

<p style="text-align: center;">CHILDREN'S TRUST FUND 2020 REQUEST FOR APPLICATIONS (RFA) FREQUENTLY ASKED QUESTIONS</p>
--

ELIGIBILITY TO APPLY

1. What types of organizations are eligible to apply? What types of organizations should apply for this grant?

Private non-profit organizations or public institutions of higher education (e.g. colleges and universities) with recognized expertise in fields related to child welfare and may use Children's Trust Fund monies to operate child abuse and neglect prevention and intervention programs and services. School districts, park and recreation districts, government agencies, and private companies are not eligible to apply. (RFA Instructions, p. 3)

This grant specifically calls for organizations with individuals who have experience in data collection, interpretation, and dissemination, as well as stakeholder engagement and collaboration. (RFA Instructions, pp. 4-5)

2. Can previously CTF awarded organizations apply for funding?

Yes. (RFA Instructions, p. 5)

3. How can we be assured you will have a record of our attendance at the Mandatory Proposers Conference?

A list of attendees and contact information will be compiled based on the sign-in sheets. Attendees are advised to sign at this meeting.

a. Will we get a list of attendees for potential collaboration contacts?

No, however, it will be public record at the end of this RFA process.

4. If the organization has merged in the past year, will you accept an audit for each of the pre-existing organizations instead of one document?

Yes. Audits for each of the pre-existing organizations will be accepted, as long as the audits are not more than 24 months old. If this is the case, please be sure to note it in the narrative (Application Form Exhibit L).

5. Can a group of agencies submit a single application as a collaborative?

Yes. However, the applicant listed on the Application Form Exhibit B must be the lead entity, and this agency will become the contractor if successful. This agency will be required to meet all RFA requirements, such as submitting financial statements and the appropriate insurance. If a contract is awarded, this agency will be responsible for ensuring all collaborators adhere to the terms and conditions of the contract. (RFA Instructions, p. 12)

6. Must subcontractors submit a proposal, as well?

No, however an MOU must be submitted for all subcontractors and collaborators. (RFA Instructions, p. 7)

7. Can an agency based in another County apply?

Yes, as long as the organization has documented involvement and working relationships with Sacramento County programs and community-based organizations. (RFA Instructions, p. 4)

Frequently Asked Questions, released February 11, 2020.

Email additional questions to be addressed at the Mandatory Bidders Conference to Abigail Nosce Harrold, noscea@saccounty.net. There will be an opportunity to ask questions at the conference, as well.

8. If an agency is less than 24 months old, and therefore does not have an audited financial statement, can they still apply?

To meet the RFA requirements, all proposers must submit an audited or reviewed financial statement completed by a Certified Public Accountant. (RFA Instructions, p. 8)

FUNDING CRITERIA

9. What is the minimum and maximum award?

There is no minimum award amount; the maximum award is \$100,000. (RFA Instructions, page 5)

10. Please clarify “matching funds.” Do they have to be “in-hand,” or can they be pledged or show a plan for obtaining? What is the minimum required fiscal match?

A ten percent (10%) match is required and must be shown on the budget worksheets. The match can be in-hand or in-kind. In-kind match funds, goods, or professional services should be valued at fair market value, directly related to the purposes of the proposed program, and be appropriate for the situation and context for which it will be used.¹ State of California funds may not be used to provide the match. (RFA Instructions, p. 5)

a. Can audit costs be included as indirect or match costs?

Yes.

b. We would like to use the entire 10% match of the project to pay our project’s subcontract, rather than paying 10% of each line item. Is that acceptable?

Yes. An agency need not pay a 10% match for each line item, as long as the match is included in the total project cost. For example, if the CTF-funded portion of the project is \$50,000, the total project match is \$5,000; it would be acceptable to use that amount to pay for one line item. The agency may use the 10% match to pay for a subcontract and CTF-funds to pay for the remaining items in the budget. This must be clearly shown on the budget worksheets and narrative, if this is the intent.

11. Are indirect costs allowed in this RFA? If so, what is the maximum allowance?

Indirect costs should not exceed 5% of the total annual budget. All other indirect expenses must be itemized under operating expenses. (RFA Instructions, p. 5)

a. Is the indirect cost 5% of the project’s budget or agency’s budget?

Project’s budget.

12. Can insurance costs be written in the budget?

Yes.

a. Would that be considered an indirect cost and part of the 5%?

Not if you itemize.

13. Would we be able to raise additional funding?

Yes, however funds from this grant can not be used for fundraising purposes, per Sacramento County policy.

APPLICATION CONTENT REQUIREMENTS

14. Exhibit D (Budget):

a. Would we provide the budget for the project, or for the whole organization?

The budget is for the project, not for the organization, so please be sure to itemize all the expenses associated with the project.

¹ Brenner, J. (2013, August). Gifts in kind: what are they worth? How to avoid the pitfalls of GIK valuation. *Journal of Accountancy*, Vol. 216 Issue 2, p. 44-48. Retrieved from <https://www.journalofaccountancy.com/issues/2013/aug/20137726.html>

b. How detailed do you want the budget narratives to be?

Budget narratives should be explicit and concise, but should sufficiently describe and justify all expenses listed in the budget.

15. Exhibit F (Letters of Support):

a. Would a school district or school site be considered a “community organization” for the purpose of receiving a letter of support?

Yes.

16. Exhibit G (Certification of Insurance):

a. We typically use non-employee individuals to provide services. They are paid as independent contractors (we file 1099s for them). We do not hire them through a business. Do we need to conform to the County’s insurance requirements for contractors, or are they adequately covered under our general liability insurance?

The County contract specifies that contractor is responsible for the actions of employees and/or subcontractors; and as the contractor to the County, it will need to have its own general liability, automobile liability, and Workers’ Compensation insurance (if there are employees). The Contractor’s sub-contractors should have the same or similar insurance as the Contractor to protect the Contractor’s interests (if they don’t, the burden of a sub-contractor’s losses or adverse actions falls to the Contractor). In most, but not all cases, the Contractor makes the decision on how much and what type of insurance a sub-contractor is required to carry, usually based on how much the County requires.

17. Exhibit I (Articles of Incorporation):

a. Are the Articles of Incorporation different from the agency’s Board of Directors Resolution?

Yes. Articles of Incorporation are filed with the California Secretary of State to legally create a corporation. A Board of Directors Resolution provides authorization from the agency’s governing board to enter into a contract with the County of Sacramento.

18. Exhibit K (Board of Directors Resolution):

a. Do we have to use the Exhibit M form and does the Secretary have to sign the Resolution?

Exhibit M is an example of a Board of Directors Resolution required as part of this RFA. The agency should submit a resolution from its board in whatever format they usually use, but it must indicate who is authorized to execute a contract with County of Sacramento, and who is authorized to submit the claims. The agency should follow its own protocol regarding who signs for the secretary if he or she is unavailable.

b. What if we are not having a Board meeting prior to the date the proposal is due to obtain a Board Resolution?

Schedule an emergency Board meeting.

19. Exhibit L (Financial Statement and Accounting System Narrative):

a. Do we provide a description of accounting and record keeping systems for the entire agency or just for the program we are proposing (Exhibit N)?

Proposers must describe the accounting and record keeping systems for the entire agency.

ADMINISTRATIVE RULES & REQUIREMENTS

20. Who signs the required documents: the Board Chair, the Project Director, or the Executive Director?

All required documents must be signed by the person the agency’s Board of Directors has

Frequently Asked Questions, released February 11, 2020.

Email additional questions to be addressed at the Mandatory Bidders Conference to Abigail Nosce Harrold, noscea@sacounty.net. There will be an opportunity to ask questions at the conference, as well.

authorized to sign execute contracts (indicated by a Board of Directors Resolution). Also, all signatures must be original in **BLUE** ink. (RFA Instructions, pp. 8-9)

21. Will we get a CD or Disc of all the required materials?

No. All materials can be accessed and downloaded from <http://www.dcfas.saccounty.net/Pages/Contractor-Bidding-Opportunities.aspx> and http://www.dcfas.saccounty.net/Admin/childrenscoalition/Pages/ChildrensCoalition_Home.aspx. Contact Abigail Nosce Harrold, noscea@saccounty.net, if problems with downloading documents are experienced. (RFA Instructions, p. 1)

22. Will comments be given to an agency who is disqualified?

Yes, disqualification rationale will be provided. (RFA Instructions, p. 9)

23. Who do we negotiate a contract with should the proposal be awarded?

Sacramento County, Department of Child, Family, and Adult Services, along with the Children's Trust Fund committee.

Frequently Asked Questions, released February 11, 2020.

Email additional questions to be addressed at the Mandatory Bidders Conference to Abigail Nosce Harrold, noscea@saccounty.net. There will be an opportunity to ask questions at the conference, as well.