

**FY2020 Levy Request for Application**  
**Question and Answers**

**QUESTION #1:**

I am working on our application and I see the RFA refers to a Budget Narrative "Form". Is there a Form? and if so I am not seeing it on the website. Or are we just to develop our own?

**ANSWER:** No, there is no form for the budget narrative. Each agency shall follow the Appendix D- Budget Line Item Definition when completing their Budget (Appendix C) and creating their narrative.

**QUESTION #2:** While completing Appendix [F], I believe I may have found a typo half way down the application...

\*\* Does the agency intend to request the same funding amount as in Fiscal Year 2018? I believe this should be Fiscal Year 2019 – am I correct?

**ANSWER:** That is correct. Sorry for the error. The document is now corrected on our website.

**QUESTION #3:** I am working on our application and I see the RFA refers to a Budget Narrative "Form". Is there a Form? and if so I am not seeing it on the website. Or are we just to develop our own?

**ANSWER:** No, there is no form for the budget narrative. Each agency shall follow the Appendix D- Budget Line Item Definition when completing their Budget (Appendix C) and creating their narrative.

**QUESTION #4:** Can we still apply for funding if we are awaiting our non-profit status, i.e. if we can show pending approval?

**ANSWER:** Yes.

**QUESTION #5:** We are working to determine our education topics for the grant, however are we able to be generic in nature for the process i.e. providing education session around recovery, resources available, etc. we would use our historical data from last year to fill out the budget line items, however must we have a "solidified" program i.e. like we had last year in November, Operation Street Smart or again can we be more generic with the prevention education providing topics of focus for example and timing of the program, i.e. solidifying the month we will provide the education

**ANSWER:** There is no need to specify every program or every topic but rather how many will be planned throughout the year. The program topic shall be based on the community needs/ gaps.

**QUESTION #6:** How or will we be required to report back to someone how the funds were actually utilized during this process?

**ANSWER:** Our contracts will be based on reimbursement. Therefore, invoices shall be submitted based on 1) actual expenses and 2) approved budget line item. Invoices can be submitted monthly.

**QUESTION #7:** The one other item that has come up is the prevention specialist; I believe this was a recommendation that you brought as a member of the board; I am hoping to maybe have a call with you to better understand who this is, where we may find this resource, etc.

**ANSWER:** Prevention services shall be evidence based and provided/planned by a certified prevention specialist. There is a difference between certified prevention services and community education/awareness events (which is what HOPE provided in Fostoria over the last 12 months). A HOPE member could become a prevention specialist.