



CFRA FRC Relief Funding FAQ

FRC Relief Funds FAQs

1. **Q:** Our FRC is in the process of implementing a gift card distribution for foster children and tribal families using our CFRA COVID-19 round 2 funding. As a county agency, we are having some challenges purchasing gift cards through our procurement system. We have a couple of non-profit organization partners who have a system in place to purchase and distribute the gift cards. Would CFRA allow us to pass our funding to them to purchase and distribute the cards? We are not requesting additional funding to do this – just asking if we can sub-contract with an entity that can purchase and distribute the cards. We would submit the required data and reports.

A: Yes, this would be great. Please document this with an MOU with that organization.

2. **Q:** We had proposed to use the CFRA funds to purchase gift cards (\$90.00) for each foster child in the county and about 200 tribal families. Instead of gift cards, would you allow us to do stipends (for the same amount) instead? We are discussing this with our local United Way, that already has a system set up to distribute funds to families for rental/mortgage assistance during COVID.

A: Yes, stipends are allowable too. Please send documentation of your guidance & parameters for usage of the stipends.

3. **Q:** We are in the process of surveying our tribal and foster youth clients to determine their needs. Local libraries are still closed due to COVID-19. Are children's books an allowable purchase under this grant?

A: Yes, children's books fall under material items

4. **Q:** It has been more than five business days after I submitted my invoice. Why have I not received payment?

A: There may be a couple of reasons:

- CFRA may not have a signed Memorandum of Understanding with your organization. Please contact us to confirm.
- You may not have submitted the data for that month. Again, you can contact us to confirm.
- We made an initial payment of 40% of your award value in September 2021. If that is more than you actually invoiced at that time, it will remain as a balance and you will not receive further payments until your invoices draw down the full 40%.

- You may have submitted an invoice late after the due date of the 20th of the following month.

Please email Victoria Hartman vhartman@thecapcenter.org if you are needing support or have more questions about payment.

5. **Q:** Where can I find the FRC Relief Budget template and service number templates?

A: You can find the budget template and service number template on the CFRA website under the FRC Relief Grantees page.

6. **Q:** We do not think we will be spending all of our funds by the end of the contract, however is an extension possible for us to continue to use the funds after June?

A: we are currently collecting justifications and information to request an extension for OCAP. They have not promised an extension but will consider it with justifications. Here is the link to submit your justification: <https://forms.office.com/r/iYA4aUDAzL>. This survey is due 2/8/2022 COB.

7. **Q:** We are working on a budget revision, and we are wondering if professional development is an acceptable expense? If so, what category would it fit under?

A: Staff Development can be an acceptable expense if connected to COVID-related capacities. You can budget them under whichever category they're closest to:

- Assistance with isolation needs (e.g., as-needed costs for telehealth, remote case management technologies, staff time to provide phone/virtual home visits)
- Mental Health/Counseling Services for families and staff
- Utilities Assistance
- Support for Education, Tutoring and Distance Learning
- Staff time to help link families to other local, state and federal supports and benefits (e.g. food, housing, etc.).

8. **Q:** I would like to know the procedure for changing the amounts budgeted in each category of our CFRA award. Must we submit a budget request change for approval or can we simply change the category amounts as we submit our monthly invoices?

A: You can just send us a revised budget with a cover email with brief descriptions of each change. You just can't go over budget overall and need to maintain your target numbers overall.

9. **Q:** In our proposal we stipulated an amount for each category "Material items, Assurance with Isolation needs, parenting resources, etc" and we notice that the MOU does not reflect those amounts for each category. Do we need to keep the same amounts or can we move amounts between categories?

A: You can move amounts between categories.

10. **Q:** We are planning to develop/buy telehealth and case management software for our home visitation including training. Will be this item under Assistance with isolation needs?

A: Yes, under isolation needs.

11. **Q:** Can we use funding to create media material to recruit and educate families through social media?. Will this be allowable? Can we include some funds to buy ads on facebook, etc?
A: Yes you can!
12. **Q:** We need to move to another building because we need more space classes, supervision, etc etc. Can we use this funding to cover some of the costs such as preparing the new building, telephone and internet setting, setting up for rooms for class, offices, parenting etc, acquisition of furniture, etc?
A: You can charge anything that can fit within the categories, specifically:
#1: As-Needed Material Supplies (cleaning supplies, restocking food/diaper banks, etc.)
#2: Assistance with isolation needs (e.g., technologies, staff time to provide phone/virtual home visits)
13. **Q:** During the RFP process, individual beneficiaries were referred to as a duplicated count -- counting the beneficiary each time they were served. Our project proposal intends to serve 6,000 individual beneficiaries based on that understanding. However, the budget template provided is asking us to report on the "target number of individual beneficiaries unduplicated." Can you help clarify if we are responsible for duplicated or unduplicated counts? Serving 6000 beneficiaries unduplicated is very different from duplicated, and I just want to ensure we're on the same page in terms of expectations.
A: It's unduplicated within each service, so if a family receives more than one service, they can be counted for both. If you do not take identifying information to determine whether or not someone is duplicated, you can just provide the count of # served for a given service.
14. **Q:** We have a situation where a family of 2 (one has Down syndrome) has become unhoused. We are working with every agency to find something but the soonest we can start is the week of November 9th. Can we use dollars from the grant to pay for a motel for a week to 10 days?
A: Yes, emergency, transitional housing needs is an acceptable expenditure. However, because this is a high-cost intervention, you would need to leave enough funds in your allocation to meet your targeted service numbers, for an average of under \$93 per family.
Q: To be clear, would that be \$93.00 total expenditure for the family? If they needed a room for 5 days, I could not use \$93.00 per day but \$93.00 total?
A: You can use more than \$93 in a given situation (& for this one, you can categorize it under "Utilities Assistance"), as long as your overall average per family (total) is \$93 or less. If your other services are lower-intensity, such as material items or parenting resources, they would bring the average down. Families are counted per service category per month. So you can duplicate-count a family across services within a month and across months. Please be sure to keep receipts in case, OCAP is needing the additional documentation.
15. **Q:** Should we be sending a signed invoice every month, even if nothing is spent? And should we be turning in monthly service numbers even if the funds aren't being used yet?

A: For monthly invoices and service numbers, please send them to californiafamilyresource@gmail.com , even if nothing is spent or your monthly service numbers are 0. This step is completed for administrative purposes for our reporting.

16. **Q:** Question about the MOU: Page 3, III. Provisions A. – “...if other organizations are incorporated into the process with CFRA’s written approval...” Can you share with me what that means? Also, what would be the procedure? Because our FRC sits under the umbrella of the County Office of Education, we have a different structure to receive and spend public funding. To perform the scope of work for this funding, I would like to subcontract with outside vendors which would allow us to reach our target population and stay within the structure of our agency.

A: III.A. in the MOU is designed to enable FRC networks to apply on behalf of multiple network member organizations and assume responsibility for distributing funds and collecting data. We have confirmed you can subcontract as you see needed. There are a couple parameters:

- Please share addresses and contact information for every subcontracted FRC.
- Subgrantees need to follow the scope of work in the MOU; ultimately your organization is responsible for numbers reached and for reporting data.

17. **Q:** We included CFRA Membership Dues in our budget for this grant. How do we sign up?

A: To join CFRA, either sign up with a credit card here:

<https://californiafamilyresource.org/membership/>. Or send us an email with your contact person for the membership and the membership level you’re choosing (large vs. small CBO, or large vs. small Network). We would send you an invoice. The FRC Relief funds budget only includes CFRA dues for one year, but we hope you will continue to stay ongoing!

18. **Q:** Do the invoices need to be signed with wet signatures?

A: No.

19. **Q:** We are working on spending down our CFRA COVID relief funding. I have had SO MANY community members asking for heating aid. Could I purchase pellets with the "material items" line item?

A: Yes

20. **Q:** I had a question from one of our program directors as to whether gasoline was included under the “material needs” section of this grant. Her program has several clients who could use this assistance to buy gas to get to and from work. If this is an acceptable use of the funds, we could purchase gasoline credit cards for these clients.

A: Gas would fall under material items in your budget.

21. **Q:** What will be the requirements to be approved for the no-cost extension of the FRC Relief funds to December 2022?

A: You will need to submit all outstanding invoices and service number data collection from March 2021- March 2022 by April 20th. This will ensure that we have all your previous service number data and invoices for each month of the current grant, so that we may accurately report

on the implementation of funds to OCAP. Once you are approved for the extension, you will follow the regular schedule for submissions of invoices and service number data moving forward.