

UPDATED Q & A

RFA DH-22-0004

Expanding Evidence-Based Diabetes Self-Management Education and Support Sustainment and Growth

09-30-2021

1.5 A. Eligibility & Funding Requirements

Q: Our Agency/Organization is not a “new healthcare organization”, but we would be starting a DSMES program in 2022. Would this qualify our organization for the DSMES sub-grant?

A: **Yes, the organization would qualify they just would not be able to invoice for the nominal fee to re-apply for accreditation or recognition. We can support them through technical assistance in that process.**

Q: General Questions: If a Vendor applied for a RFA previous from another program at ADH, and previously denied because we accept money from 3rd party payers. Is there such a requirement for this RFA?

A: **For this general question, we do not require that they offer the program at no cost. We do not have a requirement that they not accept money from 3rd party payers.**

One of our DSME instructors is retired from the AR Department of Health. Would it be a conflict of interest if we employed her with this project?

A: **No**

Q: Section 1.6- BUDGET & JUSTIFICATION

What are allowable expenses?

A: **Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services. Please refer to the budget template.**

Q: Is food for participants allowable? (We would like to send participants home with ingredients to prepare a healthy recipe.)

Is internet service for subcontractors working from home an allowable expense?

A: **No**

Q: Section 1.11 APPLICATION INSTRUCTIONS

Item B, Question 2:

What needs to be redacted? Just the name of our organization? We are located in an underserved area and for that reason we will refer to the area where our clinics are located. Does the area of the state where we serve need to be redacted?

A: **If no “REDACTED” Information with the Vendor’s Policy, a “REDACTED” copy does not need to be submitted.**

Q: Section 1.12 ORGANIZATION OF RESPONSE DOCUMENTS Item C- The original Application Packet and all copies should be arranged in the following order.

Where do I find the Business Associate Agreement? I see all of the other forms included in the packet.

A: **At this time, the applicants will not need the Business Associate Agreement. If the applicant is selected, the Department will provide the form.**

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Q: Section 1.16- PRIME CONTRACTOR RESPONSIBILITY

We will be submitting this application to provide diabetes education at our Rural Health Center, DePaul Community Health Centers. Is DePaul Community Health Centers the vendor? And the educators employed in the DSME program are the sub-contractors?

A: If hiring the employee(s) to specifically work only on this RFA, they are considered Sub-contractors. If the employee(s) are already on the Vendor's payroll they are not sub-contractors.

Q: Section 2- APPLICANT REQUIREMENTS

The instructions under the Title Says "Do NOT provide responses to items in this section unless specifically and expressly required."

Are responses specifically and expressly required here?

A: Yes, the applicants should provide explanations

Where do we include the grant proposal itself? **Attach a PDF file to this application with the heading – grant proposal** (See question below under "Information for Evaluation.") When we write the grant, are there limits on the length of our responses? **No**

Q: Information for Evaluation Sub-Sections document- E.1-E.3

Do we send in the responses to these questions on this document specifically? (Instructions say "Provide a response to each item/question in this section. Prospective Contractor may expand the space under each item/question to provide a complete response.) Is this where the actual proposal should be written?

A: Attach a PDF file to this application with the heading – grant proposal

Q: Section 1.23 EQUAL EMPLOYMENT OPPORTUNITY POLICY

We have a non-discrimination policy. Will that meet the needs of the required Equal Employment Opportunity Policy?

A: Yes

Q: The budget form for this application has columns for the number of charts and amount of time spent charting. There is no place to enter the amount of time a diabetes educator spends counseling and educating a patient or teaching group classes.

How do we account for the time spent in those ways?

A: This allocation of funds cannot support direct patient care, it is designed to support hours attributed to administrative fees, data collection and reporting

Q: In the column labeled # of charts, a dollar sign appears in that column when populating the cell. I need help understanding this as the number of charts is not quantified by dollars.

A: Change the cell format to reflect appropriately

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Q: The budget spreadsheet also puts \$ in front of the entries in the column *Hours per chart* (like it does for the # of charts column as I noted in the previous Question.) Again, hours per chart is asking for details about time not about money.

A: **Change the cell format to reflect appropriately**