



External Initiative Funding Q&A September 23, 2019

General Proposal Questions

Q: Is there a naming convention that I should follow for my proposal documents?

A: No naming convention is required. RMHS staff will save and name proposal documents according to our internal processes.

Q: Can I include additional documents, such as recommendation letters, with my proposal?

A: You may include any additional documents, but they cannot take the place of any part of the proposal.

Q: How many proposals can I submit?

A: There is no limit to the number of proposals that you can submit.

Q: For larger projects that can be separated into multiple proposals, would you recommend submitting multiple proposals?

A: Our preference is to submit one proposal unless the subprojects are so distinct that they can be independently defined and budgeted.

Q: Does the target population have to be individuals with I/DD?

A: The project must benefit individuals with I/DD but can target other populations. For example, if your proposal is focused on training for special education teachers, your proposal should include an explanation of how the training will directly benefit people with I/DD.

Q: What do you consider innovative?

A: Something that we have never heard of or something that covers a gap in existing services. We had several proposals that were similar in intent last year, so they were unique only if they sought to achieve the intent in a unique way.

Q: Is there a word limit set for responses to the questions contained in the Funding Opportunity Announcement?

A: There are no limits to your responses to the questions.

Q: Do you require financial statements or tax filings from our organization be submitted with our proposal?

A: No, RMHS doesn't not require any financial documents be submitted with your proposal.

Logic Model

Q: If you submit a logic model, will that be reviewed or put on file for later?

A: It will be reviewed, but it doesn't impact the score. If you are awarded funding, your logic model will be reviewed, and RMHS staff will work with you to assure the logic model fits your proposal.

Project Budget

Q: What supporting documentation is required for invoicing?

A: We use the items included in your proposal budget to determine what is needed for documentation. For example, if you include consultants or staff in the budget, we will require the documentation for their time worked. If you are purchasing tangible items, please keep receipts. The requirement is for you to maintain back-up documentation for your expenses when you submit your invoice.

Q: How did you determine partial funding amounts and scale the budgets in 2019?

A: All projects over \$10,000 were scaled to some degree. RMHS staff evaluated the funds used the previous year to determine if money was unspent. Additionally, RMHS staff looked at what you said can be scaled and how similar projects were funded. RMHS wants to ensure that similar projects are funded in a consistent manner.

Q: How much funding is available for external initiatives?

A: RMHS has proposed a budget of \$3.1 million to Denver Human Services. That still must be approved.

Proposal Summary

Q: Should the summary be anonymous or can I include my organization's name?

A: Yes, you need to remain anonymous. Please do not include the name of your company in the summary.

Q: How do you define "transition age?"

A: Older teen and young adult. We did not set a specific age range.

Q: Can I explain the costs included in my budget in the summary narrative?

A: Yes.

Continuing Projects

Q: If I received funding two years ago but did not receive funding in 2019, will I be scored using the continuing funding criteria?

A: No, these scoring criteria will only be applied to projects funded in 2019.

Q; Can continuing projects that were funded in 2019 focus on other or different areas in the proposal submitted for 2020?

A: Yes, you can refine the project and focus on certain areas.