

RFA # 1304291125

**Legal Supportive Services for Individuals and Families
Affected by Cancer**

QUESTIONS AND ANSWERS

Development of Discounted/Sliding Fee Schedule for Clients

1. Question:

Are there any income eligibility or other eligibility guidelines for cancer survivors served with this grant?

Answer:

Yes. Income and eligibility guidelines are listed on Attachment #2 of the RFA (page 22). Below is a summary of the guidelines regarding discounted/sliding fee schedules.

Applicants should develop a discounted/sliding fee schedule for clients receiving services through their proposed program that ensures that no financial barriers exist for those clients who meet specific financial eligibility criteria, and that clients who have sufficient resources pay a portion of the customary bill for these services. Applicants should conform to the following guidelines when developing discounted/sliding fee schedules and the methods for review of client income for submission with their applications:

- The discounted/sliding fee schedule should be based on Income Thresholds from the yearly Federal Poverty Guidelines. (The guidelines are published annually in the Federal Register) Updates may be found at <http://aspe.hhs.gov/poverty/>.);
- Clients below the federal poverty level cannot be charged for services;
- No client can be denied services due to an inability to pay; and
- Schedules are established and implemented to ensure that a non-discriminatory, uniform, and reasonable charge is consistently and evenly applied, on a routine basis.

Application Budget

2. Question:

Ineligible expenses (p. 17) #3 “Expenditures will not be allowed for general maintenance, capital improvements, new construction or insurance.” Does this exclude any insurance, or only insurances related to construction?

Answer:

This excludes reimbursement for any type of insurance that is considered a routine part of an organization’s business. For example, malpractice insurance is excluded, “Costs for professional licensing and insurance will not be allowed,” RFA Section IV.A., Section 5: Budget and Justification, 3.e. (page 17).

3. Question:

Section III. C. 2. of the contract (RFA Attachment 10, pages 57-58) lists several frequencies for vouchering. Will we get to choose which timing to use?

Answer:

Successful applicants will be required to submit monthly vouchers for reimbursement. Program-specific clauses and Attachment D to the Master Grant Contract will be adjusted to reflect this in the contract awarded to the successful applicants.

4. Question:

What supporting documents will need to be submitted with each voucher?

Answer:

All grant contracts between the Division of Chronic Disease Prevention (DCDP), representing the New York State Department of Health, and contracted organizations, are deemed to be cost reimbursement agreements. Expenses must be incurred and paid before reimbursement can be made.

Pursuant to the Standard Terms and Conditions of the New York State Master Grant Contract (RFA Attachment 10, page 10, Section C. Claims for Reimbursement), claims submitted for payment shall be deemed to be a certification that the payments requested are for project expenditures made in accordance with the items as contained in the applicable Attachment B Expenditure Based Budget and during the Contract Term. When submitting a claim, such claim shall also be deemed to certify that:

1. payments requested do not duplicate reimbursement from other funding sources;
2. and the funds provided herein do not replace funds that, in the absence of this grant, would have been made by the Contractor for this program.

DCDP requires a standard Budget Statement and Report of Expenditures be submitted with each monthly claim for payment (voucher). In addition, based on the budget categories of the executed contract, additional documentation such as receipts and invoices will be required. Detailed guidance regarding voucher and substantiating documentation will be provided to successful awardees upon contract execution.

5. Question:

Will points be awarded for in-kind contributions?

Answer:

In-kind contributions presented as part of the budget proposal will be considered in the review of the total budget which is valued at 20 out of the total possible application score of 100 points. No specific point values are assigned to in-kind. The budget as a whole is assessed to ensure that, “all costs should be related to the proposed activities, as described in the application narrative and work plans, justified in detail regardless of funding source (requested and in-kind funds), and be reasonable and cost-effective.” (RFA, Section IV, Application Content, Section 5: Budget and Justification, 1.d & e, page 16?)

6. Question:

III.A.1. “Financial needs assessment”. Is the goal of this assessment to determine a household’s ability to pay for legal services?

Answer:

No. The financial needs assessment, referenced in Section III. A. 1. (RFA, page 4) should be conducted to determine the service needs specific to the client's financial situation.

7. Question:

V.C. Section 5. 4. In-kind 4.a. states in-kind is not required but encouraged, however **SAMPLE ATTACHMENT 7** for sample budget shows column for "MATCH FUNDS" and none for "IN KIND" contributions but a column called "OTHER FUNDS". Is "OTHER FUNDS" and "IN KIND" being used interchangeably (encouraged, but not required), and is there a match requirement for this application?

Answer:

Yes, "other funds" and "in-kind" are used interchangeably. No, there is no matching funds requirement for this application. In-kind contributions should be entered as "OTHER FUNDS" on the budget and budget justification template.

8. Question:

Can volunteer attorney hours qualify as in-kind contribution?

Answer:

Yes. Volunteer attorney hours can be considered as in-kind contribution. However preference will be given to applicants providing assistance via staff attorney or attorneys as referenced in the RFA, Section II. B., page 3. Applicants proposing a staffing strategy that includes volunteer attorneys should clarify the following:

- how they will ensure full coverage of sufficient attorneys to address the number of clients the proposal intends to serve, and
- how they will ensure that all clients are afforded consistent, quality professional services.

9. Question:

V.C. Section 5. 4. In-kind 4.b. states in-kind may not be comprised of state or federal grant funds. For a not-for-profit applicant, are local grants and private/foundation funds the only allowable types of sources for in-kind for this application?

Answer:

Local grants and private/foundation grants are NOT the only allowable sources for in-kind. Allowable sources also include, but are not limited to: overhead costs; meeting room space donated by community partners; salary supported by the applicant agency or other partners; volunteer attorney hours (see above, question #8), etc.