

**Community Investment Fund (CIF) Annual Grants  
Request for Proposals #2024-02  
CIF Annual Grants Mandatory Proposer's Conference  
Questions & Answers  
February 8, 2024**

**Q1. I am proposing an activity similar to Mental Health, Strategy 2. Can I provide mental health to those who can't afford it?**

A1. Yes, proposals submitted under this RFP are to address one or more of the top six needs identified in the County's human services needs assessment: Mental Health, Housing Affordability, Homelessness, Early Education, Youth Development, or Safe & Stable Environments for Children.

**Q2: I intend to apply for a CIF grant. Can another agency that is co-located in my facility apply for a grant as well?**

A2. Yes

**Q3. Section 1.4 states that "Activities funded under this RFP must be new or enhancements to existing activities." My program already provides services to clients. Is providing services to new clients considered a new enough activity?**

A3. Yes, you may apply to enhance (or expand) services to new clients in an existing program.

**Q4. Do we need to submit a Letter of Intent (LOI) for this RFP?**

A4. No, a Letter of Intent is not required.

**Q5. Can you confirm if a not-for-profit organization is eligible to apply under 501c status?**

A5. Only those with 501c(3) status can apply.

**Q6. Section 1.4 states that "No monies from this program may be used to supplant state, county or local general fund monies available to the agency for any purpose". What does this mean?**

A6. This means, CIF funding cannot be used to replace funds already received from state, county, or local general funds for the proposed services or activities.

**Q7. How many organizations have been in the top ranking for past funding?**

A7. In the past, between 5 and 7 agencies have been funded per fiscal year. New guidelines for current funding activities have been provided.

**Q8. Will recording/slides be available for review?**

A8. No

**Q9. If an agency has a federally negotiated ICR, can we use that rate for the indirect costs?**

A9. As stated in Section 5.4 Budget Definitions, D. Indirect costs are shared costs that cannot be directly assigned to a particular activity but are necessary to the operation of the Agency and the performance of the program. The costs of operating and maintaining facilities, accounting services and administrative salaries are examples of indirect costs. For this program, indirect costs cannot exceed 15% of the total of Salaries and Benefits, and Operating Expenses.

**Q10. For proposal form, is there a recommended font size and is single spaced permitted?**

A10. Per Section 3.2 in the RFP, the proposal should be in Arial font size 11. Single spaced is permitted.

**Q11. When you send out the Q&A, can you clarify the statement in the second paragraph 1.4 of “supplanting” and the term “substituting” and if this also includes funding agencies receive through First 5? Ex. If we receive funding through First 5 and also the County but we would like to apply for this grant to fund an unfunded area of that same program-is that okay?**

A11. This means, CIF funding cannot be used to replace funds already received from state, county, or local general funds for the proposed services or activities.

**Q12. We are a new organization, can we still apply?**

A12. Yes, new, non-profit organizations can apply.

**Q13. Will this grant pay for staff costs?**

A13. Yes, staffing/personnel costs are allowed.

**Q14. Are proposers who rank 100% only ones who move forward?**

A14. The EC (Evaluation Committee) will score all proposals, and those proposals with the highest ranked scores will be forwarded for recommendation of funding, up to a total funding amount of \$365,000.

**Q15. What is the Solano County column for in the budget? I thought it was stated that funds cannot be used for Solano County employees?**

A15. In the contractor budget template, the “County of Solano” column refers to the funding source for the Community Investment Fund. Funding for CIF Annual Grants have been allocated by the Solano County Board of Supervisors.

**Q16. If there are questions after today's meeting, can we email you directly or is there a provided FAQ since this recording will not be available to share.**

A16. Questions related to this RFP are to be addressed at today's Proposer's Conference. There will not be an opportunity to ask questions after the proposer's conference. There will not be a recording available.

**Q17. Are the responses expected to be included in the body of the proposal form or are they to be submitted as attachments? Details for approved document formatting were included.**

A17. All questions must be answered within the proposal form.

**Q18. What is professional liability insurance?**

A18. Please refer to your insurance provider for answers to questions regarding professional liability insurance.

**Q19. Is a SAM (System for Award Management) identifier number required with proposal?**

A19. No, it is not required.

**Q20. Does the logic model need to be on the application form or can it be in a separate document that is attached to the application?**

A20. You must complete the logic model within the application.

**Q21. Regarding insurance, what type of insurance do we need? Ex. we are an agency that does not have a permanent location.**

A21. County of Solano Standard Contract, Exhibit C.7 (Insurance) states the types of insurance required by the County. If proposers are unable to meet specific terms within Exhibit C, a justification must be provided on Page 2 of your Proposal Form. This justification will be considered during contract negotiations with successful proposers.

**Q22. If you are submitting a proposal for a program that no longer exists, can we still submit? Ex. We want to bring back a program.**

A22. Yes

**Q23. In what situations will cyber liability and professional liability will be required to be included?**

A23. The County of Solano Standard Contract, Exhibit C.7 (Insurance) states the types of insurance required by the County, including cyber liability and professional liability insurance. If proposers are unable to meet specific terms in Exhibit C, a justification must be provided on Page 2 of your Proposal Form. This justification will be considered during contract negotiations with successful proposers.

**Q24. Our organization started out providing services within the realm of physical health, but is expanding to provide mental health resources. Can we still apply?**

A24. Yes

**Q25. Can these funds be used to train EMS in behavioral health emergencies?**

A25. Section 1.3 "Scope of Services" in the RFP provides examples of potential strategies to address the top six human services needs. Refer to the community goal to ensure your proposed project or activities align with any of the top six needs.