

Frequently Asked Questions (FAQ)

This FAQ document is for the current funding opportunity: *Culturally and Community Specific Services Initiative Re-Release*.

This FAQ will be updated regularly. Please submit questions to the Application Coordinator via email at nicky.gleason@commerce.wa.gov.

Are you able to highlight for us what has been changed from the original application?

The primary change was to the Instructions document, in which there were changes to the wording of the instructions to make clear the distinction between eligibility and the scoring process. There were also changes to Attachment A: Application Form in which we added the "Proposed Services Form." We also made minor changes to the examples in the Attachment B: Budget document to improve clarity on how a 21 month budget should be calculated.

Also, to facilitate ease of application, the applications can now be submitted via email.

Is it permissible for you to share the score we received on our RFP response for the last OCVA Culturally and Community Specific grant proposal? Is it also permissible for us to know our ranking within the applicants?

Unfortunately, that information can only be shared during the debriefing period described in the application document.

Are we encouraged to submit the same budget as our previous application, or can we submit a whole new budget?

You should submit the budget that your proposal requires. It is fine if the budget you submit for this application varies substantially from an earlier submission.

Is it possible we may be selected as an apparently successful bidder, but be funded at a lower rate than what we submit in our proposal budget?

Although not specifically anticipated, it is possible for an apparently successful bidder to be offered partial funding. Sometimes this is done to facilitate funding more applicants, and sometimes this is the result of proposals that include ineligible costs.

The budget for this project is 21 months. We anticipate increases in staff compensation in the second year of the project. How should we indicate this on our Budget Detail Worksheet?

One way to indicate this would be in the Calculation column on the Salaries worksheet. You should also include a reference to the anticipated compensation increase in the Budget Narrative section at the bottom of the worksheet.

In this example, advocate Jane Doe is scheduled to receive a 2% increase in her salary in the second year of the project:

Name/Position	Annual Salary or Hourly Salary	Project Period Computation based on FTE	Cost for Initiative
Jane Doe, Advocate	\$42,500	$\$42,500 \times 50\% = \$1,771$ monthly compensation x in first 12 months of project $\$1860 \times 8$ months in second year	\$36,132

The Eligible Applicants sections does not state that an organization must be substantially controlled by individuals from historically marginalized populations. In the instructions it does say this funding is set aside for organizations that are, “culturally based, directed, and substantially controlled be individuals from historically marginalized populations.” Are organizations that currently serve, and have a long history of serving marginalized population, eligible even if they are not substantially controlled by a marginalized population?

The intent of this grant is to provide funding to agencies that are culturally based, directed, and substantially controlled by the populations being served. Agencies that are not substantially controlled by individuals from the historically marginalized population they serve will need to make a very compelling case for why they are best suited to receive these funds. The application will be reviewed and scored, but substantial points may be deducted if the reviewers determine that the agency does not meet the intent of the grant.

Our program does mobile outreach, and would need to purchase a vehicle in order to do successful outreach to our clients. Is this an eligible expense?

Yes, assuming that the project narrative includes a clear, compelling justification for the purchase and that it will be used to provide services to individuals hurt or harmed by crime. If the vehicle will also be used for other purposes, you may need to pro-rate the expense in your budget. For example, if the vehicle will be used to help individuals hurt/harmed by crime 80% of the time, and for an unrelated project 20% of the time, you should only ask for 80% of the cost of the vehicle in your budget.

We would need to rent an office space to successfully implement our project. Is that an allowable expense?

Yes, rent, utilities, supplies, and other costs necessary to provide the services and activities in your project are eligible expenses in the Goods & Services portion of your budget. Costs that are shared with other programs should be pro-rated as needed.

I see that this time we are submitting our grant application electronically, rather than by mail/in person. Am I able to send as four separate files (Project Narrative/Attachment A; Budget; Budget Justification; Indirect Rate)? Or would you prefer I combine everything into one file?

Whichever method is easier for you is totally fine. There's no preference about whether the application forms are submitted as separate files or combined into a single file.

There are a few pages on "Attachment A" that have general information on them such as the headings and information. Should we delete those pages, or can we just leave them in the Attachment A Form? If we leave them as is, in Attachment A Form, will those pages count towards the page limits for the sections?

You can leave them in there, or delete them if you prefer. Deleting/omitting the pages that are exclusively instructions or examples is encouraged but not required. Keeping the headings you're responding to for your narrative responses is a good idea, as that will allow the reviewers to know to which section you are responding.

None of the text on the form itself counts toward narrative response page limits.

Do we have to submit an agency annual budget or an audit with our application?

No. The only budget information that is required with your application is the Attachment B budget form and budget narrative. Successful applicants may be required to submit their annual audit and to provide additional budget information during contract negotiation or after the award has been executed.

For match, can volunteer time be valued at higher than the contracted services cap of \$81/hour?

When using volunteer hours for match, the valued rates of pay for volunteers must not be higher than the lowest paid staff member at the agency that provides similar work.

Can space costs be used for match?

Yes. The value of donated space may not exceed the fair rental value of comparable space. Any value assessments that appear unreasonably high or low will be open to review by OCVA and/or DSHS.

The match form requires a signature. Should this signature be the individuals providing the match or the signing authority of the applicant?

The signing authority of the applicant agency should sign the match form.

I see a date but not a time deadline for this proposal. What time are the applications due?

As listed on page 35 of the instructions, proposals must be received by OCVA no later than 5:00 p.m. local time in Olympia Washington on November 17, 2017.

Is training for staff an allowable expense for this grant application?

Yes, staff training is an allowable cost.

Are any hard copies required or can the entire application be submitted electronically?

No hard copies are required. The application may be submitted electronically.

Do we need to include a letter of support from the OCVA/DSHS funded service provider in our area to be considered respondent to this application?

No. No letters of support are not required to be considered respondent to this application.