AGE FRIENDLY minnesota

Responses to Age-Friendly Minnesota Community Grant Applicant Questions

The Minnesota Department of Human Services, Age-Friendly Minnesota (AFMN), published an application for Community Grant (CG) Grants on September 30, 2024. AFMN accepted questions about the application until Wednesday, October 16 at 4:00 p.m. CST.

Questions addressed within this document were either emailed to AFMN or received via the Applicant Conference held on October 16, 2024. All questions have been compiled, organized, and answered below.

Any questions answered verbally or within the chat by AFMN staff during the Applicant Conference were non-binding; instead, please refer to answers provided within this document. If applicable, similar questions have been consolidated to show one answer for several questions.

General Questions

1. **The AFMN Community Grant provides for funding in up to two Funding Areas. Does this mean only one project per area? Or (as was the case with the TAP grants) can funding for multiple projects within one Funding Area be requested?**
   a. **Can applications include multiple projects within each of the two funding areas?**
   b. **If a project could technically fit under more than 1 Funding Area - do you split the budget between the 2 Areas or just choose one and speak in the narrative how it spans other Areas.**

   Applicants may request funding for multiple projects under one Funding Area. Applicants are not required to split the budget for a single project even if the project could fit between both Funding Areas. If a project could fit in multiple funding areas, describe this in the application narrative.

2. **We have a current Age-Friendly MN grant that will be ready to closeout in the next couple of quarters, but I'm wondering if we can apply to additional funding for a different project in the round of funding currently open for applications?**

a. Are you eligible for the second-round funding if you received first round funding?

Entities who received funding in the first round of Community Grants must have completed their contracts by June 30, 2024, to be eligible to apply for a grant in the second round of funding.

3. Can we call regarding feasibility of our project after 4 PM tonight (Oct. 16, 2024)?

All questions must be submitted in writing by the deadline (4PM on Oct. 16, 2024) so all potential applicants have access to the same information in the written response posted by end of day on Monday, October 21st.

4. Is there a specific age (55+, etc.) that corresponds with Age Friendly MN?

Age-Friendly Minnesota does not use a specific age threshold for its work.

5. How do these domains fit with the communities of livability as adopted by state and local govt?

The Age-Friendly or livability domains cover very similar topics as the Community Grants Funding Areas. For example, Funding Area 1, Connected Communities, would encompass the Age-Friendly domains of Housing, Transportation, and Outdoor Spaces and Buildings. The Funding Areas are designed to align with Minnesota's new Multisector Blueprint for Aging.

6. Do you fund a project 100% up to $80,000?

This is possible but not guaranteed.

7. How many awards does the State of Minnesota anticipate awarding?

A total of $1.3 million is available for this round of grants. It will depend on the number of applications submitted and the total amount requested.

8. If we aren't awarded, or can't get an application submitted in time, when is the next grant cycle?

AFMN is unsure at this time whether funding will be available for future grant rounds.

9. Do you happen to have a list of those [other grant opportunities that fund direct services]?

Various Minnesota State agencies offer grant opportunities that fund direct services. The Department of Administration has a portal to search by agency or subject area (mn.gov/grants).

10. **RE: financial transparency. I am new to the state of MN. just opened an LLC in the state of MN so there are no financials to share. Last year I did research for the state on behalf of the Infrastructure Law to gather info on older adults and people w/disabilities. I was paid through an existing 501(c)3. When I get a SWIFT# for the new LLC., is it as a VENDOR? Since I have no financials to share regarding the new LLC, please advise.**

   You would register the LLC as a vendor in SWIFT and reach out to swifthelpdesk.mmb@state.mn.us.

11. **Is a match required? Our request is for the next phase of a broader project that has the first construction phase completed. If a match is required, would that first phase be able to serve as our match?**

   AFMN Grants do not require matching funds.

12. **What is the grant deadline?**

   Please submit the completed application by November 8, 2024, at 4:00 p.m. Central time.

13. **Is administration time eligible? If so, is there a percentage?**

   Yes, administration time can be covered under this grant. It may be a direct cost or indirect cost depending on the project and if the staff member is listed within the budget. Costs allocated to the indirect costs amount is limited to 8% of the direct costs (i.e. total grant budget).

14. **How much of this grant can be used for building expenses for expansion or equipment, like technology, vehicle purchase, etc.?**

   There is no funding limit per project for any type of expense (other than the 8% indirect cost limit listed in question 16), except for the maximum total grant award of $80,000. Please note, applicants must follow the bidding requirements listed in the Assurances section of the RFP on page 24-25 depending on the amount requested for certain types of expenses.

15. **We had a few questions regarding the current AFMN grant application: Our policy is to calculate the cost of staff time as: a staff member's salary + benefit costs + staff office expenses attributable to and scaled to the project during the specified timeline. Is it permissible to calculate staff time this way?**

   a. **Can you include benefits in addition to salary for staff time to develop programs?**

   Salaries should include staff time and benefits. Staff office expenses should be included under the indirect category.

   b. **The current RFP explains that: "Applicants are expected to include in their budget planning costs related to administrative and staff time, travel expenses, etc. related to participating in required meetings and events. Administrative costs or indirect costs should not equate to more than eight percent (8%) of the budget." (Found in section "e" of "general expectations of grantees.") We interpreted this to mean that one budget line should be labeled "indirect costs" and that these should be calculated as 8% of the direct costs and would be attributable to the indirect costs associated with staff time to attend the AFMN required meetings. However, in the sample work plan and budget, there are two separate lines respectively labeled: "1D. Participation in AFMN meetings and events" and "1F. Indirect Costs."**

      i. **Is it permissible to calculate staff time as an average rate or is it necessary to use the current actual salary rates for each staff member working on a project?**

      Please use actual staff salary rates.

      ii. **Can you please clarify how to correctly reflect indirect costs for staff to attend AFMN meetings in the work plan and budget? (I.e. Should the two items above be one line item or two?)**

      Budgets should include "Attend AFMN meetings and events" and "Indirect Costs" separately. The 8% indirect allowance is for the entire grant request, not just expenses related to attending AFMN meetings.

16. **What is expected participation in DHS-funded meetings and/or events of the AFMN Grants program during the grant period? During the last cycle, grantees were expected to attend quarterly grantee meetings, participate in some online events listed on the calendar (agefriendlymn.org/calendar), and participate in online meetings for a Community of Practice. I would estimate at least a few hours each month for online meetings, events, and activities but could you give an idea of the time commitment expected? Will any in-person meeting attendance be required (we are outstate).**

a. Do you have a list of required AFMN meetings/events (including time commitment) that are required for the Community Grants so it can be included in the budget?

b. I mirror the request to understand the meeting time commitments, and may all meetings be online for those of us outstate or are there some in-person commitments so we can include appropriate budgeting.

We anticipate two hours or less per month during the grant period (anticipated to be about 13 months) for participation in virtual events. Grantees may be invited to present on their projects, but no attendance at in-person events will be required.

17. Will the conference call tomorrow be recorded, or must it be attended live? We would like to indicate our interest in the applying for the grant.

The Community Grant applicant conference was recorded and is posted online, along with the handout (mn.gov/dhs/age-friendly-mn).

18. We still have not received our Financial Audit report from 2023, it is still being processed, would our 2022 financial audit be acceptable?

The 2023 financial audit would be required before the grant is awarded. There are additional details from the Department of Administration on Policy 06-08 (mn.gov/admin/government/grants/policies-statutes-forms).

19. Please define policy and research (as listed as on slide 24, Examples of approaches supported through the grant).

AFMN does not provide a working definition to allow for applicant creativity. Please refer to the project summaries of the 2023 Community Grants (mn.gov/dhs/age-friendly-mn/grants) for some examples of past research projects.

20. Is it possible for two non-profit organizations, or one non-profit and one County department, to collaborate on writing a grant? If so, how do you recommend the two non-profit organizations, or a non-profit and County entity work together on this grant?

a. Any recommendations on how best to submit the application when collaborating with other organizations? Is there a preference for which entity should submit the grant: the non-profit organization or the County?

b. Is it recommended for non-profits to collaborate on a grant if they are in the same service area, or is it better to submit two separate grants if they are focusing on different funding areas in the same geographic area?

AFMN encourages collaboration and innovation on grant projects. There is no specific recommendation or guidance on working with other entities. The applicant listed on the

application will be considered the main contact as well as the entity officially contracting with the State and will be subject to the Assurances and all grant contracting requirements. All applications will be reviewed following the same scoring rubric whether an applicant is applying in collaboration or as a separate entity in the same geographic area.

21. Are there any limitations for TAP grantees when applying for the Age-Friendly Community grant? Can a TAP grantee collaborate with another organization on a grant?

TAP grantees can apply for a Community Grant if the project is distinct from the TAP grantee work.

22. I just attended the Grant Applicant Conference for the Age-Friendly MN grant. I am interested in applying for the Age-Friendly MN grant and have a few questions regarding the application and administration process: I have no prior experience with grant applications or administration.
a. Can I apply for the Age-Friendly MN grant to learn how to apply for and manage grants? What is the time commitment required to learn the application and administration process for the Age-Friendly MN grant?
b. I currently work as a research scientist for the Minnesota Department of Health (MDH). If I receive the Age-Friendly MN grant, will I need to disclose this information to MDH? Are there any conflict-of-interest guidelines I should be aware of?

Community Grant applicants may request Technical Assistance Provider (TAP) Grantee assistance to apply for an AFMN Community Grant, but not for training or education related to applying for or managing grants in general. AFMN does not have a specific time allotment for the application or administrative process. The grant award is a public announcement, and you would need to check with your agency on possible conflict-of-interest or disclosure requirements.

23. Can you define Affordable Aging in Funding Area 4?

Please refer to the Multisector Blueprint website (blueprint.agefriendlymn.org) for more information about the Funding Areas, which mirror the Blueprint's four domains. This is the information on Economic Security and Vitality (blueprint.agefriendlymn.org/domains/economic-security-vitality/index.html). Note that the website uses alternative language for the same purpose: "Financial Security as We Age" rather than "Affording Aging."

24. Please define a multimodal transportation program.

We recommend you refer to the [Multisector Blueprint website](#) (blueprint.agefriendlymn.org) for more information about the Funding Areas, which mirror the Blueprint's four domains. Please review the Connected Communities, which includes [Multimodal Transportation](#) (blueprint.agefriendlymn.org/domains/connected-communities/index.html).

25. Under domain 3 strategy D, if this is not direct care, can you give a few examples of "support for family, friend and neighbor caregiving"?

Examples could include outreach to or engagement of caregivers to assess needs and opportunities; researching new models of support and developing a recommendations report; planning a new Memory Café; dementia friendly communities' efforts; etc. Please refer to [project summaries of the 2023 Community Grants](#) (mn.gov/dhs/age-friendly-mn/grants) for some examples of past projects that include programs that do not include direct care.

26. How would Programs/Activities look in terms of fitting into the parameters of this grant? (any example would be appreciated)
a. How can we develop a program without doing any direct service?
b. How is staff time in the example different from direct service?

There are many possibilities. Please refer to [project summaries of the 2023 Community Grants](#) (mn.gov/dhs/age-friendly-mn/grants) for some examples of past projects that include programs that do not include direct service.

27. Please provide email again for idea specifications.

The email address is [MN.DHS.AgeFriendlyMN@state.mn.us](#)

28. For the connected communities domain, can you provide some examples of Public Spaces for All Ages and Seasons projects that were successful for previous applicants?

Please refer to the [project summaries of the 2023 Community Grants](#) (mn.gov/dhs/age-friendly-mn/grants) for some examples of past projects that include these types of projects. Funding Areas were defined differently for the first round of grants, but several projects related to this topic were funded.

29. Is there a dollar amount that is available for each funding area?

No specific dollar amounts have been determined for any of the Funding Areas.

30. **Are the addresses of the Primary Contact and the Business Manager contact to be organization addresses or personal addresses?**

The addresses should be the organization's address, although in some cases that may be the same as an applicant's personal address.

31. **Can an independent state agency... small agency that is a Commission with governor appointed board members apply for this grant? in collaboration with community partners.**

Yes. The qualification is that the state agency/division/entity cannot be administratively housed within DHS. As AFMN is housed within DHS, AFMN cannot award grant funds to a DHS entity.

32. **Can you describe in more detail what the monitoring visit entails? Could it be virtual? Is the monitoring focused more on fiscal or programmatic monitoring?**

Monitoring visit information is listed on pages 3 and 7 in the RFP (mn.gov/dhs/partners-and-providers/grants-rfps/open-rfps/index.jsp?id=1053-647184).The monitoring will focus on both fiscal and programmatic aspects of the grant project.

33. **If we translate existing materials we own into other languages as part of the grant funding, would we be required to co-brand or share ownership?**

Please see page 17 in the RFP (mn.gov/dhs/partners-and-providers/grants-rfps/open-rfps/index.jsp?id=1053-647184) for section 6 of the Assurances. 6.b details the State ownership over items "created and paid for under this grant." Translated materials would still be subject to the State of Minnesota accessibility requirements.

TAP Grantee Assistance

34. **Is there a form to request TAP. access, or do we just write an email to mn.dhs.agefriendlymn@state.mn.us with the information stated earlier?**

See page 8 of the Community Grant application for instructions on how to apply for TAP assistance.

35. **I am new to the grant. Can I apply to this grant to learn how to apply for the grant?**

See page 8 of the Community Grant application for instructions on how to apply for TAP assistance.

36. If we requested TAP assistance with the grant, when would we be notified with that assistance?

Applicants will be notified on or before Tuesday, October 22, 2024.

37. Will TA include reading a draft proposal and giving feedback?

Yes, TAP Grantees can provide this type of assistance.

Eligible Projects and Expenses

38. How much budget detail is required on a construction project for ADA accessible walkway to the ADA-compliant kayak dock launch. Do you want the full details of each line item in the engineer's opinion of probable cost?
 a. Can I break down a construction budget into Materials Cost; Engineering; Cost of Labor - or do you want line-item detail?

Line-item detail is not required. A simple budget with total cost is required, additional details that may change can be problematic.

39. If we are planning to expand our transportation program, and need to purchase a new vehicle to do this, does this have to fit within a multi-modal transportation option/program, what is a multi-modal program, and can charge a fee for transportation services?

The project could fit under different Funding Areas, depending on the details. Choose the most appropriate Funding Area based on your understanding of the project. Please refer to the Multisector Blueprint website (blueprint.agefriendlymn.org) for more information about the Funding Areas, which mirror the Blueprint's four domains. Please review the Connected Communities, which includes Multimodal Transportation (blueprint.agefriendlymn.org/domains/connected-communities/index.html). AFMN does not have specific requirements related to fees charged for transportation services provided with vehicles purchased with grant funding.

40. So, could we apply to purchase an accessible vehicle to transport/deliver (gently used) wheelchairs and walkers to seniors?

Yes, this would be an eligible expense.

41. Would "pass-through" funds so our organization could administer micro grants be an eligible expense within the parameters of this grant?

No, AFMN Grant funds may not be used for this purpose.

42. **Would the following projects be eligible for Age Friendly funding?**
    a. **Weekly program providing social supports for Latino seniors, engaging through music, art, outings, dementia, and other health education, etc.**
    b. **Physical building enhancements such as installation of an elevator, ramp, other ADA/senior mobility related building projects? We are renovating a building in which our senior programming will move to next Spring/Summer. Could we use funds to make changes under the capital expense category?**
    c. **Could we use funding to host listening sessions that engage Latino seniors on the various topics aligning with the RFP and use the information to inform advocacy, and lead change? Under this project, we would use funding for staff time, food/beverage at each listening session, gift cards as incentive to encourage participation among Latino seniors.**
    d. **Would engaging with seniors for listening sessions to inform change be eligible? We work with Latino seniors delivering social support, programming, community health education but aren't clear on if our standard program qualifies as direct service.**
    e. **Are we able to fund senior socialization programming expenses (i.e. Food, Transportation, Contractors, or supplies) as part of the grant?**
    f. **Would paying a contractor to develop and create senior socialization programming be an eligible expense for this grant?**
    g. **Would you provide funding for hiring a communications firm to develop a communication planning/case for support to provide affordable housing options for the lifespan? The plan would engage community stakeholders and residents and bring awareness to the affordable housing options available.**

Yes, these projects generally would be eligible.

43. **For connected communities, would we be able to use grant money to fund physical changes in our community? Such as park equipment etc.?**
    a. **I am working on a project to enhance a walking path that is owned by the City. We would like to add covered/shaded bench areas and some solar lighting to this trail. We have been asked by some of our older populations for some rest areas on the mile long trail. Is this a project that would fall under connecting communities section?**

Generally, yes, improvements to the built environment are eligible. We recognize that some projects may reasonably fall under multiple Funding Areas. Select the one you feel fits most closely and explain the connection.

44. We have direct service programs for older adults that are also intergenerational-Is this something that would qualify? Or are there examples of programs that would fit?
   a. Can you explain what kind of training/education does not fall under direct service? if we provide basic technology training to older adults, is that eligible?

Additional detail would be needed to determine eligibility for this specific project. Please refer to the project summaries of the 2023 Community Grants (mn.gov/dhs/age-friendly-mn/grants) for some examples of past projects that include programs and activities.

45. Can I apply for funding to research, create and pilot trainings for hospice caregivers about death and dying beliefs and practices in culturally specific communities?

Yes, this is an eligible project.

46. Could we purchase tablets for the staff to use to improve their services for clients? Not buy tablets for the clients themselves.

It depends. This may be eligible, but the applicant will need to make the case that this project aligns with the goals of AFMN Grants and a specific Funding Area.

47. Community Grant - would repurposing unused tennis courts into pickleball courts focused toward multi-generational use qualify?

Yes, this is an eligible project.

48. What would an eligible and ineligible expense look like in elder justice? Could you give an example of eligible and ineligible expenses for elder justice?

Examples of eligible expenses could include development of statewide senior legal needs assessment, legal bench book on elder justice issues, a public awareness campaign related to elder abuse, or creation of pro bono materials for attorneys. An example of an ineligible expense would be direct legal services for an individual.

49. We are in the process of renovating a building, which would become a site for employment, access to healthy food, and building connections primarily for Indigenous community members. Can we utilize funds, under Economic Security and Vitality, to support the renovations and design process of the building?

Yes, these types of projects and expenses are generally eligible.

50. We are a non-profit organization with mental health awareness as our primary focus. Our mission is simple; Make a positive impact in the lives and communities around us to inspire and encourage others to do the same. I am very new to the world of grants, and I am writing to you to see if this MN grant is something our non-profit would even qualify for? The short of it is that we raise funds, hire inspirational speakers, and give the speaking event to rural MN schools who would otherwise not have the opportunity to hear them.

Your organization is eligible to apply for this grant. In terms of the specific project, applicants need to explain how their efforts will connect to the purpose of the grants program as described in the application.

51. Would a project to improve resident experience in a rural long-term care facility be eligible? Specifically, capital improvements to make double rooms into private rooms/climate control improvements/activity space improvements.

Yes, this may be eligible, but the applicant will need to make the case that this project aligns with the goals of AFMN Grants and a specific Funding Area. Potential applicants may also want to explore opportunities through DHS' Performance-based incentive payments (mn.gov/dhs/partners-and-providers/grants-rfps/pipp).

52. We are considering accessible restroom facilities at the fairgrounds. Can a portable/moveable installation be funded? Can we request the full $80,000 for one project, or are we required to apply in more than one category? Can our project address more than one category but total $80,000?

The restroom project would be eligible. Applicants may apply for funding in up to two Funding Areas but need not apply in more than one. Applications may include multiple projects or efforts that total $80,000.

53. **We would like to understand some of the nuances of the different funding levels as it pertains to prevailing wage. To be clear, for the parts that fall under construction category, do they include sidewalks, ADA-compliant cabinetry (and thus be subject to prevailing wage)? We know they are improvements to the built environment, but are they "construction"? Re: Improvements to the built environment – we'd like to apply for improvements to a building under construction and also age-friendly improvements for a building that's planned and not yet under construction, but we would finish and be able to do the age-friendly improvements within the grant period. Any restrictions there? If we keep the "construction" portion under $25k but apply for other things not subject to prevailing wage, does that force us into prevailing wage for the construction portion since the overall grant amount is higher than $25k?**

Prevailing wage only applies to construction and would only apply to the construction piece of your project. Please see pages 24-25 on the RFP (mn.gov/dhs/partners-and-providers/grants-rfps/open-rfps/index.jsp?id=1053-647184).

54. **Regarding the Connected Communities grant, may I apply for a vehicle to transport elders in my community?**

Yes, this generally would be an eligible expense, but the applicant will need to make the case that this project aligns with the goals of AFMN Grants and a specific Funding Area.

55. **I appreciate all the information on the call today. One of the projects we are hoping to start for Connected Communities is to provide education trainings on poverty and what it is like to live in poverty as an older adult. This education would be geared towards the caregivers, providers, and other community partners. Does this project sound like something that the Age Friendly Grant would be a good fit for?**

Yes, this is an eligible project.

56. **Would this be an acceptable option for funding: Could we purchase laptops/iPads and then have someone get trained on how to lead classes on how to teach seniors how to navigate the internet and technology and to have access to these as well. We would also like our youth summer camp participants to have access to the iPads so we can teach them how to navigate them as well (such as choosing what they would like for a snack on a menu or picking out their lunch) - So not pay someone to deliver this program, just for the materials and knowledge to continue to use them going forward.**

Purchase of devices for the purpose described here would be eligible.

57. **Would a PA system and the purchase of security cameras fall under Inclusive Emergency Preparedness and response? These would be used to help keep an eye on participants in and around our facility in case something happens to someone during any of our programs or events that we offer, and we could utilize the PA system in case of an emergency, and we need quick assistance in a certain area. Would the purchase of an AED to keep at our location fall under this as well? We would also like to offer CPR/AED refresher courses to our community every 2 months. We would like to pay for our staff to get certified in this, so they are able to keep offering this service.**

Yes, this generally would be an eligible expense, but the applicant will need to make the case that this project aligns with the goals of AFMN Grants and a specific Funding Area.

58. **Are sidewalks considered "construction" work? Are sidewalks considered construction? and/or parking lots?**

Improvements to sidewalks and/or parking lots would be considered construction.

59. **We are preparing an application for the Age-Friendly grant, and we have a simple question. It says that we cannot be funded for direct services but could be funded for developing plans or building strategies. we are wondering if marketing costs would be considered as a part of this grant. If not, we have some other ideas, but we want to know if flyers, and mailings would be something that could be covered under the Age-Friendly grant.**

Generally, costs such as marketing and communications are eligible expenses under AFMN Community Grants.

60. **We are in the process of creating [a space to] provide access to healthy food, Age-Friendly spaces, and additional retail opportunities for the Indigenous community. At this time, the project is at the stage of renovating a building, I am curious if this aligns with the funding areas. I was thinking particularly about the areas of Economic Security and Vitality, as well as Connected Communities. This building and future Indigenous Market would greatly benefit the health and wellbeing of the local and regional community.**

The project as described aligns with AFMN Community Grant priorities and may fit under either Funding Area suggested. We recognize that some projects may reasonably fall under multiple Funding Areas. Select the one you feel fits most closely and explain the connection.

61. **We are located in SW Minnesota. I see your coverage is more SE :/ Can we apply for this grant?**

Age-Friendly Minnesota Grants fund projects throughout the state and aim for a relatively even distribution across geographic regions. People and organizations from all parts of the state are encouraged to apply.

62. **I am preparing a submission for an Age-Friendly Community Grant but am unsure as to what Funding Area(s) is appropriate. I understand that addressing ageism and changing attitudes about aging are cornerstones of Age-Friendly communities, but the RFP does not specifically refer to this under the funding areas. Does my program to mitigate ageism and cultivate positive age-beliefs in young children fit best within funding area 1 - Connected Communities or funding area 3 - Optimized Health and Longevity?**

A topic such as ageism could be woven into any of the Funding Areas, depending on the nature of the project. Please select the Funding Area you feel aligns most closely with your project, and in your application, explain the connection between your project and the Funding Area you selected. We also recognize that some projects may reasonably fit under multiple Funding Areas.

63. **For our last round of AFMN, we conducted monthly workshops that focused on technology training, along with elements of health and wellness and social activities. We provided lunch as part of the workshops. Will we be allowed to include a food component for this round of funding? For many older adults, the combination of lunch and learning is essential, and it also provides food resources while attending.**

AFMN Grant projects that include events, or in-person gatherings, food and refreshments generally are eligible expenses.

64. **Would providing dementia education to direct care staff be eligible?**

Yes, this generally would be eligible.

65. **To become a VDT facilitator, which enables you to conduct the VDT in your organization and community. This program would be used to train first responders, direct care staff and onboarding, nursing students, and gerontology students.**

This type of training generally would be eligible.

66. **Can part of the grant be salary for providing transportation to older adults, if we apply for a vehicle?**

Vehicle purchase is an eligible expense. Providing the transportation service itself would not be eligible.

67. **We are looking at emergency kits and distribution to rural elders. As well as emergency preparedness community trainings. Is this an eligible expense.**

The emergency preparedness community trainings are eligible. Purchasing items for individual use is not eligible.

68. Could this cover leadership training for elder women?

Yes, this is possible.

69. Would we be able to purchase a construction van to use to store supplies and transport a staff member to conduct affordable repairs to allow seniors to remain in their home?

Yes, this would be an eligible expense.

70. Our organization provides financial assistance to people experiencing utility shut-offs, eviction, etc. Would this work qualify under area 4?

It depends on what the funds would be used for. Provision of financial assistance to individuals would not be an eligible expense.

71. Do programs/initiatives need to be new, or can they be existing ones that address system changes? Or perhaps expansions of programs.

A project can be existing or new, but the applicant will need to make the case that the project aligns with the goals of AFMN Grants and a specific Funding Area.

72. Can you speak to what you have funded in the area of Funding area 3 - Well-trained and well-compensated Direct Care Workforce?

Please refer to the project summaries of the 2023 Community Grants (mn.gov/dhs/age-friendly-mn/grants) for some examples of past projects.

73. Can you give an example of affordable housing for the lifespan?

Many types of projects are possible. Please refer to the project summaries of the 2023 Community Grants (mn.gov/dhs/age-friendly-mn/grants) for some examples of past projects that include housing.

Insurance Requirements

74. Is the insurance just for the life of the grant period?

Most of the pieces are just for the duration of the grant. In the RFP under Professional Liability, you will see that that piece is required to be carried for 3 years after the grant period.

75. Where is the insurance form to fill out available?

The insurance form would be a Certificate of Insurance (COI) that would be provided by your Insurance Company that lists the state as the Certificate Holder. The waiver form is provided by AFMN upon request.

76. So, it sounds like you need your projects in place before you talk to your insurance agent?

It depends, you will need details about your project to assist the insurance agent in determining insurance needs.

77. I'm just curious why the different grants for the state have different insurance requirements.

MN Department of Human Services is committed to adhering to the State of Minnesota grant making requirements as established by the Minnesota Management and Budget. Here is an Insurance Fact Sheet (mn.gov/admin/assets/InsuranceFactSheet_tcm36-517540.pdf) that details more information.

78. How would an applicant know if they need to include all of these additional insurance requirements in their budget if they currently don't have them in place or if they would be eligible for a waiver?

We encourage you to reach out to your insurance agent with the grant insurance requirements to get their advice on your insurance needs.

79. Why is age friendly an additional insured? What is the insurance protecting age friendly from?

MN Department of Human Services is committed to adhering to the grant making requirements. A grantee is utilizing state funds and is considered a vendor of the State and must be insured to protect the States assets. Insurance costs are an eligible grant expense. Here is an Insurance Fact Sheet (mn.gov/admin/assets/InsuranceFactSheet_tcm36-517540.pdf) that details more information.

80. While inquiring about insurance coverage, a city that works with the League of Minnesota Cities for insurance purposes learned that the League of Minnesota Cities does not provide Professional Liability Insurance. Can you please provide more details about what this Professional Liability Insurance covers, as their insurance agent does not understand it as described in the RFP? This will allow them to work with their insurance agent and underwriters to obtain appropriate insurance.

Professional Liability insurance, also sometimes referred to as Errors and Omissions Insurance, is a type of liability coverage designed to protect against liability incurred because of errors and omissions in performing the professional services. It is applicable when a grantee, grantee's employee or subcontractors will be performing certain types of work such as software design, engineering, or accounting and includes consultation, analysis, evaluation, prediction, planning, programming, or recommendation. Any further information needed around this policy, or more specific questions or clarity may need to be requested from the MN Dept of Administration - Risk Management office (https://mn.gov/admin/government/risk/).

81. Where in the RFP is the language regarding adding Age Friendly & the State in our insurance policies?

Please see pages 20-22 on the RFP (mn.gov/dhs/partners-and-providers/grants-rfps/open-rfps/index.jsp?id=1053-647184) for the insurance requirements. Under General Commercial Liability it states: "State will be named as both an additional insured and a certificate holder on the general commercial liability policy." Under Employee Theft and Dishonesty, it lists "State will be named as both a joint payee and a certificate holder on the employee theft or employee dishonesty policy."

Application Questions

82. I wanted to clarify the word limit for narrative question responses for question 1.b. There are three sub questions: 1.b.i (goals), 1.b.ii (experience), and 1.b.iii (partners). Is the word limit 250 words per funding area to respond to all three questions or 250 words per sub question?

You have up to 250 words to respond each sub question (1.b.i/1.b.ii/1.b.iii) for each funding area (up to two).

83. That [word limit] is tight. Will I be at a disadvantage if I stay in that limit and someone else does not?

Applicants who go over the word count may score lower during the evaluation process.

84. To ensure we receive this grant, is it better to request a lesser amount than needed? Or is it negotiable? If similar projects are submitted with comparable equity considerations, will you be more apt to award a grant to someone requesting a lesser amount?

We encourage all applicants to submit a proposal for the amount needed up to $80,000. We will use the application scores, which includes equity considerations, in our final determination.