



RFF-2021-007 Question and Response  
Harm Reduction Street Outreach Teams

**1) My organization is located in Illinois, do I meet the criteria to apply?**

**RESPONSE:** We will prioritize agencies in Indiana. If there is an organization serving individuals in Indiana that is located across the state-border, documentation of history working in the state of Indiana is required. It's also recommended to hire staff that live in Indiana. Documentation of funds and resources being kept in Indiana would be necessary. The organization must be registered and able to contract with the state of Indiana.

**2) We are in a rural area that still has problems with addiction. It would be very hard for us to hire someone from the BIPOC community with our location. This area is having a hard time getting employees to begin with. Is this a requirement for this grant?**

**RESPONSE:** Employing individuals from the BIPOC community is not a requirement, rather a recommendation, and we understand hiring challenges. Each application is evaluated separately, and we use the evaluation criteria as a guide (pages 4 &5 of RFF). If you plan to serve individuals (rather than hire) from the BIPOC community, please do include that in your application.

**3) In the timeframe section, there is a September 9, 2021 "RFF proposals due back" but elsewhere it states that these are due to you by September 16, 2021 – am I reading this wrong?**

**RESPONSE:** Please refer to the amended timeline here. Proposals/applications are still due September 16, 2021.

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|-----------------------------|--------------------------------------|
| •August 23, 2021            | RFF sent to potential applicants     |
| •September 1, 2021          | RFF questions due                    |
| •September 9, 2021          | RFF answers due back                 |
| • <b>September 16, 2021</b> | <b>Proposals/applications due in</b> |
| •September 23, 2021         | Award Notification                   |
| •October 1, 2021            | Contracts Finalized                  |
| •November 1, 2021           | Contract effective date              |



**4) I noticed in the RFF, it mentioned a funding cap of \$140,000 for FY21, is that Oct 1-Sept 30 or is it ending on the normal state fiscal year (that I'm used to anyway!) June 30?**

**RESPONSE:** The \$140,000 budget is for the 2-year grant period (October 1, 2021-September 30, 2023). Based on the evaluation we may offer funding renewal past 09/30/23.

**5) Are there priority populations for this funding? Such as high health disparate or youth/young adults?**

**RESPONSE:** We would like to see a focus serving BIPOC communities. Other traditionally underserved or at-risk populations are a plus.

**6) Is the evaluation team one of the existing/prior teams, such as Prevention Insights or Thomas P Miller and Associates? Or is evaluation directly with DMHA? Or do we have to find our own?**

**RESPONSE:** We will contract with an external evaluator; grantees do not need to find their own evaluation team.

**7) Would I be able to apply for this grant as an individual with no assoc. with a non for profit? Would I be able to partner with Ship Happens as a SSP since they serve my county?**

**RESPONSE:** For this funding, the applicant does need to be associated with an agency/organization. The applicant will oversee the hiring & employment of the outreach workers & supervisor.

**8) We see this possibility as an incredible opportunity to expand the reach of the Recovery Cafes into the communities by being able to connect with individuals and provide peer support in the spaces where they currently congregate (often related to bus stops, homelessness services and other pockets of the community). Our question is whether We Bloom can apply on behalf of all the IN Recovery Cafes (there are 5 currently and 5 forthcoming in October) or should they apply individually?**

**RESPONSE:** Applicants are open to apply as an individual organization, or on behalf of a network (the Recovery Cafes). Feasibility must be reflected in the proposal & budget appropriate to the scope of the project. It's asked that there be some time dedicated to self-care for outreach workers, as they will provide harm reduction resources or support to folks who are in active use, and we want to be mindful of potentially triggering situations.

**9) I am interested in applying for the RFF Hard Reduction grant program and wanted to see what our next steps would be.**

**RESPONSE:** The next step is sending a completed proposal by September 16, 2021. This includes: (1) Cover letter with contact information (2) Project narrative (need for the project, plan of operation, applicant experience and quality of key personnel) (3) Budget. The entire proposal should not exceed 10 pages. Then, our team will review the proposals and send an award notification to the selected organizations.

**10) In reference to "qualified community organizations..." - When the document states that the applicant will "be connected to at least one of the following:", how is this connection defined? Does this mean that our agency works with groups that are listed or are one of the groups listed. We are a non profit social services agency that provides case management services to families, connects families to resources, and provides basic needs support including neighborhood feeding programs. It would appear to me that we are a "qualified applicant" but thought I would check?**

**RESPONSE:** Organizations must be connected to the local community through *at least one* of the following: homeless shelter, syringe service program, recovery community organization, recovery café, or local non-profit experienced with harm reduction. It's asked that you provide information on how your organization has one of these connections to the community.

**11) Could the requirement of DMHA approved training be completed after award of grant or does it need to have already been completed before applying?**

**RESPONSE:** DMHA will provide the required training after the grant has been awarded.

**12) What exactly are included in the harm reduction kits? Are the harm reduction kits provided to the agency or paid for as part of the awarded budget?**

**RESPONSE:** Harm reduction kits will be assembled by the grantee and should be factored into the budget. Harm reduction kits will include naloxone, pamphlets on local resources, water, and other items as identified by your agency.

**13) How widespread or close together will award recipients be? In other words, how many recipients will there be in Indiana, or certain regions/zip codes?**

**RESPONSE:** There is not a maximum on the number of awards in a geographic location, it's based on need, and other information listed under the evaluation criteria (pages 4 & 5 of RFF).

**14) Regarding personnel, the document mentions at least "2 workers and one supervisor with a maximum of 10 hours per week..." Does this mean that total hours "worked" is 10 per street worker or is this just the number of hours worked on the street? Will they work additional hours as well? Same question for the supervisor - Will that individual work just 3 hours per week or is that just the supervisory work and they will have other duties?**

**RESPONSE:** For personnel, both Outreach Workers & the Supervisor should not exceed 10 hours per week of work dedicated to this project. If all three team members work the maximum of 10 hours/week, it will be a combined 30 hours for the team worked that week. The intention is that outside of street work, agencies allot time to self-care, training, data tracking/reporting, and participation in the evaluation with the evaluation team. The evaluation portion shouldn't take more than 2 hours per month for all team members. This funding is likely to be a supplement, and not provide full-time employment for the Outreach Workers or Supervisor.

**15) On page 3, it identifies a mandatory series of "bi-monthly meetings with the evaluation team". Can you verify bi-monthly in this case means every other month (or is it twice a month)?**

**RESPONSE:** Bi-monthly meetings will be once every two months.

**16) Who will be required to attend the bi-monthly meeting? Will it be only the supervisor, or will all team members need to attend?**

**RESPONSE:** All HRSO team members should attend the bi-monthly meetings with the evaluation team.

**17) Is there a required budget template to use?**

**RESPONSE:** No.

**18) Is there an administrative cap on the funding or can we use the 10% de minimus rate (or a federal NICRA)?**

**RESPONSE:** Administrative cap needs to be 5% or less.

**19) Extent of the Need: Page 4- "Include data/numbers on naloxone deployment and number of individuals in need". For this section, I would like to clarify what is being asked specifically. Should we be sharing the number of Naloxone doses given out? Is there specific data that needs to be shared in regard to the number of people in need?**

**RESPONSE:** Naloxone doses given out & numbers about clients served at your organization are helpful. The Next Level Recovery website is a great resource for local/county-level data: <https://www.in.gov/recovery/data/>. SAMHSA is also a great resource: <https://www.samhsa.gov/data/data-we-collect/n-ssats-national-survey-substance-abuse-treatment-services>.

**20) With regard to this statement, "Ability to form an outreach team of three people" We are wondering if we need to specify the names of the individuals involved. Additionally, we are**

**wondering if these individuals can be employed by entities beyond the lead “community organization” specified above.**

**RESPONSE:** No need to specify staff names. If you have staff that plan to work on this project, let us know, otherwise there will be some project start up time for hiring.

**21) Can a vehicle be leased or purchased in conjunction with these services?**

**RESPONSE:** No.

**22) When we email the proposals to you, do they need to be in any specific format? I know it needs to be 10 pages or less, but certain font? double-spaced? Cover letter, etc?**

**RESPONSE:** Please send proposals in PDF. Page 2 of the RFF outlines proposal requirements including information needed on cover letter. Font and spacing requirements are not specified.

**23) How do we purchase Naloxone to get information on cost for the budget? Is there a link to purchase Naloxone? Can we use naloxone from ODL and harm reductions kits from our LHD?**

**RESPONSE:** Naloxone can be purchased through Overdose Lifeline. Generally, Narcan is about \$37.50 per dose.

**24) We can schedule self-care in for the outreach worker?**

**RESPONSE:** Yes, we would like to see some self-care time for outreach workers.

**25) Can 1 supervisor supervise multiple teams or does each team of 2 need a separate supervisor?**

**RESPONSE:** Yes, 1 supervisor can supervise multiple teams. Please include this in the budget and project narrative.

**26) What is a reasonable salary/hourly wage to budget for the team? Is that contract? Is funding for entities for this project deliverable based or reimbursable?**

**RESPONSE:** Teams should be compensated at an hourly rate with Outreach Workers around \$30/hr and Supervisors around \$45/hr. This is not a contract, but a fee for service.

**27) Is it ok to budget more than 3 hours for the Supervisor?**

**RESPONSE:** Yes, Supervisors may spend additional time with data collection or the evaluation team some weeks. Additionally, a Supervisor may oversee more than one team (which would need to be appropriately reflected in the proposal).

**28) Do you need the budget to be a separate attachment?**

**RESPONSE:** No, it is included in the 10 page maximum for the proposal.

**29) Can we include in the budget a stipend for our local community coalition that is working on addictions issues? They will be working on the harm reduction kits and other community outreach?**

**RESPONSE:** This can be outlined in the budget. It's recommended that the grant award is used for staff time & purchasing harm reduction kits, as this is how the \$140,000 award was determined.

**30) Are indirect costs allowed?**

**RESPONSE:** This can be outlined in the budget. It's recommended that the grant award is used for staff time & purchasing harm reduction kits, as this is how the \$140,000 award was determined.

**31) Are there any other document requests for the proposal that we need to complete prior to or to add to submission? Page 4 says "Proposal narratives should not exceed 10 pages in length (does not apply to additional document requests)". I just want to make sure I did not miss anything.**

**RESPONSE:** No, proposals should include: (1) Cover letter with contact information (2) Project narrative (need for the project, plan of operation, applicant experience and quality of key personnel) (3) Budget. The entire proposal should not exceed 10 pages.

**32) Does the supervisor need to have social work credentials or any other credentials to be considered a "supervisor"?**

**RESPONSE:** Supervisors should have demonstrated supervisory experience, as well as experience working in harm reduction.

**33) Are we allowed to budget for any technology to cover data collection when teams are in the field?**

**RESPONSE:** DMHA will work with each team to determine an appropriate data collection method. If cost is a concern, teams may use paper and pencil to record data while doing street outreach, and then data can be entered into the appropriate record keeping system once back in the office.

**34) Are fentanyl testing strips allowed to be purchased for the harm reduction kits?**

**RESPONSE:** Harm reduction kits will include naloxone, pamphlets on local resources, water, and other items as identified by your agency. Federal funds may not be used to purchase syringes.

**35) Do you think this will be best implemented with organizations that already have an operating Syringe Service Program?**

**RESPONSE:** It is required that agencies have experience working in harm reduction.