THE FOLLOWING QUESTIONS WERE SUBMITTED ONLINE DURING PART 1 OF THE COMBINED FUNDING APPLICATION PROCESS FOR MONTGOMERY COUNTY AND UNITED WAY OF GREATER DAYTON AREA

2017 Funding Application Questions

Questions regarding the 2017 Combined Funding Application for health and human services funding from Montgomery County and United Way may be submitted to hspd@mcohio.org.

All questions and their answers will be posted on this page. Please check back frequently.

The Question and Answer Period has now ended.

THE FOLLOWING QUESTION AND ANSWER WERE POSTED ON FEBRUARY 28, 2017

We are establishing collaborations that will not be solidified by March 3. If we are invited to formulate a full application, can additional collaborators be added at that time?

General Supported Services and Homeless Supported Services require collaboration. Collaborators should be identified in the Letter of Intent, including their role and any other requirements noted. The executive of each collaborating program that makes up the project should sign the signature page. If the project is invited to submit a Full Application, and additional collaborators are identified, they may be submitted for consideration to join the project only as a program not seeking funding.

THE FOLLOWING QUESTIONS AND ANSWERS WERE POSTED ON FEBRUARY 27, 2017

103. Could you explain what is meant by Education not being an eligible expense for HSL funding (p 75)?

Costs to deliver an educational program are eligible. Costs associated with program-related professional development training are eligible. Costs associated with post-secondary tuition, fellowships, scholarships and stipends, bonuses or dual compensation are not eligible. Additionally, the program may not use funds to “educate” the public through lobbying or fundraising activities.

102. Will costs of working with an outside evaluator (e.g. from a university) be an eligible expense? How will that work if they’re not an eligible human Service agency?

Funding is intended for services sought in the Combined Funding Application. Any third party evaluation needs will be separately determined by United Way, Family and Children First Council and/or Montgomery County.

101. The mandatory reporting measures for Stable Employment are very specific to include “referring individuals to the Montgomery County Development Services Workforce Division.” Our agency always asks students to set up an Ohio Means Jobs account. Would that be considered a “referral” to Development Services Workforce Division?
Programs that plan to make referrals to Development Services may want to establish a relationship with Development Services to determine how the referral process works. Please note neither Montgomery County nor United Way funds may be used to provide Placement services under this application. See also the answers to Questions 81-84.

100. Is there a specific “individual stable employment plan” that must be used? Our program helps clients to prepare an “education and career plan,” would that be sufficient?

There is not a specific individual stable employment plan that must be utilized. The stable employment plan utilized must be a part of an evidence based strategy or a strategy that can meet the criteria for an evidence based strategy located in the Combined Funding Application.

99. Is there a specific “employment assessment” that is required for use to determine whether individuals improved their employability skills? Or could this vary based on the focus of the program?

Agencies are not restricted to one employability assessment tool. The tool utilized by the agency should be a part of an evidence based strategy. The job readiness agency may want to discuss the tool with the job placement agency they will be forwarding their clients to for a smooth transition.

98. One last general question: If an agency requests funding for United Way, but Montgomery County is instead interested in funding the program, will the agency be given the option to accept funding from the other entity?

Yes.

THE FOLLOWING QUESTIONS AND ANSWERS WERE POSTED ON FEBRUARY 24, 2017

97. Our organizations decided to change who would submit the Letter of Intent. Is there a way to transfer what has been entered to a new organization.

The organization that made the original submission should change the name of the form and notify jointrpinfo@dayton-unitedway.org that the form should be deleted. The new organization will need to create a new form for the project and re-enter the information. Further instructions can be found in the Andar Navigation Manual.

96. At the end of the LOI, there are 3 questions on projected expenses. Please clarify the differences between the three:

Estimate Total Project = Total expenses for the overall project (the sum of all program expenses from all partners)

Total Supported Services = Of the total expenses, the amount you project to be covered by County funding

Total United Way from all collaborating... = Of the total expenses, the amount you project to be covered by United Way funding

95. Does each collaborating agency fill out one of the Collaborating Partners forms if only one agency is seeking funding. The other agency will provide the same program at no cost. Should it be listed on one form?

All collaborating programs in a General Supported Services project should complete a Collaborator Form. A form must also be completed for collaborators who are not seeking funding. Our expectation is to understand the
entire scope of a project and its costs regardless of the portions for which United Way or Montgomery County funding is sought. The total project revenue and expenses, therefore, would include the sum of what all partners bring to the table or expend on behalf of the project.

94. Should the Signature Page be typed on agency letterhead and contain the info on the Andar system. It mentions signature lines and there are none.

The signature page may be transferred to letterhead or it can be signed without lines. The lead agency could create signature lines on the page for each organization, listing the information requested. The Lead Agency and all collaborating partners must sign the signature page. Signatures can appear anywhere on the page. Multiple people may sign one page or partners may sign a separate page. If multiple pages are signed, please scan/merge them into one file before submitting them so that they remain together. It is important to list the name of the agency and print the name of the CEO president in addition to obtaining the signature.

93. On the LOI for General Supported Services it says provide a project summary of no more than 250 words. There is not a heading for Project Summary. What is this referring to?

You may disregard the reference to the 250 words as it relates to the Project Summary. When you are entering text into a text box in Andar, there will be a word count just below the bottom right corner of that text box telling you how many words have been typed out of the number that are possible. If there is no number, there is no limit.

THE FOLLOWING QUESTIONS AND ANSWERS WERE POSTED ON FEBRUARY 22, 2017

92. Like the 990, churches are not required to have an IRS Determination Letter. How do we address this as a required document (on page 29)?

Churches should complete the Request for Taxpayer Identification and Certification Form W-9 and submit it in lieu of a Letter of Determination. This exception applies only to churches, not religious or faith-based service organizations.

91. If we have a collaborating partner, but they are not going to be funded through the project should our number served contain theirs also or just what the grant would be funding.

Collaborating partners should provide mutually reinforcing activities that can be measured, whether they are seeking funding or not. Because these measures would be for the overall project, and the non-funded partner won't be submitting measures in mid-year and final reports, it would be appropriate for the Lead Agency to include those measures in their application and subsequent reports, if the project is funded.

90. The Combined Funding Application referred to out-dated Kindergarten Readiness measures on page 8. Do you have updated information?

Page 8 previously stated figures based on acceptable scores of past Kindergarten Readiness Assessments. The Kindergarten Readiness Assessment has since changed. Click here for a Revised Page 8.

89. Can you confirm for the FE funding, programs cannot co-write an LOI meaning that one agency writes for multiple agencies who are seeking funding for a program working together. (So each must write their own and list their partners on each others application)
Applicants for Frail Elderly funding should submit individual Letters of Intent for each program seeking funding. Frail Elderly applicants are encouraged to identify partner organizations but are not required to implement collective impact.

88. Can you please confirm that services that don’t connect directly to the frail and elderly are still reimbursable with the grant. I.e. Training the social workers or home visitors that work with the frail and elderly?

Education of the elderly, their caregivers and the community are eligible expenses. See Page 28 of the Combined Funding Application for a list of the services sought for Frail Elderly.

87. The Letter of Intent instructions for General Supported Services state that the Project Summary should be no more than 250 words. Can you clarify what portions of the Letter of Intent comprise the Project Summary? For example, is the Project Summary actually the Project Narrative section (including the four questions below it)?

When you are entering text into a text box in Andar, there will be a count just below the bottom right corner of that text box telling you how many words have been typed out of the number that are possible. If there is no number, there is no limit.

86. Is a collaborative letter required for the Frail Elderly applications?

Collaborative letters and collaborators signing of the signature page are not required for Frail Elderly applications.

85. Where is the disclosure form which will be completed on line, if there are no disclosures? This is in the required organizational documents. I’m not sure where to complete the form on line.

There is not a place in Andar to indicate “No Disclosures” or to list any Disclosures. Disclosures should be documented on agency letterhead and should be emailed to jointrfpinfo@dayton-unitedway.org along with the other required agency documents. Homeless providers should sent their information to hspd@mcoho.org.

84. What if a client refuses to go to Montgomery County Development Services? (Most best practice models emphasize the importance of “client choice”.)

Clients may become employed any number of ways, including obtaining their own job. Programs funded to address stable employment should identify and report those choices and variances in mid-year and final reports.

83. Will Montgomery County Development Services be reporting on client outcomes for Stable Employment? (i.e. job placements, etc.)

It will be the responsibility of the job readiness programs, or programs offering case management or other assistance, to report client outcomes. Programs that partner with Development Services may also want to establish a relationship with Development Services and discuss with Development Services how they might be able to share data.

82. If clients are referred to Montgomery County Development for employment services, what services should we tell them to expect?

When a client is referred to Montgomery County Development Services and are Job Ready, there are two steps that will be taken. All clients must register through the CFIS State Database which will track the services utilized by the client. Secondly, the client will be asked a series of questions to determine if they are there to receive direct job assistance or if they are interested in training opportunities. Based on the job seeker’s responses, they will be
directed to resources such as official/certified training programs, assessments to determine any needs for remedial education, various workshops, assistance with resumes, practice interviews, etc. Job seekers will also create an account in the Ohio Means Jobs database. The database will be used to upload the client’s resume to connect the job seeker to employment opportunities that correspond with his or her skills, interest and qualifications. For more information, see:

https://www.thejobcenter.org/job-seekers/faq-s-ask-a-question.html
https://www.thejobcenter.org/job-seekers/job-seeker-tools.html

81. Could you please explain the rationale for making “referring clients to Montgomery County Development for employment services” a mandatory outcome? It appears to be more of an “output” rather than a client outcome. More importantly, it would actually create more barriers and duplication of services for many of our clients. (Also, was this mandatory outcome for Stable Employment discussed and agreed upon by all stakeholders as per the Collective Impact model?)

The Joint Strategic Plan and this Combined Funding Application were created in coordination with the Workforce Division of Montgomery County’s Development Services Department. Assisting individuals with their search for employment is one of the goals of the Workforce Division. Program services proposed should prepare people for employment and reduce barriers to stable employment. In addition, if the mandatory measures are not applicable to your program clients, we encourage your program to establish and propose alternative measures.

THE FOLLOWING QUESTIONS AND ANSWERS WERE POSTED ON FEBRUARY 16, 2017

80. Instructions on the signature page read: “In the space below the CEO/PRESIDENT/EXECUTIVE DIRECTOR from the Lead Agency and each Collaborating Program must list their agency name, print and sign their full name, and date. If this project is selected to submit a full application each collaborating program will sign an individual certificate of authenticity for their Agency/Program in addition to the Project.” Where do we sign?

The lead agency will need to create signature lines on the page for each organization, listing the information requested. The Lead Agency and all collaborating partners must sign the signature page. Signatures can appear anywhere on the page. Multiple people may sign one page or partners may sign a separate page. If multiple pages are signed, please scan/merge them into one file before submitting them so that they remain together. Programs invited to complete the full application will also sign the application affirming its content. It is important to list the name of the agency and print the name of the CEO president in addition to obtaining the signature.

79. For General Supported Services the Collaborator Identification page it asks for “Estimated number of Unduplicated Clients to be served from July 1, 2017 – June 30, 2018? Is this the number of unduplicated clients the collaborator’s program serves as a whole or unduplicated clients the collaborator will serve in the project? We as a lead agency are collaborating with a school, where as the lead agency in the project we go into the school to provide services to a few students in the school not all the students in the school. Should the unduplicated clients be all the students the school serves or the students to be served in the project?
For the LOI, the unduplicated clients should be those served by the project. If invited to complete the full application, and you have a larger program, we will want to know how many are served by the overall program, and of them, how many are specific to the project.

78. Where does providing mentors for children grades 3-8 fit? General Services? What Priority...available answers do not seem to fit? Of after school tutoring?

Mentoring is a strategy applicable to 3rd grade reading and 8th grade math. Out-of-school learning opportunities is a goal for each of these priorities. See pages 9 and 10 of the Combined Funding Application.

77. We are submitting a letter of intent for the Montgomery County General Supported Services and Frail Elderly Supported Services grants and was wondering how we obtain log-in information on the Andar system?

Login requests may be sent to jointrfpinfo@dayton-unitedway.org. Login information will only be provided to organizations who were in attendance at the Mandatory Review Sessions on January 23 and 25.

76. Where can I find OH-505 system targets for front door (homeless)? Can you please provide a link.

OH-505 Continuum of Care targets will be available in March 2017. For the time being, we can provide targets as they currently exist. However, know that they could be changing. If invited to complete the full application, you will be able to update your performance measures accordingly.

THE FOLLOWING QUESTIONS AND ANSWERS WERE POSTED ON FEBRUARY 14, 2017

75. What is the difference between funding from United Way compared to Montgomery County?

Funds from United Way of the Greater Dayton Area are considered a grant and are disbursed in equal amounts on a monthly basis. Montgomery County does not provide grants but issues contracts for services to be purchased. This means the organization must have the capacity to deliver the service and invoice for reimbursement on a monthly basis.

United Way dollars also do not have the same restrictions for use as County dollars. For example, United Way Frail Elderly dollars can be used for people who are under 60. United Way dollars can be used to purchase capital items like a refrigerator.

74. May collaborations include partners who did not attend a mandatory session if they are not asking for money?

Yes. Attendance at one of the two mandatory sessions is required only if a partner is asking for money.

73. After reading the RFP and questions posed by others, I want to confirm that single agency requests for General Services and Frail & Elderly funding will not be considered?

General Supported Services should consist of a coordinated approach using Collective Impact. Single agency requests will not be accepted for General Services.
The Frail Elderly requirements have been updated (see the Application at [www.mcohio.org/hspd](http://www.mcohio.org/hspd)) to reflect that collaboration is encouraged but collective impact is not required for Frail Elderly applicants. There are no collaborator forms in Andar for the Frail Elderly LOI.

72. If we are planning to work collaboratively with a partner, does the partner have to be a non-profit if the partner agency is not asking for money? If this is acceptable practice, can the partner be a Court, local or state government office, probation, law enforcement entity, or even a for-profit business?

The Collective Impact model includes multi-sector involvement to address an issue. A Project can consist of multiple partners and programs, non-profit and otherwise, regardless of whether a partner is seeking funding as part of this process. However, only a collaborative partner who is a nonprofit delivering health and human services can seek funding as part of this process. A project partner should also have their own measurable outcomes. Partners are not just locations for service delivery or referral partners. They should actively be engaged in setting the common agenda and have mutually reinforcing activities that will help support common measures. Therefore it will be important to indentify each partner’s role in the project.

72. Our agency serves three counties and will be applying under the Core Safety Net program. In the LOI there is a question regarding the “Estimated TOTAL PROGRAM revenue from all funding sources”. Our total program budget is reflective of funds received for the same program in all three counties. Should we include the entire program budget or try to find a way to provide a budget for program revenue in Montgomery County alone?

This response assumes the 3 counties are all in the United Way service area.

The program budget should be reflective of all program revenue. However, there is no program budget requested in the LOI. If the program receives a notice to submit a full application, applicants will submit a total program budget as well as an expenditure budget – the expenditure budget will specify how core dollars will be used only for Montgomery County. In the full application in the budget narrative section the program can explain line items in the budget and dollars spent and individuals that will be serviced in other counties. This is so funders can see the true cost of operating the program and not just the cost of serving individuals in Montgomery County. If you are seeking funding for services in Greene or Preble County please contact the United Way to apply to that separately administered process.

71. In the Core Safety Net LOI the question states, “Identify the projected unduplicated number of individuals to be served by the program”. Is this for the entire program or just the portion funded by HSL/United Way?

With the requested dollars from United Way and/or Montgomery County please list the unduplicated number of people the program will serve. In the full application it will ask you for the total number of people serviced by the program and in the demographics we will know how many were in Montgomery and for United Way how many were in Montgomery, Greene and Preble.

70. In order for a program to be considered emergency shelter, is there a limit to the length of time a program participant can stay? For example a woman who has experienced domestic violence left her abuser, and stays in a domestic violence shelter for 1 year.

There is no limit to the length of time a program participant can stay in emergency shelter. As a best practice, homeless providers should aim to meet the OH-505 system targets for front door, which set targets for length of homelessness-days.

69. I have too many collaborators for them to all sign one signature page. Can I have multiple signature pages for the same LOI Application?

Yes. You many have multiple signature pages for the same project just be sure the project name and the agency name is clear for each of the collaborator signatures. When you email them scan them all into one document. If
you drop them off be sure to have multiple signature pages for the same project bound together. You may also add signature blocks to the hard copy of the signature page.

68. When applying with other agencies in a collaboration - do all the units of service need to be the same for billing and can we have different outcomes based on the roles of the agencies in the project?

For program design and billing, units of service may vary by program because each awarded program be provide a different service and will have its own contract. A project should have mutually agreed upon measures so that each agency knows what the others will be accountable for. However, each program can have its own unique measures depending on the services provided.

67. My agency is meeting with another agency to discuss a joint submission for the Frail and Elderly. After reviewing the ANDAR LOI and LOI manual we did not see where to submit collaborator letters for the Frail and Elderly but when we read on page 25 of the Combined Funding Application under the General and Frail and Elderly Supported Services it says that collaboration was required for both. In the LOI in Andar we see it for the General Supportive Services. Should we submit under that category or frail and elderly?

The updated table on page 25 was updated in the online version of the Combined Funding Application (www.mcohio.org/hspd and click on Funding). Frail Elderly providers are encouraged to have collaborators. However, they are not required to implement collective impact. In LOI for core services, the narrative should address the roles of any collaborators. Whereas for general supported services, there are specific sections regarding each collaborator/partner.

66. Would you please review what should be submitted for Project Revenue Details in the General Letter of Intent? What is meant by, “all revenue collaborating programs will commit to the project”?

Each partner organization will have its own program budget, including revenue and expenses. For the LOI, please report the total revenue each program brings as its share of the overall project. Therefore if agency A’s program has a grant for $40,000; agency B’s program is sponsored for $30,000; and Agency C raises funds for $100,000, the project would have $170,000 in total revenue.

65. Does the lead agency for a project need to complete the Program Collaborator Identification form or is this only for collaborators?

Every program in the project that is requesting funds must complete a program collaborator identification form. Please see the Navigation Manual on page 22 bullet # 2 at the top of the page. The Andar system is set up for the Lead Agency to be the agency to submit the LOI on behalf of the project. Lead Agencies may use this Word document to share with collaborating partners so that you can cut/paste from Word directly into Andar.

64. Can you explain the difference between the Agency Name, Program Name, and the Project Name?

For general supported services, the Project Name is the overall mutually agreed upon name given to the project by the collaborating agencies. The Agency name is the organization who’s program is applying for funding. The Program Name is the name of an Agency’s program that is requesting funds and if funded the contract will be a program contract. Therefore, a collective Project will have a name, and each of the agencies who are collaborating on the project will have a name for each of their respective programs.

**THE FOLLOWING QUESTIONS AND ANSWERS WERE POSTED ON FEBRUARY 6, 2017**
63. Which other organizations, in addition to Reach Out, provide for the assistance for prescriptions services, that could potentially apply? Please define assistance for prescriptions - wondering if this includes a clinic visit or filling of Rx’s? Please also define under the core services, the terms “medical supplies for chronic diseases.”

Regarding potential applicants, organizations in attendance at the mandatory sessions are eligible to apply. A list of those organizations can be found online.

Assistance for prescriptions includes access to care and prescriptions for uninsured and underinsured individuals. This may include clinic visits and the time of pharmacy/medical personnel to assess, educate, and follow up with clients. Underwriting to cover patient costs is an eligible expense. Expenses that can be covered by other revenue sources are not eligible.

Medical supplies consist of any medical supplies necessary to administer a prescription, particularly any medical supplies that would be covered by insurance if a doctor prescribes it and the person does not have insurance.

62. We are planning a program to address the need for prescription assistance for individuals who are uninsured or under-insured. Is the cost of prescriptions and co-pays an allowable grant cost?

Assistance for prescriptions includes access to care and prescriptions for uninsured and underinsured individuals. This may include clinic visits and the time of pharmacy/medical personnel to assess, educate, and follow up with clients. Underwriting to cover patient costs is an eligible expense. Expenses that can be covered by other revenue sources are not eligible.

61. In applying for funding through Core Safety Net Services, the rubric asks if the agency has indicated the number of unduplicated clients that are served. At our agency, we do not provide case management services where we track our guests. It is part of our core operating philosophy to not track our guests, but we do track the number of meals that we provide, and the number of people we serve each day. Is this measurement enough to meet the criteria or do we need to somehow determine number of unduplicated people we are serving?

Measuring the number of meals and the number of people served each day meets the criteria.

60. After reviewing the frail elderly package are agencies to submit a request for projects in total or identify each project/program request separately? I assume separate is the setup intended. If separately is the case, will Andar automatically refresh to allow for multiple requests for specific projects/programs to be submitted? Under the Frail Elderly section.

Each program requires a separate application. The LOI requires an agency budget. The full application will ask for specific program budgets. Required agency financial documents only need to be emailed one time. The agency budget is only required one time. Frail Elderly providers do not submit projects. Only programs may apply in Frail Elderly. Please see the Andar Navigation Manual for specific instructions on how to add additional forms needed to complete LOI for multiple LOI submissions.

59. If an organization is submitting multiple Letters of intent in one area such as Frail Elderly. Is there to be a proposed program budget submitted for each Letter submitted. If so in the Frail Elderly area set up under
Budget. It calls for an Agency Budget only. If you are asking for multiple program budgets there does not appear to be a mechanism in order to replicate additional files to accommodate inputting of budgets. As there is in the letter of intent section. Thanks

A Letter of Intent should be submitted for each program. Agency information only needs to be submitted once. Each program budget should be submitted with its corresponding Letter of Intent. Please see the Andar Navigation Manual on how to add forms for multiple submissions.

58. As long as someone from an agency attended the mandatory LOI information session, can we request additional log ins for people from the agency who did not come to training?

Yes, email jointrpinfo@dayton-unitedway.org with your request.

57. How do I enter multiple projects?

For each of the LOI Packages: When you log into Andar and you click on the LOI package you want, each of the forms will have a plus sign. Click on this plus sign and it will open a new form. When you enter the program or project name into the form the form name will change to that name so you will know which Letter of Intent you are working in all the time. Please refer to the Andar Navigation Manual for more information.

56. Can you advise as to how to register for the recommended training i.e. Andar, Outcomes etc.

Visit: http://www.mcohio.org/2017_Combined_Application_Training_Registration_Final.pdf

55. Under the 3rd Grade Reading Proficiency priority area, are fundable programs truly limited to only after school and summer learning programs for Goal #2? Can in-school learning programs also be included? (For example, an in-school tutoring program.) Similarly, there is a stipulation that tutoring must be administered by a certified teacher. Considering that there is research showing that volunteer tutors can be effective in improving children’s reading skills, is there flexibility here?

Applicants may propose strategies not listed in the Application by including citations documenting that the proposed strategy is an evidence-based practice. Page 5, 39.

54. The Frail Elderly and Core Services Letter of Intent Rubrics ask “Is the estimated cumulative total program revenue from all funding sources correct?” Both of these Letters of Intent ask for an agency budget and I don’t understand how this question is applicable to an agency budget. Am I supposed to enter a program budget in the LOI?

The first question on the rubrics for Frail Elderly and Core Services Letter of Intent needs revised. Please disregard this question. The rubric will be updated prior to use. The Letter of Intent for both Frail Elderly and Core Services only require an Agency Budget. The full application will ask for specific program budgets.

53. What if I added multiple Letter of Intent forms in the Andar System and I decide I am not going to submit
one?

Please change the response to the first question in the form to delete. Click save at the bottom of the form you wish to delete and send an email to jointrpinfo@dayton-unitedway.org and let us know your agency has a Letter of Intent they would like deleted from the Andar System. Confirm the form you wish to be deleted is now called 'delete' in the list of forms.

52. My agency is meeting with another agency to discuss a joint submission for the Frail and Elderly. After reviewing the ANDAR LOI and LOI manual we did not see where to submit collaborator letters for the Frail and Elderly but when we read on page 25 of the Combined Funding Application under the General and Frail and Elderly Supported Services it says that collaboration was required for both. In the LOI in Andar we see it for the General Supportive Services. Should we submit under that category or frail and elderly?

Services sought for Frail Elderly do not require collective impact. However, collaboration is expected. The table on page 25 of the Application has been updated to reflect Frail Elderly Supported Services in the column with Core Safety Net Services.

51. In the General Supported Services Letter of Intent form called Program Collaborator Identification, how will the funders know which program is collaborating in each project if we complete multiple Letter of Intent forms for multiple projects?

In each Letter of Intent General Supported Services "package" (in Andar) each program collaborator identification form asks for the program name, the agency name and the project name. In the review process, the LOI for each Project include all project-related forms and any documentation from all collaborating partners. If there is a question about where a program collaborator belongs, the Lead Agency will be contacted. If there is a Program Collaborator that is collaborating on more than one Project submitted by the same Lead Agency there must be a Program Collaborator form completed for each project in which they will collaborate.

50. Our budget for the upcoming Fiscal Year (beginning 7/1/17) is not yet approved and will not be through the Board process prior to the LOI submission date and perhaps not before the actual proposal is due. Do we submit the most recently approved budget (FY16 ending 6/30/17) or an anticipated budget?

Please see the checklist on page 29 regarding the submission of the most recently board-approved (current) budget. Budgets submitted in Andar should be your proposed or anticipated budget.

49. How is Frail Elderly grant funding delivered? Is it a reimbursement process or is the grant paid in full at the beginning of the project period? Is it the same for both County and United Way awards?

Montgomery County funds on a reimbursement basis, upon receipt of an invoice, regardless of the funding category. United Way funds on a monthly basis, 1/12 of the funds at a time. Neither organization funds upfront at the beginning of a project.

THE FOLLOWING QUESTIONS AND ANSWERS WERE POSTED ON JANUARY 30, 2017
1. Where do I go to get information on the ANDAR training?

Trainings that are being offered during the Combined Funding Application process are posted to the Montgomery County Human Services Planning and Development Department (HSPD) website at www.mcohio.org/hspd, click the Funding link and also on United Way of the Greater Dayton Area website www.liveuniteddayton.org. To register, please click the registration link underneath the training you are interested in attending to register.

2. Can you define eligibility criteria? Is this process for services only in Montgomery County?

There are several sections within the Combined Funding Application that address eligibility for providers and to whom they may provide services.

The Montgomery County Board of County Commissioners (Montgomery County) and United Way of the Greater Dayton Area Board of Trustees (UWGDA) are requesting applications for funding for the delivery of collective impact initiatives addressing health or human services for the residents of Montgomery County in alignment with the Joint Strategic Plan (available online at www.mcohio.org/hspd). Page 3

This requirement is also noted on page 23. All Applications submitted seeking Montgomery County General Supported Services and Frail Elderly Supported Services funding are subject to the following additional specific limitations:

- Funds may be expended only for the direct delivery of services to Montgomery County Residents.
- Montgomery County funding will only support services provided in Montgomery County for Montgomery County residents.

United Way of the Greater Dayton Area will support services available to residents from Montgomery, Greene and Preble Counties. A separate funding process for agencies interested in providing services in Greene and Preble counties will be in effect after February 24, 2017.

3. How much money is in the pot to cover these categories, and is the pot divided up?

United Way of the Greater Dayton area has approximately $1.87 million available for funding during this process. The allocation and distribution of those funds will be decided by the United Way volunteers.

Montgomery County has historically funded the following Supported Services areas: Frail Elderly Supported Services approximately $954,000, Homeless Supported Services approximately $2.1 million and General Supported Services approximately $2 million. The Family and Children First Council, Human Services Levy Council and United Way of the Greater Dayton Area working together will determine if any additional amounts are feasible.

4. Can contracts be extended for five years?

Contracts will be written for one year and may be extended up to five years based on performance. Please note United Way funding is based on the annual campaign results; therefore, future funding decisions will be made on an annual basis.

5. As a provider of core safety net services, can I also compete for funding in general services?

Yes. You may submit a Letter of Intent for consideration for Core Safety Net Services and for General Supported Services. However, please review the Combined Funding Application for the requirements for each of these Service areas. Page 6 and Pages 32-38 and Pages 39 – 47.
6. **Do I have to have a collaboration for emergency / core safety net services?**

Core Safety Net Services are essential services that help individuals manage an immediate crisis and emergency needs by providing food, shelter, medical care and freedom from violence. Applicants applying to provide Core Safety Net Services are not required to submit a collective impact project. However applicants are required to identify collaborators and linkages to other services in the community. Page 32-34

7. **When questions are sent via the email will you post?**

Yes, questions are to be submitted to hspd@mcohio.org. The questions will be reviewed and answers posted to www.mcohio.org/hspd. Click on the Funding link and click Combined Funding Application link. The questions and answers will also be posted on the United Way website at www.Dayton-unitedway/communityimpact. Page 27

8. **If I have a partner agency do they need to attend a Mandatory Funding session?**

Any organization seeking funding through the Combined Funding Application process had to attend one of the two mandatory informational sessions. Page 21

If the partner agency is not requesting funds, they did not have to attend the sessions. However the application submitted must meet the criteria and requirements set in the application.

9. **Can you please post a list of agencies in attendance?**

Yes. We have posted an agency contact list for those who agreed to have their information shared. The information is posted at:

www.mcohio.org/hspd, click on the Funding link, click Combine Funding Application link and the list will also be posted at www.Dayton-unitedway/communityimpact

10. **In regards to quality program standards, how can you assist us and can you provide feedback to organizations?**

Montgomery County and United Way staff will be contacting the organizations in attendance at both information sessions. Page 20 provides a listing of what we consider quality program standards. We will provide technical assistance regarding the standards that are listed. If there are multiple agencies needing assistance with certain identified standards, we may consider training options that could be offered. However, this training assistance will not change the due date or any requirements of the Combined Funding Application. We also recognize that some standards will need to be achieved over time. If your organization receives funding, these standards will be reviewed during monitoring visits and technical assistance will continue to be provided as necessary.

11. **Does an agency applying for funding have to provide health and human services to be included?**

Yes. The Funding provided through the Combined Funding Application process is to support the direct delivery of health or human services. Pages 3 and 23.

12. **Is there a general timeline for neighborhood stabilization?**

Additional research is taking place in the Priority areas that are not a part of this funding application process. Timelines have not been established yet. Please check the Montgomery County and United Way websites for updates.

www.mcohio.org/hspd (Click on the Funding link and click Combined Funding Application link)
13. How do we fit into this funding as a nonprofit law organization?

Potential applicants should review the Combined Funding Application materials to determine their eligibility, potential partnerships, and to gain an understanding of the types of services being sought. This is a redesigned process to identify the services being sought: Core Safety Net Services, General, Homeless and Frail Elderly Services. In some instances we are requesting collaborative projects which include more than one program that address a specific priority area. In other instances we are asking for specific types of services to be provided. Organizations should review the Combined Funding Application document for the details of the types of services sought.

14. How do I get a partner?

Applicants may choose their own partners based upon the project being proposed. A list of agencies that attended the mandatory sessions can be found online. Applicants must partner with one or more agencies in order to receive funding for a project. Applicants may also identify partners who are not seeking funding.

15. Do my non-funded partners need to sign the agreement?

Yes. All partners of the project will have to identify their role, and program measures, and confirm their commitment by signing the signature page found in the Andar system. Page 26, 40 and 58.

16. If you are a core safety network can we apply under general services?

Yes. You may submit a Letter of Intent for consideration for Core Safety Net Services and for General Supported Services. However, please review the Combined Funding Application for the requirements for each of these Service areas. Page 6 and Pages 32-38 and Pages 39 – 47.

17. Is there a limit on the number of separate core safety net service applications?

No. There is no limit on the number of applications you may submit for funding. However you may want to consider that you will be competing against yourself if you are submitting multiple applications within the same area.

18. We have partners in the COAT process – can we list PHDMC and ADAMHS, or is that completely separate?

You may list any partner that has a role in the service or project you propose to provide. The Community Overdose Action Team (COAT) is not a part of this funding application.

19. How do I get an Andar Account sign in?

Andar account Log-in information will be sent to agencies that were in attendance at one of the two mandatory information sessions. Additional Log-ins for those agencies may be requested by emailing jointrfinfo@dayton-unitedway.org. Page 26
20. Regarding Collaborative Partners…. Our agency currently works with 100 partner agencies. Do we as the main agency have to ask all 100 agencies to each submit an application?

No. Only partners of the project that are providing direct measurable services (not just referrals) will have to identify their role and program measures, and confirm their commitment by signing the signature page found in the Andar system. Page 26, 40 and 58. A single agency with multiple locations or partner sites does not constitute collective impact. See page 18 for more information about collective impact.

21. If we choose to work with three agencies, then would the three agencies have to submit paper work for one application?

Yes. A collective impact project requires the submission of one Letter of Intent in which all collaborators have participated, submitted their organization financial information if requesting funds, and signed the signature page agreeing to participate as outlined in the LOI. If a project is invited to complete the full application, each partner organization seeking funding is required to complete separate applications. Agencies can participate in more than one project. The submission of required organizational financial information is required only once for each organization seeking funding. Pages 23, 26-27, 29, 39-40 and 58.

22. Can agencies submit two letter of intent for this?

Yes. You may submit more than one Letter of Intent for consideration. However, please review the Combined Funding Application for the requirements for each of the Service areas. Page 6 and Pages 32-38 and Pages 39 – 47.

23. Wondering how many applications will be approved and what amount of money will be given away?

We do not know how many applications will be funded.

United Way of the Greater Dayton area has approximately $1.87 million available for funding during this process. The allocation and distribution of those funds will be decided by the United Way volunteers.

Montgomery County has historically funded the following Supported Services areas: Frail Elderly Supported Services approximately $954,000, Homeless Supported Services approximately $2.1 million and General Supported Services approximately $2 million.

The Family and Children First Council, Human Services Levy Council and United Way of the Greater Dayton Area working together will determine if any additional amounts are feasible.

24. Will we need to register for the training sessions?

Yes. Trainings that are being offered during the Combined Funding Application process are posted to the Montgomery County Human Services Planning and Development Department (HSPD) website at www.mcohio.org/hspd, click the Funding link and also on United Way of the Greater Dayton Area website www.liveuniteddayton.org. To register, please click the registration link underneath the training you are interested in attending to register.

25. Will this application process occur every year?
We are not sure at this point if this process will occur every year. Please check the website for notification of future funding applications. (United Way of the Greater Dayton Area website www.liveuniteddayton.org and Montgomery County website www.mcohio.org/hspd, click the Funding link).

Any updates to the current application will also be posted on both websites.

26. Defining Partners: Do all partners that are collaborating with each other need to be a 501(c)(3) agency if the lead agency is a 501(c)(3)?

All organizations requesting funding must be a 501(c)(3) tax exempt non-profit. Projects may include partners who are not seeking funding.

27. Are you still eligible for funding if your partner agency is out of the county?

There are several sections within the Combined Funding Application that address eligibility for providers and to whom they may provide services.

The Montgomery County Board of County Commissioners (Montgomery County) and United Way of the Greater Dayton Area Board of Trustees (UWGDA) are requesting applications for funding for the delivery of collective impact initiatives addressing health

28. Can a lead organization work with another lead organization, with both asking for funding?

There must be one lead organization per project, for the purpose of submitting the LOI. Organizations may be involved in more than one project, with different lead organizations for each.

29. Do we need all agencies we are partnering with to sign letters of agreement?

Yes, there is a signature page as part of the LOI. Signatures must be provided by all partners included in the LOI whether they are seeking funding or not.

30. Would you e-mail out today’s PowerPoint and/or make it available on the website?

The presentation from the Mandatory Session is available on the HSPD and UWGDA web sites.

31. Our organization has been funded for the past several years at a fixed amount for example $100,000 per year. If our organization asks for $110,000 would that negatively impact our application?

No. Past funding amounts will not be a factor in scoring an application. The budget and narrative must identify how funds will be used.

32. Can multiple programs be associated with multiple projects?

Yes. However, programmatic measures, budgets, and unique numbers for clients served should be specific to each project.

33. Regarding navigating the Andar System: Is it different than the year end reporting we have done on Andar?
This is a new process, with a Letter of Intent, project related questions, and program related questions. However, the functionality the Andar system will be familiar to previous users. All users should consider attending the Andar trainings. See the HSPD or United Way websites for a list of trainings. Links are provider for registering.

34. **Is Family Planning a fundable project/program because the program does not seem to fit the priorities or core services?**

Organizations must determine for themselves whether their service addresses a core safety net need or a strategic priority. Services sought can be found beginning on Page 5 of the Combined Funding Application. Organizations should consider whether their programs/services could serve as lead of a project or whether they are more suited to be a part of a project lead by another organization.

35. **Does the existence of an organization begin when the 501C3 was granted, or is it the beginning of the distribution of services?**

For the purpose of the Combined Funding Application process an organization’s existence as a non-profit organization begins on the date which the 501(c)(3) status is granted by the IRS.

36. **Is it true that Frail Elderly dollars do not require specified community impact partners?**

Collaboration and partnerships are strongly encouraged for all programs seeking Frail Elderly funding. However, use of collective impact is not a requirement of application submission. Page 68.

37. **Do all programs in a collective impact project have to have the same outcomes?**

All programs in a project must agree to shared measures. Individual programs can also have their own measures. Pages 8-18.

38. **Based on the projects submitted, and whatever gaps may exist in the community, will you, as a result of the LOI (Letter of Intent), realign or propose consolidations and other community collaborations?**

After reviewing the LOI’s Montgomery County and United Way may offer recommendations for further alignment of projects.

39. **Our organization is small and does not get an annual audit. Is a Financial compilation, prepared by a CPA sufficient? Our organization’s budget is $400 K.**

Information regarding all required organizational financial information can be found on page 29 of the Combined Funding Application.

40. **How/when will the community find out which collaborative projects were funded? (To get ideas for future successful applications)**

When the process is completed and funding awards are approved by the Montgomery County Board of County Commissioners and United Way of the Greater Dayton Area Board, a list of funded projects will be posted on the websites of Montgomery County Human Services Planning and Development Department (hspd@mcohio.org) and United Way of the Greater Dayton Area (www.liveuniteddayton.org).
41. If your organization is located in Montgomery County and is part of a statewide organization, how will that impact the local organization in the application process? For example, the local organization is part of a statewide 501 (c)(3).

Organizations providing services to Montgomery County residents in Montgomery County are eligible to apply. Your organization’s budget and program measures should reflect services provided in Montgomery County and to Montgomery County residents.

42. United Way serves Preble & Greene Co. How will programs in those counties be funded?

United Way of the Greater Dayton Area will issue an Application for Funding for services in Preble County and Greene County after February 24, 2017. United Way will continue to fund 501(c)(3) non-profit organizations providing health and human services in the areas of Education, Income and Health.

43. Can we collaborate with another LOI submitter?

Yes. Within a project collaboration is required, but only one LOI needs to be submitted on behalf of all partners in a project.

Organizations may also be part of multiple projects, including those in which another organization submits the LOI.

44. How is organizational financial information submitted in a collaborative proposal?

All required financial information for project partners seeking funding in this process must be submitted with the LOI. Please refer to the Combined Funding application for instructions and a list of those required documents. Page 29

45. Can we submit multiple LOI’s from the same organization such as simultaneous applications for Frail Elderly and General Supportive Services?

Yes. You may submit a Letter of Intent for consideration for Frail Elderly Services and for General Supported Services. However, please review the Combined Funding Application for the requirements for each of these Service areas. Page 6 and Pages 32-38 and Pages 39 – 47.

46. In reviewing the information in regards to the 5 various proposed funding areas. In the area of Frail Elderly services, is United Way funding available or only county funding specific?

Services being sought are found on page 6 and additional details about the funding areas can be found throughout the Combined Funding Application. Applicants may apply for County and/or United Way funding.

47. How many partners, is there a minimum?

Collective impact requires organizations working together on a common project. Therefore there must be more than one organization providing services within the project.
48. How likely is it that a newer organization will be successful in being funded? The organization is over 2 year's old, working on slow project.

This is an open and competitive process. All eligible organizations can apply and scoring rubrics are provided in the CFA for reference on how LOI’s will be scored and the necessary score to move forward.

Please note:

- You have until February 24th to get answers to any questions about the Combined Funding Application document.
- This is a competitive process. We will provide technical assistance; however, we will not help you write your applications.
- HSPD and UW staff will be contacting agencies to provide technical assistance.
- Do NOT WAIT until the last minute to submit your documents.
- Make sure you review the required financial documents.
- A scoring rubric is provided for the Letter of Intent. Please review the criteria that will be used to score the applications.
- Combined Funding applications must be submitted through the ANDAR system. Exception – Homeless Supported Services applications should be emailed to hspd@mcohio.org.
- Updates to the Combined Funding Application will be posted online at www.mcohio.org/hspd (click on Funding) and at www.dayton-unitedway.org/community-impact
- Lead agencies for all projects are encouraged to establish formal agreements with all partners, particularly with those not seeking funding in this process, for the collection and sharing of required data.