

Florida Disaster Fund Applicant Technical Assistance Call Clarifying Questions and Answers

Question	Answer
Administrative	
Will the slides be available after the webinar?	Yes. Slides and a recording are available on our GotoStage platform (scroll to Emergency Management): https://www.gotostage.com/channel/volunteerfl and the Volunteer Florida website: https://www.volunteerflorida.org/grants/#FDfgrants .
Will you email the Q&A to those attendees online?	Yes. In addition to a follow up email, the Q & A will be available on the Volunteer Florida website: https://www.volunteerflorida.org/grants/#FDfgrants .
What is the max that we can apply for?	The maximum ask is \$2million.
Is there a minimum required to apply?	No.
I'm guessing that Program line is the name of the Proposed Project	Yes.
I may have missed this - Is there an RFP online?	No. This is a Request for Applications so no RFP was needed. The application questions, clarifiers, and scoring criteria is available within the application.
These are expenses beginning Sept 30? and spent by when?	The grant cycle runs from September 30, 2019 – September 30, 2020.
Budget/Financials	
Should we build in the 3% for the Foundation as noted in FAQ's into our budgets?	No.
Is there a 10% admin fee?	A maximum of 10% may be taken from the grant for administrative functions. This does not include staff salary, fringe benefits, travel, etc. hired for the purpose of this grant.
I'm still a little confused on the administrative aspect. If you are requesting \$100,000, your org. can build in \$10,000 for the actual administration of the grant?	Yes.
Will we have to provide backup documentation for the 10% administrative fee or is it just a flat percentage?	Yes, some type of documentation would need to be provided - % of phone bill, % of staff time, % of leased space, etc.

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Do I understand correctly that all funding is made available by reimbursement? Meaning the org needs to be able to lay out all funds ahead of time?	Yes, unless an advance payment is requested.
How is the advance request determined?	Once awarded, a grantee may be awarded a onetime advance payment. Advance payments cannot exceed 30% of the total award. Grantees will be asked to submit an Advance Payment Request Form.
Does a budget need to include operating and proposed construction?	Yes.
If you don't have an audit, can a 990 be submitted instead?	No. A 990 is also required as part of the application. If an audit is not available, please provide complete financial statements including balance sheets, statement of cash flow, and income statements.
If you are a religious organization that does not need to file a 990, can we attach an email stating this from our Financial Department in place of the 990?	Yes, that is acceptable documentation.
If you are one department of a larger organization running multiple ministries. Do you want the full organizational budget or just our program budget? Or both?	Department financials and a project budget are both required (see attachment page in application).
There are two different categories for furniture. What is the difference?	Furniture purchases would fall under C. Equipment/Furniture.
For required paperwork - Financial statements, if the 501c3 is new and does not have this paperwork, is it still eligible to apply	Yes. Please provide complete financial statements including balance sheets, statement of cash flow, and income statements.
Since it is cost reimbursement, and the cost of equipment was less, what do we do on remaining dollars not spent?	You can revert to another budget line item or return the funds to Volunteer Florida at the conclusion of the grant cycle.
Which line item on the budget form should be used for operating expenses associated with staff wages and travel expense for project staff? There doesn't appear to be a budget line item	Staff salaries, fringe benefits, and travel should be placed in A. General Administrative and Operating Costs in the budget.

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grouping that allows for those expenses to be identified.	
Match	
Is there a match? Cash or In-kind?	A 100% match is required for all grants. Match can be in the form of donations, cash, volunteer hours, etc.
To confirm from FAQs, if we request for less than 100k, then there is no match requirement, correct?	All grants require a 100% match. No match is required in case of emergency response and expedited applications, which is not the case with this round of Florida Disaster Funds.
What type of in-kind contributions are allowed? What about funding already spent or volunteer hours currently in progress?	In kind contribution can include but are not limited to rent, salary, donations (cash or tangible goods and services), volunteer hours, etc. Funding already spent or volunteer hours outside of the project period do not qualify.
What type of documentation is required for match?	Invoices, letter from a designated authority stating the value of the donated space, time sheets, volunteer sign in sheets with in/out times recorded, proof of payment from a credit card identifying match, etc.
If you receive hundreds of thousands in in-kind donations for furniture/appliances for clients, how would be leverage those for match and prove them?	Monthly invoices should include a letter from your designated authority stating these are donated items, how many were donated, the estimated value (10 mattress @ \$xxx), and supporting comparables.
Have you established an hourly rate for volunteers to count toward match	The hourly rate for volunteers is \$24.04 as identified by the Independent Sector rate in Florida: https://independentsector.org/resource/vovt_details/ .
Can state and/or federal dollars be used as match?	Yes, as long as the state and/or federal entity is aware you are using the dollars as match and it is allowed under the contract between you and the entity.
Can donated office space ("free rent"), utilities cost, etc. be used as match?	Yes.
To clarify, funds currently in a bank account as part of the project could NOT count as match? It would have to be funds taken in AFTER the grant	Funds in your account that are used for the project during the contract period may be claimed as match. You may not use your account

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began? So the documentation for match in advance would just be a commitment not proof of the cash on hand?	as match if the funds are not used for the project or are spent outside the contract time frame.
Can you elaborate on how best to approach answering this question: by programs, such as FEMA Public Assistance, Hazard Mitigation Grant Programs, Community Development Block Grant Disaster Recovery Program, other state disaster recovery funds (500 words):	This project should address needs not addressed under one of these funding sources. FDF monies may be used to fill in the gaps from existing grant programs.
Can state and/or federal dollars be used as match?	Yes, as long as the state and/or federal entity is aware you are using the dollars as match and it is allowed under the contract you with the entity.
We have current funding that we want to utilize for our match that are for staffing costs. Can we utilize those staffing funds to match Volunteer Florida for direct services, travel, training, and development?	Yes, as long as the staff are used to run activities related to the Florida Disaster Fund project.
Can this grant be use towards staff augmentation for the sub recipient?	Yes.
Can insurance money received to repair building be used as match funds?	As long as the insurance covers partial repair, the building is in the project and owned by the contracted entity.
Do the in-kind donations need to be received after the award is made or can we use recent in kind donations from this past month.	In kind donations applied to FDF grant must be incurred during the grant cycle.
If a VF position grant is being used and that position will be working on this project, can this VF grant funding being counted toward the match?	No. If FDF are being used to pay for a staff position, those dollars cannot be used toward match.
Can funds of partner orgs be used for matching funds?	Yes.
If the local government received SHIP disaster funds can this be used as a match for this application, since this is private funding?	Yes.
The guidance on the first item in the budget states: "Salaries, Fringe Benefits, Travel, Rent, (non-tangibles) etc. not to exceed 10% of the	This was unclear on the budget template. It will be reworded and reposted. **An updated

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total grant - list each item separately below)" Based on the guidance on the call, it sounds like that is not the case. Please clarify.	budget template has been provided on Blackbaud.**
Would funding we have already committed that will be disbursed during the grant period be eligible to be counted as the match?	Yes, as long as it can be documented and tied back to the FDF grant.
Future FDF Funding Cycles	
Should we include in our proposal that we will accept less than what we are offered if lower than our asking amount?	There is a question in the application that addresses the scalability of the project. If 100% of funds were not awarded, what could you do with less?
If we are awarded money in this round and want to apply again next round, will the rule about having finalized closeout or spending 75% of grant funds apply?	Yes, that is our current position.
Is this the final round of funding for Irma?	No. An additional round of approximately \$5 million will be available in 3-6 months.
Any idea when the next round for Michael will be available if we decide to wait until next round.	Additional Michael funds will be available in 3-6 months.
How much do you have total for Michael total? I know 3 million this grant, but in pot total to have idea of later released funds	Approximately, \$3 million for Michael recovery is remaining for the next round.
If you didn't receive the full ask this round, would you be able to apply for the remainder the second round of funding?	Yes, provided you spend 75% of this round's award before the next cycle.
Other	
When traveling, are meals covered?	Yes, at the State rate.
Will grant cover training and development?	It depends. Please make sure it is in your budget and relate to the scope of your project and how it will benefit disaster recovery.
Remodeling a site with a cafeteria with an attached dining can this be one project.	Yes. Remolding the cafeteria could be one task and remodeling the dining facility could be another task.
Our current grant is to repair homes, could we apply for additional funds for home repair?	Yes.

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If awarded previously as a registered fiscal agent only (not primary grantee) how would VF prefer this grant application be submitted for the primary agency (501c3)?	The registered fiscal agent as a 501C3 can apply.
Is hiring a case manager(s) allowable?	Possibly, however Disaster Case Management is a covered under a current FEMA grant.
I am hearing a lot of construction projects. What about an outreach project for public health (like disaster behavioral health train the trainers) or providing resilience info for disadvantaged communities?	These may be funded if the project can be linked to public health services for disaster recovery related to Hurricane Irma or Michael.