

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

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

Email Forum #1 Questions & Answers

Q1. We see that Early Start and BM-TFP are now together in one application. Due to the highly competitive nature of this grant process, we are trying to decide if we would be putting our agency at risk for losing BM-TFP funding by applying for both. Will there be partial funding if one segment of the application is stronger? I hesitated asking but with the May 29th deadline we hoped you could answer this question for us so we could decide which direction is best for our clinic and get started right away.

A1. Per section XI. Application Review Process on pages 14-15 of the Request for Application, ISDH MCH will score each proposed service separately. Respondents may be awarded one or any combination of proposed services depending on strength of each individual service proposed.

Q2. Do we need to send you a letter of intent, and if so by when? The dates listed are for September 2016 please.

A2. This question is referencing language in the past funding opportunity for Baby and Me Tobacco free and is not relevant to the current funding opportunity under consideration.

Letters of Intent/support are stated below section *b. Optional Attachments* under *Application Attachments* on page 14 of the Request for Application.

September 2016 is not referenced anywhere on the current Request for Application.

A letter of support from each local Child Fatality Review Team is required as an attachment with the Child Injury Prevention Application; please refer to page 2 of *Appendix B: Child Injury Prevention Service Standard*.

Q3. Will we be getting the official template for the Request for Proposal to fill in all our information to write the grant or do you want us to use the 2015 template?

A3. Unlike previous years, there will not be a template provided for the narrative portion of this application. There are two templates provided, the *Application Cover Page*, Attachment B, and the *Budget Template*, Appendix F. Aside from those two templates provided, please follow the outlined application requirements section outlined on section *IX. Application Instructions* on page 7 in the RFA.

Q4. What is the max we can ask for?

A4. 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.

Q5. Where is Form A? I did not see the Applicant information page template?

A5. Application Information Page referenced as Form A in the RFA is actually Attachment B, *Application Cover Page*.

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

Please note updated version of the RFA where this has been corrected.

Q6. According to the RFP, there is a template that we are supposed to be using and it is not up on the website.

A6. Unlike previous years, there will not be a template provided for the narrative portion of this application. There are two templates provided, the *Application Cover Page* (Attachment B) and the *Budget Template* (Appendix F). Aside from those two templates provided, please follow the outlined application requirements section outlined on section *IX. Application Instructions* on page 7 in the RFA.

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

Note: This has been clarified and corrected in the updated version of the RFA.

Q7. We will be applying for Baby & Me through Title V. It shows a date of 7/1 for finding out about funding. I know that it was mentioned that Baby & Me grants can be extended through the end of September so that the October start date will match

up. Will we be extended weather we are funded or not since we won't know until the other funding cycle is over?

A7. All current Baby and Me Tobacco Free contracts will be extended until September 30, 2017, in order to get all new contracts on the same start date of October 1, 2017.

Q8. How much can we request on either of the applications? Baby & Me or Abstinence education grant? We will likely just do what we have in the past but we don't want to go over if there have been any changes.

A8. 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. 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.

Q9. For Baby & Me, is the quality improvement plan the same as the quarterly report or will this be something new and different than in the past?

A9. The Quality Improvement plan is a component of the quarterly report. Refer to subsection *d. Quality Improvement* under section *V. Reporting Requirements* on page 7 of the RFA.

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

Q10. The document references a suggestion of providing a work plan. What type of information are you looking for in the work plan?

A10. Please refer to RFA Section IX. Application Instructions, b. Application Narrative, iii. SMART Goals and Objectives, Proposed Services and Activities and v. Staffing Plan on pages 10-12 for details of the type of information expected for a work plan.

The Work Plan is stated below section *b. Optional Attachments* under *Application Attachments* on page 14 of the Request for Application. There is no template for the work plan, it is not required but encouraged as an optional attachment.

Q11. There are two instances where a template/formatted document are referenced for us to be using. I am concerned since it says we will be thrown out if we do not use it. I cannot find it anywhere on the website and I am afraid I am looking in the wrong place.

A11. Application Information Page referenced as Form A in the RFA is actually Attachment B, *Application Cover Page*. There are two templates provided, the *Application Cover Page*, Attachment B, and the *Budget Template*, Appendix F. Aside from those two templates provided, please follow the outlined application requirements section outlined in section IX. *Application Instructions* on page 7 in the RFA.

Q12. I became aware of the grant opportunity to provide maternal and child health services (MCH) to fund or expand Baby and Me Tobacco Free, Children's Injury Prevention, and Fetal-Infant Mortality Review. The agency I work for is a private, for-profit agency. Would the agency be eligible?

A12. Unfortunately, private, for-profit agencies are not eligible to apply at this time.

Per section I. *Eligibility Criteria* on the RFA, all public or private non-profit organizations, agencies, faith-based organizations and academic institutions are eligible to apply.

Q13. Why is there only one year on the budget template? How do we do year 2?

A13. Year 1 budgets will be applied to Year 2. If the applicant anticipates significant differences in Year 1 and Year 2 budgets then please note and explain the need for any differences in the proposal Budget narrative/justification.

Q14. The budget instructions list a budget justification worksheet. Where can we find this document?

A14. The Budget Justification Worksheet referenced in the budget instructions is the Budget instructions. (Appendix F, *Budget Instructions*)

Please use the budget justification directions outlined below to calculate the amounts entered on the Budget Template spreadsheet

Q15. Under Appendix F Budget Instructions, when determining the case load of client slots number, does the 25% of personnel cost requirement include direct MCH funding and Match money?

A15. The cost requirement does not include match. As stated in Appendix F *Budget Instructions*, client slots are those enrollment slots served by staff implementing services

with fidelity to the model for whom at least 25% of his/her personnel costs (salary/wages including benefits) are paid for with MCH funding.

Q16. We are interested in potentially submitting a proposal, but need some guidance as to if our programs are in line with the funding goals. Although the RFA does state that it focuses on addressing MCH National and State Performance Measures, the more specific guidance in the document has listed specific priorities. Is funding more specifically geared toward State Selected Priorities identified for the 2015-2020 Needs Assessment? Is it worthwhile for grant applications to be submitting that align directly to the national performance measures, though do not focus on the state selected priorities?

A16. At this time ISDCH MCH is only accepting applications that meet Indiana's priority measures outlined in section *b. ISDH MCH Priorities* in the RFA.