

Q&As from DCMP email.

<u>Questions</u>	<u>Answers</u>
Is this different from the Florida Disaster Fund (FDF)?	Yes. The RFP is for the FEMA DCMP. The FDF is through the Volunteer Florida Foundation.
Open to local government or non-profits? Are for-profits eligible?	Yes, While for-profit is eligible there is no administrative (profit) cost authorized. Disaster Case Management experience is required and the RFP must define how it was completed and how it will be provided.
One applicant per region or for counties serviced?	Yes, the 49 declared counties were divided into 5 regions.
Clarification of "Purpose of RFP".	The Request For Proposal process is intended to provide VF with info to assist in the selection process, applicants must respond to specific questions to be evaluated.
Funds for case management or any other direct services?	Funds may be used for salaries, benefits, equipment, supplies, travel and certain contracted expenses. There is no direct service funds in this grant.
Does VF plan on separately soliciting construction management services?	Construction Manager Coordinator need to be addressed in the grant request. VF will not advertise for this position.
What defines a Region and Group?	Counties are divided into 5 groups. The term Region and Group is used interchangeably throughout the RFP/Contract and application.
Can a national organization serve multiple regions?	Yes, but limited to two regions per an organization. The purpose is to look for the best service possible for the clients.
Apply for DCMP now and sub-category later?	Encouraged to collaborate together. Can Subcontract to provide services. Organizations funded for region have to determine how they will meet over all needs in region The non-Federal entity may sub-grant/contract with local providers directly or sub-grant/contract a management entity to be responsible for managing local providers.
Can an agency apply in collaboration with partner agencies?	Agencies are encouraged to collaborate with partner agencies to avoid duplication of services
Are vendors allowed to include all standard costs of business in the proposal?	No. Administrative costs are not eligible.
The RFP states that the length of the program is 20 months on page 6 and the contract is 19 months on the bottom of page 7. What is the appropriate time frame?	The grant is for 20 months, however by the time the contract is granted the recipients will only have 19 months.
Will vendors be allowed to apply a fee in the development of the proposal?	No.

Is it possible to target a specific demographic (55+)?	Case managers will work with Long Term Recovery in the area providing service. Each community will have their own priority.
Must a proposal be submitted for an entire region or an area within a region?	Entire region
Bullet on page 9, under project description states, "use of AIRS taxonomy", however the AIRS site shows a variety of taxonomies, which one is applicable to the application?	The AIRS/211 LA County Taxonomy is the North American standard for indexing and accessing human services resource databases. It is how info is sorted to be consistent. Organizations need to talk to one another
Page 13, #5, what is the DCMP training that Volunteer Florida will coordinate? Is it possible to get a copy of the training plan?	Volunteer Florida will support unmet needs for training, but not providing for selected organization. VF can help direct organizations toward training. Several voluntary agencies provide disaster case management training. Those organizations have a right to charge for that training and it is allowable as long as within allowable expenses. Each region has standards and VF will provide support for any short falls
Page 13, #8, can you please describe what you are looking for in a "case presentation"?	Case Presentation will be defined by Long Term Recovery group. Case Manager will have to work with that group on how they want cases presented.
If an agency serves more than one region can they apply more than once?	Yes, must for each region, up to 2 per an organization.
Do regions on the website equate to groups in the application?	Yes, region/groups term used interchangeability
Is there a copy of the contract?	Yes
What is the appropriate time frame for the RFP?	Important dates can be found on Volunteer Florida webpage under the grants tab
Which of the AIRS taxonomy is applicable to the application?	Go to AIRS website
What is the DCMP training Volunteer Florida is coordinating? Is there a copy available?	VF with support from DHHS ACS will help coordinate training to fill gaps.
What is a "case presentation"?	Case Presentation will be defined by Long Term Recovery group. Case Manager will have to work with that group on how they want cases presented.
Can a non-profit apply to provide services for part of a region, so long as another applicant is applying to the rest of the region? (Ensure staff supervision is provided by the organization granting services).	Umbrella organization can apply as long as all needs are met.
Can a non-profit partner with a fiscal organization for the DCMP application if the primary applicant has experience in providing recovery services to survivors?	Collaboration is encouraged. Applicants must meet criteria outlined in application

Can a non-profit partner with other non-profits to provide DCMP services in their area with expenses defined in the appropriate line items for the budget?	Collaboration is encouraged. Applicants must meet criteria outlined in application
For Miami-Dade and Monroe DCM funding, does VF anticipate contracting with several agencies or only one?	Volunteer Florida will contract with one organization but that organization can sub-contract with local resources.
Can changes be made to the organizational structure of the management staff for the DCMP? Can titles be edited?	Can be edited, but must meet scope of work in Request for Proposal must address needs throughout the entire region.
If the agency selected has new reporting templates, can they submit them for review and integration?	Possible, however the report templates are required. Two forms are Federal, additional information is okay.
Is there a conflict of interest for an agency's Executive Director to manage the program if the agency is acting as an umbrella agency subcontracting to local partners and serving as provider in counties where partner agencies cannot subcontract?	No, not a conflict of interest.
Is it OK for an agency to bid on multiple groups if defined partnerships for contracting are agreed upon prior to the grant submission deadline?	No, can only apply for two
Does VF have a proposed agreement that should be used between the agency and partner agencies chosen for subcontracting? If not, can a sample agreement be provided?	No.
Are DCMP required to be held in a separate bank account from the provider's main operating account?	That is up to the awarded organization and should follow the advice of their auditors.
Will a line item audit of program funds be necessary? If so, will the audit cost serve as an allowable expenditure?	Yes
Will VF be funding DCM training provided by UMCOR? If not, will the provider agency be allowed to conduct their own training?	Volunteer Florida will not provide funding to UMCOR. Grantees can negotiate training directly with those agencies.
What will the turn-around time be for payment of approved invoices?	Each month by the 10 th grantees are required to submit invoices. Usually two week time frame for turn around.
Will the use of a client database system other than CAN be allowed as an expenditure?	Cost associated with database is eligible, however cost to develop is not. Must speak to other systems and must meet all elements.
Does this award require sub-granting or can one organization manage the contract independently?	The Request for Proposals does not require sub-contracting. The proposal must ensure services are provided.
Will including a match strengthen the application?	Not a requirement, plan for how to meet unmet needs will. Accounting for Volunteer Hours is required.

Will the Q&A answers post-technical assistance call be posted online?	YES.
Where can amendments to the application be found?	All amendments are part of on-line program portal
What is direct financial assistance in budget to the clients as a line item as an expectation of a set aside via percent of total? Is there a precedence for what amount of funds can be given to survivors?	No financial direct assistance allowable in this grant. Case management and support staff and related expenses only.
Is there an indirect cost rate that is considered/not seen in Attachment B?	No Admin fee eligible. Define all expenses by line item.
If an organization is not registered in MicroEdge/Blackbaud, is there a length of time projected for this activity?	Easy to register. Access usually granted same day. A completed RFP must be submitted through MicroEdge system.
Will successful bidders be responsible for maintaining intake/outreach locations?	Yes-as defined in their submitted plan
Is the contract subject to the Service Contract Act?	Yes.
What background checks are needed for DCM staff?	Level 2 for staff having direct access with clients
Is there flexibility in the way Program Positions are designed or must the entity follow the outlined job structures?	Not a requirement. Must meet scope of work. Not outside specific Areas.
Is the bidder responsible for the training plan and the training of the DCM staff? Is this a role from within VF?	Bidder responsible for training plan. VF will provide support.
How much data will Volunteer Florida have access to? As a quasi-government organization, we are concerned about protecting the confidentiality of clients.	Since VF is named in FEMA state agreement they have access. However, VF will usually only need composite information provided by region.
Follow up questions: How will you safeguard client confidentiality?	Successful bidders will have defined in their plan how they will safeguard client confidentiality.
Please expand upon the reimbursement process. What will be the turn-around for agencies receiving their reimbursement check once an invoice/request has been submitted? Who is going to oversee the accountability of this structure?	Each month by the 10 th grantees are required to submit invoices. Usually two week time frame for turn around.
Will Volunteer Florida consider proposals for a county or counties within a designated region?	No.
Does applicant have to be a 501c3?	No.
Required to be a NGO?	FEMA does not require. All other standards must be met. No Profit Margin allowed in application

Computer Costs Allowable	Yes. There is a cap, but computers, telephones, hot spots are eligible expenses.
What will happen if one region does not any organizations apply for it?	That region will need to be reposted
How to avoid duplication of services in regions	Define in RFP how to make sure those issues are resolved
How will positions be determined	Specific number of positions is not defined. That is up to the region to determine. Needs to be reflected in budget.
Can grantees sub-grant with providers if they can't do it themselves	Yes.
Did you mean only ONE applicant per region is allowed OR only ONE applicant per region will be funded?	Only one applicant per region/group. All others will receive funding via sub-grants as defined in the approved grant.