

Questions & Answers

1. If an organization does not have a Chief Officer or a Chief Fiscal Officer, who should sign the Risk Assessment Questionnaire?

The grantee staff or board member that is an authorized signer for agreements should typically sign as the "Chief Officer." The "Chief Fiscal Officer" should typically be a staff or board member that oversees the grantee's fiscal operations (or is an authorized check-signer).

2. Is there a particular form or format that the State would like utilized for contractor/intern specific projects?

There is no specific form or format required for contractor-specific projects beyond ensuring that the requested information under 'All proposals must include the following information' is contained within the proposal (p2-3 of the RFP). For projects in which the grantee is subcontracting a portion of the work, the scope of work would provide opportunity to describe the portion of work the subcontractor will be performing. The cost breakdown/budget provided by the grantee would include a line item for projected subcontractor costs. A cost estimate from a Subcontractor can serve as beneficial supporting documentation, should it be available.

The Deliverables Table in the proposal should list the deliverable, or 'product', for each task that will be submitted to the State along with request for payment.

If a grantee intends to enter into a subcontract for a portion of the award, a Subcontractor Approval Form will be provided upon notice of award that will need to be filled out, signed and returned.

3. How should joint projects where two SWMEs will both be using a portion of awarded funds for one project be included in a proposal?

For joint projects in which grantees are splitting the costs and each requesting grant funds to cover these costs, ideally the tasks/deliverables associated with that project could be split up so that one grantee would be the recipient of funds for one portion of the project and another grantee would receive the funds for the other portion (even if said grantee will then just be invoiced by the other grantee for those funds). Such an arrangement would result in cleaner administrative and financial processes for the grant funds.