DATE: December 22, 2023

TO: Prospective Applicants

FROM: Linda Schotthoefer, Program Coordinator, OMB Contracting Officer

SUBJECT: Community-Based Organization (CBO) Grant Process for Human and Social Services (CBO2425)

APPLICATION DEADLINE: 11:59 P.M. (Eastern Time), January 31, 2024 (Recommendation: Submit 24 hours in advance)

FORMAL ADDENDUM No. 1

This Addendum is and does become a part of the above-mentioned grant process.

I. REVISIONS TO CBO GRANT APPLICATION GUIDANCE DOCUMENT

The following changes shall be incorporated in the subject process as indicated below:

1. **Section 1.4 General Information**

    INSERT at the bottom of page 7, after the paragraph entitled "Bankruptcy", the paragraph "In Arrears with the County: Pursuant to Section 2-8.1, Miami-Dade County Code of Ordinances, an individual or entity in arrears with the County or any of its agencies or instrumentalities, under any obligation or individual contract, cannot be awarded a County contract until the amount has been paid in full or the County has agreed to a repayment schedule. The enforcement threshold is for amounts that exceed $25,000 and have been delinquent for more than 180 days."

2. **Section 2.2 Scope of Services, Category 1: Health and Well-Being**

On page 10 after the first paragraph, DELETE the sentence that reads "CBO Projects servicing any local populations may be considered for funding for:" and INSERT in its place "Examples of CBO Projects servicing any local populations that may be considered for funding for:".

3. **Section 2.2 Scope of Services, Category 2: Education Supports**

    On page 11 after the first paragraph, DELETE the sentence that reads "CBO Projects servicing any local populations may be considered for funding for:" and INSERT in its place "Examples of CBO Projects servicing any local populations that may be considered for funding for:".

4. **Section 2.2 Scope of Services, Category 3: Basic Needs and Personal Emergencies**

    On page 12 after the first paragraph, DELETE the sentence that reads "CBO Projects servicing any local populations may be considered for funding for:" and INSERT in its place "Examples of CBO Projects servicing any local populations that may be considered for funding for:".

5. **Section 2.2 Scope of Services, Category 4: Public Safety Supports**

    On page 12 after the first paragraph, DELETE the sentence that reads "CBO Projects servicing any local populations may be considered for funding for:" and INSERT in its place "Examples of CBO Projects servicing any local populations that may be considered for funding for:".

6. **Section 3.0 Application Requirements and Process, A. Applicant Eligibility**

    On page 13 DELETE the phrase "The County, at its sole discretion, may consider extenuating circumstances that prevent the Applicant from uploading that information in the Application package, (as long as justification, explanation, and supporting documentation is provided). However, if an Applicant is not a 501(c)(3) at the time of the Application submission deadline, the Application will be deemed non-responsive." REPLACE WITH THE PHRASE "Applications submitted without the 501(c)(3) documentation uploaded as part of the online grant application package will be deemed non-responsive."

7. **Section 3.0 Application Requirements and Process, C. Minimum and Maximum Amounts**

On page 14 after the first paragraph, INSERT "The maximum amount that can be requested (and awarded) by an Applicant, regardless of the number of applications they submit or are included in, is $600,000. This maximum is extended to all who participate in applications (i.e., as applicants, as service providers sub-contracted by the applicants, and as vendors with whom the applicant sub-contracts and transacts). For each application submitted by an applicant, the total amount requested will first be applied toward maximum financial limits placed on the applicant organization. Then, the amounts in the Program Budget directed to various sub-contractors or vendors will be re-applied toward their own limits. Under no circumstances shall an applicant or partner apply for or receive more than $600,000 under this process."

8.   **Section 3.0 Application Requirements and Process, E. Points for Developmental CBO Partnerships (Optional)**

On page 14 in the second paragraph, at the end of (2) INSERT "and must involve the partner in meaningful joint delivery of direct services along with the Applicant," AND at the end of (3) INSERT "The partner to be subcontracted may be proposed for participation in no more than one Developmental CBO partnership for this process."

9.   **Section 3.3 Pre-Application Conference**

On page 16 after the first sentence, INSERT "Any and all dates may be revised at the County's sole discretion." AND DELETE the entire Table AND REPLACE WITH

TOPICS	LEVEL	FORMAT	TIME	DATE
Pre-Application Conference	All CBOs	In-person	2:00-4:00 p.m.	12/8/23
Pre-Application Conference	All CBOs	Live/online (Zoom)	6:00-8:00 p.m.	12/11/23
Pre-Application Conference	All CBOs	Live/online (Zoom)	10:00-noon.	12/13/23
Pre-Application Conference	All CBOs	(Recording)	On demand	12/19/23
Pre-Application Conference	All CBOs	In-person (Sp/Eng)	2:00-4:00 p.m.	1/12/24

10.   **Section 3.4 Technical Assistance Workshops**

On page 17 after the first sentence, INSERT "Any and all dates may be revised at the County's sole discretion."

11.   **Section 3.5 Written Aides**

On page 17 immediately before the Table, INSERT "Any and all dates may be revised at the County's sole discretion."

12. **Section 3.25 Application Evaluation Criteria, Results**

On page 25, DELETE the first sentence entirely AND REPLACE WITH "Applicant identifies reasonable and logical primary workload measures (referred to as required and other "outputs" in the Grants Coordination Portal) and primary performance/outcome measures (referred to as preferred client "outcomes" in the Grants Coordination Portal) for the program that are specific, measurable, achievable, results focused, and time bound."

13. **Section 4.0 Application Questions, Guidance, and Documentation, 4. Budget and Financial Capacity, <u>Form</u>**

On page 31 in the second paragraph beginning with "<u>Form</u>" DELETE the second sentence entirely and REPLACE WITH "Include total expenses (regardless of multiple funders supporting one Project):"

14. **Section 4.0 Application Questions, Guidance, and Documentation, <u>Developmental CBO partnerships</u>**

On page 33 in the first paragraph DELETE "(2)" entirely AND REPLACE WITH "(2) Describe how the partnership will support the client services, how the CBO partner will be meaningfully involved in joint delivery of services, and what portion of the project budget will be shared with the CBO partner." AND at the end of this first paragraph INSERT "Refer to limitations described on page 14".

15. **Section 4.0 Application Questions, Guidance, and Documentation, 5. <u>Collaboration and Coordination</u>**

On page 32, DELETE "<u>Collaboration and Coordination</u> (10 points)." AND REPLACE WITH "<u>Collaboration and Coordination</u> (5 points)."

16. **Section 7.0 Checklist of Documents Applicants Will Include in Their Application.**

On page 36 in the first column of the Table REPLACE "9(a-c)" with "8(a-c)".

II. REVISIONS TO GRANTS COORDINATION PORTAL (ZOOMGRANTS SYSTEM)

A. Applicant tab

1. At the end of the instructions, ADD "Applicants will have the opportunity to enter multiple email contacts in this tab. Note that system alerts may not reach every email address entered. The individual at your organization logged in as the primary ZoomGrants account holder is the only one allowed to press "submit" when an application is complete; and key parts of the system will generate on-screen alerts if information is missing."

B. Narrative tab
1. In Question 4, DELETE the label "Financial audit (with management letters); or certified financial statements" AND REPLACE with "Certified financial audit with letters or alternatives (Guidance, 3.0 (G))"
2. In Question 22 at the end, INSERT "Include the name of the partner(s) identified."

C. My Documents tab
1. REMOVE blank line between item 12 and 13.
2. In item 13 DELETE "or" AND REPLACE WITH "and/or"

D. Library tab
1. INSERT UPDATED SELF-HELP TOOLS (documents) titled:
   a) Tool: Navigating the Grants Coordination Portal
   b) Tool: Ready: Grant Requirements
   c) Tool: Results and Client Outcomes
   d) Tool: Program Budget
   e) Tool: Ahead: Post-Award Requirements
   f) Tool: Developmental Partnerships

2. INSERT UPDATED form titled "Form: Program Budget" AND in the "Form: Program Budget" in Column F Row 25 DELETE "20%" AND REPLACE WITH "25%".

3. INSERT SLIDES from Pre-Application Session and Workshops
   a) Slides/TA Workshop: Ready: Grant Requirements
   b) Slides/TA Workshop: Results and Client Outcomes
   c) Slides/TA Workshop: Program Budget
   d) Slides/TA Workshop: Ahead: Post-Award Requirements

E. Help for Applicants tab
1. In SELF-HELP TOOLS, DELETE all Titles entirely AND REPLACE WITH:
   a) Navigating the Grants Coordination Portal
   b) Ready: Grant Requirements
   c) Results and Client Outcomes
   d) Program Budget

e) **Ahead: Post-Award Requirements**

f) **Developmental Partnerships**

2. **In Primary Information Sessions, DELETE the schedule entirely, AND REPLACE WITH:**

December 8, 2023	2–4 p.m.	In-person, Main Library	Register for location information
December 11, 2023	6–8 p.m.	Online by Zoom	Register for login information
December 13, 2023	10 a.m.–noon	Online by Zoom	Register for login information
January 12, 2024	2 p.m. – 4 p.m.	In Person, Westchester Library (Eng/SP)	Register for login information
Recording	On demand	Library tab	Recording available

III. QUESTIONS AND RESPONSES

Below are questions and responses relative to the subject grant process received through Pre-Application Conference sessions on December 8, 11, and 13, as well as responses finalized by December 20, 2023 from questions emailed to cbogrant@miamidade.gov (cc clerkbcc@miamidade.gov). All have been edited for clarity and to eliminate unnecessary repetition.

Throughout, for questions related to navigation of the Grants Coordination Portal (ZoomGrants), the "Navigating the Grants Coordination Portal" tool is referenced. It can be found in the Library tab of the Grants Coordination Portal.

Question: **Where can I find information about this grant opportunity and how to prepare or participate?**

Answer: For information about the Community-Based Organization (CBO) Grant Process for Health and Human Services (CBO2425), go to the grant information page: (https://www.miamidade.gov/global/management/community-based-organization-grant-program.page).

In the section titled *How to Apply, Step 1*, download the CBO Application Guidance document by clicking the link that states "Download the CBO

Application Guidance Document." It appears as the last item in the *Step 1* sub-section in white letters on a dark blue background. You will be required to enter your email address to proceed with the download. This document is the primary source of information for this process. It provides an overview of the process, timeline, eligibility, scope of services that may be considered for funding, evaluation criteria, requirements, and more.

Continue to *Step 2*: If you missed attending one of the Pre-Application Conferences (strongly encouraged for all applicants), or would like to review the information again, access a session recording by clicking the link that states "Access the Conference Recording." It appears as the last item the *Step 2* sub-section in white letters on a dark blue background. This session provides an overview of the process and requirements and includes a question and answer period.

Continue to *Step 3*: Access the online application and resources in the Grants Coordination Portal (hosted by ZoomGrants) by clicking the link that states "Log-in to the Online System for the Application and Resources." It appears as the last item the *Step 3* sub-section in white letters on a dark blue background. Once you click the link, you will be prompted to log in to (or create) a ZoomGrants account before advancing. Then you will be able to click "apply" to open a program application. In the Library tab of the Grants Coordination Portal, refer to step-by-step information in the self-help tool titled "Navigating the Grants Coordination Portal."

Continue to the Technical *Assistance Workshops* section. Click on any workshop topic for a description, dates and times, and registration links.

Question: **Can I speak to staff? Can you call me to discuss this grant process? Can I meet with you to get information about this process?**

Response: Due to the cone of Silence protocols in effect for this grant process, we cannot answer your question directly in this fashion. Restrictions apply to one-on-one communications between the County's professional staff and potential grant applicants (Guidance document, Section 1.3, pages 6-7). However, you may submit your questions in writing to the designated Contracting Officer for this process at cbogrant@miamidade.gov with a copy to the Clerk of the Board at clerkbcc@miamidade.gov. Public information about this process is available on the grant information page: Go to https://www.miamidade.gov/global/management/community-based-organization-grant-program.page).

Question: **Where is the online application form?**

Response: See the first question/answer (above, reference Step 3). For more information, refer to the "Navigating the Grants Coordination Portal" tool in the Library tab of the portal.

Question: **What if I missed attending the Pre-Application Conference?**

Response: The recording is available. See the first question/answer above for information on how to access it on the grant information page (*How to Apply, Step 2*). The online link to the recording was revised on December 19, 2023.

Question: **How can I register for a Technical Assistance Workshop?**

Response: See the first question/answer (above) to access registration links on the grants information (*Technical Assistance Workshops*).

Question: **Can I participate in Technical Assistance Workshops virtually (online)?**

Response: Yes. The Technical Assistance (TA) Workshops kicked off with an in-person Saturday series of four workshops on December 16, 2023, at the Main library. In January 2024, Workshops will continue in an online format (by Zoom).

Question: **What is the difference between the Pre-Application Conference sessions and the Technical Assistance Workshops?**

Response: The Pre-Application Conference presents an overview of the grant process and requirements, and all potential applicants are strongly encouraged to participate. The Technical Assistance Workshops provide further instruction on specific topics for those that wish to attend.

Question   **Is my organization eligible to apply?**

Response: To be eligible, an applicant must be a nonprofit 501(c)(3) organization that directly provides human and social services in Miami-Dade County that benefit residents. (Guidance document, Section 3.0, page 13). All applications must include delivery of direct services, specifically human and social services aligned with the scope of services defined for this process (Guidance document, Section 2.2, pages 9-12).

Question: **How many applications can I submit? And for how much funding?**

Response: Refer to the Guidance document (Section 3.0 (B), page 14). The maximum number of applications you are allowed to submit is four, limited to one per each of the four funding categories. A program can only be

submitted once; it cannot be repackaged for submission in multiple funding categories. The funding request for one application must be in the range of $25,000-$600,000, but if an applicant submits more than one program, then the *combined* total requested (across all applications submitted) cannot exceed $600,000.

Question: **If I want to apply for funding for multiple programs, how would I do that in the Grants Coordination System? Should I submit one application (with multiple programs specified), or Should I submit multiple applications (focused on one program per application)?**

Response: You will submit one application per program (up to the four-application limit for this process, Guidance document, Section 3.0 (B), page 14). To submit multiple online applications through the Grants Coordination Portal you will open a blank application screen multiple times (one for each individual program application) and name the application (with a unique Program Title that will allow you to recognize and return to the application when you are ready to work on it). To access the portal, follow the information provided in the first question (above) to go to the grant information page, and click the link to log in to the online system. Once you click the link, you will be prompted to log in to (or create) a ZoomGrants account before advancing. When login is complete, you will be able to click "Apply" to open your first blank application screen. Note the five tabs that make up the application at the bottom of the screen ("Applicant," "Narrative," "Budget," "Tables," "My Documents (upload)"), and go to the "Applicant" tab to enter a name for your first individual program application (Program Title). To create your second (or third or fourth) application, repeat these steps, with these exceptions: first, you may return to the portal by entering through the streamlined link, www.zoomgrants.com (instead of returning to the grant information page every time); and second, the "Apply" button will now appear as the "Apply Again" button. Refer to the "Navigating the Grants Coordination Portal" tool in the Library tab of the portal.

Question: **Under which of the four funding categories should I apply?**

Response: At the application submission stage, applicants must choose a unique (unduplicated) funding category for each of their individual program applications (Guidance document, Section 2.2, pages 9-13). For this process, County staff cannot provide individual and specific guidance regarding selection of funding categories. It is the applicant's responsibility to select the funding category that most closely aligns with the proposed program and explain their decision and make the connection in the application narrative. In general, funding categories are based primarily on issues, not population groups. When choosing categories, applicants are encouraged to consider the specific client results/outcomes they anticipate reporting to the County on a regular basis (if funding is

received). Often, the client results/outcomes the applicant has prioritized for program reporting will help solidify their choice of funding category.

Question: **Can my organization apply for funding for journalism and community newspapers?**

Response No, funding is limited to the provision of human and social services directly to Miami-Dade County residents.

Question: **Can multiple partners or a coalition apply for funding?**

Response: Partnerships are encouraged (Guidance, Section 3.0 (E), page 15; Section 3.23, page 23; Section 3.25 (6) and (7), pages 26-27). However, a single, eligible organization must be the "applicant." If funding were awarded, the applicant would be the organization to contract with the County. The applicant would receive the grant and be responsible for managing the funds, submitting financial and programmatic reports, and more. The applicant would manage and pay any sub-contractors, and partners may be included in the Program Budget as sub-contractors.

Question: **Is my charter school eligible?**

Answer: To be eligible, an applicant must be a nonprofit 501(c)(3) organization that directly provides human and social services in Miami-Dade County that benefit residents. A copy of the IRS letter of determination of 501(c)(3) status, in the legal name of the applicant organization must be submitted with the application (Guidance document, Section 3.0, page 13).

Question: **Can we apply for capacity-building of our nonprofit and community coalition members through training, technical assistance, leadership development, etc.?**

Answer: To be eligible, an applicant must be a nonprofit 501(c)(3) organization that directly provides human and social services in Miami-Dade County that benefit residents. A copy of the IRS letter of determination of 501(c)(3) status, in the legal name of the applicant organization must be submitted with the application (Guidance document, Section 3.0, page 13). Mention of direct services throughout the Guidance document is a reference to services provided directly to residents as end-beneficiaries. There are no provisions in the Guidance document for intermediary organizations that provide services to other service providers.

Question: **Can we apply for funding for development of a technology tool to help children with disabilities**

Answer: All applications must focus on the delivery of human and social services directly to Miami-Dade County residents, specifically human and social

services aligned with the scope of services defined for this process (Guidance document, Section 2.2, pages 9-12).

Question: **Can we apply for funding for mental health therapists, psychologists, and psychiatrists?**

Answer: Yes, mental health professionals are considered an allowable expense as mental health services are considered a potential complement to traditional medical services (which are not considered an allowable expense).

Question: **For a Federally Qualified Health Center (FQHC), would the purchase of a mobile unit – Medical or Dental – to complement our services be with in scope of this process?**

Response: Medical services that duplicate the primary focus of local hospitals, federally qualified health centers (FQHCs), school-based health centers, and other institutions that receive major County, state, and federal funding for the purpose of providing medical services will not be considered for funding through this process (Guidance, Section 2.2, page 10). Visits to medical doctors (or other medical staff) to receive primary care, specialty care, or medical treatments are examples of traditional medical services that will not be considered. However, dental services, mental health services, home and community-based services and other services (if shown to complement traditional medical services) may be considered for funding through this process.

All applicants must make the case for why County funding is needed in the context of availability of other funding, resources, and services (Guidance, Section 3.25 (2), page 23). In the case of an applicant that is also an FQHC, the applicant must make the case for why County funding is needed considering the levels of government funding already invested through the local network of FQHCs to address health issues.

Provision of direct services is the purpose of this grant funding. While expenses for equipment and transportation are generally considered an allowable use of County grant funding through this process, significant client services must be achievable within the initial twelve-month grant period. Dedicating significant portions of the initial funding period to planning, coordination, startup, or readying of a service delivery site, unit, staff, or other could result in a less competitive proposal compared to others focused more significantly and/or immediately on delivering services to clients.

Question: **In the funding category titled Education Supports, among the education strategy examples for the population of youth or adults**

with disabilities, are you seeking programs that also go beyond the job-focused education strategies to also meet other needs of these populations?

Answer: *The response to this question applies to any funding category and any target population*: For any of the funding categories, applicants must define their specific target population and propose the programs/services to meet their needs. The Guidance document provides many examples but encourages applicants to self-define other population as applicable (Section 2.1, pages 8-10).

Some applicants may choose to (a) propose a program that addresses more than one need of their target population within a cohesive program design, or (b) propose more than one program for their target population (within the limits of one application per funding category as per Guidance, Section 3.0 (B), page 13). The applicant should strive to make the strongest connection between their proposed program(s) and the purpose and scope of this funding process as detailed in the Guidance document. A program submitted in a particular funding category (and the results the applicant intends to report for that program) should chiefly reflect the stated purpose and scope of that category (Guidance document, Sections 2.0-2.2, pages 8-13). Combining a number of different interests into one program may impact how results are reported. The suggested number of quantified results statements for inclusion in the online application is 2-5, but space is provided for up to 12 (Grants Coordination Portal, Tables tab, Results Grid).

Question: **What is the correct amount of Indirect Costs (or Administrative Costs or Overhead) allowed?**

Response: The Indirect Cost cap is 25%; for each program funded through this process, no more than 25% of the grant award may be used to cover Indirect Costs as defined in the Guidance document (Guidance, Section 3.0 (F), page 14). The initial Program Budget form in the Grants Coordination Portal (ZoomGrants) library tab that stated it was 20%, will be corrected with Addenda 1.

Question: **Is the Program Budget Form in the Library of the Grants Coordination Portal supposed to be blank (I only see notes/tips, but nothing that looks like a budget).**

Response: Use the arrow keys on your computers keyboard to access all columns in the Program Budget form.

Question: **Do the attachments in the Guidance document also have to be uploaded as part of the application? Why are they different from the**

list of documents requested for upload in the Grants Coordination Portal?

Response: The documents to be uploaded as part of the grant application package are listed in both the online Grants Coordination Portal (My Documents (Upload) tab) and the Guidance document (Section 7.0, pages 35-36). Note that Attachment A to the Guidance document (pages 39-101) includes an agreement template and its related attachments (A-J), but these documents are for review only. They should not be completed and submitted as part of the grant application. All potential applicants are encouraged to review the agreement and attachments in advance to determine whether their organization would be able to meet the terms of the agreement (in the future), if awarded funding through this process.

Question: **Is this the same grant that the Miami Foundation has on their website? (https://miamifoundation.org/communitygrants/)**

Response: This County grant process is not related to The Miami Foundation grant processes.

Question: **In the Service Site Location Grid in the Grants Coordination Portal (Tables tab), what if our organization has more sites than can fit into the grid?**

Answer: First, be sure to include only the sites specific to the program for which funding is sought. Do not include sites to reflect broader organizational programming. If you still have more sites than will fit, fill in all but the last line in the grid; use that line to add a note: "For xx additional sites, refer to the uploaded document" (where "xx" is the number of sites). Then continue listing your sites/addresses/commission districts in a separate document. Title the document "Additional sites" or similar and upload it as an attachment to your application (in the My Documents tab).

Question: **Regarding Developmental Partnerships: Can a Zoom meeting be scheduled this month to provide CBOs the beneficial information they will need to move forward?**

Response: A description and criteria that must be met to be considered a Developmental Partnership (as opposed to other forms of traditional partnership) are provided in the Guidance document (Section 3.0 (E), page 15). A Technical Assistance Workshops on the topic of Developmental Partnerships is scheduled on January 10, 2024, online (by Zoom), and will be repeated on January 16, 2024, online (by Zoom). Applicants may register for these or other workshops by visiting the grant information page (https://www.miamidade.gov/global/management/community-based-organization-grant-program.page). In the section titled *Technical*

Assistance Workshops, click on any workshop title for a description, dates/times, and registration links.

Question: **Can for-profit organizations apply for a grant if they partner with a nonprofit?**

Answer: No, for-profit businesses are not eligible to apply (Guidance document, Section 3.0 (A), page 13). As reflected in the Application Guidance Document, the primary purpose of this process is to support nonprofit 501(c)(3) organizations that directly provide human and social services in Miami-Dade County that benefit residents. The County has other grant processes and resources focused on for-profit businesses.

Although various forms of partnership have been encouraged for this process, a scenario where a partnership is established for the purpose of passing through grant funds to a profit business would not be an allowable use of funds.

In an alternative scenario, it is anticipated that some applicants may include vendor-provided activities in their Program Budgets, and vendors may be for profit entities. Examples of vendor relationships are when an eligible applicant proposes to purchase a proprietary piece of software or other type of intellectual property, or subcontracts for general support like accounting or janitorial services. These may be allowable depending on the information provided in the application narrative and the extent to which these expenditures would result in a reasonable and well-justified portion of funds being paid to a vendor that renders specific services in support of the program.

Question: **If our organization has or had a ZoomGrants account already, should we create a new one for this process?**

Response: No. it is important to continue using the same account and to confirm there is a person designated in your organization as the primary account holder. This person should be the one to open individual (blank) program applications for your organization, assign individual program applications to your grant writer staff/volunteers/consultants (by using the "invite collaborators" function on the Applicant tab), and be the only one the system will allow to press "submit" when an individual program application is complete. Refer to the "Navigating the Grants Coordination Portal" tool in the Library tab of the portal.

Question: **What if the person that used to handle our ZoomGrants Account is no longer with the organization?**

Response: If the individual that originally established your organization's ZoomGrants account or otherwise served as your organization's primary account holder is not available to continue serving in that role, the ZoomGrants support team can transfer the account to a replacement identified by your organization. To initiate the transfer, your CEO/Executive Director must send an email to questions@zoomgrants.com. The email should state "I authorize this transfer" and specify the email addresses for both the old account holder and the new account holder. ZoomGrants has shared their standard account transfer policy at https://zoomgrants.freshdesk.com/support/solutions/articles/72000573268 -applicants-account-transfer. It states that transfer requests must come from an "authorized user," which is defined by ZoomGrants as your organization's CEO/Executive Director or the current primary account holder. While ZoomGrants normally recognizes an administrator from the funding entity (the County) as an "authorized user" for this purpose, this option is not available for this process due to the County's Cone of Silence protocols. Refer to the "Navigating the Grants Coordination Portal" tool in the Library tab of the portal.

Question: **We already have a ZoomGrants account, but could not find the link to this process in ZoomGrants?**

Response: If you already have an account: The first time (only) that you gain access to the application in the County's Grants Coordination Portal, you must do so using the link provided by the County. Go to the grant information page (https://www.miamidade.gov/global/management/community-based-organization-grant-program.page). In the section titled, *How to Apply (Step 3: Online Application System)* click the link that states "Log-in to the online system for the application and resources." It appears as the last item the *Step 3* sub-section in white letters on a dark blue background. Once you click the link, you will be prompted to log into a ZoomGrants account before advancing; and you should log in using the area for "Existing ZoomGrants Users" (top right of screen) Then you will be able to click "apply" to open the first program application.

In the future, to return to this Portal and any application(s) you have opened there, use the standard ZoomGrants web address you likely used in the past to access your ZoomGrants account (www.zoomgrants.com). After logging in there, you should continue to see any applications that were previously associated with your organization's account (for any other processes that also used the ZoomGrants platform). Plus, the application(s) you opened for this current process should now be visible too. If they are not, contact ZoomGrants (Questions@ZoomGrants.com)

Question: **How can a consultant support the fulfillment of grant requests**

Answer: Funding for consulting services is not available through this funding opportunity. Further, decisions about whether to use a consultant and, if so, which consultant to use are made solely by potential applicants and the County cannot be involved.

Question: **Will CBOs currently funded through this grant program get an extension to avoid gaps in service?**

Answer: A letter from the County OMB has been sent to agencies currently receiving the applicable CBO grants. It includes confirmation of contract extensions from October 1 to December 31, 2024, contingent upon availability of funds and contract performance.

Question: **Is special consideration being given to "A-rated" agencies that have received CBO funding in previous years? For example, extra points?**

Answer: To ensure the process is fair for those that have not been funded in the past, no extra points will be added during evaluation of program applications based on an applicant having received funding in the past. However, points may be deducted for negative performance issues on current or past funding contracts (Guidance, Section 3.22, page 21; Section 3.23, page 22; and Section 3.25 (8), page 27).

Question: **During the last grant process, funding was provided on a point system which made it very difficult for agencies without the financial resources to hire professional grant writers to compete. How is this being addressed in this current process?**

Answer: Individual program applications being considered for funding will be differentiated based upon a combination of the evaluation criteria (that will be used to generate scores) and other factors as described in the Guidance document (Section 3.24, pages 22-23; and Section 3.25, pages 23-27). In addition, technical assistance (TA) for applicants has been expanded for this process compared to previous years.

Question: **Can a nonprofit organization submit an application in one funding category (for its own program) and also submit a different application in the same funding category in its role as fiscal sponsor for an organization or group that is also seeking funding (for a different program)?**

Response: No. Applicants can submit only one application per category. The scenario you have described would result in one applicant submitting two applications in the same funding category.

Question: **I understand as an applicant an organization can only submit one application under each category, but as a subcontractor can an organization be a part of several applications under one category?**

Answer: For the delivery of direct client services, an organization may only be included in one application per funding category (either as an applicant or as a partner or subcontractor but not both). In total, an organization may appear in only up to four applications (once for each funding category).

For Developmental Partnerships as described in the Application Guidance, organizations or individuals may join no more than one Developmental Partnership as the mentee (subcontractor).

For vendor relationship subcontracts or financial transactions, there are no limits on the number of times a vendor may be hired or invoiced nor on the number of CBOs that may transact with them, but under no circumstances will any organization receive more than $600,000.

The $600,000 maximum includes all items in the proposed budget including the value of any and all subcontracts.

All terms, covenants and conditions of the subject solicitation and any addenda issued thereto shall apply, except to the extent herein amended.

Miami-Dade County,

Linda Schotthoefer
Program Coordinator, Capacity Development
Contracting Officer, Community-Based Organization (CBO) Grant Process for Human and Social Services (CBO2425)

c: Clerk of the Board