



Community Development and Investment Fund (CDIF) Questions and Responses PSR-11-61

A. Information Meeting, August 18, 2011

1. Can we submit the proposal electronically?

No. The proposal submission must be completed electronically but submitted in hard copy.

2. We have received one year CDIF project funding. Can we apply again for one year project funding for the same project?

Yes, you can apply again for CDIF funding for a project that has been funded. If applicable, you can also show that your program has been modified and improved from the first time that you received funding.

3. On Schedule A – Proposal Summary, under Project Information Summary agencies are requested to identify the Amount Requested, Funding Period and Total Project Cost. Are these amounts in regard to one year funding?

The Amount Requested, Funding Period and Total Project costs need to be completed for the total project, regardless if you are applying for one year or renewable project funding. In the case of renewable project funding, please include the total project request for one year as well as the total estimated costs for the three year period. If you are applying for one year project funding, please complete this section with the amounts for a one year project.

4. How does eligibility work for CDIF and the New Agency Development Fund (NADF)?

There are completely separate and different eligibility criteria for each fund. Agencies wishing to apply for CDIF should focus on meeting CDIF General Eligibility Criteria for their proposals. If your organization is eligible for both, but is successful in getting CDIF funding, you would not be eligible to receive NADF funding.

5. If you get CDIF, do you qualify to receive NADF?

NADF is for new agencies that are 5 years old or less at the time of application and does not fund programs or program expansion. The focus of NADF is on organizational development. Agencies that are currently in receipt of NADF funding are not eligible to receive CDIF funding.

6. If you apply for renewable project funding and are not successful, will your proposal be considered for one year project funding?

Yes, if that is the case, your proposal will be considered for one year project funding.

7. In terms of submitting three budgets (for renewable funding) is it reasonable to suggest that costs may increase?

Agencies applying for renewable project funding are required to outline a budget for year 1 and requested to provide budget estimates for years two and three. We ask that you

do your best to forecast costs for years two and three and provide explanations if costs are anticipated to increase.

8. Are there any Guidelines for maximum allowable increases?

No.

9. If we have a signed Memorandum of Understanding with partner agencies, can we submit these instead of a signed Declaration?

No. The Declaration needs to be completed with by all partners and must have original signatures from all partners.

10. Is it possible to get an idea of how much funding our program will receive?

No. There is approximately \$1.9 million available for renewable project funding and approximately \$3 million for one year project funding available in 2012. In the past, project amounts have ranged from \$17,000 to over \$100,000.

11. Do you have a process whereby agencies can consult someone at the Region about completing proposals?

Regional staff are not able to comment on the content of proposals. During the time when the Purchase of Service Request is open, Regional staff cannot talk to anyone about their proposal. However, if you have questions regarding the Purchase of Service Request process or require clarification on the Guidelines or Schedules, please email them to Janet Hill (janet.hill@york.ca) who will provide a response.

12. When submitting the nine copies of the proposal, how many copies of the job description, audited financial statements and mission statement do have to provide?

Three copies of the job description, audited financial statements and mission statement are to be submitted.

13. On page 15 of the Guidelines, it states that where an agency is submitting a request for funding of more than one project, Schedule B, Part 1 is only required for the first proposal. Should this section be completed on every proposal if we are submitting more than one?

Agencies can complete this Section for each proposal to be certain that the information is found within each proposal, rather than having to refer to one particular proposal for the information.

14. In the past, there were specific binding instructions – does this still apply?

No. We are more open to receiving proposals bound in any format, as long as they are properly collated, tabbed and arranged in sequence.

15. What type of budget funding do we qualify for?

Proposals are evaluated and funding will be awarded per project. There is no set amount for proposals.

16. Is there a place on the proposal document where we show other sources of funding?

Yes. On Schedule C Project Budget, agencies are required to provide detail on the sources of funding for your agency overall. In the Project Expenditures section, please clearly indicate (by budget line) the Total Project Costs, any sources of Other Funding

for each item that your agency may have and the amount of funding that is requested from the Region.

17. The Declaration has room for only one partner agency signature – how do we indicate multiple partner agencies?

Please copy the Declaration as many times as you need to include all partners.

18. Will an electronic or faxed copy of a signature be accepted?

No. The Declaration must have original signature(s) from your agency and any partners that you will be working with.

19. Does the original signature requirement apply to the cover page of the Audited Financial Statements?

No. Three copies of the Audited Financial Statements (including the cover page with the Accountants signature) are required. We do not require an original signature from the Auditor.

20. If an agency is currently providing a service within a CDIF funded project and the agency wants to expand that service, will it be considered a new service?

If the service will be new or change significantly, then it would be considered a new service and a separate proposal will need to be submitted for that component. In regards to renewable funding, if the component is new, it will not qualify for renewable funding. A separate proposal will need to be submitted for that component.

21. If our agency currently has two separate projects, will I be able to apply for both of them?

Yes. You can submit as many proposals as you would like.

22. If I receive CDIF funding for an existing program and plan to include program expansion, does the expansion qualify for funding?

The existing program already qualifies and is covered by funding. Expansion into a new area would not necessarily qualify within the existing funded project, but expansion within the existing program may qualify.

23. What are the minimum and maximum amounts that agencies can receive?

There are no minimum or maximum funding amounts established. The amount awarded to a project will depend on the description of services submitted, successful evaluation and available funding.

24. Can I complete the proposal cover page electronically?

No. It is necessary to print the cover page and print in the agency and project name.

25. We have received CDIF funding in the past, but the name of the project has changed. Will this affect our eligibility for renewable funding?

No. Please be clear in your submission that the same services have been provided throughout the CDIF funding that has been received.

26. If we change our flow through agency, could this affect our funding?

No, as long as the new flow through agency meets all eligibility criteria. The funding is provided to the program, not the flow through agency.

27. We are currently in our second year of CDIF funding, can we reapply?

Yes, a proposal would be considered for one year project funding.

28. If we have a partnership with a for-profit agency, will this disqualify us? From the interpretation of a partnership, it can be inferred that an agency accessing the services of another, that agency would not be considered a partner.

For profit organizations are not eligible to apply for or receive funding. However, a non-profit organization could have a partnership with a for profit organization that provides benefit to the project and its participants. In the submission package, there are two areas where you can discuss the agencies that you work/partner with, and these would be the areas in which you would clarify the nature of the partnership.

29. In a partnership, do all the partners have to be in York Region?

No. The services however must be provided to York Region residents. Normally the lead agency is located within York Region.

30. Our project has been continuously funded by the Region for a number of years. The project was not always funded by CDIF. We have had CDIF funding for two years. Could the project qualify for renewable funding?

No. The project must have received CDIF funding for a continuous period of at least three years to be considered for renewable funding.

31. If we apply for two projects that are related, if one does not get approved, would the other one also not be approved?

Not necessarily. One or both projects could be funded.

32. Can 2011 be considered one of the three years of continuous CDIF funding?

Yes. We are more than half way through the year and funding has been approved for the project for this year.

33. With regard to Renewable project funding, can the project be expanded in years two and three, or does it have to remain the same throughout the 3 years?

The project can expand within the three year time frame as long as the expansion includes the provision of the same service within the period. However, it would also depend on the funding available. An expansion into a new component of service would not be considered.

B. Questions and Responses received via phone or email

1. If an agency is going to submit more than one submission, do they have to register for each individual project?

An agency does not have to register separately in order to use the submission package more than once. Once the agency has registered and downloaded the documents, they can just make a copy of the submission package for use in submitting for other projects. This information can be found in the Supplies and Services ad, it states: All Agencies must log into their account and register for the application package before they can download the documents. We also reference it on page 13, Section 6.1 Obtain Purchase of Service Request Submission Package in the PSR 11-61 Guidelines document. In both

cases it says the Agency must register, not the project. They do not have to register again if they want to submit more than one proposal.

- 2. Regarding the renewable funding portion of package Schedule C question 3) - "outline what the service has accomplished in the past three years of CDIF funding" a) number of clients served. Please clarify if this means 2009, 2010 and 2011 or does it mean 2008, 2009 and 2010? Just not sure if we include this funding year or not.**

Community agencies applying for Renewable Project Funding are required to "Outline what the service(s) has accomplished with the past three years of CDIF funding" as noted on page C-1 of Schedule C, Renewable Funding Application.

The Renewable Funding Eligibility Criteria outlined in Section 5.5 of the Guidelines and on Schedule C indicate that "Services must have a proven track record of success in the community and must have received CDIF funding for a continuous period of at least three years." This includes any three year period in which the service has received CDIF funding through the Purchase of Service process.

- 3. I was working through the CDIF guidelines and I had the following questions:**
- 1. To apply for renewable funding, the guidelines say you "must have received CDIF funding for a continuous period of at least 3 years." Does that mean my agency would have to be awarded One-Year CDIF funding -- 3 years in a row/consecutively?**
 - 2. Do you have a directory of community agencies? I'm especially interested in identifying agencies that would be serving youth in the area of employment supports.**
 - 3. For a first-time submission, what is a reasonable amount to ask for? If you can't give me a specific amount, could you at least give me a range?**
 - 4. In the list of 2010 CDIF awards, it doesn't separate one-year funding from renewable funding. Was there no renewable funding awarded that year?**

1. As outlined in the PSR-11-61 documents, under the Eligibility Criteria for Renewable Project funding found in Section 5.5 of the Guidelines (on page 7) and on Schedule C: Renewable Funding Application, only projects that have a proven track record of success in the community and have received CDIF funding for a continuous period of at least 3 years are eligible to receive renewable funding. In order to be eligible to apply for Renewable Funding, the services must have received CDIF funding for a continuous period of at least three years prior to application.

2. Please refer to YorkLink, which can be found at <http://www.york.ca/NR/yorklink/search.asp>

3. Funding decisions are based on the quality of the proposal, the need or service gap that the project will address and the intended outcomes of the project. Requests must include details of what is planned and what the potential benefit will be to residents from the project. In the past CDIF has funded projects for under \$2,000, and other larger projects over \$340,000.

4. That is correct. Renewable funding is only available every three years. Projects that received CDIF Renewable Project funding started in 2009 and were renewed for 2010 and 2011. For a complete list of projects receiving renewable funding in 2009, please go to this link:
http://www.york.ca/Departments/Community+Services+and+Housing/community_development.htm

4. I require more clarification regarding the response about Renewable Funding: Are you saying that people who have qualified for renewable funding that they have applied for CDIF funding each year and they were able to be successful each year?

As per Section 5.5, Renewable Funding Eligibility Criteria on page 7 of the Guidelines, services must have a proven track record of success in the community and **must have received** CDIF funding for a continuous period of at least 3 years.

5. Schedule B Financial Management states proposals that do not contain a complete set of audited financial statements will be disqualified. We cannot provide audited statements as it is not obliged under any current agreement, contract or legislation to do so. We currently receive annual “Notice to Reader” Financial Statements from our Licensed Public Chartered Accountant. Would our completed proposed be considered with 2010 Notice to Reader Financial Statements?

Provision of Audited Financial Statements is a requirement of CDIF funding. Section 5.4 General CDIF Eligibility Criteria on page 6 of the Guidelines, indicates that agencies must have established and documented financial management systems in place and provide annual audited financial statements. Therefore, a complete set of audited financial statements must be submitted. Proposals that do not contain a complete set of audited financial statements will be disqualified.

6. We have a CDIF funded project with the Region and we have had such success in the delivery of our programs that we would like to ask the York Region for a renewal on our partnership. What is the process for renewal? Is there a renewal application procedure that is different than the new proposal call? Would the Region of York be looking for us to expand or add to our current partnership showing additional growth and direction with the success we have had?

All agencies wishing to apply for funding for 2012 or 2012-14 must use the CDIF Purchase of Service Request PSR-11-61 submission package to submit a proposal as indicated at www.york.ca/cdif. Interested applicants must download PSR-11-61 and complete the proposal using the Proposal Submission Package provided. (Schedule templates are included in the package.) Your proposal package must include the Declaration and all schedules fully completed, along with the required attachments.

The Region cannot comment on the content of any proposal. There is no requirement in the Purchase of Service Request submission package for projects to change or enhance a project / service that has received CDIF funding. Each proposal submission received as a result of PSR-11-61 is evaluated on its own merit. Agencies should submit proposals for projects or services that they wish to deliver in York Region that meet eligibility criteria (as outlined in Section 5.4 General CDIF Criteria on page 6 of the Guidelines) and address one of the Priority Funding Areas as outlined in Section 5.6 (Priority Funding Areas on page 8 of the Guidelines).

Please see Section 7. Evaluation and Selection on page 17 of the Guidelines for details on how submissions are evaluated.

7. Please clarify:

What sources of funding does your agency have, and for what purposes?

And

What other agencies or groups does your agency work with. List these below?

My question is: Do these questions relate to our entire agency operations, or to the particular project for which we will be submitting a proposal for funding through the CDIF?

If the answer is for the former (our entire agency operations), may we submit an attachment, as the response will be rather lengthy?

As indicated on Schedule B, Part 1, Agency Information, Program Delivery and Community Linkages, applicants are required to provide the sources of funding that the **agency** has as well as the Agencies or Groups that the **agency** works with. In both cases these questions refer to the entire **agency** operations, not just the project for which an applicant is submitting a proposal.

As stated on page 14 in Section 6.3 Completing the Declaration and Schedules of the Guidelines, the Schedules should be completed electronically. In each of the Schedules, the response fields expand to fit as much information as you want to include, but they do not allow for formatting (bullets, numbered lists etc.). **Applicants should ensure that each question is fully answered in the response field provided.**

An attachment may be included if it is required in order to provide the full information that is requested.

8. Kindly let us know if an agency can submit two proposals under the same priority area (one out of three priority areas)?

Applicants can submit more than one proposal under one (or more than one) of the priority areas.

9. If we apply for the CDIF funding and are successful are we still eligible for the NADF? If we do apply for CDIF funding and do not receive it will we know in time so we can apply for the NADF funding? Also do you know when is the call for proposal for the NADF?

CDIF and NADF are two very different funds with different purposes, eligibility criteria and priorities. Agencies that are eligible for one fund may not be eligible for the other.

NADF is for new agencies that are 5 years old or less at the time of application and does not fund program or program expansion. This fund focuses on organizational development and the priority areas differ from that of CDIF. Agencies that are currently in receipt of NADF funding are not eligible to receive CDIF funding. The call for proposals for the NADF is usually released in the early fall with decisions on funding anticipated before the year end. When the call for 2012 funding is released, the NADF page will be updated. Please visit http://www.york.ca/Departments/Community+Services+and+Housing/community_development.htm

Agencies wishing to apply for CDIF must meet the CDIF General Eligibility Criteria outlined in Section 5.4 General CDIF Eligibility Criteria on page 6 of the Guidelines. Decisions on CDIF are anticipated in November.

An agency should review the eligibility criteria for both funds and determine where they fit best.

10. When you are looking for total annual budget, do you want us to include another project we are seeking funds for as well or do you just want the annual budget from this year with no added projections? Since we are submitting two proposals, we are unsure of whether to include the "new money" we are asking for.

As requested on Schedule A, Project Information Summary Annual Agency Budget refers to the actual annual agency budget. The response to this question should only include the actual Annual Agency Budget and not any projections for other funding that is not yet confirmed.