MINNESOTA BOARD ON AGING

FAQ – SFY 2026 Dementia Grant Responders Conference (Updated April 14, 2025)

Question 1
Are faith based organizations eligible to apply?

Response
Yes, faith-based organizations are eligible to apply.

Question 2
If a two year grant period is requested in an application, should applicant submit a one or two year budget?

Response
Applicants should submit one budget that captures all anticipated expenses and needed match for the full term of the proposed project.

Question 3
Are these funds protected from the new Administration's Executive Orders?

Response
Regional and Local Dementia Grants are funded through State of Minnesota general fund only.

Question 4
Would you please elaborate on this requirement: Participate in use of social media tools: social media tools may include, but are not limited to blogs, Instagram, YouTube, X, Facebook, FLICKR, LinkedIn, and podcasts. What are the specifics re deliverables for social media tools?

Response
This requirement is found on page 8 of the RFP packet, under section 2. 2 Tasks and Deliverables, item 6. Specific deliverables center on grantees' use social media tools to promote their grant activities and/or to repost items created by the MBA in various channels. MBA does not expect that grantees use all channels.

Applicants should also consult page 26 of the RFP packet, 6. REQUIRED CONTRACT TEMS AND CONDITIONS, E. Accessibility Standards, for ensuring that use of social media complies with the State's standards.

Question 5
For the pre-award risk assessment and reconciliation, can staff time allocated from our agency be included in the budget?

Response
Staff time involved in required Financial Reconciliation activities during a grant or contract period can be estimated and included in the proposal budget; staff time spent on Pre-Award Risk Assessment need cannot be built into budgets because Pre-Award Risk Assessment activities need to be completed prior to a formal contract being issued.

Please see page 29 of the RFP packet, Sample State Contract, item 1. 3, No performance before notification by STATE. GRANTEE may not begin work under this CONTRACT, nor will any payments or reimbursements be made, until all required signatures have been obtained per Minn. Stat. § 16B. 98, subd. 7, and GRANTEE is notified to begin work by STATE's Authorized Representative.

Question 6
As you would review an audit already prepared, within the reconciliation/pre-award risk assessment, would you also consider already prepared pre-award risk assessments/reconciliations for federal funds that we are already completing?

Response
In accordance with the Minnesota Department of Administration’s Office of Grants Management, MBA staff will use only the State’s Pre-Award Risk Assessment tool and related policies and procedures. Having completed a federal risk assessment process cannot stand in lieu of the State’s pre-award risk assessment.

Question 7
I assume federal dollars can be used for match; what if those funds are pulled during the grant period and an agency losses match dollars?

Response
The grantee will notify grant manager of the need to provide other match dollars such as cash, foundation, etc. and provide supporting documentation.

Question 8
How are the grants monitored?

Response
All organizations awarded a grant contract from the MBA are required to submit quarterly follow up progress reports via the online grant system. Organizations also submit quarterly expense reimbursement reports that staff monitor to ensure funds are spent according to the contract and that grantees are on target with planned expenditures.

Organizations receiving more than $50,000 are required to have a financial reconciliation completed on one quarter’s expenses and participate in one monitoring visits during the grant period. Projects awarded more than $250,000 receive annual monitoring visits and must complete at least one quarterly financial reconciliation prior to issuance of the final payment. For additional information please consult Grants Policy 08-10 and page 8 of the RFP document, Section 2. 2, Item 9, Tasks and Deliverables.

Question 9

Is a letter of intent to apply required?

Response
No, a letter of intent is not required.

Question 10
Can you explain in more detail about the type of collaboration you're referring to on page 9 of the RFP?

Response
Section 2. 3 Collaboration (page 9 of the RFP document) states that to aid in maximizing their overall score, Responders should involve at least one of the following groups as a partner in their proposal:

- Human or social service organization
- Community health board (e.g., State Health Improvement Project [SHIP] staff)
- Healthcare organization
- Quasi-formal or other service provider
- Local not-for-profit or for-profit business, e.g.:
  - Employer
  - Service company
  - Retailer or other commercial venture
  - Educational institution
  - Unit of government
  - Transportation agency or trade association.

In this instance, collaboration refers to the applicant organization identifying an organization with which it may share elements of a common mission, goals or common purpose, or may complement the applicant's work. The required Project Work Plan and project budget provides opportunity for applicants to detail their proposed collaborations or partnerships.

If an applicant is uncertain about the suitability of a prospective collaboration, or needs help identifying appropriate collaborators, the ElderCare Development Partnership staff can assist them.

Question 11
Are there any more key points that can be shared regarding how current education and training is not meeting the needs of the communities and what is desired under the grant. Is the goal to create parallel training tools, extend current tools, offer new solutions w/ evidence based interventions, etc.?

Response
Regional and Local Dementia Grants have five primary focus areas in which applicants may propose work. Please refer to pages 4 of the RFP document for a discussion of priority focus categories.

Responders can maximize their score by implementing evidence-based programs or interventions for family and friend caregivers and/or their care recipient. Please refer to pages 6-7 of the RPF document for a discussion of such programs.

The ElderCare Development Partnership staff can provide assistance and insight into particular needs in various parts of the state.

Question 12
Can the budget include line items to ensure that work products (etc.) are accessible, such as marketing costs, ASL interpreters, translators, etc.?

Response
Yes, the budget should include anticipated costs for making work products accessible in print, digital and live presentations and activities. Page 30 of the RFP document, Sample State Contract, Section 2. 3, Accessibility outlines the State's expectations around accessibility.

Costs related to accessibility can be shown in the project SFY26 budget form under Item 10, Other.

Question 13
A cultural consultant can be utilized to reach a community if you do not have a staff member from that community. Is this a role that you could describe further? Can a person volunteer their time to fulfill this role?

Response
Cultural Consultant generally refers to someone who is a member of specific community a grantee wants to reach and who understands the norms and values of the targeted cultural or ethnic group. While the MBA encourages applicants to request grant funds to compensate cultural consultants, a cultural consultant may volunteer his or her time.

If you need assistance with identifying cultural consultants for your project, contact the ElderCare Development Partnership staff.

Question 14
Would April 25th, 2025 work as a start date for the insurance compliance? Or is the anticipation June 30th, 2025? Since there are additional costs incurred, it would be helpful to confirm the exact date the required updates would be needed, just to ensure no additional costs are incurred which are not covered by the grant.

Response
Insurance requirements for funded projects are set forth on pages 20-22 of the RFP document, section 3. 4 Insurance Requirements.

Insurance coverages are generally issued and renewed on an annual basis. What is critical is that grantees have and maintain coverages during the full term of their contract or project period. Work cannot begin on a contract until a grantee has obtained all the State's required insurances and the State has approved such insurance. Grantees must also maintain the insurance in force and effect throughout the term of the contract (and as required, beyond the end of a contract date for specific coverages).

Question 15

Can you please explain how you calculate the 9% indirect rate for the budgeting. I am not sure what is being modified in this statement, and how: “When requesting administrative overhead costs, applications/grantees should budget administrative overhead cost under the “other” category at a rate up to nine percent of modified total of direct costs.

Is it 9% of the total budget? If not 9% of the total budget, what is the 9% taken from? I am unclear on what the “modified total ” is.

Response

Modified total costs are generally include all total direct project costs minus specific exclusions such as capital expenditures and equipment, rental costs and fellowships and scholarships. Additional information about administrative overhead is found in the **Instructions** Tab of the SFY26 budget form available for download on the Regional and Local Dementia Grants website.

Question 16

Do you consider Caregiver Consulting/Dementia Capabilities/Family Meetings Evidence Informed?

Response

No.

Added text: However, there may be tools used that are evidence-informed or evidence-based.

Question

Can you please share some examples of the EBI’s (Evidence-Based Interventions) that have worked well in sequence with this program (i.e., would PTC and/or PEARLs work)? Is it okay that it is just a component of the overall program/project?

Response

Yes, planning to offer or offering an evidence-based or evidence-informed program intervention can be just one component or element of a workplan.

Examples of evidence based or evidence informed interventions can be found on page 6 of the RFP document, Best Practices: Incorporating Evidence-Based or Evidence-Informed Programs for Families, Friends and Neighbors Caregiving.

For a comprehensive, searchable database of evidence-informed and evidence based programs for persons with dementia and/or their family and friend caregivers, please see the Benjamin Rose Institute’s Best Programs for Caregiving searchable online database.

Question 18

Are cost shares allowable for out of home respite hours delivered? OAA (Older Americans Act) has guidelines on how to collect cost shares, and I am not familiar with the state’s guidance on the methodology for collecting cost shares. Can a sliding fee scale be used for client fees for service?

Response

Yes, cost sharing is allowable for out of home respite. Yes, a sliding fee scale may be used.

Question19
Are advances granted or is this grant purely reimbursements on a quarterly basis?

Response
Cash advances are not provided unless a grantee can document hardship. Reimbursement is on a quarterly basis and based on expenses incurred by the grantee according to the contract.

Question 20
Are the certificates of all trainings that staff attended pertaining to dementia, respite, older adults, etc. required, or is it allowable to fill out the details on the form without the certificates, as well?

Response
Brief details about applicant staff past dementia-specific training should be filled out according to the column headers on the SFY 2026 Dementia Knowledge Capture Form. Documentation of training (certificates of attendance or CEUs awarded) should also be scanned and uploaded with the Capture Form.

For staff with many past dementia-specific trainings, you may simply list two or three of the more recent trainings, along with supporting, scanned certificates. If staff do not have formal documentation for past education or training, please complete the Capture Forum to include date of educational event attended, presenter, and location.

Question 21
Is it necessary to separate out expenses for volunteers separately from staff (i.e., insurance, background clearances, etc.)?

Response
Costs or expenses related to volunteers are generally presented separately from staff costs. Please use the Other category on the budget form.

As per guidance on page 16 of the RFP document, costs related to the management of volunteers such as recruitment, retention and recognition should be entered under Other.

Enter volunteer expenses related to food and beverages, volunteer recognition events, recognition items, cost of background checks, volunteer insurance and other related volunteer expenses.

Unallowable costs include monetary items such as cash, tokens, gift cards, etc.

Question 22
Is the "term of service" mentioned in the mileage budgeting for clients, the date of the ride delivered? Can you provide more insights on this term?

Response
"Term of service" is referenced on pages 15-16 of the RFP document and refers the interval or duration of a ride service.

Question 23

Is it necessary for outcomes to establish a baseline at intake vs. an outcome later on in the course of the program? (For example, must a survey be offered at intake and also separately, later on in the program? Do once a year, annual surveys fulfill the expectations of establishing baseline if a client is asked to rate their quality of life before and after receiving services in the same survey at one point in time)?

Response

The MBA is committed to funding services that produce a measurable result for the people of Minnesota. A successful responder must develop indicators of the success and effectiveness of the program and be able to measure and evaluate them to determine outcomes.

Using an annual survey tool to benchmark pre and post-service outcomes is appropriate if the annual survey captures information about the specific grant-funded services or interventions you plan to offer.

Question 24

Can we add lines into the budget template for additional expense lines required without corrupting the formulas, or should we just combine items on one line if we do not have enough space within the set number of lines?

Response

Yes, you should be able to add additional lines to the SFY26 budget form or template without impact on the template formulas.

Question 25

Is food for clients/community members attending gatherings an allowable expense? When using food to recruit attendees for PTC, Memory Café, support groups, educational offerings, is this a supply or other cost?

Response

Yes, you may request grant funds for food for program or service participants. Such costs should be shown in the Other budget category. Please refer to the SFY 2026 budget form Instructions tab for current allowable rates for meals.

Question 26

Do you want us to list for Travel mileage, as well as other cost mileage for clients-both-as the number of trips destinations, purposes, lengths of stay, transportation costs (mileage)? Where would staff mileage around the county of service be listed? Under Travel mileage?

Response

Please use the Travel line item in the SFY 2026 budget form for staff travel. Travel or transportation costs for clients and program participants and volunteers should be placed in the Other category. For client or participant costs, provide a formula that includes the number of travel units, costs per unit, number of recipients and term (length or duration) of service.

Current, allowable IRS mileage rates for both staff and volunteers are located on the Instructions tab of the budget form.

Question 27
Do signatures on the forms in the Required Statements section require a real, “wet” signature that is then scanned?

Response
MBA will accept electronic signatures or wet signatures for the required statements.

Question 28
Can my organization apply for its own grant if it is also part of a partnership identified in another application?

Response
Yes, organizations may be a part of multiple applications as long as the proposals are separate and distinct.

New questions as of 4/14/25

Question 29
Can out-of-state applicants apply?

Response
Yes, proposals are accepted from out-of-state entities, profit or non-proft.

Question 30
Can a Minnesota Area Agency on Aging be considered a partner in the project?

Response
Yes, an Area Agency on Aging can be a project partner.

Question 31
Should Minnesota Board on Aging Dementia Training be completed before our application is submitted?

Response
No. The Minnesota Board on Aging Dementia Training can be completed in Quarter 1 for most funded projects and possibly later for 24 month projects.

Question 32
Can we use a fiscal agent to apply? We are still waiting for our own official not-for-profit notification.

Response
Yes, applicants without formal nonprofit status may apply through a fiscal agent that has verifiable nonprofit standing.

Question 33

The RFP lists specific target populations (eg, veterans, Native Americans, etc.). Is each submission expected to serve multiple populations on this list? Is the list in any kind of priority order?

Response
No, applicants are not expected to serve multiple target populations; there are no priorities within the RFP's identified list of diverse populations (see pages 11-12 of the RFP document).

Question 34
Our project is planend with an 18-month timeline. Should we indicate we want a 24 month project in the toggle down menu in the online form?

Response
In this instance, please select the 24 month option.