

**Tennessee Department of Mental Health
Announcement of Funding
Proposal Information Session
Developing Coalitions and Established Coalitions
January 26, 2012**

Formatting

Question: On Attachment D (Capacity Worksheet), is it a requirement to fill in all the boxes or is it acceptable for some to be "not applicable?" (ie: "Key Technology" for a civic or volunteer group).

Answer: All boxes should be filled even if the answer is none.

Question: Can I number my pages by hand?

Answer: Yes.

Funding/ Budget Questions

Question: Section 1.1.4 says

"... The actual amount available for a Grant Contract may also vary depending on the population of the proposed service area. Service area population adjustments are determined by multiplying the percent of the State's population residing in the proposed service area (according to United States Census data) by the established base amount." Is this amount factored in after the proposals are submitted or are we supposed to factor this amount in as part of our budget that we submit?

Answer: Per Section 1.10.4.7 - "An appropriate and realistic budget must be submitted complete with a narrative justifying the budget for the contract period of July 1, 2012 through June 30, 2013." Therefore, a Proposer's budget should support Action Plan Worksheet (Attachment F) activities. A final award amount will be negotiated prior to contract execution.

Question: What percentage is the Indirect administrative cost in this grant?

Answer: The indirect line item is limited to no more than 10% of the total grant value. Coalitions are encouraged to negotiate this rate to a lesser value to maintain funding for service delivery.

Question: We are a first year developing coalition and I am not sure if we are applying for a developing coalition or an Established Coalition. Please let me know which we would be applying for a second year grant.

Answer: Proposer and Proposal Eligibility requirements are provided in Section 1.3 of the Announcements of Funding (AOF) for Developing and Established Coalitions. The choice to apply for either of these programs is a Proposer decision based on their assessment of the coalition's capacity to respond to all sections of the AOFs.

Question: Does this grant expect that developing coalitions will "start over" Or in my case I am in 2nd year of developing coalitions, should I apply for the 3rd year 2012-2013 and if so, will the established coalition funding be available to me in 2013-2014?

Answer: The term "start over" is unclear but if referencing funding limits Section 1.1.2. establishes funding limits for Developing Coalitions. Development of a proposed budget is the responsibility of the submitting entity. As to the second part of the question, if funded under the Developing Coalition AOF the Proposer's funding is governed by the limits of the project as discussed in AOF Sections 1.1.2 and 1.1.4.

Question: Before pursuing the TN Substance Abuse Prevention Services grant for Established Coalitions, we have one critical question. We are in our second year of a DFC grant. Are we still eligible for this TN grant?

Answer: Yes, DFC grantees are eligible to apply for the Established Coalition opportunity.

Question: How much funding is available for established coalitions? How much funding is available for developing coalitions?

Answer: No specific funding levels have been established for coalitions by Announcement of Funding category (Established/Developing). The State's previously stated goal for funding is to dedicate approximately 60% of all available prevention funds to coalition based prevention.

Question: Can we use the same Sector Members for this grant as we do for the DFC? Would it be preferable if we did?

Answer: Identification of sector members is the responsibility of the proposer. As indicated on page 1 of Attachment D at least one representative from each sector is required.

Question: We have our own 501(c)(3) but would like to use a fiscal agent. Is that okay?

Answer: Yes

Question: To budget in travel, how many trips should we budget for to Nashville? Will there be other locations than Nashville?

Answer: The project scope of service requires attendance at Regional meetings only, however the State reserves the right to require additional travel if warranted by program needs. These occasions are rare. Organizations that provide representatives to the quarterly TN PAC meeting travel to Nashville quarterly. In addition, developing coalitions, who have not been previously funded, will be required to attend up to five Strategic Prevention Framework trainings.

Question: Are there any other required meetings?

Answer: Regional meetings are required quarterly. In addition, developing coalitions, who have not been previously funded, will be required to attend up to five Strategic Prevention Framework trainings.

Question: How should we approach the announcement of funding if we already receive PFS funding? We don't want to duplicate work done with the PFS funding with funding for established coalitions.

Answer: Respond to the Announcement of Funding and prepare budget submissions accordingly. As always final budgets are negotiated.

Question: In reference to section 1.1.4 (Allocation of Funding) – should we create a budget based on \$70,000/year and negotiate the exact amount later?

Answer: See Amendment 2 to the Announcement of Funding. Respond to the Announcement of Funding and prepare budget submissions accordingly. As always final budgets are negotiated.

Question: Should I submit a budget that assumes I will not receive PFS funding in the coming year?

Answer: Budget development for the Announcements of Funding should be developed independently of other funding sources.

Question: As a developing coalition, am I only eligible for a \$40,000 budget?

Answer: Per Section 1.1.2. \$40,000 is an example. Apply according to the needs of the proposed project and the final budget will be negotiated.

Question: Is travel expenses to the newly formed State Alliance meetings a permissible use of funds?

Answer: Travel within the State that supports project outcomes is traditionally authorized.

Question: I had one more question about the Developing coalitions AOF, on the page that says what is required for the proposal it asks for the job description and then afterward says "per position" does that mean that there can be more than one paid staff this year?

Answer: The proposer is responsible for identifying and justifying any budgeted item including staff. The State reserves the right to determine if sufficient funds are available to support staff and anticipated prevention activities. Historically, the Developing Coalition budget value has not provided for two staff members and funds for meaningful prevention strategies.

Submission

Question: Can the submission date for coalition proposals be changed from February 8, 2012 to the following week to support coalitions attending the annual CADCA Conference?

Answer: No, the established date provides for a proposal preparation period that is consistent with other State Announcements of Funding.

Question: If I have applied for 501(c)3 classification, am I eligible to apply?

Answer: You are eligible to apply with a fiscal agent.

Question: How far in advance of February 8 may I hand-deliver my application?

Answer: You may deliver your application when ready to the Division of Alcohol and Drug Abuse Services on the 10th Floor of the Andrew Johnson Tower building during normal working hours until February 8, 2012, at 4:00 pm (CT).

Question: If I arrive on the 10th floor of Andrew Johnson Tower at 3:50 to deliver my application, and there is a 25-minute line, will my application be considered late?

Answer: No. If you are in line at 3:50 pm your application will not be considered late but you must be in the line and not elsewhere in the building.

Question: Can a statewide coalition apply for consideration under either of the coalition Announcements of Funding.

Answer: No. Funds available under the current Announcements of Funding are not sufficient to implement an effective prevention plan statewide.

Question: What if weather or another factor causes State offices to close on February 8th?

Answer: Additional guidance will be provided if State offices are closed on February 8, 2012.

Question: Do we need to address all three areas of substances as described in 2.3.2.4? Is there any advantage or disadvantage in applying to impact one substance or all of the 3 target areas of Binge Drinking, Tobacco use, and non-medical Prescription Drug Use?

Answer: Binge drinking among fourteen to seventeen (14-17) year olds; tobacco use among twelve to seventeen (12-17) year olds; and non-medical prescription drug use by the total population are discussed throughout the Announcement of Funding (AOF) [Sections 1.10.3.4., 2.3.2.4., 2.4.1., and 2.5.2.2] and AOF attachments. To be responsive to the AOF all three substance use areas must be addressed in a Proposer's application.

Question: At the Proposal Information Session on the 18th Rod said that we did not need to submit MOUs or letters of support from each of the represented sectors along with the proposal. However, on page 1 of Attachment D on the Announcement of Funding for Established Coalitions Worksheets it says- For each sector identified, attach a letter of support from the identified sector member, or a copy of a signed Memorandum of Understanding (MOU) with the sector identified. Could you please clarify whether we need to submit letters of support/MOUs with the proposal?

Answer: In accordance with the Established Coalition Announcement of Funding, Attachment D page 1 the following **does apply:** "For each sector identified, attach a letter of support from the identified sector member or a copy of a signed Memorandum of Understanding (MOU) with the sector identified." There is no similar requirement in the Developing Coalition Announcement of Funding.