

ATTENTION: The application deadline for AFA 04-2014-SA: Regional Youth Service Center has been extended to close of business (5pm) Wednesday, October 30th to coordinate with the re-release of the State Youth Service Center (AFA 12B-2013-SA) project. The State and Regional awards will be announced November 15, 2013.

Frequently Asked Questions: AFA 04-2014-SA Regional Youth Service Center

- What is the grant period for this project?
 - Nine (9) months; funds will be available January 1, 2014 through September 30, 2014.

- Is funding only for providers operating a youth center?
 - No, please refer to the AFA document for specific details regarding applicant eligibility. Once eligibility is determined interested applicants can submit a grant proposal demonstrating the applicant's capacity to fulfill the intended purpose and requirements of the AFA.

- This project discusses a regional Referral & Outreach Center (call center), however the recently closed State Youth Service Center (S-YSC) AFA required a Referral & Outreach Center to serve the entire state. Would the R-YSC require a Memorandum of Understanding (MOU) with the S-YSC to serve as their call center or will the R-YSC need their own?
 - Please refer to page 13 of the AFA document for a detailed description of the Regional Referral & Outreach Center requirements. Per AFA 04-2014-SA, each Regional Youth Service Center (5 total) will operate in conjunction with the State Youth Service Center in order to create the statewide Behavioral Health Youth Services Network. As the State Youth Service Center AFA project has not yet been awarded applicants are encouraged to thoroughly describe the intended partnership with the site, but will not be required to submit a Letter of Support or Memorandum of Understanding with their grant proposal.

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- What is the indirect cost rate (%) for this project?
 - The project does not have an indirect cost rate. Indirect cost rates are the responsibility of and specific to the applicant organization and the Bureau's acceptance of an indirect cost rate will be based on the receipt and review of an Indirect Cost Proposal submission from the provider. Per DHHR FIN 180, Section 6.03 regarding Indirect Costs, in order to charge indirect costs to the grant an agency must submit an 'Indirect Cost Proposal' that meets one of the following criteria:
 - 'Indirect Cost Negotiation Agreement' from the cognizant federal agency if the grantee is a direct recipient of Federal grants;
 - An approved 'Indirect Cost Negotiation Agreement' from another state or local government agency that has agreed to review and approve the grantee's indirect cost proposal; or
 - A written statement from an independent certified public accounting firm attesting that the proposal complies with the requirements of OMB Circular A-122, OMB Circular A-21 or OMB Circular A-87 and provides the basis of the calculated rate.

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?

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- 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

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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.

- If start-up funds are requested and the award is only for a six/nine month period (not 12 month period), would the amount of funding provided for start-up be similarly reduced (prorated) at award?
 - No, any start-up funds that are requested and approved will be awarded based on the final approved amount of those start-up funds and not prorated. Start-up funding will only be approved for those costs deemed vital to the execution of the program, and it is anticipated those funds would need to be expended well within the first few months of any program.