



OFFICIAL RESPONSES TO VENDOR QUESTIONS
 RGA-2024-DLTSS-02-WORKF

No.	Question	Answer
1.	<p>Subsection 1.1, Introduction:</p> <ul style="list-style-type: none"> a. Can the Department clarify what constitutes an eligible Vendor agency? b. Would a vendor program of an area agency qualify? c. Is a 501(c)(3) organization whose members are vendor agencies an eligible bidder? d. How are home and community-based services defined? e. Is there an estimated range/number of vendor applications or grant agreements expected? 	<ul style="list-style-type: none"> a. Please see Subsection 1.1 of the RGA, for the populations served to determine if your agency is an eligible Vendor agency. b. Yes, if the agency provides HCBS services. c. Yes, if the agency provides HCBS services. d. Home and Community Based Services are defined in the NH 1915(c) Waivers. (https://www.dhhs.nh.gov/programs-services/disability-care/developmental-services/home-and-community-based-services-waivers) e. No. In accordance with Subsection 2.3, Award Methodology, the amount of funding distributed to selected Applicants will be based on the number of selected Applicants, in an effort to distribute the funds equitably, statewide.
2.	<p>Subsection 1.5, Grant Agreement Requirements:</p> <ul style="list-style-type: none"> a. Must the workforce initiative directly involve the population served by the eligible vendor? b. Can recruitment and retention projects include the recruitment and retention of Direct Support Professionals employed as part of an In Home Support service? c. Is the purchasing or leasing of vehicles – or cost sharing, such as for vans outfitted with service items or for mobile mentoring, for transporting home and community based services to populations who have no way to get to places to receive such services an allowable cost? 	<ul style="list-style-type: none"> a. Yes. b. Yes, as long as the In Home Support service is a HCBS service. c. No. d. Travel expenses may be a part of the overall funding request, as long as it is not to supplement or supplant existing costs, in accordance with Paragraph 1.5.2 of the RGA. e. The expenses listed, <u>with the exceptions of administrative costs and contributions to staff</u>, are allowable expenses, as long as it is not supplementing or supplanting and is for direct workforce responsible for recruitment and retention

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	<p>d. Are statewide travel expenses to serve clients, and keep up vehicle repairs, insurance, and gas costs for employee owned vehicles, allowable costs?</p> <p>e. To what extent may funds be expended on activities that may enhance retention by providing tangible benefits to staff (i.e., adding an employee retirement savings program)? If this is applicable, which of the following categories of expenses, if any, are fundable through this RGA?</p> <ul style="list-style-type: none"> • Researching savings plans, providers, rates, accounting expenses • Consultant fee • Program set-up costs • Program administration costs • Actual dollar contributions to individual staff accounts • Staff education expenses. If yes, is it limited to education explicitly focused on innovative recruitment and retention? Would such retention-enhancing training opportunities be fundable? <p>f. Are organizational culture-focused services aimed at improving retention, sometimes referred to as “Organizational Development” or “Organizational Behavior Services” fundable under this grant?</p> <p>If yes, can funds be used to fund an Organization Behavior consultant? Which of the following expense categories are fundable?</p> <ul style="list-style-type: none"> • Staff time attributable to identifying specific issues to address and goals • Staff time attributable to researching services, consultants, rates 	<p>program/project activities, in accordance with to 2.d above.</p> <p>f. Yes, as long as the provider is not supplementing or supplanting, in accordance with the response to Question 2.d above. Staff training and development can be listed as “retention.”</p>

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	<ul style="list-style-type: none"> • Consultant's fee • Consultant's expenses • Staff time attributable to supporting/supervising consultant 	
3.	<p>Subsection 1.5, Grant Agreement Requirements, Subparagraph 1.5.1.1: The RGA specifies that solutions may include new positions. Does that include:</p> <ol style="list-style-type: none"> a. Funding the salary of a new position having the role of developing and implementing new recruitment and/or retention solutions? b. The cost of time of existing staff attributable to developing, recruiting for, and on-boarding the new position? c. Partially funding the salary of a new position to develop and implement new recruitment and/or retention solutions that may have other (non-innovative) HR duties? d. Funding an agreement with a consultant to advise on the development and implementation of new workforce solutions? 	<p>a, b, and c: Yes, however funding cannot be used to supplement or supplant existing costs. See response to Question 2.d above. Additionally, the agency is responsible for sustaining the position(s) going forward. Funding awarded under this RGA is one-time only.</p> <p>d. Yes, as it falls under recruitment and retention efforts.</p>
4.	<p>Subsection 1.5, Grant Agreement Requirements, Subparagraph 1.5.1.3: RGA specifies solutions may include Apprenticeships. Does that include:</p> <ol style="list-style-type: none"> a. Funding the salary of an apprentice DSP position(s) in order to develop a recruitment pipeline? b. Funding the salary of an apprentice position that is exclusively engaged in developing and implementing innovative recruitment and retention solutions? c. Partially funding the salary of an apprentice position that is partially engaged in implementing innovative 	<p>a. b. and c: Yes, however funding cannot be used to supplement or supplant existing costs. See response to Question 2.d above.</p>

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	recruitment and retention solutions?	
5.	<p>Subsection 1.5, Grant Agreement Requirements, Subparagraph 1.5.1.5: Can the Department define the term “focused retention?”</p>	See Addendum #1, Section 1.
6.	<p>Subsection 2.1, Compensation, Paragraph 2.1.1:</p> <ul style="list-style-type: none"> a. What is the anticipated maximum award amount per grant agreement? b. Does the Department recommend a funding request amount? c. If an agency submits an application for more than one activity, and considering the scoring is “Pass/Fail,” will all activities/projects within the Application be funded? d. Is any of the funding awarded able to be used for matchable Medicaid reimbursements? e. How will the Department award multiple grant agreements? f. What percentage of a grant award may be expended on staff time attributable to meeting the administrative obligations arising from being awarded a grant agreement 	<ul style="list-style-type: none"> a. The overall amount of funding, inclusive of all Grant Agreements awarded, is \$4,400,000. The amount of funding distributed to selected Applicants is contingent upon the number of selected Applicants, in an effort to equitably distribute the funds statewide, in accordance with Subsection 2.3, Award Methodology, of the RGA. b. No. Same response as above. c. See Addendum #1, Section 2. d. No. e. Please see Subsections 2.2 and 2.3 of the RGA. f. Funding under this RGA cannot be utilized for administrative costs, in accordance with RFP Appendix A, Grant Agreement, Form G-1, Exhibit A, Revisions to Standard Grant Agreement Provisions, Subsection 1.2. Also, see response to Question 10 below.
7.	<p>Subsection 2.2, Certification and Award Process:</p> <ul style="list-style-type: none"> a. Is the Department open to one program proposing a statewide work plan? b. Can two different initiatives be submitted by one provider for programs at the different sector and state levels? If yes, are different work plans required or can both initiatives be included in one work plan? c. Will an application that includes more than one eligible Vendor agency be acceptable under this 	<ul style="list-style-type: none"> a. Yes. Funding would be distributed in accordance with Subsection 2.3 of the RGA. b. Yes. One work plan may be submitted with the separate initiatives clearly marked and outlined, in accordance with Paragraph 2.5.1, Grant Application Narrative, Subparagraph 2.5.1.1. c. Yes. Collaborative applications, involving one or more eligible Vendor agencies, submitted by one lead agency is acceptable in accordance with 1.5 Grant

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	<p>RGA?</p> <p>d. What percentage of the anticipated applicants do you forecast will merit a passing rating?</p>	<p>Agreement Requirements, Subparagraph 1.5.1.2.</p> <p>d. Unknown.</p>
8.	<p>Subsection 2.5, Application Content:</p> <p>a. Does the RGA require or allow for resumes to be attached for key roles to demonstrate the commitment and quality of staff?</p> <p>b. The Application Narrative is restricted to 10 pages. Does this include the Executive Summary required by Appendix D, Transmittal Letter and Vendor Information?</p>	<p>a. Resumes may be attached to the Application; however, a project staffing list and resumes are not required application content.</p> <p>b. No. The required Appendix D is separate from the Application Narrative and includes an editable text block for the Executive Summary. It is recommended the Executive Summary be limited to 1-2 pages in length, however is not a requirement.</p>
9.	<p>RFP Appendix A, Grant Agreement, Form G-1, Section 2, Scope of Work:</p> <p>If a provider agency is granted less than the funding amount requested to conduct the project as detailed in the Application’s work plan, is the provider agency able to modify and resubmit the work plan to align with the award amount, as part of the grant negotiations described in 3.8 of the RGA?</p>	<p>Selected Applicants may request this type of change to the work plan during the Grant Agreement negotiation process.</p>
10.	<p>RFP Appendix A, Grant Agreement, Form G-1, Exhibit A, Revisions to Standard Grant Agreement Provisions, Subsection 1.2:</p> <p>Can the Department elaborate on the substance intended by “The Grantee shall, at its own expense, provide all personnel necessary to perform the Project”?</p>	<p>The language in Subsection 1.2 of Exhibit A, Revisions to Standard Grant Agreement Provisions, means grant funding under this RGA cannot be utilized to pay for administrative supports related to this effort.</p>