Financially Assisted Agencies (FAA)
Request for Proposal (RFP) 2017
Questions and Answers

1. What is the range of funding available for each individual agency?
   ➔ There is not a limit per proposal.
2. Is the funding all or nothing? (ex. If asking for 25K, will response be yes to full amount, no to full amount or is there negotiation/partial funding)
   ➔ Proposals may be funded in the total amount requested, or may only be partially funded.
3. Is Cybergrants available for access already?
   ➔ Yes Cybergrants is available now. You may access it once you enter your invitation code.
4. Have upload size limits been increased?
   ➔ The fields are already set to the maximum file size. If you need assistance compressing the file, you can utilize the Cybergrants support link and a member of support can assist you with compressing.
5. Can an agency apply for multiple programs?
   ➔ Yes, but each service category shall be submitted separately.
6. Can an agency apply for different service categories in the same RFP year?
   ➔ Yes.
7. Can an agency apply for different service categories in different RFP years?
   ➔ Yes.
8. Is the funding cycle for 1 year or multiple?
   ➔ This is a 3 year cycle.
9. Should the budget be based on 1 year of funding or the full 3 years?
   ➔ The budgets should be for 1 year.
10. Are there preferred upload types for the documents? (excel, pdf, word, etc.)
    ➔ Documents that are completed with the provided template should be uploaded in the same format provided in Cybergrants (e.g. Logic Model and Program Budget Templates). Other documents uploaded, like MOUs, Audit, etc. can be uploaded in PDF. But be sure to save all documents in compatibility mode.
11. Do the budgets have to be in separate documents for each program?
    ➔ There needs to be separate program budgets, but you can have the budgets in the same Excel file under two different tabs and upload the same file for both proposals.
12. How will the money from the new and continuing category, which is sun setting, be allocated amongst the remaining categories?
    ➔ This has not been determined.

13. Do you only want one outcome on the logic model? You confused us with the statement "This column is used to project the expected measurable outcome for each activity/service (emphasis added)." We provide one service with many activities. We have several measurable outcomes but consider one primary.
   ➔ We would like one primary outcome that would be used to measure all program participants.

14. What is the difference between the "Scope of Work" to be written in cyber grants with a 2000 character maximum and the "Scope of Work Template" to be uploaded?
   ➔ The Scope of Work field is only a summary with a limit of 2000 characters. The Scope of Work template should contain the description you put in the Scope of Work field and offers additional space for elaboration.

15. In the addendum section of the RFP under underserved populations, can you please give us clarification of what you mean and also an example regarding the following:
   "Clearly defined data showing a group needing services currently not provided to them. This should be documented by data that shows a subgroup of the demographic being served is underrepresented in the served population compared to their percentage of the overall population by greater than 10% deviation".
   ➔ The need for the proposed target population should be demonstrated with data. To document that the proposed target population is underrepresented a percentage difference from that of the proposed target population and that of the general population should be 10%. The data used may support disparities by race, geography, gender, age, etc. Geographic disparities will also be considered for the Underserved Areas, with an additional focus on available and accessible resources. For example, the ALICE report demonstrates that 42% of households in Palm Beach County are living below the ALICE Threshold/Budget. 63% of Black households are living below the ALICE Threshold/Budget. This is a 21% difference or deviation. If the deviation is less than 10%, this does not necessarily mean that the panel will not award any points for Underserved Population. The data will serve to demonstrate and support the severity of the underserved population. All data sources should be cited.

16. We are submitting a grant for the FAA RFP 2017 Economic Stability focus area. In the grant application, should the project start date be the date when we plan to start expending the grant should it be approved or when the actual project started?
   ➔ The grants will not start prior to October 1, 2016.

17. By October, our project would have been operating only for a few months. We are requesting funds to enhance the project. Would it still be considered a "new" project, or an "existing" project.
   ➔ It would be considered an Existing project. Your description should include the date of inception indicating to the reviewers that it is a relatively new project.

18. We understand that the RFP is for a three year funding cycle, so if we are requesting an amount that we hope to receive all three years, do we list the yearly dollar amount or the three year total under "Amount of Request"? Similarly, do we write 12 months or 36 months for the "Duration of Request"?
    ➔ The budget, amount requested, and Duration of Request should all reflect 1 year of funding.
19. I am in the FAA grant addendum and need some guidance: what is the distinction between the unit cost and unit cost service description. What is the distinction in our answers that the reviewers are looking for?
    From the RFP, page 10 –
    To be answered in the Addendum:
       Submit Unit Cost service description (Is this an industry standard? If so, please state source)
       Submit Unit Cost of service (Is this an industry standard? If so, please state source)
       Ensure both the unit cost service description and cost are clear and accurately calculated. Formulas used to arrive at the cost should be included.
    Do the questions refer to distinct numeric answers? Should there be calculations in both fields? Or is the Unit Cost of Service Description the calculations used to arrive at the actual cost which is the answer for Unit Cost of Service?
    ➔ The Unit Cost service description is a brief statement describing what the unit is. For example, 1 bed night or one hour of case management services. The Unit Cost is the amount each unit will cost. The unit cost should include the formula used to arrive at the cost. For example, total cost of program divided by the total number of projected annual units produced. The total sum of the number of units times the rate should match the program budget and the total amount requested.

20. Will I have a chance to review my application in full before I submit in Cybergrants? I use Cybergrants for other grant applications and it does let you review all text before you submit. I want to double check?
    ➔ By clicking on the application section tabs at the top you are able to view your responses. Open the attachments to ensure the correct file is attached. I am not aware of another way to view your application in full other than this. Once SUBMIT is clicked you will not be able to make any changes; however you will still be able to view the proposal.
21. I am looking through your website to find the description of how grants are reviewed. Can you point me to where I can read more about that?
    ➔ The Panel Review dates are noted in the RFP Guidance on page 6. The tentative time for the Senior Services Panel Review is May 24th 8 a.m. – 5 p.m. The tentative time for the Economic Stability/Poverty Panel Review is May 25th 9 a.m. – 5 p.m. Both will be held here at our offices - 810 Datura Street, West Palm Beach in the Basement. All applicants will receive a notice as to the confirmed date, time and location of the Panel Review, once confirmed.