



Questions and Answers to Live Well Erie RFP #2024-013VF:

1. **Our income level does not meet the requirements for an audit, so we are undergoing a financial review by an independent accountant. Will that be acceptable as well?**
 - a. Answer: Yes

2. **Is there ever going to be project proposals for for-profit agencies?**
 - a. Answer: No

3. **Will the Live Well Erie's goals be published somewhere?**
 - a. Answer: Yes, the goals are posted on our website and published within our Live Well Erie vision document (which can be found on our website). The goals are also featured in the RFP. The website is livewellerie.com.

4. **Would a project designed to improve ease of navigation of specialty health care services and resources for both youth and adults meet requirement of addressing one or more of the Live Well Erie priority areas?**
 - a. Answer: We cannot guarantee applicability until proposal scoring has been completed. Please review the Live Well Erie Goals and current community strategies. We encourage proposed to relate specific Goals and community strategies to their propose projects for ease of evaluation by the Selection Committee.

5. **Are agencies eligible to submit more than one application, if applying under different priority areas? Or can each agency only submit one application?**
 - a. Answer: Yes, an agency/organization may submit more than one application under different priority areas.

6. **When Live Well Erie announced the release of this RFP on Facebook, the post stated, "You MUST be a partner of Live Well Erie before sending in your proposal." However, the RFP states only that grant awardees are expected to participate in the ongoing Live Well Erie effort, not that applicants must be current partners. Must agencies join the Live Well Erie initiative before submitting an application, or may successful applicants join Live Well Erie upon grant award?**

- a. Answer: To be eligible for Erie County funding your organization must be currently enrolled as a Live Well Erie Partner. To enroll as an official partner, please see answer to question #44.
- 7. In terms of applicant eligibility for the RFP. Following the meeting with you if the organization is accepted as a member entity would we be eligible to apply for the grant – or does eligibility require a certain ‘wait time’ before a submission would be accepted?**
- a. Answer: There is no wait time for a submission to be accepted. Once you sign on to become a partner, you’re eligible for consideration of a grant.
- 8. Will payment be made to organizations at the start of the contract or will we need to submit receipts for reimbursement?**
- a. Answer: We will evaluate payment and advance process on a case by case basis upon award.
- 9. In the introduction it states, grants for churches will not be considered but Faith-based human service organizations are welcome to apply. Can you elaborate more on what is considered a faith-based human service organization? Also, if a church offers programing ex: counseling services, youth job training; would those categories make the organization qualified to apply.**
- a. Answer: Grants provided by Erie County cannot fund religious institutions. A faith-based organization refers to charitable organizations or nonprofits affiliated with a religious group or inspired by religious beliefs, such as Catholic Charities.
- 10. The budget says it will range from \$5000 to \$40,000 and that we have up to 3 years. My question is, is that budget annual, for each year, or will the budget cover all three years. For example, can we ask for \$20,000/year for 3 years for a total of \$60,000.**
- a. Answer: No, it will be a one-time award of \$5,000 - \$40,000 for a project that lasts up to three years. They will have up to three years to spend the grant funds.
- 11. Can you review the basics of the RFP?**
- a. Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate and reliable presentation.
 - b. Your proposal must be comprised of 3 sections, presented as separate documents:
 - c. Appendix A
 - i. Proposal to Provide Service
 - ii. Technical and Organization
 - iii. Signed Schedule A
 - d. Appendix B
 - i. Signed Fiscal Form
 - ii. Budget Form
 - e. Appendix C
 - i. Most recent Audit report prepared by an independent CPA
 - ii. Most recent Management Letter

- iii. Listing of Officers and Board of Directors
- iv. Copies of the IRS federal tax exemption determination letters.
- f. Failure to follow the prescribed format for responses may result in disqualification.
- g. Submission of the proposals shall be emailed as three separate PDFs (Appendix A, B and C) to: Kelly Sullivan at Kelly.Sullivan@erie.gov.
- h. If unable to email the proposal, a printed submission may be submitted to: Erie County Executive's Office, Attn: Kelly Sullivan, 95 Franklin Street, 16th Floor, Buffalo, NY 14202.
- i. All proposals must be delivered to the above office on or before February 23, 2024 at 4:00 p.m. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.
- j. Requests for clarification of this RFP must be written and submitted to Kelly Sullivan at the above address, or at Kelly.Sullivan@erie.gov no later than 4:00 pm on February 13, 2024. A list of questions and answers will be posted on the County website by February 15, 2024. No communications of any kind will be binding against the county, except for the formal written responses to any request for clarification.
- k. More information can be found in the RFP

12. I just wanted to confirm that, while Live Well Erie projects are to be completed within 3 years of award, projects do not necessarily need to be 3 years in duration. For instance, successful applicants could propose a 6-month or 1-year project to be supported through Live Well Erie funds. Is this correct?

- a. Answer: Correct, performance period for funded projects will be limited to up to 3 years, but may be shorter.

13. Would you please confirm the total amount of funding available under the 2024 Live Well Erie initiative?

- a. Answer: Funding amounts may range from \$5,000 to \$40,000.

14. The RFP indicates awards are \$5000-\$40000 and the award can be 3 years. Is the award then a total of \$5000-\$40000 or for each year?

- a. Answer: See Response to Question #10.

15. Are any of the grant focus areas more heavily weighted for awards? (ie, capacity building vs startup, etc)

- a. Answer: All three Working Groups (Children, Working Families, and Older Adults) are equally weighted for consideration; there is no higher priority among the Working Groups. The proposals will be scored based on the overall proposal (30%), population and goals (30%), program plan and capacity (30%), MWBE/SDVOB participation (10%), compliance with RFP requirements and fiscal components.

16. What is the limit on the amount of organizations that will be funded?

- a. Answer: Organizations may seek up to \$40,000.

17. Can funds be used for capital improvements and/or programming?

- a. Answer: Projects that may be funded include, but are not limited to, are:

- i. Community Innovation Projects: Projects used to increase collective understanding of an issue, generate ideas, and/or test and implement solutions.
- ii. Capacity Building Projects: Projects that strengthens an organization ability to fulfill its mission.
- iii. Facilities and Equipment Grants: Projects for purchase or improvements to long-lasting physical assets, such as a building, vehicle or computer equipment.
- iv. Start-Up Grants: Funding awarded to help launch a specified new project, program or initiative.

18. If our agency applies for \$40,000 to be used on a project that takes only one year, is that acceptable?

- a. Answer: Yes.

19. How many awards are anticipated?

- a. Answer: There is not a set number of grant awards. It will depend on the amount of each grant awarded and will be determined by the Selection Committee.

20. Should a budget narrative be attached to Appendix B?

- a. Answer: It is not required but will be considered if included. Proposals should clearly explain how they anticipate spending the grant funds requested.

21. Can you please explain the 'Current Contract' column in Appendix B?

- a. Answer: The current contract column in Appendix B is applicable to those that currently hold the contract for comparison sake. Since this is a new RFP, no organization will have to fill out this column.

22. For the sake of programming, is a child defined as anyone under 18 years of age?

- a. Answer: Yes; however, individuals aged 18-24 are eligible as “children” under the priority areas of Give Every Child a Chance to Succeed.

23. Is it possible for our requested amount be lowered to accommodate more organizations or are we locked into the amount we ask for?

- a. Answer: The grants will only be granted in the amount requested.

24. Are you able to share who is on the selection committee?

- a. Answer: The scoring committee will consist of individuals from the Department of Social Services, Senior Services, Environment and Planning, Public Advocacy, and the Office of Health Equity. The proposal should be written so as to clearly describe the services provided to someone not familiar with service delivery.

25. What if we have a current contract with Erie County DSS but not with Live Well Erie specifically?

- a. This would not apply as a “Current Contract.” See response to Question #21.

26. Are we able to email you additional questions or has that deadline passed?

- a. Answer: Deadline to request clarifications on the RFP is Tuesday, February 13th at 4:00PM.

27. Is there a copy of the reporting required for recipients for tracking purposes?

- a. Answer: We will send out detailed reporting requirements and information to recipients after they've been awarded.

28. Please clarify that email submission only is acceptable (not mailing).

- a. Answer: Submission of the proposals shall be emailed as three separate PDFs (Appendix A, B and C) to: Kelly Sullivan at Kelly.Sullivan@erie.gov. If unable to email the proposal, a printed submission may be submitted to: Erie County Executive's Office, Attn: Kelly Sullivan, 95 Franklin Street, 16th Floor, Buffalo, NY 14202.

29. The RFP mentions oral presentations can be arranged to elaborate on the proposals. How can those be set up?

- a. Answer: If an oral presentation is requested by the Selection Committee, Kelly Sullivan will be touch with proposers to schedule for oral presentations.

30. Will the Q/A be posted?

- a. Yes, the Q/A will be posted Thursday, February 15th.

31. Are there any anticipated similar grant opportunities upcoming, if an organization is not accepted to this one?

- a. Answer: Not as this time. Live Well Erie will continue to forward any grant opportunities to all partners as they arise.

32. Appendix B does not have fillable boxes and how should we fill it in?

- a. Answer: We have made an addendum to the RFP with a version of Appendix B where you may fill in the fields on your computer. You will find it here: <https://www3.erie.gov/purchasing/requests-proposals-construction-bids>. Hand writing will also be accepted.

33. Is Appendix C Required?

- a. Answer: Yes. However, the latest tax return may be submitted in lieu of the audit report and/or management letter.

34. Description of project have to be 5-10 pages?

- a. Answer: No, it may be shorter than 5 pages but cannot exceed 10 pages.

35. For Appendix B, it says agency, the funding period, and then it says RFP number and name. Do you want the name of the RFP that we wrote for our organization in the name or your RFP?

- a. Answer: Yes, you'll write the name of our RFP and number which is located on the cover of the RFP. RFP Name and Number are as follows: Request for Proposal (RFP) To Provide Live Well Erie Initiatives 2024 RFP # 2024-013VF.

36. Is this an annual opportunity?

- a. Answer: No.

37. Can you share a list of past winners?

- a. Answer: 2019 Awardees:
 - i. Rural Outreach Center-transportation
 - ii. Say Yes Buffalo Scholarship, Inc.
 - iii. EPIC - Every Person Influences Children
 - iv. Rental Assistance Corp
 - v. Homespace Corp. - Mommy & Me
 - vi. Response to Love
 - vii. Watermark Wesleyan Church/Trading Post
 - viii. Western New York Women's Foundation
 - ix. Compeer West
 - x. Karen Society of Buffalo
 - xi. Neighborhood Legal
 - xii. Boys & Girls Clubs of the Northtowns
 - xiii. Peace Of The City
 - xiv. Center for Elder Law & Justice

38. Would we be considered even though our center is not yet completed and open for business?

- a. Answer: Yes.

39. Would measurable outcomes based on % of residents participating be specific enough?

- a. Answer: Yes, as long as it fits within the terms of this RFP and the scoring matrix, it will be sufficient.

40. Is there a protocol Erie County uses to measure outcomes?

- a. Answer: Given the varied and vast nature of proposals, there isn't one we subscribe to. We ask that proposers include in their proposals the metrics by which they will use to evaluate success.

41. Does this initiative sound like something that would be considered for this grant?

(Intentionally omitted potential proprietary information for this question)

- a. We cannot answer this question until scoring has been completed. Please review the Live Well Erie Goals and current community strategies. We encourage proposed to relate specific Goals and community strategies to their propose projects for ease of evaluation by the Selection Committee.

42. What is a management letter?

- a. Answer: Generally, a letter prepared by auditors discussing the findings and recommendations for improvements in internal controls that were identified during an audit but not required to be included in the actual report.

43. Please clarify what is the most recent tax return.

- a. Answer: 2022.

44. How do you become an official partner of Live Well Erie?

- a. You may visit our website at <https://www4.erie.gov/livewellerie/> and under the ABOUT tab, click on how to join and fill out form online. Once submitted you become an official partner of Live Well Erie.