

DMHA RFF 22-1816

Attachment D - Question and Answer Response Template

Question No.	RFF Document	RFF Section Number	Page	Topic	Specific Question/Inquiry	State Response
1	DMHA Request for Funding 22-1816 Main Document				I am working to submit a request for the above grant. I am reading through the information on the process, and it refers to Attachments/Templates. I'm not sure where these are as they aren't with the directions. Can you please direct me to this material (one being the form in which to submit questions)? Also, are the webinars on 12/14 and 1/19 the same webinar just on different days or is session 1 covering some material and session two different material?	Please see the Answer to Question #16 regarding the Attachments. The two completed Information Webinars covered the same material. Recordings of the webinars can be found at the following link: https://www.in.gov/fssa/dmha/funding-information/ .
2	Other				I was wondering for the Community Catalyst grant, if you are a large community mental health organization providing services across multiple counties, can you submit multiple proposals (one for each county applying) or a single grant request for our organization to be utilized across all counties we serve.	If the applications are for similar services or projects, the State would prefer a single application across counties. If the applications are for different services or projects, multiple applications are welcome.
3	Other				I have a question about the DMHA RFF 22-1816 for the Community Catalyst Grant Program. Will you consider multiple proposals from an institution such as Indiana University or only one?	Please see the Answer to Question #2.
4	DMHA Request for Funding 22-1816 Main Document	II.D.	8	Funding received within the past 18 months	Could you please clarify the statement, "The State reserves the right not to award funding if the State believes it is duplicating funding the applicant has received within the past 18 months or is currently receiving elsewhere"? Does this mean that applicants should not propose activities that have been grant funded within the the last 18 months, including those activities that do not currently have a source of funding? For example, would this statement apply to an activity for which grant funding had ended 8 months prior?	Applicants may request funding for any proposed activities that does not duplicate funding received from another grant or donation source in the last 18 months. Specifically, applicants cannot request funds to be used for the exact same cost or activity already paid for from another source of funding. For example, an applicant may propose funding for the continuation of an activity that received previously funded by a different source, as long as it is supplemental to the previous funding received rather than duplicative. However, if the applicant received funding for the activity through completion of the activity, the applicant may not request funds for that activity.
5	Attachment B - Grant Budget Proposal	Technical proposal components section v.	14	match	Does the match have to be a cash match or can the value of in-kind match be used as well?	Please see the Answer to Question #25.
6	Attachment B - Grant Budget Proposal	1. Grant Budget Proposal	15	supplemental documentation	can the supplemental documentation be letters of support?	Yes.
7	DMHA Request for Funding 22-1816 Main Document				Under priority populations - What is the definition of rural population? Why are neighborhoods of poverty and the undereducated not listed?	Please see this guidance from HRSA: https://www.hrsa.gov/rural-health/about-us/definition/index.html
8	DMHA Request for Funding 22-1816 Main Document				In regards to matching funds - Can American Rescue Plan funds yet to be distributed through communities be used as the match? Can a match be other federal or state dollars from another source? Can a donated building and the funds used to rehab the building be used as a match?	Yes to all.
9	Other				I am looking over the RFF for Division of Mental Health and Addiction RFF 22-1816. I do not have experience submitting grants to FSSA. My question is, is there going to be an actual application document? Or online form? Or do we just answer the questions listed in the RFF and submit via email? Thanks so much.	Please see the Answer to Question #16.
10	Other				Can you help me figure out how to register for the training for this grant on January 19th? Or how do we get access to the training?	Please see the Answer to Question #1.
11	DMHA Request for Funding 22-1816 Main Document	IIB	6	Eligibility	Indiana University is no longer a 501c3 designation but has been determined to be a tax-exempt organization, are we eligible to apply?	Yes, please see the amended RFF Section II.B.
12	DMHA Request for Funding 22-1816 Main Document	22-1816	6	Coalitions	How formal does a community coalition need to be? Have a Board? President?	A community coalition does not need to be a formally established entity.
13	DMHA Request for Funding 22-1816 Main Document	22-1186	7	Match Disbursement	Is says the coalition will be responsible for dispursing grant match. Last webinar you said capital costs by stakeholder could be the match. We cannot disperse that. Is that ok?	Page seven of the RFF notes that the prime grantee will be responsible for disbursing the funds awarded through this RFF to subgrantees - it does not discuss match disbursement.
14	DMHA Request for Funding 22-1816 Main Document	22-1816	11	Technical Proposal	Do you want us to use all the lettering and numbering to keep the proposal in order or to make sections clear? (A, 1, a, ii, etc...?)	Yes, applicants should follow the section numbering laid out in the RFF document in a Word Document to submit their Technical Proposal response. The Grant Budget Narrative should be submitted in narrative form as a Word Document. The Grant Budget Proposal template should be completed and submitted from the Excel template provided (Attachment B).
15	Attachment B - Grant Budget Proposal			Subcontracts	If an eligible entity is the lead agency on the RFF, can the RFF include other eligible entities as subcontractors or do those entities need to submit a separate RFF?	Only the prospective prime grantee needs to submit a proposal - the State does not require (or want) additional applications submitted by each sub-applicant. Instead, potential sub-grantees should be identified in the prime-grantee's application.

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16	DMHA Request for Funding 22-1816 Main Document			Attachments	In the Request for Funding, different Attachments are described. Where are these Attachments located?	All attachments can be found at the following link under "RFF-2022-1816 Community Catalyst": https://www.in.gov/fssa/dmha/funding-information/ . Applicants will be required to submit a 1) Technical Proposal, 2) Grant Budget Proposal, and 3) Grant Budget Narrative. Applicants should submit their Technical Proposal and Grant Budget Narrative as separate Word Documents labeled clearly. Applicants should submit their Grant Budget Proposal as a completed Attachment B Excel Document.
17	DMHA Request for Funding 22-1816 Main Document	section B	6	eligible applicants	is partnership with a 501c3 required?	No, a partnership with a 501(c)(3) is not required. The applicant must be one of the three types of eligible entities, of which one is a 501(c)(3).
18	DMHA Request for Funding 22-1816 Main Document	section B	6	eligible applicants	how is health care system defined?	The State has updated this requirement in the amended RFF Section II.B to replace "health care system" with "hospital organization." A hospital organization shall be defined as entity that meets the definition of "hospital organization" under Internal Revenue Code (IRC) Section 501(r)(2)(A). Please see the following link for additional detail: https://www.irs.gov/charities-non-profits/hospital-definition-under-irc-sections-509a1-and-170b1a-iii-versus-irc-section-501r-2-text=Section%20501(r)(2)%20defines%20hospital%20organization%20as%20an%20similarly%20recognized%20as%20a%20hospital .
19	DMHA Request for Funding 22-1816 Main Document	section B	6	eligible applicants	is an individual entity a health care system?	Please see the Answer to Question #18.
20	DMHA Request for Funding 22-1816 Main Document	Section IIIA 1iv	13	Program plan	Will this grant include any technical assistance functions from the state, required statewide grantee meetings, cultural competency plans, or other program administration duties not listed in the RFF?	Nothing additional required but opportunities may be made available for grantees that want to participate.
21	Attachment B - Grant Budget Proposal			Administrative costs	Are administrative costs allowed under this grant? If so, how much by percentage? Where should they be listed on the budget form?	Yes, administrative costs may be included in the Grant Budget Proposal. Administrative costs should be capped at 5%. Applicants should list administrative costs in table "C. Other Costs" on the Budget Template tab of the Grant Budget Proposal.
22	DMHA Request for Funding 22-1816 Main Document	Section IIIA 1ii	12	County suicide rate	Is there a particular source you want us to use for this?	No.
23	DMHA Request for Funding 22-1816 Main Document	Section IIIC	15	Grant funding matching choice	Is there a formula by which the matching grant funds points will be awarded?	The State reserves the right to award partial or full Priority Points to applications proposed match based on the State's judgement.
24	DMHA Request for Funding 22-1816 Main Document	Section IIIA 1ii	12	County suicide rate	IDOH does not calculate the suicide rate for counties that had fewer than 10 suicides in a year, thus it is reported as a rate of zero. Many of our rural counties will have a suicide rate of zero. How do these "zero" suicide rates affect the proposal's scoring?	Proposals will not be scored based on county suicide rates.
25	DMHA Request for Funding 22-1816 Main Document	Section IIC 3	44750	Grant match	Can in-kind services be counted as match? If so, how?	In-kind contributions may be used for the grant match.
26	DMHA Request for Funding 22-1816 Main Document	Section IIA 2	44687	Grant match	Are there any funding sources that cannot be used as match for this grant?	No.
27	DMHA Request for Funding 22-1816 Main Document	Section IIC 3	6	Grant funding	If we are making a larger grant ask, can we indicate that we are willing to move forward with a partial award, i.e. some parts of the grant are funded and others are not based on points?	Yes, the State encourages applicants to identify the components of a proposal that could be accomplished with partial funding (if applicable for the applicant proposal) in their Grant Budget Narrative.
28	DMHA Request for Funding 22-1816 Main Document	Section IIF	9	Registration with IDOA	The site linked in the RFF takes us to page informing us that the Bidder Portal is unavailable. Do we need to be registered when we submit the grant application or can this be done after grant award?	No, applicants do not need to complete the necessary documentation and registrations to submit a grant application. In the event that the applicant is awarded, the applicant will be required to complete the documentation and registrations listed in the RFF to enter into a grant agreement with the State.
29	Attachment B - Grant Budget Proposal			Hourly wage rate	Where are we to include the cost of benefits? Typically we have reported the hourly rate separately from the costs of benefits.	Applicants are encouraged to calculate an hourly wage rate for staff that is inclusive of benefits; however, applicants may also list the cost of benefits in table "C. Other Costs" on the Budget Template tab of the Grant Budget Proposal.
30	DMHA Request for Funding 22-1816 Main Document	Section IIH	10	Previous grant awards	Are these all grant awards or just DMHA? Also, do we need to include grant awards to community coalition members or just the prime grantee?	The State has clarified this requirement in the amended RFF Section II.H. Applicants should briefly describe grant awards for the proposed project in the previous 18 months (if applicable).
31	DMHA Request for Funding 22-1816 Main Document	Section IIH	10	Previous grant awards	Where are we to list the previous grant awards? Grant narrative or will one of the forms be updated to include such?	Applicants should briefly describe other grant awards for their proposed project that have been reserved in their Grant Budget Narrative.

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32	DMHA Request for Funding 22-1816 Main Document	Section IIIH	10	Previous grant awards	What do you need to know about the previous grant awards? Amount, anything else?	Applicants should list the source of the award, purpose of the award, and the amount of the award. If an applicant is applying for funds that supplement funds previously received through a different grant award, the applicant should describe how the amount requested will be used differently from the funds previously received.
33	DMHA Request for Funding 22-1816 Main Document	Section IIF	9	PeopleSoftID	How do we go about getting the state payment forms listed for the PeoplesoftID?	A PeoplesoftID is not needed to submit the application to this RFF. If a selected grantee does not have the required Peoplesoft credentials, the State will work with that grantee to obtain it.
34	DMHA Request for Funding 22-1816 Main Document	Section IIIA vi	14	Sustainability plan	There is an incomplete sentence "and integrated care for." For whom?	This is an error. Please see the amended RFF Section III.A, which now reads "Describe how your program will support maintaining high quality, accessible, and integrated care for Hoosiers."
35	Other				Will GPRAs need to be collected? If so, what is the GPRA schedule (initial, follow-up, discharge)?	No.
36	DMHA Request for Funding 22-1816 Main Document	Section IIIB	15	Allowable expenses	Can we use subcontractors or other vendors for program implementation if the subcontractor/vendor already holds a contract with the state?	Yes.
37	DMHA Request for Funding 22-1816 Main Document	II.A.2	5	Matching funds	Can internal dollars constitute a match or do the funds need to come from an external entity to the applicant?	While the State encourages applicants to seek match funding from external entities, match funding may come from the individual entity or county/community coalition applying.
38	DMHA Request for Funding 22-1816 Main Document	II.C.3	7	Fiscal recovery funds	What is the definition of State and Local Fiscal Recovery Funds?	State and Local Fiscal Recovery Funds refer to the Coronavirus State and Local Fiscal Recovery Funds program, a part of the American Rescue Plan Act, and includes funds to state, local, and Tribal governments to support their response to and recovery from the COVID-19 public health emergency.
39	DMHA Request for Funding 22-1816 Main Document	I.A.1	3	ARPA Funds	What is the total amount being dedicated by the State of Indiana from these federal funds, for purposes of this grant?	The total amount awarded through the Community Catalyst RFF will depend on the nature, quality and quantity of proposals received in addition to the funds available for this initiative.
40	Attachment B - Grant Budget Proposal			Hourly wage rate	How do we fill out the personnel section of the budget template for salary-based personnel. We don't use hourly wage rates for all personnel.	Applicants should calculate the hourly wage for personnel whose time will be allocated to proposed activities.
41	Other				If applying as a coalition of stakeholders, can the applicant be a 501c3 that does not provide mental health services?	No, the prime applicant must be one of the eligible types of entities (the 501(c)(3) in this example) and must also provide or oversee the provision of mental health and/or substance use disorder services. Please see RFF Section II.B.
42	Other				Does the coalition need to be pre-established or can it be a new partnership for this request?	Coalitions may be pre-established or new.
43	Other				Can KPIs be met solely by coalition members or must the fiscal agent meet KPIs, even if not a direct service provider?	KPIs will measure the performance of the project.
44	Other				How much funding can be requested by one proposal? IE What is the maximum granting amount?	There is no upper limit on the amount of funding that can be requested, but applicants are encouraged to submit requests for less than \$5M.
45	Other				How often are payments disbursed?	Grantees may invoice the State no more frequently than monthly.
46	Other				Does a partnership formed during the pandemic out of community need count as a "proven/demonstrated" collaboration?	Yes. Please see the Answer to Question #42.
47	Other			More than one application per entity	Will DMHA accept more than one application per eligible entity? As a statewide system, we are considering separate applications for distinct regions and projects.	Please see the Answer to Question #2.
48	DMHA Request for Funding 22-1816 Main Document	II	6	Grant Funding	How many grant awards are anticipated?	The State does not have a target number of awards. The number of awards will depend on the number and content of proposals received.
49	DMHA Request for Funding 22-1816 Main Document	II	6	Grant Funding	What is the total amount allocated to the Community Catalyst Grant Program for grants?	Please see the Answer to Question #39.
50	DMHA Request for Funding 22-1816 Main Document	II	6	Grant Funding	What is the maximum amount that can be requested in an application?	Please see the Answer to Question #44.
51	Attachment B - Grant Budget Proposal	III B	15	Budget template	On the staffing portion of the budget, is it correct that benefits should be factored into the "hourly wage rate". If not, where should benefits be included?	Please see the Answer to Question #29.
52	Attachment B - Grant Budget Proposal	III B	15	Budget	If a budgeted position is partially reimbursable by a third party payor, do we show the reimbursement as "match" or just include the non reimbursable portion of their salary in the budget?	Yes, if a budgeted position is partially reimbursable by a third party payor, the reimbursement should be identified as a match.
53	DMHA Request for Funding 22-1816 Main Document	II C 3	7	Grant match	Can any detail be given about the State and Local Government Fiscal Recovery funds? Are we able find out how much of these funds were distributed to which local governments? Who are the recipients of these funds, etc?	The outcome of this RFF will be public, as will all of the State's spending of CRRSA and ARPA funds. How other local governments have distributed their funds is their domain.

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54	Attachment B - Grant Budget Proposal	III B	15	Budget	Should the budget be for the full 2 1/2 years or just the first 12 months?	The amount requested in the Grant Budget Proposal should reflect the total amount requested for the applicant's proposed project from this RFF. Applicants may propose utilizing funds for any period of time within the eligible grant period (July 1, 2022 through December 31, 2024).
55	DMHA Request for Funding 22-1816 Main Document	II C 3	7	Grant match	Can Project Aware funds received from a school system but used as match?	Yes.
56	Attachment B - Grant Budget Proposal	III B	15	Budget	Are any administrative costs allowed to be budgeted? If so, is there a cap on the percentage?	Please see the Answer to Question #21.
57	DMHA Request for Funding 22-1816 Main Document	IID	8	Budget	Can the cost of trainings and classes for certification be included in the budget?	Yes, grant funds may be used for all costs associated with the proposed project outside of capital needs, as long as an applicant can demonstrate how the requested budget items will allow them to enhance mental health and/or substance use disorder services in their community.
58	DMHA Request for Funding 22-1816 Main Document	IID	8	Match funds	It states that funds can't be used for capital but during the webinar it was mentioned the capital can be matched, can matching funds be used for capital if grant funds can't be used for that purpose?	Yes.
59	DMHA Request for Funding 22-1816 Main Document	IIC2	7	KPIs	How many KPIs are expected/ should we plan for? The RFF states "final KPIs may be different and more numerous from those proposed by the Applicants." does that mean that the state will determine additional KPIs after approval of the grant proposal?	The State will work collaboratively with all awardees to finalize the grant's KPIs.
60	DMHA Request for Funding 22-1816 Main Document	2(C)(1)	6	FUNDING DISBURSMENT	Does grant fund spending have to start immediately after funds are received or can spending start at a later date (upon hire of position)?	No, applicants may propose projects that begin after July 1, 2022 as long as grant funds are utilized by December 31, 2024.
61	Attachment A - Community Partner Form			COALITION V COMMITTEE	Would individuals/offices/entities that are involved in program coordination count as community partners or coalition members? The program is run directly with our singular office with the input of other gov't offices.	It could be either. If they are directly providing services, they would be partners; if they are co-administering the program or project, they would be part of the coalition.
62	DMHA Request for Funding 22-1816 Main Document	3(A)(II)(vi)	14	SUSTAINABILITY	We are seeking additional funding for a program that is still in the planning stages because there will be additional incurring costs as the program starts and grows, is this allowed?	Yes, applicants may request supplemental funding for an existing or new program as long as the funds requested through this RFF do not duplicate funding from another source for reimbursement of the same expense.
63	Please make a selection				Does the catalyst grant require a match?	No, a grant match is not required. However, applicants are strongly encouraged to seek matching funds and will be eligible to receive Priority Points for receiving matching funds.
64	Please make a selection				Does the match have to be for the full amount applied for in the grant?	No, the match does not have to be for the full amount applied for in the grant. However, applicants may receive Priority Points for receiving higher percentages of matching funds.
65	Please make a selection				Can part of the funds be used for research and development?	Please see the Answer to Question #57.
66	Please make a selection				Is the match meant to be as a supplement to the grant funds?	The grant match amount will be subtracted from the applicant's total grant budget to dictate the grant amount provided by the State.
67	Please make a selection				Is this grant supplemental in nature?	No.
68	Other				If awarded, do we need to show that the upfront allocation was exhausted before requesting reimbursements?	No.
69	DMHA Request for Funding 22-1816 Main Document				A public school corporation does not technically fit into the three categories of lead applicants. Could a school corporation be an applicant?	Yes, please see the amended RFF Section II.B.
70	Other				Does the funding need to span the entire timeline? Or can it be used in less time?	No, funding for the proposed project may be used for any duration of time during the eligible grant period (July 1, 2022 through December 31, 2024).
71	Other			Submission	Most email providers limit the maximum size for file attachments that an email account can send or receive (typically 20 - 25 Mb per email sent or received). If our proposal attachments are larger than the limit, how should we submit our proposal?	If an applicant's proposal attachments are larger than the limit, applicants may compress the files, convert the files to a Zip file (.zip), or upload files to OneDrive and send the link via email. It is the applicant's responsibility to ensure all files are received by the State.