

## Title III B, D, OMB RFP Q&A

Question	Answer
<p>If a program has received funding in the past, how should we handle changes in the numbers or in service delivery due to COVID-19? differing service unit totals, delay in starting up work - are there other activities, not normally listed in NAPIS - i.e. only tai chi classes</p>	<p>We understand that this is an uncertain time to be submitting an RFP - many grantees have adjusted services - some agencies have switched over to telephone reassurance, etc. Instead of normal services that you apply for, you might add telephone reassurance or other Title III services, so you have something you can still do until in-person services resume - continue to explore virtual classes - might be something that you list out on goals and objectives, for example, "will deliver x number of virtual classes and x number of in-person classes"</p>
<p>For virtual classes, it will be difficult to know exactly who is attending. Advice for tracking demographics for folks joining an online class?</p>	<p>We recognize the challenge and we will have to do some research on best practices to address this challenge</p>
<p>With federal money being spent in different directions, what is the impact in the coming years?</p>	<p>The federal government hasn't given us guidance about what the funding will look like, but we will keep everyone abreast of this when we learn about it</p>
<p>Ombudsman Application</p>	<p>We noticed that the Ombudsman application does not specify which documents are to be submitted with the price proposal and which are to be submitted with the technical proposal. <b>Attachments to be included with Technical Proposal:</b> Sections 2-9, Proposed program staff resumes and job descriptions, Agency organization chart, Affirmative Action / Equal Opportunity Employer Policies, Client satisfaction survey, Program evaluation tool, Donation processing policy and procedure, Current Board of Director's List, and Letters of Support (two from service providers and two from seniors). <b>Attachments to be included with the Price Proposal:</b> Section 10, Circular OMB A-133 Form (if applicable), Budget Form Appendix A, Personnel Cost Detail Form Appendix B, Allocation of Cost of Services Form Appendix C, List other funding from City of Boston (if applicable), List all other funding sources for senior services (if applicable), Most current audited financial statements, Most recent Certificate of Liability Insurance that will hold Boston Area Agency on Aging harmless for any incident during the course of the contract period, Proposed Host Agency Information Form D, and Proposed Host Agency Conflict of Interest Form Appendix E.</p>
<p>Pre-Award Risk Assessment Form</p>	<p>This form has been added to the supplier portal and is a required document.</p>

Can we use more than three NAPIS categories?	Yes, you can use more than three NAPIS categories. Programs might need to include some services that will be delivered during the COVID-19 pandemic and others that will be delivered after the stay-at-home restrictions are lifted and in-person services resume.
Due to the current “Stay-At-Home” order, we will have difficulty getting the service providers and the seniors to sign the letters of support. Any suggestions on what we can do?	We will accept letters of support that do not have signatures and have been emailed to you from supporters.
Is there a limit to the number of service categories we can list? I know the Fiscal Forms have 6 rows that allow for the calculations to be done...is this a limit or could more be added?	More than 6 service categories can be listed.
When do we need to return the assessment by?	The Pre-Award Risk Assessment form needs to be submitted with the application by the RFP deadline, May 27th.
With regards to the Grant # and Award amount, what do you want me to put there?	Please leave those sections blank, since they are unknown at this time.
Should the pre-award assessment form be included as an attachment in the Price Proposals?	Please submit the pre-award assessment form with the price proposal.
Do you anticipate level funding for the Ombudsman program.	Yes, level funding is anticipated for the Ombudsman program.
Ombudsman Application: Appendix D and Appendix E	Appendix D and Appendix E are now available on the Supplier Portal
Do agencies need to include Hold Harmless Agreements in the RFP submission?	No, this is not a required attachment.
Are electronic signatures acceptable on RFP documents?	Yes, on a non-precedent setting basis during COVID-19.
Are there any attachments required for the submission that are not listed in the RFP?	There is one attachment that is not listed in the checklist that needs to be submitted, which is the Pre-Award Risk Assessment Form (I emailed it out and it is now available on the portal). Other than that, the documents listed on the application are what need to be submitted.
In reviewing the RFP’s suggestion to highlight three services, we would like to adjust the services we typically provide to more closely with our core work. It is a slightly adjusted focus compared to our normal grant. Would it still align with Title III?	Thank you for letting us know about your interest in adjusting your NAPIS services for the grant. Everything that you suggested still aligns with the list of approved services for the Title III B program.

Currently, our Board Chair/President (Interim) is our previous CEO and we currently don't have another CEO. Do you want this person to sign in both locations on the cover page? Would you prefer to have two different signatories? Then would our Chief Academic Officer/Provost be ok to sign in the CEO column. Or would you prefer our Chief Business Officer?	We would prefer to have two different signatures, but both will need to have signing authority.
Do agencies need to submit Hold Harmless Agreements in addition to the Certificate of Liability Insurance?	The Hold Harmless Agreement is not required for the RFP.
If a program has historically offered different services that have been captured under one NAPIS service code, can some services be separated out and be captured by under more than one NAPIS service code?	For FFY21, if it seems appropriate to separate out NAPIS services, you can do that.
With regard to the Ombudsman application, how will the program be formulated moving forward? How should we proceed with the application with the structure of the program being unknown amid the pandemic?	Regarding the RFP for the Ombudsman Program, please proceed as you normally would, as if, by October, things are back to normal. If adjustments are needed, they can be made.
Regarding the budget forms (appendix a, b, c), are there new form templates we should be using, or should we update our previous forms?	All forms can be found on the supplier portal, including updated budget form templates. Please use the forms provided on the portal.
If we are submitting under the Title III D, do we upload the PRICE PROPOSALS under Line 1 as indicated below or under Line 2 because that is the line for Title III D?	Need to upload under their associated program. D in D and B in B
There were Living Wage forms included with attachments for the AAA proposal but they are not listed in the required attachments list. Do these need to be submitted with the RFP?	The living wage forms are not required for RFP submission. Please stick to the required document checklist.
Do we include "other federal funds" listed on the Budget Page on the Support Cost Page in the non-Title III funding area?	All grantees are required to provide all sources of income, especially federal, and must list them. If the federal sources are over the \$500K threshold enterprise-wise, they must do an A-133 financial audit and share the statements with us. All of this is included in the financial sections of the application and RFP paperwork.
Under the attachments for the Price Proposal, should additional funds, such as CARES act funds, be included in the list of either "Other Funding from City of Boston" or list of "All Other Funding Sources for Senior Services?"	For the purpose of the RFP, please proceed with the fiscal forms without including CARES Act funding.

Would you be okay with me leaving everyone's salary on the fiscal forms or should we show the portion of the salary that's dedicated toward the Title III program?

On the Personnel Cost Detail form in the budget sheets, agencies breakdown the total salaries to % of time on program and % of Program time charged to Title III. This then gets converted into dollar amounts.