

**Community Opportunities Fund (COF) Cycle 4
Additional FAQs as of April 9, 2010 (Final List)**

1. There are 10 budget forms, each with its own tab, in the budget section. There is an 11th tab to a form titled “Projected Budget Form (All Years Combined)” with columns for “actual” costs for FYs 2004-05 through 2006-07 and then “budgeted” costs for FYs 2007-08 through 2010-11. We have not had First 5 LA funding in the past and we are applying for FYs 2010-11 (on the form), 2011-12 (not on the form) and 2012-13 (not on the form). Please clarify how we should complete this form.

The Budget sheets contained in the Budget Form on the COF Cycle 4 [website](#) have been updated to reflect current date ranges in the tab “Projected Budget Form (All Years Combined)”. Complete columns Budget 2010-2011, Budget 2011-2012, Budget 2012-2013 as needed depending on the number of years in the project you are proposing.

2. The COF 4 RFP states: “Applicants for capacity building grants may request up to \$150,000 total for their project over a maximum grant period of three years”. Does this mean an organization can receive an annual award of \$150,000 each year for three years? Or would the \$150,000 be spread over a three year period?

The maximum amount of \$150,000 would be spread over three years if it is a three year project. Also, the amounts for each year do not have to be the same.

3. Would outreach efforts - including the cost of flyers delivered to community partners and our target population regarding our future abuse/neglect prevention services - constitute a permissible use of funds under the COF Cycle 4 RFP?

Building capacity to provide outreach activities is a fundable activity as part of COF Cycle 4. Providing the outreach activities themselves, including printing costs of flyers, is not a permitted use of COF Cycle 4 funds.

4. Regarding the “Instructions for Budget Forms,” under Section 1, it is stated that “executive positions may not exceed 60% of their gross salaries ...” By “executive positions” do you mean the “c suite,” i.e. CEO, COO, CFO, etc.? Or would this restriction also apply to middle management positions?

“Executive positions” refers to positions such as the organization’s Executive Director (CEO). If management positions are included in the budget, and they exceed 60% of their gross salaries, their role should be sufficiently justified in the budget narrative.

5. We understand there is a \$150/hr cap for consultants, but we don't know how we arrive at an estimate for the number of hours such consulting takes. Do we call random consulting firms for quotes? Do we provide our own best guess?

The more detail you can provide helps to justify expenses in your budget. It is recommended that you complete sufficient research on costs, including consultant estimates if they are applicable.

6. The Annual Registration Renewal Fee Report to Attorney General of California with any attachments. Both the Executive Director and Finance Director are unaware of such document leading me to believe it isn't something we have submitted in the past few years. Could you please advise on how we might locate this document?

Requirements in this regard for charitable organizations in the State of California can be found at:

http://ag.ca.gov/charities/forms/charitable/rrf1_instructs_05.pdf

7. Do we need to conduct audits if we receive this grant money?

If your organization does not have financial statements (see Footnote 6 on Page 9 of the RFP), your organization may also be subject to additional financial reporting requirements and conditions if a grant is awarded. These conditions may include securing audited financial statements during the term of the grant.

You are asking for the last 3 years of budgets. Does that mean 2008, 09 and 2010, or does it mean 2007, 2008 and 2009?

Organizational budgets need to be provided for the last three fiscal years used by your organization. If your organization’s last fiscal year ended December 31, 2009, then you would provide years 2007, 2008 and 2009.