



# Pre-Proposal Conference Q&A

2023 - 2024 OAA

## Mini-Notice of Funding Availability (NOFA)

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## GENERAL CONTRACT

### Application / Proposal Process

#### **Q What kind of auditing and monitoring process will apply to the Village concept?**

ARC is required under their contract with the Georgia Division of Human Services (DHS), Division of Aging Services (DAS) to conduct fiscal and programmatic monitoring of all services funded with Older Americans Act funding. Notification of monitoring is not allowed under DHS DAS regulations. Programmatic monitoring consists of using review tools for services that are found in the Online Directory Information System (ODIS) or if not available a tool will be developed by the Quality Team at ARC.

#### **Q Does ARC require the contractor for the village project to input each village member into a state or ARC database and track each service provided to each member in the system?**

At this time, the reporting mechanism for this project is in development and ARC will work with any awarded agency on the reporting requirements. Because this service is reimbursed as a line item (as opposed to a reimbursed by service unit cost), ARC does not anticipate the entry of client data in the DDS system.

#### **Q If contractor entered into an agreement with a direct mail marketing entity to conduct a targeted mailout, would that be considered an expenditure in Per Diem / Fees / Contracts line item?**

If outreach is a necessary component to the service that is being proposed, then that associated dollar amount should be listed out in the budget narrative. Community outreach is an allowable cost of this funding source.

#### **Q If contractor purchased license(s) for village tracking software commonly used by villages, what line item is appropriate for categorizing the cost?**

If licenses for village tracking software is a necessary component to the service that is being proposed, then that associated dollar amount should be listed out in the budget narrative.

#### **Q What are the required insurance policy types and minimum coverages for the village project?**

All required contractual attachments are listed in the NOFA.

#### **Q Should the references from businesses be in the form of a letter addressed to ARC?**

All reference letters from businesses can be addressed to ARC in the form of a letter, and should be uploaded with all other submission documents.

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

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



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

Any organization whether or not they have received prior funding from ARC is welcome to apply through this NOFA.

### Q May we apply for only one service?

Yes, an organization may apply for one service or both services available under this NOFA.

## Funding & Awarding

### Q Do we ask for what we need for these activities or is there an expected award level?

The amounts listed in the NOFA (appendix A) are the entire amounts available to the region for one year. You can request up to that entire amount identified for that service.

### Q Will there be only one contract awarded for development of a village?

We are not limited to awarding only one contract. However, the total funding available for the Villages Project is \$50,000, whether it is used for one or multiple grantees. The review of applications and the outcome of the evaluation process will determine how many awards are distributed.

### Q Are the following categories used for budgets in the ARC network, including this project?

A. Personal Services; B. Regular Operating; C. Travel; D. Equipment; E. Facility Costs; F. Per Diem / Fees / Contracts; G. Telecommunications; H. Other. Is there a glossary that shows examples of costs that fall under each category?

The applicant needs to identify the categories and the budget amounts in their budget narrative. There is no glossary or list of categories, although the list provided in the question is acceptable.

### 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 (for example, an award of \$50,000 in year 1 and an award of \$50,000 in year 2). 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.

## 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?

Yes, the applicant must complete this form. The entity should do their best to complete the form based on their best judgment and information.

**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.l. ("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 type of 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 question relates specifically to funding obtained from ARC in previous years, if applicable.

## 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 [MMurphy@atlantaregional.org](mailto:MMurphy@atlantaregional.org) and copy [JTaylor@atlantaregional.org](mailto: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.



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