



Frequently Asked Questions:

ISSUED Tuesday, May 18, 2021 May 18th, 9:00 am

GENERAL QUESTIONS:

1. It appears there is a 4th RFQ but it is not hyperlinked. Is it open? Could we have access to viewing that RFQ?
 - a. The Media RFQ is open only to eligible contract media vendors.
 - b. Contract Media Vendors are those already under contract for Media work with DAS and the State of Connecticut.
2. Will at some point the members of the review committees be posted on the site?
 - a. No. The panel members will not be disclosed. Panel reviews are confidential to maintain the integrity of the bidding or grant process. General feedback on proposals maybe obtained directly from the Department Contact to better inform future proposals if unsuccessful.
3. If an applicant is a non-profit, is the Form 990 to be included as an attachment with the proposal?
 - a. Yes, it should be included with the submission.
4. Do we have to submit a three-year profit and loss statement with the current year with our grant submission?
 - a. The Profit and Loss is not needed at this time. It may be required by the State prior to submission at the State's discretion. By submitting your application or proposal, the respondent agrees to provide it should the State request the documentation.
5. "Businesses or other organizations should sign the statement in the packet that they are in good financial standing with the State and current on all liabilities to the State" Is this separate from the question included in Appendix A? If so, where can we find this statement?
 - a. This is a question on the submission form on the Cognito Forms link. By applying, the respondent agrees their organization is in good financial standing.

FUNDING SPECIFIC:

FARMER ENGAGEMENT & RESEARCH Request for Applications (GRANTS):

1. The Dairy Research and Dairy Farmer Engagement RFA's have no reference to formatting requirements. Please advise on formatting expectations.
 - a. Formatting should be standard—standard sized letter paper; you must follow the page limit requirements in each grant. Type size should be 12 and in a standard font like Times New Roman with spacing at 1.5" for lines. Administratively, the panel is looking

for a clear, concise, and well-defined proposal –within the page limits. Techniques like decreasing font size to add more text within page limits will hinder the ability of the panel to review the proposals and could result in a lower score.

2. In the Dairy Farmer Engagement and Dairy Research Grant Proposals, Appendix A: Is there information we should include in the space after the words Applicant Type: or are we only required to check one of these boxes? ☐ Non-profit ☐ Business ☐ Extension ☐ Other
 - a. Check the one box that best refers to your organizational designation.
3. In the Dairy Farmer Engagement and Dairy Research Grant Proposals, Appendix C, are the final reports due on June 30, 2022?
 - a. No. Respondents should plan in their timeline to have final reports due in a timely manner before the end of the contract, which ends on June 30, 2022, with time to be approved by the CTMPB. Work, approvals of reports, and reporting must be done within the contract time frame. Plan for appropriate time to stop work and report. Please give the board at least two weeks to review and call a meeting to approve prior to June 30, 2022 in your submission and timeline.
4. In the Project Timeline section, is the table below included in the 5-page limit for the Grant Narrative or can it be a separate document?
 - a. Yes, the table should be included in the 5-page limit. The grant submissions should be clear, concise, and direct in the outcomes the project will achieve including but not limited to events, mailings, materials etc. Successful respondents may use short narratives about goals and outcomes to be achieved and utilize pages or sections to list the events and activities in a timeline to achieve those goals. The timelines themselves maybe accompanied with a brief but well-developed justification as to how those activities on the timeline achieve the projects goals.
5. Is this (1) page summary of key personnel and their relevant credentials part of the 5-page limit for the Grant Narrative? Is the (1) page background on the organization apart of the 5-page limit as well?
 - a. No. Each of these two sections, both limited to one page only, are separate from the 5-page limit for the grant narrative.
6. Who are key staff?

The staff page is to highlight key staff paid for by the grant. The CT MPB reserves the right to designate only “key” staff directly involved in the programming being paid for by the grant as eligible staff for reimbursement. No other operational staff shall be included. Staff that are operational or funded elsewhere are not eligible. “KEY” program staff are people who have significant contributions and significant work on the project. All staff should be justified and listed as to their contributions. The grants are not meant to fund operations work but to fund programmatic staff doing programmatic work.

7. How should the grants be submitted?
 - a. Through the Cognito Forms link that will be live the week of May 17, 2021. This is an online form that will allow for document uploads.
8. What does “General-purpose equipment will be reviewed based on the Question of Focus and project usage” mean? May we buy equipment?
 - a. Equipment that directly impacts the project maybe considered by the panel. If the equipment requested does not appear to connect to the work of the project, the CTMPB reserves the right not to fund that aspect of the project.