

Pinellas County FY24 Social Action Funding Questions and Answers

- Question:** Can a new LLC qualify for this grant?
Answer: Yes, an LLC can apply as long as the applicant organization has been registered in the state of Florida for at least 1 year.
- Question:** If the organization has a site in Pinellas, does that satisfy the residency service requirement?
Answer: There is no longer a Pinellas County site requirement. However, funds may only be used to support Pinellas County Residents.
- Question:** Is this funding only for organizations who have served Pinellas this past year, or is it ok to apply for funding towards a new Pinellas location for an already existing school in Pasco?
Answer: New programs are welcome to apply as long as the applicant organization meets the eligibility requirements, and the funds are only used for Pinellas County residents.
- Question:** Does the organization address need to be a Pinellas address?
Answer: No, however, funds may only be used to support Pinellas County residents.
- Question:** Gift cards are not an allowable expense. Does this include bus passes or gas cards?
Answer: Bus passes are allowable; gas and gift cards are not allowable.
- Question:** What mileage reimbursement form do we use when requesting reimbursement for staff travel?
Answer: If awarded we can review the form you use for your organization. If it is not accepted by our finance division, we will work with you to reach a mutually agreeable form. Any funds used in conjunction with travel must be made in accordance with Florida Statute 112.061 or other policies as may be approved by Pinellas County Human Services in advance of travel. The current mileage rate that will be accepted is 65.5 cents per mileage. Finance typically follows by the Generally Accepted Accounting Principles (also known as GAAP).
- Question:** Are these the expenses that need to be justified to get reimbursed?
Answer: All reimbursement requests must demonstrate that program costs are reasonable, allocable, consistently treated, and allowable for the type of program proposed. All program funding is reimbursement based.

8. **Question:** Total program budget, including other sources of funding for it, or just the total from the grant request?
Answer: Total Annual Program Budget: The amount of money it takes to run the entire Pinellas portion of the program no matter the source of the funding.
9. **Question:** I don't understand the difference between agency and program
Answer: (A.1.) Agency is the name of your organization, and (A.4.) program is the name of the program. This could be the same or it could be different. ABC Food Inc. is the organization, the program is Chicken Tender Tuesday.
If your Question is related to budget:
Total Annual Program Budget: The amount of money it takes to run the entire Pinellas portion of the program no matter the source of the funding. Total Agency Budget: The total operational budget for the whole of the agency (can be the Florida or local branch if you are a national organization).
10. **Question:** What is the turnaround time for reimbursements?
Answer: Once all documents have been received, Florida's Prompt Payment Guidelines provide for a 45-day reimbursement.
11. **Question:** Question on physical address: We make presentations throughout the county, not one address. What do I enter?
Answer: Use the address on your corporate records or your w9. The legal address for your corporation and the program address can be the same.
12. **Question:** Is the applicant required to have a Pinellas County address?
Answer: There is no longer a Pinellas County site requirement. However, funds may only be used to support Pinellas County Residents.
13. **Question:** What if project is a basket of programs for the whole organization, i.e., general operating request?
Answer: Outline the expenses requested to support the proposed project and be sure to demonstrate the connection between those expenses and the services to be provided.
14. **Question:** Is there any way to delete old or obsolete applications?
Answer: You can email acraft@pinellas.gov and it will be made inactive.
15. **Question:** Hi - did you mention that the program timeline is through Fiscal Year 2023?
Answer: The program funding dates are October 1, 2023-September 30, 2024.
16. **Question:** Timeline for reimbursements monthly, quarterly
Answer: Reimbursements can be requested either quarterly or monthly. Invoices are typically due within 30 days of the end of the period, and we will strive to reimburse within 45 days of receipt of an invoice and all supporting documentation.

17. **Question:** Is there an opportunity to upload additional documents; letters of support/endorsement etc.?
Answer: Not at this time; letters of support will not be reviewed as part of the scoring process.
18. **Question:** Program budget is for multiple counties does the budget need to be specific to Pinellas?
Answer: Yes. Total Annual Program Budget: The amount of money it takes to run the entire Pinellas portion of the program no matter the source of the funding.
19. **Question:** Housing First Checklist if money does not go to housing?
Answer: No if the program requesting funding does not support housing or sheltering. If the program does support housing or sheltering, even if our funds do not directly support the housing or sheltering, then a Housing First Checklist should be completed.
20. **Question:** Our organization provides holistic programming to girls in conjunction with one of our mental wellness partners. Should we apply for the grant together in that we will both be providing services to the same girls as a team, or should we apply separately?
Answer: If both agencies are seeking funding to provide different services they can apply separately, however, there is no guarantee they would both be funded. If one applies as the lead, they may treat the other agency as a contracted service provider. The contractor must be named in the application and the applicant is fully responsible for services provided by the contractor.
21. **Question:** Will there be a place to upload letters of commitment for partner organizations?
Answer: Not at this time; letters of support will not be reviewed as part of the scoring process.
22. **Question:** Are you going to share the evaluation tool?
Answer: The tool can be found on pages 19-21 in the Social Action Funding Application Guidelines located in the Program Description tab in the application.
23. **Question:** Will we be able to download the application out of the system in order to draft with other team members prior to submitting the final application?
Answer: Yes, select print application from the left side of the application portal. It can be rendered as Word or pdf.
24. **Question:** Can we pay a 1099 employee with this grant?
Answer: Yes, the need for the 1099 employee will need to be clearly explained in the application.

25. **Question:** We are exploring the possibility of applying under Healthcare and Human Services for Disadvantaged Residents, specifically, specialized healthcare services. Can you define/clarify Healthcare and Human Services for Disadvantaged Residents? Our project/priority population would be focused on a HIV reduction goal across Pinellas County.
Answer: Programs providing HIV care and supportive services can apply under Health and Human Services for Disadvantaged Residents as a specialized healthcare service.
26. **Question:** Are JWB funded organizations eligible for this program?
Answer: Yes, JWB-funded organizations are eligible for this program if they meet all the eligibility requirements.
27. **Question:** On the w9, can I use one that was dated on 01/27/22?
Answer: Yes, it can be from 2022.
28. **Question:** On the HIPAA form, can we use one that was dated in April of 2022 and is it ok to submit with just our ED signature and not the County Signature?
Answer: The HIPAA form needs to be current / 2023 date. The County will sign after awarded.
29. **Question:** On the Contractor Affidavit, can I use one that was signed in April of 2022?
Answer: No, The E-verify Contractor Affidavit needs to be current / 2023 date
30. **Question:** I have a couple of website Questions. Per the attached PDF, you will see we have (3) applications and two of them should be deleted b/c they never were completed. Can you delete them for us?
Answer: We can deactivate those case ID's. For any other case files that need to be deactivated, please email acraft@pinellas.gov the case ID number.
31. **Question:** Case ID XXX is our working application, but I find that I cannot go back to prior sections where I need to change information. I tried to uncheck the section box with no success. How do I do this, or should I just start a new application from scratch?
Answer: Scroll to the bottom of the page you want to edit you can select reopen and it will reopen that section to allow for editing.
32. **Question:** If we were awarded last year is there a bonus or a penalty for applying again?
Answer: No, each year is reviewed independently.
33. **Question:** If awarded last year and applying again does it need to be the same request?
Answer: No, each year is reviewed independently.
34. **Question:** Can you use the same outcomes as last year?
Answer: Yes, if your outcomes have not changed.

35. **Question:** I don't have an audit can a 990 work?
Answer: Yes.
36. **Question:** Is a staff request looked down on instead of direct services? If we need a driver to deliver the food, should we ask for that or for food?
Answer: The application does not distinguish between direct services or staff and operations for the purposes of scoring. Applicants can apply for any eligible expenses to support the program.
37. **Question:** Is it better to ask for more or less money?
Answer: We recommend requesting an appropriate amount to support the program with the proposed service level and outcomes.
38. **Question:** Is asking for the same request as last year prohibited?
Answer: No, each year is reviewed independently.
39. **Question:** Are electronic signatures accepted for required attachments?
Answer: Yes, electronic signatures are accepted.
40. **Question:** For aging population is age the only requirement? Or do they have to be disadvantaged persons as well?
Answer: In addition to the priority areas, the program needs to align with the overall purpose of Social Action Funding which is designed to provide one-year, reimbursement funding to qualified, non-profit social service organizations for priority services that directly support low-income Pinellas County residents.
41. **Question:** Are there any restrictions on salaries or vehicle insurance within the Operational Narrative Instructions?
Answer: No; however, all reimbursement requests must demonstrate that program costs are reasonable, allocable, consistently treated, and allowable for the type of program proposed.
42. **Question:** To confirm, can we apply for two grants? Please let me know.
Answer: Only one application may be submitted per agency. Applicants may apply for either a large award (\$100,000-\$150,000), or a small award (\$99,999 -\$10,000).
43. **Question:** I was wondering if that funding is cost reimbursement or lump sum funding?
Answer: Funding for award is paid on a reimbursement basis. Reimbursements can be requested quarterly, but no more frequently than monthly. In approved situations, the County may approve a small advance for agencies with demonstrated need, to be drawn against for documented expenses.

44. **Question:** Will the slides from the workshop be made available?
Answer: There was only one slide for the presentation. Please email acraft@pinellas.gov for a copy of that slide. The presentation was a walk-through of the live application.
45. **Question:** Do we need to upload a fully executed HIPAA BUSINESS ASSOCIATE AGREEMENT?
Answer: The HIPAA BAA needs to be signed by your organization
46. **Question:** Is the Data Control and Technical Capability Questionnaire specific to the project or agency?
Answer: The Data Control Questionnaire should be completed for the agency. If the Answers are different based on the program or the agency indicate that on the Questionnaire.
47. **Question:** Who is required to sign the Data Control and Technical Capability Questionnaire?
Answer: It can be signed by whoever is authorized in your organization.
48. **Question:** Are there specific naming conventions for the uploads?
Answer: No.
49. **Question:** Are the line items in the budget limited to those indicated in the definitions?
Answer: No those are examples.
50. **Question:** The instructions for the budget refer to a drop-down menu, “For personnel expenses, please select employee position from the drop-down menu for staff that are funded in part or whole by County Dollars...” The form I download does not have a drop-down menu. Am I to use the personnel included in the definitions, and if so, do the position titles of actual staff need to match the definitions?
Answer: No need to use the drop-down feature. The positions for which funding is requested should match the position titles you use.