



Nutrition
Request for Proposals
Issued March 1, 2019

FAQ
April 8, 2019

Application Questions

- 1) For larger agencies who have multiple sites, should they upload the organizational chart for the site in which the service will be rendered (C1 or C2) or the organizational chart for the whole organizations?

The organizational chart must be for the entire organization, down to the details of the programs. Please upload the entire organization. If it doesn't provide details of the C1 and C2 programs, then also upload those.

- 2) Are service references required for current grantees?

No, they are not required for current grantees.

- 3) Is it a requirement that uploaded documents must be signed in blue ink?

Blue or black ink are acceptable for signatures.

- 4) If a nutrition site prepares some of the food options on site and the rest at a central kitchen, which option should be selected, "on-site preparation" or "central kitchen"?

Only one choice must be selected: either on-site preparation, or central kitchen. Choose the option that best describes how the majority of the food is prepared. If most of the meal is prepared at the central kitchen choose that option.

- 5) If an agency will have a central kitchen and be an ethnic meal site, can both options be selected?

Yes.

- 6) Where can applicants find the Documentation for Minority Status form?

There is no standard form for Minority Status. The form only applies to organizations with a minority designation status; an organization with that designation should have documents indicating such.

Budget Questions

- 7) In the budget, the first two boxes (under the columns labeled "Title-Employee Name" and "All Sources Salary") on the fringe benefits row are not able to be edited; is this an error?

This is not an error; those boxes will remain blank.

- 8) What goes into the calculation of the two referenced AAA costs for Home Delivered Meals?

The AAA Food and Delivery unit rate is just the portion of food & delivery expenses that you allocated to be paid by AgeOptions, divided by the units. The AAA unit rate is the entire amount (all expense categories) that you allocated to be paid by AgeOptions, divided by the units

Caterer Questions

- 9) For applicants who will have a caterer, how can they add fresh fruits to their menu and how will that be calculated in the budget?

The cost of fresh fruit should be included in your catering rate. Please make accommodations with the caterer(s) you engage and clarify in your budget justification.

Grants Portal Questions

- 10) How can applicants print out a copy of the budget from the Grants Portal?

In order to print the budget form, applicants must first open the Budget form and then click on the "Print" button. This is only to print the current page of the Budget form. Please note that each page of the Budget form must be printed separately in this manner. The rest of the Application can be printed by clicking the "Preview" button found near the top of the Application.

- 11) What if applicants are having difficulty uploading documents?

Please make sure that there are no special characters in the file name such as hyphens, commas, etc. If this does not solve the issue, please send a message through the Grants Portal with a screenshot of the error.

- 12) How can applicants delete documents that were erroneously uploaded?

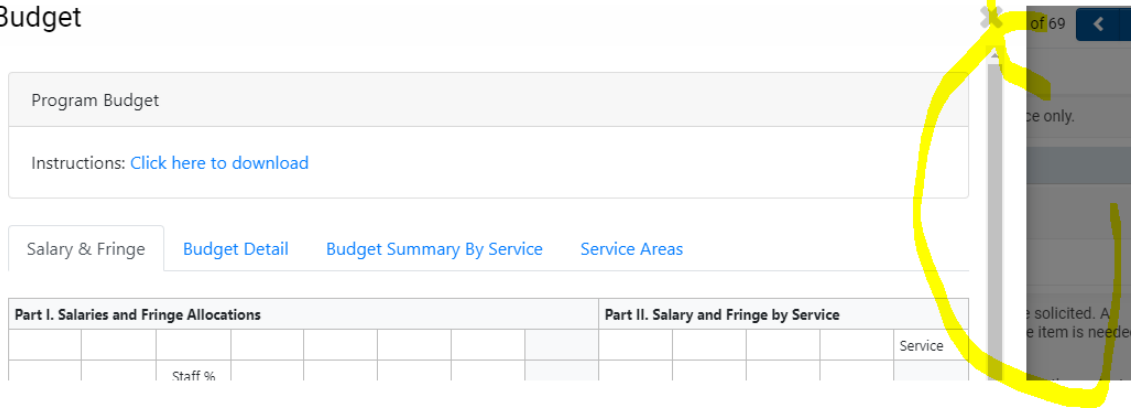
In the Stored upload field, there are three dots to the right of the file name. Applicants can click on those and select the "Delete" button.

- 13) The budget page is not showing completely on the monitor; how can this be corrected?

Before clicking the Open button (to open the Budget form), please make your browser window larger either by using i's maximize button (found near the top right) or by resizing the window.

Once the Budget is open, you should be able to scroll down if you are not seeing all rows – click inside the Budget form, and then look to the right hand side to use the scroll bar (screenshot below).

Budget



If that does not work, please try opening the Grants Portal in a different browser. For example, if you have it open in Internet Explorer, try using Chrome or Firefox.

Finally, if none of these suggestions addresses the issue please let us know and include a screenshot of what you are seeing if possible.

14) How can applicants change the legal name of their agency in the Organization Profile?

To change the Legal Name in the organizational profile please contact AgeOptions staff through the Grants Portal Communication Manager.

CLARIFICATION

The document “FY18 Project Income and unit rate by Nutrition Site Location for C1 congregate meals” was reposted to reflect the following correction:

- Hanover Park is NOT an ethnic site.