

Community Services Agency (CSA) Frequently Asked Questions and Answers

Q - Is there an application checklist specific to this funding cycle?

A - Yes, the application checklist is posted on the website at:

<https://www.seminolecountyfl.gov/news/request-for-applications-rfa-for-fiscal-year-2023-2024-community-services-agency-csa-partnership-grant-program.stml>

Q – Please confirm the grant funding is on reimbursement basis. Does the organization have to spend the money upfront or can it be on a loss basis?

A – The grant is paid on a reimbursement basis. The agency pays the costs first, then the County will reimburse the agency based on the unit-cost provided in the application.

Q - For the signatures on Page 2 for the Board of Directors President & Secretary, are these signatures able to be electronic and timestamped?

A – Yes

Q - Our Board Secretary is out of state until June. Is it acceptable for our Board Vice Chair to sign the cover page in his absence?

A - Yes, it is acceptable. Please provide the by-laws indicating the vice-chair can sign in lieu of the Secretary in their absence.

Q - When we attended the workshop, the staff at the workshop stated that the grant will not pay for anything that is already covered by Seminole County Social Services programs and gave the example of rent and deposits. Is this a new policy, or did we misunderstand something? We'd like to make sure that the initial 3 months rent for our clients will be an allowable cost under this application as if it is not we will need to significantly change our focus to other needs that are fundable under this program.

A – Agencies may apply for funding for any service(s) they wish. The example provided was just informational. The County may take into consideration duplication of services that are already provided through our office when determining funding allocations.

Q – How does an agency know what services to apply for?

A – County staff cannot provide direction on what service(s) an agency should apply for. Agencies should take into consideration the services needed for their clientele, funding needed to provide these services, and any gaps that exist.

Q – How should I calculate my unit cost?

A – County staff cannot calculate an agency's unit cost on their behalf. However, it is important to include all expenses associated with providing this direct service.