

December 12, 2022

**Planning, Implementation and Evaluation of Pilot Programs to Address Substance Abuse Prevention and Mental Health Promotion at Indiana's Institutions of Higher Education.**

**Questions and Answers**

**Questions asked/answered during presentation on Nov. 10, 2022**

- 1. \$540,000 is that for the two years, what does that mean?**

That is the total amount of funding DMHA has to fund up to 4 campuses for two years

- 2. If a campus wanted to partner with another college, would they need to be a subsidiary or how could that work?**

The fiscal agent for the proposal needs to be the university that the activities will be taking place on. They can hire someone from another school as part of that FTE to assist with the work on this grant but the contractual obligation needs to reside with the university in which the activities are taking place.

- 3. So different campuses can apply or how does that work?**

So in example, Ivy Tech Kokomo is currently funded and in that proposal it was indicated that they would work with the Kokomo, Logansport, and Peru campuses. That means that any other Ivy Tech proposal received can not indicate doing work on any of those campuses, however if say Ivy Tech in Indianapolis or Columbus wanted to apply they could do so either together in one proposal or submit separate proposals one for each location.

- 4. For the full time employee, is it ok to have say two graduate assistants and can that include like tuition reimbursement?**

Yes, your full time employee can be graduate assistants. You can choose to pay them, sub out tuition costs. If the employee is faculty and needs to have instruction time paid out in order to focus on this grant that is also allowed. We are flexible based on how your university needs to do things as it relates to different types of positions. You can also include supervision as "in-kind" if that employee is already on staff and has supervision. Please just indicate these items on your budget sheets in the proposal.

**Questions received via email by Nov. 18, 2022**

- 1. None. There were no questions submitted via email.**

**Questions received via email by Dec. 9, 2022**

- 1. The RFF stipulates that we hire 1 FTE to manage the grant - is that required for both Year 1 and Year 2?**

**Yes, a FTE is required for both years however DMHA does understand that the grant needs to be awarded and in full place before many can even start advertising an open position. We are flexible on this as we understand it does take time to get a job posted and someone onboarded. This is also why it is acceptable to utilize Graduate Assistants, part-time staff, interns or any combination to meet the FTE. Please indicate in the proposal how you plan to meet this requirement even if that does mean some time is needed to determine the correct candidate(s).**

- 2. What is a reasonable amount for us to write the budget for? And how would we navigate it if we are (hopefully) funded, but do not receive the full amount requested? Given that the full amount will be split between 2-4 colleges, I'm not sure what a reasonable budget would be.**

The total of \$540,000 was determined based on past awards of this funding and the amounts needed to do this type of work. I would say that \$65,000 to \$95,000 per year is a reasonable amount depending on how many institutions are awarded but please feel free to ask for what you feel is needed to do the work you propose. If your institution is selected to be awarded but budget adjustments are needed DMHA will reach out to have that discussion and determine the best route and if the institution agrees to the changes before and contracting has started. Any selected institution is able to withdraw their proposal or decline being funded based on any budget changes or adjustments requested by DMHA prior to a contract being signed.

3. If we were to be funded and if we were to submit for and receive Year 3 and Year 4 funding, would the amount of funding reduce each year as it did the first time we were funded? In other words, if we write staffing positions into the grant, is there a chance (I know it's not guaranteed, of course) that we could secure enough funding to support a staff member into year 3 and year 4?

**Years 3 and 4 are subject to multiple things including the institutions performance and abilities to fulfill the obligations in years 1 and 2 as well as the available funding to utilize by DMHA. Yes, historically the funding in years 3 and 4 are reduced and that is still the plan for this round as well. How the funds available for years 3 and 4 would be allocated is up to the institution and their needs in those years and will be mutually agreed upon if and when that time comes. Please do not submit a proposal with the expectation that the grant will be renewed.**

**Items of note:**

1. **Under Requirements, number 6: Please note that there is an error in this section and the part stating, "Due to the shortened timeline for this funding colleges who do not have an existing coalition will not have the proper time to start one" can be removed from this section.**  
This is an error and it is not required that institutions have an existing coalition as the first year of this funding is dedicated to building that capacity to do the work in the future.
2. Due to the delay in the recording and slides being posted to the DMHA website we have decided to add an additional Q/A period that will end on **Dec. 9, 2022** and responses to those questions will be posted the following week on the DMHA funding website under this RFF.