

**BATTERED WOMEN'S SHELTER PROGRAMS
2009/10 SOLANO-BWSF 5500.DVA.05**

**NOTES FROM NON-MANDATORY APPLICANT CONFERENCE HELD
MAY 15, 2009**

The Funding Coordinator (FC), Sylvia Hutson, announced that this is the time and place for the non-mandatory applicant conference for the award of Battered Women's Shelter Programs Funding in a competitive process and opened the conference for discussion.

The FC stated she believes the fill-in application form and other documents are fully accessible to potential applicants via the County's website, noting that if any problems are experienced in accessing the forms and operation of the site, applicants can contact the funding coordinator via telephone (784-7789) or e-mail (shutson@solanocounty.com) and she will provide assistance in resolving any problems. It was noted that the County has made changes to its website operations and should the link take applicants to the General Services main page, applicants should click on > [Purchasing Services](#) > Bids/RFPs to get to the page that shows current RFQ documents.

One attendee commented on the reduced length of the application, and it was noted that the County is attempting to simplify the Battered Women's Shelter Fees (BWSF) Request for Qualifications (RFQ) packet, because the potential amount of the award is much lower, and because domestic violence shelter service agencies who were successful in competing for Marriage License Fee (MLF) Special Revenue Funding are already reporting the number of victims served in compliance with California Welfare & Institutions Code and those current funding agreements.

What follows is a series of questions posed and answers provided during the remainder of the meeting, as well as closing comments.

1. Will reporting be combined for both types of awards (MLF & BWSF), for those applicants who are successful in competing for both types of funding?

The FC indicated she believes that depending on the number of successful applicants, for this first fiscal year period, separate reports will be required, but that it is the intent of the County to combine for distribution purposes, both funding streams into one competitive process beginning in July of 2010, so that going forward from that time, reporting would be combined for both types of awards.

2. On what specific dates will quarterly reports be due?

The FC noted that the proposed funding agreement states they are due on or before the 10th of the month following the conclusion of the quarter, i.e. October 10, 2009, January 10, 2010, April 10, 2010 and July 10, 2010.

3. *Can these specific dates be included in the funding agreement?*

The FC noted that the funding agreement that has been posted to the County's website is still in draft form, as prior to completion of the award documents, they must be routed through County Counsel staff for approval. Since that is the case, the County may consider modifying the proposed funding agreement to include those specific dates for clarification.

4. *Do you know what the reporting document will look like yet?*

No, that has not yet been determined, but it will likely be a simplified format, particularly for awardees who are already reporting statistical data under the MLF funding agreement.

The FC noted that **the deadline for submitting any further questions by e-mail to shutson@solanocounty.com is 4 p.m. on Monday, May 18, 2009.**

The FC also noted **the deadline for submission for the actual application is 2 p.m. on Monday, June 1, 2009**, and stated that successful applicants would have about a month between being notified of an award to have the funding agreement signed and returned to the County. The FC reiterated that the final version of the funding agreement requires approval by various county officials which takes additional time.

Lastly, the FC noted that the total amount of BWSF funding that may be awarded as a result of this RFQ is dependent upon the actual amount of fees that the Court and Probation Collections Unit are able to collect. Given the downturn in the economy, collections totals may go down, so that, for example, if the total amount of BWSF's collected is only \$10,000, then the total amount of the BWSF's that could be awarded would be limited to \$10,000.

There being no further questions, the FC concluded the conference at 10:16 a.m.