RFA 2022 – 002 ARPA Food Access
Official Questions and Answers

All questions should be directed to the RFA Authorized Contact Person: Angela Baucom at APHCompetitions@austintexas.gov or in the Partnergrants database by no later than March 16 by 3 PM CST.

Last Update by AB: <u>March 21, 2022</u>

Question No.	Questions	Answers
1	If we submitted a Threshold Application to RFA 2021-009 ARPA Food Access, do we need to submit a new one for RFP 2022-002 ARPA Food Access?	Yes, you will need to submit a new Threshold Application. As long as all of the information you previously submitted is still current, you may be able to copy the previously submitted Threshold Application for this opportunity. Please verify each document is accurate before clicking Submit.
2	What will happen after I submit the PreApplication Threshold Checklist? Is there some "decision" that will confirm we cleared the threshold, and how will we be alerted?	Any time there is a change in your application status, the primary contact associated with the application will receive an email notification. These will primarily include automated messages from the Partnergrants system, but may sometimes include emails from APHCompetitions@austintexas.gov. Please ensure that all emails entered into the system are correct and that the person receiving those emails is available to be responsive throughout the application process.
3	Can the application be submitted as a PDF or does it have to be a Microsoft Word file?	Per the instructions, Form 2-RFP Proposal should be submitted in a .doc or .docx format. Other components of the Proposal packet may be submitted in other formats according to the requirements of those items. Please ensure all submitted documents contain all required signatures and/or responses before submitting.
4	Can you confirm that NFIP program is also funded via federal ARPA funds?	Yes, it is.
5	Will you follow up with this PowerPoint sent to attendees?	The website and PartnerGrants will be updated with the information from this presentation including the PowerPoint, attendance, Q&As. Link: https://austintexas.gov/article/rfp-2022-002-arpa-food-access
6	If doing a collaboration, do all collaborating organizations need to submit a Threshold Review?	No, only the primary grantee is required to submit a Threshold Review.

7	Do all Offerors need to have completed a financial audit since this is federal funding?	No, an audit is not required for the Threshold Review. If awarded, please see Exhibit E: Standard APH Agreement Boilerplate, Section 4.5 for audit and financial review requirements for grantees of Austin Public Health.
8	Do we need to resubmit a threshold form if there was one previously submitted for a previous opportunity?	Yes, you need to submit a new Threshold for each opportunity you apply to.
9	What is the anticipated notification date?	No exact date can be provided yet.
10	Do additional funds accompany NFIP extensions? 1-year term = $100k; 2-year-term = $200k total?	Yes, each 12 month period is $100,000 for a 2-year total of $200,000.
11	Is SAM.gov registration required for both general assistance and NFIP funding opportunities.	Yes, SAM.gov registration is required for all federally funded agreements.
12	For the threshold review can we submit in PDF or .doc?	The Threshold Application itself is not an attachment, it is a form completed directly in the Partnergrants System. Please see the guidance on the APH YouTube site for a video tutorial. The Threshold does include some attachments that may be submitting as PDF or .doc format. We recommend using PDF for combining multiple files in response to a single question. If a particular question does not apply, you may upload a .doc with a statement to that effect for that question.
13	Do services have to be in a certain geographic area in the city of Austin?	Per ARPA guidelines, no specific region in Austin/Travis County notes. Please review Exhibit C: Scope of Work for detailed information about the priority service populations for ARPA funding as it relates to Census Tracts.
14	Where can I find the insurance requirements prior to entering into a contract?	You can find the insurance requirements for contracting with Austin Public Health in Exhibit E – Standard APH Agreement Boilerplate, Section 6.1 Insurance.
15	Where do we directly go to apply for each final proposal?	Once a Threshold Application has been submitted and approved, you can again access the Opportunity you are applying to and click

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		"Apply Final" near the top right. You will need to do this for each proposal you want to submit. You can find more information in the Video Tutorial linked in the Website Links section and in Exhibit F – Applying for APH-Funded Opportunity – Partnergrants Instructions.
16	Is our insurance valid for this agreement?	We are not able to make determinations about insurance at this stage in the process. Please review the requirements outlined in Exhibit E – Standard APH Agreement Boilerplate, Section 6.1 Insurance with qualified personnel in your organization and/or your insurance broker. If awarded, you will be able to discuss specifics of insurance with a contract manager during the negotiation process.
17	Is equipment an allowable expense? For example, if we are expanding our food access deliveries, we will need an additional cooler. Is this an allowable expense? If so, under which line item should it be included in the Program Budget and Funding Summary?	Exhibit E – Standard APH Agreement Boilerplate includes Exhibit B.3 – Social Services Compensation Terms, which provides guidelines about allowable and unallowable costs. In regards to equipment purchases, items below $5,000 do not require prior approval, and items more than $5,000 require prior approval of APH staff. the City of Austin retains the right of final approval of any supporting documentation submitted before payment request is approved for processing. Please refer to the Compensation Terms for full guidelines about expenses associated with Social Services contracts. Generally, equipment purchases below $5,000 will fall under General Operating Expenses, per the Instructions tab of Form 3 – Program Budget and Funding Summary. Specific line items may be negotiated if awarded.
18	Is prior approval required for purchases over $5,000 before applying or only if selected as a project?	Prior approval would be determined by the contract manager once a contract has been awarded and executed.
19	Where on the budget form would a capital purchase over $5,000 be included?	For the purposes of Form 3-Program Budget and Funding Summary, you may propose those expenses under General Operations, but

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		all budgets are subject to change in the negotiation stage once funds are awarded and before contract execution. Please also be sure to review Exhibit E – APH Agreement Boilerplate, Section 11. Ownership of Property to be clear on the policies that apply to capital expenses, especially that "ownership title to all capital acquisition, supplies, materials or any other property purchased with funds received under this Agreement and in accordance with the provisions of the Agreement, purchased with City funds shall convey to the Grantee in 2 years after purchase, unless notified by the City in writing."
20	Could you please direct me to any published resource, including online, which spells out whether or not Indirect Costs (AKA, F&A) are an allowable expense on this request?	Indirect costs are not allowed under this opportunity. Administrative and personnel costs that might fall under this general heading may be allowable under existing line items in Form 3 – Budget and Funding Summary. Please refer to the instructions tab for descriptions of line items and refer to Exhibit E – Standard APH Agreement Boilerplate, Exhibit B.3 Compensation Terms for more information about allowable and unallowable costs.
21	I have followed the instructions to match the amount for the yellow-shaded Program Budget and Narrative Grand Total with the yellow-shaded Program Funding Summary Total Program Funding. According to my spreadsheet, the numbers match exactly. However, I cannot clear the RED Does Not Match warning.	APH is aware of this error and it will not impact the scoring of any application. Please verify that your amounts totals match and complete the form as accurately as you can. Evaluators will be instructed to disregard the warning during review.
22	Can you tell me the type of documentation you're looking for to indicate that we have an active SAM.gov account? We have been registered with SAM for several years, so I'm not sure we have the initial registration documentation. Is there something from the SAM.gov site that would meet the requirement?	Per Form 2 – RFP Proposal, please upload a document that verifies either your initial registration if you are new to SAM.gov, or your active registration status if you have been previously registered with SAM.gov and maintain active registration. Acceptable documentation includes a file generated from the SAM.gov website that demonstrates that there are no Active and Inactive Exclusions,

		and includes the organization's legal name, Unique Entity ID, active registration status, expiration date of registration, and address.
23	Is the ARPA grant targeting a specific range for cost per client for service delivery?	Cost per client may depend highly on the type of services being proposed. Offerors must explain their justification for cost per client in Form 2 – RFP Proposal, Question 33. Proposals will be evaluated independently with consideration for the unique nature of the services proposed and a realistic cost range based on those standards.
24	Question 16: Are we required to submit a policy or is it ok if nothing is attached for this question?	Policies are not required for this item, but may be attached as the offeror feels appropriate.