1. **Can you please tell me if the Budget for DCMP should be a 2 year Budget? I am not sure because the contract ends 09/28/2026**. – *The DCMP budget should reflect the full 24-month period of performance. Since the period of performance ends on 09/28/2026, the budget should be developed as a two-year budget, with the expectation that onboarding and full program ramp-up occur as quickly as possible. Please note that budget revisions are allowable if adjustments are needed as the program progresses.*

2. **We will be applying for Sarasota County. In the NOFO the number of registrations based on individual assistance applications for Sarasota County is 70,442. I'm assuming we will need to assess each of these and determine if they have self-resolved or need case management. Is that right?** – *You will work off the FEMA Individual Assistance registration list for Sarasota County, which includes the 70,442 applicants noted in the NOFO. However, not all of these individuals will require disaster case management services. As outlined in the application instructions, you should apply the tiering system to help identify those most in need. Many applicants will have already self-resolved, and typically, only about 5% of registrants will require active case management.*

3. **As our DCM's will require IT services and support, is this an allowable expense and listed as a "Contractual Expense"?** -- *Yes, IT services and support for your Disaster Case Managers is an allowable expense under the DCMP. It is recommended that you include this as a contractual expense in your budget. Be sure to clearly describe the scope of the IT support and its relevance to program delivery in your budget justification.*

4. **It appears that VisionLink will be required and should be listed as "other" in the budget. How do I calculate the costs for licensing fees?** – *VisionLink is required for participation in the Florida Disaster Case Management Program; however, you do not need to include licensing fees in your budget. Volunteer Florida holds the statewide contract with VisionLink and covers the associated costs through the Federal DCMP award. Licenses will be provided to awarded providers.*

5. **When setting up our account in Blackbaud can more than one person have a login? There are parts that my grant writer will do and parts that my CFO will do.** *Yes, Blackbaud has recently moved to a new portal that now allows additional users to be added to work on one application. After the application has been started at the top of the screen, select "manage applicants" and enter the email of the individual you would*

like to add as a co-applicant. The owner of the application can add or change permission depending on preference. Any applicant added to the application will need to have an account to log in with, but if the email matches, the application will connect with the account.

6. **We have an app that our current DCM's use for tracking mileage. Will this software be an allowable expense for the grant and what budget category should it fall under?** *We recommend using a standardized travel form to track mileage and travel-related expenses. While Volunteer Florida does not specifically provide this form, we can share a template that aligns with reimbursement requirements. Using a consistent format helps ensure accurate and timely processing. Varied forms of reimbursement frequently lead to errors, missing documentation, and reimbursement delays. Standardizing this process upfront helps prevent those challenges.*

   If you'd prefer to continue using your app, the related software costs may be considered allowable if clearly justified. If included, they would typically fall under the "Other" budget category.

7. **Is staffing limited to the attached Samples of DCMP Position Descriptions?**--*There is some flexibility based on your program's specific needs. The sample position descriptions are provided as guidance, but adjustments can be made. We're happy to discuss any proposed changes to ensure alignment with program goals and requirements.*

8. **Can we add additional requirements to the sample job descriptions already provided?** *-- Yes, you may customize and add additional qualifications or responsibilities to the sample job descriptions to better fit your organizational structure and the needs of survivors.*

9. **Can we add positions to the staffing structure to enhance our ability to serve clients (i.e. training coordinator, quality assurance, and human resources)** *-- Yes, additional positions can be added as long as they are **reasonable, necessary,** and clearly justified in your application and budget. These roles should directly support the delivery and oversight of disaster case management services.*

10. **May a staffing agency be contracted to provide qualified and trained case management personnel compliant with the DCMP grant requirements?** *-- Yes,*

contracting with a staffing agency is allowable. However, it must be reasonable, cost-effective, and clearly stated in your application. Be sure to explain how you will ensure compliance with DCMP requirements, including proper training and oversight of personnel provided through the agency.

11. **Does Volunteer Florida or the State intend to release a separate RFP for a program management provider for technical assistance, administrative support, and training for the local direct service providers? If so, please share the anticipated timeline for when that may be anticipated. Volunteer Florida will not be releasing an RFP for program management. --** *No, Volunteer Florida will not be releasing a separate RFP for program management. All technical assistance, training, and administrative oversight will be provided through Volunteer Florida and its existing resources.*

12. **Page 13 speaks to the approved cost-sharing guidance for groups impacted by both storms. Does VF have detailed guidance for the cost-sharing regulations and policies that will be shared with groups impacted by both events? If so, will that guidance be provided for review prior to the proposal submission deadline or at time of contract award?** *-- Yes, Volunteer Florida has guidance on the cost-sharing requirements for applicants impacted by both events. This guidance is available in the NOFO and can will be shared in greater detail at the time of contract award and will align with FEMA's approved policies.*

13. **Will VF provide the breakout of total valid IA registrations per county and by event for the groups that were impacted by both storms? Yes, we can provide that information.** *- - -- Yes, we can provide a county-level breakout of valid Individual Assistance registrations by event*

14. **My question is regarding the total number of applications for Sarasota County. According to the weekly ISAA data report there are 13,355 registered applicants for Helene and 58,135 for Milton, equaling 71,490. However, the Registrations Based on Individual Assistance Applications, (page 7) shows a total of 70,442 applications. Numbers in the application are based on valid IA registration numbers provided to us by FEMA.** *-- The numbers listed in the application materials are based on valid FEMA Individual Assistance registrations provided directly to Volunteer Florida. There may be slight differences between raw data from ISAA reports and validated totals due to data cleaning, deduplication, or the exclusion of ineligible or incomplete registrations.*

15. *Page 8 of the RFP states that the Period of Performance will be 24 months from the date of declaration (9/28/2024 - 9/28/2026). Will the POP timeline for the direct services related to DCMP be adjusted to account for the delay in the grant approval process? We understand the POP is directly tied to the declaration date for Hurricane Helene in FL, but as this DCMP will be addressing two different events in on program that occurred two weeks apart and there were*

delays beyond the State's control for grant approval, we would like to request that the State advocate for a timeline extension to ensure Florida's most vulnerable communities are provided with a reasonable timeline to navigate their recovery plans accordingly. -- *The Period of Performance (POP) for the DCMP is currently set for 24 months from the declaration date of Hurricane Helene (9/28/2024 – 9/28/2026), consistent with FEMA and state guidelines. We understand the unique challenges posed by addressing recovery for two events occurring closely together and the delays in grant approval.*

At this time, the POP is tied to the official declaration date and has not been adjusted. The State has historically requested no-cost extensions when needed to ensure adequate time for recovery efforts. If circumstances indicate that an extension is necessary, the State will submit a request accordingly.

We recommend applicants plan accordingly within the current POP but remain open to updates or adjustments as discussions with FEMA progress. We will communicate any changes promptly.

16. **What, if any, positions are mandatory under the contract outside of DCMs? For example, are CCA reports mandated?** *-- While no specific positions beyond Disaster Case Managers (DCMs) are contractually required, there are key roles that are considered essential to operating a successful program (e.g., program management, data/reporting, and supervision). CCA (Case Closure Analysis) reports are mandated as part of reporting requirements, so designated staff must be capable of fulfilling these functions.*

17. **On Section E. Staffing, on the NOFO it states the fringe cannot exceed 29% of salary. Is this for each position or for all positions combined?** *-- The 29% fringe cap applies to all positions combined, not to each individual position.*

18. **On Page 7, are the numbers listed individuals or households? It states that it is based on IA apps, but I want to verify. And is it a requirement to provide outcomes on each HH or each individual?** *-- The figures referenced are based on FEMA Individual Assistance (IA) registrations, which are reported per household. However, program reporting may include both* household- and individual-level outcomes, depending on the specific metric.

19. **With the contract running 9/28/2024 – 9/28/2026, is there the ability to bill for current expenses prior to contract execution but within the contract POP?** *-- Pre-award*

costs are not allowable under this contract. Expenses may only be billed after the contract has been fully executed.

20. **Page 13 states: "This split should align with the distribution of FEMA registrations and the approved cost-sharing guidance, recognizing that the division may not be an exact 75/25 percentage split but should correspond to actual impact and service areas." Is there ability to move funds back and forth if there are small differences between the expenses for the 2 storms?** *-- Yes, there is some flexibility; however, for counties that were dually impacted, costs should align with the 25/75 cost breakout as submitted to FEMA in the approved budget spreadsheet. This distribution was based on FEMA registration data and reflects the proportional impact of the two storms. Volunteer Florida will work directly with successful applicants to ensure that any necessary adjustments stay within FEMA guidelines and reflect actual service delivery. If minor variances arise, they must be consistent with the approved budget framework, but we can coordinate with FEMA for clarification if needed.*

21. **Pg 16 states "Please describe the system to be used for client data sharing to avoid duplication of benefits, its compatibility with the VisionLink." Are we able to use a local HMIS system? If so, do we need to transfer data into VisionLink as well?** *-- VisionLink is the required system under the contract. You may continue to use a local HMIS for internal purposes; however, all required program data must be transferred into VisionLink to ensure proper data sharing, avoid duplication of benefits, and maintain visibility for VF/FEMA. All data must comply with PII and confidentiality standards.*

22. **Does BLS determine "reasonable" pay scales acceptable for the budget?** *-- Pay rates must be justified as reasonable and market-based for the position and geographic location. BLS data may be used as a reference, but it is not the sole determinant.*

23. **Will VisonLink provide API interface to allow upload from local systems? --** *At this time, VisionLink does not provide an API interface to upload data from local systems. We will explore the possibilities of this add on.*