



**Fiscal Years 2016-2019**

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

**FAQ  
TA Sessions**

**Terms**

1. What is a unit?  
One meal served to an eligible client. Please see Nutrition Standards for details.
2. Is there a difference between project income and program income?  
No, these are interchangeable terms. These are also interchangeable with “client contributions” and “client donations.”
3. Can you clarify local cash, in-kind and project income?  
Local cash: Donations or cash payments made by non-federal sources, such as organizations, localities, townships, United Ways, etc., to provide direct support for partial or all costs of services included in the grant application.  
  
In-kind: The value of property or services contributed by a funded agency to benefit a grant-supported service.  
  
Project Income: Includes, but is not limited to, income received during the grant period from client donations or client contribution for services.  
  
Please see all three terms in the Glossary for further clarification.
4. What are some examples of in-kind?  
Donated volunteer time, donated space, donated goods. Please see the Glossary for further clarification.
5. Can you explain the term “assessor”?  
An assessor is the organization that conducts the assessment for eligibility for HDM. The Assessor referred to in the RFP may be from the Care Coordination Unit (CCU) or a Managed Care Organization.

**Funding**

1. How many Home Delivered Meals providers are currently funded?  
AgeOptions funds 11 agencies. Some agencies have more than one site.
2. How many dollars can one organization receive?  
This varies based on local cash, project income and meals served. However, historically \$50,000 has been an average funding amount per site.

3. If we serve clients in both Chicago and Suburban Cook County, do we need to apply for funding in both areas?  
AgeOptions provides funding for Suburban Cook County only. The City of Chicago has its own funding and RFP process.
4. Would you consider funding non-typical congregate site meal such as a breakfast?  
Yes. However if you are serving one meal per day, you may serve only breakfast, lunch or dinner. If you are serving two meals, they need to be for separate populations. Also note that nutritionally a meal must meet one-third of the Daily Requirements, which may be more difficult for typical breakfast fare.
5. Are HDM weekend and second meals included in this RFP?  
Yes, however AgeOptions' first priority is for the entire Suburban Cook County area to be served a first meal. Please see the RFP for details on funding priorities.
6. Are the shelf stable meals considered a part of this application and budget?  
No. AgeOptions purchases shelf stable meals county-wide if funds are available. You should not consider shelf stable meals as a part of these units or expenses.
7. Is funding for transportation services (for the transport of seniors to and from the meal site) included in this RFP?  
No. We fund transportation separately under Title III-B, during a separate RFP process.
8. Can this money be used to fund meals at an Adult Day Center?  
No.
9. Can the grant be extended for three years after the September 30, 2016 date?  
The time period of this agreement is Fiscal Year 2016 (October 1, 2015 through September 30, 2016). Awards will be for one year. AgeOptions has the option of offering successful applicants one (1), two (2), or three (3) one- year extensions for FY 17, FY 18 and FY 19.

**Application**

1. Is there a font size requirement or page limit?  
Please use 12 point font. There is no page limit; however we are looking for clear, concise information. One to two pages per section is recommended.

2. For HDM, must we apply for an entire township if we presently only cover a portion of a township?  
Yes. For HDM you must apply to cover an entire township category.  
(Please see page one of the C2 application for clarification.)
3. For HDM should I submit one application for each township I will serve?  
No, please submit one application per distribution point. A cluster of townships could be one proposed service area, which can be covered with one application.
4. If I serve congregate clients outside of Suburban Cook County, do I list those areas on the application?  
No. Please list only your target areas within Suburban Cook County as those are the meals that AgeOptions will consider funding.
5. If we are starting a new program, what is the best way to "guess" about the demographics we would be serving?  
Use the Appendix resources on the website to determine who is in your target area(s).
6. Do we need to have original signatures on each copy we submit?  
Yes. Original signatures should be on three hard copies of the application and one hard copy of the attachments.
7. Does target area mean our agency's site location or where participants live?  
Your target area is where you will primarily draw from for participants and where you will be doing outreach.
8. On the C1 (Congregate) application you ask us to list municipalities that we propose to serve. Do you want us to list every municipality we will draw from?  
You should list only the municipalities that you are specifically targeting. There are no residency requirements for receiving a meal. The municipalities you list are those that you are targeting and where your outreach activities are occurring.
9. Do I need to fill out the disaster plan page for each site?  
Yes. You should submit one copy for each site, even if the contact person is the same at all sites.
10. Do non-profit organizations need approval from IDOA to apply?  
No agency needs approval from IDOA to apply. AgeOptions will need approval from IDOA before awarding funding to a for-profit organization.

11. If we are currently funded for HDM and not congregate, and are applying for both HDM and congregate, what should be submitted for the performance history section of the application?

For your HDM application you do not need to submit anything.

For your Congregate application: There are two performance history sections. Since the first section looks at overall organization, for this section AgeOptions will look at the performance of your home delivered meals service as well as the performance of any other AgeOptions funded services that you provide. For the second section—which looks at specific service-- your congregate service will be scored as a new applicant, so please request a review of past performance from your current funder of Congregate meals if you have one, or a current funder of a similar service (which may be AgeOptions for your HDMs).

12. If we are a congregate program with two site locations, do we need to submit two applications?

Yes, unless it is a rotating site ( i.e. meals are served at site A on Monday, Wednesday & Friday, and are served at site B on Tuesday & Thursday). Rotating sites can submit one application, just be sure to thoroughly explain this in your program design response. All other programs with multiple sites will submit one application for each site.

13. If we deliver weekend meals on Friday, should I check off Saturday and Sunday on the first page of the application?

Yes. Describe in your program design that these are advance meals for the weekend.

14. If we are proposing a restaurant program, what documentation needs to be submitted by the restaurant?

The restaurant does not need to submit anything. All applicant agencies proposing to operate within a partnering facility (including restaurant facilities) will submit a host site agreement if you have one, or a Host Site Letter of Support indicating intent to enter into such an agreement.

15. We lease our entire building, we do not own it. Do we need a site agreement with our landlord to run a congregate program?

No. As a lessee you already have an agreement to use the site.

16. There is a place on the application to list hours-- what does this mean?  
You will see on the C1 application a place to list the hours of operation (open-close) as well as the time the meal is served. For example, your congregate site may be open from 10am-2pm for activities, and the meal is served at noon. For C2, there is a place to list what time the meals are delivered.
17. What are the attachments?  
There is a list of attachments in each application document. Some of them are forms that we provide that need to be filled out, and some are items that you need to produce (such as your organizational chart, job descriptions). All attachments need to be submitted with the application.

### **Budget**

1. Do the budget pages have the same format as last year?  
Yes, but the formulas are locked.
2. Does the “number of participants” on the first page of the budget include those that are touched by outreach?  
No. Participants are only those persons who receive meals.
3. Is unit rate automatically populated in the budget pages?  
Yes. On page four, the total unit rate and AgeOptions’ share are automatically calculated when you enter data on this page.
4. If your match is coming from a private source do you need to name the source or submit documentation?  
Just name the source in your budget and budget justification. You do not need to submit any documentation of this. (Please remember other federal funds cannot be used as a match toward AgeOptions programs.)
5. Sometimes the budget forms alert me with red cells even though the numbers are correct. What should I do?  
This may happen as a result of rounding. If you are sure your numbers are correct, please leave it red and we will look closely at those cells when we review your budget.
6. If we receive state funding can we include it on our budget as a part of the match?  
If the money you receive is considered unrestricted income (such as a CCP reimbursement), you can use this as a local cash match.

7. How do you determine how to split up salaries between resource categories in the budget?  
We do not give guidelines or restrictions on how salaries should be split between funding sources on the budget. Be aware of how this proportion can affect AgeOptions' unit cost. We prefer that AgeOptions' funds are primarily allocated toward food.
8. Are cooks counted in the budget under food or personnel?  
Personnel.
9. Can we include depreciation costs in our budget?  
No.
10. Does food cost include packaging in the budget?  
Yes.
11. We use many volunteers, such as greeters, food service aids, delivery drivers, etc. How should we list them on the budget so they are all accounted for?  
You can list your volunteers by job title, not by name. This way you can assign an hourly in-kind rate to each job title.
12. Can a successful applicant use only in-kind as a match and no local cash?  
Yes, however preference is given to local cash. Please refer to the scoring tool for the specific rubric.
13. Do you hold agencies to their previous percentage of match?  
No. There is a 15% minimum, however this is a competitive process and a higher match means that AgeOptions' cost is lower. Budgets should be realistic. Once you propose a match in year one, the match percentage should be similar in subsequent years through the grant cycle.

### **Operations**

1. Can we operate outside of Suburban Cook County?  
The distribution point and service area for HDM must be Suburban Cook County. The congregate site must be within Suburban Cook County and must target outreach to Suburban Cook County older adults only.
2. How do we get referrals for home delivered meal clients? Is there a referring agency?  
Yes, you will get referrals from CCUs or MCOs. See "Assessor" definition in the glossary. Applicants should become familiar with and outreach to the referral sources in their area.

3. Will we need to screen potential congregate dining participants for income?  
There is no means test for the program but there is a required set of information for congregate participants. Poverty level is one of the required items. Please see the website for a sample C1 registration form.
4. Can you explain why we need a code of conduct?  
It protects the site and is good business practice. A sample is on the website.
5. If your congregate meal site is in a restaurant setting, do you still need to have health promotion and educational programming on site?  
All clients who participate in congregate dining, regardless of site location, should have an opportunity to access health promotion and educational programming. If you are in a restaurant setting it is ideal to have a room that is separate from the general public so that these programs can take place. If holding these within the restaurant is not possible, these programs can be offered off site.
6. Is there a maximum voluntary contribution we can request from participants?  
AgeOptions does not set guidelines or restrictions for contributions. We suggest you look at historical project income, your costs, and the income demographics of your proposed location(s). The requested contribution amount can not exceed your unit cost.
7. Is it required to provide a meal five days per week?  
No, there is no requirement for how many meals per week you must provide, however keep in mind AgeOptions' funding priorities listed in the RFP.

**Resources**

1. Where can I find a township map?  
We have posted a map that outlines Townships and Municipalities on the RFP Website under "Application Resources".
2. Does it matter which version of Word you have when downloading files off the website?  
No.