



**Grants Management  
Victim Services & Public Safety**

**REQUEST FOR PROPOSAL (RFP) OVERVIEW WEBINAR**

**Tuesday - July 18, 2017**

**WEBINAR QUESTIONS & ANSWERS**



**Q:** Can (an) agency apply for less funding than what Cal OES specifies as the funding amount for a grant?

**A:** Yes. An applicant agency may submit a proposal for less than the maximum or eligible funding amount specified in the Cal OES RFP.

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**Q:** Can an organization apply as a lead applicant AND as a subgrantee of another organization applying as a lead applicant?

**A:** Unless the RFP provides guidelines or criteria precluding such, an organization could apply as the Subrecipient (“lead”) agency for one proposal, and also be named as Implementing Agency (“subgrantee”) for another applicant agency. Each applicant agency must meet the eligibility requirements in order to be its proposal to be considered for funding.

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**Q:** Just to clarify, if the RFP is postmarked and mailed by the deadline submission date but is delivered a day or two later, it would still be disqualified is that correct?

**A:** No. All proposals must either be delivered or postmarked by the proposal due date outlined in the RFP. As long as the proposal submitted by mail is postmarked by deadline date, it is still eligible for review.

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**Q:** If a proposal is submitted without all required signatures, can the proposal still be considered or selected for funding?

**A:** Yes, Cal OES could review grant subaward proposals submitted without all required signatures on the Grant Subaward forms so long as the proposal submitted meets the criteria to be reviewed and scored (i.e., submitted on time, applicant meets eligibility requirements).

Please note that signatures are not part of the proposal scoring and rating criteria. If a proposal is selected and approved for funding, Cal OES will work with the applicant agency to make any necessary/finalizing changes (including obtaining necessary

signatures) prior to signing the proposal application into grant subaward.

Q: Do you require signatures be signed in blue ink only?

A: Blue ink is not a requirement however it is helpful when determining whether a signature is an original or copy.

Q: Will you accept a signature stamp or any type of electronic signature on forms requiring a Board Officer signature?

A: Proposals can be submitted with stamped or electronic signatures in order to complete the required forms.

Please note that signatures are not part of the proposal scoring and rating criteria. If a proposal is selected and approved for funding, Cal OES will work with the applicant agency to obtain "wet" signatures prior to signing the proposal application into grant subaward.

Q: If a person is the current Interim ED (Executive Director), would it cause a problem for them to sign the Grant Subaward Face Sheet (Cal OES 2-101) form?

A: No it wouldn't, if the Governing Board has designated an executive officer (i.e., Executive Director) who's acting in an interim capacity the authority to sign the grant subaward agreement document on behalf of the organization.

Please note that that individual should also be listed as the "Official Designated by the Governing Board" (item 6) on the "Project Contact Information (Cal OES 2-202)" form.

Q: What does "DUNS" stand for? This is in reference to the DUNS # required on a few documents.

A: DUNS is the Data Universal Numbering System, and is a proprietary system developed and regulated by Dun & Bradstreet (D&B). A DUNS number is issued by D&B to business entities (e.g., government and non-government), and it is used to establish a business credit file to help predict the reliability and/or financial stability. As of 2003, the U.S. Office of Management and Budget (OMB) require that a DUNS number is required of all entities applying for all grant applicants for new or renewal awards.

Q: Does the DUNS number change for government agencies, or does it stay the same every year?

A: The issued DUNS number remains the same for all entities, government or otherwise.

Q: If organization deals with extremely confidential information protected by law, do you still need physical address?

A: Yes, we require a physical address information for all subawards. However, we recognize the need for certain locations to must remain confidential (e.g., domestic violence shelter). In those cases, we will accept a business office physical address.

Q: Can the Financial Officer and the Routine Fiscal Responsibility be the same person?

A: Yes.

On a similar note, Project Director and Routine Programmatic Responsibility can be one person as well.

Q: For the "Project Contact Information (Cal OES 2-102)" form, can the same person be the "Official Designated by the Governing Board" (item #6) and "Chair of the Governing Board" (item #7)?

A: Yes. However, please note that for the required Certification of Assurance of Compliance for all grant subawards, the document must be signed by two separate individuals to attest to the authority and compliance by the agency entering into subaward. For example, if a Board President is also named the "Official Designee," the assurance document would need to be signed by a different official (e.g., Board Treasurer) in order for a grant proposal application to be signed into subaward.

Q: Can we use pie charts in the narrative?

A: Yes. Please note that inclusion of pie charts and other graphics will count towards the total page count for the particular section of the proposal.

Q: Do you have a preference for how sources are cited (i.e., endnote, footnote, within narrative, etc.)?

A: No, there is no preference for citations regarding information sources. Please note that the inclusion of source citations is part of the page count for the particular section.

Q: Is there a benefit of putting the description of the activities of each person in the budget form vs. the budget narrative?

A: This depends on the specific instructions given in the RFP.

Q: How do I know which funding source to use to list budget items (i.e., FVPS, VOCA, or State funds)?

A: Please refer to the "Funds" (Funding Amount) section in Part I of the RFP for funding allocations by fund source(s) allocated to the program grant.

Q: Would volunteer hours dedicated directly to a project, included in the Personal budget and used for match, be considered an Indirect Cost?

A: No.

Q: Definition of Equipment is different in the 2017 Subrecipient Handbook. Please clarify.

A: Items to be included in the "Equipment" section of the proposed project budget include "nonexpendable personal property having a useful life of more than one year and a cost of

\$5,000 or more per unit (excluding tax).”

Any equipment items with an acquisition cost of \$4,999 or less would be included in the “Operating Expenses” section of the proposed project budget.

Q: Does the Organization Chart (to be included with a proposal) only include positions for a specific program/project, or can it include positions within the entire organization (which may not have involvement in the grant)?

A: Yes. If an Organizational Chart is required by the RFP, it can be organization-wide as long as it does include the staff (and volunteer, if applicable) positions allocated in the proposed project budget.

Q: Does the “Prior, Current and Proposed Funding (Cal OES 2-152)” refer to any previous Cal OES funding, or funding that supports this project?

A: The “Prior, Current and Proposed Funding (Cal OES 2-152)” form is related to Cal OES funding only, as it relates to the proposed project personnel. The document requests all currently-funded Cal OES projects and all Cal OES grants subawarded to the applicant during the last five fiscal years.

Q: Is the (proposal) rating score available to the applicant entity? And, is it appealable?

A: Yes, each applicant entity receives its proposal score after the funding selection and approval process has been concluded by Cal OES. For those applicants not selected for funding, in addition to the denial for funding letter and rating score, the applicant is provided Appeal Guidelines. The Cal OES Appeal Guidelines provide timeline and criteria/grounds for submitting an appeal by an applicant denied funding.