

Strong Families, Safe Communities FAQ – UPDATED 5/27/15

Q: On Attachment 4 of the assurances document questions 1, 2 & 3 if one county is acting as the lead applicant should other county Boards be listed as subcontractors/subgrantees or should those be providers? I started to list the other counties, but question 3 specifically references data storage which will occur at provider agencies, not Boards.

A: Agreements & Assurances for this project must be submitted only by awardees, at the time of award. For purposes of Attachment 4, information about all collaborations should be included as appropriate, e.g. for question 3, only those entities that will store, access, test, maintain or backup data must be listed.

Q: For the Strong Families Safe Communities Budget --- We anticipate billing CPST for some of the project services. Do you want us to show Medicaid revenue in the budget, and if so, where do we show it?

A: The budget template provided is only asking for other fund sources and amounts that will support the project. It could include other State, Local, or Federal funds used to supplement the grant application for the project.

The budget template provided does not ask for service level details. If that information is something you want to share, it can be included in the application as a supplemental document and is not subject to the page limit.

Q: Would grant funds be able to be used to rent/lease, renovate, furnish, or possibly even pay part of a build for an emergency respite location?

A: The Strong Families, Safe Communities grant will be funded from General Revenue Funds in FY 16/17. GRF funds are appropriated over the State's two-year biennium. Generally, the State appropriates only Capital funds for leasing, renovating, or building community service projects. Generally, Capital dollars involve a 30 year mortgage and note. That is not the intended use of these dollars.

Furniture is considered a fixed asset and as such, must follow the accounting procedures set forth. A furniture/equipment form must be completed with the request. The form is located here:

<http://mha.ohio.gov/Default.aspx?tabid=500>

Q: If a second year is awarded, could year two plans change based on needs assessment and/or evaluation of first year activities?

A: We encourage grantees to reassess the needs during and after first year activities. If a grantee is awarded a year two plan, a budget and budget narrative are required at the time of application, in the POPS application system.

Q: Does each consultant/contracted provider need to be defined with the expected amount to go to each consultant or can an overall estimated amount be listed without designation?

A: If consultants are included in the project proposal, it is necessary to identify the hourly rate and estimated time/number of hours to be worked. We need to see where the dollars will be spent and for what service/purpose.

Q: The Strong Families/Safe Communities Grant, what is date by which Ohio MHAS/Ohio DD will notify applicants of decisions? The guidance states after June 11 – is there a more firm deadline?

A: Notification of award will occur ~~on or after June 12 via email to the contact person listed on the proposal. If an application is approved but the contact person is not notified on June 12, it will occur on the next business day.~~ UPDATE: Notification of award will occur after the biennium budget bill has been signed and enacted into law.

The responses below were posted on May 14, 2015 and have not changed

Q: Should applicants submitting a two year budget assume that up to \$300,000 would be available for the project in Year 02?

A: Yes, applicants are permitted to budget up to \$300,000 in year 2; however, year 2 funding is contingent upon availability of funding and any potential budget adjustments that may occur in Year 1 (e.g. Mid-biennium Review – MBR).

Q: If Year 01 is to begin on 8/1/15, are we to assume that Year 01 is an 11 month program year, and submit a prorated budget accordingly?

A: Yes, due to the timing of the RFP process, and the transition into using the POPS grant management system, year 1 projects will begin 08/01/15 – 06/30/16. The funding period remains the State Fiscal Year (7/1/15 – 6/30/16).

Q: If the Logic Model is submitted as a table (which is listed as optional) is that table counted within the 8 page limit?

A: Yes

Q: What is the relationship between the POPS data entry to be completed by applicants between 6/15-6/30 to the material in the proposal due on May 29th?

A: The RFP application is to be emailed to MHAS-OPWGRANTS@mha.ohio.gov

If the application is approved and a grant is awarded, then the awardee is required to provide information for programmatic and fiscal review through the Providing Ohio's Prevention Success (POPS) on-line grants management and reporting system. Once this is completed and approved, grantees will receive FY 2016 Notice of Sub-Award. (NOSA)

Q: The RFP posted on the OMHAS website for the Strong Families-Safe Communities grant is watermarked with 'DRAFT.' Is this the final version or will further changes be made to it? See http://mha.ohio.gov/Portals/0/assets/Funding/NewFundingOpportunities/SFSC_RFP_04.27.15.pdf

A: The REVISED RFP is now available (5/14/15) and the watermark is now removed. The only revision is the removal of the requirement to complete a Performance Management Worksheet (PMW). Please see page 2. The POPS system requires data collection at mid-year and year-end for each project.

Q: On page 1 of the RFP proposal guidelines for the above noted project, the RFP states that. "Eligible Applicants must be multi-county collaborations that include representation from Mental Health and Developmental Disability provider organizations. No single county proposals will be considered. Please clarify the use of the word "county" in the sentence, "No single county proposals will be considered. By this use of the word "county" do you mean simply "county" or do you mean "Board" as in The Mental Health & Recovery Board of Wayne and Holmes Counties? We are assuming that a two county (multicounty) Board such as Wayne/Holmes would qualify as a two county area for making this proposal. In our case this also involves two separate county Developmental Disability Boards as well. Is this assumption correct?

A: The sentence means that eligible applicants must include cross-system representation and cross-county collaboration. This means that a multi-county Mental Health & Recovery Board is considered one single entity/system. A qualified application must include at least one other organization, such as a County Board of Developmental Disabilities, a Family & Children First Council, or another public child or youth-serving organization that serves at least one other county.

Q: I need a little help in understanding how the proposal narrative section of the grant is to be written. The nine areas that are listed to be addressed under this section are they to be addressed on in the format of a logic model? As I read this section here is what my brain is interpreting: Write a narrative description of the approach/strategies we are taking for improving care coordination and impacting families in crisis, demonstrated capacity. Then develop a logic model that answers all nine of those areas addressed in Letter B to show the work flow?

A: The proposal must address the sections outlined in Section B of the Program Narrative. A logic model is optional. If a table format is chosen, it should state the problem to be addressed, a description of the problem, intervening variables, and strategies. Examples of logic models are located under the Ohio SPF website, where each county has a logic model document. Those examples can be accessed here: <http://mha.ohio.gov/Default.aspx?tabid=680>

Q: The instructions say:" proposals cannot exceed \$300,000 for a one-year collaborative period. Grantees may submit either a one-year or a two-year proposal." If a Collaborative wishes to submit a two year proposal, should a second year budget not to exceed \$300,000 also be included?

A: Yes, applicants are permitted to budget up to \$300,000 in year 2; however, year 2 funding is contingent upon availability of funding and any potential budget adjustments that may occur in Year 1 (e.g. Mid-biennium Review – MBR).

Q: Is an administrative fee of 10% allowable?

A: Administrative costs for a particular program should be budgeted as direct costs. Direct costs are those that can be specifically identified with a particular cost objective or program and are charged directly as part of the cost of the program are allowable in amounts up to 10% of the total budget. The budget must detail these costs. Please note that indirect costs are not allowable in this grant.

Q: The proposal narrative instructions mention "Any formal Memoranda of Understanding (MOU)." Is this required at time of application?

A: If the applicant is going to have an MOU associated with their project, than it must accompany the application. This should document the partnership and cross-system collaboration.