



## GGRF: CCI Technical Assistance | Questions & Answers- 01/29/2021

**Please NOTE:** HRCC Inbox received several inquiries regarding formatting (locked cell boxes, primarily) of the HRCC: CCI Application Workbook. The HRCC website will be updated to include an updated workbook addressing concerns no later than Monday, February 1, 2021.

The Q&A below includes responses to inquiries from the Application Workshop that took place on Tuesday, January 26<sup>th</sup> and the live Q&A session that occurred on Thursday, January 28<sup>th</sup>.

### General Technical Inquiries

- 1. Is EDD still experiencing backlog with regards to getting contracts executed? Do you anticipate that contracts/funds will be ready by June?**

EDD has informed the CWDB that contract execution lead time has recently changed to 4-5 months. We have been in contact with EDD, however, and confirmed that GGRF: CCI awarded projects will have executed projects by June 1<sup>st</sup>, 2021. If there are changes to the grant period or contract execution timeline, we will be sure to notify you in a timely manner.

- 2. This is all non-federal funding, correct?**

Correct, GGRF: CCI projects are State funded.

- 3. Will there be another live Q&A session between now and when the application is due?**

We do not have another Q&A session scheduled at this time. We welcome applicants to submit all inquiries during the solicitation process to our general inbox:

[HRCC@cwdb.ca.gov](mailto:HRCC@cwdb.ca.gov).

### GGRF: CCI Expectations/Requirements

- 4. Can you provide more examples of the type of services or training expected in the GGRF: CCI grant?**



It is up to the grantee to determine the services or training that they wish to provide under this grant. As long as these services and training are supporting the intent of this RFA, they are allowable.

**5. Can these funds be used to hire additional staff?**

Yes, you can utilize these funds to hire additional staff. Please note that, as with all other budget allocations, staff salaries must be reasonable and necessary. Please ensure to provide enough details on Form 7, Budget Narrative, to properly justify salary allocations. Reference the “Read Me” tab for further instructions.

**6. Will grantees be expected to quantify greenhouse gas emissions reductions?**

No, grantees are not expected to quantify greenhouse gas emission reductions. Applicants must describe qualitatively how the project and partnership will meet the requirement of facilitating GHG emission reductions over the course of grant period and beyond (immediate and/or eventual).

**SB1 and GGRF Funding**

**7. We are considering changing our organization to a non-profit to allow more flexibility, (under control of local BTC). Would the costs and activities to make this change be allowed under the CCI?**

If awarded, funds can only be used to further the goals of the HRCC: CCI project. The costs associated with converting an organization to a nonprofit are not allowable.

**8. Are funds from the HRCC: CCI grant intended to increase the number of participants a region will be serving during the overlapping time periods of the SB1 and HRCC: CCI grants?**

No, the funds are not intended to increase the number of participants served. The CCI funds can be used to augment the existing work under SB1 while meeting the additional goals related to climate and Priority Populations.



**9. HRCC: CCI and SB1 funds overlap for 5 quarters. Can both funds be used to pay for the cost to serve participants?**

Yes, both funds can be utilized to serve participants as long as there is no duplication in service delivery. For example, if a participant is enrolled in training under HRCC: SB1, then this same participant cannot be enrolled in training under HRCC: CCI (unless a training is offered under HRCC: CCI to support the original training goal under HRCC: SB1). Similarly, the supportive services provided under HRCC: CCI to participant already enrolled in HRCC: SB1 should be to enhance the initial services already provided taking into account duplication of services.

HRCC: CCI funding is meant to augment the work that is already taking place under HRCC: SB1. HRCC: CCI RFA adds the goals and expectations around GGRF requirements. If awarded, the fiscal agent must ensure that the intent of the HRCC: CCI RFA is met and aligns with the HRCC: SB1 work already being conducted in the region.

**10. If our region is awarded a HRCC: CCI grant, can that grant be counted as part of our leverage for HRCC: SB1? For example, on average the cost to serve a participant is \$7,500. The HRCC: SB1 funds that we received cover about 40 percent of this cost. Can we use HRCC: CCI funds to cover the additional 60 percent?**

Awarded entities may use HRCC: CCI grant funds as leverage for their HRCC: SB1 projects to augment and/ or enhance the services being provided and or delivered throughout the region. Fiscal agents leading the HRCC: SB1 projects must contact CWDB staff via our general inbox to notify us of any changes to SB1 leverage funding as appropriate.

**11. Our organization will be busy with SB1 grant activities about a year beyond the anticipated 6/1/21 start date, per this RFA. Is it better to propose a later start date to reduce the overlap with SB1, or better to keep the 6/1/21 start date but plan less activity (such as valuable planning, outreach and client preparation) during the overlap with SB1?**

The grant term for this GGRF funding is 22-months, June 1, 2021 – March 31, 2023. It is up to the Fiscal Agent’s discretion applying on behalf of the region to determine suitable project activities during the grant term ensuring the planning is geared at achieving the goals and objectives of the GGRF project. Applicants should clearly outline what the activities for the GGRF project will be on the project’s workplan (Form 6).



## **Budget Forms/Exhibits**

### **12. Since the RFA states that match funding is not required, on Form 7: Budget Summary should we leave the “Leveraged/Match Amount” column blank?**

While not required, the CWDB strongly encourages applicants to leverage significant cash or in-kind support for project activities. If a project is partnering with entities who are providing match/leverage contributions, these should be accounted for in the match/leverage column of the Budget Narrative (Form 8).

### **13. On Form 7 (Budget Summary) can subcontracts be listed as one line per contract, as is normal for federal grants? Or do you require us to note all contracted costs in the various line items included in the subcontract?**

Contracted costs should be broken down in the Budget Summary (Form 7) under the “Contracted Column.” Form 9: Contracts should align with the total costs being broken down in Form 7 accordingly. Form 9 should also include enough details under column “Services Provided” to properly justify associated costs for each contract. Please reference the “Read Me” tab for further instruction.

## **Technical Questions- Priority Populations**

### **14. Per pages 7-8 of the RFA, 50 percent of those served must be from either disadvantaged communities, low income communities, or low income households as defined in the RFA, and the remainder served must be from other disadvantaged groups as defined by the region/partnership (and within guidelines). Does this mean that a person who is not in one of these groups is not eligible to be served under this grant?**

The priority populations listed in the RFA Plan come directly from GGRF statute. You are required to prioritize *at least one* of these populations, however, you are not limited to serving only these populations. If serving other groups, these must clearly be identified within the Participant Plan and throughout the Project Narrative, to justify the regional need to serve.

### **15. If we are serving women, what definition should we use? We are using “a person who self-identifies as a woman.” Does that suffice?**



Yes, that suffices. The definitions you provide for the populations being served must reflect the needs for the service delivery in the region and reflect the groups that fall within each definition. For guidance of questions regarding defining priority populations, please contact us via our general inbox: [HRCC@cwdb.ca.gov](mailto:HRCC@cwdb.ca.gov).

### **Technical Questions- Partnerships**

#### **16. Will our application be penalized if one of the MC3 partners under the SB1 grant chooses not to participate in the HRCC: CCI grant due to staff capacity reasons?**

If a MC3 partner covering counties within a region cannot be part of a partnership, this should be addressed in the application in two areas:

1. Outreach that occurred to engage with the MC3 partner and justification as to why they are not entering the partnership should be addressed in the Project Framework Section of the Program Narrative:

*a.* Describe program and partnership capacity that currently exists. Include information on existing programs and partnerships along with successful elements to be scaled and/or replicated.

2. If the absence of the MC3 provider will lead to counties/areas not being served, this should be addressed in the Partnership and Fiscal Agent Responsibilities section of the Program Narrative:

*a.* How will the newly proposed goals and outcomes for this grant program support the existing and ongoing HRCC: SB1 Program throughout the grant term to ensure alignment and coordination for your region?

#### **17. If we are the existing SB1 fiscal agent for our region, applying for the CCI grant, do we need to obtain new commitment letters from partners?**

Applicants will be asked to provide an overview of the current state of their regional HRCC partnership. Applicants who can provide existing MOUs, partnership agreements, and/or letters of support with ongoing or new partners will be given greater consideration.

Applicants do not have to update existing MOUs or partnership agreements. Additionally, partnership engagement and the region's capacity to meet the intent of RFA must be outlined in the Project Narrative (Form 1) as applicable. The fiscal agent applying on behalf of the region must be able to outline all partners engaged in project activities as appropriate.



**18. Do we need to include an MOU if we are planning to reach out to environmental organizations during the grant period? They will not be included as contracted partners.**

MOUs are not required, nonetheless MOUs, partnership agreements, and/or letters of support with ongoing or new partners are encouraged. Applicants who provide this will be given greater consideration. Additionally, the role of any partner should be identified as needed in the Project Narrative (Form 1).

**19. If COVID 19 has increased the number of MC3 instructors needed to achieve the training goals in the current SB1: HRCC grant, can we use these new grant funds to pay for additional classes and instructors in the future quarters where the grants overlap?**

Yes, funding can be used to pay for additional MC3 training providers. Note that it will be the fiscal agent's responsibility to ensure that the services being delivered through both HRCC: SB1 and HRCC: CCI align with the regional goals and objectives as well as meet the requirements of both HRCC: SB1 and HRCC: CCI RFAs.