

**FINAL Answers to Questions through 1/21/2024**

**Question 1: If salary positions exceed the 10 allotted on excel sheet, are we allowed to group similar positions in one line?**

*Answer: No, please add lines to accommodate additional positions.*

**Question 2: If budget excel spreadsheet salary positions exceed the 10 allotted, will editing access be given?**

*Answer: See answer to Question #1.*

**Question 3: Will consideration be given to support a new program at an existing 21<sup>st</sup> CCLC school site?**

*Answer: There is not enough information to answer this question.*

**Question 4: If your organization is headquartered outside of Hillsborough County but has a chapter and presence locally, do you still qualify for the grant?**

*Answer: The organization must be legally operating in the state of Florida and services must be delivered in Hillsborough County. Refer to Appendix 1, Section 1.1, Geographic Focus under statement of purpose and what CBHC is not seeking to fund.*

**Question 5: Should signatures be in blue or black ink?**

*Answer: There is not a color ink requirement for signatures in the RFP.*

**Question 6: If your organization does not have brick and mortar and operates out of a different city in Florida, do you still qualify for this grant?**

*Answer: See answer to Question #4.*

**Question 7: What organizational address/P.O. Box should be inputted into the cover sheet if the organization operates out of a different city but has presence locally in Hillsborough?**

*Answer: The mailing address for the organization.*

Children's Board of Hillsborough County

PRO 2024 – 06

Level (1) Investment Grant

All 4 Focus Areas

**Question 8: Section 2.2.4 Letters of Support: Are 4 letters required if you meet all conditions listed or one or multiple conditions?**

*Answer: Four letters of support are not required. Up to four letters of support may be submitted based on applicable conditions listed in Section 2.2.4. of the RFP.*

**Question 9: Is a financial review accepted instead of a financial audit?**

*Answer: No. Please refer to Section 2.2.6 of RFP.*

**Question 10: If your organization budget is not significant enough for a financial audit does a financial review suffice?**

*Answer: No. Please refer to Section 2.2.6 of RFP.*

**Question 11: Are participants not allowed to be home schooled or attend private school? H says participants must attend HCPS?**

*Answer: Per section 2.1.3, Participants served must reside, work, or attend school/childcare in Hillsborough County. The bullet points are additional details not requirements.*

**Question 12: Do signatures have to be original or can they be electronic?**

*Answer: Cover sheet must have an original signature. Electronic signatures are not acceptable. Failure to comply with providing a signed original proposal may result in disqualification.*

**Question 13: Signatures blue or black ink?**

*Answer: See the answer to Question 5.*

**Question 14: Is there a required minimum of cash reserves and/or cash in the organization's bank account in considering proposed budgets?**

*Answer: Refer to Appendix #1 Relative Governing Board Policies / Standard Conditions for Procurement, Section 2.7.*

**Question 15: Can the ASQ:SE 2 be used to measure the social emotional outcome?**

*Answer: This is up to Proposer based on submission model.*

**Question 16: Can a model-based (program specific) tool be used for developmentally on track #4 (Children demonstrate a secure attachment to caregiver)?**

*Answer: It may be proposed and subject to negotiation if recommended for grant award.*

**Question 17: Lead agent & Subcontract must have audited financial statements and Board of Directors for each subcontractor as well as lead? What order should they be listed? Lead, Subcontract #1, Subcontract #2?**

*Answer: Refer to Submission Instructions Special Note: Proposals with Lead Agent and Sub-Contract(s) must both submit: Budget, Audited Financial Statements, and a Board of Directors list. These documents have a header or place for each organization name and should be in order of the same RFP section numbers.*

**Question 18: If planning to serve a particular region, can a family live, work, or attend school in the selected region and be eligible to receive services?**

*Answer: Yes, if in Hillsborough County.*

**Question 19: Universally accessible services throughout the county, please explain. Does this mean that families throughout Hillsborough County must be served, not zip code specific?**

*Answer: Universal access means families can get to you, or you can get to them in a reasonable manner and the program intends to reach participants in all parts of the county with services described in Section 2.1.4 and in Matrix/Work Plan.*

**Question 20: Hispanic Services Council is allowed to proposed programs that serves children up to 18 years old? Any kind of services? Or only housing services?**

*Answer: There are three programs marked with a double asterisk in the RFP, if they re-apply, they may include children up to age 18 only as indicated in the currently funded 2024 CBHC contract matrix/workplan.*

**Question 21: Are audited financial statement required? If not, what other financials can be provided to showcase fiscal capacity and accountability?**

*Answer: Yes.*

**Question 22: What is model fidelity?**

*Answer: Please refer to Appendix #9 Glossary.*

**Question 23: How do you account for cost-of-living increase for staff beyond year two?**

*Answer: Please only provide budget figures for Years 1 and 2 with proposal submission.*

**Question 24: Can there be more than 8 proposed outcomes in the matrix workplan?**

*Answer: Yes*

**Question 25: How do we budget beyond year 2 for cost-of-living expenses for staff? (If the budget must remain the same for year 3-5)**

*Answer: See the answer to Question 23. There is no mention of Years 3-5 in the RFP.*

**Question 26: Can examples of enhancement be provided for the potential work with schools? In other words, what is considered enhancement vs. expansion?**

*Answer: Please refer to Appendix #9 Glossary.*

**Question 27: If we have a question about if our program is a good fit for the RFP can we speak with a CB staff member before applying?**

*Answer: Please refer to Section 1.2 Restricted Communication.*

**Question 28: If organization name was not on list in beginning of slide presentation can that organization still apply?**

*Answer: The list is only directed to currently funded Investment Grants as an additional reminder that their grant cycle ends on 9/30/2024.*

*CBHC is not seeking submissions from currently funded CBHC **Leading or Uniting Grants** to expand and become Investment Grants.*

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PRO 2024 – 06

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All 4 Focus Areas

**Question 29: If organization currently has a uniting or investment grant, can they still apply for an additional investment grant? And if yes, do the outcomes need to be different than current?**

*Answer:*

*For currently funded Uniting Grants, the organization may not apply to expand.*

*Organizations that currently have a CBHC Leading or Uniting Grant contract may submit a Proposal for a different program that meets with the intent of this RFP.*

*Any currently funded CBHC Investment Grant may submit a Proposal for a different program that meets with the intent of this RFP.*

**Question 30: Must all tables and charts be in 12 pt font? If there is flexibility, what are the font parameters?**

*Answer: Use (12) point font size consistently throughout document.*

**Question 31: 2.1.3 Special Note: Participants served must reside, work, or attend HCPS? Kids that goes to private schools are not eligible?**

*Answer: Please see answer to Question 11.*

**Question 32: Do we need to submit Budget, Audited Financial Statement, and Board of Director list for both the lead and Subcontract or just the Lead agent?**

*Answer: Yes. Please see Special Notes in Section 2.3 Proposal Submission Instructions.*

**Question 33: Question related to budget amounts. The cover page list the award amounts as being between \$1,000,000 and \$3,000,000.**

**Page 3 shows:**

**FY 2025 FUNDING PLATFORMS:**

- Level (1) - Investment Grants (more than \$800,000);
- Level (2) - Uniting Grants (between \$150,000 and \$799,999);
- Level (3) - Leading Grants (between \$25,000 and \$149,999); and
- Level (4) - Technical Assistance Grants (up to \$10,000).

**Do the proposed budgets need to be at least \$1,000,000 or can a proposal be for between \$800,000 to \$1,000,000?**

Children's Board of Hillsborough County  
PRO 2024 – 06  
Level (1) Investment Grant  
All 4 Focus Areas

*Answer: Page 3 is general information about the Children's Board. Pages 1 and 13 indicate the intent for the amount per proposal submission.*

**Question 34: We are prepared to apply for your PRO 2024 – 06 Investment Grant, but our audit is still in the final stages and won't be completed for approximately 2 weeks. Can we submit our package with the understanding that our audit will be provided before your internal grant decisions are made?**

*Answer: Please refer to timeline for Proposal Submission Due Date in Section 1.5 and Section 2.2.6, Audited Financial Statements.*

**Question 35: Do we need to attend the Investment Grant Information Session on the 12<sup>th</sup> or 14<sup>th</sup>?**

*Answer: No. The Information Session was not mandatory, and an information video has been posted on the CBHC website.*

**Question 36: I was just checking if we were eligible for the 2024-2026 Investment grant opportunity posted on the CBHC website for a new program that we are considering, Early Head Start Childcare Partnership.**

*Answer: There is not enough information to answer this question.*

**Question 37: Do applicants need a letter of support from the HCPS if they are only requesting referrals from the school counselors? The applicant will not be providing any services on the school site.**

*Answer: Yes. Refer to Section 2.2.4 and Appendix #10 of the RFP.*

**Question 38: Would CBHC provide funding for supplemental services for mental health counseling should there be an identified need for a small percentage of adults identified as needing such interventions/services?**

*Answer: There is not enough information to answer this question.*

**Question 39: Are we able to include paid interns in the budget? Please provide additional guidance on whether CBHC would fund paid intern's time under this funding.**

*Answer: No*

**Question 40: Are we allowed to modify rows on the budget template? Or is the CBHC able to provide a modified version? Our program is large, and we have over 25 staff that need to be included in the Salary Detail Budget and the Budget Narrative tab.**

*Answer: Yes, you may add rows in the Salary Detail and Narrative tabs.*

**Question 41: 2.3 refers to using a 12-point font size consistently throughout document. Is this specific to the proposal narrative or does it also include the Matrix and Budget Narrative. Specifically, can a 10 pt font be used for the matrix?**

*Answer: Please use 12-point font on the Matrix and Budget forms.*