FY21 Social Action Funding Grant Application
Questions & Answers

1. Can more than one program in an agency apply for funding?
   Only one application/one program per agency will be accepted.

2. When will you be notifying potential applicants of the time and call in credentials for the Informational Webinar on April 9th?
   The webinar will be at 9:00am on April 9th. A link to the webinar will be posted at www.pinellascounty.org/humanservices prior to the start time.

3. If awarded, can the funding from the Social Action Grant be used to supplement federal grant funding for an existing program, if the participants of the program meet the eligibility requirements for the Social Action Grant?
   Social Action Grant funding may supplement programs utilizing other funding sources but may not be used to supplant.

4. Will this include administration money?
   Applicants should include a proposed budget that incorporates the costs of operating the program.

5. We are wondering if our organization is eligible to apply under the healthcare and human services criteria.
   The Social Action Grant Program provides funding to social service organizations for priority services that directly serve Pinellas County citizens. The goals of the Social Action Grant Program are to address the health, economic and social well-being of Pinellas County residents in need of assistance.

   Substance abuse treatment is considered a social service which could fall under one or more priority areas.

   Please refer to the following document for additional eligibility criteria. www.pinellascounty.org/humanservices/pdf/Social_Action_Funding_Application_Instructions.pdf.
6. Are there any guidelines to review to see what is eligible? For example – are rent subsidies or actual rental vouchers allowed for use with these funds?
Client housing is an allowable cost.
Prohibited items include:
   a. Capital expenses
   b. Improvements to rental properties
   c. Research studies or technical assistance.

Please refer to the following document for additional eligibility criteria.
www.pinellascounty.org/humanservices/pdf/Social_Action_Funding_Application_Instructions.pdf.

7. Is it the 501(c)(3) or incorporation in the state of Florida that an applicant has to have for one year in order to qualify for a grant? Or both?
Incorporation in the State of Florida. Applicant must have current 501(c)(3) status or proof of pending application.

8. We have a food pantry at our church that provides meals to homeless and food insecure people. It has its own 501(c)(3) status and is incorporated in the state of Florida, but that happened less than a year ago. However, prior to becoming its own entity, it operated under the church's 501(c)(3) status and incorporation for many years. Would the time spent affiliated with the church as well as the time operating under its own status satisfy the one-year requirement? It was continuously under a 501(c)(3) and an incorporated entity - just two different entities.
Yes, provide documentation of both entities to cover a one-year period.

9. Does an activity have to provide services year-round or does something like a cold night shelter that operates in the winter and only when the temperature is below a certain level qualify?
There are no requirements for year-long operation.

10. If funds are not used entirely between 1 October 2020 and 30 September 2021, can they be extended beyond September 2021 and used, or do they have to be returned to the county on 30 September 2021?
Funds are paid on a reimbursement basis for costs incurred/services provided. Any funding not expended by September 30, 2021, will lapse.
11. One of our ideas is to partner with others who are building a community of tiny homes for homeless veterans. Completed units cost $25K to $30K, so we could provide 8 - 10 of those with a large grant. But other needs of the project include foundations for the units, running utility lines to the units, community lighting and fencing. Would those costs be allowed under this grant opportunity?

Prohibited items include: 1) Capital expenses 2) Improvements to rental properties 3) Research studies or technical assistance.

12. The rules state that a faith-based organization must provide services to all residents of Pinellas County. However, the target population for our programs is the homeless population in Pinellas County. We would not provide any of these services to members of the congregation and we would not expect to be asked to provide services to those who are not homeless or food-insecure. As a faith-based organization providing services only to the homeless and/or food-insecure of Pinellas County, would that disqualify us?

The purpose of Social Action Funding is to serve Pinellas County residents in need of assistance in priority areas. Homeless and/or food-insecure represent a population in need of assistance. Services provided by faith organizations must be available to all Pinellas County residents in need of this assistance, not solely for congregation members.

13. What is meant by the term capital expense and what types of items would be considered a capital expense?

Capital expense is the money an organization or corporate entity spends to buy, maintain, or improve its fixed assets, such as buildings, vehicles, equipment, or land.

14. I asked about capital expenses because it could affect whether we submit our Tiny Houses for Homeless Veterans idea or one of our other ideas. It seems to me that the purchase of tiny houses or upgrading the property on which they would sit (running electricity, water, sewer, installing street lights) would be a capital expenditure. The parcel of land that is being considered would not be purchased with the grant but the items I mentioned might be paid for by the grant and I can't tell if the units themselves or the improvements to the parcel of land are considered to be capital expenses. Our 501(c)(3) does not own the land, nor would it own the tiny houses. As I said in my submitted question, we would be supporting the larger effort with funds from this grant.

Capital expenses are long-term assets that have useful purpose for many years. The purchase of land and buildings, and their upgrades are considered capital expenses. The utilities for buildings, however, are considered operating expenses.
15. I hope you can answer my question. I was looking at the SAF application and was curious as to what kinds of services fit into the Healthcare and Human Services for Disadvantaged Residents. I see that it is Healthcare and Human Services and not Healthcare and/or Human Services. It just seems a little broad, so I want to be sure before we move forward with submitting any applications.

Some examples of healthcare services would be disease management, vision/dental services, specialized or ancillary health services, etc. Human Services is a broad category encompassing social services for disadvantaged populations that meet the intent of Social Action Funding as outlined in the application. Agencies may apply for programs that offer healthcare and/or human services to disadvantaged populations.

16. Will there be a need to submit recent financials?

The documents to attach are to your application are:

b. Current state licenses or registrations
c. Housing First Checklist, if applicable
d. Local Agency Organizational Chart
e. Most recent financial audit, 990, and/or management letter, *required
f. Program Job Descriptions, if applicable
g. Program Organizational Chart, *required
h. Proof of 501(c)(3) status, *required
i. Shelter Entrance Criteria, *if applicable

17. If our organization is applying for multiple programs, can we combine them into one application and submit one solid proposal if they all fall under the appropriate priority?

Only one application/one program per agency will be accepted.

The proposed program must meet a need identified as a priority funding.

18. The information with a detailed description of category costs located with the budget template, is that also defining all line items of an acceptable budget? Is that specific to what you will cover?

Yes, the definitions for the categories in the line items are those generally associated with social services and are provided as examples, although not all-encompassing. Any service or item not listed can be defined by the agency under the “Other” category.

19. Can a refrigerated truck purchase be considered under this grant or just a lease?

Purchasing a vehicle is considered a capital expense and therefore not eligible for grant funding.
20. Do services for the proposed project have to start on October 1, 2020 or can they start later in the fiscal year if the facility where the services are to be performed is under construction/renovation. Please note that regardless of the start date, the proposed volume of services would be reached.
   There are no requirements for year-long operation.

21. What time is the webinar tomorrow? Is it being recorded in case staff aren’t available at that time?
   In the past we have recorded these meetings and we intend to do so tomorrow. In the event that something goes awry, we will be posting all questions and answers on the website as soon as 4/10/20.

22. Are currently funded programs that exceed the $250k limit allowed to apply for more than the top end?
   No. All applications for FY21 Social Action Funding are limited to a minimum of $10,000 and a maximum of $250,000.

23. Is this the funding that currently funds Street Outreach Teams for the homeless in St. Pete, Clearwater, Lealman, Tarpon Springs and Pinellas Park?
   While the funding that provides for Street Outreach teams is separate from our Social Action Funding, that doesn’t prevent agencies from applying for outreach services through social action. The Street Outreach solicitation is still slated to open this year.

24. From your answers, it seems that the way these grants work is that money is not provided up front for expenses. A grantee has to incur the expense and then be reimbursed for it from the approved grant funds. Is that a correct summary of the process?
   Correct, this social action grant funding is paid on a reimbursement quarterly basis.

25. Will the reporting criteria be the same as in previous years or do I create or eliminate the criteria to be reported?
   The agency should propose outcomes for their program in the application.
26. The first time I signed into Neighborly, I looked to see what items will be needed to be submitted. I have tried to access again and had difficulty getting back in. I am thinking there is a way to gain access on multiple days. I will work again to gain access, but what if I do not have access to documents or data base information that is needed because it is in my office given the current order to stay home?
The application link will be open until April 30th at 4:00pm so there will be plenty of time to access your application during that period, however it will not allow you to submit the application until all documents have been uploaded. If you run into technical issues, please contact Neighborly Software by emailing support@neighborlysoftware.com.

27. Will any of the deadlines be extended due to the current situation?
The application period will not be extended.

28. With the uncertainty of COVID-19, should we proceed as if the pandemic may still be significant or should we proceed as if the pandemic were over and things are back to “normal” or should we focus on both?
The due date for application will not be extended past April 30th at 4:00pm.

29. Does this grant require a match?
No

30. Will there be different people reading the different sections of the grant, or will everyone read the entire grant? The purpose of this question is “do we need to repeat some information if it is pertinent to another question in a different section of the grant?”
It is recommended to be thorough in all areas. Due to the size of the program, more than one Committee may be convened and/or some scoring may be performed by Committee members independently.

31. What is your recommended amount for the funding request?
Applications are limited to a minimum of $10,000.00 and a maximum of $250,000.00 and one application per agency.

32. Are these one-year grants that can be extended to a three-year grant?
Nearing the end of the funding cycle, organizations may be permitted to apply for a one-year renewal through a streamlined application process. It is anticipated that less than half of original funding will be available for renewals and half for new applications, so high performers with strong outcomes are encouraged to apply.
33. Based on the current state of the nation, due to the COVID-19 outbreak, would we be allowed to adjust certain long-term projections to some of our goals? For example, should the economy continue to suffer, and our members lose jobs, or are not able to help our members secure jobs as a result, could we readjust our already accepted grant to focus more on the virtual Clubhouse and outreach aspect of the grant? Any contingencies or potential adjustments to services can be addressed in the "Scope of Services," "Program Outcomes and Goals" or the "Emergency Management Considerations" sections.

34. Audit: Is one necessary for this grant?
   Most recent financial audit, 990, and/or management letter are required documents for this application.

35. I know it is probably too late, but under Scope of Services, having only 500 characters to respond is very limiting considering all that is being asked for - under C1 and C2 in particular. Addressed and updated to 2,000 characters.

36. Do shelter services including night shelter, case management and food fall under Healthcare and Human Services for Disadvantaged Residents?
   Those could fall under either Healthcare and Human Services for Disadvantaged Residents or Homeless Prevention/Supportive services.

37. If our agency has multiple programs that fit more than one criteria should we select just one program to fund, or can we request funds for more than one program?
   Applications are limited to one program per agency.

38. Are grantees for the 2021 Award eligible to apply in subsequent years? Will they be priority applicants, or will being a prior awardee work against them?
   Nearing the end of the funding cycle, organizations may be permitted to apply for a one-year renewal through a streamlined application process. It is anticipated that less than half of original funding will be available for renewals and half for new applications, so high performers with strong outcomes are encouraged to apply. Previous awardees will neither receive priority nor be penalized in a new application process.

39. Could Case management without healthcare go under Healthcare and Human Services category?
   Yes, it could be applied under Healthcare and Human Services.

40. What applications require the housing first checklist?
   Those that provide housing programs for residents of Pinellas County.
41. I know that we can only submit one application but by mistake I created two applications. How can I delete one of them?
   Provide the case ID # of the application you’d like deleted to Jennifer Wright.
   jenwright@pinellascounty.org

42. Is there a form for the outcomes and objectives?
   The agency should propose outcomes for their program in the application.

43. Does the housing first checklist need to refer to the program you are applying for funding or the entire agency?
   The HF checklist should be completed for the whole agency. We are using it as a resource tool, and it will not impact scoring.

44. On the budget form are you asking for the total program budget or just the line items that you are requesting funding for?
   On the Annual Budget Template, line items should reflect only what the requested Social Action funding would cover.

45. Based on the form, administrative expenses are allocated across categories - how should we explain this in the narrative?
   If your agency has an established administrative rate, list as “Other” and be clear in narrative what the rate covers so it’s not duplicated in any other categories.

46. Is voter education and outreach considered a direct service? If so, could it be categorized as a human service?
   Aside from the restrictions set forth in the Social Action Funding guidelines, the department is prohibited from funding issue advocacy and/or lobbying, and it is not a human service that the department is able to provide. In a broader sense, education and outreach would more likely be categorized by staff and operating costs in a budget as opposed to a direct service.

47. Will the slides be available?
   Yes, we will upload the slides to the Human Services website.

48. If job goals aren’t able to be reached because employment goes down because of the economy especially as it is affected by the Coronavirus, can we adjust our focus?
   Program scope should be described as intended but can include contingencies or modifications addressing the current environment. Contingencies or potential adjustments to services can be addressed in the "Scope of Services", "Program Outcomes and Goals" and/or the "Emergency Management Considerations" sections.
49. In the budget, would food for a food pantry be under Food or Direct Services? Direct Services, and please explain in the narrative.

50. Can the administrative cost all go in other with a clear explanation if the agency does not have an approved administrative? If your agency has an established administrative rate, list as “Other” and be clear in narrative what the rate covers so it’s not duplicated in any other categories.

51. Is an audit required? Most recent financial audit, 990, and/or management letter are required documents for this application.

52. Could buying technology, i.e. computers etc., for direct client use be part of the funding? Yes.

53. Is there a max percentage for personnel costs you can request? No.

54. Certification of Insurance: How would you like Pinellas County added to it? Our official Name and Address for Certificate holder and endorsement are as follows: Pinellas County, A Political Subdivision of the State of Florida 400 South Fort Harrison Avenue Clearwater, FL 33756

55. Could you post the housing first questionnaire that should be answered? Added to application.

56. How quickly are funds paid out or reimbursed? Payments are typically issued approximately 45 days after receiving a complete invoice.

57. “Units of Service” - Can you please give me an example of this? Your organization determines what and how you measure the work that you do, i.e. serving 200 clients per fiscal year, or provide 50 case management sessions per month, deliver 10k lbs. of food.

58. Is the scoring rubric available? Yes, it will be uploaded to the Human Services webpage.
59. Can you explain what an existing county contract is?
   Any active current County contract, whether SAF or Pinellas County healthcare program, courts, behavioral health, homeless services, etc. It’s an agreement that currently exists between your agency and Pinellas County.

60. What if we've never filed a form 990?
   The agency’s most recent financial audit and/or management letter are also accepted documents. Most recent financial audit, 990, and/or management letter are required documents for this application.

61. Are the budget narrative and related forms accessible by clicking on the application? Is it possible to save those forms outside of the application and send to CPA to work on together for completion?
   Yes, the budget forms are accessible in the application and it is acceptable to review as needed.

62. I am not sure about what is meant by administrative rate. Approximately 75% of the individuals served reside in Pinellas County, is that how the rate would be calculated? Is there a formula to develop that?
   Administrative rate is a percentage to cover overhead costs associated with running an organization. Social Action Funding is limited to serving Pinellas County residents only.

63. Some of the documents required to be downloaded such as the original 501 (c)(3) letter from decades ago I currently do not have access to as they are in my office. What should be done about that?
   Please check with your agency’s internal policies and procedures. Many documents are available on the web.

64. Is the Annual Budget Report where we indicate the program expenses and line items, or is this where we indicate the organization's expenses as a whole? I see questions that seem to refer to both on the form.
   On the Annual Budget Template, line items should reflect only what the requested Social Action funding would cover.

65. According to Abigail I asked her about the audit during the webinar and she said not necessary if you have the other documentation. Is that correct?
   Yes. Most recent financial audit, 990, and/or management letter are required documents for this application.

66. Should the contact be the CEO or the person completing the application?
   Either would be fine.
67. You ask for a Local Agency Organizational Chart and a Program Organizational Chart. We only have an Agency Organization Chart; will that be sufficient? Or do I need to create a program org chart?
   One chart is fine as long as program staff and leadership are identified.

68. Our organization focuses on Human Services for people identified with serious mental illness with the ultimate goal being gainful employment. Our original intent was to focus on employment but due to the COVID-19 outbreak employment opportunities have declined but could rebound once the pandemic ends. Is there a preference on which area to focus on - Employment or Human Services?
   Organizations should select the priority area that most closely matches the intent of the program. Program scope should be described as intended but can include contingencies or modifications addressing the current environment. Contingencies or potential adjustments to services can be addressed in the "Scope of Services," "Program Outcomes and Goals" or the "Emergency Management Considerations" sections.

69. We have had 501 c 3 status for about a year and a half. However we have not received any donations as of yet, nor have we filed form 990 with the IRS as of yet. Are we still eligible to apply for this grant?
   Most recent financial audit, 990, and/or management letter are required documents for this application.

70. How will the grant funds be paid out?
   Funds are paid on a reimbursement basis for costs incurred/services provided. Any funding not expended by September 30, 2021, will lapse.

71. Is there a reserve amount required?
   No.

72. Question regarding the above grant funding. Has the county decided to re-appropriate the funding for this funding stream due to COVID-19 or is the grant still in place to receive applications?
   At this time, the grant application period and funding will continue as planned.