AHCCCS ARP Program Awards

Frequently Asked Questions

Contents

Updates for Round 2

1. **How much funding is available for Round 2?**

   AHCCCS has $47.5 million available for awards in Round 2.

2. **Am I eligible to apply for Round 2 if I applied for Round 1?**

   Yes, organizations that applied for Round 1 are encouraged to apply again for Round 2.

3. **Am I eligible to apply for Round 2 if I received an award as part of Round 1?**

   Yes, awardees from Round 1 are encouraged to apply again as part of Round 2. AHCCCS reserves the right to prioritize non-awardees when reviewing applications for Round 2.

4. **What important dates do I need to be aware of during Round 2?**

   The following table covers the key dates and deadlines for Round 2 of this award program:

Activity	Date
Application released	December 4, 2023
Application closed	January 15, 2024
Award notifications sent	March 2024 (anticipated)
Awardee completes award packet	April 2024 (anticipated)
Awardee receives payment	May 2024 (anticipated)
All funds must be expended	June 30, 2025

5. **Can I use funding from Round 2 to expand a project that received funding during Round 1?**

   No, you must submit a new project if you apply for Round 2. A new project could be an entirely unrelated project, or replicating your existing project for a new

facility location or for new members. You should explain clearly in your application why your proposal for Round 2 should be considered a new project.

6. **How many times can I apply during Round 2?**

Applicants may submit up to two new applications for Round 2. These two applications must be for distinct and unrelated projects. When choosing who receives funding, AHCCCS reserves the right to prioritize applicants who have not received an award, whether as part of Round 1 or for another application in Round 2.

7. **Will there be more rounds of funding in the future?**

No, after Round 2 there will not be additional rounds of funding as part of this award program.

8. **Do I need to submit a new application if I applied during Round 1?**

Yes, all applicants need to submit a new application for Round 2, regardless of whether or not they applied during Round 1.

9. **Can I resubmit my application if I was denied funding during Round 1?**

You can submit an application for a project that was denied funding during Round 1. However, you should update your project to address any weaknesses from Round 1 and to ensure it better aligns with the goals and guidelines of the program.

10. **Can I edit/update/access my application from Round 1?**

You cannot edit or update your application from Round 1 to use during Round 2. You need to start a new application.

You can download your application from Round 1 by logging into the GrantsConnect account you used to submit your Round 1 application.

General

11. **What is the AHCCCS ARP Program Awards?**

The AHCCCS ARP Program Awards is an award program using funds from the American Rescue Plan (ARP) to strengthen Home and Community Based Services (HCBS) in the state; more information on the ARP and Arizona's Spending Plans can be found on the [AHCCCS ARP web page](#). The intent of the awards is to help providers enhance the health, safety, and experience of members who receive HCBS in Arizona.

Applications for Round 1 of the AHCCCS ARP Program Award concluded in May 2023. Applications for Round 2 open on December 4, 2023.

12. **What is the difference between the ARP Direct Payment and the ARP Program Award?**

    ARP Program Award funds are different from the CYE 2022 (released to providers in April 2022), CYE 2023 ARP Directed Payments (released in May 2023 and September 2023), and CYE 2024 ARP Directed Payments (expected to be released to providers in the spring of 2024). CYE 2022, 2023, and 2024 Directed Payments are payments made to eligible providers to be distributed to their direct care staff in the form of a temporary increase in salary, wages, and/or stipends, including employee related expense costs. ARP Program Awards are one-time grant funds used to support activities that support the development of new or enhancements to existing HCBS services. Information about the CYE 2023 Directed Payments is available here: https://www.azahcccs.gov/AHCCCS/Initiatives/ARPA/providerPayment.html.

13. **Are there any additional written guidelines for this award program?**

    All information for this grant opportunity can be found on the program award web page.

14. **What is PCG and how are they involved in the award program?**

    Public Consulting Group (PCG) is a public sector consulting firm that works with health, education, and human services agencies.

    AHCCCS has contracted with PCG to administer the program awards. PCG will provide technical assistance to support providers through the application, award, and payment process.

Eligibility Requirements

15. Who is eligible to apply?

The following providers of HCBS in Arizona are eligible to apply:

- Behavioral Health Outpatient Clinics (Provider Type 77),
- Attendant Care (Provider Type 40),
- Integrated Clinics (Provider Type IC),
- Assisted Living Centers (Provider Type 49),
- Assisted Living Homes (Provider Type 36),
- Habilitation Providers (Provider Type 39),
- Community Service Agencies (Provider Type A3),
- Board-Certified Behavior Analysts (Provider Type BC),
- Adult Foster Care (Provider Type 50),
- Home Delivered Meals (Provider Type 70),
- Adult Day Health (Provider Type 27),
- Elderly and Physical Disability (EPD) HCBS (Provider Type 81), and
- Area Agencies on Aging.

16. How can I confirm my provider type?

If you are unsure of your provider type, you can reach out to the AHCCCS Provider Enrollment department at APEPTrainingQuestions@azahcccs.gov or (602) 417-7670.

You can also view your Provider Type in the APEP portal for an approved application:

a) Log into APEP.
b) Select the Domain dropdown menu and select the provider's name.
c) Select the Profile dropdown menu and select "Provider Enrollment Access."
d) Go to the Provider tab.
e) Select "Manage Provider Information."
f) Click on Step 4: Provider Type/Specialties/Subspecialties.
g) Provider Type/Specialties/Subspecialties will appear.

17. Where do I find my Medicaid ID?

If you are unsure about where to find this number or what this number is, make sure to consult with your claims or finance manager or reach out to the AHCCCS Provider Services Unit.

18. **What are the minimum eligibility requirements?**

The minimum eligibility requirements for this award program are as follows:
- Must be one of the eligible provider types outlined in Question 15 above.
- All applicants, excluding Area Agencies on Aging, must have an active six-digit Medicaid ID for one of those eligible provider types.
- Projects must achieve one of the program priorities identified in Question 22 below.

19. **Is this program only open to nonprofits or 501(c)(3)s?**

Any organization is eligible to apply if they have a Medicaid ID number, active status to provide and bill for services, and are one of the eligible provider types listed in this FAQ and on the award web page.

20. **Why is my provider type not one of the eligible provider types?**

AHCCCS has chosen eligible provider types based on their ability to support the eligible activities prioritized for this program. Only those providers listed in program documents are eligible at this time.

21. **Will AHCCCS prioritize certain types of organizations for funding?**

AHCCCS seeks to disburse awards across all HCBS Medicaid programs, distribute funds geographically across the state in both rural and urban areas, and support diverse organizations and populations served with both programmatic and infrastructure projects. To that end, AHCCCS has created a process and criteria to support equitable evaluation of eligible applicants.

AHCCCS may give preference to organizations that did not receive an award as part of Round 1 or did not submit multiple applications in Round 2 when evaluating applications for Round 2.

Eligible and Ineligible Activities

22. What activities are eligible for award funding?

Award funding may be used to:
- Increase engagement in community activities,
- Expand supportive employment and employment skills development including volunteerism,
- Support member voice and their choice to lead self-directed lives,
- Expand opportunities for social engagement and relationship building,
- Support recreation and health promotion programs that promote physical activity and nutrition,
- Expand technology that improves connectivity and telehealth,
- Expand and enhance independent housing opportunities,
- Create environmental/physical plant upgrades that promote health and safety,
- Increase or build transportation capacity,
- Provide support to family caregivers,
- Provide access to assistive technology or service animals to support independence, and
- Enhance data systems and infrastructure that serve to streamline service delivery, promote access to care or supports care coordination efforts.

23. Are any activities ineligible for award funding?

Award funds cannot be used for projects with on-going costs like internet fees or other long-term cost commitments unless the applicant can ensure the long-term sustainability of the award investment.

The program award funding may not supplant or replace existing state funds expended for Medicaid HCBS. Program award funding may be used to supplement, enhance, expand, or strengthen existing services.

24. What populations can be served using funds from this program?

The awards are meant to enhance the health, safety, and experience of members who receive HCBS. Arizona Long Term Care System (ALTCS) members and non-ALTCS members with behavioral health needs can directly benefit from these awards. That includes:

- Individuals who are elderly,
- Individuals with disabilities,
- Individuals living with a Serious Mental Illness (SMI) designation, and
- Children with behavioral health needs.

25. **How does AHCCCS define the elderly population?**

    AHCCCS defines "elderly" as anyone 65 years old or older.

26. **Can project outcomes be achieved after June 30, 2025?**

    The application specifically reserves space for estimating outcomes up to June 2025 and, if you are awarded funds, these are the outcomes you will report on during the project phase. As part of your answers to supplemental questions in the application, you may list outcomes you expect to see after June 2025 (after all funds have been expended) to bolster your application.

27. **Can award funds support people living outside of Arizona?**

    Funded programs should only support Arizona residents, including Arizona residents living on tribal land.

28. **Can we use award funds for workforce programs or development?**

    No, you cannot use award funds for any workforce programs such as recruitment, retention, incentives, or other bonuses.

29. **Can we use award funds to cover staff costs associated with the project?**

    You can use grant funds to cover staff costs necessary to complete your project, however any administrative and staffing expenses are capped at 10% of the award.

30. **Can you use project funds to complete a building project in progress?**

    No, expenses for structures, whether completing a building project, purchasing a new structure, or leasing space, are excluded.

31. **Can funds only go to Medicaid recipients? What if my project serves people receiving services through Medicaid and private insurance?**

    Award funding can only be used to support people in Medicaid-eligible programs. Any money requested should be for the Medicaid HCBS participants, not for any individuals who use private insurance or pay for services out-of-pocket. However, non-Medicaid clients in Medicaid-eligible programs may also benefit as a result of a program that mostly supports Medicaid clients.

    For example, an agency may use funding for an adaptive gym for their health programming for Medicaid recipients. In addition, the agency could let other, non-Medicaid recipients use the gym and charge a fee to help sustain the program.

    If a project will benefit non-Medicaid participants as much as or more than Medicaid participants, applicants should consider self-funding the parts of the project that benefit non-Medicaid participants.

32. **What is the difference between programmatic projects and infrastructure projects?**

Programmatic projects are projects that create new or build the capacity of existing programs, services, or activities. These projects should seek to improve member experience, health, or safety through community participation, self-advocacy, relationship building and health promotion.

Infrastructure projects involve the purchase of or improvements to equipment, connectivity access, data systems, assistive technology, vehicles or physical plant modifications. These purchases or improvements should directly impact member experience, health, or safety. Awards under infrastructure projects exclude purchasing or acquiring structures (e.g., houses, buildings, etc.).

33. **Does AHCCCS have a set number of infrastructure versus programmatic projects they intend to award?**

No, AHCCCS does not have a predetermined breakdown of infrastructure and programmatic awards that we intend to award. All applications will be reviewed individually. Their larger category will have no effect on the likelihood of an award.

34. **Are vehicle leases eligible under the award?**

No, as these are one-time funds, vehicle leases would not be eligible as the cost would not be sustainable.

35. **Are costs associated with vehicles beyond the purchase price (e.g., insurance, maintenance, etc.) eligible under the award?**

Yes, you can use award funds for costs associated with a vehicle other than the purchase price. You must outline a sustainability plan for any ongoing costs in your application.

36. **Can you use award funds to rent space for your project or organization?**

No, you cannot use project funds to rent space for your organization or to support your project.

37. **Can we use funds to cover project costs that started before the award date?**

No, funds cannot be used to cover expenses that you incurred before the award date.

38. **What is included under Admin & Staffing Costs?**

   Admin & Staffing Costs are costs incurred to manage the ARP Program Award. These costs may include wages, salaries, fringe benefits, travel, cost of necessary supplies, marketing costs, training, equipment costs, and other indirect costs.

   No more than 10% of award funds should be used on Admin & Staffing Costs.

39. **Do projects need to be sustainable after the end of award funding?**

   Both programmatic and infrastructure projects should include reasonable plans for sustaining the project after the end of award funding.

   For instance, organizations could create health programming that Medicaid recipients can participate in for free while non-Medicaid recipients pay a fee. These fees could then support the program.

Award Funding

40. **Can I use the funding to supplement an existing project?**

   Program award funding may be used to supplement, enhance, expand, or strengthen existing services. However, the program award funding may not supplant or replace existing state funds expended for Medicaid HCBS.

41. **Is there a maximum project budget for each application?**

   Applicants can request a maximum of $1,000,000.

42. **Is there a minimum project budget for each application?**

   Applicants must request at least $10,000.

43. **Is partial funding available, for instance if part of a project is ineligible while the rest is eligible?**

   No, partial funding is not available. However, AHCCCS reserves the right, in cases where a portion of an applicant's project does not meet eligibility requirements, to request an applicant revise their application to remove those ineligible portions.

44. **How will I know if my application is chosen?**

   Your organization will receive a notification from GrantsConnect if your application is chosen for funding. These notifications will go out in March 2024 (anticipated).

45. How soon can I expect funding to arrive if I am chosen?

Your organization can expect to receive funding in May 2024 (anticipated) if chosen.

46. Will our organization receive all funding upfront?

Yes, your organization will receive the full amount upfront as a lump sum payment. You will be responsible for accounting for all expenditures as part of the required quarterly reports. These expenditures must align with the project plan and budget you provided as part of your application. Should AHCCCS identify funds that were not expended according to the guidelines set by AHCCCS, AHCCCS reserves the right to recoup all improper funding or other expenditures.

47. How long do I have to spend my award funding?

All funds must be spent by June 30, 2025.

48. Does our organization need to repay funding if our reporting shows our project did not achieve the intended results?

Applicants are responsible for providing quarterly reports to AHCCCS through its contractor, Public Consulting Group, and for making timely progress on their proposed project. Should AHCCCS identify funds that were not expended according to the guidelines set by AHCCCS, AHCCCS reserves the right to recoup all improper funding or other expenditures.

49. Is the award taxable income?

The receipt of ARPA HCBS funds by a business may be considered taxable income. It is recommended that the provider consult with their tax advisor.

50. Can I update my project if significant changes occur after I receive funding?

All program award funds must be expended for the sole purpose of operating the program described in your grant application. You may develop your own strategies and approaches to use that funding; but funding must be spent on the allowable costs outlined in your budget and implemented according to your project overview. You cannot make any updates to your project that would significantly alter these key pieces.

51. Does our organization need to return funding that it does not spend?

Yes, any unspent funding must be returned to AHCCCS within 60 days of the project end date.

Application

52. How do I apply?

Applicants can apply online on GrantsConnect. The link will be available on the award webpage when the application opens on December 4, 2023.

<u>Do not</u> use the link from Round 1. It will not take you to the correct application. The new link will be posted on the award webpage when the application opens.

53. What is the deadline to apply?

Applicants must apply by 5:00 p.m. on January 15, 2024.

54. Can we apply for multiple projects as part of the same application?

No, you can only apply for one project as part of any application. That project may have multiple parts provided they are all necessary as part of that one project. For instance, you could request funds to purchase both technology and a vehicle, if those were both necessary for your single project.

55. What information is included in the application?

The application sections and required information include:

- Organization and Experience:
  - Description of your organization, its programs, and service area, and
  - List of key personnel and their role in the project
- Project Overview
  - Short description of your project, including whether it is a new project or an expansion of an existing one,
  - Award goals your project will achieve,
  - Need your project is addressing,
  - Key milestones and deliverables,
  - How your project fits your organization's strategy and vision,
  - Potential risks and solutions to address these risks, and
  - Details of the communication or marketing strategy you will use to promote your project.
- Project Impact
  - People and areas that will benefit from your project. and
  - Any partners for your project, if applicable.

- Budget
  - Detailed description of project costs, including
    - Milestone, phase, or deliverable,
    - Projected start and end dates,
    - Total costs, including staff, materials, and administrative costs, and
  - Sustainability plan for continuing the project after funding ends.
- Timeline
  - Any additional details on your project timeline, and
  - Start and end dates for the project.
- Reporting Outcomes
  - Target outcomes for your project, and
  - Method for collecting and measuring data for outcomes.

56. How will my application be scored?

Your application will be scored according to the following criteria:

- Organization and Experience
  - Staffing plan includes sufficient resources and expertise
- Project Overview
  - Fully describes your project, including how it will effectively meet the objectives you selected,
  - Addresses a significant community need,
  - Milestones and deliverables are comprehensive and present a logical plan for completing the project,
  - Fits within your organizational strategy and vision, and
  - Describes a feasible plan to address any potential barriers, and
  - Communications plan is complete and likely to be effective at increasing awareness.
- Project Impact
  - Provides a strong benefit to HCBS participants or the overall HCBS system (participants, families, direct care workers, etc.).
- Timeline
  - Provides substantial information, including key milestones, and
  - Project feasibly can be completed by June 2025.
- Budget
  - Clearly defines and justifies all costs, and
  - Includes a thorough plan for sustaining the project after funding ends.

- Reporting
  - The outcomes you selected align with your proposed project and AHCCCS priorities for the funding, and
  - Provides a detailed and feasible process for collecting and measuring data, including a set of metrics to evaluate the impact of the grant on HCBS participants.

AHCCCS is committed to distributing award funds fairly and equitably and has developed this review and award process to support that goal.

57. How will I know if my application is received?

You will receive a confirmation email from GrantsConnect after your application is submitted. You can also log in to your GrantsConnect account and check the status of your application to see if it has been updated to "submitted" status

58. What documentation do we need to complete the application?

Any applicants partnering with other organizations will need to include letters of support from their partners with the application.

You will also need your six-digit Medicaid ID, excluding Area Agencies on Aging. If you are unsure about where to find this number or what this number is, make sure to consult with your claims or finance manager or reach out to the AHCCCS Provider Services Unit.

59. Is this award limited to up to two applications per Tax ID?

The award is limited to up to two applications per organization. As part of your application, you will have space to list any related provider IDs, for example if you have multiple locations you would like to include in this project.

60. Can we apply for multiple locations, or should we include all locations as part of the same application?

You should submit one application for your entire organization. If you have multiple locations, you would then include the related provider IDs for your other locations in the relevant section of the application.

61. Can more than one organization partner on a project?

Yes, you can partner with other organizations as part of your project. A section of the application will provide space to list partners. Only the lead applicant responsible for the award should apply on behalf of the partnership.

62. **Will all applications be reviewed? Is any part of the review process automated?**

   Yes, all applications will be reviewed by a member of the review team. No applications will be eliminated based on an automated review or an algorithm.

63. **Will the applications be awarded in the order they are received? Is there any reason to submit your application early?**

   The order that applications are received has no impact on your likelihood of receiving an award. All applications will be scored in the same way and there is no penalty for waiting until the deadline to submit your application.

64. **Will we need to provide exact receipts or invoices as part of the reporting process if we receive an award?**

   You will need receipts, invoices, and other documentation for any audits. This documentation should be retained for 10 years following the end of your project. Reporting on grant awards will be more narrative-driven and focus on progress toward the grant outcomes stated in your application.

GrantsConnect

65. **Where can I apply?**

   Applicants can apply online on GrantsConnect. The link will be available on the award webpage after the application opens on December 4, 2023.

   <u>Do not</u> use the link from Round 1. It will not take you to the correct application. The new link will be posted on the award webpage when the application opens.

66. **Where can I go for help using GrantsConnect?**

   The award website includes resources on using GrantsConnect.

   AHCCCS will also host a webinar on December 7, 2023 at 12 p.m. that will cover the GrantsConnect platform, what's included in the application, high-quality responses for each question, and instructions for applying. You can register for the webinar at the [Zoom link here](#).

67. **If I created a GrantsConnect account as part of Round 1, do I need to create a new account to apply for Round 2?**

   No, you can use the same account to apply for Round 2, provided you use the correct link.

   <u>Do not</u> use the link from Round 1. It will not take you to the correct application. The new link will be posted on the award webpage when the application opens.

Reporting

68. What are the reporting requirements?

Applicants who receive funding will be responsible for providing quarterly reports to AHCCCS through our contractor, Public Consulting Group. Quarterly reports will cover how the funds you received were used by your organization, the impact created in the community, and any challenges or changes that may have occurred during the funding period.

69. How long does our organization need to retain program documents?

All expenses and documents related to this program must be retained and accessible for audit and review by AHCCCS for 10 years.

Contacts

70. Whom should I contact if I need assistance?

If you have any questions on the award program or submitting the application, please contact AHCCCSARPAwardsHelp@pcgus.com.

71. Will there be any webinars to help applicants?

AHCCCS will host two webinars related to this award program.

The first webinar on November 13, 2023 at 12 p.m. will introduce the award program and provide more details on eligibility, covered activities, priorities for the funding, and examples of awarded projects from Round 1. You can register for the first webinar at the Zoom link here.

The second webinar on December 7, 2023 at 12 p.m. will cover the GrantsConnect platform, what's included in the application, instructions for applying, and examples of high-quality responses for select questions. You can register for the second webinar at the Zoom link here.

In addition, there will be an open office hour held on January 8, 2024 at 12 p.m. where applicants can ask final questions to support their applications. You do not need to register in advance for this office hour. You can join office hours when they begin using this Zoom link.

72. Can I access the previous webinars from Round 1?

Yes, you can still find those webinars on the award web page on the AHCCCS website. Note that some information from those webinars may not be accurate for Round 2.