



Questions and Answers No. 4
Request for Application #16-01
Connector Entity Grants for Navigator Services FY 2017
April 5, 2016

Ladies/Gentlemen: This list of questions and responses is being issued to clarify certain information contained in the above referenced RFA. Nothing in MHBE's response to these questions is to be construed as agreement to or acceptance by the MHBE of any statement or interpretation on the part of the applicant.

1. Question: Are the new funding amounts comprehensive of all expenses?

Response: Yes.

2. Question: Are rents, office supplies, etc. required to go within indirect costs or can they still be directly expended?

A. Comment: Given the expectation of having a storefront presence and having to pay rent and associated utilities as part of the 15% indirect does not allow us to create a balanced budget. Additionally to mandate the phones, internet service and office supplies to be included continues to put a strain on our budget.

B. Comment: The lumping of certain costs deemed to be "indirect" into the indirect costs line item, such as rent, phone, supplies, and some salaries brings down the indirect cost line item to nearly 0, having the same impact as not allowing an indirect cost line item. We argue that the costs included in "indirect" are actually direct costs and have a direct impact on the Connector program. Rent and phone allocation, for example, are calculated per FTE so that the Connector program is charged only for the rent and phone that are consumed by program staff. As you know, office space and access to reliable phone and internet directly impact the Connector Program. The same argument could be made of support staff. A certain percentage of the salary is a direct charge to Connector because that is representative of the time that they spend working directly on program work. We rely on administrative dollars to maintain program infrastructure, support program staff, and run a sound organization. The proposal outlined in amendment 2 has the same impact as the original proposal, which prohibited any indirect costs. This has a direct negative impact on our ability to run an effective program, which will have an impact on consumers in the Region. We advocate for a return to a 10% indirect cost line item that leaves out rent, phone/internet, office supplies, and staff salaries.

Response to Question 2 and Comments A and B: To clarify, rent and utilities that are identified solely and specifically with the CE program (space rented solely for the CE program, storefronts, and the like) may be listed as a direct cost. Rent and utilities that are allocable among various programs across an organization must be included in indirect costs. In addition, if an applicant expects any other expense such as phone, internet or office supplies to be a direct cost to the program (not shared), those may also be billed as a direct cost (e.g., Navigator cell phones). But any item that is allocated among various



programs across an organization must be listed as an indirect cost in the RFA, as amended. In addition, once an item is identified as direct or indirect, it must remain in that category. A grantee may not bill an item as indirect in one month, and direct in another month.

3. Question: If an applicant is already an ACSE and is applying as a Prime Entity for the Connector Entity Navigator Program, can any or all of the current CACs be trained and transitioned as Navigators, and then work solely under the terms of the Navigator program, or do the Navigators need to be new employees?

Response: If a former ACSE becomes a CE either as a prime entity or through a partnership of entities, it is eligible to employ or engage Navigators. Current CACs may be trained and certified as Navigators, they do not need to be new employees. An individual cannot hold both designations, however, but must either be a CAC *or* a Navigator.

4. Question: What constitutes a licensed professional (engages licensed professionals – errors/omissions insurance) under Insurance Requirements Section H? Does this include certified navigators?

Response: This question should be posed to your insurance professional.

5. Question: Does the auto and truck insurance requirement apply only to those vehicles owned by the CE/partners and used for program participation?

Response: Again, this is probably best answered by an insurance professional. At a minimum it would be required on vehicles owned by the CE and used for program participation. An insurance professional may also help an applicant decide on the advisability of including coverage for any vehicle that is used for program participation, regardless of ownership.

Date Issued: April 5, 2016
Michelle Compton
Procurement Officer