



## **AFI Coaching Cohort 1 - Session 3**

**June 3, 2015**

EMILY: Hi. This is Emily Apple-Newby with the AFI Resource Center. You're actually the first participant that we've had join today's cohort.

DION: How are you today?

EMILY: Very good.

DION: That's good.

EMILY: I'm looking forward to the application deadline coming up.

DION: Yes.

EMILY: What group are you with?

DION: This is Dion with Volunteers of America.

EMILY: Great. Why don't we go ahead and talk about your project for a little bit, and then see if other people join us. If not, this can be a one-on-one technical assistance session. Does that sound okay?

DION: Yes, that's fine. I don't have it in front of me, to be very honest with you. I'm actually on-site now. My goal was to listen in because I honestly believe we're not going to make this application. We're probably going to be on the October application.

BENITA: My name is Benita. I'm here, too.

EMILY: Benita, you're also from Volunteers of America; right?

BENITA: Yes. I talked to you probably two weeks ago. We were misconnecting with email addresses.

EMILY: Right.

BENITA: I got an email. I'm working with Debra. We haven't solidified facts, but I think we're still chewing over things. We really don't have any specific technical questions.

EMILY: Any developmental questions that you may have, also, I'd be happy to answer. We can also schedule a time to talk a little bit, when you're further along.

BENITA: I think that would be a great idea. I'll reach out to her and see. I think we're going to do a collective planning. Then I'll follow back up with you, maybe next week, myself and Dion. That way, I'll probably have some more meaningful questions to ask you.

EMILY: Not a problem. That would be great.

BENITA: Yay, Emily. Thank you so much.

EMILY: Very good. Take care.

BENITA: Take care. Bye.

EMILY: Hi. This is Emily Apple-Newby with the AFI Resource Center. Who just joined?

MONICA: Hi. This is Monica from California Coalition for Rural Housing.

EMILY: Great. Monica, you're actually the only person we have on the call right now. I think people got what they needed from earlier ones or figured out that they wouldn't be applying, and so, we're just having people join if they need. I'd be happy to talk with you about your application, if that's a good use of your time right now.

MONICA: Yes.

MICHAEL: Hi, Emily. Sorry. This is Michael from WESU. I just joined the call, as well.

EMILY: Great. Thanks so much. Maybe people are just trickling in.

MONICA: I missed the last call. I believe I was in a meeting, so I wasn't able to be there. We're putting all of our stuff together now. We have a lot of partners that we work with, so the big effort, right now, is that outreach and getting all of their materials in to supplement the application.

EMILY: Definitely. You have your non-federal cash contribution documentation in order?

MONICA: That's what we're doing. Our non-federal match comes from our partner organization. Our understanding, hopefully – I've gotten this verified, but I always like to re-verify – is that we just need letters, on our letterhead, from our partners, stating

their non-federal cash commitment. Those are the materials that we're gathering right now.

EMILY: Yes, that's right. The FOA is pretty specific about what needs to be in that letter, so I would definitely encourage you to look at the FOA, the section about third-party funders, and make sure that they have every single detail in there.

MONICA: Let me look at that right now. *(Participant looks over paperwork)*

EMILY: What about you, Michael? What are you working on, with your application, right now?

MICHAEL: We've pretty much wrapped everything up, except the collection of the last signatures on support documents and partnership agreements. One of the partners asked if an electronic signature was acceptable on a formal agreement. I don't know if they mean a scan or something like that, or they're some kind of computer program signature.

EMILY: I would think so, as long as it reflects that they're... If that's their official way of signing things, I think that should be fine. Obviously, everything gets submitted to OCS electronically, anyway.

MICHAEL: Will there ever be a time where we need to have those on hand, where we have original signatures?

EMILY: No.

MICHAEL: In your email, you said "cross-referencing evaluation criteria." I was wondering if you could talk a little about that.

EMILY: There's a specific place in the funding opportunity announcement where they talk about wanting you to cross-reference the evaluation criteria in your narrative. I think about that as something like highlighting, or putting in bold, keywords that would... or any way that you might have to draw reviewers attention to the fact that "Here, in this paragraph, this is where I'm talking about this piece that aligns with the selection criteria." Literally, they're probably going to look down the list that's in the FOA and almost use as a checklist for assigning points. Any visual way that you can make it very clear where you are addressing each of the criteria, it's not going to be a bad thing.

MICHAEL: That makes sense. Thank you.

EMILY: Monica, did you find the section of the FOA that you were looking for?

MONICA: Not yet.

EMILY: The other thing is there is some guidance that we have up on our website that I think is really helpful for this, where it's like a checklist. You would pull up the third-party agreement checklist. There's also a fake sample document that we put together that meets these requirements. I can send you a link to that, after this call is over.

MONICA: That would be great.

MICHAEL: I think we're all set. I won't take any more of your time, but I have one question about the announcement of funding. I know that the anticipated start date is the 30<sup>th</sup> of September, something like that. Is it pretty close to that date, when we should hear?

EMILY: I think it will be. Yes, I think they'll need all the time they have to get through the applications.

MICHAEL: I really appreciate your help in the past months.

EMILY: Definitely. Best of luck, and please keep in touch.

MICHAEL: Yes. Talk to you later. Bye.

EMILY: Yes. Let's see. Monica, your partners will have their letter committing the funds.

MONICA: Exactly. If you could just send me that checklist, that would be really helpful. If we have any questions on it, I can just shoot you an email back.

EMILY: Definitely. That's a great way to keep in touch. Thanks so much.

MONICA: Thank you.

EMILY: Bye bye.

MONICA: Bye.