



Nutrition
Request for Proposals
Issued March 1, 2019

FAQ
March 25, 2019

Operational Questions

- 1) Are Home Delivered Meal (HDM) providers required to ask for client contributions?

Yes, a donation, or project income, should be requested of home delivered meal clients, just as it is of congregate meal clients. For HDM clients, the request is usually made by mail or it is included with a meal delivery.

Application Questions

- 2) Is this correct: Applications will only need to be submitted through the new Grants Portal and will not need to be submitted through the RFP@ageoptions.org email address?

Yes, the application and all supporting documents must be submitted through the Grants Portal. Applications will not be accepted through any other method unless accommodation is requested.

- 3) Must a hard copy of the application be mailed in after it is submitted into the Grants Portal?

No.

- 4) If the Bylaws are in the organizational profile, are applicants required to download them again, as a separate attachment as well?

No.

- 5) The AgeOptions “current productivity” sheet for C2 (HDMs) shows one line item that has two townships combined. Is there any way to get the numbers for just one of the townships? If not, how should we break out the total?

AgeOptions is not able to provide those numbers broken out by Township- our numbers are for a program that combines both. You can determine your own budget assumption and explain it in the Needs Statement and Budget Justification.

- 6) If we are proposing to serve HDMs in a township where the current numbers are unclear (because the current provider serves more than one township), will we be scored lower if we project a lower number of meals than there should be?

In your Budget Justification explain that you don't have good current volume numbers because the current provider serves multiple townships in that one program; and explain whether or not your agency is willing to negotiate the volume.

- 7) We are planning to apply for C2 (HDMs) in an area that has a current provider. Do we need to call them and talk with them to give them a heads up? Or should we?

This is a federal procurement process which encourages open competition. You are not required to call the other agency to coordinate or give them a heads up. We cannot advise you to call them; that is a decision to be made by your organization.

- 8) AgeOptions said they were looking for new C1 sites in Niles and Maine Townships, specifically to serve LES/minority older adults. Are there any restrictions related to other current congregate meal programs that are not funded by AgeOptions?

An applicant can propose a C1 program near another congregate meal program (whether or not they are funded by AgeOptions) but would need to describe current programs available in the community and make a case for why they are proposing to serve this specific population in this area.

- 9) We are interested in proposing a C1 (congregate) ethnic site that is not a restaurant. The Eligible Caterer List does not have any caterer choices that provide the ethnic menu we are proposing. Can we reach out to other caterers beyond the Eligible Caterer List?

Yes, you may find a caterer that will serve the ethnic menu you want; in your program design explain why you chose a caterer not on the list, and request a waiver to use your selected caterer.

- 10) For the Disaster Coordinators contact info, who should be listed?

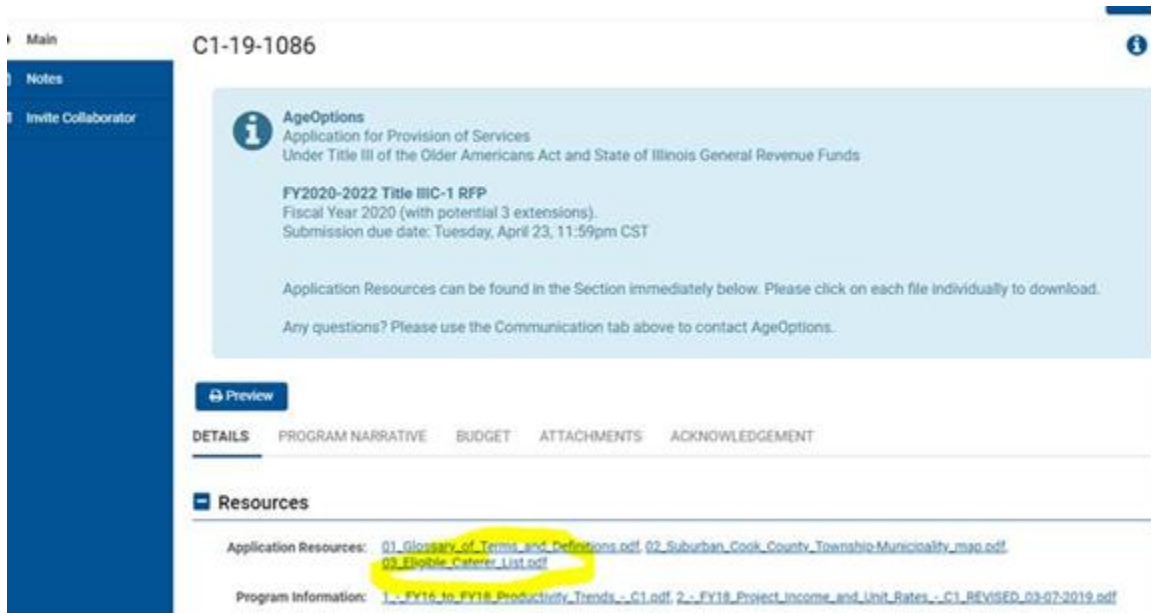
Each agency will need to assign an emergency contact person. The emergency contact can be one person or it can be multiple people, depending on how many sites the agency will have. For example, an agency may have two C1 sites and only one person will be designated by the organization as the emergency contact, or the agency can assign two emergency contacts, one per site. Each agency may decide who and/or how many people will be assigned as emergency contacts. The disaster coordinator sheet requests a secondary contact and requires a bit

more information about the designated person.

Caterer Questions

11) Where can applicants find the list of approved caterers?

The “Eligible Caterer List” is a list of approved caterers that a provider can choose from if they are planning to utilize a caterer. This list can be found within the Application itself in the following section:



The screenshot displays a web application interface for 'AgeOptions'. The main content area is titled 'C1-19-1086' and contains the following information:

- AgeOptions**
Application for Provision of Services
Under Title III of the Older Americans Act and State of Illinois General Revenue Funds
- FY2020-2022 Title III-C-1 RFP**
Fiscal Year 2020 (with potential 3 extensions).
Submission due date: Tuesday, April 23, 11:59pm CST
- Application Resources can be found in the Section immediately below. Please click on each file individually to download.
- Any questions? Please use the Communication tab above to contact AgeOptions.

Below this information is a 'Preview' button and a navigation menu with tabs: DETAILS, PROGRAM NARRATIVE, BUDGET, ATTACHMENTS, and ACKNOWLEDGEMENT. The 'Resources' section is expanded, showing two categories of links:

- Application Resources:** 01_Glossary_of_Terms_and_Definitions.pdf, 02_Suburban_Cook_County_Township-Municipality_map.pdf, 03_Eligible_Caterer_List.pdf (highlighted in yellow)
- Program Information:** 1--FY16 to FY18 Productivity Trends - C1.pdf, 2--FY18 Project Income and Unit Rates - C1 REVISED_03-07-2019.pdf

12) How can I find out if a specific caterer is on the Eligible Caterer List before I initiate the application?

There is no commitment needed of any kind for you to begin an application, even if it is just to access the resources such as the profile.

13) A caterer that is not on the Eligible Caterer List currently supplies our medically-prescribed diet meals. Would that make us ineligible to receive a grant through AgeOptions?

The parameters established in the Request for Proposals document require you to select a caterer from the Eligible Caterer List, unless your site is in a restaurant or providing ethnic meals.

14) We have been a provider of HDMs for years and now are interested in offering an ethnic menu in addition to our “general diet” menu. There is a nearby ethnic

organization that has the capacity to provide the ethnic food, but they are not on the current caterer list. May we use them as our caterer for the ethnic HDMs?

Yes you may; describe their menu and your working relationship in the Program Plan & Design.

Grants Portal Questions

15) Should everyone from the agency who works on the grant have a login for the Grants Portal?

No, only those who will contribute towards the application or who must approve the application.

16) Must the person who will authorize the application have a login?

Yes.

17) Is only one log-in is allowed or can we get additional users allowed?

Yes, multiple users from the same organization are allowed on each application. Each should have his or her own unique log-in credentials. Add them to the application by clicking on “invite collaborator” in the left-hand column when you open your application.

You can see your organization’s current Grants Portal users by clicking on the CRM tab in the navigation bar at the top of your application.

18) Will the Grants Portal allow the application to be saved even if there is a validation error?

The application will save, even with the validation error, however, it will not allow you to submit the application without making the appropriate corrections.

19) Will an applicant be able to check the status of its application on the Grants Portal?

Yes, an applicant will be able to view the status of its application(s) in the Grants Portal. To view the status, you will need to click on the “application” icon to see a list of your current applications. The Status column will indicate whether the application status is Draft, Submitted, Under Review, etc. AgeOptions will not change any Status to Approved until the Letters of Intent/Denial are sent in early July.

20) Will reports be submitted in the Grants Portal once the new grant cycle starts?

Yes.

CLARIFICATIONS

- On the C1 and C2 Scoring Tools, the wording of Section 6 (BUDGET), Question f has been changed (see change in bold):

*The proposed AgeOptions unit rate is logical, reasonable, and within a range appropriate to available funding and network history. (Point of comparison is the AgeOptions **FY19** average budgeted unit rate.)*

- Each of the FY18 Project Income and Unit Rates documents under “Resources,” “Program Information” has been updated to include the AgeOptions FY19 average budgeted unit rate (C1 and C2 respectively).
- We have reached out to our eligible caterers to check status and discovered that, to date, only four potential nutrition grantees have reached out to them. You cannot simply rely on the provided caterer information to complete your application. You must contact them and come to preliminary agreement about terms and scheduling. **You must speak with a caterer and verbally agree on service before you can include that caterer’s information and rate in your budget.**

We strongly urge you to begin the process of contacting caterers right away!

As the deadline for filing your application approaches, the caterers may find it more difficult to schedule meetings, site visits or tastings. Please make sure you have enough time to complete the process.