

Frequently Asked Questions: AFA 12-2014-IDD Family and Community Support Program (FCSP)

- If the AFA awards are not announced until late June, will new grantees be expected to begin services on July 1?
 - Current Family Support Program grantees and Care Coordination grantees will have their grants extended through October 31, 2014 to permit adequate planning time for new grantees to begin services effective November 1, 2014. During that time, the BBHFF will offer technical assistance and support the transition.

- Who is the Regional Family Support Coordinator mentioned in the Family and Community Support AFA? Is this an existing position?
 - The Regional Family Support Coordinator is an existing role with the current Family Support Program structure. It is anticipated that under the new program, successful grantees may reconfigure staff support and resources to meet the expanded demands of the program and the expanded geographic area served. Grantees will partner with other community entities to help shape a “connected community” environment that provides individuals and families with knowledge, supports and a sense of empowerment.

- Is there a way to find out about the existing Family Support Councils in our region? The map in Appendix B on page 26 seems to indicate there are BBHFF Regional Family Support Councils in two different counties but there does not appear to be any additional information on specific agencies or programs currently providing these Family and Community Support services.
 - Upon request of BBHFF, Regional Family Support Program contact information will be provided. Keep in mind that the existing Family Support Program grantees and Regional Family Support Councils are key players in the current Family Support Program. Their role will likely evolve as the Family & Community Support Program structure is implemented.

- Can you tell us whether there is already an existing Family and Community Support Program serving our region?
 - Yes, there are two agencies in your region that currently provide Family Support services under a FY 2014 grant agreement. The Family and Community Support AFA for FY 2015 will replace this funding and expand the scope of service for the successful grantee.

- Is there an expectation that there should only be "one" Regional Family Support Council per region?
 - No, it is expected that at least for the first grant year all existing Regional Family Support Councils remain in operation, with emphasis placed on strengthening family and individual input into the process, growing the Councils' awareness and use of community resources, and serving as a resource for the broader population.

- Can Family and Community Support funds be used for individuals without an IDD disability? Can the Family and Community Support funds be 100% utilized by one target population or the other? How are the funds to be allocated between the Family Support funds and the supplemental funds?
 - There is one Supplemental Fund, managed by the Family & Community Support Program grantee, that must be made available to individuals with intellectual/developmental disabilities living at home with family AND individuals with serious mental illness, substance use, co-occurring or co-existing disorder(s) receiving support through a Community Engagement Specialist.

Demand for the funds will be impacted in part by the grantees' ability to identify alternative strategies for meeting needs. More detailed discussion about sharing the funds will occur during post-award meetings with grantees. However, no specific target population is permitted to exhaust all funds available.

- What is the Family Support Council's role with funds (supplemental funds) going to non I/DD clients? Is there a mechanism to get CES direct care funding more quickly than the traditional Family Support Advisory council?
 - The Regional Family Support Councils are statutory and will continue to review/approve requests for services and supports for individuals with intellectual/developmental disabilities living at home. Over the course of this grant period, the grantee is expected to establish a common review process for individuals with intellectual/developmental disabilities living at home with family AND individuals receiving support through a Community Engagement Specialist, with the understanding that procedures must be established to support timely delivery of emergency support assistance.

- What are the guidelines of the budget? In the past with the Family Support Funds, 80% of the allocation had to go to stipends, is that still the intent with this AFA?
 - In some areas, "stipends" is the term for payments to families for goods or services. There is no stipulation. Successful proposals will be describe how the available funds will be used to meet the outcomes.

- Is the intent of this AFA for the supplemental funds to follow code 49-4-A, the same as the Family support funds?
 - o Supplemental Funds targeted for individuals with developmental disabilities living at home with their families should follow guidelines provided in 49-4A and this AFA.

- Please define peer to peer opportunities and give examples. What do you mean by facilitated and/or supported? Would the ARC summer camp be acceptable under this definition?
 - o Peer to peer opportunities refer to families supporting families, via networking, support groups, teaching each other about what works, etc. In addition to making flexible funds available to meet exceptional needs, the program focuses on helping families and communities look beyond the traditional sources of assistance and leverage resources. The Arc of the Mid-Ohio Valley's Summer Day Program is one of many resources of which families should be aware.

- Can you recommend an evidence based practice for this AFA?
 - o Individual and family driven decisions regarding service needs and delivery of service are best practice. Utilizing peers and coaches in providing services is evidenced based.

- Both the Family/Community Support and Community Engagement AFAs ask applicants to 'describe how you will screen clients for the presence of serious mental illness, substance use, co-occurring or co-existing disorder(s) and use the information obtained from the screening to facilitate appropriate referral to treatment for the persons identified as having such disorders.' Please clarify what is meant by screening?
 - o A CES must be trained to recognize signs and symptoms associated with co-occurring and co-existing behavioral health conditions. Upon witnessing these signs/symptoms referral for additional assessment should be made. Applicants are strongly encouraged to explore and implement existing best practice, short screeners to assist the CES in making this determination, such as Screening, Brief Intervention and Referral to Treatment (SBIRT).
 - o The Family & Community Support AFA asks applicants to describe how they will identify behavioral health disorders and facilitate for appropriate referral. (page 18) Grantees are not expected to provide "clinical" screening or assessment services, and may opt to be prepared with resource and referral information for individuals who self-identify with a behavioral health disorder. Typically the CES will screen needs/requests on behalf of those engaged with services for referral purposes and as such the individual's condition has already been considered part and parcel to the referral being made.

- Can a single provider serve multiple regions?
 - o Yes.

- How should we propose to identify the consumer described on Page 9 of the Family and Community Support AFA?
 - State Code (§49-4A-2) and the State Family Support Council provide guidance to the Regional Family Support Programs regarding eligibility for supplemental funds. Community Engagement Specialists will assure eligibility of the population they serve.

- Page 10 of the Family and Community Support AFA mentions the Regional Family Support Coordinator – Who is this? Is this an existing position? Is this the same Coordinator also referenced on Page 21 of the AFA?
 - The Regional Family Support Coordinator is an existing role. It is anticipated that under the new program, successful grantees will reconfigure staff support and resources to meet the expanded demands of the program and the expanded geographic area served. Grantees will partner with other community entities to help shape a “connected community” environment that provides individuals and families with knowledge, supports and a sense of empowerment.

- Regarding Page 18 of the Family and Community Support AFA, how should we predict the number of unduplicated consumers to be served?
 - Upon request of BBHFF, data collected from current programs may be shared with applicants.

- Is there a way to find out about the existing Family Support Councils in our region?
 - Upon request of BBHFF, Regional Family Support Program contact information will be provided. Keep in mind that the existing grantees and Regional Family Support Councils are key players in the current Family Support Program. Their role will likely evolve as the Family & Community Support Program structure is implemented.

- Is there an expectation that there should only be "one" Regional Family Support Council per region?
 - No, it is expected that at least for the first grant year all existing Regional Family Support Councils remain in operation, with emphasis placed on strengthening family and individual input into the process, growing the Councils’ awareness and use of community resources, and serving as a resource for the broader population.

- In the Supplemental Funds grant, is the Institute for Recovery and Community Integration’s Certified Peer Specialist certification program the program you mean?
 - No. Supplemental Funds are a component of the Family and Community Support Program, which is designed to assist families who have a family member with an intellectual and/or developmental disability living at home, as well as individuals with mental health and complex support needs at risk for hospitalization.

- If we missed the deadline for the letter of intent which was April 30, can we still submit the grant?
 - Yes.
- The proposed AFA grant applications for Community Support and Community Engagement encourage and promote collaboration with agencies and support services. My question is about the collaboration between an I/DD agency and a MH/SA agency in the grant application process. Could two agencies join together to apply for the grant funding so that each agency could provide their expertise under this proposed grant? These agencies could meet the requirements of the proposal and work together as well as with the community services in the region. If this is possible, would this collaboration be submitted under one grant application with one agency taking the lead role?

- The focus of these grants is somewhat different. **Family & Community Support Program** grantees will develop and staff regional infrastructure to respond to unmet needs of the target populations. Successful grantees may collaborate to develop and implement the Family and Community Support Program, as long as there is one clearly identified grantee who is fiscally accountable and can assure accurate reporting of activities and outcomes.

The **Community Engagement Specialist** grant supports the hiring of Community Engagement Specialists (CES) who will provide, promote, and broker access for services/supports. Successful grantees must be prepared to provide services to all eligible individuals living in the proposed county/counties. This will ensure that all individuals have access to valuable and necessary supports to live in the community of their choice. Agencies may partner together in submitting a proposal to ensure all populations are served in the county/counties.

We do not envision consolidation of the two grants into a single proposal.

- The answer to a previously submitted FAQ states the current Family Support Program grantees and Care Coordination grantees will have their grants extended through October 31, 2014 to permit adequate planning time for new grantees to begin services effective November 1, 2014. Will current grantees be awarded additional funding to cover the additional 4 months they're expected to provide services?
 - Yes. Current Care Coordination and Family Support Program grantees will be invited to participate in conference calls the week of May 26 to discuss the four-month extension.

Along with the SFY 2014 Grant agreement extension, BBHFF will award current providers up to 33.33% (4 months/12) of their SFY 2014 allocation for continuation of the program through the October 31, 2014 date. Any potential reductions would be based on prior and current (SFY 2014) years spending levels.

- Our Mental Health Agency is in the process of developing a joint grant proposal with another agency with experience with the Family Supports Program for this AFA. Is it acceptable for one agency to be the primary granting agency with a subcontract for services with the other? Lines of responsibility would be clear and funding sources and uses clearly identified.

If two agencies intend to collaborate on this project, with one agency being the primary and the other managing the MH funds only, would it be preferable for the parties to submit individual grant proposals or for the "non-primary agency" to complete a detailed MOU with description of their involvement, procedures, etc and attach it to the primary application?

- A primary granting agency, supported by other agencies via MOU or subcontract, is acceptable. There is "no preference" for one over the other. Successful proposals will clearly describe how the partners will meet the AFA expectations, including accountability for Fund requests and expenditures.
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- Can you tell me if there is an issue with the Proposal Assurance Statement form linked to at the <http://www.dhhr.wv.gov/bhhf/AFA/Pages/default.aspx> website? I am not able to fill in any of the blank areas on the form when opening the page either on the web or after downloading the page to my computer – can you tell me if there is an error with the form or if there is some other process I should use [such as hand lettering] to complete this requirement as part of our application for AFA 13-2014 AMH?
- The Statement of Assurance is not a fillable form. Please print, complete, sign and scan the form for inclusion with your application. The required Statement of Assurance form is available at <http://www.dhhr.wv.gov/bhhf/AFA/Documents/AFA%20Assurance%20Statement.pdf>
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- Is there any word on when we can expect a response to our questions? Also, is there any mechanism for informing applicants of a response to their questions?
- Questions submitted to the AFA mailbox are answered within 1 -2 business days. Frequently Asked Questions are posted on the BBHFF website for any applicant to review. No direct correspondence can occur between BBHFF and an applicant while the AFA in question is open for proposals. If you have submitted a question, please monitor the FAQ section of the AFA.

- We currently have Care Coordinator funds and Supplemental funds for client needs. In this new application we will be doing a budget for the CES personnel and program costs but I am confused as to the supplemental funds. I understand that the Family & Community Support Program will now be in charge of all supplemental funds so how would we receive funds for CES client expenses? Who and when do we do a budget for our CES clients supplemental funds? We do not know who currently receives fund for the Family & Community Support in our region and how would they know how much supplemental funds we will need? Please clarify.
 - As soon as the grant awards are announced, BBHFF will schedule another Technical Assistance meeting to encourage grantees to meet and become familiar with each other's proposals. CES grantees can reach out to their regional Family and Community Support grantee(s) to discuss the process of accessing CES Supplemental Funds. There is a four-month window between the grant awards (late June) and grant start date (November 1) to allow time for communication and planning among the grantees. Because this is a new process for everyone, BBHFF staff are available to meet locally with grantees and facilitate the transition.
- Will the budget year be November 1, 2014-November 1, 2015 or November 1, 2014-June 30, 2015?
 - The grant will be November 1, 2014-June 30, 2015.
- Is the current Wavier Wait List grant ending to be combined with this grant?
 - No, the Waiver Wait List grant will remain in place.
- In the grant AFA for the family & community support program (AFA Number: AFA 12-2014-IDD), on p. 17, it says to include a one year (12 month) chart or graph depicting a timeline of the proposed services. However, in the FAQs for this grant, it says that the grant period will be 11/1/2014 through 6/30/2015 (i.e., 8 months). Should the timeline graph cover 12 months (as suggested in the AFA), or should it only cover 8 months (since the FAQs indicate that this is the length of the grant)?
 - The AFA documents are to be prepared based on a one year (12 month) timeline to provide an annual overview of the program. The grant award period will be for 8 months for the initial year due to the time required for the AFA process but the program will return to an annual cycle after the 2015 SFY.
- Can we combine our Letter of support with MOU's or do they have to be separate documents?
 - The Letter of Support and Memorandum of Understanding are 2 distinct documents which speak to very different intentions. In order to present a clear picture to a review team that both types of required documents are present in a proposal, we recommend that you not combine the documents.

- Is there one Regional Family Support Coordinator for the whole state, or one for each region?
 - Staff support should be available for the Family and Community Support Program in each region to assure program requirements are met. Staff support can be provided through Family and Community Support Program grant funding and/or other funding streams or initiatives.

- BBHMF provided me with some data indicating the number of people served in several of the Regions. Please clarify what “served” means (e.g., people who received flex funds, people who requested flex funds, and/or people who received services other than the flex funds?).
 - The number “served” through the current Family Support Program refers to the number of individuals approved for supplemental funds or referred to other state or community resources. We cannot accurately reflect the number of those who received flex funds vs the number that were referred to community supports.