# Frequently Asked Questions, updated 11/26/13

Questions and answers will also be posted on www.communitygrants.org/coordinated-funding/q-a

## SUBMISSION DETAILS

**1. What if I don't have something electronically?**

If you do not have access to a scanner at your office, United Way of Washtenaw County can provide access. Contact Amanda Reel, 734.677.7234, areel@uwwashtenaw.org no later than December 20 to make arrangements for document scanning.

**2. What if my board chair is unavailable to sign?**

Your board chair must sign the two required documents. Make arrangements well in advance to ensure time. Electronic signature is acceptable.

**3. What if we don't have a budget or some of the documents?**

The documents and responses requested through this RFI are fundamental to any well-conceived and functional nonprofit and should be readily accessible to those organizations intending to apply for and receive human services funding.

**4. What if my submission is late?**

Your agency will be ineligible for program/operations funding.

RFI submissions must be received at **both** email addresses by Friday, January 3 at 3pm. Late submissions will not be accepted. Submit early to avoid any unintended technical delays.

**5. What if I have technical difficulties?**

To avoid last minute technical issues, plan to submit well in advance of the deadline. If you have email submission issues, contact Amanda Reel, areel@uwwashtenaw.org, 734.677.7234

**6. How often can I contact funders with questions?**

We encourage applicants to thoroughly read the RFI document and make a complete list of questions prior to contacting one of us.  With the volume of interested applicants, this approach is most helpful for us.

**7. Will we receive a confirmation that our RFI email was received**?  Yes, from both parties.

**8. What kind of response time should we expect**?  Approximately 24-hour response time.

9. **What happens if our file is too large to submit via email?**

You can:

- Compress submission file into a .zip file and submit; **OR**
- Divide the materials into two emails: One (1) email of all Governance documents listed on page 4 of the RFI compressed into a .zip file. (**Subject line should read RFI 6757-Governance-[Agency Name]**) AND one (1) email of all Fiscal documents and the Signature page listed on page 5 of the RFI compressed into a .zip file. (**Subject line should read RFI 6757-Fiscal-[Agency Name]**.) County Purchasing will release an Addendum with these details included, as well.

10. **Should the email submission subject line include the name of our agency?** Yes, if you need to submit your RFI submission in two separate emails, please include the name of the agency. See previous question.

11. **What will be the cut-off date to ask questions?** None have been identified at this point.

12. **Will the Signature Page need to be printed, signed and then scanned?**

Yes. Electronic signatures are also acceptable.

13. **Do agencies applying for Coordinated Funding need to fill out a vendor application per County Purchasing?**

Current Coordinated Funding grantee information is already in the Purchasing database. Existing grantees should only fill out the application if information has changed. <u>New agencies that are not funded currently through the County for anything will need to fill one out.</u>

14. **If we have County Funding, but not Coordinated Funding, do we need to complete the Vendor Application through Purchasing?** No

15. **Do we need to submit W-9's to the county Purchasing Department?** Not at this time.

## RFI CONTENT QUESTIONS

16. **Does annual total revenue include all grant funding?** Yes
17. **What if we recently submitted any of these documents to Washtenaw County?**

We understand that some applicants may have recently submitted some of these materials for other purposes. As a condition for this RFI, you will need to resubmit them electronically.

18. **If we are part of a national organization, do you want to see our Parent Organization's 990?** Yes
19. **Is the term "Board of Directors" interchangeable with "Community Advisory Council" or other such terms?** No

**20. What if we don't have a budget or some of the documents?**

The documents and responses requested through this RFI are fundamental to any well-conceived and functional nonprofit and should be readily accessible to those organizations intending to apply for and receive human services funding.

**21. Will RFI applicants need to meet specific governance and fiscal thresholds to apply?**

Yes, applicants should follow all criteria of the RFI.

**22. What term of time for the Strategic Plan are funders looking for?**

Send your current plan and specify the timeframe it covers

**23. Do funders want only approved board minutes or just all board minutes during the 13 months, even if some are not yet approved?**

Any that are approved, and any draft are fine.

**24. If the Board Roster changes, should we send an updated one?** Yes
**25. What if the organization is new and has not yet held 4 meetings?**

If your organization decides to apply, provide all board and/or committee meeting minutes from the last 13 months.

**26. If the organization only depends on volunteers, what do they send in for the organizational chart?**

Only staff organizational charts are required.

**27. What if the agency itself doesn't have any bylaws?**

As with any "No" answer on the Community Service & Governance Standards Checklist, organizations with a budget size of $250,000 or greater should indicate "no" and provide an explanation and a plan for achieving compliance.

**28. If the Board of Directors will turn over at the beginning of 2014 to include many new board members, which roster should be sent? The roster of the current board or the soon-to-be new board?**

Send the roster of the current board that's been doing the governance work.

**29. On the Community Standards & Governance Checklist, do we submit all of the documents that we are indicating we have?**

No. You are just completing the checklist and indicating a plan if you do not have something.

**30. For the Organizational Chart, are funders looking for just leadership or entire staff?**

If agency FTE is 50 or more, limit Organizational Chart to executive staff and senior program leaders.

**31. If a small organization does not have paid staff, is it still eligible to apply?** Yes.

**32. What if our current fiscal year does not end until end of December? Do we have to wait to submit our year-end financial statements?**

No, Please submit whichever most recent complete current and previous year-end financial statements you have when you submit.

**33. Does it need to be a board-approved reserve policy?**

Send whatever policy your organization uses.

## ELIGIBILITY  AND UNIQUE SITUATIONS

**34. What if our program is part of a higher education institution?**

Please see the separate attachment: "RFI 6757-Higher Education Institution Requirements"

**35. What if we are a fiscal agent for someone?**

Complete the RFI with responses that pertain to the fiscal agent organization. Contact one of the funders to answer other related questions.

**36. What do we turn in if we are a program of a larger nonprofit?**

The RFI is not evaluating your program effectiveness, but rather the fiscal agent effectiveness. You should meet with your fiscal agent/parent organization and decide how best to complete the RFI requirements.

**37. Are public agencies eligible to apply?**

Yes, but read this answer carefully.  If the agency is either 1) a County department/agency or 2) a public agency that does not provide direct service, it can apply only as fiduciary for a collaboration of nonprofit agencies and/or community groups that do not have the capacity or internal structure to act as fiduciary and distribute grant funding among their members.  In these unique situations, it is expected that the county department or public agency provide the fiduciary or oversight role in-kind, or for a nominal portion of any grant funds awarded.

The lone exception to this rule is the Project Outreach Team (PORT), a program of Community Support and Treatment Services (CSTS).  PORT shall also be eligible to apply for Coordinated Funding, given its historic and important relationship with the City of Ann Arbor.

If, on the other hand, a public agency (who is not a County department/agency) does provide direct service, we encourage these entities to apply for the RFI and submit required documentation pertaining to their organization. Applicants understand that successfully completing the RFI process is not a guarantee for funding.

**38. What is required if our organization has both a board of directors and a separate fund raising foundation board? Whose documents should we submit?**

You are required to submit all of the documents listed in the RFI. If you do not feel that all of the requirements are addressed by sending documents from one board, you can choose to send documents from both.

## GENERAL:

**38. Is there a list of current grantees with their funding amounts available?**

Yes, it will be posted on CommunityGrants.org FAQ's page soon.

**39. Can you provide the reasons people were disqualified from the RFI(called the RFQ at that time) during the previous round?**

One agency had only held one board meeting in a 13 month period. One agency falsified documents submitted. Several agencies did not serve Washtenaw County.


## PROGRAM/RFP- RELATED

**40. Do you know at this time if there is a cap on the amount of the award for any one agency?**

That has not been determined yet.

**41. Will there be a limitation on the number of staff able to attend the RFP Briefing?**

That has not been determined yet.

**42. How much funding is available?**

Funding parameters and details will be shared at the RFP briefing in late January.

**43. What if our agency wants more details about the RFP elements to see whether we are a good fit, before we complete the RFI?**

The detailed list of priority program strategies will be available soon. Agencies that would prefer to have that information first may choose to wait to prepare the RFI.