Nutrition
Request for Proposals
Issued March 1, 2019

FAQ
March 18, 2019

Operational Questions

1) For the fire and tornado drill requirement, is it sufficient for agencies to keep logs of the drills that were conducted?

    Yes. AgeOptions will be providing a sample form that agencies MAY use.

Application Questions

2) Can agencies make changes to an application that has been submitted?

    Applicants who want to make changes to an application that has been submitted must send a message through the portal to request the application be re-opened. However, if the change is requested after the application due date, the request to edit the application will be denied.

3) For attachments #2-19, will those documents be kept confidential?

    All attachments will remain in the Grants Portal. Clients will never have access to them or any information from an application. Information in your account in the Grants Portal can only be accessed by AgeOptions staff and the applicant (the author and those invited as collaborators).

4) Does the Program Accessibility Self-Evaluation Form need to be completed for the Home Delivered Meals application as well as the Congregate Meals application? If so, which site should be referred to (i.e., since the program is a community-based service, would the site be, for example, the kitchen where food is produced)?

    The Program Accessibility Self-Evaluation form is required for any program receiving federal funds. It applies to accessibility for both the public and employees, so yes, it is required for C1 and C2 programs. If a C2 program operates out of a C1 site, the same form and same information is (probably) applicable for both. Include the form in each application.

5) Applicants are asked to provide five service references that come from agency to whom the applicant has provided services. Could you please provide more details about this requirement?

    The service reference question is at the agency level. It does not have to be site-specific. One agency could use the same references for multiple sites.

    For C1 programs, service references could include working with Care Coordination Units, Township Senior Centers, Village governments, churches, senior housing buildings, etc. For C2 programs, service references might include

those listed above, plus Managed Care Organizations, rehabilitation and dialysis centers, healthcare organizations, etc.

6) Is there a place to upload additional letters of support besides the ones from our host site?

The Host Site Letter of Support is the only letter of support we require from current grantees. The download is located in the Application "Attachments" section. Please do not send additional letters of support.

New providers should provide one letter of support. This download is located in the Application at the end of the "Program Plan & Design" section.

Budget Questions

7) Should only agencies who are preparing their own food include personnel cost under the Food expense category of the budget?

Yes, only those who are preparing their own food should include any personnel cost under the Food expense category. They will include food prep staff and raw food costs.

Agencies who will have caterers should include the cost of the caterer, as that already includes both food prep staff (of the caterer) and raw food costs (of the caterer).

8) Can the 15% match come from local cash and In-kind?

Yes, the 15% match can come from a combination of local cash and in-kind, but local cash will be weighted more favorably when AgeOptions evaluates and scores the application.

9) What is the Area Agency on Aging (AAA) rate? How do we calculate the rate?

The AAA rate is the amount AgeOptions will be paying in the grant, across all expense categories. This rate is calculated by dividing the total amount requested from the AAA (AgeOptions) by the total number of units budgeted for that service.

10) Can vacant positions be entered in the budget?

Yes, please provide the position and right next to the position, instead of the name of the staff person, enter "vacant."

11) In the budget, do fringe benefits need to be added for volunteers?

No, enter the number zero in the fringe percentage cell.

12) How should agencies calculate the in-kind amount for volunteers?

The amount should be based calculated based on market rate for the work being done.

13) Is food the only component that will be part of the caterer rate?

A caterer rate is comprised of the raw food plus the caterer's labor costs.

14) SCSEP workers typically receive a stipend. If an agency uses SCSEP workers in the program, should the volunteers' hourly be included as volunteer/ in-kind or as a salary cost?

If this worker is unpaid, they are a volunteer and the value of their time should be counted in the budget as in-kind. If the SCSEP worker is paid, their actual payment amount should be listed, and paid by any combination of AAA (AgeOptions), Local Cash, and Project Income.

Caterer Questions

15) If an agencies has two separate caterer rates, how should they be entered in the budget?

If an agency has two different caterers, each for a different service (such as HDM regular diets and HDM special diets) the budget should have rows for each service. If an applicant has two different caterer rates for the same service (for example, multiple rates for different types of special diets, or C1 caterers on different days of the week) enter the rate used most often and explain the two rates in the Budget Justification.

Grants Portal Questions

16) Is there any benefit in sharing log-in credentials for the Grants Portal?

We request that you do NOT share log-in information. Each person who will work on the application must have their own credentials. The Grants Portal will allow multiple users (with separate log-ins) to work on the same application at the same time.

17) Can two people work on the same application but different sections at the same time?

Yes. Individual fields will be locked when another user is working on it but the rest of the application can be edited.

18) Does the authorized representative need to be registered in the Grants Portal in order to sign the application?

Yes.

19) Where can we find the resources in the grants portal?

Resources are located in the following locations:
- In the dashboard, the Library link contains resources for using the system.
- In "Available Funding Opportunities," RFP Documentation is listed.
- In a specific Application, resources specific to that Application can be found, along with the FAQ documents and Technical Assistance documentation.

20) Can the primary contact person and the authorized representative be the same person?

Yes.

21) Will the webinar for the portal training be posted?

Yes. The recording will be posted on the Library in the Grants Portal Dashboard after the conclusion of the final training session on March 20.

22) If an application is opened and later withdraw because the application was just opened to explore the portal, will that withdrawn application affect the actual final application? The withdrawn application remains in the portal history.

Withdrawn applications in the history will not affect the final submission. Only applications successfully submitted will be reviewed and considered.

CLARIFICATIONS

- The Dashboard of the Grants Portal has been updated to include a "Library" link which will be periodically updated with resources for utilizing the system. The User Manual can be found here.

- On the Grants Portal, instructions for completing the Budget form can now be found by clicking the "Instructions" link after opening the Budget form.

- In the Program Resources, the Criminal Background Check Policy has been revised effective 03-14-2019.