

**City of Boston Area Agency on Aging
FFY2023 Title IIIB, Title IIID, and Ombudsman RFP Q&A**

Q. The RFP document states that projects should highlight up to three specific NAPIS/OAAPS services, is that services within a single category (i.e. if a category is Behavioral Health) or across all categories (i.e. if a project aims to address Social Isolation and Digital Equity)?

A. This is referring to each program, but it is okay to exceed this number, within reason. A single program might touch on multiple focus areas. Additionally, an organization might submit a proposal for multiple programs that address multiple focus areas.

Q. Is a program that was started post-pandemic (as a response to the pandemic) considered a "new program"?

A. Yes, it would be something we are interested in.

Q. (Fiscal) Could you repeat those figures or type them here?

A. \$2,988,906 total, \$2,609,987 from Title III B (ARPA and Standard), \$221,396 from Title III D (ARPA and Standard), \$157,522 Ombudsman (ARPA only)

Q. Are there funding ranges for awards?

A. There are no funding ranges for these awards. Please request the amount needed to support the delivery of your proposed program(s).

Q. Are submissions only by month now, no longer by quarter?

A. Programmatic reporting can occur monthly or quarterly and will be determined on an individual basis with each program. Fiscal billing can occur monthly or quarterly and will be determined on an individual basis with each program and our fiscal team.

Q. If we are applying for more than one program, but all under the Title III-B funding category, do we need to submit one budget or two?

A. You must submit separate budgets for separate programs.

Q. Where is the grant application for Title III Ombudsman? Application is not listed currently.

A. This document is now uploaded to the event on the supplier portal.

Q. What is the name of the Title III Support Services application?

A. "Grant Application IIIB & IIID"

Q. For Title IIIB, are both the Technical and Pricing Proposals submitted on the Portal or do we submit the Pricing Proposal on the Portal and email the Technical Proposal to Alison?

A. Everything should be uploaded to the portal, there are separate areas to upload each document. If more assistance is needed with the supplier portal, please contact the supplier portal team for assistance (617-635-4564).

Q. Can you confirm this funding is pertinent to adults 55 and older?

A. The Older Americans Act defines older adults as being 60 years and older.

Q. When are proposals due?

A. Tuesday, July 12th by 5:00pm - proposals submitted after this time cannot be accepted.

Q. When you submit the application, is each section submitted as a separate document, or is the whole application submitted as a single document?

A. The technical proposal should be submitted as a single document. And the pricing proposal should be submitted separately as a single document. Please see the lists at the end of the grant application for the sections that apply to the technical proposal and the pricing proposal. Please submit Appendix C 1.2.3 (fiscal forms) in excel format.

Q. Does the proposal include what ARPA funds are being used for? How much is allocated for the Ombudsman?

A. **Programmatic** - Proposal can include only ARPA, unless it makes sense for your proposal to include Standard Title III work. **Fiscal** - Include the standard Title III and ARPA funds in the budget - Standard Title III can be listed in the "Other Federal Funds" column. \$157,522 (ARPA) allocated to Ombudsman.

Q. Do all of the funds require match funds? What is the minimum?

A. Yes, all of the funds require match funds. The minimum match is 15%, but this can be higher if you choose.

Q. NAPIS - Title IIIB and IIID focusing up to three categories - the scope of work with title IIID, three categories is limiting, put three biggest? Include only evidence-based categories? How to go about that if it addresses more than three categories?

A. Services included for IIID would be evidence based - we ask for three services, but agencies can go over that if needed.

Q. Does “EDU” symbolize something is an evidence-based program?

A. Yes, “EDU ” indicates an evidence-based service - in Appendix A - FFY2023 OAAPS/NAPIS Codes for Title III, column F indicates into which Title III funding category each service falls.

Q. What is the difference between NAPIS code 30 Protective Payee, 72 Bill Rep Payee (Protective), and 50 Financial Management Assistance?

A. OAAPS/NAPIS Services with “(Protective)” in the name are specifically for PS consumers. Some of these are duplicate service codes and you should select whichever seems most accurate to the service being delivered by your program, as there are no formal definitions for most of the services listed.

Q. What is the difference between 41 Counseling and 86 Mental Health Counseling?

A. Counseling is a generic category intended to capture consumer data across any number of counseling services; except as otherwise stated - caregiver, mental health, nutrition, etc. Mental Health Counseling is to be used specifically to capture data aligned with mental health programs and services where consumers are receiving such counseling.

Q. If there is a service being offered but not listed (Title III D), is the directive to leave off the application, or can it be added to the list?

A. If you want to include a program that is not listed on the OAAPS/NAPIS service code list, you can contact Alison Freeman, who will find out if the program can be added. New services/programs need to be confirmed and added by the Executive Office of Elder Affairs.

Q. Do new program components have to be submitted as a separate program? Or could they be incorporated into the existing previously funded program, with a larger financial ask to support the new services/components?

A. Yes, you can incorporate new components to an existing program. You can also include a new program in your proposal.

Q. Is there a NAPIS a category for digital literacy

A. Yes, 75 - computer training

Q. BINGOSIZE and WALKWITHEASE are two evidence-based programs previously funded through Title IID, but they are not on the OAAPS/NAPIS Service Code list. Do they qualify for Title IID funding in FFY2023?

A. The following services (all evidence-based) were added by EOEA in 2021, but have not yet made it onto the OAAPS/NAPIS service code list: Education - Active Living Every Day:

NAPIS Code #132, Education - Bingocize: NAPIS Code #133, Education - Walk with Ease:
NAPIS Code #134

Q. In creating one application for both standard and ARPA funds, do we pick “up to three NAPIS Codes/OAAPS” that encompass both our standard work and our ARPA funded work? Or up to three codes for each funding stream?

- A. In your proposal and budgets, you are not differentiating between standard and ARPA funds, you are only differentiating between different programs (programs might include a mix of standard services offered previously and new focus areas outlined in the RFP). The “up to three” guidance is per program, but this is guidance and not a strict requirement.

Q. Please provide clarification between “program” and “funding category.” Should an agency that is applying for IIIB and IIID submit a single proposal?

- A. Separate applications are needed for IIIB and IIID (on the supplier portal, you will see that these are two different events requiring separate submissions). If you were to apply for funds for multiple programs at your organization in a single Title III funding category (IIIB for example), we would want a single proposal and budget forms for each program.

Q. Can you share the RFP? And, was the bidders’ conference recorded?

- A. The RFP and supporting documents can be found on the City of Boston's supplier portal. You will see three different events on the portal for this RFP - for III Ombudsman, III B, and III D.

<https://procurement.cityofboston.gov/psp/prdsp/SUPPLIER/ERP/h/?tab=DEFAULT>

- A. The bidders' conference was recorded and I expect it to be accessible on the Age Strong webpage by the end of Tuesday, June 14th.

Updated 6/13/2022

Q. Does the Commission have any video or steps in how to submit the proposal in the portal?

- A. <https://www.boston.gov/departments/procurement> - scroll down to "Learn About Bidding" and click on the articles they list for instruction. If additional technical assistance is needed, contact the procurement office.

Q. Are up to 3 NAPIS/OAAPS services allowed for Title IIIB or can more services be included?

- A. You can include more than 3 services for each program.

Q. Can Wellness be included in Title IIID or do Title IIID services all need to be evidence-based?

- A. Wellness is a IIIB service, so it cannot be included in a IIID budget. Title IIID funds are for evidence-based services. Please refer to column "F" in Appendix A - FFY2023 NAPIS/OAAPS Service Codes for Title III to determine which services fall under which Title III funding category.

Q. By separate program, does that mean as defined by the NAPIS/OAAPS categories, or as defined by the program? Should an agency submit a different budget for each NAPIS/OAAPS service code?

- A. Different NAPIS/OAAPS service codes do not imply separate programs. A single program will likely (and should) deliver multiple NAPIS/OAAPS services. When we refer to "program," we are talking about the programs (with their own budgets) within your organization.

Let's say I'm a nonprofit and I have two programs: "Program A" and "Program B." Both programs deliver services that fall into the IIIB category (as indicated in column "F" in Appendix A - FFY2023 NAPIS/OAAPS Service Codes for Title III). Within my agency, each program has its own budget. For this proposal, we want to see each program's budget, so we are asking for separate fiscal forms for each program you are applying for. For the proposal, I should submit a single technical proposal and a single pricing proposal in response to the IIIB bid event: EV00010770. It should be clear in your proposal which part of each response is for which of your programs.

Example:

Program A (has its own budget within my org.)

Fitness (IIIB NAPIS/OAAPS Code: 22)

Recreation (IIIB NAPIS/OAAPS Code: 32)

Computer Training (IIIB NAPIS/OAAPS Code 75)

Program B (has its own budget within my org.)

Friendly Visiting (IIIB NAPIS/OAAPS Code: 33)

Telephone Reassurance (IIIB NAPIS/OAAPS Code: 35)

Support Groups (IIIB NAPIS/OAAPS Code: 52)

I will submit a single technical proposal and a single pricing proposal to the IIIB bid event: EV00010770 and two different program budgets/set of fiscal forms (Appendix C 1.2.3).

Updated 6/14/2022

Q. Is there a recording of the bidders conference that happened last Monday June 6, as well as a copy of any powerpoint slides that were used?

- A. There is a recording of the bidders' conference and it is available on the Age Strong webpage. We did not have a powerpoint presentation for the bidders' conference, so you will not see one posted.

Q. Which document has the narrative questions? And where do I find that document, along with the supplemental documents required with this proposal?

- A. The questions for the technical and pricing proposal are in the Grant Application document, which is included in the **event package** - it is the 5th document from the top of the event package list (the entire list includes 17 attachments).

When you click on the following event on the [supplier portal](#), a page will open and there is a link titled View Event Package - this is where you will find all of the documents/attachments for the RFP.

EV00010770

III B -- Supportive Services RFP

You can find additional help here:

<https://www.boston.gov/departments/procurement/how-use-supplier-portal>

If you need supplier portal technical assistance, please contact the procurement office.

Q. Is there an average grant size/grant range?

- A. There is not a figure or range that I can offer, because award amounts will depend on the program proposals and budgets submitted through this RFP.

_____ **Updated 6/16/2022**

Q. Does this RFP include ARPA funds?

- A. Yes, this RFP includes ARPA funds for IIIB, IIID, and Ombudsman.

Q. For Section 3:Needs and Summary of Program, the Grant Application document gives a maximum of 2 pages for our response. I know this has been standard in past RFPs. However, for this year's Title IIIB and IID, as we may be describing multiple Programs here – plus the varying “needs” that necessitate each Program - is there any flexibility on that limit?

- A. Yes, there is some flexibility, but our hope is for concise responses and a goal of 2 pages. We understand if it goes over a bit and we will continue to read onto an additional page, should your response not fit on two pages.

Q. How would the following new priorities each be coded in the NAPIS system?

Behavioral Health, Economic Security, Housing Stabilization, Social Isolation

- A. Services associated with these focus areas need to fit into the existing NAPIS service category list. These, alone, will not get their own codes, since they aren't actually services.

Q. Can IID funds go to ramp-up expenses associated with training (and potentially travel) required to start a new evidence-based program (PEARLS)?

- A. Yes, that is acceptable as the AAA introduces a new EVB program.

Q. Are the Ombudsman ARPA funds classified as non-HCBS, HCBS or not classified that way at all?

- A. They are not HCBS funds.

Q. If a program that has previously received Title III funding is going to add new services during this RFP, is it still one program or does this addition create separate programs?

- A. An organization can choose if they want to create separate programs, but it is not necessary if they are simply adding services to a program that already exists.

Q. If a program that has previously received Title III funding is going to apply for additional funds, do they need to include new programs or services?

- A. Not necessarily, no.

Q. If a program that has previously received Title III funding is going to apply for funds through this RFP and not change the proposed services, can a larger amount of funds be asked for?

- A. Each proposal should include a request for the funds believed to run the proposed program. Explain everything you need to explain in your proposal (situation and changes that have occurred).

Q. If a proposal does not get funded in full, can the program decide where the funds get allocated?

- A. This is unknown until after proposals are reviewed and scored.

Q. Even though outreach is no longer going to be a stand alone service, can a proposal still include outreach costs?

- A. Yes, the assumption is that outreach will be part of every program, it will just no longer be counted as a service - instead, it will be included in the services being delivered to consumers.

Q. Can a proposal include a consultant who is hired to identify communities of need and best approaches to outreach?

A. If the same work was going to be done by regular staff and within the scope of a proposal, yes. Rate must be reasonable (factoring in salary and fringe of regular staff).

Q. Is DEI training acceptable for billing?

A. Training has to be within the scope of work in the proposal. Any expenses to further the scope of their proposal, excluding interest, penalty, alcohol, et al, are allowable expenses.

Q. Can the salary of a staff person doing development work/fundraising be charged to Title III, if the purpose of this work is to ensure sustainability of programming?

A. Costs associated with development and fundraising for sustainability of programs cannot be billed to Title III.

Q. Is ARPA two years, or just one year at a time? Should the budget be made for one or two years?

A. ARPA funds cannot be spent after September, 2024. As stated in the RFP, this opportunity is for one year with an option to renew for a second year. Budgets for this RFP should be prepared for the federal fiscal year 2023 period (October 1, 2022 - September 30, 2023). Should your proposal seek a renewal of funding for federal fiscal year 2024 to run your program, please indicate that in your pricing proposal.

Q. One focus of the RFP is expanding programs/services - can sustaining programs/services be a focus of a proposal as opposed to expanding services? What is “expansion” defined as?

A. Expanding existing programs is one of the focuses of the ARPA funds. Expansion will probably look differently for different programs - it might mean expanding into more neighborhoods, serving more populations, engaging more consumers, etc. If an organization has an existing program that has previously been supported by Title III funds, it can choose to write a proposal indicating the support needs of the program to sustain it.

Q. Can printing and posting needs/marketing expenses/gifts associated with the program be charged to Title III?

A. Yes, expenses to further the scope of the proposal, excluding interest, penalty, alcohol, et al, are allowable expenses.

Interest, Penalties can't be charged (not allowable by federal regulations)

Q. Is direct management of Title III programs - staff managing programs provided - an acceptable cost?

A. Yes, all expenses directly and/or indirectly related to the management of the Title III programs are included (they must be allowable by federal regulations).

Q. How will programs report outreach work if outreach is no longer going to be its own service?

A. In FFY2023, since outreach is not going to be a service that is reported on numerically, we expect to see this work reflected in narrative reports.

Q. Are letters of support needed? How many? Does it matter who it comes from?

A. Yes, as stated on page 8 of the application, 4 letters of support are required with this proposal - 2 letters from service providers and 2 letters from older adults.

Q. What is the difference between Standard Title III and ARPA in terms of program askability? When preparing proposals, should organizations look through one lens or two?

A. We are hoping to see proposals that incorporate the focus areas outlined for the ARPA funding, but are not looking for services to be split between Standard Title III and ARPA. The determination of awards, including the proportion of each award made up of Standard Title III and ARPA, will be determined after proposals are reviewed and scored.

Q. Do separate proposals for IIID and IIIB need to be submitted separately

A. Yes, IIID and IIIB are separate funding categories and have separate events on the supplier portal. Agencies applying for both funding categories must submit separate proposals and upload them to the corresponding event on the supplier portal.

Q. Is there a funding cap or amount we need

A. There is not. We expect applicants to request the amount of funds to support your proposed program **and with the associated 15% minimum match as these are federal programs.**

Q. Is there a timeframe for proposal spending?

A. This funding is for one year, beginning October 1, 2022, with the option to renew for a second year. Note that ARPA funds must be spent by September 30, 2024.

Q. Is there a format for responses to the RFP?

A. The responses should follow the format of the Application, which is an attachment in the event details on the supplier portal.

Q. Is there a City of Boston or Title III-B policy that restricts or does not allow IDC to be included in these awards?

A. What is a reasonable amount of indirect costs for Age Strong Title III programs is a max of 18%.

_____ Updated 6/27/2022

Q. What is needed in the last two columns to the right of the “IN-KIND” columns on the “Budget” page from the Title III Fiscal Forms?

Simply expand the height of the cells to see the following:

- 1) Column G is Budget Generated Income
- 2) Column H is Budget Other Federal Income

Q. In Section 4 of the application, there is a 2-page response limit, but we would like to cite data that exceeds that limit. Can we have a bibliography page to list the cites to current data that does not count to the two page limit so we are giving credit for relevant reports?

A. The 2-page limit is a guideline to encourage conciseness (we will not stop reading if your response exceeds two pages). If additional pages are needed to adequately respond to the question, that is fine.

Q. Can we do electronic signatures, or should they be wet signatures?

A. Electronic signatures are fine for this proposal.

Q. Will we be sending you hard copies of the various signed documents?

A. We do not need hard copies of the documents.

Q. The ARPA funds for Ombudsman are additional funds that can go to new initiatives and the funds are through September 2024?

A. Through ARPA, there is additional funding available for Ombudsman services (that's what's included in this RFP, no standard Title III funds for Ombudsman are included in this RFP). ARPA funds must be spent by September 30, 2024.

Q. If an agency is already registered as a City of Boston Vendor. Do they also need to register as a Sourcing Bidder, or can a bid be submitted as City of Boston Vendor?

A. You can submit as a City of Boston vendor.

Q. The Technical Proposal and the Price Proposal are both to be submitted via the Attachments section of the Event Comments/Attachments page, and are to be separate attachments, correct?

A. Yes, the technical and pricing proposals should be submitted via the portal as separate attachments.

Q. Regarding the Living Wage Agreement, if we are awarded this funding, we will be hiring new staff to support the work outlined in the proposal. How do we correctly fill out the sections of the form that require specific information, when we don't have that information yet? Specifically the following details: Total number of Covered Employees, Number of Covered Employees who are Boston residents, Number of Covered Employees who are minorities, and Number of Covered Employees who are women.

A. These forms are due at execution/signing of contract. We ask for these forms during the RFP because we want to expedite the process, but you can wait until then or fill it out using your current organizational profile and submit it with your other attachments.

Q. Within the application, it states “note that all staff resumes for said program are required as attachments”, are we needing to add 7 Public Guardian Services employee resumes or should be adding those resumes (Executive Director, Clinical Director) who will be having direct contact and supervision responsibilities for the position we are wanting to hire through our proposal?

A. Anyone that will be charged to the grant needs to have resumes added. If the employees do not yet exist, no resumes. If the supervisors will be charged to the grant their resumes can be added.

Q. In the Event Package for EV00010770 (Support Services), in the Comments window at the top it says: Please complete the attached forms along with a copy of your most current COI (Cert of Insurance)

Forms Checklist:

Living Wage 2

Living Wage 8

Cert of Authority - (CM-06)

Contractors Cert (CM-09)

Wage Theft (CM-16)

Fiscal Forms (Budget Template)

CORI Forms: 15A, 15B & 15C

Cert of Insurance - COI

At the end of the application itself, under Required Program and Fiscal Attachments, there is a list of 16 required attachments, but the only items from the list above that are included in that list are the Fiscal Forms and the Cert. of Insurance. Please tell me, are the additional items above also required attachments, in addition to those listed at the end of the application doc?

- A. The additional attachments are required for the contract, so we request that they be completed as part of the application process - it helps to expedite the contract process and minimize work later for our partners.

Q. Are there simple instructions for how to complete the bid? For example, I have opened the bid, but I'm not sure how I upload all of my attachments. I also am not sure how I upload my narrative. Also, do I have to indicate somewhere how much we are asking for? (besides in our budget?)

- A. Please refer to the links on the City's Procurement web page for instructions on how to submit a bid on the portal. You will need to enter your bid quantity where prompted.
<https://www.boston.gov/departments/procurement>
https://www.boston.gov/sites/default/files/embed/e/entering_a_bid_on-line_1.pdf

Q. I am wondering what the evaluation tool is that we are supposed to attach to the RFP. We have a survey and there is a place for that but I cannot think of any other form.

- A. You can include any tools your organization uses or will use to evaluate the program in your proposal.

Q. Would you prefer the grant application as a hard copy sent directly to the office?

- A. Our preference is for proposals and all attachments to be submitted through the supplier portal.

Q. The City of Boston Sub-Recipient Pre-Award Risk Assessment Questionnaire is only included with the Event Package for Ombudsman. Is it also required for the Title IIIB and Title IIID submissions? Also – should this form be included with the Price or Technical Proposal?

- A. The pre-award risk assessment is due at execution/signing of contract. It was included in the RFP to expedite the contract process later, but it is not necessary at this stage. If you submit the form with your proposal, please include it with your pricing proposal.

Updated 7/6/2022