

Last updated: 10/22/2019

Note: This is a live document and will be updated regularly as new questions are posed.

IN CAREs ECHO RFP Frequently Asked Questions

1. Can an organization apply for more than one county?

We would recommend not applying on behalf of multiple counties as the goal of the grant is to build county-specific infrastructure. Additionally, it may be difficult for one grant applicant to coordinate key players across multiple counties. We do understand, however, that organizations and the work they carry out can cross county lines, especially in smaller and/or rural counties. For organizations that decide to apply on behalf of two or more counties, ISDH recommends building a strong case in your application as to why. Applications that include counties with little overlap in services or stakeholders will not be considered.

2. Can I access the Oct. 2 webinar online?

The archived webinar can be found here: <http://videocenter.isdh.in.gov/videos/video/3851/>

3. Does an organization have to implement all the activities listed under a strategy?

No, applicants do not have to implement all the activities listed under a strategy. Applicants can implement simply one activity that is listed or propose something different. The activities listed are merely suggestions. ISDH attempted to provide applicants with a framework of the possible activities. Applicants can deviate from the list, as long as the new proposed activities fit into the general "theme" of the strategy and do not involve ineligible activities (see RFP for more details on ineligible activities).

4. How are the funds disbursed to the recipients?

ISDH provides grants on an ongoing reimbursement basis only. Once the grant agreement is signed by all parties, we will send the grantee an electronic copy of the agreement, a copy of the purchase order and an invoice template. This will allow grantees to invoice monthly, request budget changes, and will also help the grantee keep track of their expenses.

5. Does the hub serve as the fiscal agent and therefore all funds run through them or do the entities that have committed to the activity or activities in each strategy receive funds directly?

The hub at the Fairbanks School of Public Health serves solely as the educational/subject matter expert hub. ISDH handles all financing and grant fund distribution. ISDH will distribute funds to the main organization applying (i.e. whoever the "community convener" is). The community convener is then responsible for distributing the funds to all the partner organizations within the spoke team.

6. On page 5 of the Request for Proposal, it references “exceeding the page limit.” Is there a page limit per strategy?

That is an error. ISDH was originally planning on having applicants submit a Word document with their written proposals, but later switched to the REDCap system, so that is no longer applicable. However, there are word limits for some of the questions (found in the REDCap application).

7. Since ISDH aims to pick only one applicant per county, if we reach out to another organization that is applying in our county and they do not want to work together, can we still apply on our own?

Yes, though ISDH strongly encourages collaboration to create a cohesive and coordinated community response to the drug overdose epidemic.

8. Is there a Word or .pdf template for the grant application that can be provided to help us prepare in advance the information that is requested for the application?

Please email the points of contact listed in the RFP if you are interested in receiving a copy of this.

9. Does the maximum funding for each strategy encompass a single activity or all the activities listed in the strategy? For example, if we had three separate activities under strategy 2, would the maximum funding be \$25,000 or \$75,000?

The maximum funding for each strategy is \$25,000 (applicable to strategies 1-3) regardless of the number of activities implemented within a strategy. The activities under strategy 4 have varying funding amounts.

10. If an organization is chosen as a spoke and receives funding, is it guaranteed that it will be fully funded for all proposed activities?

No, ISDH reserves the right to partially fund an organization, depending on the funding available and the strength and feasibility of the proposed activities.

11. Can the RFP have specific focus groups that are more vulnerable to overdose (e.g., black, Latino, white, disabled, people with specific mental disorders)?

Yes it can.

12. Will organizations be allowed to alter projects proposed with input of the established spoke team?

Awarded organizations will be able to alter proposed projects, as long as a) it is within reason, b) with ISDH approval, c) the altered project aligns with the overall goals of the Overdose Data to Action grant, and d) the altered projects do not include ineligible activities (see RFP for more information on ineligible activities).

New questions added 10/22/19:

13. Regarding the activity, “Partner with a local coroner to provide the ISDH monthly data on suspected drug overdose decedents”, can you provide more information about what this activity entails? What types of activities are allowable for the \$10,000 of allocated funds?

To more rapidly detect overdose outbreaks or sharp increases in overdose deaths, ISDH is looking to partner with coroners to collect preliminary data on suspected overdose deaths (i.e., deaths suspected to involve substances before receipt of forensic toxicology data). If you are interested in participating, you will be asked to provide some identifiable information on the decedent on a monthly basis. ISDH is still in the process of working with the CDC to establish a case definition and to identify which data variables we will be collecting. The data requested will likely include minimal identifiable information as well as some background on the drug overdose scene.

Funding must be spent to **directly support** the goals of the project. The proposal must clearly illustrate how the allocated funds will help the coroner report the suspected drug overdose deaths. Funding can be provided directly to coroners or other staff as salary.

14. Can applicants upload additional attachments such as a Memorandum of Understanding (MOU) or a coalition’s membership list to the application?

Yes. ISDH has added this option to the REDCap application form (see last section of the online application form under “budget”).

15. What happens if an agency is involved initially but ends up not being able to fulfill their activity identified in the proposal due to staff changes, etc.?

ISDH would work with the spoke to rectify the situation and see what available options there are moving forward. The expectation is that all funds would be spent by the spoke teams. All final claims and reports must be submitted to ISDH within sixty (60) calendar days after the expiration of the grant agreement between ISDH and your agency. Payment for claims submitted after that time may, at the discretion of ISDH, be denied.

16. Can applicants pay for staff wages to attend events? For example, can we pay first responders to attend a training? Can we pay for staff to host community events or activities related to the grant?

Yes, as long as the events and trainings are related to drug overdose.

17. Do we need letters of support from partners?

No you do not. However, in the section that asks “which partners will come together to form the spoke in your county/region?” please thoroughly explain which organizations have agreed to be a part of the spoke.

18. Can food for working meetings of the group be covered?

No it cannot.

19. Can you provide more information on the activity, “Implementation of post-overdose protocol in partnership with a hospital?”

This project would entail replicating/adapting the post-overdose protocol that Clark County has been able to implement as part of the Overdose Response Project. You can see more about the ED part of their project here: <https://www.in.gov/isdh/27881.htm>.