

Frequently Asked Questions

Assistive Technology Alternative Financing Program

United States Department of Health and Human Services

Administration on Community Living

FY 2016 Funding Opportunity

HHS-2016-ACL-CIP-ATTF-0164

Last update: May 16, 2016

1. Question: Can we subcontract some or all Alternative Financing Program (AFP) grant activities?

Answer: Grantees, not the Federal Government, must decide whether it is in their best interest to subcontract some of the grant activities. That said, however, it is very important that the grantee realize that the administrative responsibility and oversight of all grant activities remains with the grantee. Thus, we recommend when subcontracting, the grantee retain sufficient funding to adequately fulfill the administrative, oversight, and sustainability responsibilities under the grant.

2. Question: Is there an upper limit on the amount of indirect costs that will be permitted?

Answer: No, but applications that reflect lower administrative expenses will receive more favorable ratings in that category. For each 12-month budget period, grantees must recalculate their allowable indirect cost rate, which is a percentage of the portion of the grant award that is used annually for program administration related to the AFP.

3. Question: What is the process for obtaining an indirect cost rate agreement with the U.S. Department of Health and Human Services (DHHS)?

Answer: The DHHS Cost Allocation Services (CAS) is the cognizant Federal agency for negotiating an indirect agreement. Contact information and the application process are provided at the CAS website:

<https://rates.psc.gov>

NOTE: **Indirect charges** may only be requested if: (1) the applicant has a current indirect cost rate agreement approved by the Department of Health and Human Services or another Federal agency; or (2) the applicant is a state or local government agency. State governments should enter the amount of indirect costs determined in accordance with DHHS requirements. **If indirect costs are to be included in the application, a copy of the approved indirect cost agreement must be included with the application. Further, if any sub-contractors or sub-grantees are requesting indirect costs, a copy of the latest approved indirect cost agreements must also be included with the application, or reference to an approved cost allocation plan.**

4. Question: Is the AFP funding opportunity open to existing and new AFPs?

Answer: Yes.

5. Question: Can we apply for more than one AFP grant or are we limited to only one grant?

Answer: States and community-based organizations are not limited to the submission of only one AFP grant application.

6. Question: Can an application proposal support an AFP to serve more than one state?

Answer: There is nothing in the funding opportunity announcement that prevents a multi-State consortium from applying. Multi-state groups or consortia are eligible to apply.

7. Question: Can an existing AFP use policies and procedures currently in place?

Answer: Yes, current AFP policies and procedures can be used for the FY 2016 AT AFP discretionary grant competition.

8. Question: Do you have a sample of an AFP sustainability plan that we can use for an example of how to write a plan?

Answer: The RESNA Catalyst Project can provide resources, such as examples of AFP sustainability plans. Click on the following link for resources by AFP topic: <http://resnaprojects.org/afp/topics/index.html>

9. Question: As far as the 12-month budget period is concerned, do we need to show the full amount of the funding request being used during this time or are we able to show that a portion of the Federal funds would be used in subsequent years to help sustain the program? It seems that the future use is acceptable from the budget examples, however, the project/budget period language has one member of staff concerned that all funds must be accounted for being allocated to specific uses during the initial 12-month period.

Answer: Please show the entire Federal grant award amount requested in Project Year 1 of the budget for the AFP grant application. Therefore, complete only the column for Project Year 1 to reflect the full award amount due to the one-year budget period of the AFP grant. An AFP grant applicant cannot know the amount of funds that will be provided for cash loans to purchase AT devices and services nor the exact expenditures needed to administer the program during the first year and beyond the 12-month project/budget period. The key to the 12-month project period is ACL's intent for AFP grant recipients to draw down all of the funds within the first year. Yes, the allowance of funds for future use to administer the program is acceptable. ACL expects that AFP grant applicants will plan to draw down the entire Federal award within the 12-month project/budget period. Costs

to administer an AFP are part of conducting required activities beyond the initial 12-month budget/project period.

10. Question: Are the Budget Narrative Justification and Budget Template included in the 24-page limit for the Project Narrative of the AFP grant application?

Answer: No, the Budget Narrative Justification and Budget Template are not counted as part of the 24-page limit for the Project Narrative section.

11. Question: What are the spacing guidelines for the Project Narrative of the AFP grant application?

Answer: The Project Narrative section must be double-spaced.

12. Question: In going through the AFP application instructions, a question came up: What is the "Priority Area" in the AT AFP FOA?

Answer: The priority area is the entire content contained in I. Funding Opportunity Description.