MCSM FY24 Proposal Q & A

Updated 5.24.23

*This list contains all questions received by applicants along with the answers provided by Senior Resources.

1. Is there a way to print the proposal form? I want to be able to write things/gather information before I electronically submit it.
    a. Here's what we recommend:
        i. Open the form.
        ii. Click on the tab called "Proposed Services and Funding Request Summary"
            1. Under "Number of Proposed Services", use the drop-down to choose 1 service.
        iii. Click the tab called "Submit" near the top of the page.
        iv. Click Print near the bottom of the page.
        v. Ready to print!
            1. Please note that the print copy will sometimes cut off parts of questions at the bottom of each print page.
2. My organization provides services that were not funded by the senior millage in the last grant round but were funded in earlier grant rounds. For those services, should I mark yes or no to answer if this is a "new service"?
    a. For any services that were not funded by the senior millage in the most recent grant round, we recommend choosing "yes" to the new service question.
3. Should I attach brochures and organizational charts for the specific program or for the entire agency?
    a. Organizational charts will usually be for the entire agency. Brochures can be for the agency and/or the specific service. Multiple uploads are possible within the proposal.
4. If my program serves more than Muskegon County, how should that be presented in the budget?
    a. The funds that are used for Muskegon County residents need to be carved out from expenses utilized for non-residents.
5. What are the reporting requirements for grantees?
    a. Reporting for reimbursement is typically done monthly by submitting via an online portal a Financial Status Report (FSR) and a Participant Reporting Tool (PRT). Reports are due each month by the 10th of the following month.
6. Can you provide more clarification on the requirements of cash match? Also, I see the option to upload a budget for each service, do we need to fill in the template that was given as well or does the upload meet the requirement?
    a. Cash Match:
        i. 2% or more of Total
        ii. Cash match resources may be United Way funds, grants from townships or county governments, memorial contributions, or cash donations by non-participants.

   b. Helpful links:
      i. [MCSM Proposal Workshop PowerPoint FY24-26]
      ii. [Proposal Workshop Video Recording]
   c. Providers must upload a completed Service Budget using the Excel file located here: [MCSM FY24 Service Budget].
7. What if we don't have a brochure?
   a. Please upload any marketing documents or publications for your service, or for your organization in general.
8. What if we don't have one of the required attachment documents, but have an explanation why we don't have it?
   a. Please upload a Word document in which you state your explanation.
9. If my organization has made a proposal application in the past, is there a way I can access my previous submission?
   a. Email kbetten@seniorresourceswmi.org and request a copy be emailed to you.
10. Can I download or print the three required contract agreements before signing?
    a. The online Jotform portal isn't enabled to print those documents until after they are signed within the portal. After the documents are signed, a copy of each of the signed documents is automatically sent to your email, and can then be downloaded, printed or shared electronically with others.
11. What if my program utilized more than the maximum allowable 8% of in-kind revenue?
    a. We recommend that a number less than or equal to the 8% should be placed in that cell of the Service Budget. You can then explain the additional in-kind revenues in the "Any additional budget notes/information" section at the bottom of the Service Budget.
12. What should I put for geographical area if the service provided is mainly offered to one township, but I have expanded the service to be offered to a few participants living in another township in Muskegon County?
    a. The geographical area entered must match the program service area that your agency would enter on a Community Access Line of the Lakeshore (CALL 211) form. If one township within Muskegon County is entered; CALL 211 will only refer participants to your agency that reside in that service area. If multiple townships were to be entered, CALL 211 will refer participants that reside in those townships to your agency.
13. Does money donated toward the service from local businesses count toward cash match?
    a. Yes.
14. Will I need to provide proof of cash match funds?
    a. Proof is not required when submitting your proposal application, however proof of cash match may be requested at assessment time. A letter from the funder verifying that funds were given would be an acceptable form of proof.
15. I understand that MCSM funds do not roll over from year to year. Can we roll over cash match funds received from other sources?
    a. Yes – as long as the funder approves that the funds can be used for more than one fiscal year.
16. I did not seek funding from other sources, but I still want to submit a proposal application. How should I fill out the funding development summary section?

    a. Jotforms will allow you to submit if you enter “NA” in the top left cell of the funding development chart.

17. If my program requires the full requested funding amount in order for the program to be viable, is it okay to put the full dollar amount in the section asking for the lowest dollar amount?
    a. Yes.
18. Will Senior Resources let us know if our submission is incomplete?
    a. No. The Jotform is self-checking and will not allow incomplete submissions. So if the Jotform allows you to submit, you can assume your application is complete. To be fair and equitable to all proposing organizations, Senior Resources will not be contacting applicants as to the status of each submitted proposal.
19. Can I save without signing up with JotForm?
    a. Yes! After clicking ‘SAVE’ you’re prompted to save your progress by signing up using Google, Facebook, or an email; if you rather not create a JotForms account you can select ‘Skip Create an Account’ at the bottom of the pop-up screen. After clicking ‘Skip Create an Account’, you can have the link of your draft emailed to you or select ‘Get Shareable Link’ and the link will be copied to your clipboard. This link can be used to collaborate with other members of the team that need to work on the proposal.
20. On the "Fund Development Page", what information are you looking for as far as the "Fund Cycle Dates"?
    a. The "Fund Cycle Dates” on the "Fund Development Page" refers to the time allotment for any funds you requested from other entities. For instance, if you sought funding from another grant provider, for what dates was the funding opportunity?
21. Are current providers required to upload organizational attachments?
    a. Yes, all applicants are required to upload the organizational attachments.
22. I was hoping to get a bit of clarity on the cost share requirement. In one place, I see that cost share is required, and in another, I see that it is optional.
    a. Cost Share - Refers to the resources a recipient of service pays towards the total cost of the service through an agreement with the Subgrantee. It becomes a condition of service when it is part of an agreement to provide service and is verifiable from the service recipient's record.
        i. The following services require cost sharing:
            1. Denture Services, Equipment Purchases & Loan Programs, Flu/Pneumonia Vaccination, Hearing Aids, Home Chore, Home Modification Assessment, Home Repair, Recreation Therapy, Vision Services, and Weatherization.
    b. Contribution Schedules: Each service provider may develop a suggested contribution schedule for services provided under this part. In developing a contribution schedule the provider must consider the income ranges of older persons in the community and the provider’s other sources of income.
23. I am working through the MCSM proposal to Provide Services and there are some areas where forms are requested that we don’t necessarily have. For example it is asking for a Release of Participant Information form. We don’t have one of those. Is this something we can write “Not applicable” on or do we have to develop a policy?
    a. All the required organizational attachments that include an asterisk are required documents that each applicant must have. If an agency does not have a required document, they can upload a Word document and provide an explanation for not having the document. If an agency is awarded funding to provide the proposed service(s), Senior Resources will request that the agency submit the missing required document(s) on or before October 1, 2023.
    b. Regarding the Release of Participant Information Form, the attached Participant Registration Information has a release of information statement included. This form can be uploaded as the

'Release of Participant Information Form.'

24. Can my agency's request differ from what we requested in our letter of intent?
    a. Yes, applicants are permitted to alter their request from their original letter of intent. New services cannot be added, but services can be omitted and requested dollar amounts can be altered. The only long-term implication of this is that you will not be able to change your request after the proposal period for the three-year grant round.

25. The chart on the Fund Development Summary tab only has four rows. What should I do if I have more funding opportunities to list?

    a. You have two choices: You can choose to list your chosen top four funding opportunities, or you can choose to enter more than one funding opportunity per row.

26. When completing the Service Design and Description tab for several services, I noticed that the number of questions listed for each service differed.

    a. Thank you for noticing. Senior Resources has fixed the computer glitch that caused that to happen. All sections are now corrected.

27. I am finding that once I click "save" on the application, all of my attachments turn into links that lead to "Error 404" pages.

    a. The applicant sees an error page, but those reviewing the proposals are still able to view the documents. If you feel you may have uploaded an incorrect document, you can delete the previous document and then upload the correct version. Otherwise you can expect that your document has been uploaded and can be viewed by the proposal reviewers.