**ALEXANDRIA FUND FOR HUMAN SERVICES (AFHS)**
**QUESTIONS AND RESPONSES FROM THE MARCH 27, 2023**
**PREPROPOSAL SESSION AND TRAINING**

1. **Question**: Can organizations with budgets under $750,000 submit professionally created Financial Review rather than an audit?
2. **Question**:  Our budget is under $300,000 but we don't conduct an audit...will a FS work from CPA firm?
3. **Question**:  I have the same question, about organizations with budget under $550 K

   **Answer**: Upon further review, amendments have been made to audit submission requirement for the Alexandria Fund for Human Services FY 24-26 grant application process to include the following:

   a. Organizations with an annual operating budget of $750, 000 or less must upload with the application a copy of its most recent IRS 990 **AND** the most recent copy of their Board approved yearend financial statement.
   b. Organizations with an annual operating budget between $750,000 and $1,000,000 must upload with the application a copy of it most recent Financial Review performed by an independent Certified Public Accountant.
   c. Any organization with an annual operating budget of $1,000,000 or greater, must upload the application a copy of their most recent   Financial Audit performed by an independent Certified Public Accountant.
   d. Any organization expending $750,000 or more in federal funding in an operating year, must also upload with their application a copy of their federally required single audit performed by an independent Certified Public Accountant.

4. **Question**:  What if it is very difficult to gather some of the required demographic information in our proposed project/initiative?? For reporting?

   **Answer**: For broader reporting purposes, funded organizations will commit to collect and include in the required reports specific as designated by the City that will include but will not be limited to:  Zip codes of the program/service beneficiaries, ages and race/ethnicity population supported, and number of individuals/households served.

   If during the program intake, participants decline to confirm demographic information, Organizations are to notify the AFHS staff point of contact immediately of the potential that this will be an ongoing challenge.

5. **Question**: What is the composition of the external review committee scoring the applications? Will it be composed of subject matter experts, Alexandria citizens, gov't employees, etc?

**Answer**: The external AFHS Review Committee will comprise of members and representatives, from the Boards and Commissions staffed by DCHS, AFHS Reform Committee members, and City staff from other departments who are well versed in human service programming and service delivery. DCHS fiscal staff will review organizational annual budgets, audits, financial reports, IRS 990s and the proposed project's revenues and expenses forecast and advise the review committee of the financial stability and the reasonableness of the proposed project's budget. DCHS program managers, as requested will response to Review Committee questions as appropriate.

6. **Question**: Are MOUs or letters from partners (not in joint applications but otherwise) useful/encouraged?

7. **Question**: Is there a section for letters of recommendation?

   **Answer**: Though not required, non-joint applicants may upload under the Collaboration narrative section up to three (3) documents validating collaboration, program support or endorsement.

8. **Question**: Clarify-When completing the 3-year budget, should request amounts remain the same (e.g., $45,000) or should we build a 3% for example increase? (e.g., YR1 $45,000, YR2 $46,350.

   **Answer**: The AFHS grant award amount is static, and will remain the same for each grant year, unless there is a change in second- and third-year City Council appropriation. Increases projected years two and three, can be shown, through a line-item adjustment or as result of an increase in leveraged funding.

9. **Question**: Retaining all books - can this be electronic, or do you need actual hard copies?

   **Answer**: Funded organizations will be required to retain all AFHS related records either in hard copy form or electronically for up to three (3) years. For the purpose of the AFHS, these records include, copies of agreements, contracts, invoices, payroll records, program reports, time and attendance files, purchase orders and other supporting documents associated with the expenditure of the grant award.

10. **Question**: Should answers on the Logic Model be short & simple like in the example?

    **Answer**: Yes, the information in the Logic Model for the proposed program/service can be short and simple like the examples provided during the training. The development of Logic Model allows organizations outline in a clear, concise and planful way the resources and steps necessary to impact the selected grant priority.

11. **Question**: Is there a specific number of inputs/resources required for a Logic Models?

    **Answer**: There is not a specific number of inputs/resources required for Logic Models, nor is a prescriptive tool. It is tool intended to help with the development program/services that yields successful and impactful results.

12. **Question**: Are we asked to present methods for measuring the outcomes (in addition to the outputs)? Or just the outcome goals?

**Answer**: Applicants will have the flexibility of providing a plan for measuring the impact on the indicator for a selected output or outcome. Applicants are being asked to select three (3) indicators from the examples provided by the City, or three (3) that closely align with the selected grant priority.

You will need to have a data plan for the indicators you select. If indicators are coming from Outputs, you need to have a data plan for how you are going to collect the data from this section of the Logic Plan. Conversely, if your indicators are coming from your Outcomes section of the model, you will need to provide a data plan on how you will be collecting data form this section.

**Question**: Where are indicators?

13. **Question**: I do not see a list of indicators in the Logic Model section of the application, or in the provided template, so could you please confirm in which section of the application we can find that info?

**Answer**: Examples of indicators for each of the grant priorities are provided in a chart included in the Request for Grant Proposals Guidelines, and a copy of this same chart can be found on the "Helpful Resources" folders in the Alexandria Found for Human Services grant application portal.

14. **Question**: How do you apply for multiple grants on the portal?

**Answer**: To save time, a subsequent grant application addressing a different grant priority can be submitted using the grantmaking platform's Copy Answers function.

1. After completing your first application, submit the application by clicking "Submit Application" at the bottom of the form.
2. From your Applicant Dashboard, click the Apply button at the top of the screen.
3. For the next application, click Apply.
4. Click the Copy Previous Answers button on the top right of the screen.
5. Select the request you would like to copy answers from, and this will copy all answers into identical questions on the new application.

This short **Video Tutorial (1:49 minutes**) provides additional guidance for submitting a subsequent application.

15. **Question**: With ACPS starting their Spring Break Friday, March 31st along with other local systems (who may partners), it may be difficult to gather data/signatures because schools and offices will be closed. Is there any flexibility on this?

**Answer**: It is recommended that applicants secure documents (Memoranda of Understanding or Letters of Commitments) required for a joint application in advance of the **5:00 p.m. EST. April 17, 2023, submission deadline**. Applicants will not be able to upload or submit additional information after the application deadline.