

ADDENDUM NUMBER: ONE

HILLSBOROUGH COUNTY HEALTH CARE SERVICES DEPARTMENT
601 EAST KENNEDY BLVD, 16th FLOOR
TAMPA, FLORIDA 33602

DATE: **October 20, 2023**

TO APPLICANT: This Addendum is an integral part of the RFA Package under consideration by you as an Applicant in connection with the subject matter herein below identified. Hillsborough County deems all sealed Applications to have been proffered in recognition and consideration of the entire RFA package – including all issued addenda. For purposes of clarification, receipt of this present Addendum by an Applicant should be evidenced by returning it (signed) as part of the Applicant's electronically submitted Application.

ADDENDUM TO: **THE PROVISION OF OUTPATIENT AND AMBULATORY HEALTH AND SUPPORT SERVICES, FOR INDIVIDUALS WITH HIV DISEASE**

RFA NUMBER: **RW1-23**

RFA SUBMISSION DEADLINE DATE AND TIME: **Tuesday, November 14, 2023, 5:00 PM, EST.**

PLACE: Health Care Services Department, arnolda@HCFLGov.net

REASON FOR ISSUANCE OF THIS ADDENDUM: THE INFORMATION INCLUDED HEREIN IS HEREBY INCORPORATED INTO THE CONTRACT DOCUMENTS OF THIS PRESENT RFA MATTER AND SUPERSEDES ANY CONFLICTING CONTRACT DOCUMENTS OR PORTION THEREOF PREVIOUSLY ISSUED:

1. “For the application, do we need to complete and sign “Sworn Statement on Public Entity Crimes”?”

Yes, question 14 from Section 1.1 is hereby revised to read as follows:

“14. Complete and upload both the Equal Employment Opportunity Questionnaire as well as the Public Entity Crime Statement, as **ATTACHMENT VIII**. The PROVIDER agrees to comply with the Hillsborough County Equal Opportunity Clause.”

2. “What is the current mileage reimbursement rate?”

The current mileage reimbursement rate is: \$0.655 and is updated on an annual basis based on the Resolution No. R05-073, as amended, to further revise the rate for mileage reimbursement for County business milage to match the amounts established in the Privately Owned Vehicles Reimbursement Rates published by the U.S. General Services Administration (GSA) and accepted by the Internal Revenue Service for reimbursement, as adjusted every October 1. The County's Administrative Directive AD-09 establishes guidelines and procedures for the authorization for travel on County Business.

3. “RFA page 45, Section 3.1, #1- indicates that rent and utilities are included with Admin 10% max. This contradicts HRSA policy notice effective 9/2020) which states “The portion of direct facilities expenses such as rent, maintenance, and utilities for areas primarily utilized to provide core medical and support services for eligible RWHAP clients....are not required to be included in the 10% administrative cost cap.” Please clarify whether rent and utilities can be included in Direct per HRSA policy.”

Rent, supervisory salaries, medical billing, and other costs have been subject to the 10% administrative limit. Now A ***PORTION*** of these costs can be allocated to direct services according to the amount used for direct RWHAP client service. All expenses associated with administering the RWHAP grant count toward the grant recipient's 10% administrative limit. A Part A or B grant recipient that is also providing services may take advantage of the greater flexibilities outlined in HRSA HAB PCN #15-01 that allow certain costs, which previously counted toward the 10% administrative limit, to be charged to the relevant service category. Please see HRSA HAB PCN #15-01 for more clarification. For additional reference, there is a HRSA FAQ's that clarifies Rent and Facilities/Occupancy Expenses. Example: *“Does mortgage count toward the 10% administrative limit?”* Mortgage would be an unallowable expense. However, recipients and subrecipients may be compensated for the use of their buildings capitalized in accordance with Generally Accepted Accounting Principles (GAAP) through depreciation or use allowance. (See 45 CFR §75.436 Depreciation. Use allowances are the means of allowing compensation when depreciation or other equivalent costs are not considered.) For Parts A, B, and C grant recipients, the portion of indirect and/or direct depreciation or use allowance costs for space primarily utilized to provide core medical and support services for eligible RWHAP clients (e.g., clinic, pharmacy, food bank, substance abuse treatment facilities) are not required to be included in the 10% administrative cost limit. Those costs may be charged to the relevant service category. For Parts A and B subrecipients and Part D grant recipients, the portion of direct depreciation or use allowance costs for space primarily utilized to provide core medical and support services for eligible RWHAP clients (e.g., clinic, pharmacy, food bank, substance abuse treatment facilities) are not required to be included in the 10% administrative cost limit. They may be charged to the relevant service category. As a reminder, all indirect expenses must be considered administrative expenses subject to the 10% limit for Parts A and B subrecipients and Part D grant recipients. Another example: *“If you own your facility and it is fully depreciated, can you charge it to the grant as a facility expense?”* No. Per 45 CFR §75.436 (d)(4), no depreciation may be allowed on any assets that have outlived their depreciable lives.

Subrecipient administrative expenses may be individually set and may vary; however, the aggregate total of subrecipients' administrative costs may not exceed the 10% limit. Subrecipient administrative activities include 7 • usual and recognized overhead activities, including established indirect rates for agencies; • management oversight of specific programs funded under the RWHAP; and • other types of program support such as quality assurance, quality control, and related activities (exclusive of RWHAP CQM). As a reminder: all indirect costs charged by the subrecipient are considered an administrative cost subject to the 10% aggregate limit.

4. “We have a question on the budget, is the rate locked in for the duration of the contract? Or can we build an increase in Unit Rate over the life of the contract?”

There is no guarantee that we will increase rates. However, in the 4th year renewal we will consider an increase in rates based on a revised Unit Cost Calculation Form along with any other fiscal reports requested by the DEPARTMENT. If increased rates are verifiable and meet DEPARTMENT fiscal staff approval, we will consider negotiation of the unit cost at that time. But there is no guarantee that the rates will be increased over the life of the contract. In addition, the Unit Cost Calculation Form along with any other fiscal forms must be provided timely and upon request for review by the DEPARTMENT.

5. “Is it acceptable to serve OAHS to clients living in Hernando from a clinic in Pasco? Thank you,”

Face to face visits need to have a brick-and-mortar facility in the location where the client lives, so the answer is no. In addition, allocations are for each county, so that would take allocations designated for Pasco County residents.

6. “Are indirect costs permitted for line-item budget programs? If yes is it at the federal de minimis rate (10%) or some other percentage?”

Yes, the grant only allows for a statutory 10% administrative cap rate. HRSA HAB PCN 15-01 revises and clarifies the Health Resources and Services Administration’s (HRSA) guidelines for the treatment of costs under the statutory 10% administrative cap for RWHAP Parts A, B, C, and D. Subrecipient administrative expenses may be individually set and may vary; however, the aggregate total of subrecipients’ administrative costs may not exceed the 10% limit. Subrecipient administrative activities include 7 • usual and recognized overhead activities, including established indirect rates for agencies; • management oversight of specific programs funded under the RWHAP; and • other types of program support such as quality assurance, quality control, and related activities (exclusive of RWHAP CQM). As a reminder: all indirect costs charged by the subrecipient are considered an administrative cost subject to the 10% aggregate limit.

Allocable Costs: For all recipients and subrecipients funded by RWHAP Parts A, B, C, or D, the following programmatic costs are not required to be included in the 10% limit on administrative costs; they may be charged to the relevant service category, as described in HRSA HAB PCN 16-02 Ryan White HIV/AIDS Program Services: Eligible Individuals and Allowable Uses of Funds, directly associated with such activities: • Biannual RWHAP client re-certification; • The portion of malpractice insurance related to RWHAP clinical care; • The portion of fees and services for electronic medical records maintenance, technology licensure, and annual updates, and staff time for data entry related to RWHAP clinical care and support services; • The portion of the clinic receptionist’s time providing direct RWHAP patient services (e.g., scheduling appointments and other intake activities); • The portion of medical waste removal and linen services related to the provision of RWHAP services; • The portion of medical billing staff related to RWHAP services; • The portion of a supervisor’s time devoted to providing professional oversight and direction regarding RWHAP-funded core medical or support service activities, sufficient to assure

the delivery of appropriate and high-quality HIV care, to clinicians, case managers, and other individuals providing services to RWHAP clients (would not include general administrative supervision of these individuals); and • RWHAP clinical quality management (CQM).³ However, expenses which are clearly administrative in nature cannot be included as CQM costs. For Parts A, B, and C recipients—associated indirect costs may also be charged to the relevant service category.

Non-allocable Costs: For all recipients funded by RWHAP Parts A, B, C, or D, costs subject to the 10% administrative cap include, but are not limited to: • Routine grant administration and monitoring activities, including the development of applications and the receipt and disbursement of program funds; • Development and establishment of reimbursement and accounting systems; • Preparation of routine programmatic and financial reports; • Compliance with grant conditions and audit requirements; • All activities associated with the recipient's contract award procedures, including the development of requests for proposals, subrecipient and contract proposal review activities, negotiation and awarding of contracts; • Subrecipient monitoring activities including telephone consultation, written documentation, and onsite visits; • Reporting on contracts, and funding reallocation activities; and • Related payroll, audit and general legal services. For Part A recipients, the cost of all activities carried out by the HIV health services planning councils and planning bodies would count toward the 10% administrative cap.

7. Are costs invoiced and paid monthly?"

Invoices can be billed monthly and is the preferable frequency. However quarterly billing is also acceptable if it is approved by County Fiscal staff.

8. "Regarding the Budget Narrative—

If a provider is opting to take the maximum flat 10% Administrative/Indirect Cost, is any detailed breakdown of the costs making up the 10% needed on the Budget Narrative form (*RFA pg. 60, bottom of page, attached*) or anywhere else on the Budget forms for the application?

If a provider is electing to take utilize their federal Indirect Rate, is any detailed breakdown of the costs associated with that rate required on the form?"

That is correct, regardless of the rate (Legislative 10%, or other) used, detailed breakdowns of the costs associated are required to be provided on the form. Reminder: Subrecipient administrative expenses may be individually set and may vary; however, the aggregate total of subrecipients' administrative costs **may not exceed the 10% limit**. Subrecipient administrative activities include⁷ • usual and recognized overhead activities, including established indirect rates for agencies; • management oversight of specific programs funded under the RWHAP; and • other types of program support such as quality assurance, quality control, and related activities (exclusive of RWHAP CQM). As a reminder: all indirect costs charged by the subrecipient are considered an administrative cost subject to the 10% aggregate limit.

9. “Regarding the COA–

In the attached COA Excel template, please clarify what level of detail is needed on the “FTE Allocations” Tab. Previously, we listed the detail of FTE % breakdown for RW Part A and EHE, and any other funding sources for the FTE would be rolled up as “Other Funding Sources,” without listing details of each funding source. Please confirm that this is acceptable for this RFA COA response.”

The Budget Narrative (“COA”) FTE Allocations tab requires that all funding sources be provided for transparency for all budget submissions/reporting.

(The remainder of page intentionally left blank.)

Receipt of this Addendum is hereby acknowledged by the undersigned Applicant.

ATTEST:

Witness

Authorized Signature (Applicant)

Title of Person Signing Above

Typed Name of Firm, Corporation,
Business or Individual

Address

Telephone Number

(The remainder of page intentionally left blank.)