

Responses to Questions Regarding RFF-2023-011

Independent Living Services for Older Individuals Who Are Blind or Visually Impaired (OIB Program)

Subject	Question	BRS/BVIS Response
Allowable Costs	Group and/or outreach presentation activities for seniors - can these activities be included in the monthly billing? If so, how is this typically shown in the supporting documentation? How are demographics reported for group/outreach activities?	Both activities are allowable under the Independent Living Services for Older Individuals Who are Blind or Visually Impaired Grant. Specific billing and reporting questions can be addressed once contracts are awarded.
Allowable Costs	Are interpreter services covered under the grant? If so, how are these services shown in the supporting documentation and can the cost be included in the monthly billing?	Interpreter services (both foreign language and ASL) can be allowed under the Independent Living Services for Older Individuals Who are Blind or Visually Impaired Grant using the least costly method to secure these services. Specific billing and reporting questions can be addressed once contracts are awarded.
Allowable Costs	Staff Training costs - is this referring to conference, webinar, etc. costs for professional development? If so, how is this typically shown in the supporting documentation and can it be included in the monthly billing?	Staff training costs can include onboarding training for new staff or professional development activities for existing OIB staff. When onboarding new staff, if the individual will not be a full-time OIB staff, only the percentage of costs associated with the OIB program are allowable. However, BRS/BVIS has specified that a minimum of eighty-eight percent (88%) of direct costs must be dedicated to services and no more than twelve percent (12%) will support administrative costs. Specific billing and reporting questions can be addressed once contracts are awarded.
Allowable Costs	Can we add a percentage of the OIB job duties to an existing IL employee?	You can add a percentage of OIB job duties to an existing IL employee. If the individual is not a full-time OIB staff, only the percentage of costs associated with the OIB program are allowable. However, BRS/BVIS has specified that a minimum of eighty-eight percent (88%) of direct costs must be dedicated to services and no more than twelve percent (12%) will support administrative costs.

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Allowable Costs	Can we add a part-time person to the OIB program?	Staffing decisions are at the discretion of the contracting agency. Staff does not have to be full-time.
Allowable Costs	Personnel Expenses - What does Staff Fringes refer to?	Fringe costs refer to any personnel costs associated with a staff's employment that are not direct wages (insurance, unemployment taxes, etc). If a the individual is not a full-time OIB staff, only the percentage of fringe costs associated with OIB are allowable. However, BRS/BVIS has specified that a minimum of eighty-eight percent (88%) of direct costs must be dedicated to services and no more than twelve percent (12%) will support administrative costs.
Continuing Education Requirements	In the upcoming RFF, can you refresh the OIB applicants on the number of CEU components for each year please? How many CEU's, what resources you will accept for CEU's?	There is no longer a specific number of CEU credits required annually. However, part of the review process will look at the organizational commitment to providing continuing education opportunities to direct service staff. Applicants should include any procedures, policies or plans related to Continuing Education requirements that are currently in place or will be implemented upon award.
RFF Attachments: Budget	Is the budget form included in the RFF, supposed to reflect a budget for two years or do we have to do two separate budgets (one per FY).	Even though awards will be for two years, please submit a 12 month budget. If you feel that your agency's budget will be different in each of these two years, then submit a budget for each year. If you feel that the budget will be the same both years, one 12-month budget will suffice.