



## Question and Answers for RFP

### General:

1. **Q:** When are proposals due?  
**A:** Proposals are due Monday, **January 28, 2019**, by 4:00pm.
2. **Q:** Is the funding range set in stone?  
**A:** The funding range stated in the RFP is \$100,000 - \$250,000. While priority will be given to agencies within is budget range, applications for less than \$100,000 may be considered if serving a cultural or demographic specific group or other hard to reach populations.
3. **Q:** Can the funding be used to sustain current programs rather than building up a program?  
**A:** Yes, these funds are meant to supplement or sustain existing programs provided they fit within program areas, planned activities and NPI's. *Funding will not be used for new initiatives.*
4. **Q:** How many grants will be awarded?  
**A:** This is hard to determine, depending on number of applications received and the amount of each request.
5. **Q:** If an organization is applying for two distinct programs does the organization need to submit one proposal with one budget or two separate budgets? Does the organization need to submit two proposals with two separate budgets?  
**A:** This is discretionary and up to each organization. If you feel a both programs are strong and robust, you may want to submit two separate proposals. Each can be funded from \$100,000-\$250,000. If one the programs does not serve a high volume of clients at 125% FPL or less, it may be more advantages to submit one application. You will need to submit only one application and budget for both.
6. **Q:** Because there will be a limited number of grants awarded, is there a need for a broad geographic reach of programs or is a limited geographic area a barrier to receiving funds? Will there be a geographic balance?  
**A:** There is no restriction or preference to geographic service area. The awards will be determined on the quality and merits of the proposals. We would like to get a balance between suburban versus, county wide, and client demographics served, if possible.
7. **Q:** If an organization is awarded the grant, is it for the total dollar amount or reduced?  
**A:** This will be determined by the review committee, based on the merit of the project, proposal scoring, reasonable budget and other considerations. It may be funded for a reduced amount or for the total dollar amount requested.
8. **Q:** What happens if an organization is located in Ramsey County (or another one outside of Hennepin County) but provides services in Hennepin County via satellite offices or has staff located in Hennepin County, is the organization eligible for funding?  
**A:** Yes, an organization is eligible for funding provided the clients served are Hennepin County residents and you must be able to verify and document this.



9. **Q:** Is the executive summary part of the 8 pages?  
**A:** The executive summary should be no more than one page and is **NOT** included in the 8 page narrative limit.

10. **Q:** Is scoring done per category?  
**A:** Scoring is rated by three criteria: Background information (20 points), Implementation information (20 points), and Additional considerations (10 points).

**Eligibility:**

11. **Q:** Please give clarification on program eligibility.  
**A:** For a programs funded with CSBG, a majority of households served by program should be under 125% of federal poverty guidelines.

**Poverty Guidelines, all states (except Alaska and Hawaii) 2019 Annual**

Household /Family Size	50%	*100%*	125%	130%	133%	135%	138%	150%	175%	185%	200%	225%	250%
1	6,245	\$12,490	15,613	16,237	16,612	16,862	17,236	18,735	21,858	23,107	24,980	28,103	31,225
2	8,455	\$16,910	21,138	21,983	22,490	22,829	23,336	25,365	29,593	31,284	33,820	38,048	42,275
3	10,665	\$21,330	26,663	27,729	28,369	28,796	29,435	31,995	37,328	39,461	42,660	47,993	53,325
4	12,875	\$25,750	32,188	33,475	34,248	34,763	35,535	38,625	45,063	47,638	51,500	57,938	64,375
5	15,085	\$30,170	37,713	39,221	40,126	40,730	41,635	45,255	52,798	55,815	60,340	67,883	75,425
6	17,295	\$34,590	43,238	44,967	46,005	46,697	47,734	51,885	60,533	63,992	69,180	77,828	86,475
7	19,505	\$39,010	48,763	50,713	51,883	52,664	53,834	58,515	68,268	72,169	78,020	87,773	97,525
8	21,715	\$43,430	54,288	56,459	57,762	58,631	59,933	65,145	76,003	80,346	86,860	97,718	108,575
9	23,925	\$47,850	59,813	62,205	63,641	64,598	66,033	71,775	83,738	88,523	95,700	107,663	119,625
10	26,135	\$52,270	65,338	67,951	69,519	70,565	72,133	78,405	91,473	96,700	104,540	117,608	130,675

**Poverty Guidelines, all states (except Alaska and Hawaii) 2019 Monthly**

Household /Family Size	50%	*100%*	125%	130%	133%	135%	138%	150%	175%	185%	200%	225%	250%
1	520	\$1,041	1,301	1,353	1,384	1,405	1,436	1,561	1,821	1,926	2,082	2,342	2,602
2	705	\$1,409	1,761	1,832	1,874	1,902	1,945	2,114	2,466	2,607	2,818	3,171	3,523
3	889	\$1,778	2,222	2,311	2,364	2,400	2,453	2,666	3,111	3,288	3,555	3,999	4,444
4	1,073	\$2,146	2,682	2,790	2,854	2,897	2,961	3,219	3,755	3,970	4,292	4,828	5,365
5	1,257	\$2,514	3,143	3,268	3,344	3,394	3,470	3,771	4,400	4,651	5,028	5,657	6,285
6	1,441	\$2,883	3,603	3,747	3,834	3,891	3,978	4,324	5,044	5,333	5,765	6,486	7,206
7	1,625	\$3,251	4,064	4,226	4,324	4,389	4,486	4,876	5,689	6,014	6,502	7,314	8,127
8	1,810	\$3,619	4,524	4,705	4,813	4,886	4,994	5,429	6,334	6,695	7,238	8,143	9,048
9	1,994	\$3,988	4,984	5,184	5,303	5,383	5,503	5,981	6,978	7,377	7,975	8,972	9,969
10	2,178	\$4,356	5,445	5,663	5,793	5,880	6,011	6,534	7,623	8,058	8,712	9,801	10,890



12. **Q:** When is the eligibility for a program specified, at the time of intake or at a later time?  
**A:** Eligibility should be determined at the time of intake or when the client is able to produce verifying documents. Eligibility should be rechecked at 6 months, or if applying for another service or any type of subsidies/financial assistance.
13. **Q:** For showing eligibility for clients that are under or at 125% FPG what does the requirement for eligibility look like? Are there certain documents that are recommended to be used, if so what do they look like?  
**A:** Clients should bring documents of any household income including wages, MFIP, social security, Disability, pension, unemployment, SSI, or other, for verification of FPL.
14. **Q:** Is it up to the organization to determine eligibility or does the organization need to use the standards and documents that CAP-HC uses?  
**A:** The client eligibility must meet with the requirements of the Community Service Block Grant, with individual and households at or below 125% FPL. See the Eligibility document.

**Program Areas & NPI's:**

15. **Q:** Provide clarification on eligible programs and services as related to the NPIs. Do organizations need to address each activity listed under the program activities section? Do we need to choose each NPI that will be worked on?  
**A:** Applicant agencies must plan on serving households with *at least one* of the Eligible Program Activities listed in the RFP. Applicant agencies must plan on achieving *at least one* of the Planned Performance Goals provided in the RFP. You may have other program outcomes that you normally track and you may include in your work plan. If you cannot track any of the performance indicators listed, you may not be eligible for this grant.
16. **Q:** Transportation is not on the list of eligible program areas. Is it something permissible to be funded?  
**A:** Transportation is not listed as an eligible program, however, transportation costs for staff and clients can be built into the budget. You can include bus tokens or monthly passes to keep appointments, job interviews, meetings, etc. You can also include light car repair if needed to obtain or maintain employment. Staff can include travel for outreach activities
17. **Q:** Under housing improvements are structural fixes permissible?  
**A:** Light housing repairs are permissible however, any new structural home improvement is not allowable. Some modest aging in place modifications are acceptable such as hand rails in bathroom.
18. **Q:** What falls into the health services section?  
**A:** Services intended to help participants obtain outcomes in the Health and Social/Behavioral Development Domain. These services include: Health Services; Screening and Assessments; Reproductive Health Services; Wellness Education; Mental/Behavioral Health; Support Groups; Dental Services, Screenings and Exams; Nutrition and Food/Meals; and Family Skills Development; and Emergency Hygiene Assistance.
19. **Q:** Under health, are chronic illnesses specific or are they broad?



**A:** Chronic illnesses are a broad category and you can choose what your program focuses on in the above services domain. A chronic illness as defined by CSBG guidelines is “a human health condition or disease that is persistent or otherwise long lasting in its effects, often defined as lasting more than three months. Example of chronic illnesses include, cancer, asthma, diabetes, HIV/AIDS, COPD, depression, and many others.

### **Reporting:**

20. **Q:** What does the .25 FTE liaison refer to and entail?

**A:** The position of Liaison will be the point of contact between CAP-HC staff and the funded project for reporting, data, budgets, site visits and outcomes. This person should be accountable for keeping the program on track with guidelines and requirements.

21. **Q:** Client eligibility versus program eligibility. Should organizations report all numbers in a program or just the numbers for those that fall at or below 125% of the FPG?

**A:** Only participants who are served with these CSBG funds, either directly or indirectly (through program support), should be counted when planning or reporting on participants served. If a portion of a program is funded, then a proportional share of that program’s participants should be reported under this grant.

Successful responders will be required to report:

- How many households were served under at least one of the proposed activities (in addition to any other services provided).
- How many households achieved at least one of the Planned Outcomes/Goals from the listed of eligible performance goals listed in the application.
- Monthly Demographic Reporting will not be required (as previously listed in RFP) only at 7 months (through September) and end of grant period.
- Please refer to the Client Demographic form available for download which is the reporting form for funded applicants.

22. **Q:** For outcomes that aren’t going to be used of the activities and performance indicators form, should zeros be filled in?

**A:** On the Activities and Performance Indicators form, leave blank any items you are not addressing in your proposal.

23. **Q:** Can we see copies of the data reports?

**A:** The demographic report is available for download on the website.

### **Budget Questions:**

24. **Q:** Please provide clarification on administrative costs.

**A:** Administrative expenses are an allowable costs and can be included in you budget. It is up to each organization to determine the level of administrative cost you wish to include in the application.



25. **Q:** Is there a set amount that can be charged to personnel costs compared to direct client costs?  
**A:** There is no set amount or ration for personnel costs compared to client costs. If funded, there could be some change in funding level or allocation of costs. It is up to each applicant to develop an appropriate program budget.
26. **Q:** How are planned activities budgeted for?  
**A:** All associated cost for activities may include, but not be limited to: staff time, materials, supplies, space rental, incentives, screening tools, etc. If it is a reoccurring activity, have a total breakdown x the number of times activity is held.
27. **Q:** Please clarification the amount you can charge towards direct versus indirect– do we need to have an indirect cost rate?  
**A:** There is no requirement of indirect costs. It is up to each applicant to decide what their own indirect rate is. Also, you may decide how much funding request goes towards direct client services and indirect costs.
28. **Q:** Are invoices monthly?  
**A:** Yes, invoices are monthly, and will be paid within 60 days of receipt.
29. **Q:** Where do IT, Telecom, etc. fit in the budget?  
**A:** This would be included in your indirect costs.
30. **Q:** What is included in direct services to clients?  
**A:** This is all services you are delivering to clients such as: counseling, case management, workshops, legal assistance, client/landlord mediation, tax preparation, job placement, rental subsidies, payment for fees, fines, etc.
31. **Q:** Is income verification needed for the program or for each individual service provided?  
**A:** Just one income verification is required per individual at intake.
32. **Q:** Under Housing Services Performance Indicators – when counting individuals under “obtained safe and affordable housing,” should we just include households who move into housing or those who maintain housing? Or Both?  
**A:** The NPI is to count those who “obtain safe and affordable housing,” but you could also track those that maintain household at 3 or 6 months and write it on the work plan.
33. **Q:** For the demos reporting sheet, would we be counting just individuals who start receiving our services that month or would it also include individuals who continue to receive our services?  
**A:** You would count individuals who started or are receiving services during the grant reporting period. Reporting will not be monthly for demographics and number of clients served.
34. **Q:** For income verification, we record income when individuals/families move into housing at intake, and then verify income annually after that – is that acceptable?



**A:** Eligibility should be determined at the time of intake or when the client is able to produce verifying documents. Eligibility should be rechecked at 6 months, or if applying for another service or any type of subsidies/financial assistance.

35. **Q:** Are staff resumes and/or bios included in 8-page count or can they be attachments?

**A:** Resumes or bios can be included as attachments and not be counted in the 8-page narrative. In the narrative just reference the Attachments.

36. **Q:** Can CSBG be used to pay for health and wellness benefits as well as fringe benefits?

**A:** Yes, health and wellness benefits can be included in fringe.