Additional Question Received by April 3, 2019

Application Question

1. **If an organization chooses to ask for funding for more than one project/program in their application, does the maximum request of $35,000 apply to each individual project or is there a limit on how much will be awarded to each organization?**

   Please see page 1 of the Request for Letters of Interest, and Question and Answer #4 under the Eligibility and Application Questions, both posted in the Human Services Department
   website https://www.santacruzhumanservices.org/Home/RequestforProposals.
   If an agency submits an application requesting funding for multiple programs, the maximum amount that may be requested for the multiple programs is $35,000. The amount requested for the individual programs is up to the agency, but the total cannot exceed $35,000. So as stated in the Request for Letters of Interest, only one application per agency may be submitted, and the application can request up to the amount of $35,000. This is the maximum regardless of the number of programs included in the application.

CORE Investments Set Aside Funding Frequently Asked Questions (FAQs)
March 2019

Eligibility and Application Questions

1. **In order to continue our CORE Investments contract, do we need to submit a CORE Set Aside Letter of Interest (LOI)?**

   No, you do not need to submit a Set Aside LOI to maintain your multi-year CORE Investments funding. The Set Aside funds are a separate allocation intended to be available annually for programs that address emerging or otherwise unmet safety net needs.

2. **Are the Set Aside funds available to both organizations that did receive CORE Investments multi-year funding and those that did not?**

   Yes, agencies that do and do not receive CORE Investment funding may apply for Set Aside funding.

3. **Is there a preferred format or template for applying for the Set Aside funds?**

No, there is not a template. Details on the format, such as page length, may be found on Page 2 of the Request for LOIs under Application Instructions.

4. **Can an agency with multiple programs submit separate LOI applications for more than one program?**

No, the Set Aside Request for LOIs allows for the submission of only one application per agency. An agency may include more than one program in their LOI application.

5. **Will an agency that has received Set Aside funding be able to submit a new application for Set Aside funding that proposes a program for the same emerging or unmet need that was proposed in FY 17-18 or FY 18-19?**

Yes, an agency that is a prior recipient of Set Aside funding may apply for FY 19-20 Set Aside funds. It is up to the applicant to decide what emerging or unmet need the proposal will address. See note on page 1 of the Request for LOIs that "current receipt of Set Aside funds may be referenced (in the application) but will be a neutral scoring factor."

6. **Is it okay to have a one-page cover letter? Is there a typical length for that?**

The Request for LOI's calls for an application of up to four pages plus a cover letter. See page 2 of the Request for LOIs, the required application elements.

7. **Can we add attachments to the application?**

Attachments are not needed. The Request for LOIs specifies an application should have no more than four pages and does not require attachments. The application review will focus on the first four pages.

8. **Is the LOI required to be submitted in a specific format such as Word or pdf? Or in an Excel spreadsheet?**

No, the Request for LOIs does not specify a format for submitting the LOI application. Applicants may use either Word or pdf (and Excel for the budget is acceptable as well) to produce the printed application, which is the official application. The required electronic copies may be in the previously stated file formats.

9. **For agencies that are currently CORE Investment contractors, will applications be preferred that enhance the current CORE program or one that was not fully funded by CORE?**

No, the Request for LOIs does not require a relationship to a CORE funded program. Set Aside funds may be used to address emerging or unmet safety net needs.

10. **Is there any limitation for how the Set Aside funding can be used?**

The Request for LOIs does not specify how the requested funding may be used so long as it is used to implement services or materials that address an emerging or unmet need.

11. Should the proposed Set Aside program only serve the unincorporated county area?

The Set Aside Request for LOIs does not limit the area in the county where services or materials can be provided.

Budget

1. **Should the budget include the full program amount if it is more than the amount requested in the application?**

    There is no requirement to include the total program costs in the budget, beyond the amount that is requested in the Set Aside application. However, the Request for LOIs does not preclude an applicant from including the additional budget information, so long as the requested amount of Set Aside funding is clearly delineated.

2. **Can we include administrative costs or indirect costs in the Set Aside application? How detailed does the budget need to be, and in what format?**

    The Set Aside Request for LOIs, including the budget, is designed to be simple and straightforward with minimal requirements. The Request for LOIs does not specify whether an indirect charge is allowed or precluded. The only requirement of the budget is that if the agency is applying for multiple items, that the budget include separate line items detailing the different parts of the program (for instance staffing, materials, travel, etc.). The printed version of the budget, which is considered the official version can be produced using Word, Excel, or PDF. The required electronic copies may be in the previously stated file formats.

3. **Is the budget one page?**

    Yes, the budget should be on its own separate page.