

## Bidders Conference Questions and Answers for the FY23 and FY24 Single County and Multi-County/Regional NOFAs

**Q:** The NOFA and the monthly reporting deadline are the same. Any suggestions?

**A:** The date for the Notification of Funding Availability (NOFA) will remain the 8th of November because it is a published timeline. For any current grantee of ARC who must submit invoices for service reimbursement, that deadline has been moved to November 9, 2021.

**Q:** Is there a checklist for all the documents that have to be submitted as a part of this NOFA?

**A:** The following link will take you directly to the NOFA related documents. <https://atlantaregional.org/procurement/>. One of the documents is the FY2023 and 2024 Applicant Transmittal Cover Page. Within that document there is a checklist of required documents at submittal. There is also a required signature on the Application Transmittal Cover page.

Through the same link you will find the Unit Cost Methodology (UCM) training manual which contains detailed instructions on how to complete the UCM including tips for getting started, a thorough explanation on where to enter data on the sheets and a detailed chart of accounts with an explanation of the type of costs that fall under each category. It is highly recommended whether you are new to the UCM process or have used it before, that you take time to read the manual thoroughly to ensure you are taking into account all of the costs of delivering a service and that you complete the UCM properly.

**Q:** Is eligibility open to both for profit and nonprofit organizations to submit responses to the NOFA?

**A:** Yes, any organization is welcome to submit a proposal for services through the NOFA process.

**Q:** Does an organization need to be in operation for a certain period of time to be eligible to submit a NOFA response template?

**A:** No, any organization is welcome to submit a proposal for services through the NOFA process.

**Q:** If an organization offers the service in more than one county in the region, but is located physically in another county within the region, should that organization apply under the Single County NOFA or the multi county NOFA?

**A:** There are certain services offered in the multi county NOFA's only, such as Culturally Appropriate Meals or Culturally appropriate Information and Referral. If an entity wanted to provide either of those services, they would have to apply for the multi-county NOFA and offer the services in at least more than one county. The location of their physical office does not determine whether they apply as a single county or multi county NOFA. If the offeror wanted to apply for the single county NOFA, they would have to offer a service listed in the single county NOFA and only provide service in that county.

**Q:** Can you provide a shortlist of any significant changes from what had to be submitted as part of the last NOFA?

**A:** The only significant change in the Single County NOFA is the required services listed under the Award terms. In either NOFA, there are no additional documents that are required as part of the submittal that were not a part of the previous NOFA.

**Q:** Since the services listed in the NOFA are similar to the previous NOFA, are we expecting the funding to be very similar as well? Should we assume that you know the funding should be about at the same level?

**A:** The NOFA is based on the current planning Allocation issued to ARC by the state. ARC cannot make any assumptions about the funding level remaining the same. Only once the legislative session has ended, the governor's budget is final and the contracts from the state have been issued to the Area Agencies of Aging have been issued, would we know otherwise.

**Q:** Are additional attachments allowed?

**A:** There is a response template for each NOFA and only the response template is allowed to be submitted. No additional documents are accepted. All proposals are evaluated based solely on the answers provided in the template to ensure equity in the process.

**Q:** Have you provided links to some of the documents like ODIS and UCM?

**A:** The links to ODIS are in the NOFA and provided here for your convenience  
<https://odis.dhs.ga.gov/General>

The links to the UCM are also found in the NOFA and attached here for convenience.  
<https://atlantaregional.org/procurement/>

**Q:** Should everything be uploaded into the zip file as a pdf or are Excel documents also acceptable (UCM, budget, etc.)?

**A:** The financial response template needs to be uploaded as an excel file, but any other document can be pdf. The instructions for submitting the documents in a zip file are included with the NOFA instructions.

**Q:** Am I understanding the rules that a current provider cannot necessarily interface and ask questions not related to the NOFA?

**A:** Current providers funded through the FY21-FY23 NOFA may interface with ARC aging staff only if it is concerning other ongoing business. NO question or discussion may take place concerning the NOFA.

**Q:** If for some reason we are having issues uploading documents to the ARC website, when trying to submit a proposal, may we reach out to ARC staff for help.

**A:** When your proposal is successfully uploaded to the ARC website, the email associated with the upload will receive confirmation that the proposal has been submitted. If any offeror is having difficulty uploading documents, please reach out to ARC staff for assistance. Email [cwhite@atlantaregional.org](mailto:cwhite@atlantaregional.org) and copy [JTaylor@atlantaregional.org](mailto:JTaylor@atlantaregional.org). Late submittals will be discounted, so do not wait until the last minute to upload your response template.

**Q:** For kinship care, will the funding cover the position, if we were to hire a case manager?

**A:** The NOFA requires the use of the Unit Cost Methodology (UCM) format required by the state of Georgia. That format allows you to enter the cost of the case management staff that will be dedicating their time to the program. You would follow the directions in the UCM Manual to ensure that you would properly document all the costs associated with staffing.

**Q:** Is kinship care still open to 55 and up?

**A:** According to the GA Division of Aging Online Directive Information System (ODIS) which includes the regulations on Kinship Care Services, (Manual 5300 Chapter 216, section 216.3 Target Group and Eligibility) Grandparents/relative caregivers served through the Older Americans Act portion of the program must be at least 55 years old. We have included the link that will pull up the regulations. <https://odis.dhs.ga.gov/General>.

**Q:** In terms of the culturally app HDM, will those clients have to go through the usual assessment before the service could start? And the funding will be Title III C2?

**A:** All services delivered through this NOFA are required to comply with the regulations that can be found in ODIS. The regulations for Nutrition Services incorporates both congregate meals and home delivered meals. Nutrition Services can be found in Manual 5300, Chapter 304 and Section 304.7 eligibility and priority for services lists out the three assessments that are required for every home delivered meal recipient. They are the Determination of Need -Revised (DON-R), the Nutrition Assessment Initiative for high nutritional risk status (NSI) and the Food Security Survey (FSS). Additionally, Manual 5300, Chapter 118 Prioritizing Clients also references that administration of the Triage Tool which prioritizes individuals should they need to be directed to a waitlist either Tier one or Tier two for service.

The funding for the service may come from a mixture of Federal and State fund sources but all the requirements for C-2 Older Americans Act meals apply. Additionally, culturally appropriate meals may not fit within the Dietary Guidelines for Americans which is references in 304.8 Requirements for Meals. If awarded, ARC will work with the awardee to obtain a waiver from the State Division of Aging Services to waive the requirements that it will be unable to meet due to the make-up of culturally appropriate food.

**Q:** Is there any assumption at this time that in 2023 that congregate type activities may still be limited due to current or any future types of COVID variants?

**A:** Each county or organization that operates a senior center and offers congregate type activities, sets their guidelines for opening or limiting capacity restrictions to congregate activities. The ARC and the state of Georgia Division of Aging services follow any emergency mandates that are directed at the federal or state level of government.

**Q:** When we are doing the application, should we put in a plan B automatically as a just in case of COVID protocols continuing?

**A:** The UCM offers the ability to incorporate your costs of operating into the calculation of the unit cost of the program. Organizations experienced additional costs due to cleaning protocol, masks etc. during the height of the pandemic as well as had to use transportation services to deliver meals and not people. Every offeror will have to decide what they need to incorporate into their costs.

**Q:** We are going to have an additional Senior Center that's completed in 2022 and the plan is that it would almost be like a hybrid. But we are planning to have that be a congregate meal site as well. Would we need to include funding for the center manager, assistant manager, and the meals in this NOFA application or do we need to wait? Would we need to include funding for center manager and assistant manager in the congregate meals' unit cost in this NOFA?

**A:** The UCM tool would be used to develop the costs of the congregate program and the unit cost for that service. ARC would defer to your organization's finance department to identify how to document cost for a portion of a year for a new program in addition to the costs for the full year of operation.

**Q:** We have a new center that would open in the FY24 renewal year. Would we include that cost in the proposal?

**A:** This NOFA financial response template is based on services offered in FY 23. The UCM is required for all services. Prior to the start of FY24, each provider is sent a budget template form that must be used to identify the number of units of service that will be provided. It would be prudent at this time to make a change in your UCM tool that would incorporate any changes and reflect the increased units and unit cost in your budget template.

**Q:** Regarding In-Home services, is it possible to subcontract with more than one vendor to provide In Home services? Additionally, will there be a provision to look at possible pilot programs to get providers to work together to serve clients?

**A:** Services under this NOFA allows for subcontractors to provide service. It is up to each offeror do decide to provide the services directly or through a third-party contractor or several third-party contractors. Each offeror must abide by all the procurement regulations that are in ODIS. Those regulations can be found in Manual 5600, Section 3014 Area Agency on Aging Contract Management Requirements. The questions in the NOFA under in home services also offers options for service delivery. There are no pilot programs offered under the either NOFA.

**Q:** Is the status of ARPA funds known?

**A:** The American Recovery Plan Act (ARPA) funds are not included in this Notice of Funding Availability. Please contact ARC staff directly regarding this program.

**Q:** How does the funding distribution work? Is it based on reimbursement or is it based on something else?

**A:** The contract that will be issued to awardees will be issued on a reimbursement basis for delivered services.

**Q:** Are both services of culturally appropriate meals and culturally appropriate Information and Referral offered under both NOFA's?

**A:** Culturally appropriate HDM and Culturally Appropriate Information and Referral services are only offered in the multi-county/regional NOFA. If the offeror only intends on offering Home Delivered meals in one county, the single county NOFA response template would be used.

**Q:** Will Transportation continue to be funded for FY2023 - 2024?

**A:** Transportation is only a service that is offered through the Single County NOFA for FY23 and FY24.