

HCBS Infrastructure Grant Q&A

Question 1: In the instructions, it notes that funding, "Shall not be used to pay for administrative costs or clinical care," and "Shall not be used to pay for staff time to attend training." What are considered administrative costs? Do administrative costs include any portion of staff compensation to administer a program? For example, if existing staff time would need to be expanded and/or new staff hired to run a grant related program, could funds be used to pay for their time dedicated to the program?

Answer 1: Funding cannot be used for current administrative costs. If your proposal includes new administrative costs related to the proposal that is acceptable. The example you provided would be an allowable use of grant funds.

Question 2: My question is regarding a vehicle purchase. Can this be retroactive? We have the vehicle on hold as a requirement for HCBS and because it takes time to get them, but have yet to purchase it.

Answer 2: Proposals submitted can be retroactive for funds spent on projects effective January 1, 2022 or later. You can submit a proposal for a vehicle purchased on or after January 1, 2022. However, please be aware there is no guarantee that the submitted proposal will be funded.

Question 3: The Draft Proposal indicates: *Entities can submit proposals for multiple projects (if applicable, submit one proposal application with all projects listed.)* We have several projects, and it seems cleaner to keep them a little separate. Will we be penalized if we send in two or three applications, rather than one crowded application?

Answer 3: No, you will not be penalized if you send in more than one application.

Question 4: Does a contractor that installs ramps or makes building improvements have to be Medicaid Certified?

Answer 4: No, building or equipment contractors do not have to be Medicaid certified.

Question 5: I am wondering if our responses to the questions are limited to the space given or if we can put the questions in a Word doc and answer them there for more space.

Answer 5: Applicants are not limited to the space given. You can increase the space on the application or submit an additional word document.

Question 6: Page 23, Number 34. Software Ownership – Are the provisions included with the RFP negotiable? If a proposal is submitted for a software development project, does that software automatically become the property of the state?

Answer 6: As indicated on page 14, “Negotiations for the {General Provisions} will be part of the contract negotiations for awarded entities.” Changes to the general provisions will be taken into consideration based on the proposal by an awarded entity.

Question 7: Page 24, Number 43. If an entity is currently using a cash based accounting method and not accrual, will it be possible to modify this provision to reflect cash based rather than accrual, or will accrual be required?

Answer 7: As indicated on page 14, “Negotiations for the {General Provisions} will be part of the contract negotiations for awarded entities.” Changes to the general provisions will be taken into consideration based on the proposal, how the entity conducts business, as well as federal and state regulations.

Question 8: Is there an online application, or are we supposed to fill in the PDF application?

Answer 8: There is not an online application. Entities can convert the PDF into a word document to complete the application. If entities are unable to convert the PDF to a word document, send an email to MedicaidGrants@utah.gov and one will be provided to you.

Question 9: Is there a preferred proposal style in addition to the forms attached to the grant instructions?

Answer 9: On page 3, under "Proposal Information and Submission Requirements", it states: "Complete all sections directly in the proposal application found on page 7. Please submit only the proposal application portion (starting on page 7)."

Question 10: Is there a limit to the number of pages we can include in our proposal?

Answer 10: There is not a limit to the number of pages for each submitted proposal.

Question 11: Can we include examples, bids on vehicles, and photos in our proposal?

Answer 11: Yes, please submit any examples or information you feel is necessary to include in the proposed proposal.

Question 12: Is there a funding limit for applicants?

Answer 12: Please refer to the section titled, "Funding Information" starting on page 4 of the scope of work and proposal document.

Question 13: Is this a statewide application? We are a statewide agency with locations from Brigham City to St. George.

Answer 13: Yes, we will accept proposals statewide.

Question 14: The prohibition on paying for staff wages for attending or completing course work, is this non-negotiable (ie a federal or state law requirement)?

Info: in the case of the ACRE and CE classes, the classes are only \$200, but the staff time is where the real costs are. The class and work for the ACRE certification is around 40h (\$800-\$1,000 in wages) and the CE class is around 120h (~ \$3,000 in wages) per attendee. We would like to submit an offer to gain critical mass in the CE field with multiple staff, but the time cost of the training is making this cost prohibitive combined with the low additional funding received for CE services through VR.

Likewise, full day training type classes would require us to shut down for the day, where the cost of the trainer may be about \$2,000, the cost to shut down for the day and continue to pay staff would be around \$12k in lost billing or if done outside of work hours likely incur overtime for many of the staff amounting to around 15k.

Answer 14: The Department will consider proposals to pay for staff wages for attending or completing course work.

Question 15: The general contract boilerplate indicates that all work must be "performed" in Utah. In the case of software development, this is commonly done with contractors or consultants outside the state or country. Is this permissible as long as the management and direction of the project occur in Utah and will benefit Utah providers?

Answer 15: As indicated on page 14, "Negotiations for the {General Provisions} will be part of the contract negotiations for awarded entities." Changes to the general provisions will be taken into consideration based on the proposal by an awarded entity.