



## NEW YORK STATE AGE FRIENDLY PLANNING GRANT PROGRAM

### RFA QUESTIONS & ANSWERS

AUGUST 9, 2019

#### Eligibility

1. ***Q: I hoped you could please confirm for me if Towns were eligible for any “options” of the NYS Age-Friendly Planning Grant Program. Based on the guidance, it does not seem so, but hoped you could please clarify.***

A: The Applicant for all four options under this RFA must be a county, as defined under Section 3 of Article 1 of the County Law, however, a county may apply on behalf of a municipality within their county.

2. ***Q: We have a few questions regarding page 7 under the Available Funding section. Our organization has been providing services specifically for the LGBTQ aging population for the past 23 years in New York City metro area in Kings county. Does this fall within the REDC regions of Central New York as indicated on page 7?***

A: The New York City REDC region, which includes Kings County, is different from the Central New York region. As stated on page 7, counties located in the New York City region are not eligible to apply for Option 4, Age-Friendly Center for Excellence. Additionally, as noted on page 12, New York City, including Kings County, is already a member of AARP’s Network of Age-Friendly Communities and, therefore, would not be eligible to apply for options 2 or 3. Kings County is only eligible to apply for Option 1.

3. ***Q: Also, on the following paragraph, “Counties in the REDC regions of Western New York, Southern Tier, Finger Lakes, and New York City are not eligible to become an Age-Friendly Center of Excellence under the RFA.” Does this include our organization?***

A: Yes. Kings County is located in the REDC region of New York City and, therefore, is not eligible to become an Age-Friendly Center of Excellence. Also, please note

that the Applicant for all four options under this RFA must be a county, as defined under Section 3 of Article 1 of the County Law.

**4. Q: How can we position ourselves as an Age-Friendly Center of Excellence through a public/private partnership, and what does eligibility look like?**

A: The Age-Friendly Center of Excellence for the New York City region was established as part of the Mayor's Age Friendly NYC that was launched in 2009.

**5. Q: We are questioning why Broome county is listed with all the other counties that already have their AARP Age Friendly certificate/status. We do not have our plan written or even started. We submitted the application so are listed on their website but do not have the designation as an Age Friendly community. Reference Page 12 Option 2 - #2. We should be able to apply for option 1 and option 2 according to the grant guidelines- except our county is listed as not eligible under option 2.**

A: The issuance of the Addendum to the RFA on 7/17/19 addressed this question. As a result, Broome County has been removed from the list of counties that are already members of AARP's Network of Age-Friendly Communities and is now eligible under options 2 and 3 and remains eligible under options 1 and 4. If you intend to apply for both options 1 and 2, you would only apply for option 3, which is to submit a combined application for options 1 and 2.

NOTE: You may only submit one application for consideration of a grant under options 1, 2, or 3. Applications for a grant under option 4 must be submitted separately, as a stand along application. This may be a second application.

**6. Q: The application released yesterday does not list Oneida County as completing step one. We have completed this step and are four years into the Livable Community Project. Also, we've noticed that the Mohawk Valley Region was omitted from being eligible to apply for Option (4) and we had been planning to do so. Can anyone explain these two items, please?**

A: If Oneida county has completed steps beyond step 1, they are not eligible for options 2 and 3, only option 1. Counties in the Mohawk Valley are not eligible for Option 4 as a county within this region has already been pre-selected through a private partnership to become an age friendly center of excellence.

**7. Q: (page 12) Can you please clarify minimum qualifications - Minimum Qualifications, Option 2; #2: "The Applicant has completed only Step 1 of AARP certification for acceptance..." Does this mean that the applicant has to**

**have already completed Step 1 –OR– does this mean that the applicant hasn't completed anything more than Step 1.**

A: This means that the Applicant has not completed anything more than Step 1.

**8. Q: In the RFP it requires that “The Applicant has completed only Step 1 of AARP certification for acceptance into AARP’s Network of Age-Friendly Communities, which includes sending the required letter to AARP seeking certification and submitting the application to join the AARP Network of Age-Friendly Communities.” Does the application need to have been approved and processed by AARP before we can apply for Option 2 funding?**

A: No, the only requirement for Options 2 and 3 is that the applicant has not done anything beyond step 1, which is the enrollment process.

**9. Q: (page 12) Do you define “certification” as being “membership in the network” or “acceptance into the network”.**

A: This means that the Applicant has not completed anything more than Step 1 of the AARP certification process to be included into AARPs network of age-friendly communities.

**10. Q: We are very interested in pursuing this grant and applying for Option 3, however, we have not yet completed Step 1 of the AARP certification process and was wondering if we could do that prior to submission so that we could still apply for Option 3 of the planning grant. If we can, just to clarify, does “Step 1” mean submitting the Membership Application to join the AARP Network of age-Friendly States and Communities? Or is there more that would need to be done?**

A: Step 1 is enrollment to join the network and includes submitting the required application and related information: <https://www.aarp.org/livable-communities/network-age-friendly-communities/info-2014/sample-letters.html>

## **Partnerships**

**11. Q: (Page 12) Option 1- #2 Letter of commitment for each identified partner – question: Who is considered an identified partner? We have over 25 agencies interested in helping with the Age Friendly project.**

A: Whomever you identify as a partner in the application must provide a letter of support, Memorandum of Understanding, or Letter of Commitment. A partner will

provide active support, leverage resources, and/or facilitate actions to complete the activities identified in your application.

**12. Q: Can you please provide a definition of “identified project partner”. Can this be an organization that simply supports the Age Friendly process or an organization that has be actively involved in the process by for example serving on a planning committee etc.? (p. 12 of the RFA)**

A: The Applicant identifies their own project partners. Whomever you identify as a partner in the application must provide a letter of support, Memorandum of Understanding, or Letter of Commitment. A partner will provide active support, leverage resources, and/or facilitate actions to complete the activities identified in your application.

### **Project Scope and Work Plan**

**13. Q: (Page 51) What is considered the proposed project? Is it the whole age friendly process or the requested funded part?**

A: The proposed project is the option for which you are applying and all activities in the prescribed workplan, Attachment C (RFA pages 49-50).

**14. Q: Can you please explain Option 3 of the grant? We are not clear on the difference between applying for option 2 and 3 other than the higher grant amount available to those who apply for option 3. Seems that the requirements are the same for option 2 and 3? (p. 12 and 13 of the RFA)**

A: As explained on page 4 of the RFA, option 2 is to sign up and initiate activities necessary to become certified as age-friendly through the AARP/World Health Organization (WHO) process. Option 3 is to apply to become certified as age-friendly through AARP/WHO as well as to create at the county level a replicable version of the Governor’s EO 190 (a combination of options 1 and 2). All of the requirements for Option 1 and Option 2 apply to Option 3.

**15. Q: As a County applying as an Age-Friendly Center for Excellence under option 4 in one of the following REDC regions, how many counties would each region be responsible for?**

A: The county that is selected to operate the Age-Friendly Center of Excellence would be responsible for supporting the successful applicant from that region only.

**16. Q: (Page 49) It appears that the outcomes and deliverables are laid out for us and our task is to develop objectives related to those deliverables. On the Grants Gateway Portal there are other tasks that do not appear to be required. Is that correct that they are additional optional tasks?**

A: This is a prescribed work plan dictated by NYSOFA and our partners; the applicant does not need to develop any objectives. Attachment C on page 49 of the RFA is the same as what is seen in the Forms Menu of the application in Grants Gateway, just formatted slightly different to conform to Grants Gateway.

**17. Q: (Page 49) The latest date for the deliverables is June 2021 but (in theory, anyway) the two-year period would go until December 2021. What should be on the workplan for those last six months?**

A: The work plan is prescribed by NYSOFA at Attachment C (RFA pages 49-50); the applicant does not need to develop anything.

**18. Q: Work plan on p. 49 and 50 lists several goals, objectives and deliverables. Are counties applying for this grant expected to define additional goals, objectives and deliverables beyond this workplan?**

A: No, this is a prescribed work plan dictated by NYSOFA.

**19. Q: (Page 50) Is the intention to address each of 10 Smart Growth categories (as well as the 8 Domains of Age Friendly Living) a guidance or a requirement?**

A: Page 50 is part of the prescribed work plan developed by NYSOFA. The Applicant will specifically need to address the Smart Growth Principles and the 8 Domains of Age-Friendly Livable Communities in their response to program specific questions 5 and 6 (page 51 of the RFA and in the Forms Menu of the application in Grants Gateway).

**20. Q: Can you please provide additional clarification on the Workplan that can be found on p. 49 and 50 of the RFP? Four goals are listed and the objectives below are not numbered to clarify what objective falls under what goal. Can we assume that the objective for Goal 1 is “Replicate Governor Cuomo’s Executive Order #190 at the county level?”**

A: The Goals of the Program on Attachment C listed on page 49 encompass all aspects of the Age-Friendly Planning Grant. Goal 1 relates to option 1; goal 2 relates to options 2 and 3; goal 3 relates to option 4; goal 4 relates to all 4 options.

**21. Q: If a county is applying for Option 2 only, are only goals 2 and 4 listed on p. 49 to be addressed in their application?**

A: The Goals of the Program on Attachment C listed on page 49 encompass all aspects of the Age-Friendly Planning Grant. Please refer to the objective(s), measurable outcomes, and deliverables for the specific option for which you are applying to determine what should be addressed in your application.

**22. Q: (Page 49) The first outcome is “Acceptance into the WHO’s Global Network of Age-Friendly Cities and Communities.” We were accepted into the AARP Network of Age-Friendly States and Communities – can you confirm this is to what is being referred?**

A: That outcome applies to options 2 and 3 only. If you have already been accepted into the AARP Network of Age-Friendly States and Communities, then you would not be eligible to apply for options 2 or 3.

### **Application**

**23. Q: On p. 4 it states that if “you are applying for option 1, 2 or 3 and 4, you must submit a separate application for each option”. Would a county applying for option 2 also apply for option 1? And a county applying for option 3 would also have to apply for option 1 and 2. We are not clear on why a county would apply for two options in the grant.**

A: If you intend to apply for option 1 and 2 you would only apply for option 3, which is to submit a combined application that incorporates both options 1 and 2. Otherwise, you would only apply for option 1 OR option 2. The only time you would submit 2 applications is if you are applying for Option 1, 2, OR 3 and additionally applying for Option 4.

NOTE: You may only submit one application for consideration of a grant under options 1, 2, or 3. Applications for a grant under option 4 must be submitted separately, as a stand along application. This may be a second application.

**24. Q: On p. 9 of the RFA it states: Successful applicants must address eight (8) domains of age-friendly in their application. How detailed is this section of the application expected to be if the county applying has not written the Action Plan yet and has not addressed the eight-domains of age-friendly?**

A: The intention is for the county to begin considering and working on incorporating considerations under the eight (8) domains of livability. If a county has not taken any

steps to consider or address these domains, the application should contain information on steps the county will take to begin an inventory of resources, programs that can be leveraged to address each domain, as well as the partnerships and identifying first steps for incorporating these considerations into governance.

Program specific question number 6, on page 51 of the RFA, asks applicants to describe how each of the 8 domains are addressed by the work proposed. RFA Part I, Section 29 – Review Panel and Evaluation Criteria, on page 27, identifies “Program Specific Questions” as being evaluated, and worth up to 80 points out of a maximum possible score of 114. Applicants are encouraged to complete these questions in sufficient detail that NYSOFA can evaluate the information provided and allocate the appropriate point score.

**25. Q: Do we need to submit the documents on page 19 and 21 with the grant or with awarded contract?**

A: The documents identified on page 19-20 include both those that are included in the RFA package that will form the basis of the contract with NYSOFA as well as documents that do not need to be submitted with the RFA application but would be required prior to the execution of the contract.

The documents included in the RFA package that will form the basis of the contract are:

- State of New York Master Contract for Grants and Payment and Reporting Schedule
- Agency and Program Specific Clauses (Part II-1, Attachment A-1)
- Participation by MWBEs (Part II-2, Attachment M)
- Expenditure Based Budget (Part III-2, Attachment B-1)
- Program Work Plan (Part III-4, Attachment C).

NOTE: of the above documents, only Attachment B-1 needs to be completed by the Applicant. The other documents should be read and understood, but do not require any action.

Other documents that can be submitted with the application but are only required prior to the execution of the contract include:

- MacBride Fair Employment Principles Certification Form
- Non-Collusive Bidding Certification
- Encouraging Use of New York State Businesses in Contract Performance
- MWBE Utilization Plan (MWBE 103)
- EEO Staffing Plan (MWBE 101)
- MWBE/EEO Policy Statement (MWBE 100)

There are no documents listed on page 21.

### **Available Funding, Budget, and Match**

**26. Q: (page 8) For option 3 - up to \$80,000: are there expectations, requirements, or guidance on how funds need to be broken down between the option 1 and option 2 priorities or is this at applicant discretion based on local needs?**

A: The Applicant must demonstrate how they will use the grant funds to meet deliverables of the option for which they have chosen to apply.

**27. Q: (Page 8) Option 1: up to \$20,000 per grant Option 2: up to \$40,000 and Option 3: up to \$80,000....just to be sure we are interpreting the funding correctly.....if awarded an option....the total amount is per the grant period...not annually?**

A: This is a one-time grant that can be used over a maximum of a two-year period. The Applicant applies for the amount of funding needed to perform the deliverables of the option for which they are applying, up to the amounts specified per option.

**28. Q: (Page 15) #7 references “Annual Budget”, and also dollar amount “per grant.” Are the awards listed per year (for a two-year cycle) or per recipient? We are seeking clarification whether the \$80,000 is for each year of the two-year project timeframe or the total funding for both years (and the third if that extension occurs).**

A: This is a one-time grant that can be used over a maximum of a two-year period, with the option for a no-cost extension of up to twelve-months, if necessary. Therefore, if the successful applicant needs additional time to complete the deliverables of the contract, they can request up to twelve additional months but would not receive additional funding.

If awarded \$80,000, then that is the total amount the successful applicant will receive for the entire grant period; it is not a per year amount.

**29. Q: (Page 46) Is the budget document to reflect the entire project in aggregate, or just year one?**

A: The budget should reflect how the total grant funds requested will be spent over the entire project.

**30. Q: Orange County is developing a proposal that would include a landscaping project to improve the area surrounding a lake to make it more walkable and accessible. Would we be able to use the funds from any of the four options of this program to cover the cost of labor and materials to make these improvements (e.g. clearing brush, improving sidewalks, adding blue light phones for safety)?**

A: As stated on page 46 of the RFA, construction or capital costs are ineligible costs under this RFA, therefore, the funds cannot be used to cover the cost of labor and materials to make the proposed improvements.

**31. Q: (Page 27) The RFA states: "Up to five (5) additional points will be awarded to an applicant that commits up to \$25,000 to support the state investment, with one additional point for every \$5,000 committed." Does this mean an applicant can earn additional bonus points beyond the \$25,000 for each additional \$5,000? Or just a point per \$5,000 up to the \$25,000. Please clarify.**

A: There is no requirement, but if an Applicant provides a cash match they can earn additional points; 1 point for \$5,000, 2 points for \$10,000, 3 points for \$15,000, 4 points for \$20,000, with a maximum of 5 bonus points for \$25,000 in cash match.

**32. Q: Can a cash match be from one of the grant partners, such as a local Community Foundation, or does it have to be a local County Dollars?**

A: There is no restriction on the source of the cash match, so it may be from a grant partner or the county. The only match restriction is that it must be cash and cannot be in-kind.

**33. Q: Will there be additional funding available through the Health Foundation of Central and Western NY, if so, will there be a separate application and what is the level flexibility as to who the application is? i.e. County or Not for Profit.**

A: No, at this time there will not be additional funding available through the Health Foundation of Central and Western NY.