
3. What is the age definition for Seniors?
   - 60 and above
4. Will funding dollars for Seniors be increased?
   - No, we will not be requesting an increase for the seniors category
5. Are priorities in ranking order or just numbered?
   - They are prioritized; ex. #1 is the highest priority.
6. For ESP strategy #1, is the target population those individuals/families in crisis?
   - Yes.
7. How can someone in crisis (served under ESP strategy #1) be served under ESP strategy #2?
   - By providing services that could potentially help stabilize the client long-term.
8. What is the Non-profit exemption process?
   - "Non-Profits First Certification may be exempt for agencies that provide documentation of certification from another funding or oversight body recognized by their industry or if their agency has received two (2) consecutive monitoring reports from FAA with no findings. Exemptions must be requested and approved by the Department of Community Services each contract year.

     Requests for exemption must be indicated in the proposal Cover Page- Non Profits First section."
9. Can an agency provide training that CareerSource does but in a different way?
   - Yes. This should be explicitly explained and defended in the proposal.
10. What is defined as the current System of Care?
    - It depends on the service community that you currently work under and the different agencies that you turn to as partners. Ex. Agencies addressing homelessness would look to the HHA System of Care. A system of care is the network of providers, resources and services that work together for the betterment of those using and navigating the system.
11. Will the different training requirements be provided by the County?
    - Yes, the County and its other community partners will provide some training opportunities but the agencies should not rely solely on the County for this.
12. What is meant by the question in the guidance regarding the agency working towards inclusive and equitable?
    - Describe how your agency has been intentional about inclusiveness and equity.

13. How much funding is currently available for ESP/SOFI? What amount will be requested to increase funding?
    - There is around $680K currently in the ESP/SOFI category. Typically, the department asks for a 5% increase in funds but generally, 3% is awarded. There is no guarantee that additional funding will be increased or approved.
14. If an agency has an existing contract, can it be used to fund current services for a new contract?
    - Yes, but keep in mind that the agency will be responsible for allocating and keeping track of how this is maneuvered.
15. Will priority be given to currently funded FAA agencies over new applicants?
    - No, every NOFO begins on a clean slate and priority will be given based on the program and strength of proposal in responsiveness to the NOFO guidance.
16. After unchecking “Mark this Section Completed” in order to preview other sections, the online proposal will not allow the agency to continue because it indicates a password is not correct. What could be causing this issue?
    - More than likely, the NOFO Invitation Code field has been left blank OR the invitation code is incorrect. An invitation code was distributed at the bidders conference on March 4, 2019
17. Where are the data sources referenced in the seniors category (the qualitative and quantitative data gathered from focus groups conducted by DOSS and AAAPB? TC, page 17 of NOFO) located?
    - The document has not been posted yet as of Wednesday, March 6, 2017 but it will be posted on the FAA NOFO website under the ‘Data Resources’ section.
18. If an organization does not serve a priority zipcode but the population it serves is considered “high-need”, will the application still be considered?
    - If the application meets the requirements for submitting an application, outlined on Page 3 of the NOFO under Applicant Requirements, then it will be considered. The zipcodes on Attachment #6 will be considered in the ranking process outlined in the guidance, specifically in Attachment #3. Ranking along with the score of the application will be considered during funding recommendations.
19. Under strategy #2 for Economic Stability: it was previously indicated during Poverty Workgroup meetings that in cases of specialized populations, maintaining financial stability, and not just increasing wages, would fall under Economic Stability. Would maintaining specialized groups, even if they do not see an increase in 90 days, be considered?
    - Yes, strategy #2 indicates ***maintain*** OR increase Economic Stability.
20. For Priority #1 under Economic Stability: Can you clarify financial assistance? Is the priority crisis related and short-term?
    - Strategy #1 is crisis-related and would be short-term. However, the client’s outcome would need to be measured in 90 days to determine the outcome.
21. Do applicants need to choose one (1) strategy or can multiple strategies be utilized in the grant application?
    - Applicants can choose one (1) or multiple strategies. Please review the ranking guide on Attachment #2 when considering which strategies to focus on.
22. Would navigation of DCF economic benefits qualify for strategy #2, priority #1?
    - Assisting a client with **ONLY** DCF benefits would not be considered Case Management or a direct service.

23. In the example of services, Case Management falls under a broad service; what types of Case Management activities qualify in this category?
    - Any type of Case Management that would assist the client in maintaining or increasing economic stability. Case Management would be defined as one-on-one assistance with a client to work with them on an agreed-upon service plan. The Case Manager would work with the client to achieve the goals of the service plan, which would include activities that would directly increase or maintain Economic Stability.
24. Will the outcome indicator for Economic Stability be reported quarterly or annually?
    - Reporting guidelines will be part of the Contract Negotiation process. Currently, agencies are required to enter client-level data as it is gathered and this is checked through quarterly reports.
25. How is the Federal Poverty Level of "100% or below" determined versus "200% or below"?
    - Using the Federal Poverty Level guidelines identified on the website listed on page 14 of the NOFO guidance.
26. If an actively funded FAA program fits into the current NOFO, should agencies apply now or wait until the contract ends? Will the current contract be subject to renewal and extension until the category that best fits the program comes up for bid?
    - If there is a current contract in the Special Needs category, it will not be open for competition again until 2020. The shift towards alignment for Special needs will not begin until next year (2020) and at that time, there will be information about extending contracts and what new category Special Needs agencies should apply under. If you have a NEW program and it responds to the current NOFO guidance, then you should apply now during the current NOFO.
27. At the Bidder's Conference, it was indicated that the County would be providing Racial Equity, Adverse Childhood Experiences, Cultural Competency and Trauma Informed Care Training opportunities. Are there any opportunities already scheduled that staff could attend? If not, when do you plan to schedule training? Alternatively, do you have recommended trainers that agencies could contract with to provide the necessary training for our organization? If yes, please provide contact information. Because we want to be sure to meet the requirements for the training piece, has a specified curriculum or hours of training been established? In addition, what levels of staff and board are expected to attend training – All agency staff? Leadership only? Direct Service?
    - Currently, we do not have any trainings scheduled. Training announcements are communicated through the FAA email distribution list. Scheduled trainings will likely occur after the NOFO is closed and the contracts are completed. For additional information on contacting trainers, you can reach out to Tim Yates, our Training Coordinator, via email at TYates@pbcgov.org. At this time, there are no specific curriculum or hours of training required. There are no specific requirements and it would be left up to the agency to determine who should attend the trainings BUT the expectation is that enough people in your agency would attend in order to successfully incorporate the concepts into service delivery.
28. What additional documents are allowed/encouraged for upload? How do we upload partner letters/MOUs?
    - We do not need any additional documents except for what is listed in the NOFO. Please combine all your letters into ONE (1) PDF and upload in the section titled "Partnerships, Resources, and Collaboration".

29. The ranking guide states that applications will be given priority if they meet the following components: serving families earning 100% and below Federal Poverty Level, serving families who reside in high poverty neighborhoods (see Attachment #6 for details), and serving families who are users of multiple systems (i.e. TANF, SNAPS, Housing Subsidies, Homeless Families or Families at risk of homelessness, Medicaid). Is this applicable to Economic Stability, SOFI, or both?
    - Please review Attachment #3 for a detailed description of the ranking process. The identified components are located on the ranking guide for Priority #2 Economic Mobility – Securing Our Future Initiative (SOFI).
30. If an organization will serve families earning 100% and below the Federal Poverty Level and families who are users of multiple systems, but not families that live in the identified high-poverty neighborhoods, will that organization still receive ranking priority?
    - All applicants will be ranked.
31. Under the Economic Stability/Poverty Strategy #1 – Emergency Services Payments: Can families receive more than one (1) month of emergency financial assistance for rent/utility?
    - It is up to the agency to write their proposal around the program they think would meet the need. If their program guidelines and funding allow them to do so, then they can pay more than one (1) month.
32. If specific population data is insufficient on the PBCC website, what is the process to add additional statistics from other resources?
    - You are welcome to cite other resources in your narrative in addition to the data resources posted on the website.
33. How do you determine the requirements for meeting 150% and below poverty?
    - Each agency and program should follow their own written guidelines on how to determine eligibility for poverty level.
34. For specific populations, can the outcome indicator ("% of individuals served who increase disposable income for basic living expenses and maintain an increase for 90 days or more") use a % of families that have only maintained but not increased over 90 days?
    - No, the outcome indicator must be used as written. If Financial Assistance was provided, it should increase the funds available to pay for expenses in the household. For example, if a family earns $1000 a month and financial assistance was provided to pay an electric bill for $50, it would increase the available funds to use for basic living expenses by $50.
35. If financial assistance was provided, it should increase the funds available to pay for expenses in the household. If the agency were working with the family to maintain the income and not increase the income by offering financial assistance, what example could be offered in this case as was done with financial offering ("For example if a family earns $1000 a month and financial assistance was provided to pay an electric bill for $50, it would increase the available funds to use for basic living expenses by $50")?
    - At this point, there are no additional examples to provide.
36. For questions referencing the number of people that the project will serve, should the whole roster of participants be included or should agencies only include the proposed number that they expect to bill/report to FAA on?
    - The agency should make a distinction between what the proposed project with FAA funds will serve and the total number served in the project that has multiple funding streams. Your narrative could also be utilized to clarify that the project serves a total number of people but the FAA funds would serve a subset # of the total.

37. Is there a reason the Federal Poverty Level requirements for the proposal changed from 100% to below 200%?
    - This was discussed at length during the steering committee for the NOFO. This was decided so that lower income families could receive and have access to services.
38. For Economic Stability – Priority #1: Should agencies only include the one (1) required outcome indicator in their Logic Model or can additional outcome indicators be added?
    - If you would like to include an additional outcome to your logic model, it is allowed. If awarded funding, tracking and reporting of additional outcomes will be determined during Contract Negotiations.
39. Can an agency submit multiple grant applications to the same Service Category or are nonprofit organizations limited to submitting just one?
    - Yes, agencies are welcome to submit multiple applications for the same service category.
40. What is the range amount of Unit Cost of Service that currently funded FAA providers use?
    - Proposed Unit Costs should be derived by each agency based on the funding amount requested and the anticipated outputs they will be using as units IF the full funding is received.
41. Do you have a recommended amount, or range to use, for the Unit Cost of Service, as listed on the Required Cover Sheet?
    - There is no defined range by the County for these Unit Rates as long as the agency is able to provide justification for the development of the rate or if there is an industry standard rate being utilized.
42. The instructions for the Budget Template state that the gray areas can be left blank but in the sample worksheet, they are filled out. Should the gray area be filled out?
    - The gray areas for additional funders should be filled out to the best of the agency's knowledge. If specifics cannot be entered, it may be left blank, but it is preferred to show as many details about the program as possible.
43. For Economic Stability and the budget, can funds be allocated to assist with emergency needs such as utilities, food, or rent?
    - Please review Priority #1 under Economic Stability on Page 14, which outlines financial assistance with Emergency Payment to maintain housing or to remove barriers to employment.
44. For the Project Narrative, letter J requests a description for "How clients will be selected for service(s), describe how you will follow the required eligibility guidelines". What are the required eligibility guidelines? Is it only the information outlined in the strategies?
    - Yes, you should review the strategies for information regarding eligibility. Each program should have its own written eligibility guidelines and describe the process of how they will follow those guidelines.
45. I tried to log in with previously assigned SAMIS login information to edit a proposal started by a different individual in our agency but was unable to find the proposal to modify. Why is this?
    - Proposals can only be modified by the individual who started it. If you log in with your SAMIS information, you can start a new proposal but you will not be able to edit the one someone else in your agency has started. You would have to log in with their information in order to do this.
46. On page 17, section IX, number 1 of the Guidance Document, it is stated that "Eviction prevention can include financial assistance to pay rent in arrears". Is it intended that this strategy would only pay for rent costs and exclude mortgage costs?
    - Yes, this strategy would only include rent costs and it would exclude mortgage costs.

47. In the Section titled ‘Evaluation Approach’, under INTERNAL EVALUATION on Page 2 of the Logic Model/Evaluation Plan template, it says “(4) Attach a copy of the agency's internal evaluation policy procedure”. Just to confirm, should agencies attach a copy of their internal policy as a separate attachment under the FAA Logic Model upload section? If yes, can the attached internal policy be in a PDF format?
    - Yes, you should attach a copy of your internal evaluation policy procedure. You can attach it with the Logic Model on a separate tab OR as a separate document. It can also be in PDF format.
48. If an agency is submitting for various strategies within a service category, should they provide one budget encompassing all strategies OR multiple budgets for each of the different strategies?
    - Each program should have a separate budget and application. If the program incorporates multiple strategies within one priority, it should have one budget. If the program is addressing strategies in each priority, then they should have two (2) program proposals on separate applications.
49. I am unable to submit my application because I keep getting an error indicating that the Funding Priority question in the Scope of Work section has not been answered even though it has been auto-populated from the Service Category question in the Proposal section. What do I do?
    - There was a glitch on the site. This has been fixed. You should go back to the Proposals section, re-select the option you want for Service Category, save that section, and then proceed to the Scope of Work section to ensure your selected option is reflected here as well.
50. In the Budget section, can we upload our Total Agency Budget from the current year since we do not have an approved budget for Fiscal Year 2019-2020 yet?
    - Yes, the current budget is acceptable. If you are experiencing any significant changes in the upcoming fiscal year, please note them in the narrative.
51. Under Priority #1 - Economic Stability, Strategy #2 – Case Management and Direct Services: Will applications be considered for households/individuals earning less than 200% of the Federal Poverty Level?
    - No. Please see the requirements outlined on Page 14 of the NOFO Information Guidance document. Agencies that are providing services under Economic Stability/Poverty must serve households and individuals at or below 100% of the Federal Poverty Level (FPL).