

Eldercare Development Partnership (EDP) Request for Proposal (RFP) Frequently Asked Questions (FAQs)*

1. Clarify 24.3 Vaccination/Testing Requirements page 51. Is this required for all staff paid for under the EDP budget? Does this extend to volunteers and EDP Advisory?
 - a. No. DHS have been advised policies in section 24.3 does not apply to state grant contracts.
2. Should the EDP staff offer Rapid screen training to more than Live Well at Home (LWAH) grantees?
 - a. LWAH Rapid Screen should be offered to grantees outlined on page 9 number 6 of the RFP.
3. Would are the expectations for the role of EDP with TA? For example, what does MBA [Minnesota Board on Aging]/MNDHS staff take lead on and what tasks the EDP lead?
 - a. This RFP is only germane to the Minnesota Department of Human Services. The technical assistance expectations of an EDP grantee are provided on pages 4, 5 and 9 of the RFP.
4. What is Grants Equity, Access and Research (GEAR) and Customized Living Quality Improvement grants? Will the EDP grantees receive an overview and expectations for TA for these grants?
 - a. Selected EDP applicants will receive training and provided direction how to support grantees of GEAR and Customized Living Quality Improvement grants. The GEAR program is devoted to funding and implementing home and community based services (HCBS) for underserved communities for older adults and people with disabilities. At the time of the EDP FAQs information is limited. More information about the GEAR program is forthcoming. Information about the customized living quality Improvement grant can be found here: <https://mn.gov/dhs/partners-and-providers/grants-rfps/customized-living-quality-services-rfp/>
5. Will the LWAH site be updated?
 - a. Yes.
6. The link in the RFP leads to the DHS-7896 form “Documentation to Establish Financial Stability”. That form says Responders with total income of \$750,000 should submit their most recent certified financial audit. What are nonprofit responders with total income of \$750,000 required to upload? For nonprofits with total income below \$750,000, do they upload the DHS-7896 and assume they do not need to attach their 990?
 - a. Completing this required statement is a two-step process. Responders must first complete and upload DHS-7896. Depending how a Responders answers section “a” of DHS-7896, they will upload additional documentation. Note, the additional link related

to this question that reads, “*Dependent upon your answers in Section A of this form, you are required to upload financial documentation*” is only a reference. Again the second part of this question requires responders to upload financial documentation.

7. Are Resumes for EDP staff and EDP advisory list required to upload to the application?
 - a. No, resumes and EDP advisory list is not required to apply for the EDP grant.
8. The Human Rights Compliance - Equal Pay Certificate section says “This form is only required for application funding requests that exceed \$500,000”. With this RFP having a max proposal of \$225,000, is it correct that it is not required?
 - a. This form is not required since the maximum is \$225,000.
9. What are the expectations related to the required statement “Minnesota Workforce Certificate Information?” At this time a Responder needs to only complete Minnesota Workforce Certificate Information (DHS-7016). As stated “Dependent upon your answers in Box A, you may be required to attach additional documents at a **later date**, as requested by the Grant Administrator.” If a responder completes DHS-7016 and combines it with a “Workforce Certificate Compliance” that is acceptable too.
10. The budget proposal includes an excel budget template to upload. What needs to be uploaded to complete the budget proposal? What is the budget narrative?
 - a. A Responder only needs to upload the Microsoft Excel budget template. In the Microsoft Excel document a Responder is required to give an explanation or narratives that provide qualitative information about the budget.
11. If we are only applying for Category 1 (or Category 2) is it permissible to amend the work plan template by removing the Category 2 (or Category 1) section to improve readability?
 - a. Yes.
12. Are we required to include a specific Age-Friendly Community Goal in Section 2?
 - a. Only responders applying for Category 1 need to include Age-Friendly information. As such in section 2; a Responder should include recent efforts of communities in your region enrolled or enrolling in the Age-Friendly process. Also include information about the communities and their Age-Friendly progress. Information should include websites or any supporting documentation.
13. Please clarify the expectations related to Age-Friendly Minnesota for the EDP grantee. It appears work/strategies should include some or all of the 8 domains depending on region and community needs. Does this include the direct work-TA with Age Friendly communities in the regions?
 - a. At project negotiations and throughout the fiscal year, successful Responders in Category 1 will receive further instruction about expectations related to Age-Friendly technical assistance.
14. What is the intent of Category 2?
 - a. As stated on page 7 of the RFP, “the State is interested in funding an organization(s) that proposes a statewide project to develop and support providers that represent a special focus area for people 65 years or older. This category is for programs that serve diverse populations, and especially populations experiencing inequities and/or disparities in the state.” Page 7 of the RFP provides of examples of diverse populations.
15. We have spent the last three years doing an Aging Needs Assessment, focus groups with key older adult communities, and other research projects – and I am wondering if we can use that as

the basis for our gaps analysis? I know it specifically says we should “Respondents should focus the work plan on the top five gaps listed in [LTSS Gaps Analysis](#) with the activities and outcomes directed at reducing these gaps” I wanted to check to see if we Must reference the LTSS gaps analysis?

- a. If you are applying under category 2, include LTSS Gaps Analysis data as much as possible. In addition to using LTSS Gaps Analysis an organization may use valid studies or relevant data that shows a need to develop Home and Community Based Services in a geographic area or for an underserved population.
16. A question regarding the work plan document [under Category 2]. It asks that the goal should include supportive evidence, data, and a quantitative component. As well as why the efforts are important to accomplish your goal. Could you explain where that is to fit in the table?
- a. For Responders applying for category 2, add the supportive evidence, data, etc. from the box on page 7 of the work plan template (Attachment A-3), after the sentence that ends “desired outcomes.” See example from work plan below.

Describe below the level of need for services in your community and what group or groups of individuals will be targeted for services by the Responder’s program. Describe how your program will serve diverse populations, and especially populations experiencing inequities and/or disparities in the state. Include a description of referral systems, staff experience, and other methodologies to reach the target population. Discuss how your programs and activities will positively impact the target population; you may provide examples, performance measures, and desired outcomes.

[Add description here]

17. How does the state define respite?
- a. For purposes of the EDP RFP the definition of respite is “Short-term care services provided to a person when the person’s primary caregiver is absent or needs relief.” Further information is provided at this link;
https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_002203
18. There have been several questions about the .80 fulltime equivalent (FTE) and matching requirements.
- a. First, the .80 FTE is a minimum requirement. In the Microsoft Excel budget, required for upload, the personnel line item funds must illustrate at a minimum of .80 FTE for EDP designated staff position(s). Second on page 15 of the RFP, Responders will find examples of allowable and unallowable match(s).

***FAQs as of April 28, 2022**