**Question and Answer Summary**

**Pre-Application Conference**

**Capacity Building Application**

 **July 2015**

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| **COHORTS QUESTIONS** |
| **QUESTION** | **ANSWER** |
| If any applying cohort has not worked together in the past, is it still possible to apply as a cohort?  | Yes, a newly formed cohort without prior experience working together can apply.  |
| In bringing together a cohort, there is an administrative cost of coordination; will the Commission provide support for that in the negotiated scope of work? | Yes, cohorts should include such administrative needs in the section of the narrative, *Technical Assistance Resources Needed.* Cohorts are encouraged to be specific in their request about what they will need to succeed and to also incorporate any in-kind support that might be offered as well.  |
| Does the Letter of Intent (LOI) have to identify the cohort members? | Yes. Describe the cohort in its current state for LOI. Agencies that have not identified cohort members may submit an LOI that describes the type of work they are interested in pursuing. The Commission will distribute and post the list of LOI submittals so that agencies interested in the same or similar focus area can be identified and be used to build and strengthen cohorts.  |
| Will the Commission fund more than one cohort focused on the same priority area? | It is possible but unlikely; the Commission staff is making every attempt to increase applicants’ understanding of each other’s potential work through the Letter of Intent. It is possible that several cohorts may focus on the same priority but have scopes of work targeting different areas of impact.  |
| Does the Commission require a minimum number of agencies to constitute a cohort?  | No. A cohort can be any two or more agencies. Cohorts should be formed around the scope of work and engage the agencies that would be needed to complete the scope of work proposed in the application.  |
| Can cohort members change from the original members listed in application as the scope of work begins to be implemented?  | Yes, the cohort can change. As part of the process and as one of the stages, cohorts will be expected to discuss whether they require other agencies’ participation to ensure the greatest impact on the capacity building effort.  |
| Cohort members that are government entities may not be able to participate due to staff time and cost restraints; how should we include them in the proposal?  | Yes, acknowledge all of the cohorts formal and potential partners in the application. Applications can discuss agencies that are interested in the work but are not formally included in the application documents. Constraints for agency participation should be noted in the application and, if application is selected, continued discussion regarding the participation of these agencies will be include. |

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| **LEAD AND FISCAL AGENCY** |
| **QUESTION** | **ANSWER** |
| Can one fiscal agent be included in multiple applications? | Yes, there is no limitation on the number of applications in which an agency can participate.  |
| Can an agency representing a collaborative apply as the lead agency for that collaborative or cohort?  | Yes, but the application should include a *Member Profile and Contribution* form for each of the agencies in the collaboration that will be participating. |
| If my organization is currently receiving funding for same type of work from other sources, can we apply here?  | Yes, agencies may leverage existing resources to enhance this work and the work or other grant funding. The Commission cannot supplant any existing work and funding but this work can be additive to existing work.  |
| Our organization represents a technical assistance capacity building agency and we are interested in providing support to groups; could we serve as the lead agency ?  | Yes, a capacity agency could be a lead agency but the narrative would need to define roles and long term outcomes. Be sensitive on the issue of project sustainability. The question that would be raised is, would a technical assistance provider be a long-term partner in the cohort?  |

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| **GENERAL QUESTIONS** |
| **QUESTION** | **ANSWER** |
| Does a cohort have to be at a particular stage of readiness to apply? | No, cohorts are not required to be a particular stage of readiness in order to apply.  |
| What is the definition of region?  | Region means Orange County. Cohorts could be geographically specific, for example focused on a city, area with in a city or countywide.  |
| Is there additional funding beyond this cycle?  | The total amount available for this Capacity Building cycle is $500,000. |
| Would each collaborative receive less than $500,000?  | Yes, the $500,000 is the total allocation to the Capacity Building cycle and will be divided among the successful applicants at the discretion of the Commission and based on each cohort’s scope of work.  |
| Does the Commission select the technical assistance provider? | Commission staff working with the cohort will develop a scope of work, including the technical assistance needed to accomplish the outcomes as identified in the application. If a cohort has a consultant(s) that has unique experience or expertise, the cohort should note that in the application.  |
| Is there a budget required in the application submittal?  | The application document does not require cohorts to submit a budget. However, the narrative does provide space to detail the scope and nature of the assistance that would be needed. |
| In the past, applicants could not reach out to Commission staff to ask a question after this information session. Is this still the case? | Yes, that stands, with one exception. Agencies that submit a Letter of Intent will be offered an additional hour of one on one technical assistance prior to the application deadline.  |
| Is an agency eligible to apply if it is not currently funded by the Commission?  | Yes, cohorts can include both agencies that receive Commission as well as those that don’t.  |