

**CSBG FUNDING OPPORTUNITY QUESTIONS & ANSWERS**  
**PART I (January 1 – January 13)**

Q: Is there a guidance with instructions for developing the 30 page (max) program narrative?

A: There are many well-known resources available for guidance with writing grant proposals. Here are just a few:

<http://grantspace.org/tools/knowledge-base/Funding-Research/proposal-writing/grant-proposals>

<https://www.thebalance.com/how-to-write-a-grant-proposal-2501980>

<https://www.hrsa.gov/grants/apply/writestrong/grantwritingtips.pdf>

<http://www.nonprofitexpert.com/finding-grants-made-easy/>

<https://www.oneoc.org/media/1079/cdbg-grant-proposal-sample-carol-geisbauer.pdf>

Q: Does the CSBG allow for indirect costs?

A: Yes, a total of 15% indirect costs are allowable. Indirect costs must be itemized in your budget to insure grant compliance.

Q: Should outcomes and performance measurements be provided for the specific program area and funding category we are proposing to provide?

A: Three years of performance measures and outcomes are a requirement. Our intent is to fund the expansion or enhancement of existing programs. Therefore, the data must be directly related to the program you are requesting funding for. Our objective is to fund programs that have a proven, measurable track record of positive performance. There is no requirement for the program to be currently funded by CSBG funds.

Q: Are staff wages for oversight, job readiness training and employer recruitment allowable?

A: Yes, staff wages are a permissible entry on your budget detail as part of a comprehensive, overall programmatic expense, but be advised proposals will be scored on their direct client assistance ratio to the total budget.

Q: Can proposals be sent electronically?

A: Yes, but an original must also be mailed to the address as provided. Both a hard copy and an electronic proposal must be received by the due date to be eligible for award.

Q: How will I know if you received by proposal on time?

A: All proposals received by the due date will be opened on February 1, 2017. Each proposal will be recorded and a list of accepted proposals will be posted to the Social Services webpage.

Q: When should we expect to receive answers to the questions we have submitted?

A: All questions will be answered every Friday, ending on 1/27, via email to all prospective proposers. Please be advised that questions must be sent and answered electronically.

Q: Will an addenda be released?

A: No addenda will be released unless an error is found within the posted application. Information, questions and notices will be sent via email.

Q: Paragraph 5 states: **In addition to the above activities, Hillsborough County will not accept RFA applications for funding consultants, staff salaries, purchase of equipment, rental of office space, maintenance expenses, nor any other unauthorized expenditure in accordance with CSBG standards.** In light of the specifications, we were wondering how this could be done without funds allocated to staff salaries.

A: RFA applications will not be accepted for proposals with no direct client assistance. Funding solely for staffing, supplies and/or space offers no direct client benefit and therefore will not be accepted. Staff salaries as part of a comprehensive, overall programmatic expenditure is permissible.

Q: If funding cannot be utilized for **funding consultants, staff salaries, purchase of equipment, rental of office space, maintenance expenses, etc.**, would you please give us some examples of what the funds can cover?

A: Budgetary details, as described above, can include salaries as part of a comprehensive, overall programmatic expenditure, but be advised proposals will be scored on their direct client assistance ratio to the total budget.

Q: What type of payment system does the County use for CSBG grantees, i.e., do we get a lump sum at the beginning, do we bill the County accounting for money, or other system?

A: In accordance with the application instructions, *“Recipient shall be reimbursed for costs incurred in the satisfactory performance of work, subject to the availability of funds and appropriate reporting and invoicing documentation.”* \*NOTE: An agreement sample has been posted for informational purposes. More extensive invoicing and payment information can be found within that document.