



## Live Well at Home Request for Proposal Frequently Asked Questions State Fiscal Year 2027

### Question #1

Will slides be available after the meeting?

### Answer

Yes, the PowerPoint PDF is available on our webpage: [Apply / Minnesota Department of Human Services](#).

### Question #2

Do those that are denied in Phase 1 get an email to indicate denial, or does the denial only come through Foundant?

### Answer

An email will be sent through Foundant (grant interface/portal) indicating that there is a document in the Responder's grant interface. This will be completed by April 27, 2026.

### Question #3

Does the subcontractor have to be approved by the state before work starts?

### Answer

A subcontractor does not need to be approved before work starts. However, during contract negotiations the duties that the grantee must do will be discussed in order to follow contract compliance.

### Question #4

Does the UEI number need to be registered or just assigned?

### Answer

[Disclosure of Funding Form-Grant RFP](#) requires a Unique Entity ID (UEI). Further information regarding obtaining a UEI: [GSA FSD Public Knowledge Base \(Tier 0\) - What's the difference between only getting a Unique Entity ID \(UEI\) and registering your entity?](#)

### Question #5

In the application you choose from a list of Long-term Support Services (LTSS) the services you are going to offer - if the service isn't listed can you leave that blank or is there another option?

**Answer**

The applicant does not need to select a service.

**Question #6**

When determining volunteer hours for match, should we use a one-year total or two-year total for a two-year grant proposal (based on previous hours from the past)?

**Answer**

A two-year volunteer total is required if applying for a two-year plan. In addition, the Responder should have a diversified match portfolio. Please see section 3.2.8 Budget Proposal of the RFP.

**Question #7**

In the evaluation plan section, are more points awarded if the plan includes the use of validated/standardized tools to measure outcomes?

**Answer**

It is encouraged to use validated/standardized tools in measurement of outcomes, but the point value is not impacted.

**Question #8**

I work as Director at my own adult daycare center; I have not received any compensation since opening 08/22/2025. There is not any incoming income since 8/22/25. Can I consider my unpaid time as volunteered time?

**Answer**

If any fringe benefits were received, you would be included as an employee. Therefore, volunteer time could not be included.

**Question #9**

How does the two-year limit work with the option for the State to extend the contract for up to five years?

**Answer**

It is at the discretion of the State to determine if a contract will be extended.

**Question #10**

If I am going to use volunteers to provide the labor for siding and gutters, then can I just submit for the materials.

**Answer**

Yes, an application can be submitted for these items. The workplan should include detailed information on the volunteers and the time estimated to complete the project. The budget spreadsheet must detail the related costs of the project.

**Question #11**

Could you explain the use of volunteer in-kind comments you made earlier about needing them from the past?

**Answer**

Volunteer hours may be used as a match depending on the volunteer service that is being provided. The hours must have already occurred, be documented on the tasks completed, and the time for each task.

### **Question #12**

Is the grant amount the only difference between the Long-term Support Services and Community-based grants?

### **Answer**

Core home and community-based service projects must only be made by organizations that follow the definition of a core home and community-based service providers. The amounts that may be applied for are different for each category.

### **Question #13**

Is there a website you can check to see what the MN cooperative has for a vehicle?

### **Answer**

An organization needs to be a member of the Cooperative Purchasing Venture. Please see the [website](#) for further information.

### **Question #14**

If we ask for a capital investment grant and due to the state engineering requirements for assisted living, we don't break ground until the summer of 2027, do the matching funds expire or can we ask for an extension? Let's say the project is 900k and we have already secured funding personally up to \$700k. How does that work?

### **Answer**

Upon Live Well at Home contract execution, the project should be "shovel ready". For this scenario, a State Fiscal Year 2028 RFP application may be appropriate. Each project would need to be fully completed by the end date of the contract agreement.

### **Question #15**

I just want to clarify the match requirement. If we ask for \$350,000 a year, would our match requirement be \$350,000 for the year, or \$175,000?

### **Answer**

The match is dollar-for-dollar. If a Responder asks for \$350,000 in funding, Responder must have \$350,000 in approved match. Please reference the match section of the RFP ([section 3.2.8 Budget proposal, starting at page 15](#)).

### **Question #16**

If we do not have a nursing home closure in the area, can we skip that section or do you require a signature or comment in section.

### **Answer**

Yes. It should be indicated in the application that section is not applicable to the Responder.

### **Question #17**

Can the in-kind time be from volunteers from a different program?

**Answer**

In-kind can be from volunteers that serve the organization in a capacity that impacts the application's objectives.

**Question #18**

Would Training and Education to use assistive technology be a project eligible? If so, what priority would this fall under?

**Answer**

Yes, training and education to use assistive technology would be an allowable proposal. This should be under the Long-Term Services and Supports.

**Question #19**

I currently have a LWAH grant that includes staff time but only part of it. Can I apply for additional staff time?

**Answer**

Yes, an application may be submitted with additional staff time included. However, the workplan and objectives must be different than the current project. In Phase 2 of the Live Well at Home RFP process, a responder's application will be reviewed by a review team. The grant application must be able to serve older adults 65 and older.

**Question #20**

If purchasing a vehicle is the dealership a partnership

**Answer**

A dealership would not be a partnership; they would be considered a vendor. [The State of Minnesota Cooperative Purchasing Venture](#) is good source to identify approved vendors.

**Question #21**

Can the grant be used for underinsured elders to receive adult day care?

**Answer**

In Phase 2 of the Live Well at Home RFP process, a responder's application will be reviewed by a review team. The grant application must be able to serve older adults 65 and older. If this question is asking, could the services for adult day care be provided for no fees to participants, the application could include this service. However, the RFP advocates sustainability including a fee-for services plan.

**Question #22**

Am I correct in understanding that the capital grants are for housing only? I am interested in capital to create a concrete walking path and raised gardens for seniors in our community on property that was donated to our program. Along with that we also need parking lot replacement, siding and gutters. The entire inside has been renovated and now we need to focus on the outside.

**Answer**

The capital category may include improvements to the organization's owned property that would meet the RFP's objectives.

**Question #23**

Is a process evaluation or an outcome evaluation a smart path, or should we focus on implementation of existing products?

**Answer**

In Phase 2 of the Live Well at Home RFP process, a responder's application will be reviewed by a review team. The grant application must be able to serve older adults 65 and older.

**Question #24**

For the required statements' signatures, do they need to be the same person on each form?

**Answer**

An organization authorized person must complete the signature portion of the required statements. The authorized person does not need to be the same person for each form.

**Question #25**

Do the services that we provide need to be inclusive of the partnerships we name? For example, we are partnering with an Area Agency on Aging, does that mean we are only able to work in their service area. If we partner with XYZ Homes, are we only able to work with them, or what is the function of the partnership is maybe a better question. Do we need to limit ourselves to two partners?

**Answer**

There are no limitations on the number of partners. As far as working with an Area Agency on Aging, you do not need to provide services only in their service area. The objectives should demonstrate the service areas that will be addressed.

**Question #26**

Can we purchase a vehicle as part of the Category 2 application?

**Answer**

The purchase of a vehicle would fall under the Category 1 Capital and Renovation Grants section. Responders are allowed to apply for more than one category.

**Question #27**

Does the match mean that ALL funds, inclusive of the match, are to be used for grant specific purposes – meaning we use \$350K from our bucket to yield a \$700 proposal. Is that just to show that we have an existing framework of service, or is that to double the capacity of the LWAH gift? In context, if we need to have funds that might be used in the match dedicated to private pay services, would we need to subtract the salary for that employee from the match we say we are able to provide.

**Answer**

If the application is for \$350,000 in Live Well at Home funding, the match must equal \$350,000. Match documentation is required to be available before the contract execution date. The match documentation must equal the match portion of the budget spreadsheet. A Responder's match will vary based on the time the Responder has been operating and resources available in documenting the match.

**Question #28**

In section 1.3 the term assistive technology is listed. Can you please provide a definition of this and some examples?

**Answer**

The Minnesota Department of Administration describes the current available assistive technology. More information is available on the following [System of Technology to Achieve Results \(STAR\) website](#).

**Question #29**

In section 2.1 B the term diverse technologies is listed. Can you please provide a definition of this and some examples?

**Answer**

New technologies for older adults continue to advance. The Minnesota Department of Administration describes the current available assistive technology. More information is available on the following [System of Technology to Achieve Results \(STAR\) website](#).

**Question #30**

At what rate should volunteer time be calculated for match?

**Answer**

Volunteer time is the estimated dollar value if the organization had to hire an individual to complete the task. Since this is unique to each organization based on the services, location and other factors, it is best if the organization determines that number. If the dollar amount is unknown, [Independentsector.org](#) may be used as a reference. Page 20 of the RFP.

**Question #31**

If (the applicant) requested a two-year grant, is the \$700 match at onset, or \$350 per year?

**Answer**

Match documentation is required to be available before the contract execution date. For this scenario, the match must be \$350,000 for one year or \$700,000 for year two. The match documentation must equal the match portion of the budget spreadsheet.

**Question #32**

Does the match have to come from (the applicant), or can it come from a partnership/collaboration? In context, could we consider this (the match – patchwork matches with signed service agreements) a buy-in for the services that we would be providing to the county in question?

**Answer**

Match documentation is required to be available before the contract execution date. All match documentation must be in the same name as in the contract.

**Question #33**

For a provider that is not a typical HCBS provider using the Rapid Screen, what extent of action planning is required related to providers offering the services themselves vs. referring out when a risk is identified?

**Answer**

Some clients will have needs that a provider may not be able to offer. Provider is encouraged to partner with all interested parties to identify available resources in the area. The ElderCare Development Partnership (EDP) will be able to provide training and will be able to work with selected grantees.

**Question #34**

Are subcontracts allowed?

**Answer**

Subcontracts are allowed as a part of the proposal, and the subcontract information should be in both the objectives and also the subcontracts worksheet of the budget spreadsheet.

**Question #35**

Does volunteer time that is used for match need to directly relate to the services being proposed in the application?

**Answer**

Volunteers that serve the organization in a capacity that impacts the application's objectives may be included in the application.

**Question #36**

Are we able to apply for a Long-term Support Services (LTSS) project that is not one of the services listed in the application?

**Answer**

Yes, a responder would not choose a service listed.

**Question #37**

Does "home delivery" mean "home delivered meals?"

**Answer**

Yes.

**Question #38**

Could you confirm whether caregiving and in-home support services fall under an eligible service category?

**Answer**

Caregiving and in-home support services are under Long-term Support Services (LTSS) as B.1 Caregiving (see page 6 of the RFP).

**Question #39**

Are there specific organizational qualifications (e.g., nonprofit status, partnerships with Area Agencies on Aging, or other criteria) that we would need to meet to be considered eligible?

**Answer**

Grants are accessible to various agencies, including non-profit, for-profits, governmental units, and Tribal Nations. Responders need to complete the required statements which each have organizational requirements.

**Question #40**

We also would like to clarify the requirement for match funds. Do the match funds need to be dedicated to our proposed Live Well at Home project activities? For example, our proposed project will come from a service that supports people with disabilities of all ages as well as older adults. If we request Live Well at Home funds to address services for older adults, can the match funds come from our similar services for people with disabilities of all ages?

**Answer**

Yes, match funds need to be related to the proposed Live Well at Home project activities. No, the match funds can't come from similar services for people with disabilities of all ages. The Live Well at Home grant is for people aged 65 years and over.

**Question #41**

My question is about the property income/expense worksheet. I do not have annual housing income or expenses. However, I do have building utilities and maintenance costs. In addition, we do lease out our spaces. Should I add that income to the spreadsheet.

**Answer**

Yes, Responders should include all expenses and income for the property that is being requested for a capital improvement project on the income/expense worksheet.

**Question #42**

Are incentives an eligible expense? Providing program participants with incentives for attendance and/or program completion. Are gift cards and/or individual fitness supplies eligible expenses?

**Answer**

No, incentives are not an allowable expense.

**Question #43**

Are refreshments eligible expenses?

**Answer**

Refreshments may be considered eligible expenses; however, further information would need to be provided.

**Question #44**

Is this a one-year or a two-year grant for the initial award?

**Answer**

The grant may be written for a one-year or two-year time frame; the preference is up to the Responder.

**Question #45**

Will organization staff be required to attend any specific Live Well at Home trainings? If so, can you provide details?

**Answer**

Yes, there is a required training that is done virtually that is a component of the duties in the executed contract.

**Question #46**

Per the Required Statements section of the RFP, "DHS requires DocuSign electronic signatures or scanned wet signatures for the required statements." Would Adobe Sign be an appropriate signature modality?

**Answer**

Yes, Adobe Sign would be an appropriate signature as long as there is a time and date stamp to the signature.

**Question #47**

In the Special Focus section of the RFP, what is the definition of rural?

**Answer**

Rural areas include geographic areas that are not classified as urban. The [United States Census Bureau](#) defines "urban areas" as either: Urbanized area, which contain 50,000 or more people. Urban clusters, which have at least 2,500 people but fewer than 50,000 residents.