



Fiscal Years 2016-2019

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

**Q&A
TA Session**

1. We are proposing to serve multiple sites from the same central kitchen. How many sets of attachments do we need to submit?
Please submit one full set of attachments per organization. If you have multiple sites, please submit the site-specific attachments with their corresponding site applications.
2. How do we submit electronic copies?
You will be submitting 3 hard copies of the entire application including the budget and budget justification; 1 hard copy of attachments (full set); and one electronic copy of all documents to rfp@ageoptions.org. You can submit electronic copies in Word, Excel or PDF format.
3. I am a currently funded meal provider. Do I need to submit anything for the Performance History section of the application (questions 5 & 6)?
No. Currently funded providers do not need to submit anything for the Performance History sections.
4. Are we required to submit a host site agreement if we own our building?
No. If you own your building please note that in the application.
5. We are proposing to serve home delivered meals to two townships from a single distribution point. How many applications should we submit?
You will submit one application per distribution point, so in this case one application.
6. There is room on the C1 application to list eight service areas. Where should we list additional service areas if we propose to serve more than eight?
Please note this when determining the number of service areas to list: your proposed service area(s) for C1 should be the suburbs that you are targeting and for which you are planning outreach. You may draw clients from other service areas that are outside of this target, and you do not need to list those on the application.

If you are targeting and outreaching to more than eight areas, please write in the additional areas below that service area table on page 1.
7. I saw in the standards that we are required to follow AgeOptions' grievance procedure. Where can I find that procedure?
We can post that on the website. Please note that you do not need to submit a grievance procedure with the application. If you are awarded funding you will need to have the Title III requirements in place for the start of service. Procedures will be reviewed as part of your regular Title III monitoring once per grant cycle.

8. How is Innovation (#4 on the application) different from vision (#2b on the application)?

Your vision for the program and how you plan to evolve to meet the needs of your population is “big picture”. We are looking for an overall statement about the program. Innovation is a specific activity that you will implement in order to reach your vision.