

1. I saw that no charts are allowed in the request. Do you include pictures of staff in that prohibition?

Do not include staff pictures in your application.

2. Also, I have an Excel extract from our monthly summary of clients showing all the Community Clients (served at no charge) that illustrates that veterans and their caregivers predominate our free care. Would this be considered a chart?

You are welcome to attach an Excel report as supporting evidence or an attachment, but please include a summary of the report wherever it may be relevant in the application. After the summary, you may notate that the referenced report/documents are available so that the reviewer may reference them (e.g. X amount of Veterans we serve are from Y demographic, please see attached report for a full breakdown)

3. Are the Bidding Certification and RI W-9 included in your page numbering?

RIVETS recommends numbering all pages that are included in your application, however we would accept either style in this case.

4. Can financials and budget be submitted in Excel format?

You may use Excel to report your financials and budget.