

Workshop Q & A

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Questions About the Workshop

- *Is tomorrow's session a repeat of today's session? Or is it a part 2?*
Tomorrow is a repeat of today's session. You only need to attend one of two workshops.
- *Would you be sharing these slides?*
Yes, the slides and a recording of this workshop will be posted on the [share1app](#) website.
- *Will attendees get a copy of this PowerPoint or will it be available on the Application Process webpage later?*
Yes, the recording and slide deck will be available at [share1app/application](#).
- *This is a lot of information, and I am confused.*
If you have not yet applied for funding, there is also a [webinar](#) available that was very specific for new agencies. We also encourage you to talk with staff directly from a city you plan to apply to. Hopefully that will help with any confusion you might still have!

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Contacting City Staff

- *If an org serves all of King County (so potentially could apply to many or even all cities), is there a primary contact to run our situation by rather than calling 16 diff contacts?*
If you are actually serving residents in all 16 cities, we suggest talking with all of them if you are brand new. Try and schedule one meeting with all of the cities ASAP so we can

save everyone some time. If you are not able to get a meeting scheduled, you could also email the inquiry to all the cities.

- *Sounds like I need to look through the 16 cities supplementals, ensure that we are a fit for their priorities...let's say that is true for 10 of the cities - then I reach out to those 10 cities and see if we can set up one meeting.*

Correct. It will be really important to apply to cities in which you are currently serving residents. Once you determine fit, go ahead and send one email out to those cities.

- *We have been funded before by some cities but would like to request funding for new cities. Do we still need to reach out to the new cities to talk about eligibility?*

Not necessarily about eligibility, but reach out to the city staff to let them know you are thinking about applying and what the program is about and what services will be provided in the new city, so they can help with the application and wording.

- *If we are reapplying to cities that have funded us in the past, do you recommend letting staff know that?*

If it is a currently funded program and you are simply reapplying, you do not need to contact city staff. If you are shifting your service delivery, asking for a large increase in funding, etc. it is a good idea to check in with staff.

- *We have been funded before by some cities but would like to request funding for new cities...do we still need to reach out to the new cities to talk about eligibility?*

We highly recommended that you reach out to cities and get help regarding the services you will be providing and they can help you with your application.

- *I'm a grants consultant and here on behalf of a few nonprofits (one who receives HSFC from some cities and another who doesn't/never applied). Both nonprofit leadership staff are extremely busy with their program work. I'm curious if it would be ok for me to be the person to have some initial conversations with cities (especially more preliminary convos to ensure it's a good fit to submit) or if I should really encourage the ED's or nonprofit staff like Development Director to communicate directly with the cities.*

Yes, we talk to grant writers and anyone representing the organization and highlighting the importance of the data we need. They may have to go back to the ED or have a staff person talk about how they are collecting data and Tukwila staff are happy to talk to anyone representing organizations. That would be true for all of the other cities as well.

- *Can we still schedule the one-on-one meetings with cities?*

Yes! Email addresses are listed for city staff so please reach out directly to the city where you plan to apply. Most cities are happy to meet individually, but it should be addressed in the supplementals.

- *Can you each give your names, city and websites and phone numbers etc. so we can know how to contact you if we have questions?*

Staff contact information can be found on the share1app [help page](#).

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Questions About the Application

- *Can you talk about any major changes to the application and/or supplementals since the last funding cycle? It seems like there are new questions and priority areas.*

It is pretty much the same, but in the agency profile there is a section for the percentage of BIPOC representation in your senior staff and board of directors. There is also a portion required in the narrative about the front line staff.

- *How competitive are these funds? Do you have to be a well-established organization? Is there a certain amount of people we should have served or plan to serve?*

It is competitive. As an example, Kent has about \$1.2 million, but received about \$3 million in requests. This is typical for most cities. As for well-established, for example, Kent funds those that have been serving Kent residents for many years and also those grassroots organizations that have just started to serve Kent. There are also organizations they support that have budgets ranging from \$250,000-\$300,000 to \$11 million. There is a wide range that they fund, but they look to the work given to Kent residents. This is typical for many cities. This is why data collection is so important. For Tukwila, whether well-established or just starting out, as long as the residents are being served and the organization is providing services that are not already being provided by another organization, they may give a funding recommendation. This is the same for Redmond as well. Ask for what you need. You may not necessarily get it, but at least ask for it. Issaquah is interested in bringing new services to the community and also prioritizes those agencies that provide culturally based services.

Remember to track your zip codes, so when you apply you can say you have already been serving that number of residences and need a certain amount of funding. Also, note that the Human Service Commissions at the cities that have them do the grant reviews and make the recommendations. So, city staff guide and support, but the Commissions play an intimate role. Reach out to any city with further questions, especially if you are new.

- *For young organizations that don't have professional grant writers to do the work, how many hours do you think this application will take to 1. figure out 2. write - and how many hours do you think is reasonable? At what point might the effort not be worth the result?*

It depends on a lot of things, including how much you are asking for. It varies from organization to organization. If you have never done a grant before it will probably take you longer than if you are used to writing grants. It is recommended to allocate 20-30 hours. That is why some cities have minimum requests because it may not be worth your effort otherwise.

If you have never written a grant, please reach out to staff. They are very friendly. If you have not collected data, it is a big part of the application so start early and reach out. There are ways to document on the spreadsheets if data is incomplete or unknown.

- *If we have a location in Bellevue and Seattle, would we send in two applications?*

This application is only for the 16 cities in the HSFC. City of Seattle has their own separate process so you would create an application just for your Eastside services.

- *Is it possible to submit one application on behalf of your organization AND an additional application specific to a program that would be offered in partnership with another non profit?*

Yes. The other application needs to be under either organization as a separate program for one of the two organizations. Please note in your narrative that this is joint program between the two organizations and who will be taking the lead and doing the reporting.

- *I haven't seen the application yet but one of my nonprofits is a crisis organization which has 9+ different crisis programs (some preventative, some more intervention) that might be a good fit. Do you apply via one application or do you have to do separate applications for different programs?*

Yes, if it is a separate and distinct program in your organization, they need to be different applications. For example if an agency has a food program and a financial assistance program, those are two separate and distinct programs. Two separate applications would need to be submitted. Reach out to the cities to help define your programs and service units.

- *Will organizations receive extra points or be penalized for having or not having BIPOC staff/board?*

Burien is not penalizing agencies, nor do I think my fellow cities will be either. The reality is we all need to be working towards equity, including our cities. It helps to know where folks are along that continuum. Same of other cities, there are no extra "bonus points." It is how an organization thinks about the population they serve and works to become more representative.

- *Is this application how we apply for CDBG or ARPA funds as well?*

CDBG stands for "Community Development Block Grants" and those funds are federal. ARPA stands for "American Rescue Plan Act", also federal. Some cities use this application process for federal funds, but others have separate applications. Please reach out to the different cities and review their supplementals.

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Funding

- *If we have been funded before should we expect to request the same amount of funding from the different cities?*

Not necessarily - some cities have increased funding available. Request what you need. This is a very competitive process, so it really depends on the priority areas and past performance of the organization.

- *If a grassroots program has participants from 6 different communities how much funding from each city would be realistic given a budget might need to be \$50,000?*

Be mindful of proportionality. If you are serving 100 people total and 50 from one community, 25 from another and 25 from another, probably the asks should be proportional - \$25k from first city and \$12,500 from each of the other cities in this example.

- *If we have been funded before, will that give us more consideration or leverage as to whether or not we will be funded again?*
This is handled differently city by city. There are cities and commissions that base this on what services you are providing and differences you are making. There are many new organizations that do amazing work, and cities try to ensure those have a fair shot at funding. Do not let it be a deterrent. But it is not fair to say it will get the same level of funding. The community is changing and so do our residents. How you serve in previous years is reviewed as well. If you have not performed as well in previous years, some money may be delegated to fund new organizations in the community. Data is critical and so is the community impact; it is looked at really closely. During the pandemic things shifted for priorities for considerations because different needs were highlighted. This new cycle things may shift again, but it depends. Commissions look at things holistically.
- *When do the results of the grant awardees get released?*
Depends on the city - each has their own process. Info should be in their supplemental.
- *Do the supplementals say how much funding we can request from each city?*
If there are limits (like minimums and maximums) it should be listed in each supplemental. If any questions about a specific city, reach out to them.
- *It sounds like each of the 16 cities and the human service commissions are unique - so for a new nonprofit (let's say they do serve all 16 cities), it may turn out - based on the unique priorities and the individuals on the HS commissions for each city - the decision to award funding or not might truly vary from city to city (so don't assume). Does that seem accurate?*
Yes.
- *How much is available in this grant from like 4 cities for a BIPOC single moms immigrant support group?*
Please ask each city when reaching out to them. For Kent, typically about 60% of their grants are between \$10,000-\$30,000 and 30% between \$30,000-\$50,000. They have maybe about 2 grants that are over \$50,000. A more typical award or ask to Kent is between \$10,000-\$35,000. For Auburn, the priority area percentages are available in their supplemental. As you find the priority area that best fits your program, you will see the target award amount for that full category to help determine that range. Applications and funding requests should reflect the services the agency is providing.

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Technical Issues

- *I was given direction to create a new account with a generic name and today I heard don't create a new account.*
If you are an existing agency do not create a new account. If the account was linked to someone who is no longer with the agency, we need to change the email. Contact the help desk because it will still be the same account, but we can change the email. If it is a new ED, email the help desk and they will change the log in email for your existing

account. Setting up a generic email, such as admin@agency.org or grants@agency.org works well because it isn't tied to a particular individual.

- *In the past I believe our share1app profile we prepopulated with all our programs that received funding in the past. Will this happen again this year? Or do we need to create a new application ourselves for each of our applicant programs?*

We cannot prepopulate data, but you can access the application and answers to your previously answered questions. There are hyperlinks to prior cycles' portals, and you will have access to your prior application. We suggest you print it out or open two web browsers to copy and paste data that is still relevant to this cycle. Please review what you are pasting to ensure your information is correct and updated. Also, there is a new question in the agency profile, so please make sure that is up to date as well.

- *I'm new to my role, I'm not sure if we have received funding from the city of Bellevue before. Can I contact helpline to verify if we have or see if we've sent in an application before?*

Please contact Bellevue staff and they should be able to identify if you have applied to them for funding in the past.

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City Specific Information

- *Is City of Bothell part of this list?*

Bothell does not participate in this shared application process. You will need to reach out to the city directly to find out if they provide human services funding.

- *Is the city of SeaTac still in this application process? We didn't see them here.*

Yes, they were just not able to participate today (3/16).

- *What are Kenmore's funding amount and priorities?*

Any questions should be directed the Anastasiya Warhol of Kenmore. Her contact information is posted on the website. *Please note that since the time of this workshop, Kenmore's supplemental has been posted.*

- *Where can we access the supplementals?*

share1app.org/application - at the bottom of the page.

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Minimum Requirements

- *Are any of the minimum requirements new since the last funding cycle?*

This will vary for individual city, please review the supplemental and connect with city staff as appropriate. There was no change to minimum requirements to Issaquah from last funding cycle. Auburn does have a change from last cycle of a minimum for \$10,000 and change in insurance requirements.

- *It looks like that not everything just mentioned under "minimum qualifications" for all cities, is listed on the Minimum Qualifications page. For example, current and previous agency budgets and actuals isn't listed. Is there somewhere where we can get a complete list?*

There is an application checklist on the right side of the Application Process page in Share1app.

- *I can see there is a lot of information required throughout the application. I'm not sure if there are restrictions to non-profits who are just starting up? Would that be able to apply? I didn't see anything about it in the min requirements, but I could've missed it.*
No, there is no minimum requirements for new non-profits starting up nor required years of operation for most cities.
- *On the minimum requirements page, it seems that the link on this bullet results in an error: "Bellevue has additional requirements, contact staff"*
Bellevue staff will work to address this error. Bellevue's financial requirements are described on Bellevue's supplemental.
- *The link to Bellevue "additional resources" for fiscal, does not work.*
Thank you. We will work to update the hyperlink.

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Budget and Financials

- *Our agency operates on a fiscal year (July 1-June 30). Can we use our FY20-21 financials instead of calendar year 2021 as we have in previous cycles?*
The cities contract on a calendar year (January-December), and both the agency profile and program application ask for calendar year budgets. However, for the agency profile upload, it asks for the most recent budget to actuals or financial statement, so for that, you may upload whatever you have. The budget you present in the program application should be based on the calendar year. Please reach out to city staff for assistance.
- *It looks like the city data is measured in calendar year increments. If our fiscal years don't line up, how do you recommend we set up our data.*
Performance metrics (persons served, etc.) would need to be provided for the calendar year. Financial information would also need to be aligned with the contract.
- *Is there a standardized indirect cost? Are all cities using the 10%? or 15%?*
There is not a standard indirect cost.
- *I appreciate the comments from Kirkland about the staffing crisis and expectation to see increased costs for wages because of the need to retain good staff. Are other cities taking a similar approach?*
This may be different for each city, but not unique to Kirkland. Issaquah called out the staffing crisis specifically in their strategic plan so it will be a priority during the funding cycle. The Human Services Commissioners will be well informed of the challenges faced by our non-profit partners. Please don't hesitate to contact us should you want to further talk about your work and your application. monican@issaquahwawa.gov
- *Are these awards reimbursable, or is the award an outright funding of the project?*
Most cities require that you be able to provide services first before being reimbursed on a quarterly basis. Please check with each city for specifics.

- *For a very small agency, can the ED be the person who prepares, reviews, or audits the organization's financial statements? or does this need to be an accountant?*

Please see the city supplementals regarding the requirements. There are different requirements for different sized budgets. Also, view minimum the requirement document as well.

- *Will any accommodations be made (e.g. audit) due to COVID? Our accountant has prepared our 990 but did not conduct the planned audit for 2020. Next one is 2021.*
Please upload your most recent audit (i.e. 2019). Please upload an explanation or memo if an audit is not available and explain the situation. Do not leave blank. Connect with each city to confirm.
- *This funding is for 2023-24 but you only need to see projections for 2023, correct?*
Correct. 2024 will likely be similar to 2023.

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Insurance

- *Do I need to have insurance when I apply?*

Insurance is not required until you have actually been contracted to provide services. Since contracts will start on January 1, 2023, you will need to have your insurance in place by then and the funding cities named as additional insured.

- *Regarding insurance uploads, for agencies with multiple applications across cities, is there an ability to update the share1app portal to accommodate multiple Certificates of Insurance (COIs), e.g. one per city vs for the agency profile?*

Please have your insurance agent put all the certificates of insurance (COI) into one PDF and upload that. Each city can access that and be able to download their own. For Kirkland they need to have each COI and Additional Endorsement to be sent directly to them for their grants, but they will address this with the agency when they apply. Some of the COI requirements may be different, so please check with each city. **PLEASE NOTE:** *This question is for currently funded programs. This is not applicable to first time applicants.*

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Residents

- *If services are provided at a school, will that count as serving residents of a specific city or does the organization need to provide students' addresses?*

Please check with each city for specifics. For example, Sammamish has 3 school districts, so it is important to specify the residence. That is also true for Federal Way and Kent as well. For Tukwila, they have their own school district, so if receiving services in Tukwila, a student will be considered a Tukwila resident.

- *Besides Tukwila, which other south king county cities require redacted addresses?*

SeaTac and Tukwila do. It is possible that other cities would want to see a client file during a monitoring visit and that personal info could be redacted. If not sure, please reach out to the city.

- *Tracking by zip code can be incredibly challenging, especially for the homeless and for human trafficking survivors.*

Absolutely! Please reach out to any/all cities you are applying to so we can learn more about your data collection methods.

- *For the zip codes, it sounds like we need to verify every address to see if it is actually within the city of Tukwila. Is that correct?*

That is correct because they do require accurate data. Stacy is happy to assist with it. It does not have to be a written document; it can be a conversation over the phone. She has been working with addresses and boundaries and zip codes in Tukwila for a very long time and she is happy to work with anyone. Auburn has pockets that are unincorporated and has a look-up tool that folks can use for addresses that can help determine Auburn residency. Federal Way also uses parcel viewer for verifying addresses. They do not require it be submitted though.

- *What if the population an agency serves has many homeless and people move between cities? If people live in a shelter how is this included with city addresses?*

Identify last known address or previous address if they moved and are being served in a different location. Connect with city staff if you have further questions.

- *Are there a minimum number of residents that we need to serve for each city?*

There is not a minimum number of residents, unless noted in a supplemental. If for example in Shoreline you are serving only 5 people and want \$50,000, that may be tough to compared to other agencies, but it depends on your type of program for those you serve.

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Other

- *With Covid many agencies have started offering virtual services. Will cities consider funding virtual services (i.e. virtual parenting classes, support groups, early learning activities/support, resource navigation) that their residents are accessing?*

This will vary by city, so if you are not sure, please contact the city to double check. Sammamish stated that they count virtual services if the data captures the activity.

- *Sorry if I missed this, but did you already talk about the reporting and data collection that agencies will have to do if they are funded?*

This depends on who is funding the organization. For Sammamish, if the full requested amount is not awarded, the service units will be prorated depending on the funding amount awarded. The city will come up with a contract and you will need to provide demographic and outcome data at the end of the year. The outcomes are reported across entire program, not just your city. The demographics need to be collected starting Jan 1. share1app.org/reporting has the annual report form to download. Do not wait until December. Contact your city for specifics.

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Help

- *In our individual meetings with coordinators, it was advised that a second organizational account be created for one of our programs to better clearly delineate these HSD activities. Who provides the technical support for the share1app to help with this process?*
Each organization can only have one agency profile/account. These are based on your unique Employer Identification Number. If this other program has its own tax status, board of directors, etc., please email share1appquestions@gmail.com
- *Do you happen to know how often the share1appquestions@gmail.com is checked?*
Share1app emails are monitored by a rotating team of human services staff and our goal is to email you back within 24 hours after your initial inquiry. The email is monitored Monday through Friday from 9am to 4pm.
- *Program Impact: The examples that the presenter is describing for Outcome Measures...is it in the tutorial?*
Yes, there are training vignettes on specific questions in the application including Outcomes. The examples are included in the training video.
- *Will there be technical assistance help/workshops from the individual cities that we are applying to?*
Email share1appquestions@gmail.com with technical questions. Staff aim to answer within 24 hours. Each city also has their availability for assistance in their supplementals.

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