



Eric Holcomb, Governor  
State of Indiana

**Division of Mental Health and Addiction**  
402 W. WASHINGTON STREET, ROOM W353  
INDIANAPOLIS, IN 46204-2739  
317-232-7800  
FAX: 317-233-3472

RFF-2021-008  
Questions/Answers  
September 24, 2021

1. We have been approached by two smaller organizations to serve two different counties with little prevention resources that are wondering how we might be able to work together for this project. It appears that since Hoosier Uplands has a current DMHA grant in one of our counties of our service area, that we may not qualify to apply? Hoosier Uplands has a five county service area and we only serve one of those counties through our prevention work.

**a. Could a new agency partner with us where they serve as the fiscal agent, and we are contracted to provide some of the work?**

*This grant is for non-profit agencies who have minimal experience providing primary prevention programming. Agencies will be provided guidance on how to complete a community assessment, implement the 6 CSAP strategies, attend trainings related to substance misuse/mental health promotion and obtain a stronger foundation of prevention. A new agency should not act as the fiscal agent for another agency who is experienced to provide prevention efforts on their behalf. However, an experienced agency may act as the fiscal agent of a new agency and must only provide fiscal/administrative support ensuring no participation in any implementation of identified prevention efforts.*

**b. Could we serve as a fiscal agent and contract out some of the work with an agency new to DMHA prevention work?**

*Experienced agencies/agencies already receiving DMHA prevention dollars may act as the fiscal agent for an agency who has not and is not currently receiving prevention funding. However, the agency acting as the fiscal agent must only provide fiscal/administrative support and not actually participate in any implementation of prevention efforts.*

**c. Could we do this with two different counties where we served as the fiscal agent for one and were contracted out with another?**

*An agency serving as the fiscal agent may contract with more than one agency as long as there is no overlap in counties being served and the experienced agency is only serving as fiscal/administrative support. Please keep in mind that proposals should clearly*



*identify all current primary prevention efforts in the proposed service area as well as gaps in service to justify the need for this funding.*

**d. Can one single grant cover multiple counties?**

*This grant may cover multiple counties; however, funding shall not be used to implement primary prevention programming in counties already receiving primary prevention funding.*

**2. Is it \$150,000 per year or \$150,000 per entire year and a half contract?**

*Funding is \$150,000 from November 1, 2021, to June 30, 2023, per grantee.*

**3. I have a question concerning eligible organizations. We have a For profit organization that has provided community based services since 2014. It appears that you have to be a non-profit organization for this program.**

**a. Is it possible to provide services under or Non-Profit but use our experience from providing services under the Non-Profit? At this time we have not used the non-profit to provide services. Does for Profit Companies that provide community base services qualify for this grant?**

*This grant is for non-profit agencies who have minimal experience providing primary prevention programming. However, an agency who is not non-profit may act as the fiscal agent for the non-profit organization. Agencies will be provided guidance on how to complete a community assessment, implement the 6 CSAP strategies, attend training related to substance misuse/mental health promotion and obtain a stronger foundation of prevention.*

**b. Additionally, we have a non-profit. However, we have not provided services under this company. According to the grant it appears that your company is required to be in operation or have experience providing services. Would our non-profit qualify based on our experience providing services through our For-profit company? Let me know if this helps clarify.**

*This grant is for organizations who identify as non-profit and who have minimal experience providing primary prevention programming. Experienced organizations may act as a fiscal agent to a new organization wanting to implement primary prevention programming as long as the acting fiscal agent is only supervising and not implementing any primary prevention programming on the agency's behalf.*

**4. Could you, please, advise if proposals must be specific/exclusive to substance misuse prevention or if mental health promotion can also be included? The title of the funding opportunity is specific to substance misuse prevention, but the different sections of the form/application include questions related to mental health. I understand they are interrelated, but would appreciate your guidance regarding this funding opportunity.**

*Proposals may include prevention strategies that address mental health promotion, however, due to CRRSA/ARP supplemental stimulus funding being a part of the SAPT*

*block grant, there must also be a focus on substance misuse disorder and the strategies to address those needs within the community. Also, any mental health focus must tie into substance use and there must be data showing how mental health is interrelated to substance use along with the population being served. The grant will provide guidance on assessing substance misuse needs and interrelated mental health promotion.*

- 5. Section 2: In August, we (TEAM OC INC) were approved for our Certification of Incorporation as a Domestic Nonprofit Corporation. We currently partner with the Orange County Community Foundation and utilize them for a pass-through account for our funds.**

- a. Can we apply for the RFF under TEAM OC INC or would we need to apply through the foundation?**

*As a certified non-profit organization, you may apply and submit your proposal under TEAM OC INC.*

- 6. Section 10.a.: Because we are a new organization, we will not have an Audit Report. What is the documentation format(s) to submit regarding “documentation of organizational financial capacity.”?**

*Should an agency not have an audit report due to being a new organization, this should be stated within their proposal for consideration. The agency should include how long the organization has been in existence and if they have documentation from a fiscal organization. “Documentation of organizational financial capacity” should consist of the agency’s break down of administration (indirect) cost along with estimated program, staff expenses the agency’s income and/or most recent financial/budget report.*

- 7. Section 10.b.: The application indicates to have a letter of support, as in one. Is it helpful or hurtful to include more than one support letter? I do not want to do anything to jeopardize the point in this section, but would seem helpful to have more than one.**

*An applicant may submit more than one letter of support in their proposal. There are no penalties for submitting more than one letter of support.*

- 8. Who should we have the letters addressed to within the letter itself?**

*Applicant may request that the letter of support be addressed to the “Prevention Grant Review Team” or “To whom it may concern.”*

- 9. The Jay County Drug Prevention Coalition has the DFC grant and several other grants targeted at prevention. In addition, I believe Purdue Extension is named in an RCORP grant targeted at prevention as well (specifically to deliver SFP, 10-14 and Botvin Life Skills).**

- a. Will this impact Jay County 4-H's chances of qualifying for this grant?**

*This grant is for agencies who have minimal experience providing primary prevention programming. All eligible counties in Jay County shall have the opportunity to apply for this funding opportunity despite other funded Jay County organizations.*

- b. My primary goal is to expand 4-H after school programming in Jay County, but I would need to hire a part-time person to make this happen. Does this fall into primary prevention and/or the grant parameters?**

*This funding is to support assessment, capacity building, and planning for substance misuse prevention. All primary prevention programming must address substance misuse disorder and/or mental health promotion utilizing the 6 CSAP strategies outlines by SAMHSA. An assessment must be completed to determine county need and target population as well as best practice and/or evidence-based primary prevention programming. If the 4-H afterschool program addresses substance misuse and/or mental health with data showing how mental health is tied into substance use for the population being served, then the program may fall under the primary prevention grant parameters.*

- 10. I also work with approximately 100 adult volunteers who have little to no experience in prevention work. Would this grant help provide resources for training for them?**

*Training opportunities surrounding substance misuse disorder and/or mental health promotion is open to any staff member who would like to attend. Specific trainings related to this grant will be provided through Prevention Insights, however, all staff covered under this grant may request to attend trainings outside of Prevention Insights (e.g., SAMHSA, PTTC).*

- 11. What precisely does capacity building mean?**

*In general, capacity building for this funding refers to building the knowledge, skills and resources needed to implement primary prevention programming.*

- 12. Does an agency meet the requirements to apply for RFF-2021-008 if the non-profit status as a 501 ( c ) 3 agency is pending approval (with proof of pending status submitted with the proposal) ?**

*An agency pending a 501(c ) 3 approval may apply for this grant but must be approved before any funding may be awarded. Please include pending 501(c ) 3 agency status in proposal.*

- 13. Is funding for a new program or can it be used to support our current grant for Tobacco Prevention? So for example, our county has a high infant mortality rate which is attributed to expectant mothers that smoke. There much being done so funding would help us increase our efforts. Or do we need to address alcohol, drug use etc.**

*This funding is to support community readiness, assessment, capacity building and planning for comprehensive substance misuse primary prevention. Should the assessment data show that the primary needs of the community include tobacco prevention, then funding could be utilized to address that need. These funds may not supplant or overlap existing funding but may be utilized to expand current programming IF the community assessment process supports it.*

**14. If funded, we would need to hire a new staff member that oversees the program, correct?**

*A staff member may split their time between an existing grant and this grant. As long as this is clearly documented within the budget provided along with a description of that staff members dedicated hours associated with this grant within the proposal. However, an organization must have at least one full time employee or equivalent (FTE) for this project.*

**15. Our last audit was 2018, is that acceptable? Or is a current financial statement acceptable?**

*Please provide the most recent audit report made in accordance with OMB circular A-133 if applicable, or other documentation of organization financial capacity.*

**16. Can this funding be used to fund the actual implementation of a prevention program, or can it be used *solely* for preliminary work (training, assessment, etc.)?**

*This grant is for non-profit agencies who have minimal experience providing primary prevention programming. Agencies will be provided guidance on how to complete a community assessment, implement the 6 CSAP strategies, attend trainings related to substance misuse/mental health promotion and obtain a stronger foundation of prevention. Funding is not to be solely used for preliminary work. However, implementation of programs is not anticipated to occur during the first 12 months of the grant.*

**17. Greene County General Hospital and the IU School of Public Health just completed a study of community health needs for the county, which addressed substance misuse and other health-related considerations. This study involved compiling existing data (including census data and county health rankings), community surveys about behaviors and perceptions, and targeted interviews. Would we be required to conduct an additional assessment of needs as part of this project, or because this data is so recent (2020), could we use it instead?**

*County community assessment may be used to help determine needs within the community; however, agencies are encouraged to also use other assessment tools to truly capture the needs of their identified communities. Awarded grantees will receive guidance to protective factors specific to substance misuse to help select strategies to address the needs identified within the community.*

**18. The Greene County Alliance is a long-standing coalition in the county but is not currently a 501-c3. The group is currently coordinated by the Greene County Foundation. Would it be acceptable for the Foundation to serve as a fiscal agent for this proposal?**

*The Green County Foundation may serve as a fiscal agent for this proposal so long as The Green County Alliance is prepared for the subcontracts that would need to be in place to funnel the funding to the coalition.*

**19. Is this grant opportunity for community based organizations or can institutes of higher education apply?**

*This grant is for non-profit organizations who have minimal experience providing primary prevention. A qualified agency/organization/school may partner through an MOU to implement primary prevention program.*

**20. What are examples of previous proposals/programs that were funded by this grant?**

*The link below is a list of examples of the types of programs that could be implemented following the training, assessment, capacity building and planning stage.*

*Please click link below for a list of our current State Fiscal Year 2020 Block Grant Funded initiatives:*

<https://www.in.gov/fssa/dmha/substance-misuse-prevention-and-mental-health-promotion/block-grant-programs/>

*Note: Once you have clicked on the link it will direct you to our “Block Grant Programs” page. Scroll down and click on “Current substance abuse prevention funded initiatives,” this will provide you a list of the organizations along with their evidence-based/best practice primary prevention programs.*

**21. Can funding be used to purchase software like electronic medical records?**

*Funding may not be used to purchase EMR’s, however, funding may be used for primary prevention programming & materials and any other items tied to substance misuse disorder and mental health promotion.*

**22. Should the proposal focus on mental health AND substance misuse or only substance misuse?**

*This grant is to focus on substance misuse prevention and mental health promotion. However, focus on mental health promotion must tie back to substance misuse. Meaning, providing supportive data that supports how mental health promotion affects substance misuse and the population being served.*

**23. If we are building capacity and do not currently work with an outside agency, how do we get a letter of support?**

*An agency may use any partnering organization/agency they have previously worked with in the past to write their letter of support.*

**24. What if DMHA regional priorities differ from our organization’s data/needs?**

*Awarded grantees will work with the DMHA technical assistance provider to complete a comprehensive community assessment that determines the needs within the community assessment that determines the needs within the community, along with the target*

*population at risk. Awarded grantees will be expected to participate in their community's Client Consultation Board (CCB) and may present their assessment and plans to that CCB.*

- 25. What is the difference between #5a, “describe current or past prevention efforts,” and #6b “describe previous work related to substance misuse prevention...”?**

Question 5. Community Substance Misuse Prevention Efforts

5a. Describe all current and past substance misuse prevention efforts and programs in the community. These would include efforts by the applicant agency, other agencies, coalitions, and LCCs.

Question 6. Capacity to Provide Prevention Programming -not to exceed 2 pages

6b. Describe applicant's previous work related to substance misuse prevention, substance use, mental health, youth, families, communities or coalitions, facilitation of programs, or other related efforts.

*5a is asking for the agency to share any current and past substance misuse prevention efforts and programs in the community. This would include their efforts implementing substance misuse prevention as the efforts of other agencies, coalitions and LCC's while question 6b is asking the agency to share their previous work working with not only substance misuse and mental health but with youth, families, communities etc. Applicants are not expected to have experience providing primary prevention for substance misuse; Question 6b allows applicants to describe the experience they do have working in related fields.*

- 26. We do not think it is feasible or sustainable to bring on a new full-time employee to administer this project. Is a structure in which one individual devotes 20 hrs/week and two others devote 10 hrs/week permissible? These individuals would have clearly defined and distinct roles to ensure work was being completed in an efficient and thorough manner. If this is possible, would all individuals have to attend the Indianapolis-based training, or just one?**

*An agency must have at least one full-time employee **or equivalent (FTE)** for this grant. The grantee must determine, based on the number of prevention programs and counties being served, how many staff to employ under this grant.*

- 27. As it is understood, this proposal is to assist an organization with the first stages of the strategic prevention framework. The community assessment, capacity building, and planning stage would lead to the implementation of a program/policy/practice that best fits the needs of our community within the last 6 months of the grant cycle. If these stages are to lead to implementation, how are we to create a budget for a program/policy/practice that has not yet been identified? How specific does this budget proposal need to be?**

*Agencies are to submit a budget that outlines cost related to but not limited to staff salaries, administration cost, transportation, program cost (this includes the cost of program being implemented, program materials), trainings etc. The budget proposed by the applicant may change during the course of the assessment and identification of strategies. The first-year budget may dedicate more funds towards staff training, staff time spent on community assessment, and program-specific training or materials; during the second year some of those funds may shift towards the implementation of that program.*

- 28. For more clarification on this question, the counties I have been consulting with have incredible ideas on ways to increase primary prevention efforts in their community and it would be feasible for them to create a budget based upon those plans. The concern is that, if a budget is created for a program/policy/practice prior to the assessment and after the assessment, and a different need is identified and prioritized, what type of flexibility/consideration is in place for the initial budget proposal?**

*Agencies may submit a budget based on community data obtained identifying the needs within their community. However, should the organization be awarded, the agency's budget may change once a community assessment has been completed. Each agency will be assigned a technical assistance contact to help modify their original budget along with target population and primary prevention program strategies as needed.*

- 29. If this is funding through Substance Abuse and Prevention Treatment (SAPT) grant, I would like to know much more about reporting requirements and requirements of any participants (in other words, if a child participates in a group, then do we need to get information from their parents about drug use?)**

*All funded grantees will work with Prevention Insights for their Technical Assistance/Training and Thomas P. Miller & Associates for their Evaluation. However, typically, the data collected includes age, gender, race/ethnicity of the participants, and data related to the types of programs implemented (such as the type of CSAP strategy and if the program targets the general population or a specific sub-set). If an agency implements a program with pre/posttests, those tests may ask additional questions about the participant's knowledge, beliefs, attitudes, and behaviors. DMHA does not require awardees to collect information about the drug use of participants or participant's families.*

- 30. If this funding is at least partially related to COVID, what is the likelihood of extended funding beyond the 20 months?**

*Funding for RFF-2021-008 runs until June 30, 2023, however, each funded grantee has the opportunity to be funded for an additional two years. This is contingent upon the agency's performance and funding availability.*

- 31. What are the evaluation requirements? How do we know if we are meeting the expectations? I see an evaluation component on the proposal piece but I think we**



**are looking for more information on the evaluation and effectiveness on the prevention programming.**

*All funded grantees will work with Thomas P. Miller & Associates for their Evaluation needs. This evaluator will work with grantees to develop an evaluation plan that ensures the SPF process is followed and any implemented programs are monitored for fidelity to the model and evaluated for effectiveness. Depending on the program selected, evaluation may or may not include the use of pre/posttests for participants and other evaluation tools.*

**32. Can a fiscal agent apply for two grants in two separate counties working with different partners to contract with?**

*Since RFF-2021-008 states that an agency will receive funding per proposal and not per county, no more than one proposal per applicant should be submitted.*

**33. Can a fiscal agent apply with a coalition that is still awaiting its 501c(3) designation?**

*The applying fiscal agent must have 501 ( c ) 3 status and may contract with an agency pending 501 ( c ) 3 status.*

**34. Drug Free Noble County was one of the first organizations to receive federal Drug Free Communities funds and consequently one of the first to age out (10 year max). We last received those funds over 10 years ago. We have continued to work diligently in our community to address ATOD's. We currently are STOP federal grant recipients. STOP funds, as I am sure you are aware, are designated to address underage drinking. We do not currently receive federal or state funding to address tobacco/vaping or other illicit drug use which has been affected by covid 19.**

**a. Does our former funding or current funding prohibit us from utilizing this funding? "This funding is intended for organizations that have minimal experience providing primary prevention and minimal current or past funding for primary prevention efforts, to be implemented in communities with little to no current primary prevention programming".**

*Although this grant is intended for agencies with minimal experience providing primary prevention that have received minimal current or past funding for primary prevention efforts, an exception could be made if the agency can demonstrate that the current staff do not have experience providing comprehensive programming.*

**a. Do we need to have a single "full time equivalent" person on this project or can it be a combination of individuals? We currently have my position as 35 hrs per week and my assistant at 30 hours per week. If we received funding, we would be increasing hours to 40 and 35 respectively and would hire an intern (college, recent grad, or masters program) at 30 hours. Our hope would be that future funding would allow that "intern" position to become a permanent position. Our DFNC**

**Personnel Policy denotes that 30 or more hrs per week is FTE. On attachment B Personnel Budget there is a notation that \*Include Job Description for each staff position SALARIES: Show title, salary, and time commitment for all staff positions under this project. Staff positions must be new positions. If existing staff are hired for these positions, their previous positions must be filled by a new staff position.**

**Over 10 years ago, Noble County completed a “Communities That Care” capacity building/evaluation. The initial thought process would be to review where we were, evaluate where we have seen impactful change, evaluate current needs and design our strategies to address those needs implement evidence based prevention strategies. Would these funds be appropriate to revisit the CTC model?**

*An agency must have at least one full-time employee **or equivalent (FTE)** for this grant. Meaning, an agency may have more than one staff personnel totaling the equivalence of a FTE.*

*Each agency must complete a community assessment to determine the needs within the community along with their identified target population in order to determine the primary prevention program strategies to implement. Should the community assessment determine that any existing primary prevention programming is still relevant, that agency may continue to implement that program. Each agency is assigned TA/Training through Prevention Insights and Evaluation support through Thomas P. Miller & Associates should they have any questions regarding program eligibility.*