DATE:	**January 25, 2024**
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. 2

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 1.2 Definitions

On page 5, item 5, for the term "Direct Cost," after the word "Subcontractors," INSERT **"or partners**".

On page 6, item 9, for the terms "Indirect Costs, Administrative Costs, Overhead Costs, after the word "Subcontractors," INSERT "**or partners**".

On page 6, item 14, for the term "Subcontractor," STRIKE the definition entirely and REPLACE with **"Any person, entity, firm, or corporation who furnishes labor toward, or who performs some aspect of, the Scope of Services or the administrative aspects. This does not include employees of the Provider or contractors of the Provider who are regularly and continuously funded under this Agreement to work with clients and provide direct services to clients pursuant to the Scope of**

Services. CBO partners will not be referred to as subcontractors and agreements between CBO partners will be referred to as 'partnership agreements'."

2. Section 1.4 General Information

   On page 8, in the sub-section Public Entity Crime, in the first sentence, after the word "Subcontractor," INSERT "**or partner**".

3. Section 3.0 Application Requirements and Process, Sub-Section E. Points for Developmental CBO Partnerships (Optional)

   On page 14, in sub-section "E," in the first paragraph, second sentence, STRIKE "subcontracting" and REPLACE With "**partnering**".

   On page 14, in sub-section "E," in the second paragraph, second to last sentence, STRIKE "contract" and REPLACE with "**grant agreement**".

   On page 14, in sub-section "E," in the second paragraph, last sentence, STRIKE "**subcontracted**".

   On page 14, in sub-section "E," at the end of the second paragraph INSERT a new sentence that reads **"The applicant is expected to allocate a portion of the grant award to the partner."**

   On page 14, at the end of sub-section "E," INSERT a new paragraph that reads **"For any partner to be engaged by the applicant in a Developmental CBO Partnership, the partner must be recruited prior to submission of the grant application (and named in the application). The applicant may engage more than one partner in a Developmental CBO Partnership as appropriate and according to their capacity to do so. Creation of Developmental CBO Partnerships does not preclude the applicant from establishing other partnerships (of any type). Only for the partnerships that are Developmental CBO Partnerships, the proposed partners must be located in Miami-Dade County (to meet the County interest in using this partnership strategy to develop CBOs as local assets). A partner can only participate in one Developmental Partnership."**

4. Section 3.21 Preliminary Screening and Due Diligence

   On page 21, in the second paragraph, after "subcontractors," INSERT **"or partners**".

5. Section 3.27 Negotiations

   On page 27, in the third paragraph, first sentence, after “subcontractors” INSERT “**or any of its partners (engaged in partnership agreement**”.

6. Section 4.0 Application Question Guidance and Documentation,

   On page 31, first paragraph, second to the last sentence, after “Subcontractors” INSERT “**or partners**”.

   On page 31, second paragraph sub-titled “Resumes and job descriptions,” in the first sentence, after “Subcontractor” INSERT “**or partner**”.

   On page 32 (continuing in sub-section 4), after sub-paragraph “c.” INSERT the following paragraphs:

   “d. Line items such as “free tuition,” “scholarships,” or similar are not allowable as they obscure how the applicant proposes spending this grant and other sources of funding. Instead, applicants are advised to use the County grant and other sources of funding to cover specific organizational expenses and to reflect those as line item expenses **in the budget. Then separately, applicants may offer free or reduced cost program positions to their clients, which can be explained in the application narrative.”**

   “e. Only in limited instances, stipends, incentives, financial assistance to clients in need, or similar may be allowable, and only if they are an integral and justifiable component of the provision of direct services. However, under no circumstances may cash or general or unrestricted gift cards be provided to any individuals. Only in limited instances, exceptions may include Grocery Vouchers, Transportation passes, and possibly limited and reasonable Stipends in the form of a check or electronic funds transfer depending on the type of service and the explanation and justification included in the program budget and application narrative. Within these limits, line items for client performance stipends based on client progress or milestones may only be acceptable if they are clearly explained in the application narrative, reasonable, and well-justified as an essential component of achieving projected results and client outcomes. Also, within these limits, line items for compensation-like stipends in exchange for time and effort contributed to support the program may only be acceptable if they are clearly explained in the application narrative, reasonable, and well-justified as an essential component of program implementation.”

“f. Line items to be covered by this grant must be specific. Non-specific line items such as “miscellaneous” or “other” may not be used. The practice of projecting a percentage or amount of Indirect Costs in a general or catch-all line item labeled “Indirect Costs,” “Administrative Costs,” or “Overhead” is not allowed. The exception is the inclusion of semi-general line items to represent allocation of portions of the program budget for partnership agreements as described below (in paragraphs “g” and “h”).

“g. In general, where portions of the program budget are projected as payments to external partners or vendors, the following elements of the Program Budget form should be used to clarify roles and amounts: individual line item labels, details about each line item provided in the justification column, and categorization of line items as either Direct Costs or Indirect Costs. As needed, the explanation of any expense should be expanded upon in the application narrative.

“h. Applicants are responsible for ensuring that all Indirect Costs that may be included within line items for partnership agreements are considered toward the 25% Indirect Cost cap. For such line items, Indirect Costs may simply be noted in the justification column of the Program Budget form. However, for a line item dedicated specifically to a Developmental CBO Partnerships (as defined in Section 3.0, (E)), the total cost should be split into two parts: part one should be listed in the Direct Cost section (with details provided in the justification column) and part two should be listed in the Indirect Cost section. Applicants should not create a separate Program Budget form for any partnership; these should be represented in a cohesive program design and a single Program Budget form. Costs should be described in the application narrative.”

“i. Overall, it is preferable to include separate line items in the Program Budget for every staff person, followed by a line item for the benefits associated with their position. However, for programs with large numbers of staff, this method may create a less reader-friendly Program Budget form. Note that any positions to be covered in part or in whole by this grant must be listed separately (one line item per staff member). However, positions wholly covered by other funding may be combined with each line item representing multiple positions (followed by each line item representing the combined accompanying benefits). If applicants are also combining positions in the Staff Plan Grid of the application (Grants Coordination Portal, Tables tab), it will be helpful (but not required) to use the same or similar methods in the Program Budget form. Combining works best for positions where titles, roles, and compensation align. Any noteworthy differences can

be clarified in the justification column of the Program Budget form and application narrative).”

On page 32, under sub-section 5, second paragraph (labelled “Document”), in the first sentence, STRIKE the sentence in its entirety and REPLACE with “**The applicant has the option to upload subcontract agreements with key Subcontractors and/or partnership agreements with key partners if it may strengthen the proposal**.”

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

   On page 36, in the Sub-section entitled “ATTACHMENTS” at the beginning of the section INSERT “**Conforming changes related to the use of the terms ‘subcontract’, ‘Subcontractor’, ‘partnership agreement’, and ‘partner’ will be made throughout the final Agreement to align with the use of these terms in the Guidance Document as modified by this Addenda 2**.”

II. REVISIONS TO GRANTS COORDINATION PORTAL (ZOOMGRANTS SYSTEM)

[*APPLICATION TABS*]

A. Narrative tab

   1. Question/Item 2

      In the list of multiple choices, for the second to last choice (19th in the list), at the end of the label INSERT **“or crime prevention, intervention, reentry.”**

      In the list of multiple choices, for the last (20th) choice, DELETE the label entirely AND REPLACE with **“OTHER (if there is no fit with 60+ key words above) - Enter one of the four primary funding categories and a customized key word to explain”** AND ADD an open-text cell for applicants to enter their explanation.

B. Budget tab

   1. Tab Instructions (yellow tab; click to expand)

After paragraph three, in the sidebar section titled “Technical Assistance Resources” REMOVE the first sentence AND REPLACE with **“Access the following in the Library tab: Recorded workshop: Program Budget Form (includes slides, staff narration, and audience questions-and-answers); Workshop slides: Program Budget Form; Self-Help tool: Program Budget Form; Other budget and financial information is included in the Guidance document and Addenda documents (also available in the Library tab).”**

C. Tables tab

1. Tab Instructions

In the first sub-section titled “Staff Plan Grid – Introduction,” in the second paragraph, last sentence, DELETE the sentence entirely AND REPLACE WITH **“If you need additional rows, see further instructions that accompany this Grid below.”**

In the second sub-section titled “Service Sites Grid – Introduction,” at the end INSERT **“If you need additional rows, see further instructions that accompany this Grid below.”**

In the third sub-section titled “Results Grid – Introduction,” in the last section formatted as a sidebar titled “Need More Assistance with Results?” INSERT **“Access the following in the Library tab: Recorded workshop: Results and Client Outcomes (includes slides and participant questions-and-answers); Workshop slides: Results and Client Outcomes; Self-Help tool: Results and Client Outcomes; Other information is included in the Guidance document and Addenda documents (also available in the Library tab).”**

2. Staff Plan Grid

After the third sentence, INSERT **“If you need more rows, see steps 1-3 below.”**

For the third (last) paragraph, DELETE it entirely AND REPLACE WITH **“Need more rows? STEP 1: Include only the positions for this program. STEP 2. Determine if you may combine positions. For positions funded by this grant (proposed), every person must be on a separate line. For positions to be funded by other sources, multiple people may be combined in a single row, and this works best when titles, roles, and rates of compensation align. When combining, for “Name/Status (column 6), enter “multiple” and use “Role and**

Credentials" (column 2) to detail individual names and status (or "vacant" and projected hire or start date). For FTEs (columns 3-4) add up all FTEs represented by all combined on the row. STEP 3: If you still need more rows, enter "Continued in attachment" or similar in the last row of the Grid. Then continue listing employees on a separate document (Word, Excel, or PDF formatted to match the Grid). Title the document "Additional Rows" or similar and upload it in the My Documents tab." The total number of FTEs represented on the attachment must be noted in the on-screen Grid; in the last line (columns 3-4) type the total FTEs represented in the attached document. This will ensure the automatic total displayed on the bottom of the on-screen Grid is accurate."

3. Service Sites Grid

    In the second paragraph, at the end INSERT **"If you need more rows, see steps 1-2 below."**

    For the third (last) paragraph, DELETE it entirely AND REPLACE WITH **"Need more rows? STEP 1: Include only the sites where services will be delivered for this program. STEP 2. If you still need more rows, enter into the last row of the Grid "For xx additional sites, refer to the uploaded document" or similar. Then continue listing sites on a separate document (Word, Excel, or PDF formatted to match the Grid). Title the document "Additional Rows" or similar and upload it in the My Documents tab**

4. Results Grid – Highlights of Program Results

    For the sixth (last) paragraph, DELETE it entirely AND REPLACE WITH **"Additional rows are not allowed for the Results Grid. Prioritize the results statements to be highlighted for this program."**

D. My Documents tab (an application tab)

1. Documents Requested

    After item 13, INSERT item titled **"14. Additional Rows – Staff Plan Grid (if applicable)** and INSERT item titled **"15. Additional Rows – Service Sites Location Grid."**

[*INFORMATIONAL TABS*]

E. Library tab (an informational tab)

1. Description

INSERT links to recorded Technical Assistance Workshops:

a) **"RECORDING/Workshop: Ready: Grant Requirements"**
b) **"RECORDING/Workshop: Results and Client Outcomes"**
c) **"RECORDING/Workshop: Program Budget"**
d) **"RECORDING/Workshop: Ahead: Post-Award Requirements"**
e) **"RECORDING/Workshop: Developmental Partnerships"**

INSERT **"SLIDES/Workshop: Developmental Partnerships"**

INSERT **"Addendum: 1 (1-24-24)"**

F. Help for Applicants tab (an informational tab)

1. Primary Information Sessions

For the event dated January 12, 2024, in the 4th row and last column of the grid DELETE the live link "Registration (Eng/Spanish)" AND REPLACE WITH **"Registration closed."**

2. Self Help Tools

For the first tool titled "Navigating the Grants Coordination Portal" INSERT **"(Strongly Recommended for All Applicants Prior to Clicking "Submit Now")."**

3. Technical Assistance Workshops, Workshop Descriptions and Registration Links. Applies to these workshops:

a) **"Ready: Grant Requirements"**
b) **"Results and Client Outcomes"**
c) **"Program Budget"**
d) **"Ahead: Post-Award Requirements"**
e) **"Developmental Partnerships"**

For the recording indicated for each workshop, DELETE "Coming soon" and REPLACE WITH **"Go to Library or click direct link,"** AND INSERT the active hyperlink.

For registration links indicated for each session, DELETE the live links "Register for login information" AND REPLACE WITH **"Registration closed."**

G. Updates and Addenda tab

1. In the grid

In the second row INSERT **"12/22/23; Announcement; Addendum 1 issued (12-22-23)."**

In the third row INSERT "1/24/24. Announcement; Addendum 2 issued (1-24-24)."

III. QUESTIONS AND RESPONSES

Below are questions and responses relative to the subject grant process from among those received through Pre-Application Conference sessions and Technical Assistance Workshops and questions emailed to cbogrant@miamidade.gov (cc clerkbcc@miamidade.gov) by the January 19, 2023 deadline for receipt of written questions. All have been edited for clarity and to eliminate unnecessary repetition.

Question: Why isn't my application accepted when I press "Submit Now?"

Answer: (1) They system may be rejecting your **"incomplete" application**. Clicking "Submit Now" triggers the auto-check feature for the Applicant, Narrative, and My Documents tabs (but not the Tables tab and Budget tab). Alerts about missing information may appear on your screen. You must enter (or attach) what is missing, press "Refresh," and submit again.

- Do not leave cells blank (type "N/A" if not applicable).
- Upload all required documents on the My Documents (Upload) tab.
- Note that your application will not be successfully submitted until the system provides an on-screen "success" message.

(2) As stated in the "Navigating the Grants Coordination Portal" self-help tool (located in the Library tab of the Portal), the system will only let **your organization's ZoomGrants account owner** (or someone logged in with the account owner's username and password) press "Submit Now."

All applicants are strongly encouraged to submit their applications **24 hours or more in advance** to allow time to respond to system alerts about missing information, service interruptions, or any other issues.

All applicants are strongly encouraged to review sections 8-10 of "Navigating the Grants Coordination Portal" (Library tab) for critical details on the steps for submission beyond what is highlighted in this question-and-answer.

For technical support, email Questions@ZoomGrants.com.

Question **How can I access recordings of the workshops and other resources to help me with my application?**

Answer: These recordings, slides, and tools are posted in the Grants Coordination Portal. When you are logged into the Portal (ZoomGrants), go to the *Library tab,* and click on any resource or topic you want. If you have not already accessed the Grants Coordination Portal, instructions are provided below.

Topic	**Recording** (Video, Q/A)	**Slides** (PowerPoint)	**Tool** (Document)
Navigating the Grants Coordination Portal	--	--	YES
A Pre-Application Conference	YES*	YES	YES
Ready: Grant Requirements	YES	YES	YES
Results and Client Outcomes	YES	YES	YES
Program Budget	**YES**	**YES**	**YES**
Ahead: Post-Award Requirements	YES	YES	YES
Developmental Partnerships	YES	YES	YES

*For a Pre-Application Conference only, the same recorded version is available on the public grant information page *How to Apply, Step 2*.

If you have not already accessed the Grants Coordination Portal (where these resources are posted), 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*, click "Log-in to the Online System for the Application and Resources." It appears as the last item in 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 screen. One of the many tabs you will see on the application screen is the *Library tab* (it is blue, with white letters that say "Show>Library"). Click to expand the list of items in the library and look for the self-help tool titled "Navigating the Grants Coordination Portal," which includes step-by step information on how to use the other tabs to complete your application.

Question: **What if my program doesn't fit any of the multiple choice options provided in Question 2 of the application (Grants Coordination Portal, Narrative tab)?**

Answer: A new "other" option has been added to the list of multiple choices (Addenda 2, Section II, page 5). This option should not be used to avoid making hard choices from among existing applicable options. Only if no reasonable connection can be made between your program and the sub-categories included among the choices offered, should you (a) select the "Other" option and (b) type in an explanation. In your explanation, you must state one of the four defined primary funding categories and a customized key word or title that sums up your program (similar to a sub-category).

Question: **Is it possible to merge into one program application the activities my organization normally administers as two separate programs?**

Answer: Yes, it is allowable to combine into one program application for this process what your organization currently labels or administers as two (or more) separate programs. While staff cannot provide specific guidance on combining programs or selecting funding categories, applicants may want to consider the degree to which the program application can be connected to the stated purpose and description of a specific funding category; the overall cohesiveness of all components that make up the program application; the similarity vs. dissimilarities of the client sub-groups, their specific needs, and the proposed services encompassed by the program application; and how results/client outcomes may be combined and potentially prioritized/streamlined.

Question: **Can age groups be combined into a single program application?**

Answer: Yes, it is allowable. 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 populations as applicable (Section 2.1, pages 8-10).

Question: **Can I submit under (*insert your category*) my program that provides (*insert your services*) to help (*insert your population*)?**

Answer: To maintain a fair and impartial process, staff cannot advise on the purpose or design of an individual program, nor on selection of a funding category for a specific type of program. (1) To make determinations about funding 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 for their program). Often, the client results/outcomes the applicant has prioritized for program reporting will help confirm whether (or not) there is alignment between the program and one or more of the four funding categories. (2) In the application narrative, the applicant should strive to make the strongest connection between their proposed program and the purpose and scope of one of the funding categories as detailed in the Guidance document (Guidance, Sections 2.0-2.2, pages 8-13). (3) Further, applicants must make the case for why County funding is needed in the context of availability of other funding, resources, and services in our community that may be intended for the same or similar purpose (Guidance, Section 3.25 (2), page 23).

Question: If an applicant categorizes its application in the "wrong: place, will they be penalized?

Answer: No, there is no penalty for initial selection of a category as long as you stay within the limit of no more than one application per category, either as an applicant or as a partner in another applicant's proposal. Please know that the explanation/justification provided in the narrative may impact scoring of the application.

Question: What constitutes a partner of "less capacity" that an applicant can invite to be a part of a Developmental Partnership (as defined in Guidance, Section 3.0 (E), page 14)?

Answer: It is anticipated that partners with "less capacity" could be reasonably characterized as organizations or individuals in the startup, early, or middle stages of their CBO organizational development life cycles compared to the "high capacity" applicants that could be reasonably characterized as having reached a stable and mature stage of development. Overall, the County has an interest in developing grassroots CBOs as a local community asset and leveraging their abilities to reach and serve residents (Guidance, Section 3.0 (E), page 14). The County also has an interest in conducting an inclusive process and easing barriers that may exclude otherwise promising but less developed, grassroots endeavors. Therefore, applicants are encouraged to seek and engage the partners they feel could add significant value as community assets, but due to limited capacity may be challenged by one or more aspects of the process (from the application stage through contracting, regular financial and programmatic reporting, and ongoing grant administration).

Question: Regarding the Developmental Partnership, please define Grassroots.

Answer: " Grassroots" is not specifically and technically defined in the Guidance document. First, consider nonprofits or individuals experiencing the new, startup, early, or middle stages of their nonprofit organizational life cycles (vs. highly stable and mature nonprofit organizations). Second, consider bottom-up (vs. top-down) approaches to community programs and initiatives where programs or initiatives may be enacted by local actors with local insights and deep connections to the neighborhoods and populations being served. Where both of these ideas intersect is a good reference point for the term "grassroots."

Question: Is there a way to make this process more equitable for more CBOs?

Answer: Diversity, equity, and inclusion were important concepts that factored into the development of this new process. Examples of changes to the new process include: 1) online application submission portal; 2) technical assistance workshops and help documents; 3) updated evaluation criteria and corresponding assignment of points; 4) developmental partnerships; and 5) revisions to contractual requirements.

Question: Are there other requirements or limitations regarding the partners an applicant may include in Developmental Partnerships?

Answer: The Guidance document specifies engagement of CBOs or individuals for the Developmental Partnership strategy (Guidance, Section 3.0 (E), page 14). Therefore, the partners for this strategy can include nonprofit CBOs that have not yet obtained their 501(c)3 status. The partner must be located in Miami-Dade County to meet the County interest in using this partnership strategy to develop CBOs as local assets (Guidance, Section 3.0 (E), page 14). This geographic limitation does not apply to any other type of partnership outside of Developmental Partnerships.

Question: As the applicant, should my developmental partner be contributing to my growth and capacity or the other way around, please?

Answer: If an applicant proposes a Developmental Partnership as part of the design of its program application, then the applicant (not the partner) would offer a developmental opportunity to benefit the partner.

Question: Can we propose a Developmental Partnership now but recruit the partner later?

Answer: No. Applicants must recruit the specific partner prior to submission of the grant application (and name them in the application). By the time the application is submitted, the applicant and partner should have co-coordinated critical aspects of the Developmental Partnership that may impact evaluation and scoring (self-help Tool: Developmental Partnerships, Grants Coordination Portal, Library tab).

Question: **If including a Developmental Partnership in our application, are we required to attach a subcontract with the partner or any other form of written agreement?**

Answer: No, not at the application stage. For clarity the term "subcontracts" between CBO partners is now referred to as "partnership agreements" and for all forms of partnership, a "slot" for uploading partnership agreements is provided in the Grants Coordination Portal (My Documents tab) but it is optional. Applicants can elect to use it if they feel it would strengthen their application. At the point of contracting with the County (if grant funds are awarded), agreements for Developmental Partnerships and other partnerships would be submitted at that time.

Question: **Does the applicant have to share grant funds with the partner they engage in a Developmental Partnership?**

Answer: Yes. Due to criteria for Developmental Partnerships (Guidance, Section 3.0 (E), page 14) that specify a role for the partner in meaningful service delivery as part of a cohesive program design, it is reasonable to expect the partner will receive the financial support necessary to fulfill that role and all aspects of the partnership.

Question: **Is there a minimum amount that must be allocated to a Developmental Partnership to be awarded all ten incentive points (assuming all other qualifications are met)?**

Answer: No, an amount has not been specified. However, due to criteria for Developmental Partnerships (Guidance, Section 3.0 (E), page 14) that specify a role for the partner in meaningful service delivery as part of a cohesive program design, it is reasonable to expect the partner will receive the financial support necessary to fulfill that role and all aspects of the partnership. Please know that the amount allocated in the budget and the explanation/justification provided in the narrative may impact scoring of the application.

Question: **If an applicant submits an application that includes a Developmental Partnership but in the evaluation/scoring process does not receive all 10 points, is the applicant obliged to fund the development partner?**

Answer: Yes. The Developmental Partnership should be conceptualized as part of a cohesive program proposal. Typically, if a full program proposal is funded, the expectation is that the program will proceed as proposed, regardless of having scored higher in some areas and lower in other areas. In general, for this Developmental Partnership strategy, there is an interest in creating an incentive for such partnerships and recognizing true and meaningful partnerships in a fair and equitable manner. Applicants may not conceptualize Developmental Partnerships for the purpose of gaining ten incentive points and/or requesting budget amounts during the grant application stage without following through during the implementation stage.

Question: If an applicant submits an application that includes a Developmental Partnership, but less than full funding is received, would the reductions come from the applicant, the partner, or both?

Answer: Matters of reduced/partial funding would be addressed at the contract negotiation and development stage of the process referenced in the Guidance document (Section 2.2, page 9; Section 3.27, page 27). A proportionate reduction for both the applicant and the partner would be a reasonable expectation.

Question: In the needs section (and any other section of the application), should applicants clarify separately the need for services that will be delivered by the partner in this section, or do we add to the overall need section of the applicant?

Answer: The Developmental Partnership should be embedded into a cohesive program design. Therefore, applicants may present a cohesive needs statement. If you feel distinctions by partner need to be made for the purpose of clarity, you are welcome to add those.

Question: Can we apply for a Developmental Partnership based on an existing partnership, or does it have to be a new partnership?

Answer: Either is acceptable provided the proposed partnership meets the criteria for a Developmental Partnership (Guidance, Section 3.0(E), page 14).

Question: What happens if we (the applicant) apply for a Developmental Partnership now, but arrangements fall apart with the partner before we can implement it?

Answer: These circumstances would be considered on a case-by-case basis. Applicants may not conceptualize Developmental Partnerships for the purpose of gaining ten incentive points and/or requesting budget amounts during the grant application stage without following through during the implementation stage. If after funding is awarded, a proposed partner is no longer available to participate, the applicant may be able to propose another similar organization as an alternative for the County's consideration. If an alternative is not identified, the grant funding budgeted for the partner could be discontinued, at the County's discretion.

Question: Is there a limit on the number of Developmental Partnerships?

Answer It depends on your role. (1) An applicant may engage more than one partner in a Developmental Partnership or initiate more than one such partnership, as appropriate and according to their capacity to do so. Creation of Developmental Partnerships does not preclude the applicant from establishing other partnerships (of any type). (2) A recruited partner can only participate in one Developmental Partnership to ensure they have the time to invest fully in the developmental component (for the organizational development or professional development opportunity). Participating as a partner in a Developmental Partnership does not preclude the partner from participating in other partnerships, as long as none of the other partnerships are also Developmental Partnerships.

Question: Can the partner participating in an applicant's Developmental Partnership also apply for a grant on its own?

Answer: Yes, if eligible, and if the maximums will not be exceeded regarding their number of applications, number of applications per category, and amount of funding requested (Guidance, Section 3.0 (B) and (C), pages 13-14). Related information is included in Addendum 1.

Question: If an organization has already reached its maximum of participating (as the applicant or paid subcontractor (now referred to as "partner") in four applications, one per funding category, can they serve as a partner in additional applications if they will not receive any of the grant funds?

Answer: Yes, additional (unpaid) participation would not count toward the maximum limit.

Question: **For the developmental component of Developmental Partnerships (i.e., the professional or organizational development opportunity), should the applicant specify the component's design for one year or three years?**

Answer: Limit the design to one year to align with the one-year grant period (Guidance, Section 5.1, page 33). If the grant is renewed in years two and three, design of the developmental component would be revisited annually as part of the contract renewal process.

Question: **Can an organization that is fiscally sponsored apply for this grant?**

Answer: Possibly, provided the applicant organization meets eligibility and all other requirements as stated in the Guidance document and addenda.

Question: **If our organization is located in and serves Miami-Dade County residents, can we partner with a national partner located in another state? What if we elevate the partnership to a Developmental Partnership?**

Answer: The applicant organization may be based within or outside of the County. Although services must be provided to residents in Miami-Dade County, no aspect of eligibility requires that an applicant be located within the County (Guidance, Section 3.0, page 13).

For *general partnerships*, collaborations, or coordinated efforts, neither the applicant nor the partner(s) are required to be located in Miami-Dade County. However, structuring such partnerships to include a strong local entity could strengthen an application; evaluation criteria include history, insight into local needs, cultural competence, knowledge of the target population, and practical connections with the communities served (Guidance, Section 3.25, pages 23-27).

However, if you intend to structure the partnership as a proposed *Developmental Partnership* (which is optional), then geography could be a limiting factor. At least the partner should be based in Miami-Dade County to align with County interests in developing grassroots CBOs as a *local* community asset for reaching and serving residents (Guidance, Section 3.0 (E), page 14). Further, to be recognized as a *Developmental Partnership*, all criteria for such partnerships should be met, including that both the applicant and the partner must be involved in the (joint) provision of the direct client services contemplated and proposed in this application (Guidance, Section 3.0 (E), page 14). Whatever the combination of in-person or virtual service delivery, both partners must participate.

Question: **We are applying as a "Prime" (applicant) in a funding category but will be in partnership with another non-profit applying as a "Prime" (applicant) in the same category. We would not be providing any funds for the partnership; we will just have access to their clients and their facilities at no cost to do our program. Is this possible?**

Answer: Possibly, this arrangement may be considered allowable, as long as it could not result in either entity being able to access grant funds twice in the same funding category as part of two applications. In general, participation in unpaid partnerships, collaborations, or coordinated efforts (where no grant funds from this process will be shared) will not count toward determining when maximum limits have been exceeded regarding the number of applications allowed per category or overall (Guidance, Section 3.0 (B) and (C), pages 13-14). However, this arrangement may be problematic if partner "A" and partner "B" are both submitting (separate) applications, but the ability of partner "A" to implement their program (if awarded funding) would not be possible if the program by partner "B" was not awarded funding as well or vice versa.

Question: **If we choose to partner with another Community-Based Organization for our program, should we submit one collaborative grant proposal, or are we permitted to submit separate applications?**

Answer: First, any eligible applicant is permitted to submit their own application, as long as they remain within the maximum limits of one application per each of the four categories, four applications total (as either an applicant or a partner), and total combined requests that do not exceed $600,000d per year (Guidance, Section 3.0 (B) and (C), pages 13-14). However, even partners that are technically able to apply on their own may choose to come together to design a more robust or impactful program and/or to leverage the management infrastructure/capacity of a partner. To make your decision, keep in mind that every program application submitted should be able to "stand alone" if funded. That means the results projected in the application should be fully achievable with just the activities, funding, staffing, partners, and other resources encompassed in the program application. If you and your partner have two "stand alone" programs, then you may want to consider submitting separate applications. If either program will have to rely on components of the other program in order to achieve the results projected, then it may be better to consider combining those into a single, cohesive program application (where one of you is the applicant and the other is the partner).

Question: **Can we use the grant funds to pay for staff to do the work, and is there a limit on how much?**

Answer: Yes, for staff costs that are reasonable, well-explained, and justified, this grant may be used to cover the cost of hiring staff to work with the clients and to handle the tasks necessary to administer and operate the program. The number and type of staff is expected to vary by program, so it is up to the applicant to explain the staffing needed for a successful program. Staff compensation has not been specifically limited. However, the maximum award amount could be a limiting factor (Guidance, Section 3.0 (C), page 14). Also, no more than 25% of this grant can be used to cover Indirect Costs (Guidance, Section 3.0 (F), page 14). Therefore, classification of staff in Direct Cost positions vs. Indirect Cost positions (or both) is an important consideration. Refer to the self-help tool on this topic (Tool: Program Budget Form, Grants Coordination Portal, Library tab).

Question: **How can we list our large staff in the Program Budget Form without making the budget long and hard to read?**

Answer: Overall, to maintain clarity, it is preferable to include separate line items for every staff person, followed by a line item for the benefits associated with each position. However, for programs with large numbers of staff, this method may create a less reader-friendly Program Budget. For any positions to be covered in part or in whole by this grant, they mt be listed separately, as described (one line item per staff member). However, for positions covered wholly by other funding, more than one staff member can be represented on a line (followed by a line with their combined benefits). This works best where titles, roles, and compensation align. Applicants that elect to combine positions run the risk of reducing clarity, so all are advised to think strategically about which positions to combine and how to use the column provided for justification to note explanations. Any item in the budget may also be further explained in the application narrative.

Question: **Our organization has two programs and we're trying to figure out how to complete the Program Budget requirements. Do we need to submit one budget form for each program, or can we use only one form combining the costs for all programs.**

Answer: It depends. If you mean you have two separate programs that will be input into two separate program applications and submitted in two separate funding categories, then each program application would have its own unique Program Budget. Only the organization-wide budget (uploaded to each program application) would be the same from application to application.

However, if you mean that you have up to now administered various services at your organization as two separate programs or initiatives but now want to merge them into a single, cohesive program design for this process, then you would merge them into one program application and you would also have to merge their expenses into a single Program budget

Question: **Should we submit multiple Program Budget forms, one for each partner or type of partnership?**

Answer: No. Only one Program Budget form will be submitted per grant application. The Program Budget should be comprehensive, representing all expenses to be incurred for program implementation. In general, where portions of the budget are projected as payments to external partners or vendors, the elements of the Program Budget you can use to clarify which funds will be directed to partners and for what purpose are (1) individual line items for specific expenses and/or for specific partnerships (as illustrated in the next question), (2) line item details noted in the justification column, (3) placement of line items in either the Direct Costs section of the form or Indirect Costs section, or both, and (4) as needed, the explanation of partner roles and amounts in the application narrative.

Question: **Should the funds we will be paying partners or vendors be listed as separate line items by the partner entity, or separate line items by the type of expense? Or should we duplicate line items?**

Answer: There are options but strive to minimize or eliminate duplication of line items. Four scenarios illustrate how various partners and expenses may be recorded in line items in the Program Budget form:

(1) In cases of common line items, external partners or vendors may be implied (e.g., “Insurance,” “rent,” or possibly “Transportation”), so details in the justification column of the Program Budget form may be used to clarify specific partners and any clarifications needed regarding the breakdown of amounts for different items, services, or partners.

(2) In cases where nonprofits or for-profit vendors will provide building, operational, administrative, or other such services, then one or more line items may be used to capture professional services (e.g., “Accounting,” “HR/Payroll,” “Technology/IT,” “Evaluation Services,” etc.) along with details in the justification column. Such vendor services are likely to be categorized as Indirect Costs, but it is possible for part or all of an entity’s or individual’s service (and amount) to be represented in the Direct Costs section (e.g., “Training Services” if hired solely to train clients directly or a portion of “Technology/IT” services allocated to maintaining the computer lab that is

dedicated to use by clients). For information about allocating costs, refer to the self-help Tool: Program Budget Form (Grants Coordination Portal, Library tab).

(3) In cases where partners will be engaged for delivery of client services, one or more line items may be used to distinguish one partner (or group of partners in the same role) from the other.

(4) In the case of a Developmental Partnership (based on criteria in Section 3.0 (E), page 14), a line item should be dedicated to each partnership If both Direct Costs and Indirect Costs are to be incurred, then the line item should be split into two; part one should be listed as a Direct Cost and part two should be listed as an Indirect Cost. This division of a line item for a partnership is only applicable to Developmental Partnerships.

Question: Is staff training necessary to support the methodology, quality, or success of the direct services for clients considered an Indirect Cost or Direct Cost?

Answer: Indirect Cost. For this process, this is the case for all staff training, regardless of how closely connected it is to the program.

Question: Are program evaluation activities, conducted by staff and/or evaluation vendors considered an Indirect Cost or Direct Cost?

Answer: Program evaluation activities may be considered as an allowable cost if they are deemed an integral part of the program's implementation and achievements and/or critical for adherence to program methodologies prescribed by evidence-based or other models being used and/or necessary for meeting the program reporting requirements of Miami-Dade County. If allowable, these would be considered an Indirect Cost. For this process, this is the case for all expenses related to program evaluation including the internal or external people involved (in collecting data, entering data, analyzing data, reporting, etc.).

Question: How should the Indirect Costs of partners engaged in Developmental Partnerships or other forms of partnership be entered in the Program Budget form?

Answer: Applicants are responsible for ensuring that Indirect Costs that may be included within any of their partner agreements are considered toward the 25% Indirect Cost cap (Guidance, Section 3.0 (F), page 14). In most cases, a brief note about Indirect Costs may be made in the justification column of the Program Budget form. However, for Developmental CBO Partnerships (as defined in Section 3.0, (E), page 14) instead of one line item to capture amounts associated with the partnership, two line items should be created to more specifically communicate costs; one line item should be listed in the Indirect Cost section (with details provided in the justification column) and the second line item should be listed in the Direct Cost section (with details provided in the justification column). Any cost may be further explained in the narrative portion of the application.

Question: When you say program budgets should "reflect the general interest in ensuring costs are reasonable," what interest are you referring to? And is there a "reasonable costs" guideline?

Answer: Implicitly, there is an interest in using public dollars responsibly. The Guidance document provides a description of a competitive budget (Guidance, Section 3.0 (F), page 14) and evaluation criteria (Guidance, Section 3.25, item 5, pages 25-26). Applicants have an opportunity to explain and justify their proposed expenses in the Program Budget form. They may also use the application's narrative to further explain as needed.

Question: Can we collapse or combine various Indirect Costs into a summarized line item?

Answer: No. With the exception of the limited leeway for line items for partnerships, all line item expenses to be covered by this grant must be specific. Non-specific line items such as "miscellaneous" or "other" may not be used. The practice of projecting a percentage or amount of Indirect Costs in a general or catch-all line item labeled "Indirect Costs," "Administrative Costs," or "Overhead" is not allowed.

Question: Can we apply a pre-approved fixed Indirect Cost rate to our Program Budget?

Answer: No.

Question: Can we include free tuition or scholarships in our Program Budget?

Answer: No, but a different approach is recommended. Line items such as "free tuition," "scholarships," or similar are not allowable as they obscure how the applicant proposes spending this grant and other sources of funding. Instead, applicants are advised to use the County grant and other sources of funding to cover specific organizational expenses and to reflect those as line item expenses in the budget. Then separately, applicants may offer free or reduced cost program positions to their clients, which can be explained in the application narrative.

Question: Can this grant be used to provide cash assistance?

Answer: No. Under no circumstances may cash or general or unrestricted gift cards be provided to any individuals as these forms of assistance are generally not traceable and do not provide or allow for a paper-trail documenting the specific use of funds. However, in limited instances only, exceptions may include Grocery Vouchers, Transportation passes, and possibly limited and reasonable stipends in the form of a check or electronic funds depending on the type of service and the explanation and justification included in the program budget and application narrative.

Question: Can this grant be used to provide stipends?

Answer: Only in limited instances, stipends may be allowable, and only if they are an integral and justifiable component of the provision of direct services. However, under no circumstances may cash or general or unrestricted gift cards be provided to any individuals. Only in limited instances, exceptions may include Grocery Vouchers, Transportation passes, and possibly limited and reasonable Stipends in the form of a check or electronic funds transfer depending on the type of service and the explanation and justification included in the program budget and application narrative. Within these limits, line items for client performance stipends based on client progress or milestones may only be acceptable if they are clearly explained in the application narrative, reasonable, and well-justified as an essential component of achieving projected results and client outcomes. Also, within these limits, line items for compensation-like stipends in exchange for time and effort contributed to support the program may only be acceptable if they are clearly explained in the application narrative, reasonable, and well-justified as an essential component of program implementation."

Question: Can this grant be used to cover the cost of a certified financial audit?

Answer: Yes. To be acceptable, the audit should be cost-effective and the portion of the cost of the audit assigned to this Program Budget should be clearly explained and reasonable. Because annual financial audits are typically organization-wide in scope, if the organization has multiple programs, it is common to "share" the cost of the audit across multiple individual program budgets.

Question: **Can this grant be used to cover the cost of equipment, computers, educational assessment tools, and computer programs?**

Answer: In general, yes provided they are deemed reasonable costs and well-justified. However, the inclusion of such items in the Program Budget in either the Direct Cost category or the Indirect Cost category (or with portions allocated to both Direct Cost and Indirect Cost categories) will depend on the purpose/intended use of such items (Guidance document, Section 1.2, page 5)(Tool: Program Budget Form, Grants Coordination Portal, Library tab).

Question: **We are planning to subcontract MDCPS Food & Nutrition Services in order to implement our programs in kitchens at MDCPS campuses. We would not be able to implement the program without access to the school kitchens. Would this subcontractor be considered a Direct Cost or an Indirect Cost?**

Answer: (1) As MDCPS presumably already receives government resources, and potentially local student fees as well, to provide students with meals, thoroughly clarify why fees might also be needed for this purpose.

(2) Overall, categorizing a cost as a Direct Cost requires that the purchase “touch the client.” Applying this concept to any fees charged by MDCPS, categorization as a Direct Cost will depend on their role and the purpose of their contributions relative to a) engaging clients in experiencing the direct services, b) completing activities that are part of direct services implementation, and c) supporting achievement of client outcomes projected for the program.

(3) In the case of MDCPS or any other organization identified to provide food and nutrition services, note that County funds received through this process may not be used to cover snacks/meals for staff, nor snacks/meals if the food is not a part of the provision of direct services linked to the projected results/client outcomes. Example scenarios for food and nutrition subcontractor or partner contributions that may “touch the client” and therefore be considered as a Direct Cost include a) Subcontractor of Partner playing the role of third-party food provider (i.e., a food “vendor”) to provide snacks/meals to be consumed by clients as part of clients experiencing direct services and/or where meals/snacks are otherwise considered a basic and essential part of the program. b) Subcontractor or Partner playing the role of a facility/equipment renter so your organization may: engage clients within the subcontractor’s or partner’s kitchen facilities and/or in using subcontractor’s or partner’s cooking tools/equipment as part of clients experiencing direct services; and/or deploy your instructors to subcontractor’s or partner’s kitchen facilities to prepare the food “supplies”

to be subsequently used by the clients as part of clients experiencing direct services; and/or deploy your staff as in-house food providers for snacks/meals to be consumed by clients as part of their experiencing the direct services and/or where meals/snacks are considered a basic and essential part of the program. c) Subcontractor or Partner playing the role of instructor, providing direct food and nutrition instruction and experiences to clients.

Question: **Is expansion of food storage to support daily operation of food distribution to clients an allowable cost?**

Answer: Possibly, depending on all other components that constitute the program for which funding is requested and the inclusion of direct client services that are not already funded by another source. Provision of direct services to clients is the primary purpose of this grant funding. The Program Budget should include all resources (staff, materials, equipment, space, etc.) needed to implement the activities and achieve the (client-focused) results you have projected throughout the application. However, inserting major purchases into the budget that could take away from direct services could be problematic. For example, if by "expand our capacity for food storage," you mean the purchasing of commercial freezers that would consume all or the majority of budget proposed, and leave little for direct services programming, then that expansion would take the program out of alignment with the purpose. Lower cost alternatives such as expansion of rent, or shelving units, or maintenance of a food storage or pantry space may be viewed more favorably. Other factors to consider when electing to include such a large single expense is how the item is used, how it is explained or justified in the narrative, and whether the item is considered a Direct Cost or an Indirect Cost and then subject to the 25% cap on Indirect Costs.

Question: **What time frame is considered after school hours?**

Answer: After school hours have not been defined for this process. If you are referring to terms used in the Guidance document, note that two references to "afterschool" (page 11) or "after-school" (page 49) were used to provide examples only. For your program, you have flexibility to define when your services will be delivered.

Question: **Can funds be used to cover temporary rent assistance to homeless individuals not eligible for Homeless Trust assistance?**

Answer: It may depend. Note that the guidance document does not specify a time period for rental assistance programming. However, please review and consider other language in the Guidance document stating that funds cannot be used for residential stays, with the exception of crisis stabilization capped at 14 days (Guidance, Section 2.2, Category 1, page 10). Therefore, it might be reasonable to stay within that period for other residential-related assistance too (although applicants are able to propose their own programming designs that may differ from that).

Question: Could rent assistance be considered a direct client service?

Answer: Probably, if the service-delivery method focused directly on residents in need (vs. developers, landlords, other CBOs, or others a step or more removed from experiencing the issue). Note that assistance to clients should not be in the form of cash payments to clients, nor distribution of general or unrestricted gift cards that do not provide a paper-trail for documenting the specific use of funds.

Question: Can we serve migrant families that are legally in the United States but do not yet have legal status?

Answer: Yes, this is allowable. It is up to each applicant to define their target population (Guidance, Section 2.1, pages 8-9).

Question: Are virtual, online services allowed?

Answer: Generally speaking, yes, as long as all other aspects of the program design are acceptable and strong. In this competitive process, reviewers will be making determinations about the strength of program designs from all applicants including those proposing virtual services and those proposing in-person services. Virtual services must be strong in terms of activities, outputs, and client outcomes. If funded, these would be a part of contractual deliverables and requirements. Applicants should provide an explanation in the application narrative.

Question How should our organization complete the Service Sites Grid if we do not have sites?

Answer: As long as direct client services are being provided as the primary purpose and activity, this can be accommodated. If the direct services are 100% virtual or if your services follow the clients (e.g., to their individual homes), you should not complete this grid. Instead, enter "N/A" or another brief note into the first row. Include in the application narrative a detailed description of how and where services will be provided.

Question: Do we have to have our own service facility in Miami-Dade County?

Answer: No, but all services funded by this grant must be provided to Miami-Dade County residents (Guidance document, Section 3.0, page 13). Virtual services, services provided at partner or community sites, or a combination could be considered acceptable.

Question: Can our organization submit one application in a funding category but implement programs at 4-8 Miami-Dade Parks? All provide the same services, and all are managed by the same administrator – but each program takes place in different locations.

Answer: A program with multiple service sites can be considered for funding through this process, assuming eligibility and other requirements are met. It is not the number of sites that will determine the number of programs (or program applications); it is possible for a single program to deliver its services at multiple sites/locations throughout the County. The applicant may use their own sites, community-based sites shared by partners, public spaces, or the internet (virtual services). A cohesive program could be unified by other aspects not related to geography. Examples are population characteristics, the type of issue being addressed, the type of service being provided. Even a complex program, with more than one type of service and more than one client sub-group, for example, may be unified into a single program by a common goal, purpose, or result.

Question: Can this grant be used as a matching source for Head Start programs?

Answer: Specific to this grant process, there are no limitations defined for using the grant award as a source of matching funds for other funding. However, the funding source(s) for your Head Start funding may have limitations. Please check with your Head Start funding source.

Question: If a CBO currently receiving grant funds from the previous Miami-Dade County CBO grant process receives a grant from this process, will the current CBO grant received now and in previous years be discontinued?

Answer: Yes, but discontinuation is anticipated regardless of the outcome of the current grant process. Current CBO grant awards are scheduled to expire. A letter from the County OMB was sent to agencies currently receiving the applicable CBO grants. It included confirmation of contract extensions from October 1 to December 31, 2024 (contingent upon availability of funds and contract performance). After the December 31, 2024 expiration, it is anticipated that the new batch of CBO grantees (awarded funding through this current process) will begin their contract period on January 1, 2025.

Question: Can a 501©(19) organization apply?

Answer: No, a 501(c)(19) organization is not eligible to apply. 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; and Addendum 1).

Question: Can a university apply?

Answer: Only if it meets the stated eligibility. 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; and Addendum 1).

Question: Can an applicant partner with a municipality where the partnership is an integral part of service delivery?

Answer: Possibly, as long as all other requirements are met. If fees are involved, because municipalities may already receive local tax dollars and other government resources for the purpose of serving their constituents, applicants should thoroughly clarify why additional County funding might be needed for this purpose. Additionally, consider that categorizing a cost as a Direct Cost requires that the purchase “touch the client.” Applying this concept to any fees charged by a municipality, categorization as a Direct Cost will depend on their role and the purpose of their contributions relative to a) engaging clients in experiencing the direct services, b) completing activities that are part of direct services implementation, and c) supporting achievement of client outcomes projected for the program.

Question: I am interested in applying for the CBO grant and wanted to inquire if being a Florida resident or entity is a requirement.

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. (Guidance document, Section 3.0, page 13). The applicant organization may be based within or outside of the County. Partners to the applicant are not required to be located in Miami-Dade County. However, structuring such partnerships to include a strong local partner could strengthen an application; evaluation criteria include history, insight into local needs, cultural competence, knowledge of the target population, and practical connections with the communities served (Guidance, Section 3.25, pages 23-27).

Question: **Can this grant be used to remodel or renovate my home?**

Answer: No, this grant program is not focused on home renovations for individuals. However, the Miami-Dade County Community Action and Human Services Department may be able to give you information about Home Rehabilitation Programs. The phone number is 786-469-4730 and the website is https://www.miamidade.gov/global/service.page?Mduid_service=ser1541188139420804.

Question: **Is this grant for the $3,500 mortgage relief program?**

Answer: No. For information and assistance, contact the Miami-Dade County Mortgage Relief Program (MRP) administered by the Community Action and Human Services Department (CAHSD). Send an email to cahsd-mrp@miamidade.gov or call 305-438-416 or visit the program website at https://www.miamidade.gov/global/service.page?Mduid_service=ser166861447049056.

Question: **Do you have suggestions for how a local nonprofit can identify funding to cover the costs of a mental health conference (e.g., keynote speakers, food, drinks, event staff, etc.). questions moving forward for this particular grant or for another opportunity.**

Answer: Register for the free Grant Mail to learn about new funding opportunities. Sign up at www.miamidade.gov/grants to receive weekly emails. Also, Key organizations in our community that may be worth considering are: Thriving Mind, Health Foundation of South Florida, and The Miami Foundation.

Question: **What is the expected amount for individual grant awards?**

Answer: It is anticipated that the total amount of funding to be awarded will be determined by the Board of County Commissioners as part of the FY 2024-2025 budget process. In the meantime, the current amount serves as the best point of reference ($14,991,000 annual reoccurring grant awards to CBOs managed by the County's Office of Management and Budget).

Question: May citations be uploaded as a separate document? Is there a preferred format for citation of sources?

Answer**:** No, there is no provision for uploading citations as a separate document. Where you elect to cite sources, type these into the body of your response. The characters you enter will be included in the system's character count. A format for citing formal documents or scholarly publications (or similarly referencing local research, experiences, and learning) has not been prescribed. However, you are encouraged to provide enough information to ensure reviewers understand the source of information being shared.

Question: How can I submit a public records request to see a grant application submitted in the last process?

Answer: Requests for such public records can still be submitted to cbogrant@miamidade.gov AND cc clerkbcc@miamidade.gov (although other questions about the process can no longer be submitted through these channels since the deadline for submission of written questions was January 19, 2024). Each request should be specific and include, at minimum, the name of the organization that submitted the application you are requesting. County staff will attempt to respond to your request, but keep in mind that the last CBO grant process was many years ago. That means that some documents may not be accessible (as the dates of the last process are beyond document retention requirements). The last process was paper-based, so some files may be quite large. If so, a computer program for transferring large files may be used (which may require you to download the file using a temporary link the County will provide by email). Finally, the last process and current process are different (as the current Guidance document, questions, review criteria, and scoring have changed). Therefore, an application submitted many years ago may be different from the application you are working on today.

Question: If our (unpaid) partners will not be included in our Program Budget, do we need to request IRS Determination Letters from those that are 501 (c)(3) nonprofit organizations.

Answer: No. For 501(c)(3) partners that will not be paid a portion of this grant, you do not have to provide their 501(c)(3) documentation as part of the application.

Question: Will you post contact information for all CBOs that attended the Pre-Application Conferences to support potential collaboration?

Answer: Because this component was not part of the initial design approved by the Board of County Commissioners, it is not viable to add at this time.

Question: The name on our (old) letter from the IRS confirming designation as a 501(c)(3) tax exempt organization does not match current organizational documents that include our new, official name. How can we apply for this grant?

Answer: (1) Where prompted In the Grants Coordination Portal, on the My Documents (Upload) tab, to upload the IRS letter as proof of 501(c)(3) tax exempt status, instead upload one PDF document that combines all the following: the original IRS 501(c)(3) determination letter in your possession (dated 2009); a printout of the organizational record from the IRS Tax Exempt Organization Search system (https://apps.irs.gov/app/eos/) that shows current and past names on record and the organization's EIN number; and a brief explanation of the name change (e.g., previous name(s), current name, and approximate date of change).

(2) On the Applicant tab, under the Organization Information section, in the cell titled "Organization Legal Name (exact spelling)," type in the current name of your organization exactly as displayed in the IRS organizational record (above), including the IRS use (or lack of use) of commas.

(3) As an alternative to 1-2, above, you may elect to request a current letter from the IRS as described on their website (https://www.irs.gov/charities-non-profits/charitable-organizations/change-of-name-exempt-organizations). It indicates that after a name change "*the EO Determination Office can issue an affirmation letter showing an organization's new name and affirming the section of the Internal Revenue Code under which IRS records show the organization as tax-exempt and whether contributions to the organization are deductibl*e." If that letter arrives prior to the grant application due date, you may include it instead. We recommend this step because other funding sources where you may apply in the future are likely to ask for the same current document.

Question: We lost our 501(c)(3) status due to incorrect filing of paperwork but have applied to the IRS for reinstatement. Will it be an issue if our 501(c)(3) status is still under review when we submit our grant application?

Answer: If by the time this grant is due, you receive your documentation from the IRS that confirms current 501(c)(3) tax exempt status, then upload that documentation to the Grants Coordination Portal (My Documents tab) as a part of your application.

If it is not reinstated in time, consider partners. Current status as a 501(c)(3) organization is a minimum requirement for applicants (Guidance, Section 3.8, page 18). The partnership opportunities encouraged within this process through the points awarded for standard partnerships and the additional incentive points awarded for Developmental CBO partnerships (Guidance, Section 3.25, pages 23-27) were developed to encourage partnership opportunities for emerging or grassroots CBOs and to remove barriers to their participation in this process. Therefore, if your organization is without 501(c)(3) status, consider identifying a partner that meets the minimum requirements and may be a strong applicant. Examples of potential partners include other CBOs in your field, but perhaps in a different geographic area (so they would not consider your organization as a direct competitor); other CBOs not in your field but perhaps with an interest in specific population served by your organization and/or the specific area/neighborhood served; or national, regional, or state organizations that offer affiliate or chapter opportunities.

Question: **We were incorporated on January 1, 2023. Having just finished one year, we have not yet filed an IRS form 990. Is there anything we can submit instead?**

Answer: A 990 tax form is listed as a minimum requirement for this process (Guidance, Section 3.8, page 18). The partnership opportunities encouraged within this process through the points awarded for standard partnerships and the additional incentive points awarded for Developmental CBO partnerships (Guidance, Section 3.25, pages 23-27) were developed to encourage partnership opportunities for emerging CBOs and remove barriers to their participation in this process. Please consider identifying a partner that meets the minimum requirements and may be a strong applicant. Examples of potential partners include other CBOs in your field, but perhaps in a different geographic area (so they would not consider your organization as a direct competitor); other CBOs not in your field but perhaps with an interest in specific population served by your organization and/or the specific area/neighborhood served; or national, regional, or state organizations that offer affiliate or chapter opportunities.

Question: **Our organization is under the umbrella of a church, which by federal regulation is not required to file 990 forms. Is there alternative documentation for churches?**

Answer: In lieu of uploading the required 990 form in the slot provided on the My Documents (Upload) tab of your online application, upload an alternative document that includes a brief explanation about why the Center does not need to file a 990 tax form (to inform reviewers) and as part of that same uploaded document, cite the specific section and include a copy of an official IRS publication, ruling, or other federal document.

Question: **In our first year as a nonprofit, we previously operated as a for-profit. Now, we're transitioning. Given our lack of a track record as a non-profit, we don't have a past audit or financial statements associated with the nonprofit entity. What should we do?**

Answer: Alternatives to providing the certified professional audit have been provided for this process (Guidance, Section 3.0 (G), page 15). Among the three alternatives, if you are unable to provide the certified (preferred) or non-certified (next preferred) financial statements, then the third options is to provide "a description of how the Project will be implemented on a reimbursement basis AND a detailed explanation for how the organization plans to ensure the County will receive accurate financial information (minimally including bank statements) throughout the duration of a contract AND three most recent bank statements." As part of your explanation, if any financial management practices, systems, or broader capacities remain from your prior experience delivering similar services within a for-profit operation, consider sharing those most relevant to the proposed program. Above all, financial information from a professional, independent third party would be best.

Question: **The last certified financial audit to our organization was several years ago. Can we use that to satisfy the request for an audit?**

Answer: This could be considered. While a date is not specified in the Guidance document, the strongest audit will generally be from the past one-two years (the most recently completed fiscal year, if available, or the year prior to that). If your audit is three years old, consider complementing it with one of the alternatives to the audit (Guidance, Section 3.0 (F), page 15) and explaining in the application's narrative why a more recent audit report is not available. If you plan to upload more than one item, scan all or otherwise create one PDF document or a single file to upload to your online application. If your last audit is more than three years old, consider using one of the three alternatives offered instead.

Question: **I am not sure if I have the correct document to satisfy the "Incorporation: Certificate of Status" requirement. Can staff review it in advance to confirm?**

Answer: To maintain a fair and impartial process we cannot individually review and comment on documentation that is specific to any one applicant. However, if you are unsure about the certificate you possess, you may provide alternative documentation accessible online from the Florida Department of State, Division of Corporations website. The alternative is specified in the Guidance document as "…**OR** "***Detail by Entity Name*" and Annual Report documentation** (www.sunbiz.org) showing Applicant's FEI/EIN Number, status as "Active", and the "Filed Date" of the most current Annual Report, which must be within this calendar year" (Section 7.0, item 5, page 35). Scan all documents into one electronic file and upload.

Question: Is there a Q and A section on the grant information page? Where to questions get answered?

Answer: There is not a "Q&A" section on the grant information page. As described in the Guidance document, questions may be answered during Pre-Application Conferences and Technical Assistance Workshops, time permitting, or by email in response to individuals that email inquiries to the designated contact person at cbogrant@miamidade.gov, with a copy to clerkbcc@miamidade.gov, and with "CBO2425" in the subject line. The last day to submit written questions, as stated in the Guidance document, is January 19, 2024. All such questions and responses, although possibly edited for clarity, general applicability, and to reduce repetition and redundancy, are included in a running list as a separate section of each Addenda. Written responses to individual emails are generally responded to in the order they were received, but some inquiries may require more time than others for internal consideration. Overall response times may fluctuate based upon the volume of individual emails received. All communications are subject to the Cone of Silence protocol in place for this process (Guidance, Section 1.3, pages 6-7).

Question: On the grant information page that is available to the public, the link for the Pre-Application Conference doesn't work. How can I access that recording?

Answer: (1) The most direct way to access this recording may be the method described in the previous question. (2) The link/password posted on the public site did not initially work, but this was corrected. A password is no longer required. If you prefer to use the public site, go to the grant page at https://cloud.miamidade.gov/Citrix/AppStoreWeb/clients/HTML5Client/src/SessionWindow.html?launchid=1705506075471. Refresh your screen to ensure you are not returning to an old page cached by your browser. Go to How to Apply, Step 2, and click the link that states "Access the Conference Recording" that appears in white letters on a dark blue background.

Question: **I received an email announcing Addendum 1 that included a link to the grant information page, but the link doesn't work. How can I access Addendum 1?**

Answer: (1) When logged into the Grants Coordination Portal (ZoomGrants), you can access the Addendum 1 document in the Library tab.

(2) For a handful of email recipients, an important link was apparently damaged in transmission. This was an embedded link directing you to the grant information page to download Addenda 1. If you prefer to continue to access this document on the public grant information page, go to https://www.miamidade.gov/global/management/community-based-organization-grant-program.page. In the *How to Apply, Step 1* section, click the link titled "*Download the Guidance Document and Addenda*" visible in white letters on a dark blue background at the bottom of the Step 1 section, and enter your email address to proceed with the download).

Question: **We received the formal Addendum 1 which noted "Revisions to the Grants Coordination Portal." Are we (the applicant) required to make those revisions?**

Answer: No, you do not need to make any changes to the Grants Coordination Portal itself. Rather, pages 4-6 of the Addendum 1 document summarize the changes/updates staff made to the Portal.

Question: **The Name/Status box in the Staff Plan Grid (Grants Coordination Portal, Tables tab) doesn't provide enough characters.**

Answer: The Name/Status cell (column 6) is limited to 25 characters. If pressed for space, enter an employee's last name and first initial. You may also abbreviate currently employed as "E." If you need to make additional notes, add them to the "Role and Credentials" column, which has a much larger character limit.

Question: **Does the character count cap include spaces or not in the count?**

Answer: Character counts include characters, spaces, and returns.

Question: **There aren't enough rows in the Staff Plan Grid (Tables tab) to enter all staff for this program. What should I do?**

Answer: Instructions in the Staff Plan Grid have been expanded (Addendum 2, Part II-C, pages 5-6). Positions funded in whole or in part by this grant must be listed individually (one person per row). Positions not funded by this grant may be combined. This works best where titles, roles, and compensation align. When combining on a row:

- type "multiple" into column 6 ("Name/Status") and expand upon the information in column 2 ("Role and Credentials") to add a list individual names and details (and if status is "vacant," provide projected hire or start date); and
- in columns 3-4 (FTEs) enter the total of all the FTEs combined on that row.

If more rows are needed, in the last row of the grid type "continued on attachment" or similar. Continue the grid (in the same format) on a separate sheet and upload it as an attachment (Word, Excel, PDF) in the My Documents tab (where an "upload" slot is available for this purpose). To ensure the total number of FTEs auto calculated by the system is accurate, on the last row of the on-screen grid (columns 3-4) enter the total FTEs represented in the attachment.

Question: **At the bottom of the Results Grid, the system is auto calculating a number that isn't correct, Will we be accountable for achieving that number?**

Answer: No, please ignore that auto calculation occurring at the bottom of the Results Grid. It is an auto feature of the system, but for this particular grid we know it doesn't apply (because we know many applicants will be entering a mix of numbers and percentages and dollars in the same column, which won't add up appropriately). You will not be held to any total at the bottom of that particular Grid; you will only be held to the individual projections you are entering (e.g., total number of clients to be served, total number of hours of XYZ service, etc.).

Question: Is there a specific budget form or template we must use?

Answer: Yes. (1) On the Budget tab of the Grants Coordination Portal, the Instructions indicate that two budget documents must be uploaded. Access the instructions by clicking the yellow button titled "Instructions" at the top left corner of the Budget tab. Refer to paragraph two that indicates a standard Program Budget Form (located in the Library tab) must be used to submit your program budget. Note the last paragraph that details the acceptable format for the organization budget – which may be Excel, PDF, or Word – and must include the content described (Grants Coordination Portal, Budget tab, Instructions). (2) Then, on the My Documents tab of the

Grants Coordination Portal, see the list of documents requested and required: #6 is the organization budget and #9 is the program budget; and these should be in the formats referenced in the preceding paragraph (Grants Coordination Portal, My Documents).

Question: Should we include all expenses for the entire program in the Program Budget? Or just the items the County will pay for?

Answer: Yes, include all expenses. The Program Budget form should capture all the resources (staff, material, equipment, etc.) needed to implement the activities and achieve the results you have projected throughout the application. Separate columns in the Program Budget form (in the Library tab) should clarify the portion of the budget to be covered by this grant (column 2) vs. covered by other funding (column 3).

Question: But our organization's Mental Health area is a multi-million dollar concern. Do we have to include everything in the Program Budget (all expenses, all staff) – or just the items the grant would pay for?

Answer: If the entire Mental Health area of your organization makes up the single program for which you are seeking funding, then yes you should include all program and admin staff. However, if the entire Mental Health area of your organization is made up of multiple distinct programs or initiatives (e.g., for distinct sub-populations of the organization's clients and/or for specific types of client interventions or outcomes), then consider prioritizing one of those for your program application for this grant process.

Question: Can a client flowchart or other materials be uploaded to the "attachment" section of the RFP?

Answer: Additional documents beyond those requested should not be uploaded.

Question: In lieu of monitoring reports, can we attach publications to our that highlight our community impact?

Answer: No. Only site visit monitoring reports from funding institutions that have experience awarding a grant to the applicant may be used to meet the request for site visit monitoring reports (if available). Document uploads for this process are limited to the required and/or requested documents listed in the Guidance document (Section 7.0) or the application (Grants Coordination Portal, My Documents (Upload) tab).

Question: To upload monitoring reports, can we submit a report from a different kind of program and/or from work outside of Miami-Dade County?

Answer: Overall, the best reports to include are those that are most closely related to the program or services being proposed in your current grant application (e.g., similar in terms of geography (Miami-Dade County), service type, population, managed or provided by the same staff, etc.) and most recent (preferably within the last 1-2 years).

Question: Can we submit one of your own reports (from monitoring by Miami-Dade County on our current CBO grant)?

Answer: Site visit monitoring reports from Miami-Dade County, and even from the Office of Management and Budget at Miami-Dade County are acceptable.

Question: Is there a letter of intent that is required? If so, has the deadline passed?

Answer: No, there is no letter of intent for this process.

Question: Is there any registration requirement for this grant process (similar to the federal SAM registry) other than creating a ZoomGrants account to access the Grants Coordination Portal?

Answer: No, not at this stage of the process. The federal government's System Award Management (SAM) registry is not applicable to this County process. Miami-Dade County has its own vendor registration process conducted through the online vendor portal managed by the Strategic Procurement Department, and vendors must register in order to receive their payments from the County. For the current grant process, it is not necessary for your organization to register as a vendor prior to submitting your grant application(s). Only if awarded grant funding, your organization would then be required to complete vendor registration (Guidance document, Section 3.17, pages 19-20).

Question: Can charts and graphs be inserted into the online application?

Answer: No, charts and/or graphs should not be cut and pasted into the system. However, they may appear in attachments you upload into the system. This limitation is a ZoomGrants safeguard to ensure that reviewers will be able to read your responses.

Question: **Can I use bullets, underline, bold, italics, etc.?**

Answer: No, ZoomGrants text boxes will save unformatted text only. Alternative techniques you can use to emphasis your text include:

- ALL CAPS can create headers within the text.
- Hyphens, letters, or numbers can be used to create lists.
- Asterisks can *highlight* certain words.

Question: **Can we copy and paste from other documents into this online application (ZoomGrants)?**

Answer: Yes, but ZoomGrants text boxes will save unformatted text only. So, if you are copying and pasting, avoid the urge to include text with formatted lists, bolds, italics, underlines, unique fonts or font sizes etc. as these could cause issues when "saving" (as described below). That's because some word processors use invisible characters to create the formatting you can see. Some of these characters do not mix with the internet.

Question: **Why is ZoomGrants getting stuck in the "Saving" mode?**

Answer: When copying and pasting, If you experience trouble as the system is trying to save, here's what you can do:

- If copying existing text - remove all formatting before copying. (*One method*: In Word, select all of the text then click Edit > Clear > Clear Formatting.)
- If creating new text that you plan to copy later – from the start, avoid using auto-formatting like bulleted or numbered lists from the start.

This information was drawn from an article accessible at ZoomGrants University.
If you are experiencing technical issues, contact the ZoomGrants technical support team at Questions@ZoomGrants.com.

Question: **When I try opening my application in the Grants Coordination Portal (ZoomGrants), I get a message that says, "Client ran out of memory."**

Answer: (1) For technical issues with the ZoomGrants system, you must contact the ZoomGrants support team at questions@zoomgrants.com.

(2) If you need an alternative computer, Miami-Dade County libraries may be a resource. Here is the link to the County's Library Locator tool: https://www1.mdpls.org/webservices/locator/.

Question: **Can you add me to a special mailing list to get alerts about key dates or events for this grant process?**

Answer: No. Separate contact lists that are outside of the normal procedures for this program are not maintained. Information is made accessible through the Grants Coordination Portal and the public grant information page (https://www.miamidade.gov/global/management/community-based-organization-grant-program.page).

Question: **Has the application deadline passed? Is the grant for 2024?**

Answer: No. Applications are due by 11:59 p.m. on January 31, 2024. The County anticipates making grant awards for an initial 12-month period, January 1, 2025 through December 31, 2025, with up to two one-year options to renew at the County's sole discretion and based on availability of funds and program performance (Guidance, Section 1.0, page 3).

Question: **If I am filling out applications for more than one institution, can I use the same ZoomGrants account for all of them (and just change their details once I'm logged in)?**

Answer: No, because the system is designed for only one ZoomGrants account per organization/individual. For example, if you use your single account to create applications for both organization "A" and organization "B," any organizational-related changes you make to an application for organization "A" (such as a change in organizational name, address, contact, EIN number, etc.) will automatically be updated on all other applications in your account -- including the applications for organization "B" (and any others). ZoomGrants University offers free help tools for grant writers and others in this situation.:

- I am a grant writer or represent multiple organizations or people. How can I use ZoomGrants?, This article indicates "… You can get the email addresses from your clients and set up their accounts for them. If you're submitting on behalf of different organizations, you may need to set up several email accounts or email aliases so that each ZoomGrants account has its own unique email address."

- Transferring Applications to Another Account. For help transferring the applications you have started, contact the ZoomGrants technical support team at Questions@ZoomGrants.com.

Question: **Do I have to pay to use ZoomGrants? Their website indicates there are fees.**

Answer: No. Applicants do not need to pay to use ZoomGrants. The fees you are referring to are to be paid by a funder (Miami-Dade County) for establishing a custom grant application.

Question: **Are letters of support required?**

Answer: No.

Question: **If funded, what kind of reports will CBOs submit and how often?**

Answer: CBOs should expect monthly reporting activities. They will be responsible for regular financial and programmatic reporting, as well as participation in site visit monitoring. Reporting is a necessary part of receiving grant payments. The specific type of reporting and payment requests for a CBO will depend on which type of agreement is established with each organization (at the discretion of the County).

Question: **What does “cost-based” vs. “performance-based” contract mean?**

Answer: CBO grant recipients (current applicants) will be responsible for regular financial and programmatic reporting, as well as participation in site visit monitoring. Reporting is a necessary part of receiving grant payments. The specific type of reporting and payment requests for your CBO will depend on which type of agreement is established with your organization (at the discretion of the County). There are two types of agreements: the first is the cost-based agreement where CBOs may receive grant payments on a reimbursement basis only after providing the County with complete and proper documentation of expenses paid; the second is the performance-based agreement where payments to CBOs may continue monthly based upon submission of monthly programmatic and quarterly financial reports.

A more detailed overview of the payment procedures for each type of agreement is available as a part of the agreement template provided in the Guidance document (Attachment A, pages 38-103).

- All applicants are strongly encouraged to review the agreement in advance (but no part of this example document should be included in your grant application – it is for review only).

- Specifically for reporting and payment procedures, see the *Agreement Attachment B-CB: Monthly Payment Request - Cost Based* (pages 81-83) and (b) *Attachment B-PB: Monthly Payment Request - Performance Based* (pages 84-86).

- Blank reporting forms are included as sub-attachments E-H (pages 91-99) including *Monthly Payment Request*, *Monthly Progress Report*, *Quarterly Actual Expenditure Report* (for performance-based agreements only), and *Closeout Report*.

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