

Homeless and Affordable RFP Phone Call

1-22-2020

GENERAL QUESTIONS:

What do you mean “provide a narrative of your program”? Please provide a narrative that explains your experience in providing the services of the program or project.

What do you mean by Operations?

Explain how you maintain or keep your program/project functioning financially.

How many copies of the application do I have to provide?

Please provide one printed version of your application including any additional documents plus an emailed version with any additional documents attached.

What is the difference between Program and Project?

Program is ongoing

Project has a beginning and an end.

Regarding what the program/project serves, can we check more than one box?

On Page 2 where you are asked:

Application addresses Coordinated Entry Housing Shelters or Support Services.

You can check more than ONE box if you provide more than ONE service.

Who is the registered agent?

The EO or ED or the manager of the program/project, who will receive the check.

We will request the funding under our own 501c3 or does our Fiscal Agent apply?

You may apply to the RFP under your own 501c3. If your 501c3 finances are administered by an outside Fiscal Agent, these funds and your program/project must be separately tracked and accounted for and able to be separately audited.

On Page 2 of the Application it asks for “Application _____ of _____ “. If I’m applying for more than one funding request, does that mean I put all of them into this one template?

No. We want to know how many separate applications you are submitting. If you are submitting three applications, for example, One would read “Application 1 of 3”; the next would read “Application 2 of 3”; and the last one would read “Application 3 of 3”, etc.

FUNDING QUESTIONS:

Are you using any matching funds? If Yes, what is the source of that funding? (Page 5 of 9 of the Application)

In this question, matching refers to any **additional resources** you are bringing to help supports the program or project for which you are requesting these funds. If you have secured additional funding for the same program/project this question asks you to include the source of the funding. The amounts of any additional funding must be included in the budget template to demonstrate the total cost of your program/project.

Can I attach my Budget and P&L from 2019?

Complete the budget section in the application. Please use the budget provided but attach a completed P& L for the program if you have it.

Are the requested funds to be used as match for this* project. If yes, provide a description of the program/project to be matched and how it relates to the goals and priorities of the Five-Year Plan. (Page 5 of 9 of the application).

*This word should have been “another”. The intent is to describe whether or not the funds you are requesting will be used as match for a grant you have received which includes a match requirement.

Matching funds may be required by other funders (grant, private monies or local funds) it is important to know if the funds you are requesting will be used as match. The question deals with 2020 and whether or not this RFP request is to fulfill a match requirement for a grant for which you have been conditionally approved for 2020 but still need a match to receive.

A match example: You have applied for funding from another source (a state grant for example) for a specific program or project that they are funding and they require a certain amount of the total funding to be matched by the grantee. Typically the match request is expressed in terms of a percentage of the total budget (10%, 25%, etc).

If it is a new program the matching funding is often a deal breaker. Please be clear about this in your request for support.

If yes, provide a description of the program/project requiring the and how it relates to the goals and

priorities of the Five-Year Plan.

If I have a financial report for 2019 should I attach it?

If you have a budget for the project/program last year please print it out and attach it.

Do I have to break down the funding by type?

Yes

- Public Sources (Local, State or Federal Funds)
- Private Donation, Foundation Grants
- United Campaigns
- Others (which would include large fundraisers over \$5,000 annually)

Do I have to list grants that I applied for but did not receive in 2019?

Only include awards or grant received in 2019.

Do I have to list all the grants I have applied for, even if I have not heard about the award?

If you made applications that have yet to be funded – include those also as possibilities. - 3rd box “Indicate if Committed or Application has been made.” This is only for grants etc. for which you have applied.

Do not include possible or future fundraisers that are yet to happen in 2020.

Do I have to list fundraisers as income?

If you host an annual benefit and the income is over \$5,000 dollars then YES, list it as a Funding Sources in the tab marked OTHER and change it to explain. For example: Annual Dinner or Annual Fun Run.

If this is my first year as a 501c3, what do I submit for tax forms?

Nothing, you have none to give.