

Frequently Asked Questions: AFA 02-2014-DD Traumatic Brain Injury (TBI) Services

- This is procurement open to for-profit agencies?
 - Yes, eligible applicants must provide proof of 501(c) 3 status and/or valid business license and possess a valid West Virginia business license.
- Does DHHR anticipate that there will be more than one award under this AFA?
 - There will be only one award for this AFA.
- How many people with TBI are there in the state? In each county?
 - There are no exact figures. Between 2010 and 2012, **3,950** WV residents were listed on the WV Traumatic Brain Injury Registry, but it is a voluntary registry and may not accurately reflect actual incidence. Twenty-six hospitals in West Virginia report to this voluntary registry.

Additional sources of information:

<http://www.hsc.wvu.edu/icrc/pages/>

<http://www.cdc.gov/traumaticbraininjury/statistics.html>

http://www.cdc.gov/traumaticbraininjury/factsheets_reports.html

<http://stacks.cdc.gov/view/cdc/5571/>

- Is the grantee expected to differentiate between TBI cases that are “at risk for hospitalization” from those who are not? If so, what are the criteria for “at risk?”
 - Yes. For purposes of this AFA, individuals with a documented TBI who are “at risk for hospitalization” must be at least 18 years old and meet at least one of the following criteria: 1) has difficulty maintaining stable community integration (e.g., homelessness, unmet medical needs, legal challenges) due to inability to identify and access services and supports; 2) requires at least one year of intensive services and supports to maintain stable community integration; or 3) experienced two or more prior psychiatric hospitalizations.
- What defines an Evidence-Based Practice?
 - For purposes of the AFA, evidence-based practices (EBPs) refer to "the integration of the best research evidence with clinical expertise and patient values" (Sackett, D.L., Straus, S.E., Richardson, W.C., Rosenberg, W., & Haynes, R.M. (2000). No specific EBPs are referenced in this AFA.

- Please clarify references to “Cross Planning Initiatives” and “programs implemented with other sectors.”
 - Both terms are used by federal, and subsequently state, funding administrators to refer to projects or initiatives that the applicant engages in collaboratively with other partners, e.g., consumers and families, other agencies, other systems.

General

- Is funding by region or statewide?
 - Please refer to the AFA for geographic scope of funding awards.
- Will another AFA be issued to extend funding beyond six months?
 - It is the intent of the Bureau to provide ongoing annual funding for these programs for multiple years; however, any future renewals of these awards will be contingent on vendor performance and the availability of funds for the Bureau to award to providers.
- Are applicants to submit a grant proposal and supporting budget that reflect the grant period (6 or 9 months, varies for certain projects) or a full 12 month period?
 - For the current AFA’s, the Bureau is asking that applicants prepare a budget that reflects one full year (12 months). Actual grant award will be for a prorated budget period based on the number of months for the award. [Example; \$75,000 annual budget X six months (.5) = \$37,500 budget submitted]
- Do applicants need a Central Contract Registration (SAM contract) with an expiration date that occurs after the start date of the grant or the application deadline date for grant?
 - The Central Contract Registration (CCR) granted through the System for Award Management (SAM) must be valid for thirty (30) days after the grant begins. For example, if a grant agreement has a beginning date of October 1, 2013, the CCR registration must not have an expiration date before November 1, 2013. CCR registrations usually expire 1 year after registration or after any changes have been made. Note that grant beginning date is not the date of AFA submission, but the date of grant completion and signature by the DHHR Secretary.
- Will the applicant be allowed to hire BA/MA level staff or will we be required to hire licensed staff?
 - AFAs note specific hiring requirements, if any. Otherwise, be aware of all available funding streams and reimbursement requirements as they relate to staff providing specific services (e.g., Medicaid, private insurance).

- Is the grant money paid quarterly or monthly?
 - All grants issued through the Bureau for Behavioral Health and Health Facilities (BBHFF) are on a **cost reimbursement** basis. The grantee is to submit an invoice to the BBHFF for costs incurred. Invoices to the BBHFF must be submitted at least monthly for all costs incurred for that invoice period. **At least one** invoice must be submitted **every** month from the grantee even if the costs incurred are deemed to be \$ 0.00 for that month.

- Is there a limit on attachments or can applicants attach supporting documents of our choice, of any length and number?
 - Each AFA specifies the number of allowable pages for budget and attachments.

- Are start-up funds available in addition to the total amount of funding available through the grant?
 - There is no separate, additional funding for start-up costs. If an applicant chooses to request portion of funding available through an AFA for start-up expenses, a separate Targeted Fund Budget (TFB) must be submitted.

- How can an applicant meet the requirement for a Memorandum of Understanding (MOU) if the providers who are required to serve the proposed project's residents refuse to sign an MOU or refuse to sign in a timely manner?
 - Letters of Support are required when submitting a proposal. These are precursors to any MOUs you might be attempting to establish. If an applicant is unable to obtain a Letter of Support and/or subsequent MOU, please be specific in documenting all attempts and results within the proposal.

- Is a Letter of Intent required for all proposals?
 - Per the AFAs related to services for individuals with intellectual/developmental disabilities, "All organizations planning to submit an application for an Announcement of Funding Availability (AFA) **must** submit a Letter of Intent (LOI) by August 30, 2013 close of business (5:00pm) to the email address: DHHRBHHFAnnouncement@wv.gov prior to submission of the AFA."

- Is there a standard format for the Letter of intent?
 - The format for a Letter of Intent (LOI) is flexible. A potential applicant can either submit a formal letter or send an email notification to the DHHRBHHFAnnouncement@wv.gov email address describing the specific AFA project for which they intend to submit a grant proposal. The LOI will not be considered binding until documented receipt of the grant proposal.