



## **FAQs: FY2020 Live Well At Home Request for Proposal**

### Questions and Answers:

1. Our current grant ends June 30 2020, would we need to apply for this round to continue funding beyond June 30, 2020?

Answer: No. Pending legislative appropriation, we anticipate releasing funding next year (FY2021) that could cover the funding cycle from 7/1/2020 – 6/30/22.

2. Has the funding range limit for Core Home and Community Based Services applications always been \$30,000-\$50,000?

Answer: Yes

3. Can you repeat what you said about the maximum 4 pages?

Answer: The Work Plan document has a 4 page maximum length limit. The Work Plan document is attached as a link within the application. It is designed as a fillable document for applicants to use and upload to the grant application.

4. We are looking to apply for a new construction senior affordable housing property. Are projects that are anticipated to be approved for Low-Income Housing Tax Credits eligible?

Answer: Yes

5. Is funding from LIHTC, awarded by MHFA, eligible for the project match?

Answer: If the funds are State funds then the answer is no. If the funds are Federal funds then the answer is yes.

6. Is there a timeline for when the match must be finalized?

Answer: Selected Responders will be asked to bring documents to verify match at the time of contract negotiation.

7. The RFP mentions that projects must focus on seniors 65+. Our new apartment homes will be available to people 55+, aligned with the eligible use of Housing Infrastructure Bonds (HIB). Does this impact our ability to apply or the competitiveness of our application?

Answer: Funding is designed to support new construction, renovation, retrofitting, or remodeling of existing buildings to residents age 65 and older with low and moderate incomes and persons with a variety of chronic health conditions.

8. To clarify, capital new construction projects must use the provided budget template?

Answer: Yes

9. In the Work plan area of the application, capital projects area asked to upload additional documents. In the portal it showed two additional attachments. In the RFP, it shows three additional attachments. Should we combine item 2 and 3 outlined in the RFP?

Answer: You will complete and attach the following two additional documents when you complete and submit the application. Those are:

8 ½ X 11 reduced scale drawing from which room sizes and other building details may be determined.

One page summary of bid information or cost estimate; include the source. The following two forms will be sent to you after your funding application has been submitted and the deadline for application submission (April 26<sup>th</sup>) has passed:

Property Income/Expense Worksheet and Development Cost Worksheet

10. Is there a minimum request amount?

Answer: There is no minimum amount to request.

11. Do requests under \$50,000 require a match?

Answer: All requests require a 50% match.

12. Can we apply for an existing program or do we need to have a new component to our application?

Answer: Grants are intended to stimulate innovation by providing one-time, start-up funds to test new approaches in housing and home and community-based services development, and to develop and support core home and community-based service providers.

13. Can the salary of a current employee can be used as our match?

Answer: Allowable Match includes the actual value of dedicated staff/contractor time.

14. Does expansion and implementation of new services qualifies for this grant?

Answer: Yes

15. Do pass through federal grants that are administered by the state but are not funds appropriated by the Minnesota Legislature match eligible?

Answer: Yes

16. We have two adult day centers in different geographic regions. Can we submit an application that includes both centers?

Answer: Yes

17. Regarding the Work Plan, please explain the difference between an objective and an outcome.

Answer: An objective is a goal and an outcome is a work product result of the acting on the goal.

18. What is the grant end date?

Answer: The term of any resulting contract is anticipated to range from 12 – 24 months, from July 1, 2019 until June 30, 2021, with the option to potentially extend beyond that date.

19. Can we submit a programming application and budget for 24 months? Or should we only apply for 12 months at a time?

Answer: Yes, you can submit a programming application and budget for 24 months.

20. Our request is to build a new facility to address structural issues, if we are awarded this grant, do we have to open our build project to bidding by contractors?

Answer: No.

21. Can you please provide the web link for the nursing facility closings?

Answer: Visit the Live Well at Home Grant website: <https://mn.gov/dhs/partners-and-providers/grants-rfps/live-well/apply-for-live-well-grant/> and scroll down to bottom of the page and click on the Nursing home bed closures PDF link for current information.

22. Can a provider apply for both a capital and program application?

Answer: Yes, but you would need to complete two separate applications.

23. Will there be another round of funding for the period July 2020 - June 2022?

Answer: We anticipate releasing funding next year (FY2021) that would cover the funding cycle from 7/1/2020 – 6/30/22.

24. Our organization operates with the use of both private funds and MA funds, can we use a proportional amount of money of our staffs' salaries for our match?

Answer: Allowable Match includes the actual value of dedicated staff. Unallowable match includes State funds. For additional information see pages 21-22 of the Live Well at Home RFP.

25. The maximum grant award amount per year is \$350,000. Could we submit a 24 month application that requests a total of \$700,000?

Answer: Maximum amount per proposal submitted can be \$350,000 per year.

26. Do we need to be fully Medicare certified and finished with an implementation of the project by the end of this grant, or can still be in the process?

Answer: You do not need to be Medicare Certified in order to apply. All work must be completed by the contract end date listed in the contract. The term of any resulting contract is anticipated to range from 12 – 24 months, from July 1, 2019 until June 30, 2021, with the option to potentially extend beyond that date.

27. Do we need to include a cost-fee sliding scale within the Caregiving priority under Long-Term Services and Supports Development Requests?

Answer: All applicants are required to attach and upload a Fee Schedule to the application that includes a conforming sliding scale fee schedule for persons not able to pay the full cost of the service

28. Does an organization's operating budget need to be less than \$175,000.00 to apply under Category 3 – Core and Community-Based Services?

Answer: Yes, organizations funded under core home and community-based services must have operating budgets of \$175,000 or less annually and serve a geographically limited area.

29. Can an applicant apply as a coalition or does a non-profit, for profit or government entity need to write and submit the application?

Answer: A Coalition is not a non-profit, for profit or government entity. A non-profit, for profit or government entity must write the application and be the grant recipient.

30. We have a current Live Well at Home grant to expand transportation services for elders. Are we eligible to apply for the RFP that is due April 26? Or are we ineligible since we have an open grant?

Answer: Applicants are welcome to submit applications for other projects within the same organization. There is no limit on the number of applications an applicant organization may submit.

31. Is there a replay of the web ex meeting that was held this morning at 10 available?

Answer: We have posted a PDF of the Responders' Conference PowerPoint presentation on this website <https://mn.gov/dhs/partners-and-providers/grants-rfps/live-well/apply-for-live-well-grant/>. We are not posting a replay of the WebEx meeting that was held at 10am on April 4, 2019.

32. If a project is planning to hire staff, should they proceed as soon as they are notified of the approval of the grant?

Answer: No, work associated with the FY2020 Live Well At Home grants cannot begin until a fully signed contract is in place.

37. According to the RFP it says that we do not need to upload a 990 as they are accessible to you. We completed a 990EZ. Would this also not need to be uploaded?

Answer: Correct

38. We were awarded a LWAH grant for the period of October 18, 2018 through June 30, 2020. Would we be able to apply for just the year 2021?

Answer: Yes. We anticipate releasing funding next year (FY2021) that would cover the funding cycle from 7/1/2020 – 6/30/22.

The term of any resulting contract can range from 12 – 24 months, from 7/1/2020 – 6/30/22.

39. The title of the RFP refers to a "Grantee," Is the intent of the RFP only to fund one agency?

Answer: No

40. Does this grant fund services to create community-based services to assist people living with HIV to age in place?

Answer: Grants are intended to stimulate innovation by providing one-time, start-up funds to test new approaches in housing and home and community-based services development, and to develop and support core home and community-based service providers for individuals' age 65 and older, at-risk of long-term nursing home use and/or spending down into Medical Assistance.

41. Would this grant provide funding to cover educational costs associated with a nurse going back to school to become a nurse practitioner so we would be equipped to expand on our clinic home visiting program for older adults?

Answer: No

42. We want to apply for funding to complete a building renovation project that includes installing a family restroom and for funding for evidence-based classes and adaptive exercise equipment specifically for older adults with mobility limitations. Do we need to complete two separate applications?

Answer: Yes. Applicants can submit two separate applications.

43. How do we list dedicated staff/contracted time as the match on our budget form?

Answer: You will list dedicated staff/contracted time in the Personnel section of the Match Funds Budget form. In-Kind match is typically in the form of the value of personnel. Matching may not be used to match another federal or state grant; it may only be used as match one time.

44. Are we required to include a housing component when we are conducting a renovation project and applying for funding under Category 1 – Capital and Renovation Requests?

Answer: Applications in this category cover: transportation, technology; new construction, renovation, retrofitting and home modification to housing units.

45. Can we apply for two, separate capital grants?

Answer: Yes

46. Do we need to have our construction sub-contractors secured by the time we submit our application?

Answer: No. All work associated with the FY2020 Live Well At Home grants cannot begin until a fully signed contract is in place.

47. Is an outreach and marketing plan intended to increase enrollment in an adult day programming eligible for funding?

Answer: Yes

48. Is a capital request for renovation/remodeling of an existing building that houses and provides a variety of community supports for elders eligible to apply for funding under Category 1 – Capital and Renovation requests?

Answer: Yes.

49. Can a fiscal agent (a community foundation) be used to apply for and administer a Live Well at Home grant?

Answer: A non-profit, for profit or government entity must write the application and be the grant recipient.

50. Our facility is part of a larger organization so our financials are bound up in the parent organization's audit but our facility's financial information is broken out in that consolidated audit. Is this acceptable financial documentation?

Answer: Yes

51. Is it acceptable that both our Facility Administrator and our Parent Organization's President sign all legal documents associated with this application?

Answer: Yes

52. On the Work Plan document, under 'key activities and strategies' the instructions are to address how these will address specific statutory requirements. We are unaware of which, or any, State of MN statutes should be addressed in this area. Could you please provide additional information?

Answer: Please refer to page 4 of the RFP "One element of the strategy provided funds under the Community Service Grants (Minnesota Statutes, section 256B.0917, subs. 1a and b, 6, 7b and 13) to provide a catalyst to further reshape the state's long-term service and support system by funding innovative approaches in aging in place."

53. After I receive a notary stamp and signature on the Non-Collusion form, do I scan the form and upload it into the application? Or is there another way to submit this form electronically?

Answer: Yes, once you have completed the form and received the Notary signature and stamp, you will upload it into the application.

54. Is the full grant award amount released to grantees by July 1, 2019?

Answer: If your application is selected to be funded you will be invited to a contract negotiation meeting where the terms of payment will be discussed and outlined in your contract. The State of Minnesota reimburses for expenses incurred on a quarterly basis.

55. The RFP on page 12 outlines several Tasks for this grant. Can you provide more details for:

Participating in lessons learned/promising practices with other grantees.  
Meet with Lead agency (counties, health plans and tribes) staff to discuss project and the availability of services.

Answer: Please see page 15 of the RFP, under "Description of the Responder Organization" Applicants should involve at least two of the following groups as partners in their proposal. Please see page 15 of the RFP, under "Description of Target Population" Applicants are asked to describe the services provided and outreach methods.

56. Can federal funds be used as a match for this grant?

Answer: Yes

57. Can we including marketing support in our application for new construction under Funding Category 1 - Capital and Renovation?

Answer: Yes. List them under start-up costs.

58. Does expansion qualify as a new project?

Answer: Under funding Category 1 – Capital and Renovation – an applicant can apply for renovation or remodeling of existing buildings.

59. We are applying for funding under Category 1 – Capital and Renovation. How do we respond to Description of Responder question?

Answer: Provide a general overview of your organization, the programs and activities of your organization and the staff that will be involved in this project, including prior experience with construction/renovation project management.

60. We are applying for funding under Category 1 – Capital and Renovation. How do we respond to the Evaluation Plan question?

Answer: A successful Responder must develop indicators of the success and effectiveness of the new construction/renovation. Please see page 16 of the RFP under the header "Evaluation" for additional information.

61. Does mediation services that support seniors qualify for funding under this grant? Additionally, which gap(s) does this fill?

Answer: Please see pages 7 – 11 for a description of funding Category 2 – Long-Term Services and Supports Development Requests. 2015-2016 Gaps Analysis information can be found at <https://mn.gov/dhs/partners-and-providers/news-initiatives-reports-workgroups/long-term-services-and-supports/gaps-analysis/current-study/>

62. Are we required to have a partnership with the sources of our in-kind financial match?

Answer: Yes