

2016-2018 RFP Webinar questions

March 10, 2015

1. For Fringe, we no longer have a flat rate for health insurance premiums. They are based heavily on age. How do you want this handled for the fringe calculation?

Provide an average, as accurate as possible; based on the current (or anticipated) staff and once awarded, we will get a more specific breakdown when preparing our budgets.

2. Does the MOU have to be on our partners' letterhead?

MOUs (Memorandums of Understanding), sometimes called Memorandums of Agreement, are written agreements between two or more parties that define the roles and responsibilities of each party with respect to the collaborative efforts of a particular program/project. An MOU or similar agreement is important because it outlines specific roles and responsibilities so that all parties have a clear understanding of their purpose in the partnership. With a clear understanding of the purpose, organizations can begin working together on the objectives to achieve the goal(s) of the MOU and/or project.

When our sub grantees/sub recipients use partner agencies or entities to help fulfill the scopes of work/project, an agreement should be available that shows the partnership exists and the expectations of each. This does not have to be on any specific letterhead, as long as all parties are clearly identified. The sub grantee named on the Notice of Sub grant Award (NOSA) will ultimately be responsible for ensuring the goals and objectives outlined in the scope of work are met and that the sub award is expended appropriately, timely and in accordance with all state and federal criteria.

3. Can we use past MOUs that are current?

The agreement needs to reflect the activities/expectations that pertain to the current award period. If changes (i.e. date) can be made to an existing MOU and then re-signed, that is fine.

4. Would we meet the requirement by submitting an MOU with all of our project partners?

The agreement needs to clearly reflect the activities/expectation that pertains to each partner, and an acknowledgement by each partner of that agreement. If one document can reflect that and is easier to negotiate, it will be acceptable. The focus will be on each partner's understanding and acknowledgment of their role and expectation for the success of the sub grant project.

5. Can we submit one joint MOU, or do we need individual MOUs with each sub-grantee? [See #4.](#)