**FY22 SIG Field Demonstration Projects Bidders Conference**

**Questions and Answers**

**Posted December 21, 2021**

**Question:** How broad an area do respite scholarships cover? Can the funds be used to cover anything a caregiver feels he or she needs in order to get relief/respite? Are the terms limitless or are there certain kinds of respite services that are approved and others that are not? i.e. could they hire a person to come in one day a week to help them?

**Answer:** The types of respite covered are outlines in the RFP (supportive day, onsite respite at the COA, and scholarships for person-centered respite and yes paying for an individual to provide respite in the home meets the criteria for this RFP, and should be noted in your proposal as to this is the respite you are planning to offer to help and support caregivers.

**Question:** Can a COA join with a surrounding town to provide respite?

**Answer:** Yes collaborating with another community would be terrific.

**Question:** Can we provide respite to a senior who is the caregiver for an adult child with I/DD?

**Answer:** Yes

**Question:** Is Adult Day Health considered respite for the purposes of this grant?

**Answer:** Yes it is

**Question:** Would connecting families with in-home habilitation services, and a consultation how to better navigate inside the home and come up with strategies for caring for their family member with dementia, and connecting them to supportive day fall under respite or marketing?

**Answer:** This would fall under marketing, (the intent behind the caregiving piece is to address the actual provision of respite for the caregiver), however the focus should not just be on supportive day, but the broader programs, services and resources your COA provides.

**Question:** What about wage compensation for the friend, relative, etc.? Who determines what is appropriate and fair? Prevailing wage or minimum wage? Will they keep work logs?

**Answer:** No forms have been created for this purpose, but yes you would need to keep documentation, such as what services the person is providing, the number of hours they are providing respite, etc. We believe prevailing wages would be appropriate.

**Question:** Would mileage reimbursement be allowed

**Answer:** Yes, mileage reimbursement would be allowed

**Question:** Can outreach and marketing include providing a meal or meal voucher?

**Answer:** Yes, provided it’s part of or a piece of the outreach you are conducting (for example providing a booklet with resources in your community, and all the rich services and resources that *your* COA offers)

**Question:** Can we use the grant money to create a caregiver packet and marketing materials to send to caregivers and also postage?

**Answer:** Yes

**Question:** Can grant funds be used for postage costs mailing marketing and or caregiver materials?

**Answer:** Yes

**Question:** Can we use the grant money to provide additional supports to a Caregiver Support Group, to do more activities with them or host a night out to give them some relief/respite?

**Answer:** Yes

**Question:**  Would start up costs for website be valid marketing use?

**Answer:**  Yes, provided you explain how you plan to use that website to conduct the outreach and marketing, and that a website is one component of the Outreach and Marketing plan

**Question:**  Is Social Day considered Respite and, if so, can the respite caregiver grant be used for scholarship for social day?

**Answer:**  Yes, the grant can be used for social day as well as Adult Day Health.

**Question:** Can the marketing used for advertising social day in places we wouldn't normally reach?

**Answer:**  Yes but the marketing of social day must be part of marketing all of your COA’s programming and services, including social Day.

**Question:** Could a small portion of the grant be used to provide a stipend for a marketing internship, (intern would be tasked with design outreach all of all the marketing items.)?

**Answer:**  Yes. It is appropriate if you're using those funds to create some sort of marketing materials that are actually marketing your COAs so that you community knows who you are and that you are the “Talk of the town”.

**Question:**  How much is going to be awarded

**Answer:**  We are looking to award 20 grants of $7,800 each

**Question:**  Would funds be allowed to be used if we wanted to hire professional services to assist with translating marketing materials into other languages**?**

**Answer:**  Yes

**Question:**  Can COA’s apply for each project area?

**Answer:**  Yes, COA’s can apply for each project area, whether it's outreach and marketing or caregiver respite.

**Question:** Can organizations request less than the amount, or should the whole $7,800 dollars be requested?

**Answer:**  You can request less however we suggest you think about how you could actually utilize that full $7,800 grant amount.

**Question:**  Is there a time frame that the allotment needs to be spent by?

**Answer:**  Yes, all funds must be expended by the end of the fiscal year, June 30, 2022.

**Question:**  Can funds be used for purchasing technology devices for a tech loan and training program so caregivers can have their loved one’s access online programs?

**Answer:**  Yes

**Question:**  Can grant funds be used for replacing technology and/or equipment needed to make marketing materials, such as a 20-year-old printer?

**Answer:**  The purchase of office equipment is outside the scope of this funding opportunity.

**Question:**  Do COA’s need to submit to MCOA, all receipts documentation, product samples and other materials that verifies how grant funds were expended at the summation of the grant period?

**Answer:** MCOA requires you to submit the receipts of what you purchased, along with details of where the money is spent, (MCOA will provide you with an invoice form). In terms of any product samples, those are things that we would want you to include in your final report back to us after the grant the grant has been ended, which is due July 22, 2022.

**Question:**  On the first part of the RFP for marketing does it have to go to caregivers?

**Answer:** The purpose is to Market your COA to as many older adults and caregivers as possible, in your community. So when you look at the two buckets or areas under the marketing piece there is one is becoming the Talk of the Town and really promoting your Council on Aging, the other is about educating and connecting family caregivers to your COA. There are many caregivers for people who don't even know they're a “caregiver”, it's not a term they're using in their life but they're actually living it every day and how awesome it would be if they knew who their COA was in case they needed help with support or services.

**Question:**  Could the grant be used to expand Memory Cafes, i.e.: Could a COA collaborate with another one or two COAs, that each apply for the $7800 to provide Caregiver’s with time off, i.e. the caregiver could come to the COA and bring their loved one to the COA, and we worked with other local COA’s to have enough people so that it could make a difference?

**Answer:**  Yes, as presented, this idea falls under the respite services or scholarships, which is providing on-site respite for older adults at your COA. Collaboration with other COA’s or your ASAP or other entities would be appropriate.

**Question:**  Does a memory CAFE qualify for these grants?

**Answer:**  Yes.

**Question:**  Can the Grant be used for marketing COA Older American’s Month in May?

**Answer:**  Yes, but this is provided you would be creating materials to promote the COA, (not just for ‘May is Older Americans month), in essence your marketing campaign could build up to that month.

**Question:**  What kind of platform will we be uploading our applications to, and does it have limited characters?

**Answer:**  Your narrative application will be in a word document that you upload through Formsite. There are no character limits.

**Question:**  Could grant funds be used to provide Caregivers with a sum of money to purchase camera/monitors, safety equipment, door alarms, or weighted blankets (to provide caregivers peace of mind.)?

**Answer:**  Yes

**Question**: Could grant funds be used to provide foot care, (caregivers are often time older themselves and unable to provide foot care.)?

**Answer:**  Yes