

Responses to Frequently asked Questions (FAQS)

- 1. If we have questions as we are working on the letter of intent or the proposal, who is the contact person? Can you supply us with both an e-mail and phone contact and time zone?**

Answer: Please note that only written emailed questions will be accepted. Therefore, if you have questions regarding the RFP, you must email your questions by or before Friday, November 20, 2009, 12 noon to:

David Wilson, CSAP Faith Based Project Coordinator
david.wilson@samhsa.hhs.gov

Answer: Answers to questions submitted concerning the FCBSI RFP will be posted at www.westover.com and at www.mcfarlandassociate.com sites on November 18, 2009 for questions received before November 20, and November 25, 2009 for all other questions received by November 20, 2009.

- 2. We see that one of your requirements for successful applicants is that one person from our group must participate in the NCAC. Can that be accomplished without travel?**

Answer: No. The NCAC participant must be able to travel to Washington, DC at least one time during the duration of this contract. We anticipate that the mandatory face-to-face meeting would be held in conjunction with the SAMHSA Interfaith Summit to be held in May, 2010.

- 3. When we submit the letter of intent, how quickly will you get back to us to let us know if we appear to be a viable applicant?**

Answer: We will not be responding to letters of intent. We will notify each applicant that does not receive funding that its application will not be funded in the current competition.

- 4. I have not been awarded in the past but should I continue to apply?**

Answer: Yes. Please continue to apply and pay particular attention to program goals and objectives. Also, note that there are usually a large number of applications and the evaluation process is highly competitive.

- 5. I received some information about Center for Substance Abuse Prevention's (CSAP) Faith and Community Based support Initiative "Request for Proposals" (RFP), but would love a link to a website or something to better describe this opportunity. Could you provide me with that link?**

Answer: To receive a copy of the Request for Proposal (RFP) please goes to:

<http://www.westover.com/fcbisi/> or

<http://www.mcfarlandassociate.com/images/FCBSI-Final-RFP.pdf>

6. The RFP limits funding to organizations that are under \$800K in organizational budget. Can our organization apply if a component of the program has a budget under \$800,000 even though the organizational budget is over \$800,000?

Answer: The annual organizational budget of eligible applicants cannot exceed \$800,000.

7. We are a part of a Co Op with a budget of less than the \$800,000 ceiling, and we have three other collaborative partners. The entire annual budget that the three collaborative partners receive from the State Department of Mental Health and Addiction Services is also less than \$800,000. Can I apply on behalf of the collaborative with the Co-Op being the lead fiduciary agency for this grant?

Answer: The annual organizational budget of eligible applicants cannot exceed \$800,000. Budget calculations are not made by combining the organizational budgets of any collaborations or partnerships.

8. Do you want other revenue sources in addition to the requested CSAP funding to be reflected in the budget?

Answer: No. Applicants must provide a program budget but keep in mind that an eligible applicant's organizational budget cannot exceed \$800,000.

9. Pertaining to the timeline as written for the CSAP FCBSI, the award date is listed as being December 18, 2009; however, the final work plan is due two months later (February 20, 2010). Does that mean that if awarded, there is a two-month period for planning purposes? In other words, when would the funded projects actually need to begin providing services covered by the grant funding?

Answer: We anticipate that there will be some planning/hiring and training prior to project start up. How much time is needed will be discussed with CSAP FCBSI staff and agreed upon on an individual basis. The work plan is due on or before February 20, 2010.

10. Is this a cost-reimbursement contract or will funding be disbursed at the time of award? How will funding be disbursed?

Answer: Funding will be issued in two equal payments. The first award will issue at execution of the subcontract and the second will be issued upon completion of subcontract milestones, which will be outlined in the executed subcontract.

11. Within the narrative, can tables and charts be single spaced?

Answer: Yes, if it is readable.

12. Approximately when will funding be received for sub-contracts if funded?

Answer: Funding will be issued in two equal payments. The first award will issue at execution of the subcontract and the second will be issued upon completion of subcontract milestones, which will be outlined in the executed subcontract.

13. If a community-based organization's program target population is incarcerated persons with a substance abuse history, and persons released from prison with a substance abuse history, is it necessary to specify the number of clients that are/will be HIV positive as a sub-target population? Will it strengthen the proposal to do so if it is not necessary?

Answer: Refer back to the RFP.

14. Are there federal forms that are required as attachments? I did not see any listed within the RFP.

Answer: No.

15. Are those who receive the mini subcontract who are not providing direct services to clients required to purchased extra insurance, for example, ministries that train faith-based leaders?

Answer: No.

16. My organization received funding under a former SAMHSA CSAP faith based grant. Do we have to resubmit an application?

Answer: The former CSAP faith based contract ended on September 30, 2009. The CSAP Faith and Community Based Support Initiative issued a competitive RFP on November 6, 2009. Organizations which seek to obtain funding under this initiative must respond to the current RFP by 5 pm ET on December 4, 2009.

17. If awarded the mini sub contract, is it permissible to place funds in a separate checking account and use debit card/checks for all transactions and then submit the bank ledger as receipts for how funds were spent?

Answer: No.