



Pre-Proposal Conference Q&A 2023 - 2024 ARPA

Notice of Funding Availability (NOFA)

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GENERAL CONTRACT

Application / Proposal Process

Q How are grantees selected for contracts with these funds?

ARC reviews the organizational capacity and service specific proposal responses, the financial components workbook, and makes sure all required attachments were submitted including the completed applicant cover page. ARC then evaluates each proposal, based on evaluation metrics listed in the NOFA and the demonstrated need, in making decisions on funding.

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

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

Q If we have not received funding through ARC before, are we prohibited from receiving funding through this NOFA?

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

Q May we apply for only one service?

Yes, you can apply only one service if you would like; or you may apply for multiple services under the NOFA.

Q Is it possible to apply for this as a partnership or joint venture?

We would welcome a partnership and/or a joint venture.

Q Are partnerships encouraged for these awards?

ARC would welcome partnerships, but the existence of partnerships is not factored into the evaluation metrics.

Q If we choose to serve Fulton and DeKalb, are we restricted to those two counties?

Yes, if you propose to serve only Fulton and DeKalb you are restricted to serving those two counties.

Q If an agency submits applications for more than one category, how will doing so impact the agency's ability to receive contracted funds?

An agency can submit proposals for any combination of services and fund sources. The evaluation process and the demonstrated need dictates who receives the funding. Applying for more than one category would not have any impact on an agency's ability to receive funding.

Q Is it possible if we were funded for certain services for year 1, to then ask for a service to be changed for year 2?

No, only the services you apply for during this NOFA would have been evaluated and thus funded.

Q Are more points awarded for those agencies serving more than one county?

No, the number of counties served has no impact on scoring.

Q Is it possible to apply directly for the funding and be a potential subcontractor for another organization?

Yes, it is possible to apply directly to this NOFA as a provider and to also respond to a request for proposals (RFP) that is issued in the region where you would be a subcontractor. You may not, however, comingle funds through this grant with other funding sources to provide the same services to the same client.

Q Is an organization able to apply both for single/multiple county funding AND the Pilot project?

Yes. When you apply, you will have to indicate which geographic region you intend to serve and indicate the services. Indicate the same information for the pilot. There are 2 separate proposal response templates, one for the single/multi-county funding and one for the Pilot. Be sure to submit the correct proposal response document(s) for the services for which you are applying.

Q Section 2.3: In order to target needs, may an applicant apply for only one or two services to offer in the grant verses an array of services (example: apply for funding for transportation and material aid only)? If yes, does an applicant need to be presently offering a particular service in the HCBS grant in order to offer a service under ARPA funding?

An applicant may apply for one service or multiple services.

An applicant who is currently funded through ARC's multi funded aging services grant funding does not have to presently offer the service they apply for through the ARPA NOFA.

Q Section 3.6: Since the grant starts in July, should applicants go ahead and submit the bulleted list of documents on page 11 as part of the NOFA or will these documents be sent to us later if our proposal is accepted?

If awarded funding, ARC will request all required documentation necessary for contracting at the time the contracts are sent out to the awardee for signature.

Q I know all questions are due today, but if assistance is needed throughout the process, is there any provision available?

After this point in the NOFA process, ARC is only permitted to provide technical assistance regarding the response template or the submission of the final application through the ARC website. If you encounter an issue with either of these issues, please email cwhite@atlantaregional.org and copy MMurphy@atlantaregional.org and JTaylor@atlantaregional.org.

Funding & Awarding

Q Is there a formula being used to determine award amounts?

No there is not a formula. The awards will be made according to the evaluation criteria as described in the NOFA and the demonstrated need.

Q If we applied for and were awarded funding under the pilot project, would we be required to keep those people in service after the two-year contract period?

ARC always wants to find ways to sustain the services of those that need it after the grant funding has expired. The hope would be that within the two-year period, additional resources could be developed that would meet the needs of the clients and/or additional funding would be sought out to continue to meet their need.

Q Is there a limit to the amount of funding we can request?

No, you can request up to the entire amount of funding listed in the NOFA.

Q Will small dollar amount requests be considered?

All requests will be considered.

Q Once the funds have been awarded, will we be able to adjust (if needed) unit costs based on the allocation amount?

Once an award has been made, please reach out to ARC should the awardee need to discuss an adjustment to their unit cost based on the amount of the award. A justification would have to be made and it would have to be approved prior to contracting.

Q Can more than one grantee be awarded funds for each category?

Yes, more than one agency may be awarded funds under each funding source and under each service category.

Q What happens if funding is not all spent by the end of the year?

If funds planned for year 1 of the grant is not spent, the awardee would lapse funding for that year. ARC will make a distribution decision for year 2 for unspent funds, but the lapsed funds will not necessarily be made available to the initial awardee.

Q If we get a different amount of money awarded than what we applied for in the NOFA, can we adjust our proposed units of service to meet those dollar amounts?

Yes, ARC would work with your organization to adjust the units of service based on the awarded amount.

Q Is there a cap to each funding source?

The amount of funding listed in each funding source is available; there is no cap. All applicant response templates will be evaluated according to the evaluation criteria in the NOFA and the demonstrated need.

Q Under appendix A, is the amount of funding listed, the total amount available for the entire region?

Yes, the amounts in the NOFA are the entire amounts available to the region for one year.

Q Will we have 2 years to spend the funds, or will we receive new funds during year two?

No. The grant is a one-year grant with a one-year renewal based on satisfactory performance. A second contract will be issued for the additional year. Unless there is some change in the funding available, the dollar amount should be the same. However, if the award was not fully expended in the first year, the awardee should not expect to have the unused funding added to their second-year contract.

Q If our proposal is selected for funding but is not funded at the fully requested amount, can we choose to not accept the contract without penalty?

Yes, an applicant may choose not to accept their award without penalty.

Q If we are awarded on June 15th and contract is completed, when is funding expected to be available to distribute?

The Division of Aging Services (DAS) has shared that they will have their contract to ARC before June 30th. While the award decisions will be made on the 15th, it may take several weeks after ARC receives the DAS contract to generate contracts and have them fully executed. Services may be delivered as of the date of the contract. Invoicing for payment to reimburse for the service might need to be delayed if the contract is not fully executed.

Q For the Title III funding, will the match exceed the standard 10%?

Until ARC receives its contract from DAS, we are unsure of the match requirement for these funds. However, we do not anticipate that the match will exceed the current match rates for Older Americans Act funding.

Pre-Award Risk Assessment Document

Q On the transmittal cover page, the pre-award risk assessment is listed as a required document. Does the entity complete this form? If so, how should the entity approach the scoring portions of the form?

The entity should do their best to complete the form.

Q On the DHS pre-award risk assessment form, how should the entity approach question 4.g.? "Does the federal program require staff to track their time associated with the award?"

This question refers to how your organization books time and tracks various grants. If your organization has grants using federal funds, please indicate whether your organization requires staff to track their time associated with the federal grant award (for example, hours per cost center).

- Q On the DHS pre-award risk assessment form, does question 4.i. (“Did the entity have one or more audit findings in their last single audit regarding significant internal control deficiency?”) refer to a financial audit only?**

This question refers to any audit and any findings the organization had in its most recent audit.

- Q On the DHS pre-award risk assessment form, does question 4.o. (“Other issues that may indicate high risk of non-compliance”) have a timeframe within which the issues listed must have occurred?**

Consider the last year only in your response.

- Q On the DHS pre-award risk assessment form, does question 5.e. (“Did the entity stay on budget in prior years?”) refer to budgets for specific funding awards or more broadly to the organizational or general operating budget?**

This relates to a grant obtained through a NOFA process with ARC.

Technical Assistance

- Q Is there a technical support line to call if we are having issues with submitting the proposal through the website?**

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 and copy MMurphy@atlantaregional.org and JTaylor@atlantaregional.org. Late submittals will not be accepted, so do not wait until the last minute to upload your response template.

Other General

- Q Will the recording [of the bidder’s conference for this NOFA] be made available?**

No, only the questions and answers document will be made available. It is a compilation of all the questions asked at the bidder’s conference.

- Q Are there any services where it is not permissible to use a subcontractor?**

Services under this NOFA allow for subcontractors to provide services. It is up to each offeror to 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 policies that are in [the Online Directory of Information Services \(ODIS\)](#). Those policies can be found in Division of Aging Services, Manual 5600, Section 3014 Area Agency on Aging Contract Management Requirements.

Q In the proposal response template for the regular services, there is a question in the organizational capacity section on pg. 2 that asks what outreach the entity plans to conduct to ensure that the most in need of these services are made aware of them. In our current programming for the service that we plan to propose, we continually have more requests for service than our funding allows us to fulfill. We maintain a waitlist of qualified applicants that regularly stands in the 10's or 100's. Because the demand so far exceeds our capacity, we do not actively market our services or recruit clients. Would it be permissible to propose to serve just our overflow or waitlisted applicants with this funding, or are we required to conduct outreach and recruitment efforts?

It is appropriate to serve individuals who have been on the waitlist for services. During the year, if more clients were needed to be added into service, the expectation would be that outreach into the community would be conducted to ensure that individuals in need of meals would be made aware of the service. Please note that ARC regularly conducts outreach (using the Empowerline brand) to encourage access to all services which it delivers directly or funds through partners.

SERVICE SPECIFIC

Material Aid and Assistive Technology (AT) Specific

Q According to section 5.2.7 Assistive technology (page 17), is a medical exam for hearing aids, glasses, or dentures able to be paid as part of the assisted technology service? OR is only the physical item (glasses, etc.) able to be claimed under this service?

The exam for the assistive technology may be added to the cost of the product and invoiced.

Q According to section 5.2.7 Assistive technology (page 17), is a medical alert system considered as an acceptable item under assisted technology?

Yes, a medical alert system is considered assistive technology.

Q Can an interpreter be paid for under material aid when applied to pilot project?

No, an interpreter would have to be paid for under another source of funding. Material aid is only the cost of the product.

Q If you want to apply for material aid or assistive technology, would you just go ahead and apply for case management as well to use case managers to assess and provide the technology to the client?

The decision is up to the organization submitting a proposal. It would be appropriate to charge case management units if you are using a case manager to do the assessments and facilitate the administration of the material aid or assistive technology. Case management and assistive technology if proposed and awarded, would be billed as separate services.

Q On page 18 under assistive technology, there are some questions listed. Are those the questions we need to answer for the application?

There are questions under each service all of which would need to be answered in the response template if you are applying for that service.

Q Will Material Aid and Transportation need full assessments?

No, transportation and material aid (other than assistive technology) do not require assessments.

Q Please explain what assessment would be needed for assistive technology.

The Determination of Needs Revised (DON-R) is the required assessment for assistive technology. Guidelines for client assessment can be found in MAN5300, CH114 in ODIS: <https://odis.dhs.ga.gov/General>

Q What if we don't purchase assistive technology equipment and instead use refurbished equipment. Do we still need to do the DON-R?

Yes, the DON-R is an assessment used to measure a client's unmet needs and levels of impairment with various activities of daily living (ADLs) and needs to be done on every client receiving assistive technology.

Q Can administrative costs be included in the reimbursed amount for material aid and assistive technology?

At this time the Division of Aging Services (DAS) does not allow for an administrative fee to be assessed under this service. ARC has made that request in writing to DAS, and we are awaiting a response. If you choose to bid for the service(s) and wish to have an administrative fee covered, our suggestion would be for your organization to have other funding that would cover the administrative cost of the program. We also suggest that you include in your proposal a proposed administrative fee (no more than 10% of the value of the product) with ARC so it is allowed by DAS, we have the information we need to include this in the award. ARC would allow a reduction in the amount of the physical product to accommodate the administrative fee.

Q Is there a dollar limit per client for Material Aid and Assistive Technology?

There is a \$2,000 limit per client with exceptions being assessed on a per-client basis in consultation with ARC staff.

Q Within Material Aid, if possible, please send details for each category listed. Such as housing/shelter (hotel payments, home repair), can grocery funds be used for homemaker clients needing extra food, and is clothing for any age or 60+. Just a few examples.

If this question is asking for a dollar limit per category, the limit listed above of \$2,000 would apply with exceptions being assessed on a per-client basis in consultation with ARC staff. Material aid could be many different things to different clients, so it is not possible to identify every form of material aid. While home repair falls under the [ODIS](#) definition of material aid, ARC is not funding home repair under the service of Material Aid. Under ARPA funding, the client must be 60 year of age or older.

Q Proposed policies for material aid and assistive tech, are those new policies in effect now or not and will we have to go by those new policies? There were draft policies that came through not long ago, are those in effect now or not?

The new proposed policies are not yet in effect. When the policies are finalized and become effective, then all program and service-related activities must abide by those new policies, but we do not yet know that timing.

Caregiver and TIIIE funding to include Kinship

Q For the category of caregiver respite services, is \$142,596 the maximum amount of funds available to be awarded?

Yes, \$142,596 is the maximum amount of funding for caregiver services for one year.

Q Could you clarify what case management service costs are included under kinship?

Case Management services under Kinship refers to Manual 5300, Chapter 210 HCBS Case Management. Section 210.8B Allowable Activities, lists all the activities that are reimbursable for case management services.

Q Under Caregiver funding, support group is listed. Are we able to use this funding to help host our already established caregiver meetings? Such as food, reading material and paid speakers? Many of the attendees are not over 60 and not in Wellsky. If this funding is granted, how would units be put in for reimbursement? Will it be group activity or individual units?

A new support group does not need to be established to apply for this funding. Under TIIIE funding the following eligibility criteria regarding the age of the caregiver:

- Adult family members or other informal caregivers aged 18 and older providing care to individuals 60 years of age and older
- Adult family members or other informal caregivers aged 18 and older providing care to individuals of any age with Alzheimer's disease and related disorders
- Older relatives (not parents) aged 55 and older providing care to children under the age of 18; and
- Older relatives, including parents, aged 55 and older providing care to adults ages 18-59 with disabilities.

The costs of materials distributed to a support group, a paid speaker, and staff time of the coordinator is all allowable and would need to be incorporated into the unit cost of the service.

The cost of food served, however, is not allowed using OAA or state funds. Other fund sources may be ok.

- Q Section 5.2.9: Please address the expectations providers would have relating to serving caregivers in a different county from the care receiver. This is often thought of as a care receiver lives in the provider county and the caregiver lives in a different county or perhaps another state. Please address the expectations if the opposite is true (caregiver lives in provider county and care receiver lives in another county in metro Atlanta).**

Under TIII E the caregiver is the client. If the caregiver lives in the applicant's service area and the care receiver lives outside the applicant's service, the only way the applicant could provide the service would be through a voucher program. Likewise, if the care receiver lived in the applicant's service area but the caregiver did not, then the care receiver would need to be the client and direct recipient of a service whether it is homemaker, personal care or meals on wheels. They would not be enrolled under caregiver services.

- Q If funding is listed for a caregiver conference but that activity does not work out due to low interest level, COVID or other factors can that funding be moved into another kinship line item?**

The awardee would need to consult with ARC to move the funding to a different line item under kinship.

- Q Section 5.2.10: Are all areas (CS, group activities, conferences) of kinship required to be included in a proposal?**

Under the service of Kinship, the awardee may select any of the allowable services that are listed in the NOFA.

- Q Is including food as part of the kinship support group costs acceptable (kinship group activities line item)?**

The Division of Aging Services (DAS) has recently updated their Taxonomy of Services and support groups are now considered a line-item cost.

The costs of materials distributed to a support group, a paid speaker, and staff time of the coordinator is all allowable and would need to be incorporated into the unit cost of the service.

The cost of food served, however, is not allowed using OAA or state funds. Other fund sources may be ok.

Home Delivered Meals (HDM)

- Q Can you please provide the full list of required screenings and documents needed to prove eligibility for home-delivered meal recipients?**

The Online Directory of Information Services (ODIS) provides the guidance on the home delivered meal program. <https://odis.dhs.ga.gov/General>. Go to Division of Aging Services, Manual 5300 Home and Community Based Services, Chapter 304 Nutrition Services. Also, Chapter 114.5A Guidelines for Client Assessment (Assessment Instruments) lists the different assessments which are: The Determination of Need-Revised (DON-R), The Nutrition Screening Initiative (NSI) and the Food Security Survey. This section also references the appendix in which the actual instruments can be found.

Q Can our proposal include providing both frozen home-delivered meals and shelf-stable meals? If so, how should shelf-stable meals be entered into the budget?

Both shelf stable meals and frozen home delivered meals are allowed under the C-2 home delivered meal funding. The shelf stable meals and frozen home delivered meals must be the same unit cost because there is only one fund source in the grant.

Q What is an NSI score?

Nutrition Screening Initiative is an instrument that can be found in [ODIS](#) under MAN5300, Ch. 114. It is an assessment tool used to identify individuals who are at nutrition risk.

Q Can you please provide a template for the letter required to be sent to any home-delivered meal recipient whose NSI score is greater than 6?

The following is the template provided by the Division of Aging Services:

[Agency Heading/Logo]

January 1, 2020

|

Dear [Client],

Thank you for your time in completing the Nutrition Screening Initiative Assessment. This letter is to inform you that, based on your responses at the time of assessment, your score (6 or greater out of 21) indicates you are at high risk of malnutrition.

A copy of your full assessment is enclosed. To aid in connecting you to services you need, a list of resources is included below:

[Local Food Pantry Name, Address, Phone Number]

[Local Dietitian Name, Address, Phone Number]

[Other Local Resource, Address, Phone Number]

We encourage you to share these results with your primary care provider or registered dietitian at your next visit.

Q For HDM, will we be duplicating costs if we include direct labor costs on the Personnel tab and the Support tab?

All personnel staff costs should be put under the personnel tab. If ARC has any questions during our review period, we will reach out to the applicant.

Q If an organization both prepares the meals and manages all aspects of the meals being delivered to a client's home, do they complete both management and meal sections on the UCM?

Please put all costs under the management only option.

Transportation

Q Is it possible for us to allocate a small amount of funding for extraneous travel needs where a shuttle service may not be able to serve those clients? Could we pay for a rideshare for that client?

If an organization had an arrangement with a rideshare partner and there was an agreed upon unit cost with that rideshare partner, then yes. However, two different unit costs would not be possible.

Q For the cost of one-way rides, is it possible to have more than one cost depending on the type of ride?

No, you may only have one unit cost per trip.

Q If we are awarded funding under transportation, are we allowed to charge clients fees?

Yes, for transportation, client cost share and voluntary client contribution are allowed.

Q How does the travel voucher work?

An organization would establish a contractual relationship and/or a more informal relationship with one or more transportation providers who would agree to accept a voucher for rides and in turn invoice the organization for the rides. The participants could purchase the vouchers for a nominal sum and the organization would subsidize the ride.

Q Can transportation vouchers be cash?

No, there must be a paper trail for all vouchers.

Q Is it possible to use the transportation dollars to contract out to a shuttle service instead of providing the service directly?

Yes, any awardee may subcontract services, as long as they ensure they have followed required procurement policies and are able to assure that the subcontractor can meet all requirements of the grant.

Congregate Meals

Q If we provide congregate meals in partnership with a senior center, are we responsible for the minimum offerings at the center? Ex. Exercise and nutrition education.

A congregate meal is inclusive of one hour of physical activity per day and 15 minutes of nutrition education per month according to DAS policy.

Q Is the Congregate Meals - Center without walls - option only for Pilot project as well?

No, the Center without Walls model is an option allowable for the delivery of a congregate meal and documented in [ODIS](#).

Q Is the congregate meal voucher only available for the pilot project?

No, a congregate meal voucher is an option for all congregate programs.

Other Service(s)

Q For home delivered meals and congregate meals, can we provide produce or dairy grocery boxes instead of regular meals?

No, all meals must meet the nutritional requirements listed in [ODIS](#).

Q I noticed that caregiver services respite is being extended to caregivers who are 55 plus, who provide care to children. Can we subcontract for that service?

Yes, you can subcontract that service to a licensed provider.

Q Will identified clients will be assessed by HCBS intake at ARC?

Yes, if an assessment is warranted. DAS requires a triage tool to be completed, and the triage tool separates clients into either the Tier 1 or the Tier 2 waitlist for certain services. If the client qualifies for Tier 1, then all the required assessments pertinent to the service are completed by the intake unit at ARC.

Q Upon completion of assessments, the client will be on either the tier 1 or tier 2 waitlist. If we have more tier 2 clients, do we then need to contact ARC to complete the other assessments before we provide the service?

In the past, when the tier 1 waitlist is exhausted, we open the tier 2 clients to the provider and the case management staff who work for the provider to complete the assessments.

Q If we do the assessments ourselves, how are the clients taken off the tier 2 waitlist?

You must email waitlist@atlantaregional.org and request the specific tier 2 clients you want taken off the waitlist, and ARC staff would go in and take them off the waiting list.

Q For the clients we serve during the pilot project, after the two-year service period would we then have to move those clients back on to a waitlist?

The services listed as part of the pilot project were purposefully selected because they do not have waitlists. The hope of the pilot program is that clients would be redirected to ongoing services and resources that would support their need in the future.

Q I read something in the scoring regarding if someone is a meal provider and is providing culturally appropriate meals and how those meals are developed. Can the development of those meals be incorporated into the cost of what we are asking for funding?

The provision of culturally appropriate meals under the Home Delivered Meal service is most appropriate. The UCM allows an applicant to document all their costs associated with the meals. Please be aware that if funded for culturally appropriate meals, they will likely require a waiver from DAS as they may not meet the dietary requirements listed in [ODIS](#). DAS has been a good partner in working with ARC to secure waivers for culturally appropriate meals.

Q Can we use funds to pay for additional staff to support the Transportation, Case Management and Homemaker programs?

Staffing needs to support program management should be built into the unit cost of the service. If the staffing has not been hired, then the position title should be listed with the commensurate salary and percentage of time spent on the program.

Q I did not see Culturally Appropriate Meals listed as a service. Is it possible to apply to deliver Culturally Appropriate meals?

Under the service of Home Delivered Meals, you would indicate that your organization will be ensuring that the meals are culturally appropriate.

UCM DOCUMENTATION

Q Am I understanding correctly that if we have multiple people performing the same job at the same rate of pay and benefits, we only need to specify the title and how many people rather than listing each person individually?

No. Please enter the name of each individual and their corresponding pay information.

Q But if we have two people doing the same job with different pay, we need to list them as individuals; is that correct?

Please enter the name of the individual both times with their separate job titles and the portion of their pay that is applicable to that position.

Q When reading about the UCM, it talked about drop-down boxes but I don't see any drop-down boxes.

The drop-down boxes are on the Personnel sheet for "Choose a Service"

Q We normally put the cost of direct labor for the preparation of our meals into a direct cost category, so we're wondering if we need to do that or if it needs to be in the management section?

You would list the personnel associated with the service you are applying for in the UCM personnel sheet under direct costs. If you are unsure about whether you indicated this correctly in the UCM, please add a sentence to the narrative indicating your intention, and we will make sure to contact you if we have any questions or concerns.

Q Can we add lines to UCM to account for nutrition education and meal analysis because they are not listed on the sheet already?

No, you cannot add lines to the UCM. Those costs should be built into your unit cost for the cost of the meal. Your unit cost will be the cost of the meal itself as well as the other requirements including the nutrition education.

Q We employ meal delivery drivers. On P. 20 of the UCM Manual where it says, "Enter Driver Title only if the provider directly operates client transportation or delivers meals using drivers employed by this provider", do we need to add a person's name or just leave "Driver" as it is currently listed on the Personnel tab?

Please enter the name of the driver. If there is an open position that the organization is actively recruiting for, enter "driver" so that the cost can be calculated properly.

Q Can the funds be used to hire Staff?

The cost of staffing can be incorporated into any service using the UCM. If the question is specifically directed to case management, the applicant needs to understand that this is 15 minute per unit reimbursement method. The amount of funding drawn into a reimbursement must be actual time spent in accordance with allowable costs under case management, found in [ODIS](#), Manual 5300, Chapter 210.

Q How do we handle turnover when it comes to the UCM?

You can list the staff names for the current staff. You do not need to go back and change the name if you have turnover. If you are hiring for a staff position, just enter the position title so that the salary and other data can be incorporated into the unit cost.

Q On UCM, on the personnel tab, how would that look for material aid or assistive technology because it must be associated with the staff as well just like the other services, so how would you come up with the cost?

UCM is not applicable for material aid or assistive technology because the unit cost is set at \$1 per unit. Staff and administrative costs cannot be billed under material aid or assistive technology at this time. If that changes before the beginning of the contract, then we will reach out to you and help you work through how to build those costs in.

Q For meal providers, on the UCM, would we be applying under the management only option for home delivered meals?

Please put all costs under the management only option.

Q What is the difference in how ARC defines HDM Management and HDM Cost for purposes of the budget?

Please put all costs under management only option.

DATA SYSTEM RELATED

Q Is there a current schedule for the DDS trainings mentioned in the Proposal Response Template? If not, what's the typical notice given so the designee can adjust their schedule if necessary? Can an alternate be sent in the event a schedule conflict can't be resolved?

DDS training will be offered multiple times. Additionally, all trainings are recorded and there are training manuals that will be provided to new users of the system.

Q What reporting requirements are involved if contracted funds are awarded?

Use of Wellsky/DDS is a requirement of the funding. This is the system of record for recording all client related activities and for submitting reimbursement requests to ARC, as this is a reimbursement grant.