

**Questions & Answers regarding the
Statewide Associations of Voluntary Organizations Active in Disaster (VOAD)
Grant REQUEST FOR APPLICATIONS (RFA) as of 11/21/2011**

1. Q: Are printouts from the NVOAD website sufficient in establishing official VOAD status for the state VOADS for the purpose of this RFA?
 - A. Both Norcal VOAD and SoCal VOAD can submit documentation such as bylaws or mission statements that indicate they serve as state-level VOADS; that will be acceptable.

2. Q: Is a fee to the fiscal agent to administer the grant an allowable cost?
 - A. CaliforniaVolunteers is allowing a maximum of up to 5% of the grant award to support Management and Administrative costs.

3. Q: Who completes the Organizational Self-Assessment form – the intermediary organization or the VOADS?
 - A. The intermediary organizations as the legal applicant is required to fill it out. It would also be a good idea for both VOADS to complete it as well.

4. Q: Does the intermediary organization/fiscal agent have to be identified upon submission of the grant?
 - A. The fiscal agent has to be identified; the fiscal agent is the legal applicant. (See page 3 of the RFA).

5. Q: The grant application indicates the signature authority form can be submitted later; doesn't that identify the intermediary organization?
 - A. The signature authority form is a separate document; application must include identity of intermediary organization.

6. Q: Are there criteria used to evaluate the viability of the intermediary organization?
 - A. There is no specific criteria mentioned in the RFA, other than the applicant needs to be a 501 (c) 3. However, in Section II A Project Narrative (pages 7-8) under qualifications, we do ask about organization's qualifications to manage and report on the use of grant funds, and also we ask intermediary organizations to "...provide detailed information about the assistance being offered."

The other point is that this grant is based on reimbursement, meaning funds have to be expended by the grantee before the expenses can be reimbursed by CaliforniaVolunteers (generally within 45 days). The organization would have to have a cash flow that would allow for the grant work to continue during the reimbursement process.

7. Q: How often can invoices be submitted?
 - A. Invoices may be submitted as often as monthly. However, invoices must be accompanied by progress reports.

8. Q: Can the application be submitted electronically?
A. Yes.
9. Q: The RFA calls for “the most recent organizational audit of financial statements.” How do we define “audit” – does it have to be an independent audit, or can it be warranted by the organization itself?
A. It has to be an independent audit.
10. Q: Our budget doesn’t look like the sample budget in the form provided – do we have to follow the sample budget?
A. The sample budget is an example only; the budget you submit on the sheet labeled “Budget Narrative Form” should include your budget figures in the required budget format.
11. Q: In our proposal, we anticipate budgeting for a sub-contractor to carry out much of the work of the project. Is it required that we name the contractor, or can we simply identify what that person would be doing and what their qualifications will be?
A. The RFA does require you to identify your project team and their qualifications. Yes, you would need to identify the sub-contractor. (See page 8 of the RFA)