

**RFA #DMHAS – PREV-PFS-16
QUESTIONS & ANSWERS**

Question #1: Is there any specific wording required in the body of the letter of intent?

Refer to page 5 of the RFA, number 7 (Letter of Intent).

Question #2 If the applicant has a Regional Access Council as one of its programs; however, the entire organization is not a RAC. Can the applicant apply for this funding opportunity if the services will be provided by the applicant and not the RAC?

Refer to the RFA, page 5 section 5 (e.) “any regional action council...” this would include the RAC and its agency.

Question #3: Please confirm that costs associated with the local evaluator should be included as part of the application budget. Are there limits on this cost as a percent of the total award or otherwise?

Refer to page 16 of the RFA, section 8, Post Funding..... “grantees must work with a local evaluator and set aside no less than 10% of annual grant award per year....” Yes, please include in application budget.

Question #4: May applicants for the Partnerships for Success initiative propose two target populations, for example different age groups within the published range, or do they need to pick one?

Refer to page 5, section 5 (a) of the RFA “will address 1. Alcohol use in youth age 12 to 20; and/or prescription drug misuse or abuse among persons age 12 to 25”

Questions #5: If the PFS applicant is concluding its Drug Free Communities grant 9/29/16, would the applicant be eligible for the PFS grant, since there is a 2 month potential overlap with the PFS grant, which begins 8/1/16?

Yes, if the applicant is concluding their 10th and final year of DFC funding in this current calendar year.

Questions #6: If the PFS applicant has a pending Drug Free Communities grant, the status of which will not be available until September 2016, is the applicant eligible to apply for the PFS grant?

PFS 2015 can not be applied in the same communities as CSC or Drug Free Communities grants except in cities with populations over 70,000. Applicant should indicate if they have a pending DFC application in their response to this RFA. If selected to receive DMHAS funding, applicant will need to make a decision before entering into contract with DMHAS.

Questions #7: If the applicant is awarded a PFS grant in June 2016, and then learns of an awarded Drug Free Communities grant in September 2016, can it accept both grants?

Same response as question number 6 above.

Question #8: If the applicant is ineligible, due to an existing Drug Free Communities (DFC) grant, is another entity eligible as an applicant, if this other entity partners with the agency with the existing DFC grant, to thereby build upon the capacity/initiatives of that DFC coalition?

Please refer to page 5, section 5 (e.) of the RFA “agencies with existing DFC funding or DMHAS CSC funding that wish to apply must select a community different from the designated DFC or CSC community. The cities of Danbury, Bridgeport and New Haven which have populations over 70,000 are exempt from this rule.”

Question #9: If an applicant has had various coalition grants over the past 13 years (DFC, PFS, SPFSIG, OPM), is it eligible to apply under the parameter of “limited success” if the coalition’s target community/municipality has been critically impacted by the recent opioid/heroin epidemic?

Please refer to Page 5, section 5 of the RFA. Please review all of the items in this section and note that agencies with existing DFC & CSC funding must select a community different from the designated DFC or CSC community. The cities of Danbury, Bridgeport and New Haven which have populations over 70,000 are exempt from this rule”

Question #10: If the applicant has a Drug Free Communities grant for a municipality, is a subset of that municipality acceptable as the different target community for the PFS grant?

Please refer to Page 5 section 5 (e.) of the RFA. Yes but only in cities with populations over 70,000

Question #11: Our agency does not currently have a Drug Free Communities (DFC) grant. However, we have applied for a DFC grant to provide prevention services in the town for which we are applying to work with in this grant, and will receive notice of selection in September, 2016. Can we apply for RFA #DMHAS-PREV-PFS-16 at this time? If we do apply for this grant and are awarded the grant, and then are awarded the DFC grant in September 2016, what will be the procedure?

See answer to question # 6 above. PFS 2015 can not be applied in the same communities as CSC or Drug Free Communities grants except in cities with populations over 70,000. Applicant should indicate if they have a pending DFC application in their response to this RFA. If selected to receive DMHAS

funding, applicant will need to make a decision before entering into contract with DMHAS.

Question #12: Currently, the town for which we are applying is the mentee for a federal DFC mentorship grant awarded to another town. Will that prevent us from being considered for this grant?

No. It will not.

Question #13: The Town is applying for this grant and will serve as fiduciary (through its school department) if funding is awarded. This RFP requires a description of the “agency” including its mission, staffing, volunteer numbers, etc. Is the agency the Town? Or is the agency the school system? We must explain the “history of the agency’s relationship to the coalition that will operationalize the SPF for PFS.” We assume that the “coalition” is the Town’s Local Prevention Council (LPC) but again, who or what is the “agency?”

Please refer to page 5, section 5 (a) of the RFA. The municipality is the “agency”.

Question #14: Can the Program Coordinator position be hired as an independent contractor?

Refer to page 19, number 3, (a) of the RFA. You are required to identify a full time program coordinator.

Question #15: How many hours are considered full-time?

Minimum of 35 hours.

Question #16: Since the final selection for the Program Coordinator is subject to DMHAS approval, will there be any DMHAS assistance in searching for a candidate?

No. Please refer to page 19, section 3. (a) of the RFA.

Question #17: Are the Program Coordinator and Peer Advocate job descriptions and salaries subjected to DMHAS approval?

Yes.

Question #18: Does all the 10% set aside for the independent evaluator go to their salary or can some of the set aside be used for data collection tools and surveys?

Please see page 16, section 8, Post Funding Compliance Measures, ii of the RFA.

Question #19: Can any remaining portion of the 10% set aside be used for other activities or programs?

Please see answer to question 18.

Question #20: Does the independent evaluator position need to be listed in the management plan?

Yes.

Question #21: Is the independent evaluator job description subjected to DMHAS approval?

Yes.

Question #22: In the Community Services Data Table seeks data on the "age of initiation for underage drinking and prescription drug misuse." Because this is a data point not typically seen in standardized surveys, we are wondering what the purpose is behind this question?

Please refer to page 18, (c) of the RFA - Current Community Services Data. "Indicate whether the coalition currently has access to or may obtain access to the data sources noted within the table...."

Question #23: What is the state's minimum and maximum allowed indirect cost rate?

The maximum approved indirect cost rate is 10%.

Question #24: For the "high need indicators" table (page 17 of the RFA) – should these statistics be for the total population, or only for youth (ages 12-25)? Particularly for data such as DUI/drug arrests, overdoses, violence, etc.

Please refer to page 17, 2. A, viii of the RFA. "Data may include but is not limited to the information suggested in the table below".

Question #25: Do Health Districts, formed under CGS 19a-241 and serving as the local health department for member municipalities, meet the definition of a "Connecticut municipality" for purposes of eligibility for this RFA?

Please refer to page 5, section 5 (a.) of the RFA.

Question #26: If a coalition is in Year 5 of DFC funding and has a pending application for renewal funding that is not guaranteed, are they eligible to apply?

Please see the answer to question 6. PFS 2015 can not be applied in the same communities as CSC or Drug Free Communities grants except in cities

with populations over 70,000. Applicant should indicate if they have a pending DFC application in their response to this RFA. If selected to receive DMHAS funding, applicant will need to make a decision before entering into contract with DMHAS.

- a. What if the applicant agency differs from the currently funded DFC grantee?

Please see page 5, section 5 (e) of the RFA - “agencies with existing DFC funding or CSC funding that wish to apply must select a community different from the designated DFC or CSC community.

Question #27: Regarding the requirement that the applicant have access to local data – how current do the data have to be?

The most current data available should be utilized.

Question #28: How is “full time” defined with regard to the full time Program Coordinator?

Please see answer to question 16- minimum of 35 hours.

Question #29: Does the Peer Advocate have to be identified by name at time of application? Is there a required pay rate for this position?

Please refer to page 19, number 3 (b) of the RFA.

Question #30: What is the level of commitment involved for the Peer Advocate’s responsibility to “represent the coalition on the GPP youth advisory board?”

- a. Where and how often are meetings held?
- b. What if a coalition has more than one active youth member – can one youth be designated to complete the responsibilities locally and another to travel to meetings (transportation to meetings in other parts of the state may be a barrier for some young people)?

Please refer to page 19, number 3 (b) of the RFA.

Question #31: Regarding the Appendices – a municipality or health district does not have a CT Business License and so would not be required to submit such for Appendix 2, correct?

Correct. CT businesses that assume the form of corporations, non-profit organizations, Partnerships and Limited Liability companies must register with the Secretary of State.

Question #32: Are matching funds required?

- a. If they are not required, will it benefit us to calculate matching and in-kind funds from coalition members and include them on the Budget form?

Please refer to page 20, 2. Of the RFA - Budget Requirements as well as page 33 when responding to matching and in-kind funds.

Question #33: Does the Table of Contents count toward the 15 page limit?

Yes. Please refer to page 21 of the RFA. Table of Contents is identified as page 2.

Question #34: In the narrative we are required to specify how long each sector representative has been involved in the coalition? As this RFA is specified to support coalitions that have not worked with or had success with the SPF, will a coalition lose points if sector representatives have only recently been added?

Please refer to page 18, (b), ii of the RFA.

Question #35: Does the Coalition Description need to be the mentoring Coalition or the new coalition being proposed?

Please refer to page 18, (b) of the RFA - Coalition Description, “Identify and describe the coalition within the proposed service area/community that will implement the SPF.....”

Question #36: Can the peer advocate position be divided among several peer advocates if multiple towns are being proposed?

Please refer to page 19, 3 (b) of the RFA.

Question #37: An applicant missed the deadline for the Letter of Intent. Can you accept a Letter of Intent after the deadline?

- a. Can the applicant still submit an application for funding on June 20th?

Please see answer to question 38 above (refer to page 5, number 6 and 7) of the RFA.

Note: In accordance with the terms and conditions of the RFA, the Department only responded to questions received by the deadline for submission of Questions and Answers, which was May 23, 2016 by 3:00 pm.

Also in accordance with the terms and conditions of the RFA, the Department only answered questions from those who submitted a Letter of Intent (LOI).