

**VENDOR QUESTIONS AND ANSWERS
TOGETHER OHIO FAMILY SUPPORT FUND
R-1011-21-8028
Q & A period: October 14, 2009 - November 10, 2009**

Interim Question and Answer Document

**Vendors are encouraged to submit further or follow-up questions on
this project through November 10, 2009**

October 15, 2009 (Date of Inquiry)

Karin VanZant, Executive Director
Think Tank, Inc.
Springfield, OH

Q1. The RFGA states that up to six applications will be funded through this announcement. And there is a map of regions as an attachment. Will only one application be funded in each region?

A1. **The map of regions was removed as an attachment and applicants should ignore its reference in the RFGA (Appendices, item "G"). The Family Support Fund RFGA will not incorporate regions. Up to six (6) proposals will be funded in total – irrespective of region.**

October 20, 2009 (Date of Inquiry)

Sherri Harper Woods
SCOPE/Upward Bound Director
Youngstown State University
Youngstown, OH

Q2. Can a metropolitan housing authority serve as a lead agent in this grant?

A2. **Yes, with appropriate documentation affirming that applicant is a metropolitan housing authority. A letter on official letterhead signed by the chief executive officer affirming so will be sufficient.**

October 21, 2009 (Date of Inquiry)

Rochelle Dennis Twining
Ottawa Rd.
Lima, OH.

Q3. In release from GOFBCI of 10/20/09, it says submission date is Nov. 24, 2009. On Page 5 of 35 on the ODJFS website, it says Nov. 18, 2009, as it does on the face page under "amended timeline". Please clarify the submission deadline for the grant.

A3. **Amended timelines were posted and can be accessed via the following link:**

http://jfs.ohio.gov/rfp/R1011218028/Family_Fund_amendment.pdf

Applicants must submit proposals to ODJFS by 3:00 pm on November 24, 2009.

October 21 2009 (Date of Inquiry)

Michael Hayden
Director Fund Distribution & Community Impact
United Way of Greater Lima
South Collett Street
Lima Ohio

Q4. Section II, page 12 of 35, item A, requirement 1 - Does the Program Director have to be specified by name in the response to this requirement? Or can they, as in item B, be named after award?

A4. **The program director and other staff who are considered key to the project must be identified and named in the application. Support staff must be identified but not necessarily named.**

October 22, 2009 (Date of Inquiry)

Kellijo Jeffries MSW, LSW
Program Administrator
Stark County Department of Job and Family Services

Q5. The information states that awards may be issued up to \$125,000 for the grant period. Can you tell me if there is a cap established on how much money each county can receive and or if awards will be limited to a select number of agencies?

A5. **Up to six (6) proposals will be awarded grants. While agencies could conceivably submit more than one proposal as it relates to separate projects, a single project will not be eligible to receive more than one grant.**

October 22, 2009 (Date of Inquiry)

Richard A. Owens, MPA, Director
Wayne County Department of Job and Family Services
356 West North Street, P.O. Box 76
Wooster, Ohio

Q6. What is the source of the funds for this State grant, *i.e.*, Title IV-A, State GRF, etc.? What is the CFDA number if federally funded?

A6. **The source of funds for this grant is Temporary Assistance to Needy Families (TANF) funds.**

Q7. Can Title IV-A (TANF) Funds be used for the 20% match requirement?

A7. **ODJFS is considering this question, a final answer will be provided in the "ODJFS Final Q & A Document" to be posted here on approximately November 12, 2009.**

Q.8 Can any federal funds be used to meet the 20% match requirement?

A.8 See answer to question 7 above.

Q9. Can funds clearly identified as State GRF allocated to a County JFS be used toward the 20% match requirement?

A9. See answer to question 7 above.

Q10. What is the address to review the FAQs and the State response? The Help/FAQs link at the grant web site (<http://jfs.ohio.gov/rfp/R1011218028.stm>) did not pertain to this grant as of 10/22/09 at noon.

A10. Answers will be provided at <http://jfs.ohio.gov/rfp/R1011218028.stm>. These instructions for accessing the Q & A document, once it is posted, were provided in the RFGA in section 1.8 RFGA Clarification Opportunities.

October 22, 2009 (Date of Inquiry)

Michael Hayden
Director Fund Distribution & Community Impact
United Way of Greater Lima
616 South Collett Street
Lima Ohio

Q11. Attachment E - Applicant Qualifications - Requirement 3 – This requirement calls for A-122 and A-133 audits in sections 2.3-E and 3.3-I which (due to our not having operated under Federal or State contracts) we do not have - we do have independent audits performed by Certified Public Accounting Firms which have tested our business systems. Will those suffice for this requirement?

A11. In the event that the applicant or the applicant's partners have never undergone A-133 or A-122 audits, other documents such as copies of audits performed by independent Certified Public Accountants MAY be substituted. Proposals will be scored as the score sheet requires, but independent audits, if submitted, will be accepted and scored as equivalent documentation.

October 22, 2009 (Date of Inquiry)

Robin Brandy
Special Programs Coordinator
Project Nehemiah/CWFF Child Development Center
434 Forest Avenue
Cincinnati, OH

Q12. Are budget forms available in Word or Excel format?

A12. This is a technical problem that is still being investigated, and when ODJFS posts the FINAL Q&A document, a firm answer will be provided.

October 22, 2009 (Date of Inquiry)

Judy Paschalis
Kinship Navigator Program Coordinator
Area Office on Aging of Northwestern Ohio, Inc.
2155 Arlington Ave.
Toledo, OH

Q13. Is there a Letter of Intent required for RFGA Number R1011218028? If so, what is the date it is due?

A13. There is no Letter of Intent requirement as it relates to this RFGA.

October 22, 2009 (Date of Inquiry)

Jamie R. Richardson, M'Ed, LSW
Kinship Navigator Programming Specialist
Area Office On Aging of NWO, Inc.
2155 Arlington Avenue
Toledo, Ohio

Q14. There are two dates for proposal submission. November 5, 2009 and November 18, 2009. Which is correct?

A14. Amended timelines were posted and can be accessed via the following link:

[http://jfs.ohio.gov/rfp/R1011218028/Family Fund amendment.pdf](http://jfs.ohio.gov/rfp/R1011218028/Family_Fund_amendment.pdf)

Applicants must submit proposals to ODJFS by 3:00pm on November 24, 2009.

October 23, 2009 (Date of Inquiry)

Jamie R. Richardson, M'Ed, LSW
Kinship Navigator Programming Specialist
Area Office On Aging of NWO, Inc.
2155 Arlington Avenue
Toledo, Ohio

Q15. Can I get a telephone number to ask questions and speak to someone?

A15. No. As established in the RFGA, Section 1.8 RFGA Clarification Opportunities, in order to ensure fairness and transparency, the only vehicle for interested parties to gain any needed clarification regarding this competitive opportunity is specified in RFGA Clarification Opportunity described in Section 1.8 of this RFGA.

October 23, 2009 (Date of Inquiry)

Sue Reynolds, Office Assistant
Ohio State University Extension
Clinton County

111 S. Nelson Avenue
Wilmington, OH

Q16. We are in the process of gathering all the related documentation to apply for the grant. Our partnering organization, Habitat for Humanity of Clinton County (501C-3), does not have, nor have they ever had, an A-122 or A-133 audit. What can we submit in its place? They can provide a current financial statement.

A16. In the event that the applicant or the applicant's partners have never undergone A-133 or A-122 audits, other documents such as copies of audits performed by independent Certified Public Accountants MAY be substituted. Proposals will be scored as the score sheet requires, but independent audits, if submitted, will be accepted and scored as equivalent documentation.

Q17. I do not see a requirement for letters of support; however, we've seen that requirement in other grant applications similar to this. Are we right in thinking they are not required?

A17. Letters of support are not required for this RFGA. All applicants are strongly encouraged to refer to “SECTION II. APPLICANT EXPERIENCE AND QUALIFICATIONS” and “Attachment E: Technical Proposal Score Sheet” of RFGA for directions on proposal requirements.

October 23, 2009 (Date of Inquiry)

Alesha Washington, Manager of Government and Community Relations
Center for Families and Children
4500 Euclid Avenue
Cleveland, Ohio

Q18. In regards to section 1.4 Background in this RFGA on page 2 of 35, the languages states that this Together Ohio Family Support Fund is a program that will help develop infrastructure and build bridges between socio-economic classes to bring low-income Temporary Aide to Needy Families (TANF) eligible families out of poverty. Is the source of funds for this grant TANF dollars?

A18. The source of funds for this grant is Temporary Assistance to Needy Families (TANF) funds.

October 23, 2009 (Date of Inquiry)

Jamie R. Richardson, M'Ed, LSW
Kinship Navigator Programming Specialist
Area Office On Aging of NWO, Inc.
2155 Arlington Avenue
Toledo, Ohio

Q19. Would parents include grandparents and other relatives who are raising children on a full time basis and who may or may not have custody or guardianship?

A19. Projects should focus on bringing families together across socioeconomic class lines – and participation by low-income and middle-class families and individuals must be entirely voluntary.

Q20. How would we be required to verify income for clients?

A20. For the purposes of this RFGA, “TANF- eligible” is defined as:

- i. Families with one or more dependent children; &**
- ii. Families with a household income at or below 200% of poverty level for family size.**

If the lead applicant is a CDJFS and has already verified income for another program, such as Ohio Works First (OWF), than that verification can be used as a proxy. If the applicant is not a CDJFS, documentation can be handled one of two ways:

- 1) Have the individual fill out an application stating income. This must be signed by all parties involved.**
- 2) Have individuals provide copies of payroll stubs or something similar to verify income.**

If an applicant is successfully selected, a more detailed discussion on individual income verification will occur between the applicant/GOFBCI/ODJFS.

October 24, 2009 (Date of Inquiry)

Louanne Zipfel LSW
Kinship Care Program

Q21. Can you please email me the questions for the grant request?

A21. See answer to question 10.

October 26, 2009 (Date of Inquiry)

CLEUMADAOP

Q22. Will there be restrictions for hiring ex-offenders?

A22. The organization would be required to follow all state laws for hiring ex-offenders with the target population in mind.

October 26, 2009 (Date of Inquiry)

Jamie R. Richardson, M'Ed, LSW
Kinship Navigator Programming Specialist
Area Office on Aging of NWO, Inc.
2155 Arlington Avenue
Toledo, Ohio

Q23. Are there guidelines on how the grant proposal should be written, if so, where can they be found or do you have an example?

A23. Please refer to the information provided in the RFGA, specifically Section IV:

SECTION IV. PROPOSAL FORMAT & SUBMISSION

4.1 Proposal Submission Information.....16
4.2 Format for Organization of the Proposal.....17
A. Overall Proposal Organization.....17
B. Technical Proposal Details.....17
C. Project Budget.....18

October 26, 2009 (Date of Inquiry)

Sammie Rhoades, CEO
Hope House

Q24. Hope House is planning to submit an application for this grant. When will the Q & A piece be accessible to us?

A24. Please see the answer to question 10.

October 27, 2009 (Date of Inquiry)

Judith Allee
Mental Health America of Licking County

Q25. What, if any limitations are there on sources of the match funds?

A25. Grantees will be expected to provide a 20 percent cash or in-kind match of the total project. Assuming there are no limitations established by the lender/funder with which the funds are associated, ODJFS and GOFBCI will not necessarily require certain funds be used as it relates to the match. However, ODJFS and GOFBCI reserve the right to reject any use of funds that would be deemed inappropriate by ODJFS and GOFBCI. See also the answers provided to questions 7, 8 & 9, in the final Q & A Document once it is posted.

Q26. Does the match money have to be "in-hand," or can it be pending? In other words, if I have applied for grants for matching funds but do not receive confirmation until after the RFGA grant has been submitted, can I still use them as a match?

A26. Match funds must be secured (whether funds are "in hand" or guaranteed by the funder/lender in writing) at the time the grant proposal is submitted.

Q27. I have printed out the budget form, but do not see a place for a signature. Does this refer to a signature specifically for the budget (as opposed to a signature for the entire RFGA)?

A27. All proposals submitted for this grant award must include certain signed documents. Please read Section IV carefully to ensure your application has all of the signed documents necessary. See also the answer provided to Question 12.

October 27, 2009 (Date of Inquiry)

Carlos A. Chinchilla
Executive Director

Hispanic Alliance
3110 West 25Th Street
Cleveland, OH

Q28. Our question relates to the interpretation of applicant qualification or "lead organization." Does the "applicant" constitute the one organization applying or does it include the qualifications of the "partnership"?

Here is the issue. We have an established community-based coalition which is a not for profit 501 C 3 alliance of member agencies serving the community. Our alliance is a recently incorporated venture (July 2008). However, the member organizations are well-established, long time providers of grass roots and other services to the community. The criteria for applicant "experience" (e.g. dealing with low income families; have conducted 2 similar projects in last 5 years; adequate staff with experience; etc.) are qualifications met by the combined work of the agencies in our alliance, but would not be met by the alliance as a 501 C 3 in isolation, which raises our question as to whether the alliance should be the applicant, or one of the member agencies instead, where the "experience" criteria is met. In other words, can the organizational and staff experience, etc. be drawn from the organizations which are part of the partnership governed by the alliance and if so, would the alliance qualify as an "applicant"? If the answer is no, we will understand that the alliance would serve a facilitation role, but would not be the actual applicant.

A28. ODJFS will only consider awarding funds to organizations qualified to perform the work effectively and that will be accountable for programmatic outcomes and for proper expenditure of funds. In order to demonstrate to the State that an applicant is properly qualified and prepared, proposals must address all the qualifications spelled out in Sections 2.1, 2.2, and 2.3 of this RFGA.

Experience requirements outlined in this section of the RFGA must be met by an organization applying as a single entity for this funding, or, if the application is submitted by a lead organization on behalf of a partnership, these requirements may be met through the combined resources and experience of the lead agency and any of its partnering organizations.

October 29, 2009 (Date of Inquiry)

Jamie R. Richardson, M.Ed, LSW
Kinship Navigator Programming Specialist
Area Office On Aging of NWO, Inc.
2155 Arlington Avenue
Toledo, Ohio

Q29. As prescribed in 3.1- 4 how many mandatory meetings will there be and who would be asked to attend?

A29. Typically, grantees will participate in an orientation as well as monthly meetings that take place throughout the grant period. There will be site visits as well. The program director will attend, as well as other key staff as determined by the grantee.

October 29, 2009 (Date of Inquiry)

Susan Holladay
Clinton County
osu.edu

Q30. I am writing for Clinton County where we have families in generational poverty as well as poverty due to the situation caused by DHL closing its doors. Is the grant's focus solely on generational poverty?

A30. It is not. The grant's focus is on reducing poverty - generational and/or situational poverty.

Q31. Having read Bridges Out of Poverty and Teaching the series in our community, is the purpose of this grant to create additional "Circles" throughout the state?

A31. While the "Circles" model would fit as it relates to the scope of this grant program, ODJFS/GOFBCI is not requiring that applicants pursue any one model over another.

October 30, 2009 (Date of Inquiry)

Jennifer Swartzlander, LISW
Assistant Director
Findlay Hope House for the Homeless, Inc.
1800 N. Blanchard Street
Findlay, Ohio

Q32. Could you please define TANF eligible?

A32. For the purposes of this RFGA, "TANF- eligible" is defined as:
i. Families with one or more dependent children; &
ii. Families with a household income at or below 200% of poverty level for family size.

October 30, 2009 (Date of Inquiry)

Eileen Dray-Bardon, Director
Columbiana County Dept. of Job and Family Services

Q33. If a County DJFS acts as the lead agency, can staff be employed by another partner organization via contract or vendor agreement?

A33. Yes, but it must be done so in accordance with any relevant items spelled out in SECTION II. APPLICANT EXPERIENCE AND QUALIFICATIONS.

Q34. Assuming the grantee is a County DJFS, how would in-kind match from community partner organizations be reported?

A34. In-kind match from community partner organizations would be reported via receipts and descriptions of services provided by the community organization. The calculation of actual cost could include the staff time donated by the community

organization. ODJFS/GOFBCI would need copies of timesheets and payroll registers. This is just one example of documentation.

Q35. Could you provide examples of what would serve as acceptable documentation of in-kind contributions from partner organizations?

A35. Payroll registers and/or timesheets would be sufficient as they relate to staff time donated, for example.

Q36. Is the time frame for the in-kind contribution the same as the grant period - 1/4/10 through 6/30/11?

A36. Yes, the time frame for the in-kind contribution is the same as the grant period.

Q37. If the in-kind contribution is the housing of the program director and staff for the 18 months of the grant, how do we report or demonstrate that expenditure first? Or does this language in 1.11 refer only to cash matches?

A37. If this is referring to rent for office space, receipts or canceled checks of payments made for the rental space would suffice.

Q38. We can find no language in the Section IV Proposal Format & Submission which indicates there is a particular font or spacing requirement - is there such a requirement?

A38. No, there was not a requirement. It is suggested that proposals be concise, legible and coherent to obtain maximum points for demonstrating mastery of the deliverables in this RFGA.

October 30, 2009 (Date of Inquiry)

Bette J. Hartschuh, Senior Sponsored Program Officer
Office of Sponsored Programs
The Ohio State University
1960 Kenny Road
Columbus, OH

Q39. Page 21 seems to suggest that no indirect (overhead) charges are allowable, whereas, Page 23 suggests otherwise. Can indirect charges be budgeted per an organization's federally-approved indirect rate agreement? If yes, is there a percentage limit of the total direct costs that can be budgeted?

A39. ODJFS is considering this question, a final answer will be provided in the "ODJFS Final Q & A Document" to be posted here on approximately November 12, 2009.

Q40. Can staff travel expenses incurred for the benefit of the proposed work/project be used to help meet the 20% cost share requirement?

A40. Yes.

October 30, 2009 (Date of Inquiry)

Jamie R. Richardson, M.Ed, LSW
Kinship Navigator Programming Specialist
Area Office On Aging of NWO, Inc.
2155 Arlington Avenue
Toledo, Ohio

Q41. What is the format: do the pages have to be doubled spaced? Is there a certain font and type size required? Is there a limit to the number of pages that should be submitted?

A41. No, there was not a requirement. It is suggested that proposals be concise, legible and coherent to obtain maximum points for demonstrating mastery of the deliverables in this RFGA.

October 30, 2009 (Date of Inquiry)

Trish Griffin, Director of Operations
OIC of Clark County

Q42. If a partner is a "collaborative partner" who is not receiving any direct funding from this Grant, are the organizational charts, financial statements, and Audit materials still required for that "collaborative partner"?

A42. Not necessarily. However, be sure to read SECTIONS II and III carefully and include all required documentation as it relates to partnering organizations.

Q43. Does the program need to be designed to serve 40 TANF-eligible individuals or 40 TANF-eligible families. (example: The program services two individuals in the same TANF-eligible household, would it count towards the program's capacity as 2 or 1 serviced?)

A43. The program needs to be designed to serve forty (40) TANF eligible families. A family is counted as one (1) unit.

Q44. The current RFGA requests that the project be completed as of June 30, 2011. Assuming a Program is funded under this RFGA and assuming that grant funds are available, and the same program is eligible for renewal funds, will there actually be a 5 month gap in funding from July 2011 to December 2011?

A44. The grant renewal process is solely at the state's discretion and if an opportunity for a renewal becomes available the selected grantees will be notified at that time. That said, if this were to take place, there may indeed be a gap before services could continue.

October 31, 2009 (Date of Inquiry)

Alesha Washington, Manager of Government and Community Relations
Center for Families and Children

4500 Euclid Avenue
Cleveland, Ohio

Q45. What documentation will ODJFS require from grantees to determine a family's TANF eligibility?

A45. For the purposes of this RFGA, "TANF- eligible" is defined as:
i. Families with one or more dependent children; &
ii. Families with a household income at or below 200% of poverty level for family size.

If the lead applicant is a CDJFS and has already verified income for another program, such as Ohio Works First (OWF), than that verification can be used as a proxy. If the applicant is not a CDJFS, documentation can be handled one of two ways:

- 3) Have the individual fill out an application stating income. This must be signed by all parties involved.**
- 4) Have individuals provide copies of payroll stubs or something similar to verify income.**

If an applicant is successfully selected, a more detailed discussion on individual income verification will occur between the applicant/GOFBCI/ODJFS.

November 1, 2009 (Date of Inquiry)

David Foster, Executive Director

Hilltop Christian Community Development Corporation of
Columbus, Ohio

Q46. RFGA states that "once the grant agreements are signed and purchase orders are issued, the selected providers shall expend their own funds first to provide services outlined in their proposals to participating Faith Based and Community organizations (FBCOs)." Does that mean that grantees must expend their entire cash or in-kind match amounts first, before submitting any invoices for reimbursement from JFS?

A46. Invoices should be submitted for reimbursement on a monthly basis for any expenses incurred and paid. See page 14 Section 3.1.8. Whether these initial resources are part of the match or not, grantees will expend their own resources and then submit invoices for reimbursement on a monthly basis.

Q47. Are there any page limitations on the material an applicant submits in response to Tab 2.3?

A47. No, however, it is recommended that all submissions be concise but comprehensive enough to demonstrate mastery of the required deliverables.

Q48. Are there any page limitations to the material an applicant submits in response to Tab 3.1?

A48. No, however, it is recommended that all submissions be concise but comprehensive enough to demonstrate mastery of the required deliverables.

Q49. Is 1 family considered 1 participant? If a family has 1 adult and 2 children, is that considered as 3 participants?

A49. No, a family is counted as one (1) unit.

Q50. "Provide a certified copy of your organization's and partnering entities most recent financial statements and last A-122 or A-133 audits." This was also called for in material to be placed under the Tab 2.3, point E. Shall we include the relevant documents in both of these tab sections?

A50. This documentation is to be placed in proposals Tab 2.3 E.

November 2, 2009 (Date of Inquiry)

Trish Griffin, Director of Operations
OIC of Clark County

Q51. Will the grantee be responsible for implementing its Program under this RFGA to other counties outside its proposed geographic region?

A51. Selected grantees are only responsible for implementing their program in the designated geographic areas that they identified in their proposal.

November 2, 2009 (Date of Inquiry)

Howard J. Moskowitz, Ph.D.

Q52. I wanted to find out if you use any external peer reviewers for the upcoming: Together Ohio Family Support Fund Grant Program, I have been a reviewer for a number of agencies including Dept of Ed, NASA, NSF, Dept of Justice, SAMHSA, AYCFA and many other agencies. Please let me know if I need to submit my resume or fill out a form, I live in Toledo Ohio.

A52. No. Only state or county agency employees are used as proposal reviewers.

November 3, 2009 (Date of Inquiry)

Robert Bell
Director of Community Services
Beech Acres Parenting Center
6881 Beechmont Avenue
Cincinnati, OH

Q53. Can you send me information regarding Ohio organizations that are already using the model of matching middle class families with low-income families? I have a few questions for them on what motivates the middle class families to participate.

A53. Unfortunately, no. We do not want to single out a particular organization or model.

November 3, 2009 (Date of Inquiry)

Sue Evans, Director

"Your Place" for the Adult Learner

Southern State Community College

Sardinia, Ohio

Q54. I noticed on Page 5 of 35 of the Request for Proposal that the deadline to submit Proposals was November 18, 2009; On an e-mail from the Governor's Office of Faith-Based and Community Initiatives it stated the deadline to be November 24, 2009. Is November the 24th the new deadline for this proposal?

A54. An amendment to the RFGA's time line was posted to the web site at: <http://jfs.ohio.gov/rfp/R10112180281.stm> on October 21. In that amendment, several of the dates in the procurement timetable, including the proposal due date, were changed. The new deadline for applicants to submit proposals is 3:00 P.M. local time on Tuesday, November 24. As stated in the RFGA, Section 1.8, RFGA Clarification Opportunities, it is important for any interested parties to refer to this web site on a regular basis to watch for any such amendments or other information about the project.

Q55. I noticed the award was up to \$125,000. Is this a total per county proposal or Nonprofit Organization total? In other words, can a proposal be submitted for each county and be considered a separate proposal? We serve five counties in Southern Ohio.

A55. This is the total per project.

**THIS IS AN INTERIM QUESTION & ANSWER DOCUMENT
FOR ODJFS RFGA#: R-1011-21-8029.**

Please submit further questions through November 10, 2009, and the FINAL Q & A Document will be posted by Approximately November 13, 2009.