



ROADMAP TO REDUCING VIOLENCE

2022 RFP – Frequently Asked Questions (FAQs)

Public Health Madison & Dane County
Policy, Planning, & Evaluation Division

FAQs

The Frequently Asked Questions (FAQs) for the 2022 RFP Roadmap to Reducing Violence in Madison & Dane County are intended to provide general guidance regarding the RFP and the application process. Information provided here does not guarantee funding for a particular question or proposed project.

Questions:

1. Where can we find information on the federal requirements of SLFRF and ARPA?

A: The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, established under American Rescue Plan Act, utilizes federal funding, and specific grant information and requirements can be found here: [ARPA final rule](#).

2. We would like to submit applications for two separate projects which would address separate strategies/objectives and prioritized activities, but would fall under the same goal. Is that ok?

A: Yes. If your projects are addressing more than one strategy/objective, even if under the same goal, you will need to submit two separate applications.

3. What are allowable expenses (food, beverage, participant stipends)? What are the non-allowable expenses?

A: Most personnel and operating expenses are allowable. The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, established under American Rescue Plan Act, utilizes federal funding, and therefore grant recipients and must follow [ARPA final rule](#). Most expenses, as long as they are reasonable and allocable, may be allowable. All expenses should be properly documented. Applicants must show how expenses are related and essential to project/initiative activities and services, and how these expenses are needed to ensure the project/initiative's success. PHMDC may follow up with applicants if there are questions related to the eligibility of proposed budget expenses.

4. Can we use this funding to support existing community-led initiatives by contracting with residents to provide supporting services like rent & housing support, food security, utility bill assistance, and transit, and how would these types of expense be categorized in the budget?

A: All sub-contracted entities are required to be registered in SAM.gov. Generally, contracting with individuals or residents would not be an allowable expense unless they are an established business/agency. However, stipends to individuals or residents may be allowable, if they are

providing a service as part of the proposed project/initiative. Agencies must clearly explain the need for providing stipends to individuals in the application, as well as how this supports the Roadmap Goal selected. Contracts are listed in the budget under “Contractual Services”; and Stipends are listed under “Other/Miscellaneous”.

5. Can we use grant funds to pay stipends to community members/neighborhood organizers who work as contractors for our initiative?

A: Please see question #4.

6. Can grant funds be used to directly provide supporting services like rent & housing support, food security, utility bill assistance, and transit to fathers, and how would those expenses be categorized in the budget?

A: Yes, grant funds can be used to provide supporting services if the applicant has policies and procedures that guide how these funds can be distributed or used. The application would need to describe a clear need for providing funds for these services, and the funds/services should only be used for clients of the proposed project/initiative. List each budget line item under “Other/Miscellaneous”.

7. Can we use grant funds to pay honorariums to guest speakers who come to speak to program participants?

A: Honorariums are not an allowable expense. However, these funds could be listed as Speaker Fees in the budget proposal. Speaker fees should be reasonable and competitive. Agencies should make every effort to consider more than one estimate or quote for a speaker’s services. Application should clearly state how this expense is necessary for the project/initiative and how it supports the overall Roadmap Goal.

8. Can we use grant funds to pay stipends to interns who come from a university?

A: Yes, as long as they are providing services or doing work similar to that of a paid staff person. The application should clearly state how this expense is necessary for the project/initiative. Paid interns should be listed as a line item in the Salary & Fringe section of the budget proposal.

9. Can we provide gas card or gift cards to participants and what is the maximum amount?

A: Yes, gas cards or gift cards to clients or participants of the proposed project/initiative are allowable. Agencies must have policies and procedures in place that guide how the gas cards or

gift cards can be distributed or used, as well as how they are documented. Gas cards or gift cards must be reasonable and allocable, and related to the project scope.

10. It seems that government agencies are eligible. Would a municipality be a typical / expected applicant for this grant?

A: Yes, government agencies would include a municipality, and are eligible to apply for these funds.

11. Should the typical applicant for this grant have a history of implementing violence prevention initiatives?

A: Agencies that apply through this funding opportunity will be required to have a demonstrated history of successfully implementing violence prevention initiatives; **or** have plans for new initiatives that utilize an evidence-based approach and are aligned with the objectives found in the Madison Dane County Roadmap to Reducing Violence.

12. Could these grant funds be directed to our continuing feasibility study for the Teen Center?

A: It depends. The application would have to clearly state how the feasibility study would fit into one of the identified Roadmap Goals, Strategies, Objectives and Activities as listed in the RFP.

13. Are there word or character count limits for the narrative section?

A: There are no word or character count limits, unless specifically stated in the RFP or Application.