Fiscal Years 2016-2019

Nutrition Services
Request for Proposals
Issued December 2014

FAQ
February 25, 2015

APPLICATIONS ARE DUE TODAY AT 4:45pm!

This is the final FAQ post; however you can continue to ask questions until the deadline.

1) Page 3 of the budget (budget detail) indicates in the directions not to include food and delivery costs in this application. Is this correct?

   NO! This is a mistake on our budget pages. Please disregard this statement.

2) On page 1 of the budget workbook it asks for participant numbers and demographics. Since we are a new provider, should we enter projected numbers or something else?

   Yes, each applicant should enter projected clients that will be served a meal. You should refer to the appendices for assistance with demographics of a proposed service area.

3) If we are a currently funded agency, can we ask for more funds than we have historically requested and received?

   The short answer is yes, you may request more money by putting additional AAA dollars in your budget. But please note that AgeOptions will be looking for reasonable unit rates, so additional dollars for the most part would need to translate into additional service (meals) provided (we allow approximately 3% cost of living increase year-to-year). If you are proposing more meals than in the past, then your narrative must address why you are proposing more meals.

4) When I enter salaries on page 2 of the budget, I do not see them auto fill on pages 3 & 4. Am I doing something wrong?

   On page 2 of the budget Excel file: column b is where you enter the salary and column c is where you enter the percentage of that salary that is supporting the AgeOptions program. Then you MUST spread that cost across columns d-e-f-g (in other words, who is paying for that salary). Once you put numbers in columns d-e-f-g you will see numbers on pages 3 and 4.

5) Can you clarify what “fringe” means on the budget pages?

   Fringe percentage is determined by your organization. It is the total of all items the organization pays on the person’s behalf—the organizations’ portion of federal and state taxes; Worker’s Compensation; Social Security; the organization’s portion of any health insurance (if any); the organization’s portion of any pension or other retirement benefit (if any). You would get this from your corporate office perhaps? Then once you know the fringe, you determine how to spread the cost as described in the answer to question 2, above.

6) Can I send the electronic files in more than one e-mail if I need to due to the size of the files?

Yes.