RFGA 2018-01 Questions and Answers

1. Should Exhibit 5 and Attachment #1 of Exhibit 5 be provided within the 35 pages as part of a Section 5 (Financial Management), e.g. after section 4 but before section 6 within the narrative, or is Section 5 / Exhibit 5 an attachment not counted within the 35 page limit that should be provided after the written proposal sections 1, 2, 3, 4 and 6 as an Exhibit?

**Section 5 is not included in the 35 page limit and should be provided after the written proposal as an Exhibit.**

1. Please confirm that the following item (4.c) may be provided as an appendix and not within the 35 page limit: Letters of recommendation from any organization that the applicant currently contracts with to provide similar services to those described in this RFGA.

**Yes, Letters of recommendation from any organization that the applicant currently contracts with to provide similar services to those described in this RFGA will be included as an Appendix and not counted in the 35 page limit.**

1. Regarding the following statement is section 2F: “Include any signed OJE contracts.” If we have a DOL approved optional special request that includes a sample agreement, may we include that to fulfill the requirement? Individual OJE contracts include Personally Identifiable Information and may be very numerous to provide each one individually.

**In lieu of including signed OJE contracts, applicants may include a sample OJE agreement that is included in the applicant’s U.S. Department of Labor’s approved optional special request.**

1. United States Department of Labor allows SCSEP Grantees to provide specialized training through additional funds for training and supportive services.  Up to 10% of participants wages and fringes (PWF) from the overall budget can be allocated for this training.  Is this something PDA has utilized or applied for in the past and is PDA open to it for PY18?

**In the past, the PDA has not utilized or applied for up to 10% of its PWF funds to be utilized for training and supportive services and it does not envision applying for this in PY 18.**

1. What are a few examples of what PDA considers minor equipment under Program?

**The budget definitions contained in Attachment #1 to Exhibit 5 apply to costs associated with all of the PA Department of Aging’s programs and services. Applicants may budget the costs of Supplies and Minor Equipment (stationery, pens, pencils, staples and other items of like nature) under either Supplies and Minor Equipment (Office) or Supplies and Minor Equipment (Program). Examples for Program area would depend on the job and position but might be an ID badge or key fob for building access.**

1. Will there be an Excel budget template provided?

**Yes, an Excel budget template will be posted on the PDA website.**