BIDDERS WORKSHOP MEETING
UNITED WAY OF VOLUSIA-FLAGLER COUNTIES, INC
United Way Board Room, Daytona Beach, FL
February 21, 2017

MINUTES

Courtney Edgcomb explained the program and the process to be reviewed. She asked everyone to introduce themselves and then started reviewing the process and the deadlines/timelines for the process. Letter of Intent - 1/9/7 and so on. She explained the different sections, Request for Proposals information, RFP Outline and Proposal Scoring Rubric. Our focus is on the 2017-19 United Way Grant. Our overview focus is on Education, Financial Stability and Health. Edgcomb discussed Proposals and reviewed the overview. Edgcomb told attendees that if you made it through the Letter of Intent, you've made it through the process. One of the things that have been developed by the cabinet is the strategies.

Q1. Question regarding strategies (Lori)?

Ans. The cabinet is looking for access for individuals to your programs, list the strategies below these items. She also reviewed the Transitional Funding Opportunity.

Q2. In the Scoring Rubric – does multiple strategies give you more points?

Ans. Yes, you can select multiple strategies within the same priority area.

Q3. Can you have more than one Impact application?

Courtney recommended watching the number of words you put in, because the system limits you to 500. She recommended preparing on word first and then cut and paste. Within the system, there are worksheets set up, copy them and put in your information and save the new worksheet.

Q4. Percentage of Budget? What budget do they want a percentage of?

Edgcomb stated that attachments need to be included as well with the budget.

Q5. How do we get the Solicitation License?

Q6. There are 3 licenses online, which do you choose?

Courtney explained the Proposal Scoring Rubric and how it works. She said there are some extra credits for collaboration.

Q7. Are there Letters of Support and is there collaboration with them?
(Not sure what this person was asking in regard to collaboration)

Courtney reviewed the identity of programs, existing vs new programs, and discussed the point process.

Q8. How do you determine if it's a new program or not?

Q9. Is it okay if the data for the program is from another county?

Edgcomb discussed the Logic Model and said it is the biggest section, so be sure to fill it out. Short term is 1-2 years, Intermediate is 2-4 years and Long Term is 4 years plus. The Logic Model is important and is 20% of the entire score.

Q10. What is definition of Administrative Cost Allocation?

Q11. Will we have to serve all of Volusia and all of Flagler counties?

Q12. Will United Way have Patient report requirements?

Ans.   No, United Way will not.

Q13.   What is the report cycle?

Ans.   Courtney said they will review in January and August.

Q14.   Will logic model be specific to that project?

Q15.   If the grant is 2 years, on the application are we asking for 1 year or 2 years?

Ans.   2 years.

Q16.   What is difference in Total Amount Requested vs. Total Program Budget?

Q17.   Is there a narrative question (in overview) about barriers?

Courtney signed into the program and walked through the program. She explained that if you have more than one program you will have to do another application. The Deadline for applications is 4/3/17. _**Make sure you save constantly, the program does not auto save.**_ It saves in PDF format. Our cabinet will review the applications by each cabinet team such as the Education team will review Education programs. Grants are multiyear 2017-2019. Grants are up to $100,000 each year.

Edgcomb reviewed the form further. There is a 500 word maximum per section, you can expand boxes. *A * star by box means you are required to fill out section.*

Edgcomb discussed Community Force – you should already have an account, if you have a problem contact me. Go to My Application to access data you have already entered. She explained the Organizational Budget, the Program Budget and Logic Model and said to download. Machine will time out in 20 minutes, so be sure to save constantly. The blue highlighted items are how you access your worksheets. You can preview the application and it will show you the entire application. You preview and print your application to review it before submitting. Proposed demographics are really up to you. There is a section for Undocumented Demographics.

Q18.   Is the logic model only on 1st two years?

Q19.   Is logic model only for 1 year?

Edgcomb explained that if you have some information/responses in Application #1, you can import that information from your 1st existing application to your 2nd application.

Q20.   When we log in are we going to be able to tell from the two applications?

Ans.   Hover over, and it will tell you program 1 or 2.

Edgcomb explained how to assign others to help with the application using the Collaborator Assign Section. She suggested that you add collaborators, such as Exec. Director or Board Director.

Q21.   Can you add a collaborator after the fact?

Edgcomb explained the application is due April 3rd. March 6th – we'll have questions with answers for you.

The meeting adjourned at approximately 3:00 pm.

Respectfully submitted,

Katie Williams
Office Manager