

Frequently Asked Questions during the Bidder's Conference - April 16, 2014

1. **Are there any restrictions with the fifteen percent match?** The definition for matches and how the Title III defines them is in the application.
2. **When the Area Plan is submitted are the funds submitted and approved?** No, not right away. SSES does a projection based on a level funding for the upcoming fiscal year.
3. **How are clients selected for the MAP Program?** Consumers for the MAP Program are referred from the local Council on Aging within the towns that have applied for the Title III money.
4. **How does a program separate donations out?** Record the donations your program has received and then as described in the RFP how your agency is able to use donations for service use. For example, donations to the MAP program within a COA would allow additional transportation services to be purchased.
5. **Can anyone apply for legal service?** Yes, but you would have had to sent in a letter of intent.
6. **What cities and towns does SSES serve?** SSES serves the towns of Braintree, Holbrook, Randolph, Milton, Quincy, Weymouth, Hingham, Hull, Cohasset, Scituate and Norwell.
7. **Are we using the new monthly reporting form attached to the RFP for this fiscal year?** No, this reporting form is to be used as a planning tool for the upcoming year as you project your service units. We will use the new monthly reporting form as of October 2014.
8. **How do you project the number of service units for Fiscal Year 2015?** Look at the past year(s) and that number from your previous grant and project the number out. If you are new to this funding process, please estimate your monthly activity using Appendix V and multiply this number x 12 for an estimate on the amount of funding needed.
9. **Can you apply to do programs such as nutritional counseling under Title IIID?** There are three tiers and you need to look at what your able to do, what the need is in your community as well as what staff you have to work with. It was noted that for Title IIID programs, you would need to have a beginning, middle and end point data gathering as they are evidence- based.

10. **Is it okay to apply for a grant on a program that continues to be successful?** Yes, you can apply again on a grant that has been successful in the past.
11. **Does it have to be proven to be evidence based?** Yes, it does have to be proven evidence based. This requirement was implemented in 2012. Please refer to the link in the RFP that describes what evidence-based programming is.
12. There was a question on number of consumers served and number/type of units. Each service has its own distinct unit provided to you in Appendix V. For example, consumers that have signed up to attend a Matter of Balance Program during the month of August. The class ran for a total of 4 weeks and 12 people attended weekly then you would have served 12 clients and provided 48 units of service. There was general confusion regarding unduplicated clients and ongoing clients.
13. **What is the definition of the Friendly Visitor and Outreach?** The Friendly Visitor Program provides supportive visits to a consumer of South Shore Elder Services who may otherwise be socially isolated. The Friendly Visitor Program is recorded by one hour service unit. Outreach is providing access. A unit of service is one contact. Access is equal to transportation and healthcare.
14. **Should grantees send their fiscal and stat report together monthly?** Yes, they should be submitted together and they are due to SSES by the 15th of the following month.
15. **Who signs off with the grant application process?** The person who is in charge of the grant or determined otherwise by the agency.
16. **How do you calculate the number of continuing consumers served in prior months?** Reference the definition as described in Appendix IV of the document.