

## Older Americans Act Support and Health Services Grant Meeting Notes and Q&A

### Meeting notes:

- In the past, we have done a request for proposals, this year we are moving to a grant process.
- Grant priorities:
  - Support older adult programming in the community at non-profits through cost reimbursement funding
  - Help older adults maintain independent living in their communities as long as desired through supportive and/or evidence-based programming
- Title IIIB provides [supportive services](#), Title IIID includes health promotion and disease prevention for [evidence based programs](#).
- Eligibility:
  - be a nonprofit 501(c)(3) tax-exempt organization or have an official fiscal sponsor
  - work with, or on behalf of older adults in Boston
  - be in good financial standing
  - have capacity to successfully implement programming that supports social engagement (i.e., number of staff, staff experience, staff time, resources)
  - be able to comply with the cost-reimbursement process, as is required by these funds. Cost reimbursement requires the grantee to incur allowable program-related costs, then submit thorough invoicing to receive reimbursement for those costs
  - be able to meet the 15% matching funds requirement (at least 15% of the program budget must consist of matching funds, which *cannot* include federal funds)
- Important dates: Grant application launched on June 3rd, posting Q&A on website, application deadline is June 26th at 12:00pm, awards announced in August.
- **All applications will be submitted via [Google Form](#)**
  - (all questions listed in application document - <https://docs.google.com/document/d/1iFKP1eLsOecOddNVbf2oHvHHP3wOZ65NS-TqNskJxxc/edit?usp=sharing> ).
- For this grant, older adults are considered 60 years and older.
- When answering the question about neighborhoods being served by the program- please list the primary neighborhood(s) your program is serving.
- [Subrecipient monitoring guide](#)- please review this document for program monitoring, program assessment, programmatic reporting requirements, fiscal reporting, etc.
- Budget:
  - Budget narrative can be a brief summary of what you project your expenses to be.
  - Use the [budget template](#) provided in the application.
  - This template is asking you to define your “other expenditures,” which is different from the past.
  - Personnel tab- list specific personnel you would be charging to the grant (make sure the resumes of these staff members are included in the attachment section).

- Service costs tab - listing services being provided, the goal units of service and clients served.
  - Listing out services provided and the budget breakdown per service and match funds per service. (2nd and 3rd tables on this tab)
- Notes on budget: up to 10% of administrative fees- fiscal management, final report preparation, etc.
- Budget should not include rent/utilities, alcoholic beverages, salaries of senior management (unless they are directly working on the project).
- 15% match should be included on the budget.
- [Pre award risk assessment form](#)
  - Needs to be filled out- the form asks questions about the accounting system, federal grant fraud, recent audits for federal funding, etc.
- Payment/invoicing
  - Required monthly invoices for each program (due on the 10th of each month - ex: October invoices would be due November 10th).
  - Match component- don't have to list match funds every single month, but the 15% is a requirement, so it should be included in invoicing throughout the year to meet that requirement.
  - Please have your fiscal team and program team work together to create the proposal/budget.

#### Q&A:

- **Q:** If we are applying for both Title IIIB and Title IIID are we submitting two google form applications?
  - **A:** Yes, two applications would need to be submitted if you are applying for both B and D programming. The program details will be different, but the same responses can be used when describing general organizational details.
- **Q:** How many awards are anticipated to be distributed for Title III B/D?
  - **A:** Historically, we have worked with approximately 25 partner organizations.
- **Q:** For the 15% match requirement, would the property operating budget be considered federal funds if the rental subsidies are supported by HUD?
  - **A:** The match funds cannot include any federal funding. HUD funding would not be allowed.
- **Q:** Do you have a list of previous awardees?
  - **A:** You can find a listing of our [current awardees](#) here.
- **Q:** Does the question about new participants refer to participants new to the organization or new to the program this fiscal year?

- **A:** This refers to participants who are new to the program.
- **Q:** Can you give examples of locations you anticipate programs will take place? For example do you anticipate they will take place at councils on aging sites, health centers etc.
  - **A:** Programming would be happening wherever the organization's proposed program takes place- could be senior centers, in-home, on-site where the organization is located, etc.
- **Q:** Does this grant cycle have the same priority services as past Title IIIB, such as legal services, transportation, and in home? I did see the reference to legal services but not the other two priorities.
  - **A:** Grant priorities, as listed in the application are:
    - Support older adult programming in the community at non-profits through cost reimbursement funding
    - Help older adults maintain independent living in their communities as long as desired through supportive and/or evidence-based programming
  - We are not outlining specific services as we have in past years. Please note, services must align with the approved services (linked above in meeting notes).
- **Q:** Is this a two year grant period or are we writing goals for a one-year grant period?
  - **A:** The goals will be for a one year grant period.
- **Q:** If our organization has multiple programs that qualify for the grant, should we include all of them in our application, or narrow the application down to just one program?
  - **A:** The [OAAPS excel spreadsheet](#) lists out the types of services that qualify for this grant, and their units of service. It is up to you to decide what program(s) you apply for.
- **Q:** Are the total grant funds available to cover the two years, so that first year is half the total available?
  - **Q:** The amounts of funding listed for “Total Amount Available” are for one year (\$1,038,243 for B, \$84,058 for D).
- **Q:** I have been successfully facilitating community drumming in senior sites as well as other sites for many years. My plan is to work through a fiscal agent for the application and to hire a person to do the outreach under administration. Does this fit into your model?
  - **A:** That sounds like an eligible service. Please think through if your organization can handle cost reimbursement and the 15% match funds requirements.
- **Q:** For IIIB awards: In the past, what has been the range of award amounts. The average?
  - **A:** IIIB programs are all over the board- awards have been \$9,000, \$15,000, \$70,000 and higher. Propose what you need for the program.

- **Q:** So for the second year, would there be approximately \$1.03 million available for Title III?
  - **A:** Ideally, yes. We don't know specifically what the amount of funding will be next year.
  
- **Q:** What is the specific Circular OMB 133 form that you are looking for in the attachments?
  - It is a financial statement (single audit) of a non-federal entity that expends \$750,000 in federal funding in a year.
  
- **Q:** How can I contact one of you for more information offline? I feel like my circumstances don't apply to most and don't want to take their time.
  - **A:** Please reach out to Sydney and/or Melissa ([sydney.shadovitz@boston.gov](mailto:sydney.shadovitz@boston.gov), [Melissa.carlson@boston.gov](mailto:Melissa.carlson@boston.gov) )
  
- **Q:** There are people doing work who are not in this budget even with the match. Do we include them in the budget or their resumes?
  - Only include people in the budget who are working on the program that you are requesting funding for.
  
- **Q:** For evidence based programs, should each program be listed separately or grouped together?
  - **A:** Each program should be listed separately when listing goals, but can be grouped together when describing the overall program.
  
- **Q:** Is there a range of funding per program?
  - **A:** No, there is not a range per program.
  
- **Q:** Are you anticipating level-funded or should we go for an increase "just in case"?
  - **A:** Applicants should apply for the funding that you need for the program.
  
- **Q:** Is Title III a different "pot" of funds from the Behavioral Health Grant and does it have different review criteria?
  - **A:** Yes, this grant application is using federal funds that require cost reimbursement and a 15% match funds. Please note that the proposed program needs to align with the approved services ([Title IIIB](#) or [Title IIID](#)). The grant priorities are listed below, and are included on the grant's [website](#) with some additional information.
  - Grant Priorities:
    - Support older adult programming in the community at non-profits through cost reimbursement funding
    - Help older adults maintain independent living in their communities as long as desired through supportive and/or evidence-based programming
  
- **Q:** Would it be possible to get feedback from the Behavioral Health Grant sooner than the June 20th meeting?

- **A:** Unfortunately, due to registration for the feedback meeting, we will not be able to provide feedback sooner than the current meeting date.
- **Q:** Can activities take place in Supportive Housing sites that would be restricted to residents?
  - **A:** All services provided with the Title III funding must be made available for public participation (60+). Any program will need to plan accordingly for welcoming the general public.
- **Q:** How does the caregiving counseling in this grant differ from the Title III E?
  - **A:** The caregiving services referenced in the FFY2023 Title III Service Code sheet can only be used in conjunction with Title III E services and funding that are outside the scope of this grant application.
- **Q:** What information will support this required attachment? **Program volunteers, including selection process and responsibilities.**
  - **A:** For the volunteer attachment, we are looking for the selection/recruitment process for volunteers and a description of their responsibilities specific to the proposed program. You do not need to include a list of volunteer names and resumes.