

Frequently Asked Questions
Supportive and Social Day Program Expansion Grant

Contents

Eligibility Requirements 2

Eligible Expenses..... 2

How to Apply for the Grant 3

Grant Award..... 4

Responses to Questions Submitted During the RFA Questions Period 6

 Grant Overview..... 6

 Eligibility Requirements 7

 Eligible Expenses..... 8

 How to Apply for the Grant 9

Eligibility Requirements

- 1) **Q: If a number of Supportive and Social Day Programs apply together, do you anticipate contracting with the lead Applicant?**

A: The Executive Office of Elder Affairs (EOEA) will contract with the lead Applicant, who will act as the fiscal agent for this grant and be responsible for coordinating with their project partners and/or Subcontractors. On the application, you will be asked to identify any project partners and/or Subcontractors and their roles.

- 2) **Q: Can my organization use a Subcontractor to conduct all or some of the initiative activities? Can funding be used for coordinating with these Subcontractors?**

A: Yes, your organization or Application partners can work with a Subcontractor to conduct all or some of the initiative activities. On the Application, you will be asked to identify and describe any Subcontractor relationships with other organizations and to identify points of contact at the subcontracted entity.

Grant funds can be used to administer or coordinate the grant. These expenses are considered Indirect Costs.

- 3) **Q: Can my organization submit more than one Application?**

A: No.

- 4) **Q: I am an Adult Day Health provider, not a current Supportive and Social Day Program provider. Am I eligible to apply for this grant to start a new Supportive and Social Day Program?**

A: Adult Day Health (ADH) providers are eligible, provided that all funds must be used exclusively for Supportive and Social Day Programs. Funds may not be used for Adult Day Health or any other programs.

Eligible Expenses

- 5) **Q: Is there a cap on Indirect Costs? What Indirect Costs are allowable?**

A: Indirect Costs related to program expenses (e.g., coordination costs, administrative salaries, etc.) are allowable in proposed Budgets. There is no cap on Indirect Costs; however, Applications that limit Indirect Costs to at or below 10% of the overall project Budget will be more competitive during the review process. Proposals must include a detailed breakdown of Indirect Costs in the Application.

- 6) **Q: Can I use the funding to supplement an existing project?**

A: Applicants cannot use funding for other purposes unless already proposed and approved. However, you may propose funding to supplement an existing project. Awarded funding may not be used to supplant or as a duplication of benefits with funding awarded from another federal, state or grant funded programs and cannot be used for programs or initiatives that overlap with CMS waiver extension proposals.

- 7) **Q: Is there a match required? If so, what is the percentage?**

A: No, Awardees are not required to match funds for this grant.

8) Q: Are there any exclusions on spending?

A: Grant funds may not be used for any of the listed ineligible activities in Section 4 of the Request for Applications (RFA).

How to Apply for the Grant

9) Q: How do I apply for the grant?

A: Log in to the MassGRANTS portal using the following link:

<https://maanfgiants.force.com/s/loginpage>

- If you do not have an account, you can create one by clicking “Register for an account” on the left-hand side of the page (Figure 1 of the MassGRANTS Application Guide).
- To create an account, you will need both your Vendor Code and the last four digits of your Tax Identification Number (TIN). If you do not know your Vendor Code, contact one of the Commonwealth departments that you do business with.
- After you log in, select the Grants Management tab on the left-hand navigation bar (Figure 3).
- Search for “Supportive and Social Day Program Expansion” using the search bar in the upper right (Figure 4).
- Click on the title of the grant program you wish to apply for, in this case “Supportive and Social Day Program Expansion”.
- On the next screen, click “Apply” in the upper-right corner to begin your Application (Figure 5).
- Fill in the appropriate information and click “Submit” when you finish your Application.

NOTE: *You cannot make any changes to your Application after you submit it.*

For more detailed Application instructions, see the MassGRANTS Application Guide posted on COMMBUYS.

10) Q: Can I make changes to my Application after it is submitted?

A: No, your grant Application is final once you submit it. You cannot make any changes to the Application after that point.

11) Q: How do I pause and save an Application in progress?

A: At any point, you can pause and save an Application in progress by clicking the “Home” button in the upper-left corner (Figure 6). This will automatically save your progress and return you to the MassGRANTS home page.

When you are ready, or the next time you log in, you can resume any Application by navigating to the Home tab, selecting the Draft section, and clicking Resume on the relevant Application (Figure 7).

12) Q: Is there a page limit, word limit, or character limit on the Application?

A: Yes, there is a 2,500-character limit on all narrative responses in the Application.

13) Q: Who should I contact if I need technical assistance with the grant portal?

A: For technical assistance, please email MassGrantsSupport@mtxb2b.com.

14) Q: Who should I contact if I have questions about the program and eligible uses of funds?

A: For questions about the program and eligible use of funds, please email MAHCBSSGrants@pcgus.com.

15) Q: How will I know if my Application was received?

A: The persons designated as the primary and secondary points of contact in your organization's Application should receive a confirmation email which states that your organization's Application was received. If you did not receive a confirmation email, please contact MassGrantsSupport@mtxb2b.com before the grant deadline.

16) Q: What do I need in order to create an account on MassGRANTS?

A: You will need your Massachusetts Management Accounting & Reporting System (MMARS) Vendor Code and TIN to register for an account. The MMARS Vendor Code may also be referred to as the municipal vendor code. If you do not know your MMARS Vendor Code, please see question 17; if you do not have a Vendor Code, please see question 18.

17) Q: How do I find my MMARS Vendor Code?

A: Vendor Codes begin with "VC" followed by 10 digits. Your Vendor Code is the same code that you use to log in to [VendorWeb](#).

18) Q: If my organization does not have a Vendor Code, do I need to register with the MMARS before I can submit my Application?

A: You can use a temporary code to create an account and submit your Application. You can request a temporary code by emailing EOHHSGrantsInbox@mass.gov. You will need to provide your organization's legal name and business address, a complete Massachusetts Substitute Form W-9, and the name, email, and phone number for the primary contact on your Application.

Once you have received your temporary code, complete the steps listed in the MassGRANTS Application Guide to register and access the Application. Please note, if your grant is chosen for funding, to receive program funds your organization will need to have an active MMARS Vendor Code, which will be established for your organization using the Form W-9 submitted with your Application.

Grant Award

19) Q: Will there be another Application in the future?

A: No. We expect all funds for the Supportive and Social Day Program Expansion grant to be distributed following the completion of the Application review.

20) Q: How will I know if I am chosen to be awarded funds?

A: Selected Applicants will be notified via email that their project has been chosen to be funded. The selected Applicant must complete, sign, and return any attached required forms, and comply with any conditions for receipt of award included in the notice. Upon completion of all required forms and conditions, EOEA and the selected Applicant will execute a grant agreement which, accompanied by the Commonwealth Standard Contract Form, will serve as a Contract between EOEA and the selected Applicant. The Contract will specify the portion of funds that support the project as well as any proposed and approved reasonable Direct Program Costs associated with the program(s) and activities.

21) Q: How soon can I expect award funding to arrive?

A: Provided you have an approved spending plan, funds will be released when your organization: (1) completes all required documentation, including an executed Contract; (2) has an active SAM.gov account; and (3) has a Municipal Vendor Code account.

22) Q: Will my organization receive all funding up front?

A: Yes, your organization will receive all obligated funding for your project up front. All funds must be spent by March 31, 2025.

23) Q: How will my organization receive funding from this grant?

A: Your program should already have a vendor code registered through MMARS. Upon receipt of all required documentation, including the signed and completed grant agreement, funds will be electronically transferred into the provided account.

24) Q: Does my organization have to repay funding if data shows that the funding is not meeting the project purpose? How do we repay funding?

A: Funding will need to be repaid if:

- The Awardee does not complete the approved scope of work.
- The Awardee does not follow program guidelines, such as failing to comply with reporting requirements.
- The Awardee completes their scope of work for less than the obligated amount, in which case the cost underrun would need to be returned.

If any of the above occurs, funding will need to be returned in the manner directed by EOEa within four weeks of written notification.

25) Q: What are the reporting requirements?

A: Awardees will be required to provide baseline, interim, and final reports across an established set of Metrics as specified in Section 6 of the RFA. No Metrics are required to be submitted as part of the Application.

26) Q: For how long does my organization have to retain program documents?

A: Per Section 7 of the Commonwealth Terms and Conditions, Awardees are required to retain program documents and records for six years from the date of submission of the final expenditure report.

Responses to Questions Submitted During the RFA Questions Period

Grant Overview

27) Q: What funding is available to support projects this round?

A: EOEa plans to allocate approximately \$4.5 million in federal funds under Section 9817 of the American Rescue Plan Act (ARPA) of 2021.

Organizations applying for Category 1: Planning may request between \$10,000 and \$50,000, while those applying for Category 2: Expansion or Category 3: New Program Launch may request between \$100,000 and \$300,000.

28) Q: Can fees be charged for services under this grant?

A: Applicants may charge fees for their services or additional programming but Applicants must describe in the Application what those fees will go towards. However, Applicants are encouraged to request grant funds to cover participant fees for the duration of the grant.

Applicants utilizing discounts, vouchers, or stipends/scholarships to assist program participants with fees can only offer these to individuals not already covered by state-funded or MassHealth programs. Moreover, Applicants with budget allocations for these items are obligated to first coordinate with their local Family Caregiver Support Program (FCSP) within the Aging Service Access Point (ASAP) network. Grant funds are restricted to individuals connected with the FCSP whose fees remain uncovered. The Applicant's proposal must detail the process for coordinating with the local FCSP.

29) Q: Please explain the following statement: "Contracts resulting from this RFA shall be in effect upon execution and shall end on March 31, 2025, provided however, that EOEa may extend for up to four years in its discretion, in increments to be determined by EOEa."

A: If granted funding, the contract will commence the later of either the Awardee's or EOEa's signature date.

The funds are currently scheduled to expire on March 31, 2025. There is a possibility that a future policy change may extend beyond this date. According to the existing policy, Awardees are required to detail their strategies for sustaining operations after March 31, 2025, when these grant funds are slated to expire.

30) Q: Will EOEa consider future rounds of funding from sources other than the ARPA to help sustain Supportive and Social Day Programs into the future?

A: EOEa is committed to facilitating the success of programs and will assess the feasibility of future funding rounds as funding becomes available.

31) Q: How does EOEa define "sustainability" beyond the grant period for the purposes of this grant?

A: For the purposes of this grant, EOEa defines "sustainability" as the ability to continue providing the same or similar Supportive and Social Day services after the grant period ends.

Eligibility Requirements

32) Q: Does an organization's programming have to serve *only* individuals who are 60+ and individuals living with Alzheimer's Disease and Related Dementias (ADRD), or can the programming serve a mixed-age group?

A: Eligible organizations must serve Massachusetts residents 60 years of age and older and/or individuals living with ADRD of any age. Other individuals may participate in grant-funded programming, provided that participants meet the criteria detailed in Appendix D (Provider Agreement).

33) Q: Is this grant open to for-profit organizations, either as the primary Applicant or a partner on another Application?

A: The organization submitting the Application must meet all eligibility criteria listed in the RFA and this organization will act as the lead Applicant and fiscal agent for this grant. The lead Applicant may choose to partner with additional organizations at their discretion. Partners do not need to meet all eligibility criteria and may include for-profit organizations. All partnerships, and the partners' roles in the project, must be clearly outlined in the Application.

34) Q: Do organizations need to have a direct service waiver to provide Supportive and Social Day Program services?

A: ASAPs providing direct services need to have a direct service waiver in place per EOE/ASAP contract requirements. ASAPs without a direct service waiver in place may apply but need the waiver in place prior to providing services. All other types of organizations do not need a direct service waiver to provide direct services.

35) Q: Our organization operates a licensed ADH Program on site at a senior center. Could we start a supportive day program while also operating our ADH Program?

A: ADH programs must adhere to all regulatory and licensing requirements by MassHealth and the Department of Public Health (DPH). ADH programming must remain separate from Supportive and Social Day Programming and no grant funds can be allocated towards ADH programming.

36) Q: Our organization operates a licensed ADH Program on site at a senior center. Could the grant be used to offer extended hours to our ADH Program participants?

A: No, the grant funds are for Supportive and Social Day Programs only and cannot be used for ADH Programs.

37) Q: What is necessary to meet eligibility requirements for community-based non-profit organizations?

A: Community-based non-profit organizations must provide proof of non-profit status, such as their registration with the Secretary of State, and follow all legal requirements per Massachusetts General Laws. Documentation can be included in the Application as an attachment.

38) Q: What are the requirements for Applicants new to providing Supportive and Social Day services?

A: Organizations without prior experience providing home and community-based Supportive and Social Day Programs are welcome to submit Applications. However, if an Applicant lacks previous experience, they must establish a partnership with an experienced provider.

39) Q: Would an evidence-based Dementia and Respite Education and Training program for caregivers, community, providers, etc. fall under new programs?

A: If your current program does not fulfill all Supportive Day Program criteria outlined in pages 27-29 of Attachment D: Supportive and Social Day Program Expansion Provider Agreement, it should be specifically designed to meet these criteria.

Applicants not currently operating a Supportive and Social Day Program should apply for either Category 1: Planning or Category 3: New Program Launch.

Eligible Expenses

40) Q: Is it possible for a grantee to receive partial funding of their grant proposal Budget?

A: Yes, partial funding may be awarded for this grant.

41) Q: Can we use grant funds to rent additional space in order to expand the number of days per week we offer programming?

A: Yes, funds may be used to rent space in order to expand Supportive and Social Day Program capacity in Massachusetts.

42) Q: Are there any restrictions on purchasing technology and equipment for this grant program?

A: Equipment or devices given to individuals for permanent use are ineligible expenses for this grant; however, these items may be purchased for the program and used by program participants. These items qualify as programming supplies, which cannot exceed 20% of the total project Budget.

43) Q: Can I get a clarification on no other state funding?

A: Grant funds can be used to supplement, but not supplant, existing Medicaid HCBS or any other state-funded initiatives. These grant funds also must not overlap with any Center for Medicare and Medicaid Services (CMS) waiver extension proposals or activities funded through a different MA HCBS Grant project (such as the Respite Innovations or Hybrid Programming for Councils on Aging grants).

44) Q: With looming spending cuts, is it permissible to seek funding for the continuation of programming that could be affected by reductions in other state funding sources in the future?

A: Grant funds may only cover eligible activities and expenses incurred during the grant period and may not pre-emptively support costs that will be incurred beyond the grant period. All Budget line items included in the Application may only supplement, but not supplant, existing Medicaid HCBS or any other state-funded initiative.

45) Q: I operate a Memory Café that is not affiliated with a Supportive or Social Day Program. Can I use grant funds to expand my Memory Café and/or ADRD Support Group programming expenses like renting a bus to complete community integration activities?

A: No, this grant is limited to supplementing and enhancing Supportive and Social Day Programming only. An existing or new program may offer these activities as part of their Supportive and Social Day Program model, but the activities alone would not constitute an allowable expense.

46) Q: Does this grant include a startup for a Memory Café and/or ADRD Support Group for not only our Supportive Day Program families but also our community?

A: Grant funds may be used to start or expand Supportive and Social Day Programming services. Programs may include Memory Cafés, ADRD Support Groups, or other similar caregiver support groups. For the purposes of this grant, these expenses would be considered “programming supplies,” which are limited to 20% of the total grant Budget.

47) Q: Is food an eligible expense? Would it be included in "programming supplies"?

A: Yes, food is an eligible expense if provided to participants during Supportive and Social Day Programming. For the purposes of this grant, food would be considered "programming supplies," which are limited to 20% of the total grant Budget. Grant funds can only be used to purchase food for participants at a reasonable competitive rate and cannot be used to purchase food for others including staff.

48) Q: Can we use grant funds to repair/renovate a space for the program?

A: Updating, repairing, or renovating the physical space to make the program more accessible, including for older adults and people living with ADRD, or to increase capacity, is an allowable activity.

How to Apply for the Grant

49) Q: Can an Applicant apply to more than one category if you have several distinct elements of your grant, like running a program but also developing a research component?

A: No. Pick the category that best fits your program. You may include eligible activities from other categories in your Application. For example, projects under Category 2: Expansion and Category 3: New Program Launch may also include planning.

50) Q: We have a site that closed during COVID that we are interested in reopening. We would also like to add enhancements to increase the populations served to include individuals with ADRD. Which category should we apply for?

A: Any program not currently in operation should apply for Category 3: New Program Launch.

51) Q: Where can we find a copy of the grant Application?

A: See Attachment A. Supportive and Social Day Program Expansion- Application Form Preview.

52) Q: Can you upload or link to a video as part of your Application?

A: Yes, you may submit a video as part of your Application, though the video should not substitute for any required narrative responses. If your file is too large to upload to the Application, please email mahcbsgrants@pcgus.com.

53) Q: I am applying for Category 1: Planning. Do I need to respond to question 2G on the Application: "Does your Application include funds to cover program fees for participants whose fees are not covered?"

A: Yes, indicate whether your organization intends to impose fees after the completion of the planning phase. If you are uncertain, provide details on the steps you plan to take during the planning phase to address this matter.

54) Q: I am applying for Category 1: Planning. Do I need to respond to question 2I on the Application: "Describe your staff and volunteer recruitment and training plan"? Does this apply to staff and volunteers who are participating in planning activities, or only staff and volunteers who participate in the program?

A: Yes, describe your staff and volunteer recruitment and training plan for all phases of the grant period including the planning phase. In your Application, be sure to include whether staff will be paid for their work in this planning process and if any interns or volunteers will be used to support the work.