# SPECIALIZED SERVICES DIVISION

# OLDER INDIVIDUALS WHO ARE BLIND PROGRAM

# REQUEST FOR APPLICATIONS

## RFA # OIB-23-01 Addendum 1: Questions and Answers

Question 1**:** I am concerned as a long-time provider of services of OIB training services in the San Francisco Bay Area that the requirement of provision of two training services in addition to the time spent on intake with a student, that there is not enough funding to provide professional and adequate training for an adult who is new to their change in vision. As an example, when I review the low number of 111 persons in Alameda county, and my average reimbursement rate is 44.00 an hour (includes taxes and benefits), this averages only 19 hours per student (including time spent for intake/case management). This perhaps only leaves 15 hours of training for two services and no funding for travel expenses, etc. is this realistic? I am concerned about the message that we can only provide minimal support, is this really teaching for independence?

Answer 1: The totals for County funding levels are estimated as exact totals are unknown until the final list of awarded organizations and the number of counties receiving services are determined. The ideal outcome is that as many hours as necessary are spent with each individual consumer to meet their needs. If a consumer needs many hours of training, then hopefully other consumers will need less hours, averaging out to meet each consumer’s needs. Organizations may need to implement plans to monitor and cap or limit the number of hours per consumer as part of case management in order to meet targets. The 2 training services per consumer is meant to focus use of training time on the consumers who have experienced the most significant vision loss and impact on their independence and quality of life.

Question 2: If an organization applies to serve multiple counties, and is successful with a percentage but not all that was applied for, will they be awarded that percentage?

Answer 2: See the examples in Attachment A. Scenarios B, C, and D all apply to situations where an applicant applies for partial service provision in a county and how the funding is awarded. All counties are awarded independently of one another. Once the awards are finalized an applicant and DOR enter into a subgrant agreement containing the county award(s) received by the applicant. Applicants may apply for multiple counties, but each County outcome is determined independently and the subgrant with a successful applicant consists of the counties they have been awarded.

Question 3: Are community partners such as AARP and AAA aware of OIBs recommendation to collaborate under the RFA?

Answer 3: It is unknown if these entities are aware of the OIB program. OIB suggests that all applicants notify and work with the appropriate local collaborators in order to propose the best services for their specific County(ies). It is encouraged that organizations seek collaborative relationships with local, county specific, organizations that will help diversify the OIB consumer population to match county demographics as this will provide the best responses for the questions on the County Application.

Question 4: The financial status of the organization seems exclusive? What is the goal of the question? What if OIB is the sole source of funding for the applicant?

Answer 4: The three financial measurements are to evaluate an organization’s overall fiscal health. They are measurements of available cash/assets and the percentage of funding that is spent on direct services. The calculations take into consideration the amount of money applied for to help evaluate if the organization has the capacity to administer an OIB program with reimbursements taking an average of four to six weeks. DOR encourages organizations to diversify funding streams in order to maintain fiscal health of the organization.

Question 5: While subcontractors are an option, what about collaboratives? Could a collaborative apply with the lead agency acting as the fiscal agent?

Answer 5: Applicants can determine how best to meet their application scopes of work by collaborative or sub-subgrantee relationships. Only one applicant will be awarded funding with the applicant who receives the award being responsible for meeting the entire scope of work. The awarded applicant will be responsible for monitoring and ensuring that other collaborators meet proposed targets in their collaborative agreement.

Question 6: In some areas would a “plan to do” (e.g., design and implement plan for community involvement) be acceptable?

Answer 6: All proposed items become part of the scope of work if awarded to serve a County. Applicants should propose what can realistically be accomplished if awarded funding.

Question 7: Page 1 of Exhibit C : Please define “case management”

Answer 7: Case Management is in the list of definitions in Exhibit C as identified in the question. Exhibit C is available for download at;

<https://dor.ca.gov/Home/FormsDocumentsforSubgrantees>

Question 8: Please describe requirements for tracking case management activities, such as how would it be reported?

Answer 8: Case management is the method by which consumers are served. Case management requires the applicant and the consumer to work together on setting up a plan and developing ways to meet the goals identified in the plan. Case management will be evident by reviewing case files and identifying training services provided and evidence of continuous engagement and follow-up with a consumer.

Question 9: Page 5 of RFA : Is Case Management considered “supportive services”?

Answer 9: Case Management is not an individual service, but the method by which services are delivered. See the definition as provided in Exhibit C of the Standard subgrant provisions (link above).

Question 10: Page 12, C4, of RFA : is “consumer assessment” the same as consumer surveys we do with the consumer about their satisfaction with services?

Answer 10: The assessment is referring to a tool to assess consumer abilities and/or interests. Check the benchmarks for further details. This assessment may generally be conducted as part of developing a consumer plan after or during the intake process.

Question 11: Page 25, #7 of RFA : It says “no information is necessary for this question” about diversity and county collaboration, how come? Do you mean the question is unnecessary or that there isn’t an example bullet/benchmark?

Answer 11: This refers to information needed on the supplemental County Application. Only a narrative response to the question and letters of support are necessary to respond to this question in the narrative portion of the application, but no information is required on the supplemental County Application for this question. There is a set of benchmarks for this question.

Question 12: We have a 2022 CA good standing letter, do we need to request a 2023?

Answer 12: Submit the most recent letter available during the application process.

Question 13: On cover letter it says address – do we do our main office, or should we list all 3 of our sites?

Answer 13: The cover letter should be on letterhead and needs only to show the location of the main office of an applicant

Question 14: Do we put physical address or the mailing address - PO Box?

Answer 14: For application purposes the address of the main office of the applicant will suffice. Mailing addresses of successful applicants will be determined during the award and subgrant process.

Question 15: Can a non-profit apply with a for profit organization as a partner?

Answer 15: Yes, the applicant must be a 501(C)3 but can partner or sub-subgrant with other partners who may be for profit businesses, independent contractors, or non-profit organizations.

Question 16: Do we need to change the formatting of forms submitted as part of the application package?

Answer 16: The narrative should follow the formatting as specified in the RFA, but the formatting does not need to be changed on items such as the checklist and Supplemental County Application that are used in the application process.

Question 17: Who signs the cover sheet and letter?

Answer 17: Whoever the board approves/has approved to sign for the organization.

Question 18: Annual Corporate Report, is that the good standing status letter?

Answer 18: As described in the RFA these are two separate items.

The Annual Corporate report can be found per the instructions in the RFA “Copy of organization’s annual corporate report, filed with the California Secretary of State for all organizations who have completed one (1) year of fiscal operation, which can be found at <https://businesssearch.sos.ca.gov/>”The link listed in the RFA is no longer valid as the Secretary of State is using a new system for retrieving this report. The RFA text found above is modified to read: “Copy of organization’s annual corporate report, filed with the California Secretary of State for all organizations who have completed one (1) year of fiscal operation, which can be found at <https://bizfileonline.sos.ca.gov/>”

The Entity Status letter is a letter provided by the Franchise Tax Board. Refer to the Samples in Attachment 6 of the RFA for further details.

Question 19: Do Board resumes count as same as bios?

Answer 19: Board resumes or Board bios are okay to submit. Applicants should submit the item that gives the most thorough information so that evaluators can best determine scores for applications.

Question 20 : Are translation costs considered a direct cost?

Answer 20: Translation of an OIB specific brochure is generally considered a direct program cost, while a general organization brochure may be considered an admin cost, depending on an organization’s accounting allocation process.

Question 21: What if 990 Date is not current? Can we submit an older 990 form?

Answer 21: The text in the RFA referring to 990 submission appears in two locations. The following two areas are updated as follows;

* “(1) Most recent IRS Form 990 and (2) Statement of Financial Position with the current assets and current liabilities used for preparing the IRS Form 990. These items must be for the period ending June 30, 2022 or more recent.” Is modified to read;
* “(1) Most recent IRS Form 990 and (2) Statement of Financial Position with the current assets and current liabilities used for preparing the IRS Form 990. These items must be for the period ending June 30, 2021 or more recent.”
* The 2nd area is “A copy of the IRS Form 990 for the period ending June 30, 2022 (or more recent), and the Statement of Financial Position with the current assets and current liabilities that was used for preparing the Form 990.” Which is revised to read;
* “A copy of the IRS Form 990 for the period ending June 30, 2021 (or more recent), and the Statement of Financial Position with the current assets and current liabilities that was used for preparing the Form 990.”

Question 22: The Organization Application lists that at least one complete County Application must be received. Should we submit a County application as part of the same email for each county?

Answer 22: No, the checklists show that the other type of application must be received, as separate email(s), but they should be sent as separate emails. DOR will verify that one Organization Application and at least one County Application is received. The one Organization Application is emailed independently of the County Applications. Each County Application is emailed independently of the Organization Application and any other County applications. Only one application is to be submitted on each email.

Question 23: Do Board bios etc. count toward page limit?

Answer 23: No, only narrative answers count toward the page limit.

Question 24: What is the amount being requested on letter included in organization application? Can we ask for more than is estimated in the RFA?

Answer 24:The amount being requested on the letter is the sum total of all county(ies) that are applied for using the table in Attachment A. You may not request more than is listed for each county in the table. Include only values from the table when calculating a total, no additional items, such as base award should be added to the county total.

Question 25: Letter of good standing , what is it?

Answer 25: There is no “Letter of Good Standing”. The “Entity Status Letter” is an item required when submitting and is provided by the Franchise Tax Board. The Annual Corporate Report, as retrieved from the Secretary of State’s website, refers to whether or not the entity is in good standing with the Franchise Tax Board. Check the samples in Attachment 6 for more details.

Question 26: Do we need to submit county applications separately?

Answer 26:Each county application is to be submitted separately.

Question 27: Which components need to be re-formatted?

Answer 27: Only the narrative questions should be re-formatted to meet the formatting requirements in the RFA.

Question 28: Do I need to include the question on the narrative response in the applications?

Answer 28: The RFA does not require that you include the questions when you prepare the narrative, but it is highly recommended that you do so in order to facilitate scoring of the applications and to ensure that the application receives the best score possible based on the response to the individual question. Responses for each question are scored independently of the responses for the other questions, so including the questions helps ensure that evaluators can determine how best to score the response(s).

Question 29: If we submit with a partner organization do we submit additional details like Board qualifications for the partner/collaborator?

Answer 29: As identified in the RFA, applicants should submit any substantive information that will assist the evaluators in determining scores to the various questions.

Question 30: Do we submit each county application separately, or answer each question with separate county specific responses?

Answer 30: Each county application package is unique and must be submitted (emailed) separately from other county applications. If an applicant is planning on applying to serve three counties the applicant will need to submit the following emails;

• Organization Application

• County #1 Application

• County #2 Application

• County #3 Application

## Reminders

* Prepare information ahead of time to ensure that there are no last-minute items that cannot be located or found, which may cause the application to be incomplete or submitted late.
* Follow formatting rules. Margins, font, font size, spacing, etc. as detailed in the RFA. Note that the RFA was published with different margins, spacing, and possibly other items that do not follow the submission rules. If the application narrative doesn’t follow those specific rules, it will be disqualified and not scored.
* All items should be in accessible formats. That generally means Word or PDF files and they should be readable using a screen reader, not scanned, as evaluators need to review items to score them. This may mean an applicant needs to re-type a scanned form so that it is readable. Items such as IRS letter or Franchise Tax Board letters are not required to be accessible. Letters of support from collaborating organizations must be in an accessible format.
* Check the samples in Attachment 6 to make sure the items being submitted are what is being requested in the application package.
* A “Statement of Financial Position” is a very detailed fiscal report with additional details that may not be included in a balance sheet. Make sure the statement of financial position is the detailed version and not a balance sheet or collapsed version. If financial calculations are unable to be made the evaluators will not be able to score question #4.
* Remember the supplemental county application form that is required for each county.
* All application questions are included as attachments if you wish to begin your narrative without needing to pick and choose the questions from the various places in the RFA.
* Review the benchmarks as you are constructing your application package. The benchmarks give insight into how the evaluators will be scoring applications.
* It is recommended that applicants submit application packages early if possible in case there are any difficulties. Remember that only PDF and Word docs should be attached. Many other file types, including ZIP files are deleted without notifying the applicant or DOR that an email was sent. Attachments should be attached separately and not zipped or combined.
* Prepare all application packages carefully. A sole application may be reviewed using the sole applicant checklist, but if optional items are not included the applications will be scored. Make sure to include everything possible as there is no way to tell if other applicants will be applying to serve the specific county(ies) that application packages are being prepared for.
* The subject line on your applications is very important. Check it to make sure your submission is properly received and identified.