



## **Community Needs Assessment Call for Proposal**

### **Frequently Asked Questions**

**1. Would DAAA consider a revised project timeline to start later than October 2024?**

The Community Needs Assessment to be implemented will inform our strategic planning process starting early next year. The Detroit Area Agency on Aging (DAAA) selected a start date of October 15, 2024, to initiate the updating of our Vision 2021 – 2025 Strategic Plan. However, if your proposed approach requires additional time and you can build a case for the time needed, our Proposal Review Committee can take this into consideration.

**2. Will DAAA want the surveys translated into any additional languages?**

DAAA serves a diverse population and will evaluate how applicants will address soliciting information for the community needs assessment from the populations that we serve. We encourage addressing language barriers through the questionnaire(s) in other languages, translation assistance and/or other approaches.

**3. We are interpreting that we should upload 4 files (1 for each proposal section) to the RFP folder in the ShareFile system. Is that correct?**

Only one folder is needed for the grant application. Please carefully label the sections within the grant application to make it understandable for proposal reviewers. This application should be uploaded into the Citrix ShareFile System. There is not a known file size restriction.

**4. Are there any formatting requirements (font type/size, margins, etc.), page limits, or file size restrictions we need to adhere to for our submission items?**

Please use a minimum font size of 12 pts and one-inch margins. There is not a required page limitation. However, we want applicants to provide clear and concise responses in the proposal narrative that you submit. Acceptable types of fonts include Arial, Helvetica or Calibri. We discourage fonts that mimic cursive writing.

- 5. One of the bullets in the instructions for Section 4 states “...includes a sample report from a similar project.” Should that sample report be attached/included with Section 4 – or as a standalone file?**

Samples can be submitted as an attachment under Section 4 – References or immediately following that section.

- 6. Instructions for Section 1 say to “Identify and prepare samples of past projects...” Do you want us to include sample deliverables/reports in Section 1, or just summarize past projects?**

You may summarize previous community needs assessment or similar work your organization has produced to showcase your expertise and track record in the proposal under Section 1.

**Date:** 8/20/2024