



Nutrition
Request for Proposals
Issued March 1, 2019

FAQ
April 1, 2019

Application Questions

- 1) Going through the organization profile, I notice we don't have these documents:
 - Documentation of Minority Status
 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
 - Certification for Contracts, Grants, Loans and Cooperative Agreements
 - Department of Health and Human Services Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973
 - Disaster Coordinator Contact Sheet

Are any of them a requirement? I believe some are for non for profits vs government agencies.

Also, what documentation can governmental agencies provide for the bylaws, Incorporation and Tax Status and IRS 990? We don't have a 990 as it is only for non-profits. And for the Bylaws, do you want our codes, ordinances and/or articles of Incorporation?

Please see below:

Form	Required?	Where is it available?
Documentation of Minority Status	Only if applicable (if the organization is designated with minority status)	Organization provides its own documentation
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion	Required	These forms are available to be downloaded next to each question. Download them using the link next to each field, complete/sign the form, and re-upload to that field on the organization profile.
Certification for Contracts, Grants, Loans and Cooperative Agreements	Required	
Department of Health and Human Services Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973	Required	
Disaster Coordinator Contact Sheet	Required	
Bylaws	Required	Organization provides its own documentation. Government entities may provide the most recently amended ordinance governing their provision of aging services.
Letter of Incorporation and Tax Status	Required	Organization provides its own documentation. Government entities may provide a letter of tax exemption from the Illinois Dept. of Revenue.
IRS 990	Required	Organization provides its own documentation. Government entities may provide a letter from their government asserting that, as a government entity, it is exempt from IRS 990 reporting.

Budget Questions

- 2) When using the formula to calculate the AAA unit rate for C-2 programs, should we include 2nd, weekend and special diet units together?

Applicants need to break out their home delivered units by type of meal e.g. Monday – Friday, 2nd, weekend and special diets. The AAA unit rate for each service is calculated separately, so there will be a rate for 2nd, a rate for weekend, and a rate for special diet. However, the rates may be the same or different depending on how costs and resources are allocated for each service. If the applicant uses a caterer, the caterer rate should reflect the correct rates for each service.

- 3) On the Budget Summary by Service tab, the cell for “Totals (from Budget Detail) in the Total Cost and Total Resources columns don’t populate from the Budget Detail Tab. Is this by design or is there a step missing?

This cell should not have data in it. The data from the columns to the left will be added and populate the total cost and total resources column and should match the totals from the budget detail tab.

Caterer Questions

- 4) Is there additional information available for the caterers on the Eligible Caterer List?

Yes; AgeOptions can provide the entire narrative response submitted by that caterer, as well as the references.

- 5) If an applicant is currently using a caterer for special diets that is not on the caterer list, will that make the meal site ineligible to apply?

You are not ineligible to apply; however, 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.

Grants Portal Questions

- 6) I keep trying to update my organization profile so I can start the application. This has resulted in duplicate applications for my organization. What should I be doing?

You just need to have your Organization Profile completed before you submit the application, not before you begin it. You can actually complete the application entirely before you finish your Organization Profile.

To get to one of your in-progress applications, on the Dashboard click the Application

icon.

- 7) The grants portal appears to be timing out very quickly; is there any way that time can be extended?

The system currently times out after 30 minutes of inactivity. This is intended as a security feature and is a system-wide setting. Please note though that if you are logged in and attempt to login again from another tab or window, you will be logged out of your initial window.

CLARIFICATION

1. A Printing feature has been added to the Budget form. To print the Budget form, open the form on an in-progress Application. At the top of each page of the Budget form is a new Print button – click this button to print the current Budget page. This will need to be done on each page you would like to print.