



Building Capacity for Home and Community Based Services through Collective Impact

Questions for Funder, updated 3/10/2022

Submitted Questions	Answers
General Application Questions	
Are there any limitations within the RFA related to the number of pages allowed? Any word count restrictions?	The executive summary text box is capped at 1800 characters. All other essay text boxes on the application have a maximum length of 20,000 characters, which is between 2,860 to 5,000 words. We do not advise, nor is it necessary, to use all these characters to address the prompts. We do not want to limit you but want applicants to be aware they do not have to fill the limit either.
Is there a preferred form for citations, e.g., APA? Preference for footnotes, on each page or in an appendix?	Applicants can include a list of references at the end of each essay or upload a list of references as supporting documents (just before the signatures on the application).
Can we add appendices with supporting documents other than the letters of support?	Yes, there are 2 spaces for supporting documents (just before the signatures on the application).
Please confirm that collective impact initiatives can be at the planning stage of their project process and that these grant funds can be used for planning as well as project implementation.	Yes. Cares staff will provide technical assistance to funded project organizations to help with the planning and implementation of the collective impact framework.
Since this grant has a major emphasis on collective impact, is it suggested that organizations that plan to work collectively if they are awarded apply together?	One organization will sign and submit the application. The “key partners” will provide letters of support and are encouraged to collaborate in preparing the application.
Our non-profit charitable organization is currently 501(C)(3) pending. Will this preclude us from eligibility to apply? We have all the IRS documentation and confirmation of our complete and accepted application files.	The application isn't limited to 501(c)3s. Applications are welcomed from any university, non-profit, for-profit, or government agency that demonstrates that their agency is qualified, responsible, and capable of conducting the activities described. Eligible entities include any organizations, agencies, or businesses demonstrating an expertise in the focus area of this initiative.
May a department within an LME be one of the collaborators?	Stakeholders must represent different “sectors,” not simply different organizations in the same sector. Applicants are welcome to collaborate with other departments in their agency, but they also must include collaborators who represent different sectors in the identified community.

What are the billing, staffing and documentation requirements for this funding? (Grant fund, Medicaid rules, etc.)	All required forms for the application process are available on our website: https://cares.unc.edu/mfp/rfa2022/ . Documentation required after awards are made will be reviewed in a Contractors Workshop after May 2nd.
Would a position such as a nurse care manager qualify as a direct support professional? Additionally, could MD time qualify?	This grant is not intended to pay for direct services but to increase the capacity of the direct care workforce.
Do the Director, Project Manager (if signing) and Financial Officer need to be in the same room to sign the application?	When you are ready to sign and submit the application, the signers will need to do that at the same time. The application is not able to be saved and opened by another person on another computer. Make sure to plan for this when you are planning for the final submission of your application.
Can people come back to the application?	It is not guaranteed that the application will save your work as you go through. Cares recommends having all the information ready and essays saved in a word processing program to cut and paste into the application as you go along. It is possible the program will remember the application if you exit and come back to it, but it is good practice to not count on this.
Do organizations that are applying for the HCBS grant need to already be implementing MFP programs?	No.
We have multiple services offices in NC and would work to solve a problem in NC. We are incorporated in another state. Would we be eligible to be the lead agency for the grant application?	Yes, provided that the agency is able to document their current status doing business within the state of North Carolina and submits an application that solely targets North Carolinians.
Can you include tables or graphics in the Qualtrics sections?	Those will not load into the long essay boxes. Please submit as a supplemental document on the page just before the signatures. Reference that you are putting documents there in the appropriate place in the essay.
Whom should the Letters of Support from the three project Partners be addressed to?	Cares School of Social Work The University of North Carolina at Chapel Hill <i>Be sure to upload the letter with your application, do not mail them.</i>
Focus Areas and Population	
The RFA intro states: "This initiative will address areas of concern in building communities that are inclusive of older adults and adults with disabilities, including affordable, accessible housing; transportation; direct support workers; and natural supports using a collective impact approach." But your emphasis is on Olmstead and MFP which focus on individuals transitioning from institutional/congregate living settings. Will this grant opportunity be	Yes. This opportunity is not limited to individuals transitioning from institutional/congregate living as it applies to those also "at risk" of institutionalization.

equally interested in providing housing and other services for older adults/adults with disabilities who are living in the community but with inadequate housing/supports?	
Do the services have to be inclusive of all IDD, Traumatic Brain Injury, physical disabilities, and older adults, or can the initiative focus on one of the specific groups?	The initiative can focus on one or more of the specified groups.
Are we supposed to pick one disability population to focus on? If your project serves one or more of the demographic focus groups, but also serves others who do not fall into the senior, IDD, or physical disability categories, is the project eligible for consideration?	The initiative can focus on one or more of the specified groups and receive full funding.
How does the funding breakdown work if we are specialized and focused on one area (e.g., Traumatic Brain Injury)?	The initiative can focus on one or more of the specified groups and receive full funding.
In the focus area of housing, does “beyond the use of subsidized housing programs” allow the organization to use subsidies as a component of the cost structure or is it the expectation that no subsidized housing options can be considered for the project?	We are looking for innovation beyond established subsidized housing programs. This does not preclude the involvement of these programs in your initiative.
Is there a specific age range for the grant? I noticed that you keep saying adults with disabilities and I was wondering if grant proposals could serve youth under 18 years old.	This initiative is aimed at adults of all ages seeking to live successfully in the community. We are mirroring the MFP eligible populations which include older adults (65+), individuals with physical disabilities, intellectual and developmental disabilities (IDD) of all ages, and traumatic brain injury (TBI) (22+).
Since you want to award a grant to awardees in 4 areas will you require them to be in the same geographic area?	No. Awardees can be in any geographic area of North Carolina.
Finance and Budget Questions	
Is there a cap for the indirect (F&A) rate, or can an organization use their federally negotiated rate?	As the recipient of this CMS-supported Money Follows the Person grant, UNC has agreed to a de-minimus indirect cost rate of 10%. We request that applicant organizations strongly consider utilizing the same rate (if any) in their budgets.
Can we use the funding to purchase equipment? If so, does the organization have to return the equipment at the end of the funding?	No. However, applicants should be aware that any single item with a total cost of less than \$5k will be considered supplies and not equipment.
Is it an allowed expense to contract with partner organizations to provide funding for their part in the collective impact project?	Yes. Be sure to include that in your budget and budget justification.

I understand from reading the info packet that funds cannot be requested for construction or capital improvements. If our project model meets the funder's goals, but the properties are still under construction (underwritten through other funders), is the project still eligible for consideration of this grant? In our specific case, we have the land, contractors, architectural plans, and timeline in place.	You are correct that funds cannot be requested for construction or capital improvements. The project will be considered based on the merits of the application as a whole.
We are exploring opportunities to expand our services by adding certified instructors. Could funds also be used to offer scholarships for participants?	Yes. Be sure to include that in your budget and budget justification.
While construction will not be funded, can property acquisition or site analysis be funded if actual construction costs will be funded from other sources?	No. 42 CFR 137.280 defines construction which not only includes construction itself but design and planning; there is a specific reference to "pre-design site investigations" (which would include site analysis). https://www.ecfr.gov/current/title-42/chapter-1/subchapter-M/part-137/subpart-N
If we don't typically use an indirect rate, can things like rent, insurance, etc. be listed in the budget line items instead?	Subrecipients that do not have a federally approved indirect/F&A rate can use the de minimis rate of 10% (and no more) on their proposals to cover these types of indirect items (space, utility and administrative costs).
Are we allowed to factor a yearly cost of living increase to years 2-5?	Yes, we allow that. A good rule is to keep cost of living at around 3%.
Are we submitting the budget for the 1st year or for all 4 to 5 years? If it's just for one year, will we be updating the budget yearly if awarded?	Applicants will have to fill out 5 years of the budget. We understand that these budgets may have to be adjusted and there will be time for changes and negotiations before the beginning of each year.
If we pay participants for interviews, stakeholder engagement panels, or need to pay for transcripts, is that reimbursed or funded upfront like salary?	Awardees must use their organization's funds to pay for all project expenses up front – including salaries and participant stipends – and then submit documentation of those expenses with their monthly invoice for reimbursement.
Awardee Review & Contracting	
Will contract MOU's stipulate that recipients of the funds must collaborate?	Applicants must include collaboration with other partner agencies in their collective impact initiative. Contract stipulations will be addressed in the Contractors' Workshop after May 16th.
Will workgroups be formed to ensure that milestones are met?	UNC Cares staff will provide technical assistance from the beginning and throughout the life of the initiative.
What does the first year of this grant look like (e.g., timelines, milestones, reports, collaborations, etc.)?	The proposed date for funding is July 1st. Applicants are expected to share their timeline which can be uploaded within the application or found on the Cares RFA webpage: https://cares.unc.edu/mfp/rfa2022/
Can we get a copy of all documents and tools that reviewers will use in scoring applications, especially if there are	The scoring rubric provided in the RFA Addendum 3 is an outline of the Scoring Rubric that will be used by the review committee when reviewing applications.

additional tools or documents other than Addendum 2 & 3 provided in the RFA?	
Is a financial audit required? If an organization does not have a recent audit or has never been audited, do you recommend one of our partner organizations act as the fiscal agent?	No. However, awardees will have to answer financial system and audit questions as part of the contract process and if the awardee does not meet the required annual audit for 2CFR200, Subpart F (non-federal entity that expends \$750,000 or more during the Fiscal year in federal awards), they may be required to submit a limited scope audit prior to execution.
Are the grant funds going to be disbursed on a reimbursement basis, or will the organization be able to draw down funds according to anticipated need or by a regularly scheduled allocation process - annually, quarterly, or monthly?	Subrecipients of UNC-CH under this project will work under a cost reimbursable subaward agreement with the expectation for monthly invoice submissions.
Will the goal be to fund one project in each of the four focus areas? Or is it possible to see more than one focus area project funded?	The goal of the project is to fund one project in each focus area although consideration will be given to the strength of each application.
Are key partners attending regular meetings considered personnel in the budget for the purposes of paying for their time?	Depending on the level of involvement, partners may be listed as personnel on the budget, or they may be consultants. This will be dependent on the amount of time and what their contribution is relative to the overall project. Applicants will need to explain this clearly, so reviewers know who the partner is, and what they are doing. Vendors and consultants should be listed under "Other Direct Costs" on the budget.