

FY24/25 CSA Frequently Asked Questions and Answers

Q: The program we're seeking funding for includes mental health. Do we seek funding for the overall program, or do we need to make mental health the sole scope of our proposal?

A: Unfortunately, we can't make that decision for you. That will have to be a discussion within your agency to determine what service(s) you wish to provide with the funding.

Q: Our resource program includes free groceries. This year we would like to increase our direct client services to include utility and rental assistance. For the coming application, may I ask for all three (food, utilities, and rent)?

A: Yes, you can complete the application requesting all three.

Q: If I understood you correctly at the meeting, the cost of my drivers who pick up food from grocers and the utilities required to store food are not allowed in the request. Is that correct?

A: Yes, that is correct.

Q: Regarding Section *D: Financial Breakdown* of the FY24-25 CSA Application. We are told administrative costs such as salaries and facilities will not be funded by the grant. There are boxes for us to fill in those expenses in the financial document. While we understand those expenses are not funded by the grant, we still have those expenses for the program. Should we put \$0 in the boxes?

A: You are correct, administrative expenses are non-reimbursable, however, the form should reflect the actual budget amounts for those line items. Staff is looking at the overall budget for the program you are requesting funds for.

Q: Do you have a specific requirement for the font and size that is used throughout the grant?

A: There is no requirement

Q: The Work Chart specifications state "No More than 1 page", is that inclusive of the chart or can the chart be in addition to the narrative?

A: Yes, the chart can be in addition to the narrative

Q: Do you have a template for the Work Chart you would prefer we use?

A: No preference as long as it is in chart form

Q: If we do not have any secured funding to report for FY25, do you want us to put a zero-place holder in the column?

A: Yes. In Section C, the Proposed in what you have applied for and/or anticipate receiving, and the Secured column is what you have been awarded

Q: Also, on the Budget Template, what detail are you looking for in the "Category" column?

A: What will the funding be used for? Direct services, administration, etc.

Q: I am reviewing the Community Needs Assessment Outcomes listed for the CSA application for this year, and I saw that food, utilities, and rent assistance are listed. In the past when we have applied, we have been informed that funding for utility and deposit assistance for clients cannot be requested as this is a service that is already being provided by the County. However, I see utilities are listed as the topmost utilized services on the Community Needs Assessment, and that services identified under this assessment will receive bonus points in the application. Is this now an allowable cost?

A: Utility and deposit assistance have always been allowable services. However, due to limited funding, we (Seminole County) attempt to not duplicate services to ensure maximum utilization of funds.

Q. Is deposit assistance to homeless clients considered an allowable cost?

A. Yes, it is allowable direct service.