



**Nutrition**  
**Request for Proposals**  
Issued March 1, 2019

**FAQ**  
**April 15, 2019**

**Application Questions**

- 1) I remember from the Webinar it was explained that some signatures were "honor system," but I cannot remember if that was regarding the attachments which state the need for signatures, such as 2-16 "Assurance of Compliance," etc. Can we just type in the info needed and upload without a signature, or do we need to also print, sign, scan and then upload?

Some of the downloadable documents do require signatures, such as "Assurances," and some do not, such as "Disaster Coordinator Contact Sheet." If they need to be signed, they must be printed, signed, scanned to a PDF and uploaded.

The discussion of "The Honor System" was about the authorized signature for the entire application (the last step to submit). That is an electronic signature and we are requesting that agencies do not share passwords—that is, we are requesting that the Authorized Representative is actually the person logged in as themselves, and authorizing the application.

- 2) Is a mission statement necessary?

No; a mission statement is encouraged but not required.

- 3) How do I add Mission Statement, Organization History and Legal Status to the applicant information section?

Those items are found at the Organization level. Click on your profile icon (The letter in a blue circle at the top right of the screen) and go to Organization Profile." There are two tabs that will appear: Details and Documents. Under Details you will see text boxes for Mission Statement and Organization History. Type what you choose in these boxes. You will also question where you can select Legal Status.

Once you add that information at the Organization Level, it will appear in any applications you have.

- 4) We are a government-based organization and do not have an IRS Form 990. Would an IRS Form 941 suffice?

Yes.

- 5) Must an applicant submit the "Documentation of Minority Status" form? It does not have an asterisk next to it, therefore I assume that it is not required.

Documentation of Minority Status is not a required form. It is applicable only to minority owned and operated organizations. If your organization has attained that status, you would have a document attesting to that fact.

### **Budget Questions**

- 6) On Page 4 of the Budget in RATIO box it requires listing Client counts for our three services: HDM, HDM-2nd Meal, and HDM-Weekend. The problem is that any HDM-2nd and HDM Weekend client is already a HDM client. So if we have 10 total clients, 10 are HDM, 2 are 2nd and 1 is Weekend, your count will be 13 on the application. Plus, this total count needs to equal the client count on page 1's Unduplicated #'s for all Services.

The Client Total number on "Page 1" (Demographics) does NOT need to equal the Client Total number on Page 4 of the Budget. As you see, the second column on the Ratios page is for the number of clients for each type of service. Some of the clients, as in your example, may be receiving more than one service. So, yes, in your example, the total clients for all three services would be 13. The first page of the budget tab is asking for unduplicated clients to get a demographic profile of your current or estimated client base, no matter which services they receive. So, in your example, that number (Client Demographics Total) would be 10.

- 7) I entered the salary and fringe page and am getting a red box around the entries for two of the staff. Why?

The Grants Portal reads the salary and the fringe % you enter and does the math: it validates that the total fringe cost equals the fringe percentage times the total salary for that person. In your budget, you listed a specific salary and a fringe %, but the fringe dollars you entered did not equal that percentage of the salary. (For example, salary = \$30,000 and fringe percentage = 16%, therefore total fringe dollars for that person must equal \$4800).

You can fix this either by adjusting the fringe rate to get to the fringe dollars you desire; or by adjusting the fringe costs so that they are equal to the fringe % you entered.

### **Caterer Questions**

- 8) I see that Hoffman House considers their menu Low Sodium. Do you have any idea if he prepares a "lower" sodium menu for regular congregate sites and an "official" Low Sodium menu for those requesting it for their HDMs, for example? I have been in contact with Jim from Hoffman House and did ask him a similar question, so if you cannot answer this, maybe he will.

This is best answered by Hoffman House.

**Grants Portal Questions**

- 9) Our proposed service area for HDMs is two Townships. In the Service Area tab of the Budget I couldn't click on both townships. Please advise.

To choose multiple service areas, please hold down the Control key on your keyboard as you click. If you are on an Apple computer, use the Command key instead. Please remember to select the service areas for each service.

**CLARIFICATIONS**

None