

**VENDOR QUESTIONS AND ANSWERS  
THE TOGETHER OHIO COMMUNITY ENGAGEMENT  
PARTNERSHIP GRANT (CEPG)  
R-1011-21-8029**

**Q & A period: September 9, 2009 - September 30, 2009**

**Final Question and Answer Document**

**Vendors are encouraged to submit further or follow-up questions on this project  
through September 30, 2009**

## **FINAL**

**September 9, 2009 (Date of Inquiry)**

Jo A. Adkins  
King Academy Community School  
Grant Writer / Community Outreach  
Cincinnati, Ohio

**Q1.** Would this be a grant that would be appropriate for an inner city after school program that would include students and parents?

**A1.** The purpose of this RFGA is to select one lead organization, in each of the six regions identified within the RFGA, to host quarterly capacity building trainings for area nonprofits and faith-based and community groups, provide one-on-one technical assistance to those groups, and lead a community organizing effort around GOFBCI's Call to Action initiative. As such, this grant would not fund after school programs. Please visit the GOFBCI Web site (<http://gofbci.ohio.gov>) and click on Funding Opportunities to search other grants, both public and private, that may be relevant to you.

**September 10, 2009 (Date of Inquiry)**

Dale Nieberding

**Q2.** Is this RFGA just for the 6 regional partners to apply or is this also for the NPO'S who will work under them?

**A2.** The purpose of this RFGA is to select one lead organization, in each of the six regions identified within the RFGA, to host quarterly capacity building trainings for area nonprofits and faith-based and community groups, provide one-on-one technical assistance to those groups, and lead a community organizing effort around GOFBCI's Call to Action initiative. Per the RFGA, organizations are encouraged to partner with other organizations to perform the deliverables spelled out in the RFGA in order to best serve the particular region in which they applicants are proposing to serve.

**September 14, 2009 (Date of Inquiry)**

Ted Vander Roest  
Executive Director  
Springfield Foundation

- Q3.** Does the lead organization have to undertake activities for the whole region they are in, or just the area around them. For instance, we are located in Springfield, do we have to provide services in Dayton and Cincinnati, or just in the area around Springfield?
- A3.** The lead organization must serve the entire region. As such, the RFGA encourages organizations to partner with other organizations to perform the deliverables spelled out in the RFGA in order to best serve the particular region in which they applicant is proposing to serve.

**September 15, 2009 (Date of Inquiry)**

Carla Clasen, MPH, RN  
Co-Director, Center for Healthy Communities  
Wright State University  
3123 Research Blvd., Suite 200  
Dayton, OH

- Q4.** Section II, 2.1A Scope of work, #3 (page 5) - Selected providers are responsible for determining content of each training, subject to approval from project manager regarding the training material content. Will it be possible and/or expected for providers to work with other selected regional providers to share training materials, cutting down on duplication of effort?
- A4.** Yes, collaboration with other CEPG partners will be encouraged.
- Q5.** Section II, 2.1A Scope of work, #1 (page 4) - Provider is required to host 7 trainings of 8 hours each, free to the public. Is it permissible to provide lunch and snacks and charge attendees a fee sufficient only to cover the cost of food, or, charge an optional fee for lunch? Alternatively, is it permissible to include food costs in the budget itself?
- A5.** This grant cannot reimburse grantees for food related expenses and as such, it is not permissible to include food costs in the budget. However, applicants may include food-related expense as part of the in-kind expenses covered by the applicant and/or a partner of the applicant. Trainings must be free to the public so charging a small fee, even if the fee is associated with the meal, is not permissible. Grantees should use their in-kind contribution to cover food related expenses and/or allow organizations to bring their own food or break for lunch.
- Q6.** Our institution typically includes indirect costs (F&A) in budgets submitted to funders. Is there a cap on the percentage of indirect costs that can be requested?
- A6.** There is a fifteen (15) percent cap on administrative costs.

**September 16, 2009 (Date of Inquiry)**

Megan Meyer  
Director of Programming, The Center for Nonprofit Resources  
300 Madison Avenue, Suite 1300  
Toledo, Ohio

- Q7.** Could you please provide more information regarding what you are looking for in the Call to Action plan - specifically: Do you want us to outline what partners we will attempt to work with and what our plan for engaging them is, or do you want us to meet with them before submitting the RFGA and outline our plan as a whole. What types of outcomes are you looking for within the plan? Is there a sample plan you can post online?

**A7.** We do not have a sample plan to post, but applicants should develop an outreach strategy that articulates how they would organize faith-based and community groups (i.e. churches, synagogues, other membership-based groups) around the program areas outlined in the Call to Action document provided (Appendix F). There are also additional links in this document which applicants are encouraged to explore. You would not need to meet with organizations you plan to recruit prior to submitting an application. Applicants should simply articulate how they would recruit organizations around the Call to Action program areas and how organizations would be encouraged to work on one or more of the program areas once they had been recruited. If applicants intend on partnering with other organizations around their outreach programs, that should be included as well.

GOFBCI will work with the selected partners to implement the Call to Action in their regions and as such, will supply training materials and other tools and resources. Applicants are only being asked to describe in their proposals how they would go about recruiting organizations around these Call to Action program areas. This is intended to get out how applicants understand community organizing strategies and how they would use those strategies as they relate to the Call to Action.

**Q8.** Can you also please clarify #25 on the scoring sheet? You reference section 4.1, 6, but we think it may actually be referring to section 2.1,6; however there is no Goal #3 in that section. Does the RFGA need to focus on a specific TANF Goal or any and all TANF goals?

**A8.** The score sheet posted on the web-site for this project only goes to question 22, and makes no reference to 4.1,6. Please verify that you are consulting the correct score sheet for this project, and then if you still have further questions please submit them through the same Q & A method.

**Q9.** We are a collaboration of the Toledo Community Foundation and the United Way of Greater Toledo and we are trying to decide who should be the lead agency for the RFGA. Would one organization be a stronger applicant to ODJFS?

**A9.** It would not be appropriate for us to make a judgment on which of these two organizations should be the lead agency. Be sure to reference section 3.1, Required Applicant Qualifications, as you are making this decision.

**September 16, 2009(Date of Inquiry)**

Margaret O'Gorman  
Assistant Director, Grant Services  
Xavier University  
Cincinnati, OH

**Q10.** Is a private university with a 501(c)3 non-profit status eligible to apply for the Together Ohio Community Engagement Partnership Grant?

**A10.** Please be sure to reference section 1.1, Purpose and the posted clarification. Applicants eligible for this funding are non-profit organizations, Ohio charitable foundations, County Departments of Job and Family Services (CDJFS), and **Ohio public colleges and universities.**

**September 17, 2009 (Date of Inquiry)**

Shari Hedrick  
Community Grant Consortium  
Butler County United Way

Hamilton, Ohio

**Q11.** Should proposals address one or more of the issues identified in the Call to Action? At least twice in the RFP there is a listing of the various elements of the Call to Action and then a vague 'and more.' Would proposals that address issues of building self-sufficiency be considered appropriate and competitive even if they do not directly address any specific issue in the Call to Action?

**A11.** We apologize for the vagueness. Applicants should focus on the items outlined in the Call to Action document provided (Appendix F) and develop an outreach strategy that articulates how they would organize faith-based and community groups (i.e. churches, synagogues, other membership-based groups) around the program areas outlined in the Call to Action document provided. There are also additional links in this document which applicants are encouraged to explore. Applicants should articulate how they would recruit organizations around the Call to Action program areas and how organizations would be encouraged to work on one or more of the program areas once they had been recruited. If applicants intend on partnering with other organizations around their outreach programs, that should be included as well.

GOFBCI will work with the selected partners to implement the Call to Action in their regions and as such, will supply training materials and other tools and resources. Applicants are only being asked to describe in their proposals how they would go about recruiting organizations around these Call to Action program areas. This is intended to get out how applicants understand community organizing strategies and how they would use those strategies as they relate to the Call to Action.

**September 17, 2009 (Date of Inquiry)**

Carlos Ivan Ramos, PhD, Executive Director  
Hispanic UMADAOP  
3305 West 25th  
Cleveland, OH

**Q12.** Would this contract allow for start-up funds or is it reimbursement based?

**A12.** Both: the grant will follow a reimbursement model but there will be a working capital advance offered. Please review section 2.2 "Compensation Schedule" which states:

"GOFBCI expects to select six grantees. Grantees will be awarded up to \$330,000.00 each. This procurement process complies with federal and state laws and rules and is designed to maintain proper stewardship of taxpayer funds and the public trust. Grantees will be required to provide a 20 percent cash or in-kind match of the total project (See Attachment F, Project Budget Form).

Once the grant agreements are signed and purchase orders are issued, the selected providers shall expend their own funds first, to provide services to participating Faith Based & Community Organizations (FBCO's). Providers are required to submit sufficient documentation to demonstrate that the provider has expended funds properly, on work that is specific and permitted under this grant (as specified in the applicant's Project Budget Form-provided as Attachment F), before financial awards will be made under this grant.

NOTE: Up to \$40,000.00 may be made available as a working capital advance to each of the six (6) selected organizations. Advances will not be made as a standard feature of these awards. Grantees must submit a written request for an advance to ODJFS, specifying the amount requested with a full explanation of the need for the advance. If the request is approved by ODJFS, the grantee will be responsible for proper federal documentation of all expenditures made using the capital advance.

Project budgets must not exceed \$330,000.00. Selected applicants will be compensated by reimbursement on a monthly basis. The six (6) selected organizations will send GOFBCI a record of their expenses on the GOFBCI invoice document (See Appendix B for sample invoice) by the first Friday of each month for the previous month's expenses."

**September 21, 2009 (Date of Inquiry)**

Megan Meyer  
Director of Programming, The Center for Nonprofit Resources  
300 Madison Avenue, Suite 1300  
Toledo, Ohio

- Q13.** We typically use consultants and national experts to deliver capacity building training. Do I need a subcontractor letter from each of these consultants including in the RFP?
- A13.** The RFGA does not require a letter from each consultant or subcontractor. However, be sure to read carefully Section 2.1 B – PROJECT DESCRIPTION as it talks about the required information relative to subcontractors and partners. MORE IMPORTANTLY, be sure to also read carefully the entire Technical Proposal Score Sheet (Attachment D) paying particular attention to Items 7-9, Items 11-14, and items 20-22 as they relates to this question.

As you will see, applicants are required to name subcontractors and partners in the application, as well describe various aspects of the partnership (i.e. why the subcontractor or partner is necessary, how the subcontractor or partner will assist in delivering services, etc.).

WE CANNOT STRESS ENOUGH THE IMPORTANCE OF THE TECHNICAL PROPOSAL SCORE SHEET (ATTACHMENT D). THIS DOCUMENT WILL BE USED TO SCORE ALL PROPOSALS. BE SURE YOUR APPLICATION INCLUDES THE NECESSARY INFORMATION AND DOCUMENTATION ITEMIZED IN THE TECHNICAL PROPOSAL SCORE SHEET (ATTACHMENT D).

**September 23, 2009 (Date of Inquiry)**

Wilma Torres  
Director of Planning & Development  
Mahoning Youngstown Community Action Partnership

- Q14.** Under Section 1.1 Purpose: It states that the selected provider will be responsible for offering one on one technical assistance, then on page 3 under 1.2 Background, it states that the provider will provide one on one mentoring, then on page 4 under 1.3 Project Objectives it states ongoing one on one mentoring and coaching and on page 5 under 2.1 Scope of work no. 4, it states five (5) hours per week of one on one technical assistance. My question is that each of these descriptions denotes a different type of service, and would like to know which one is correct---one on one technical assistance; one on one mentoring; or one on one mentoring and coaching or five hours per week of one on one technical assistance.
- A14.** We do not see a significant distinction between technical assistance, coaching and mentoring. As such, we used these words interchangeably. Please reference section 2.1 A SCOPE OF WORK. Here it clearly states that grantees will be required to, "Offer at least five (5) hours per week of one-one technical assistance to interested organizations." We apologize for any confusion that has resulted in us using coaching, mentoring and technical assistance interchangeably.

The expectation will be that each of the six regional grantees spends AT LEAST five (5) hours EACH week offering ONE-ON-ONE support to ANY interested organization. While we do not see a distinction between the three, grantees could provide technical assistance, coaching or mentoring as part of this particular deliverable.

- Q15.** Under Section II Scope of Work 2.1 4 Offer at least five (5) hours per week of one on one technical assistance to interested organizations. Please provide clarity on are the five hours per week for one organization and if so for what duration, for the life of the project or just a one time five hour for each organization interested in the technical assistance.
- A15.** The expectation will be that each of the six regional grantees spends at least five (5) hours each week offering one-on-one support to interested organization. The minimum of five hours each week could be spent on one or more organizations. There are no requirements in terms of how much one-on-one time a grantee spends with any one organization – only that the grantee spend at least five (5) hours each week offering one-on-one support (technical assistance, mentoring, coaching) to interested organizations.
- Q16.** Section II Scope of Work, 2.1 A Scope of Work 4, how many organizations are expected to receive the technical assistance?
- A16.** There is not a set number of organizations that grantees will be expected to serve as part of the deliverables pertaining to one-on-one technical assistance. The expectation is only that each of the six regional grantees spends at least five (5) hours each week offering one-on-one support to interested organization. The minimum of five hours each week could be spent on one or more organizations. There are also no requirements in terms of how much one-on-one time a grantee spends with any one organization – only that the grantee spend at least five (5) hours each week offering one-on-one support (technical assistance, mentoring, coaching) to interested organizations.

**September 23, 2009 (Date of Inquiry)**

Megan Meyer  
Director of Programming, The Center for Nonprofit Resources  
300 Madison Avenue, Suite 1300  
Toledo, Ohio

- Q17.** Does each of the 7 workshops per quarter have to be 8 hours or can there be a total of 56 hours of training provided?
- A17.** Each of the six regional partners (or grantees) will be required to do just ONE (1) workshop EACH quarter for SEVEN quarters. As such, applicants need to detail how they would provide a total of seven workshops, done quarterly (or “on a quarterly basis,” as it is stated in the RFGA). Each training must be eight (8) hours in length and free to any and all interested participants.

**September 24, 2009 (Date of Inquiry)**

Megan Meyer  
Director of Programming, The Center for Nonprofit Resources  
300 Madison Avenue, Suite 1300  
Toledo, Ohio

**Q18.** On page 4 of the RFP, can you please clarify if the 2000 faith-based and community organization provided training and mentoring is for the entire state or for each region?

**A18.** The entire state: the “2000 faith-based and community organizations” referenced in section 1.3 PROJECT OBJECTIVES refers to the entire project, which includes all six regions of the state. This assumed that each regional partner (or grantee) would serve between 300-350 organizations.

**Q19.** Are there specific formatting requirement that need to be followed for the RFP?

**A19.** Yes, formatting requirements are detailed in SECTION V. PROPOSAL REQUIREMENTS.

**Q20.** In your response document you mention that the "GOFBCI will work with the selected partners to implement the Call to Action in their regions and as such, will supply training materials and other tools and resources". We are wondering if it will require a full or part-time person to implement and share these resources.

**A20.** We cannot advise applicants as to whether or not the *Call to Action*-related activities outlined in this RFGA will require a full-time or part-time staff person. This question really depends on how the applicant plans to utilize volunteers, other staff, AmeriCorps VISTA members, and partnering organizations.

**Q21.** Can you please clarify what TANF Goal #3 is and if/why there is a priority to this goal over the other TANF goals?

**A21.** Please refer to Appendix E (TANF Fact Sheet – Goals) for additional information regarding the TANF goals. That said, the RFGA does not state a preference for one TANF goal over another. In fact, applicants are required to explain how it will meet one or more of the four TANF purposes.

**September 25, 2009 (Date of Inquiry)**

Karin VanZant  
Executive Director  
Think Tank, Inc.  
1241 W. First Street  
Springfield, OH

**Q22.** Can the project director's position we a contracted position to a collaborative partner or does the project director have to be a paid employee of the lead applicant?

**A22.** The RFGA does state that, “Experience requirements outlined in this section (SECTION III. APPLICANT QUALIFICATIONS) 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.” As such, yes, the project director position could be a contracted position located at a collaborative partner.

**September 30, 2009 (Date of Inquiry)**

Marva Duvall, M.Ed., PCC-S  
Master Clinical Service Provider  
Institute for Training and Development  
2600 Victory Parkway  
Cincinnati, Ohio

**Q23.** Provide more detail around "conducting a regional capacity building needs assessment". Will providers assess all possible FBCO's in their region or will the assessments be completed by those FBCO's expressing interest in the program?

**A23.** In section 2.1 A, SCOPE OF WORK, we list the following as a deliverable: "Selected providers will be responsible for conducting a regional capacity building needs assessment." To clarify, we will expect selected providers to assess the capacity building needs of organizations within their (entire) region. This will occur at the front end of the grant, performed shortly after the program begins. This could be electronic or mailed surveys, interviews, focus groups, etc. The selected providers will likely work together to identify the best avenues for better understanding and documenting the capacity building needs in their regions. The goal is to learn from organizations as to what trainings and types of technical assistance would be most relevant to them.

Applicants will need to explain how they will meet this and all other deliverables in their proposal. On this last point, applicants are strongly encouraged to read carefully Attachment D: Technical Proposal Score Sheet - particularly Item #17.

**Q24.** At what point in the program will the five (5) hours weekly technical assistance begin?

**A24.** GOFBCI will work with the selected providers to determine the most appropriate start date for the technical assistance deliverable. That said, GOFBCI will likely expect this work to be performed following the capacity building needs assessment which each provider will do soon after the grant program begins.

**Q25.** SECTION II: 2.1. A Scope of Work, pg 5, Item #6 seems to be incomplete. Are there identified outcomes? What is to be demonstrated?

**A25.** In section 2.1 A, SCOPE OF WORK, we list the following as a deliverable: "Document and evaluate participant outcomes that demonstrate the trainings, one-on-one technical assistance, and Call to Action outreach efforts." Selected providers will be responsible for determining how participant outcomes are documented and evaluated. This deliverable is simply speaking to the expectation that selected providers will be responsible for tracking the outcomes of those organizations that participated in the trainings, received one-on-one technical assistance, and made a pledge through the Call to Action.

Applicants will need to explain how they will meet this and all other deliverables in their proposal. On this last point, applicants are strongly encouraged to read carefully Attachment D: Technical Proposal Score Sheet - particularly Item #17.

While applicants will be required to explain how they plan to meet this deliverable in their proposal, selected providers will likely work with GOFBCI and with one another to determine how best to document and evaluate participant outcomes.

**September 30, 2009 (Date of Inquiry)**

Wilma Torres

Director of Planning & Development

Mahoning Youngstown Community Action Partnership

101 Federal Plaza East, Suite 200

Youngstown, Ohio

**Q26.** Section 1.1 Purpose: How is the in-kind match to be documented.

**A26.** Selected partners will be responsible for providing a 20 percent match of the total amount to be charged against the CEPG grant. This match can be met either through in-kind resources or cash resources. Match resources, either in-kind or cash, will be documented each month in a similar fashion to the way in which expenses charged against the CEPG grant will be documented: selected partners will submit monthly invoices to GOFBCI/JFS documenting all expenses as well as match resources (either in-kind and/or cash). For example, volunteer hours - an eligible in-kind match resource - would be documented on a signed time sheet or some other means of verifying that the hours were provided in support of the CEPG grant. Monthly reports, six-month reports, and end-of-year reports will also include sections for selected partners to document their match requirement.

**THIS CONCLUDES THE QUESTION & ANSWER DOCUMENT  
FOR ODJFS RFGA#: R-1011-21-8029.**

**Please submit further questions through September 30, 2009, and the FINAL Q & A Document will be posted by Approximately October 5, 2009.**