



**Fiscal Years 2016-2019**

**Nutrition Services  
Request for Proposals  
Issued December 2014**

**FAQ  
February 16, 2015**

- 1) In Attachment 2-18 regarding Program Accessibility, does the elevator question apply if the elevator is in the congregate meals building but not for congregate meal client use? We serve lunch on the first floor (no elevator needed). The elevator question asks about the height of the highest button that is needed. No buttons are needed since the Café is on the first floor. Should we list answers anyway (yes, there is an elevator in the building) or write "Not Applicable?"

If the clients do not need to use an elevator to access your particular program, and the building DOES have an elevator, then please go ahead and answer the Elevator questions but add a note that the café is on the 1<sup>st</sup> floor. An applicant should only write-in "Not Applicable" if the building is a one-story building.

- 2) On Attachment 2-19 "Disaster Coordinator Contact Sheet," the form requires three Secondary Contacts but there are spaces for only two. Can we create a page in Word to add the required third disaster coordinator?

The application is a WORD document. Please add additional rows to the Secondary Contacts section.

- 3) Is there a budget justification template or format that you are looking for?

No, there is no set format. The budget justification should address all budget expense categories as well as the resource categories of In-kind, Local Cash and Project Income.