

Frequently Asked Questions PCADV Proposal Process FY 2019/20

Q: Can each program have multiple logins for the proposal system?

A: Yes. However, in order to submit your application, *each proposal must be completed and submitted using one ID/password*. The system does not have the capability for multiple persons from the same program to work on the same application if each has a different ID/password.

Q: I created an account to submit the LOI. Do I need to share my account info w/others to work on our apps?

A: If other staff within your organization are working on portions of the same application, yes.

Q: What are the due dates of the applications?

A: *Civil Legal Representation Program:* Friday April 12

Medical Advocacy Program: Friday April 19

Core Services: Friday April 26

Culturally Specific Project: Friday April 26

Q: What are the amounts of funding for which programs can apply (for FY 2019/20)?

A: *Core Services:* For currently-funded programs, use the Estimated Annual Budget Summary for FY 2018/19. For non-funded programs, you will receive an email response to your letter of intent with the total available amount.

Civil Legal Representation: up to \$175,000 per year

Medical Advocacy: up to \$75,000 per year

Culturally Specific Project: up to \$66,000 per year

Q: What is the difference between notification to programs and formal notification?

A: *Notification to programs:* Programs' applications were reviewed and tentatively approved. PCADV fiscal may have some follow up questions after this department's review of budgetary documents.

Formal notification: Programs' applications were reviewed, follow-up questions were answered, funding area(s) approved, and official notice letter sent.

Q: Is there any specific information (besides which grant or grants we're applying to) that we should be sure to include in our LOIs?

A: No.

Q: I uploaded our LOI. It looked successful. Should I receive an email confirmation?

A: No.

Q: I submitted a letter of intent for one grant, but it wouldn't let me submit another for the other grant(s) for which I intend to apply. What do I do?

A. Please contact Jan Davis and ask that your initial LOI be cleared so you can submit ONE letter of intent with all of the grants for which you are intend to apply.

Q: Who can I contact with questions?

A: Proposal process:

Finance Staff

finance@pcadv.org

Kathy Bobeck, Chief Finance and Administration Officer

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Jan Davis, Program Evaluation and Performance Manager

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Technical issues:

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