

**INDIANA STATE DEPARTMENT OF HEALTH
MATERNAL AND CHILD HEALTH DIVISION**

**Request for Applications to provide
Maternal and Child Health Services**

Email Forum #2 Questions & Answers-Updated 5/25/2017

Q1. There is no attachment on the website to the field - Attachment A Quarterly Report Template for the Maternal & Child Services Grant.

A1. Attachment A, *Quarterly Report Template*, will be posted by the time the grants are awarded, it is not part of the application.

Q2. What are the restrictions on eligible matching funds for the MCH grant opportunity?

A2. Matching may be provided as direct and/or indirect costs, consistent with the recipient's (applicant's) accounting system- and its usual method of charging similar items – and any restrictions or limitations in the applicable cost principles. Federal funds and other State funds awarded by ISDH or any other State Agency may not be used to match the funds available through this application opportunity.

Q3. Our organization received a Safety Pin grant that we believe directly relates to the requirements of this grant program, are those ISDH dollars, or other state/federal dollars allowed to be used as matching funds?

A3. No, you cannot use Safety Pin granted funds or any other state or federal funds as match.

Q4. In the past, quarterly and annual reports have been due. This year's application instructions say we are responsible for monthly and quarterly reporting. When exactly will monthly reports be due to MCH? Will outcome reports need to be sent monthly in the same way quarterly reports are sent?

A4. Reports will be submitted quarterly but may include monthly specific details as requested by the respective ISDH program coordinator.

Some programs are required to report monthly per model and other requirements, a minimum of quarterly reports are required for all programs. Refer to the program specific guidance in the Service Standards, *Appendices A, B, C, D and E* for details.

Q5. On Page 9, under IX Application Instructions, a. i., instructions say, "Grant applications that do not use the template provided will not be considered." Where is the template? We cannot find the template provided.

A5. This was also addressed in response to questions submitted as part of Email Forum #1 with answers posted May 2nd, the updated RFA dated May 5th 2017 has been corrected for clarification.

There are two required templates provided, the *Application Cover Page* (Attachment B) and the *Budget Template* (Appendix F). To meet the requirements of completing the application, respond to all required information in the order outlined on page 9 section IX. *Application Instructions* as follows;

- b. Application Cover Page
- c. Application Abstract
- d. Application Narrative, including:
 - Organizational Background & Capacity
 - Statement of Need
 - Smart Goals and Objectives
 - Proposed Services and Activities
 - Staffing Plan
 - Quality Assurance
 - Quality Improvement and Evaluation Plans
 - Sustainability Plan
 - Citations
- Application Attachments
 - Required Attachments
 - Optional Attachments
- Budget Justification

Please do not change the order of the application's required information and do not leave any sections blank.

Q6. On Page 9, a.ii., instructions say, "Each page must be numbered sequentially beginning with Form A, the Application Information page." Where is Form A? We cannot find Form A

A6. This was also addressed in response to questions submitted as part of Email Forum #1 with answers posted May 2nd, the updated RFA dated May 5th 2017 has been corrected for clarification.

The Application Information Page, which was incorrectly referred to as "Form A" in the RFA is actually Attachment B, *Application Cover Page*.

Q7. On Page 9, a.viii., instructions say the application must be submitted no later than Tuesday, May 30, 2017. However, I received an email from MCH along with a notification of the RFA which said it is due, May 29, 2017 at 3:00 pm. Which date is the application due?

A7. The application is due Tuesday, May 30, 2017 at 9am.

Note: This has been clarified and corrected in the updated version of the RFA dated May 5th 2017.

Q9. In Section IX.a.i. the RFA states: "Grant applications must be completed using all required application forms and following the instructions provided in the sections below. Grant applications that do not use the template provided will not be considered;" however, there is not an application template provided, only budget. Please advise as to the status of the narrative template or if the total application template requirement has been removed.

A9. This was addressed in response to questions submitted as part of Email Forum #1 with answers posted May 2nd, the updated RFA dated May 5th 2017 has been corrected for clarification.

Unlike previous years, there is no application template for this application. There are two templates provided, the *Application Cover Page* (Attachment B) and the *Budget Template* (Appendix F). The requirement is to use those provided templates to complete those specific sections of the application. To meet the requirements of completing the application, respond to all required information in the order outlined and include all required information on Section IX *Application Instructions* in the order outlined on page 7 of the RFA (refer to A5 above for further clarification). Please do not change the order of the application's required information and do not leave any sections blank.

The Application Information Page, which was incorrectly referred to as "Form A" in the RFA is Attachment B, *Application Cover Page*.

Q10. In Section IX.d. The RFA states: "(All required headings are listed. Please do not alter the format of the document.)" However, there is just a bulleted list below the section heading Please clarify your instructions as to how you want the "format of the document" to be maintained.

A10. The required headings are the headings that have roman numerals in front of them under *d. Application Narrative* section; the bulleted list under the heading is a description of what is comprised in each heading.

Refer to A5 above, which provides a bulleted list of section headings.

Q11. Please provide an example of a “complete citation” as required by the RFA section IX.a.iv. Is this just a reminder of the Citation section requirement, or are there other citation requirements that you are expecting?

A11. Per section vii under *d. Application Narrative*, “Citations (Only cite sources that are clearly referenced in the body of the application, no page limit) In this section, please list complete citations for all references cited, including (American Psychological Association [APA] style is recommended). Minimum details required for a complete citation include:

- Document title
- Author(s)
- Agency/Organization the information is affiliated
- Year of publication
- Website (if applicable)

All applications must provide complete citations, for all sources used in the development of the application. Facts and information used as supporting evidence in the application that are not properly cited will not be considered during the application review process.

A few sources that are applicable would be ISDH website or any other professional peer-reviewed website, journal/article that provide support for evidence based model or practice etc.

Q12. MOUs are listed as both required and optional. Which is accurate?

A12. MOUs are not required for all programs therefore they are optional unless specified as required. Please refer to the Service Standards, *Appendices A, B, C, D and E, for program specific requirements.*

Q13. The narrative instructions, Sections IX. d. ii-vii, use the language “per each proposed service” does this indicate that you want one application narrative to encompass content for all five requested services?

If yes, the Organization Background and Capacity will also be different for each area (different services=different history, different experience implementing/previous work, different partners, and different capacity to implement) can this section also be replicated for each service?

A13. Per the *IX. Application Instructions, sections d. Application Narrative, ii. Statement of Need – vii. Sustainability Plan*; the intent is for applicants to submit each of these sections per each proposed service. For example, if the applicant is proposing to provide Baby & Me Tobacco Free and Child Injury Prevention, the application narrative section will include sections *ii. Statement of Need – vii. Sustainability Plan* for Baby & Me

Tobacco Free specific information in addition to repeating *ii. Statement of Need – vii. Sustainability* Plan for Child Injury Prevention specific information.

Section *i. Organizational Background and Capacity*, the application should provide a high level overview of the organizational history relevant to all proposed services. This section is not to be replicated for each proposed service.

Q14. How much can we request per program? The discussion of availability of funding in the RFA is vague and confusing without specific directions to the funding parameters for each service application.

A14. Please request the funding amount that is necessary to support your proposed program(s).

Approximately \$1,600,000 of funding is expected to be available annually to support efforts outlined in this RFA for the budget periods of October 1, 2017-September 31, 2018 and October 1, 2017- September 31, 2019. Actual amount available is yet to be announced.

ISDH MCH anticipates having the capacity to fund a maximum of 20 organizations under this RFA therefore the total of approximately \$1,600,000 available will be split between all awarded applicants. The above amount is an estimate based on the current fiscal year's funding level and is subject to change based on an increase or decrease of funding available to ISDH MCH.

Please refer to section *VI. Summary of Funding* on page 8 of the RFA for more information.

Q15. What is the evidence base reference for Early Start? For Early Start, if a woman has had an initial visit with a physician but needs additional services, can those women be included in the service population?

A15. Applicants are expected to describe the theoretical framework and evidence based practices used to implement the program as proposed and provide citations to support the selected framework and practices.

Per *Appendix E, Indiana's Early Start Service Standard*, Eligible Population includes all women of childbearing age who believe they are pregnant or are pregnant but not yet being seen by a primary care provider for prenatal care are eligible to participate in this program. Therefore, women seen by a physician prior to engagement in Early Start services are not eligible for Early Start services.

Q16. For Early Start, does the program have to be implemented exactly as written in the Appendix, or is it that a program must meet the goals and provide services described in the appendix through a program that meets the community needs?

A16. All programs described in the RFA, including Early Start, must be implemented using the requirements outlined in the appendices. In addition all programs must meet the goals and provide the services as described in the service standard. Each proposed service must also meet the community needs per section *ii. Statement of Need*.

Q17. For the FIMR additional Narrative Requirements, that are not part of the narrative outline in the RFA, is there additional page allocation to answer the additional questions?

A17. There are no additional page limits for FIMR.

Q18. Is there a cost associated with using/distributing Baby & Me Tobacco Free materials such as handouts and workbooks, etc.? Is there any other direct cost for this program besides the \$25/month voucher for diapers?

A18. Refer to the Baby & Me Tobacco Free program website (<http://www.babyandmetobaccofree.org/>) which is also referenced in *III. Description of Requested Services*, section *a.* in the RFA.

Please contact the Baby & Me Tobacco Free model owner for guidance regarding all costs associated with implementation of the model.

Q19. Under “Required Attachments” it says that complete Curriculum/Program Materials must be sent in. For those applying for funding for Baby & Me, would you like the entire Baby & Me facilitator handbook to be sent in as the curriculum/program materials?

A19. The entire Baby & Me Tobacco free facilitator handbook does not need to be sent in, you can reference it as a citation.

Q20. For the current open funding opportunity for Maternal and Child Health services is patient revenue eligible to meet the match requirement?

A20. If a patient pays for services they receive, that should be considered reimbursement of expenditures, not revenue. Reimbursement of expenditures is not eligible to be considered match.

Q21. Will funding be awarded to programs other than Baby and Me Tobacco Free™, Children’s Injury Prevention, Fetal-Infant Mortality Review, Group Prenatal Care and/or Indiana’s Early Start?

A21. Funding available through this Request for Applications opportunity is only available to support the programs specified which are limited to Baby and Me Tobacco Free, Children’s Injury Prevention, Fetal-Infant Mortality Review, Group Prenatal Care and/or Indiana’s Early Start.

Q22. We are acting as the lead agency and contracting out services with another program that provides postnatal services. Do I need to complete the #2 Personnel and Fringe for the contracted organization or do I just put their information on form #3 FTE, Consultants and Contracts?

A22. All costs associated with Consultant and Contracted Services proposed by the bidding agency should be specified in the budget as “Consultants and Contracts”.

Q23. In budget section, what is the difference between caseload of client slots and projection of cumulative number of enrolled clients?

A23. Caseload of client slots is the highest number of clients that can be enrolled at a given time. Cumulative number of enrolled clients is the number of clients estimated to be enrolled during the entire budget period.

Please refer to guidance on page 1 of the Budget Instructions.

Q24. Can you address Complete Curriculum/Program Materials on page 14 of the RFA. What would this need to include for Baby and Me Tobacco Free and Early Start program? Is this required to be included in the RFA?

A24. In regards to Baby and Me Tobacco Free, please refer to Q&A #18 on Email Forum #2.

In regards to Early Start, if the proposed program includes a curriculum, please attach the complete curriculum and program materials to the application.

Q25. For BM-TFP should we include the cost of the vouchers in the budget?

A25. Please refer to Q&A #18 on Email Forum #2.

Refer to the Baby and Me Tobacco Free program website, (<http://www.babyandmetobaccofree.org/>). Please contact the Baby & Me Tobacco Free

model owner for guidance regarding all costs associated with implementation of the model.

Q26. In the budget, do we list a staff person twice if they will be working in Early Start and BM-TFP?

A26. Per *Tab 2. Personnel & Fringe* section on the Budget Instructions, if an individual employee will support more than one proposed service, list the employee separately for each proposed service supported. For example, if Jane Doe will support BMTF part-time and Group Prenatal Care part-time, she will be listed twice, once for BMTF and once for Group Prenatal Care.

Q27. Can we use the bio-sketch template from the previous RFA?

A27. There is no required template for the bio-sketch for this RFA. Applicants are welcome to submit any format they prefer, as long as they don't exceed the requirements under *XI. Application Attachments*.

Q28. Will there be other opportunities to request BM-TFP funding?

A28. Currently there are no plans for ISDH to release other opportunities for Baby and Me Tobacco Free Funding.

Q29. Is there a \$\$ limit amount per grant

A29. Please refer to Q&A14 on Email Forum #2.

Applicants are expected to request the funding amount that is necessary to support their proposed program(s).

Approximately \$1,600,000 of funding is expected to be available annually to support efforts outlined in this RFA for the budget periods of October 1, 2017-September 31, 2018 and October 1, 2017- September 31, 2019. Actual amount available is yet to be announced.

ISDH MCH anticipates having the capacity to fund a maximum of 20 organizations under this RFA therefore the total of approximately \$1,600,000 available will be split between all awarded applicants. The above amount is an estimate based on the current fiscal year's funding level and is subject to change based on an increase or decrease of funding available to ISDH MCH.

Please refer to section *VI. Summary of Funding* on page 8 of the RFA for more information

Q30. For Early Start, is there an outcome template?

A30. There is no outcome template for Early Start. All programs described in the RFA, including Early Start, must be implemented using the requirements outlined in the appendices. In addition all programs must meet the goals and provide the services as described in the service standard.