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State of Indiana

Division of Mental Health and Addiction
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INDIANAPOLIS, IN 46204-2739

RFF-2023-004
Question and Answer Document
FOR
Transition Aged Youth Programming

Q: Can you provide more specific guidance in terms of expected outcomes and outcomes measures?

A: Specific outcomes will be determined by the providers proposal. The overall outcome is to support youth and young adults transition to the adult system.

Q: Is the target population all transition aged youth aged 14-26 in our service area, or just those youth determined to have Serious Mental Illness-Severe Emotional Disturbance?

A: This funding opportunity can only fund proposals that are serving transition aged youth identified as having SMI-SED. However, it is encouraged to be creative in proposals. If there are match opportunities to blend funding, this would allow for the target population to expand, beyond SMI-SED. For this, proposals would need to demonstrate procedures in ensuring this grant is only supporting the SMI-SED clients.

Q: Can you elaborate on eligible/ineligible costs for the grant funds?

A: Ineligible costs are listed in the RFF document. Eligible costs can cover, salary, training, administrative cap, evidenced based programming/training. Ineligible costs can include, but not limited to:

- Food
- Capital purchases such as buildings etc.
- Treatment participation incentive or transportation (i.e., gas cards etc..).

Q: Does the word “participant” refer to the students we are serving in the category of “Participant Travel” on Attachment C?

A: For the purpose of Attachment C, “participant” does refer to the individuals being served through this funding stream. If the form is not applicable, please indicate so on the form.

Q: Is there an application length or word count?

A: There is not an application length or word count. We encourage respondents to be concise in their proposals, while still ensuring substantive information is provided, following the directions within the RFF.



Q: For the SMI population do participants need to have a current diagnosis or is this a preventative service to help with engagement and linking to services?

A: This funding opportunity can only fund proposals that are serving transition aged youth identified as having SMI-SED. However, it is encouraged to be creative in proposals. If there are match opportunities to blend funding, this would allow for the target population to expand, beyond SMI-SED. For this, proposals would need to demonstrate procedures in ensuring this grant is only supporting the SMI-SED clients.

Q: What can be included in the 'other' section of the budget?

A: Any budget requests that do not appropriately fit into the other budget pages, will be added to "other". If there is a page that is not applicable, please just indicate that.

Q: Is there a preferred list of curriculums to utilize for this project

A: For the purpose of this RFF, there is not a *preferred list of curriculums*. The only requirement around the curriculum/programming must be an evidence-based program for the target population. We encourage respondents to be creative in identifying a new evidence-based program and/or supporting an existing evidence-based program.

Q: Can we include fees for service learning and social emotional learning into the budget? If so, what restrictions would be included in that? (i.e., instructional groups such as drumming circle, travel to community project site, yoga instruction, self-care activities, learning to make healthy meals, etc..).

A: With this funding opportunity, service learning and social emotional learning can be incorporated into the proposal. The respondent shall ensure that the focus of these activities is on the target population. Additionally, funding should be used to either identify a new evidence-based program *or* supporting an evidence-based program.

Q: What projects have been awarded in the past?

A: We encourage respondents to research evidence-based programs for the target population. All previous and current projects can be found on the Indiana Department of Administration [website](#).

Q: Clarification requested around Attachment C Personnel Budget Staffing Detail Sheet where it says: "Staff positions must be new positions. If existing staff are hired for these positions, their previous positions must be filled by a new staff position."

A: This statement is to ensure that if key personnel are transitioned to a new project, funded by this grant that they are not using more than their allocated FTE. If the respondent is requesting to fund a program that is already in existence, this statement does not apply.

- Example: Respondent is requesting to fund identified key personnel at 100% effort. This means, that 100% effort for this staff must be solely focused on this grant opportunity.

Q: In the RFF 2023-004 Transition Age Youth announcement it states that Non-Authorized Activities include paying for promotional items. Would funding for Public Service Announcements fall under this?

A: Marketing for programming related to this grant opportunity is allowable. However, funding to be used on incentives is unallowable.

Q: Can you provide an outline of the reporting requirements and template(s), please?

A: The reporting requirements and templates are designed uniquely for each grant. Consequently, we are unable to provide a set outline of reporting/templates, prior to awarding proposals and going through the negotiation process.

Q: Are we expected to serve any number of individuals with SMI/SED? The RFF indicates that we must use an evidence-based program model to serve individuals with SMI/SED, but it's unclear if serving that population is required.

A: Number of participants served will be informed by the proposal. However, the participant population must be SMI-SED. We encourage respondents to be creative in identifying ways and commitments to engage youth and promotes maximum participation of the target population within the geographical area served by this project.

Q: If this grant is awarded, will the vendor be required to complete and submit DMHA assessments for participants?

A: Required assessments would be determined by the proposal and selected evidence-based program.

Q: Can bus passes and/or gas gift cards be purchased for participant travel?

A: With this funding opportunity, bus passes *may* be allowable. Gas cards are not allowable.

Q: Can the price of an evaluation tool be considered in the "other" line item of the budget?

A: An evaluation tool may be considered, if it is being used for the purpose of this project.

Q: [Respondent Name] is a social services agency (LLC) that is registered in Indiana and is part of a not-for-profit (501c3) entity, that is registered out of state. Will [respondent name] be eligible to submit a proposal for this grant opportunity?

A: An entity that is a vendor of the state and is *not* registered as a for profit, is allowed to submit a proposal for this funding opportunity.

Q: Are we allowed to build in administrative costs into the budget? If so, is there a maximum percentage allowed?

A: Administrative costs are allowable, up to a 5% cap.

Q: The personnel budget worksheet indicates that “if existing staff are hired for these positions, their previous position must be filled by a new staff position”. My question is if we are looking to allocate an existing staff time (e.g. 20%-40%) to the project, how would that work in terms of the expectations of replacing their position? Are we still required to replace that employee’s time if only a portion of their time is allocated to the project?

A: This statement is to ensure that if key personnel are transitioned to a new project, funded by this grant that they are not using more than their allocated FTE. If the respondent is requesting to fund a program that is already in existence, this statement does not apply.

- Example: If a respondent identifies an existing staff will provide 20% effort towards this grant opportunity, this means, if approved, 20% of their salary will be covered. 20% of this employee’s work should be focused on this specific grant funding. Please ensure appropriate internal policies and procedures are in place to track to ensure grant funding is being used appropriately.

Q: Is there a listing of eligible evidence-based programs that are allowable for this project?

A: For the purpose of this RFF, there is not a *preferred list of curriculums*. The only requirement around the curriculum/programming must be an evidence-based program for the target population. We encourage respondents to be creative in identifying a new evidence-based program and/or supporting an existing evidence-based program.

Q: On the Equipment Detail budget sheet, can you clarify the amount to be included? The worksheet indicates \$50,000.

A: Currently, the Equipment Detail Budget Sheet states “list non-expendable personal property that has an acquisition of **\$50,000** or more”. Please be advised, this should state “list non-expendable personal property that has an acquisition of **\$50.00** or more”.

The correct amount that should be on the RFF, is \$50.00 or more.

Q: Is the target population all transition aged youth aged 14-26 in our service area, or just those youth determined to have Serious Mental Illness – Serious Emotional Disturbance (SMI-SED)?

A: This funding opportunity can only fund proposals that are serving transition aged youth identified as having SMI-SED. However, it is encouraged to be creative in proposals. If there are match opportunities to blend funding, this would allow for the target population to expand, beyond SMI-SED. For this, proposals would need to demonstrate procedures in ensuring that funding from this grant is only supporting the SMI-SED clients.

Q: What is the definition of adult activities and responsibilities within the scope of work?

A: The transition to adulthood is a critical point in a young person's life. The definition of adult activities and responsibilities means any activities and responsibilities that a Transition Aged Youth will learn that will support them during their transition to adulthood.

Q: What is meant by sufficient mental wellbeing within the scope of work?

A: Ensuring clients do not need higher levels of service due to the act of transitioning systems.

Q: How does the RFF define underserved and high-risk populations?

A: Members of minority populations or individuals who have experienced health disparities. These populations can be determined by using local data as well as generally understood underserved populations (LGBTQ+ etc.).

Q: What is the RFF's definition of rural county?

A: A rural county encompasses all population, housing, and territory not included within an urban area.

Q: What credentials are recommended for job positions that will be funded through the grant for positions related to mental health and related services?

A: Credentials for job positions related to the delivery of this program area will be dependent on the evidence-based program(s) and/or activities that are identified and/or the respondents proposal.

Q: Where should the organizational chart be placed in the submission?

A: You can choose to add all documents to the end of the proposal or submit as additional attachments. If you submit as additional attachments, please ensure that the document is named appropriately (i.e., organizational chart).

Q: Are job descriptions to be placed in the budget or are they separate documents? If they are separate documents, where should they be placed in the submission?

A: Job Descriptions are separate documents. You can choose to add all documents to the end of the proposal or submit as additional attachments. If you submit as additional attachments, please ensure that the document is named appropriately (i.e., job description, organizational chart etc.).

Q: The RFF contains a form titled "Training Detail Sheet." The RFF does not refer to training, but will grant funds be provided for training of personnel in job positions that pertain to mental health and related services?

A: Training is allowable if it is deemed necessary for the program within the proposal.

- *Allowable Example:* if the respondent identifies an evidence-based program and training/materials are required, that is an allowable expense.
- *Unallowable Example:* Staff attending conference or additional training that does not directly relate back to the proposal submitted.

Q: Will a listing be provided that clarifies the order of documents for the submission?

A: Page 3 of the RFF details the way in which proposals should be organized. To ensure each section is answered, it is advised to use subheadings as shown on page 3 of the RFF.

Q: How do we show the need in the communities we will serve?

A: Please utilize local resources for data related to the *need* in the counties that are being proposed as service areas.

Q: How do we demonstrate the partnership with local agencies? Will we need a letter of support from each entity we will partner with, or will a list suffice?

A: Letters of Support are always encouraged as these show the commitment of outside agencies. However, they are not mandatory.

Q: Is the target population all transition aged youth 14-26 in our service areas, or just those youth determined to have Serious Mental Illness – Severe Emotional Disability (SMI-SED)?

A: This funding opportunity can only fund proposals that are serving transition aged youth identified as having SMI-SED. However, it is encouraged to be creative in proposals. If there are match opportunities to blend funding, this would allow for the target population to expand, beyond SMI-SED. For this, proposals would need to demonstrate procedures in ensuring that funding from this grant is only supporting the SMI-SED clients.

Q: Is there a page limit for the proposal?

A: There is not an application length or word count. We encourage respondents to be concise in their proposals, while still ensuring substantive information is provided, following the directions within the RFF.

Q: Page 2 of the RFF indicates that a job description for each grant funded position must be included. Is that job description to be the job description the organization used to hire that person? Or is the job description a description of what each staff person partially or fully funded on the grant will be doing?

A: The only job descriptions that are required are those that are directly funded by this grant opportunity.

Q: Page 8, Travel Detail Sheet says, “Travel includes travel related to grant staff travel for client services and can include travel, per diem, and overnight accommodations.” What is meant by client services?

A: The budget detail sheets are not specific to only this RFF. Consequently, there may be some sections that are not applicable. If so, please just indicate that on the form.

Q: Page 8, Travel Detail Sheet says, “Travel related to staff training must be included under Training.” What is meant by staff training?

A: If there is staff training that is needed to successfully implement this program, that can be included in this section. For example, if the respondent identifies an evidence-based program that requires training, that would be listed in this section.

Q: Pg 10 of the RFF covers budget items “Equipment Detail list.” Below the table is a note - List non-expendable personal property that has an acquisition of \$50.000 or more. There is a decimal in the number with three zeros. Would you please clarify whether that should be \$50.00 or \$50,000?

A: Currently, the Equipment Detail Budget Sheet states “list non-expendable personal property that has an acquisition of **\$50.000** or more”. Please be advised, this should state “list non-expendable personal property that has an acquisition of **\$50.00** or more”.

- The correct amount that should be on the RFF, is \$50.00 or more.

Q: Page 11 of the RFF is for “participant travel.” Does “participant travel” refer to people who might be attending a training and reimbursing their travel costs to get there? If not, how are you anticipating this budget category being used?

A: For the purpose of Attachment C, “participant” does refer to the individuals being served through this funding stream. If the form is not applicable, please indicate so on the form. The budget detail sheets are not specific to only this RFF. Consequently, there may be some sections that are not applicable. If so, please just indicate that on the form. Please use page 9 Training Detail Sheet to include any travel costs related to staff training and reimbursement.