

Attachment F
Question and Answer Template
RFF 2023-006

| Question Number | RFP Document | Section Number | Page | Question | State Response |
|-----------------|--------------------|----------------|-------|---|--|
| 1 | Main Document | II.B. | 7 | [Redacted 1] is a for-profit, enrolled Medicaid provider that currently holds various contracts with the State of Indiana. [Redacted 2] is a 501(c)(3) that also holds various contracts with the State of Indiana. In the performance of these contracts, [Redacted 2] utilizes or "leases" staff from [Redacted 1]. Is it permissible for [Redacted 1] and [Redacted 2] to partner in submitting a response to the RFF as long as one of the agencies is identified as the prime grantee in accordance with the RFF? | [Redacted 1] is eligible because it is an enrolled Medicaid provider (eligibility category D) provided that it has a Provider Type Code and Description of 11. [Redacted 2] is eligible because it is a 501(c)(3) (eligibility category C). Provided they provide or oversee the provision of mental health and/or substance use disorder care, the two contemplated entities may apply as partners. One entity must be identified as the "prime grantee" and fiscal agent in the submitted application. |
| 2 | Main Document | II.B. | 7 | Are limited liability companies eligible to apply for this RFF? | A limited liability company (LLC) may be eligible to apply if it meets one of the eight types of eligible entities described in RFF Section II.B. By way of example, an LLC that is a training or other workforce provider would be eligible to apply for funding. |
| 3 | Main Document | II.J. | 13 | Can you please post or send the link to view the informational webinar? The ZOOM link did not work at the time of the webinar. Thank you. | The Informational Webinar occurred on March 1 at 11:00 AM EST. The Informational Webinar recording and PowerPoint presentation can be accessed on the DMHA Funding Opportunities page at the following link under "RFF 2023-006 - Workforce Innovation": https://www.in.gov/fssa/dmha/dmha-federal-funding-opportunities/ . |
| 4 | Main Document | II.C. | 8 | Is there a recommended grant request amount or request range? | No, DMHA does not have a recommended grant request amount or request range. Applicants should note that this grant program is one of several existing initiatives that will be funded by the \$100M in federal American Rescue Plan Act funds that were appropriated to FSSA through House Enrolled Act 1001 of the 2021 legislative session. If necessary, DMHA reserves the right to make awards in the partial amount requested and collaborate with Applicants to adapt and finalize their program plan in alignment with the final award amount. |
| 5 | Main Document | II.B. | | We are a nonprofit (501c3) who work closely with our community partners. We would not classify ourselves as a "behavioral health provider" or an entity that "provides or oversees the provision of mental health and/or substance use disorder services". We are a nonprofit entity that provides coordination of community resources, linkages to care, and seeks to have a systems-level impact, and work closely with entities that are CMHCs, providers, governmental employees, etc. and would apply as the prime for a community partnership application. Without all of our individual specifics, we read the grey box that we are eligible because we're a nonprofit who works with the other entities on the list. Are we reading that correctly? | Yes, 501(c)(3) entities are eligible to apply provided they directly provide or partner with an entity that provides mental health and/or substance use disorder services (see RFF Section II.B). Please note that, to be considered for funding, all Applicants must submit proposals that address the Objective of this RFF, namely increasing workforce capacity and/or enhancing the quality, recruitment, and retention of the behavioral health workforce. |
| 6 | Main Document | II.D. | 9 | It appears that all costs (except capital costs) are allowable under this RFF. Just verifying, that would include the costs to hire Community Health Workers (CHWs) and Peer Support Specialists to increase access to care/system navigation. | Yes, Applicants can submit proposals that meet the Objective and Priorities of this RFF, including hiring additional staff to increase access. Applicants should note that sustainability beyond this grant opportunity will be a Key Consideration in the evaluation of all proposals. |
| 7 | Main Document | II.D. | 9 / 6 | Expenses not directly tied to workforce recruitment/hiring/incentivization/retention/etc. are allowable, as long as the expenses tie directly back to the objective of increasing access to SUD treatment, prevention, and recovery services - is that correct? | The purpose of this grant is to support workforce recruitment and retention so that access to services / capacity for providers can be positively impacted. KPI's for this grant should be written to support recruitment and retention efforts. Retention efforts may not mean you are hiring additional workforce, but proposals should clearly outline how the Applicant will use funds to improve workforce as a strategy that supports access to services. |
| 8 | Technical Proposal | Q7 | 6 | How do we find if our county itself is in a HPSA? Or is that information that we just provide the county and you all identify if we're in a shortage area? | Applicants will not be asked to determine whether they are in a HPSA; Applicants will only be asked to list the counties their proposed programming serves in Question 7 of the Technical Proposal. For purposes of addressing potential eligibility for Priority Points, DMHA will cross reference individual counties with the appropriate catchment area to determine whether the proposed programming will serve populations that live in HPSAs. However, interested Applicants may learn more information about HPSAs and identify their county's HPSA here: https://data.hrsa.gov/tools/shortage-area/hpsa-find . Please note that counties are aggregated into catchment areas that cluster around multiple counties. |
| 9 | Main Document | II.J. | 13 | We were unable to attend the webinar on 3/1. Is there a recording of it available for us to watch? | Please reference the answer provided in Question 3. |
| 10 | Main Document | II.B. | 7 | Can [Redacted] apply for this funding to cover its behavioral health workforce recruitment and retention needs organization-wide (in all service lines where there is a need)? Or are we required to apply for recruitment and retention needs in only one service line? | Systemic approaches to workforce development are always beneficial. It would be appropriate to use a single application to apply for need across your full system of service delivery. |
| 11 | Main Document | II.D. | 9 | Can we request funding for multiple endeavors, or does it have to be narrowed down to a specific development/population of workforce? | Yes, Applicants may request funding for multiple projects as long as they meet the Objective of this RFF. However, DMHA will carefully analyze Applicants' sustainability plans and proposed outcomes in its evaluation of applications. |
| 12 | Main Document | II.C. | 8 | What is the maximum percentage of administration costs we can included in the budget? | While the State has not identified a maximum for administrative costs specifically, the Application would need to effectively demonstrate how those administrative costs are justified in terms of impact on identified KPIs. This funding opportunity is intended to provide great flexibility that is defined locally; however, justification of funding requests as it relates to identified KPIs will be key. |
| 13 | Technical Proposal | | | Does the grant require matching funds? If so, is this included in the budget template? | No, this funding opportunity does not require a grant match. However, grant match and other pooled resources will be considered in assessing an Applicant's potential eligibility for Priority Points associated with the demonstrated commitment to pooling resources together with community partners. Accordingly, the State is interested in gathering information regarding any secured grant match in Question 21 in the Technical Proposal, including the entity/entities that will be providing grant match, their name and contact information, the match amount and/or type of match. |

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| 14 | Main Document | II.D. | 9 | There is a statement "State reserves the right not to award funding if the State believes it is duplicating funding the Applicant has received within the past 18 months or is currently receiving elsewhere for the proposed project costs". What other grant info should be disclosed? Where should this be disclosed? Example-if we are receiving CCBHC funds from SAMHSA does this need to be disclosed? | Applicants should briefly describe any grant awards for the proposed project costs in the previous 18 months (if applicable) in their Grant Budget Narrative. An amended Grant Budget Narrative has been posted with the RFF package to explicitly identify this question. Please note that Applicants may request funding for any proposed activities that does not duplicate funding received from another grant or donation source in the last 18 months. Specifically, Applicants cannot request funds to be used for the exact same cost or activity already paid for from another source of funding. For example, an Applicant may propose funding for the continuation of an activity that received previously funded by a different source, as long as it is supplemental to the previous funding received rather than duplicative. However, if the Applicant received funding for the activity through completion of the activity, the Applicant may not request funds for that activity. In the example provided, CCBHC funds from SAMHSA would only need to be disclosed if they are being used to fund the same project as proposed in your Application to this RFF. |
| 15 | Main Document | II.D. | 9 | Would an eligible expense be staff wellness items such as gym memberships? | Workforce wellness is certainly a reasonable topic for the Application. Still there will be a need to demonstrate how an intervention relates back to recruitment or retention and/or what data is being used to identify that specific intervention as one that will increase retention (e.g., staff survey; health stats; etc.) |
| 16 | Main Document | II.C. | 8 | What is the maximum amount of funds that can be requested? | Please reference the answer provided in Question 4. |
| 17 | Main Document | II.D. | 9 | Would software development / configuration be eligible (direct ties to recruitment / retention with reduced administrative burden) or would that be considered a capital expense and therefore ineligible? | Yes, the State is interested in receiving applications requesting funds for software development / configuration as long as it directly furthers the State's Objective to increase workforce capacity and/or enhance the quality, recruitment, and retention of the behavioral health workforce. The State recognizes software may be considered a capital expenditure; for the purposes of this RFF, this type of funding request is not disqualified from consideration and will be eligible for award. Please note that if software development / configuration is ultimately determined to be a capital expenditure, some additional Grant Agreement language may be required. |
| 18 | Main Document | II.B. | 7 | We have several distinct organizations (separate EIN's and/or 501c3s) related to mental health who fall under a single umbrella organization which provides a collective sharing of resources. Should we apply as a Community Partnership or as an Individual Entity (our umbrella org which is a 501c3) that has formal partnerships with the other entities? | Any grant issued pursuant to this RFF requires a prime grantee. The term Community Partnership refers to a grant agreement between the State and multiple entities, rather than a special classification. In your instance, whether you use the umbrella organization or subsidiary to apply, a prime grantee will need to be identified. |
| 19 | Main Document | II.A. | 5 | Can the state further define what "(d) providing programs or strategies that increase workforce capacity" would involve? | The State is interested in a wide variety of proposals including proposals for any program or strategy that results in growth and quality of the behavioral health workforce. Examples could include: 1) Reorganization of work tasks that ensure existing workforce is functioning at the top of their credentials; 2) hiring additional staff so that case loads / case management workload is manageable (as defined by the Applicant); 3) establishing partnerships that provide supportive services in a way that improves timely access to clients for clinical support. |
| 20 | Main Document | I. | 5 | Is there a plan for the state to work on reducing administrative barriers to allow more qualified individuals to work as behavioral health professionals? | Yes, DMHA acknowledges that administrative barriers related to behavioral health workforce exist and will continuously support strategies that help address those barriers. |
| 21 | Main Document | II.A.3. | 6 | What is the intention or further definition of centering "cultural humility"? | "Culturally humility involves an on-going process of self-exploration and self-critique combined with a willingness to learn from others." Building a workforce that centers cultural humility not only takes into account the need to have a culturally competent and culturally reflective workforce but also a workforce that is committed to ongoing self-evaluation that considers the experiences of others. Centering cultural humility contributes to enhanced quality of the behavioral health workforce and enhanced quality of behavioral healthcare. |
| 22 | Main Document | I. | 3 | Do programs that attempt to reduce currently existing wait times for psychiatric and/or therapy services count as "improved access to care"? | For the purpose of this grant, if the strategy to attempt to reduce currently existing wait times for services includes workforce recruitment and retention efforts, then yes. A successful Application needs to make the connection to workforce as a strategy very clear. |
| 23 | Main Document | I. | 5 | Could you explain or give examples of what is meant by "formalizing a partnership with other entities"? | In accordance with the RFF, DMHA would like to encourage collaboration and innovation through this funding opportunity to facilitate partnerships, whether those partnerships have pre-existed or are novel partnerships developed in response to this opportunity. A demonstrated commitment to formalizing a partnership with other entities can be achieved through Memorandums of Understanding or contractual agreements, letters of support, and/or a detailed Technical Proposal that addresses the purpose of this partnership and why this partnership will advance your proposed outcomes. |
| 24 | Main Document | | 9 | What types of grants do we need to include in our list? How far back do we need to go when reporting these grants? | Please reference the answer provided in Question 14. |
| 25 | Main Document | II.D. | 9 | Are stipends allowable as part of this funding? | Yes. It is very important that in the Sustainability Plan section of the Technical Proposal, you address how this strategy can / will be maintained after the grant funding is spent and no longer available. |
| 26 | Sample Grant Agreement | Item 13 | 8 | What would intellectual property rights be if using pre-developed curriculum? Would we be required to turn over previously developed curriculum as part of the community of practice? | No, you would not be required to turn over pre-developed proprietary curriculum because materials developed prior to this grant are not considered property of the State. |
| 27 | Main Document | II.B. | 3 | I am requesting clarification if our company is eligible to apply for this grant. We are a privately owned S-Corp (for profit) but also an ESOP (employee owned) statewide company that provides Wraparound Facilitation via DMHA (HCBS Medicaid Waiver funds). We work collaboratively with Child Advocates, CMHCs, schools, and other community partners. Please advise if as an HCBS provider of DMHA Wraparound Facilitation services we are eligible to apply for these grant funds? | Yes, entities that are enrolled in Medicaid for the provision of mental health or substance use disorder services are eligible for this opportunity. |
| 28 | Technical Proposal | | | It was noted on webinar that there needs to be a listing of other grants for this proposal. My company has several different divisions and the others are not related to DMHA or mental health. Do we have to submit a comprehensive list of all grants received via DMHA and/or related to behavioral health or all grants received for the entire company regardless of division? | Please reference the answer provided in Question 14. |
| 29 | Main Document | II.B. | 3 | Can a subcontractor that is a for-profit but does a great deal of charity work be a subcontractor of the lead agency? | Please reference the answer provided in Question 2. |
| 30 | Main Document | II.A.1. | 6 | Can some funds be used for a sign on bonus to attract new staff? | Yes. It is very important that in the Sustainability Plan section of the Technical Proposal, you address how this strategy can / will be maintained after the grant funding is spent and no longer available. |

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| 31 | Main Document | II.A.1. | 6 | Can some funds (a percentage) be allocated to help an employee with student debt - New staff or current? | Yes. It is very important that in the Sustainability Plan section of the Technical Proposal, you address how this strategy can / will be maintained after the grant funding is spent and no longer available. |
| 32 | Main Document | II.C.1. | 8 | Does the DMHA have standard reporting documents in order for the fiscal agent to gather the same information from each partner? | Awarded grantees will be required to report on their use of grant funding and progress towards KPIs/defined outcome measures. A standard format for grantees to report information to the State will be developed once grant awards have been made. However, it will be the prime grantees responsibility to collate information required for reporting from sub-grantees and ensure submitted reports capture information on behalf of the entire community partnership. |
| 33 | Grant Budget Proposal | III.B.1 | 14 | In regards to the submitting the grant, will supplemental documentation be a separate attachment? | Yes, please submit supplemental documentation separately as an attachment to your Grant Application. |
| 34 | Main Document | II.C.1. | 8 | Will the fiscal agent have access to compensation and benefit funding in advance? We nor our partners have excess funds to compensate staff and pay benefits on our own; prior to being reimbursed. | No, grantees will receive all grant funds through reimbursement. Grantees will be able to invoice for reimbursement for expressly allowed items and services as described in the Grant Agreement. |
| 35 | Technical Proposal | II.A.1. | 3 | Does the proposed program have to meet each of the priorities or is it possible to only address retention? | Proposed programming may meet one or multiple of the Priorities of this RFF. |
| 36 | Main Document | II.B. | 3 | We are a Medicaid provider, however Medicaid clients are a small percentage of our overall business. Our primary work is through contracts with 1) Department of Child Services 2) Circle Around Families 3) Choices. Since being a Medicaid provider qualifies us for this grant, would the funds need to be used only for our Medicaid staff/program? Or, could funds be used within any of our programs? | Not necessarily. Being a Medicaid provider is one of the criteria that makes an Applicant eligible to apply for funding, but certainly not the only one. Still collaboration with other organizations to address the identified priorities is strongly encouraged. |
| 37 | Main Document | II.D. | 9 | Can grant funds be used to reimburse staff for college tuition, while having the staff sign a contract to remain with the agency for a certain amount of time? | Yes, strategies that address the barriers created by high costs of higher education are reasonable. It is very important that in the Sustainability Plan section of the Technical Proposal, you address how this strategy can / will be maintained after the grant funding is spent and no longer available. |
| 38 | Main Document | II.D. | 9 | Can grant funds be used to send staff to licensure exam training preparation courses? | Yes. It would be important to demonstrate how those fees / trainings create barriers for new / existing workforce. It is also very important that in the Sustainability Plan section of the Technical Proposal, you address how this strategy can / will be maintained after the grant funding is spent and no longer available. |
| 39 | Main Document | II.D. | 9 | Can grant funds be used to provide regular retention bonuses to our staff? | Yes. It is very important that in the Sustainability Plan section of the Technical Proposal, you address how this strategy can / will be maintained after the grant funding is spent and no longer available. |
| 40 | Main Document | II.B | 3 | I am reaching out on behalf of [Redacted]. We are interested in applying for this grant to assist us with opening an outpatient center or to help us with providing additional professional development for our current providers. We are currently a nonprofit residential treatment facility which works with families involved with DCS. Would we be eligible to apply for this grant? | Yes, your organization would be eligible to apply providing your Application meets the other general requirements, including demonstration of collaboration as well as approaches that enhance the behavioral health continuum of care through recruitment and retention of behavioral health professionals. |
| 41 | Main Document | II.D. | 9 | Can these funds be used for national efforts or just state wide? | The Applicant would need to demonstrate clearly how those efforts would impact behavioral health workforce and workforce impact at the local level in their Application. |
| 42 | Main Document | II.F.3 | 10 | Will reporting requirements be based on the KPI's listed in our individual proposals, or are there other items for which we will be required to report out? | Reporting requirements will be informed by the KPIs listed in your individual proposal. Please note that DMHA will collaborate with each grantee to finalize KPIs and, as applicable, any additional data points required for reporting to be memorialized in each Grant Agreement. |
| 43 | Main Document | | | Can you provide the CFDA number of the federal funding? | 21.027 |
| 44 | Main Document | | | Is it expected that funding will be widespread or is it the State's plan to focus on limited programs? | The State is interested in funding a wide variety of proposals and does not have a preference towards awarding limited or widespread programs. The State encourages Applicants to describe the need in your service area and how your proposed programming will help meet that need. |
| 45 | Main Document | | | Is this considered a cost reimbursed or performance contract? | Please reference the answer provided in Question 34. |
| 46 | Main Document | | | Could funding be used to expand a program already grant funded? Like expand from institution only to community? | Yes. |
| 47 | Main Document | | | We have a summer camp program where we are trying to improve the ability of our counselors to respond to behavioral health needs. They are not providers and are short term employees, but there will be impact on the attendees. Is that something that would be eligible, or does it need to be geared towards full time mental health professionals? | Possibly, if your Application makes a connection between training provided and entry into behavioral health (i.e., early workforce development). For example, these counselors are potentially entering the behavioral health workforce or continuing education in a behavioral health field. There might be other ways that the program is connected to behavioral health workforce recruitment and retention; however the connection to the funding priorities needs to be apparent. Additionally, use of funding to address local and regional needs must be demonstrated. |
| 48 | Main Document | | | You have talked about the emphasis on innovation. Are there recruitment and retention strategies that you would rule out as a rule of thumb as not innovative? | Not necessarily. The emphasis on innovation is intended to provide room for Applicants to creatively address long-standing challenges and / or challenges that data predict will continue and worsen. Applicants should consider what is not currently working in regard to their existing workforce capacity and be thoughtful in how they can improve that circumstance. |
| 49 | Main Document | | | Can we apply for funding of currently unfunded, but already commenced efforts to develop staff? | Yes. Please provide context in Question 6 of your Technical Proposal to help DMHA understand efforts to date and proposed future efforts. |
| 50 | Main Document | | | Do the results of this funding need to result in professional credentialing for mental health providers? Or could it be certifications for long-term volunteers providing mental health services? | This funding opportunity is not limited to supporting the development of licensed mental health professionals. Proposed programming aimed at supporting workforce development at all levels is also desirable (including Peer Specialists and other unlicensed professionals, mid-level professionals, etc.). |
| 51 | Main Document | | | Is a workforce marketing and outreach approach able to be considered? | Marketing and outreach effort could be considered recruitment strategies. Applicants should identify measurable impact desired from this type of campaign through their KPIs. |
| 52 | Main Document | II.D. | 9 | Can funding be requested for staff salary reimbursement? | Yes, funding can be used to provide payments to staff through salary, bonuses, stipends, etc. It is very important that in the Sustainability Plan section of the Technical Proposal, you address how this strategy can / will be maintained after the grant funding is spent and no longer available. |
| 53 | Main Document | II.D. | 9 | Can you elaborate on "capital expenses"? Is that bricks and mortar expenses or more broad? | For the purposes of this grant, capital expenses include brick and mortar costs, land building and facilities and equipment. However, we will entertain requests for intellectual property such as software (please reference the answer provided in Question 17 for additional information). |
| 54 | Main Document | | | If we were to ask for a certain amount and you accepted the proposal but at a lesser amount than requested are we obligated to move forward with the smaller amount? | No, the execution of a Grant Agreement between a grantee and DMHA requires agreement from both parties. To that end, Applicants that receive a partial award may decide whether to move forward or withdraw from the application process. |