NOTICE OF FUNDING OPPORTUNITY
Mobile Integrated Healthcare Grants

Fiscal Year 2022 (FY22)

Award Information

Competitive Projects:	$15,000 target award
Performance Period:	July 1, 2021 – June 30, 2022

Application Deadline

Grant applications must be received by 4:30 p.m. EDT on July 9, 2021.

Applications must be submitted in the iGMS system for consideration.

IDHS CONTACT INFORMATION

If applicants have any questions about the information contained within the Notice of Funding Opportunity (NOFO) or need technical assistance in completing a grant application, please contact Kraig Kinney at kkinney@dhs.in.gov

PROGRAM OVERVIEW

PROGRAM SYNOPSIS

The Mobile Integrated Healthcare (MIH) Grant Program provides support for communities to develop and implement a mobile integrated healthcare program consistent with IC 16-31-12-4.

A mobile integrated healthcare program supports a community-based health care program in which paramedics and emergency medical technicians employed by an emergency medical services provider agency perform function outside of customary emergency response and transport, including the following:

(1) Facilitate more appropriate use of emergency care services.

(2) Enhance access to:

(A) primary care for medically underserved populations; or

(B) underutilized and appropriate health care services.

ELIGIBILITY CRITERIA

Eligible applicants include any EMS Commission certified provider organization operated by a municipality. If the grant funding will benefit more than one EMS provider organization, each entity must be identified within the application.

The basic eligibility requirements:

- Must be a currently certified EMS provider organization (BLS non-transport, BLS transport, ALS non-transport and ALS transport—including Advanced EMT).
- Must be a city, town or township operated provider (see IC 16-31-12-4(c))
- Must be an approved MIH program (may be approved concurrently with approval of the grant).

Other Eligibility requirements include (see Appendix B for more information):

▪ Supplier/Vendor registration with the State of Indiana

▪ Bidder registration with the State of Indiana

More information on these requirements can be found on the IDHS Grants Management page.

AWARD LIMITS

Applications through the MIH Grant program will be up to $100,000 issued in ALL total grants for this cycle. The EMS Commission has not established a maximum award for any single applicant/entity, but the goal is to reach a handful of provider organizations with supplemental funding. An estimate of $15,000 to $20,000 per award is reasonable, although the Commission could adjust if there are applications that merit higher funding for ingenuity, collaboration among organizations or meeting several of the priorities of this notice of funding opportunity.

Funding availability will be subject to a grants contract and approval with IDHS, followed by status updates submitted periodically by the recipient during the grant period.

FUNDING GUIDELINES

Existing funds for a project may not be displaced by funds awarded through the MIH Grant program and reallocated for other organizational expenses.

Funding requests may be for any costs related to a MIH program including personnel costs, equipment, or vehicle.

PRIORITY AREAS

Funds made available through the MIH Grant Program may only be used for and must be consistent with the development and implementation of a MIH program. Priority will be given to new programs or the expansion of an existing program to include additional focus areas (example, an existing program that focuses on hospital readmission seeks to expand to do a program that addressed mental health within the community).

Priority areas include:

- New programs or expansion of existing programs
- Programs with a demonstrated community need
- Programs that include cross-disciplinary cooperation to address a community need
- Programs that propose matching funds for the program

BUDGET

When completing the budget, please consider if the budget items requested are reasonable, necessary and allowable under the funding stream. Furthermore, please include sufficient justification to explain the necessity of each budgeted item.

APPLICATION EVALUATION

The applications will be reviewed by the Mobile Integrated Health Committee upon recommendation of IDHS staff and with a final approval by the EMS Commission.

The anticipated timeline for review in MIH Committee review on **July 14, 2021**. A special session will be held for the EMS Commission in August to do formal approvals.

Application submission does not guarantee funding.

AWARD NOTIFICATION

The Mobile Integrated Healthcare Coordinator will contact MIH Grant sub-recipients via email when funding determinations have been finalized. If awarded funding, MIH Grant sub-recipients will receive an award letter including the following information:

• Sub-recipient name

• Sub-recipient award amount

• Sub-recipient performance period

The award letter will provide any special conditions that must be met or resolved prior to reimbursement.

Sub-recipients must confirm acceptance of the MIH Grant award. Directions for acceptance can be found within the award letter.

All funding decisions are final. IDHS, the MIH Advisory Committee and the EMS Commission can consider additional factors other than those listed within this NOFO.

NOTE: IDHS must run clearance checks with the Department of Workforce Development, Department of Revenue and Indiana Secretary of State. If an applicant is not in good standing or has an outstanding issue with the state of Indiana, the applicant cannot receive an award or go through the contracting process until these issues are addressed and made current. In the event IDHS finds an entity does not pass a clearance check, IDHS will notify the organization and for corrections to be made with the issue. IDHS cannot correct this issue for you.

REPORTING

PROGRAM AND REIMBURSEMENT

A report schedule will be provided to sub-recipients following award notification. Program and fiscal reports serve an important function within the overarching grant cycle. Program reports can serve as a means of communication between sub-recipients and the Mobile Integrated Healthcare Coordinator. For example, the sub-recipients are asked to indicate if barriers exist to achieving project success. IDHS Grants Management asks this question to determine if technical assistance is needed to assist sub-recipients. The information entered into the program reports is critical to ensuring the MIH Grant program is supported in future congressional sessions.

Program reports are a requirement of the MIH Grant program and should be submitted in a timely fashion. Incomplete, incorrect or late reports could impact an applicant's ability to receive future grant funding with IDHS. Program reports will need to be submitted and approved before reimbursement can be made.

CLOSEOUT REPORTING REQUIREMENTS

The Mobile Integrated Healthcare Coordinator will close out the grant sub-award when all applicable administrative actions and all required work of the award have been completed by the sub-recipient. This section summarizes the actions that the sub-recipient must take to complete the closeout process in accordance with IDHS policy and procedure.

Within 30 days of the end of the period of performance, sub-recipients must submit a final program report detailing accomplishments throughout the period of performance and a qualitative summary outlining the impact of all the accomplishments grant funds supported. If the final program report omits activities, the report will be returned, and additional information will need to be included to satisfy this requirement.

Funding obligations must be made prior to the end of the performance period listed in the grant agreement. All outstanding expenses must be paid and final requests for expenditures must be submitted within 30 days of the end of the period of performance.

DATES TO KNOW

Application Deadline: July 9, 2021

Period of Performance: July 1, 2021 – June 30, 2022

(Contracts executed in August of 2021, Distribution of Funds around September-October of 2021).

Liquidation Period: July 1, 2022 – August 1, 2022

MONITORING

The Mobile Integrated Healthcare Coordinator will monitor sub-recipients as a requirement of the award to assure compliance with applicable state requirements and verify performance expectations are being achieved.

APPENDIX A: APPLICATION INFORMATION

The online FY22 MIH Grant program application is available through the IDHS grants management system and is to be completed through IDHS's grants management system, iGMS.

Applicants without an active account with iGMS should complete the following steps to obtain an iGMS user account:
1. Complete the New iGMS User Form.
2. Return the New iGMS User form to kkinney@dhs.in.gov.
3. Enter "FY22 MIH Grant program: New iGMS user" into the subject line of the email.

After applicants receive notification that an account has been established in iGMS, all user contact information must be entered into their iGMS account. **No applications can be submitted until user information has been entered within the "Contact Info" tab** (located at the top of the iGMS dashboard, to the left of the "Logout" tab and is in green font).

Applicants with an active iGMS user account can log into iGMS and begin working on the grant application without submitting a new user form.

APPLICATION MECHANISM
Once the applicant has all the required information listed within this NOFO and is logged into iGMS, applicants should click on the following buttons or select from the drop-down menu to begin their application:
1. Click "Create new proposal" under 'My Proposals' header on the top left side of the screen.
2. Select the FY22 MIH Grant program application from the drop-down menu under 'Proposal Template.
3. Type in the title of your application in the 'Title' field box.
4. Click the 'Create' button to get started.

Application and application process shall be developed by IDHS and include the following elements, at a minimum:

    A. Applicant Information
       1. Organization information
       2. Project location
       3. Project officials
       4. Project Director: main point of contact
       5. Fiscal Agent
       6. Alternative Contact
       7. Signatory (individual that will execute the grant agreement)
    B. Project Title and Funding Profile
       1. Project Title
       2. Project Summary
       3. New or Continuation Project
       4. Source of Funding for matching component(s)
    C. Goals, Objectives & Outcomes

D. Project Analysis
1. Problem Statement & Analysis
2. Project Description
3. Funding Sustainability
4. Challenges
5. Project Milestones
6. Budget

APPENDIX B: REQUIRED REGISTRATIONS

SUPPLIER/VENDOR REGISTRATION WITH THE STATE OF INDIANA

The terms supplier and vendor are interchangeable and are stated differently in different systems. Applicants must be an active supplier/vendor in good standing with the state of Indiana. To register as a supplier/vendor with the state, please visit the State of Indiana Auditor's website at: http://www.in.gov/auditor/924.htm and complete the **W-9 Form** and **Automated Direct Deposit Authorization Agreement SF# 47551**. Applicants must use the IRS legal name of the entity on these forms.

Please send the completed forms to the IDHS Grants Management Section inbox: grants@dhs.in.gov with the subject **"Supplier/Vendor Number Application for [insert organization's name here]."**

Once received, the forms then will be given to a project manager to ensure a timely registration. Please plan accordingly and allow for a minimum of 10 business days for this registration process to be completed once forms have been submitted. IDHS must relay this information to the Auditor's office for processing and does not have control over the speed at which they are processed. High volume of requests to the Auditor's office will sometimes delay this process more than two weeks.

Once the completed forms have been processed and a number has been generated, IDHS Grants Management staff will contact the applicant with the assigned supplier/vendor number.

Applicants who are unsure if their agency has already been registered should submit a Grants Support Ticket (click on link) for verification. **An agency can only have one supplier/vendor number, because it is linked to the agency's federal tax ID number (FEIN).** To verify the supplier/vendor information on file with the state, IDHS will need to have the correct FEIN.

BIDDER REGISTRATION WITH THE STATE OF INDIANA

The state of Indiana requires all entities that receive funds from the state to be registered as a bidder. **An applicant can begin the bidder registration process while a supplier/vendor number is being processed.** There is no cost to become a registered bidder and the process takes approximately twenty minutes to complete.

To become a registered bidder, applicants must go to this link: https://fs.gmis.in.gov/psc/guest/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?& . After clicking on the link, click on the "Register Bidder" tile to start the registration process.

Support and new bidder profile training videos can be found here: https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/ .

The state of Indiana will run a nightly batch process that will link your supplier/vendor number to your bidder registration number, but this process will not occur if your bidder registration is not fully completed. **You will not be able to receive any funding if these two numbers are not synced.** If these processes have already been completed, the requirement has been met. **Applicants should not duplicate the processes**. Please keep in mind that until these processes are complete, a grant application will not be accepted.