

Answers to Questions Re: COVID Impact Grant

Q: Are you hoping to have fewer awards for the full \$100K or are you open to receiving applications for less than \$100K and giving out more awards?

A: We are planning on providing fewer grants for larger amounts, but are open to considering applications for less than \$100K.

Q: In terms of the mental health-related outcome, it has to address mental health issues that stem from COVID, correct?

A: The mental health need can be a direct result of COVID-19 OR the need for mental health services may pre-date COVID but increased due to the pandemic and resulting shutdowns. Either would be accepted.

Q: What would be ineligible costs?

A: Awardees would need to follow 45 CFR 75 Uniform Administrative Requirements, Cost Principles, And Audit Requirements for HHS Awards, which can be found [here](#). If you are unfamiliar with those requirements but follow 2 CFR 200 requirements for another award or awards, note that they are very similar. CSBG-specific ineligible costs include the following:

- Purchase or improvement of land or the purchase, construction or permanent improvement of any building or facility. Regular maintenance and repair costs are allowable.
- Political activity such as:
 - Any partisan or nonpartisan activity or any political activity associated with a candidate or contending faction or group, in an election for public or party office,
 - Any activities to provide voters and prospective voters with transportation to the poll or provide similar assistance in connection with an election, or
 - Any voter registration activity
- Any service to an individual or household over 125% of the most current federal poverty guidelines, found [here](#).
- Purchase of an individual piece of equipment worth over \$5,000, or a subgrant or subcontract worth over \$25,000, without prior IHEDA approval provided via email. Both may be allowable, but both require prior review and approval by IHEDA staff; that approval will need to be submitted as supporting documentation when submitting for reimbursement.

If you are unsure if a cost you are considering would be eligible, please email ekrauser@iheda.in.gov to discuss. If you are considering purchasing a vehicle with CSBG funds as a part of your proposal, please email about that as well, prior to submitting your application.

Q: How long is the grant period?

A: The grant period will be one year: September 2021 – August 2022.

Q: Will pre-award costs be allowed?

A: Grant funds can only cover activities occurring during the grant period, and the funds must be spent

by the end of the grant period (you will have 45 days to claim final reimbursement of those claims). How the program is laid out within those 12 months, and where clients are at in that program within those 12 months is up to you, as long as you can spend the funds in those 12 months and can illustrate the flow of the program in your application.

Q: Can we use these funds to support an ongoing program?

A: Yes, but you will need to show how these funds would lead to an outcome that would not otherwise be achieved, either in size (number served) or scope (depth of impact). We want this funding to add value and fill gaps in the communities that other funding sources are not currently filling.

Q: Is the intent of this grant opportunity to prompt the creation of new ongoing program or service delivery, or to specifically address and identify short-term needs in the community?

A: We are open to both. We expect to see at least some applications for needs that have been addressed prior to this grant opportunity and for programs that are already developed, only because we recognize that our 1-year timeline is short for our expectation that outcomes be achieved by the end of the grant period.

Q: In terms of the limit on only applying for one outcome, is it okay if our project includes work that impacts one or more of the other outcomes? Ex: we have chosen one of the family-based outcomes, but our work often includes systems and partner coordination (another listed outcome). Our application will focus on the family-based outcome, but is it okay to include in our budget costs associated with systems and partner coordination?

A: Yes! Please make clear which is your chosen and primary outcome, but definitely include systems coordination if that is a part of your regular work and fits with this project. This funding source looks favorably on coordination activities to help avoid duplication of services and to fill serve gaps.

Q: The Application Instructions mention mental health, but what about addictions?

A: We are looking for an increase in mental health status of individuals affected by COVID-19. We would be interested in seeing an application that describes how addiction services can measurably deliver that outcome.

Q: Could you clarify #8 “Meaningful Access to Limited English Proficient Persons”?

A: We are looking to see that you have a plan to address access to your program for individuals with limited English proficiency. For example: What are you doing to reach out to this population and/or what would you do if someone with limited English proficiency needed services? LEP traditionally refers to individuals with English as a second (or third or fourth) language who may need translation or other supports.

Q: IHEDA received a variety of questions about allowable costs. The following answer provides information in aggregate about those questions:

A: Specific information about allowable costs can be found in the CSBG Manual (p 15):

<https://www.in.gov/iheda/files/2021-CSBG-Manual-FINAL.pdf>

Grant recipients will need to follow all cost allowability rules of CSBG as listed in the CSBG Program Manual and in federal code. However, recipients will not need to follow the programmatic/ agency/ board rules in the manual.

- CSBG funds may **not** be used for purchase or permanent improvement of a building or facility. However, repair or maintenance **is** allowable.

- You may purchase or retrofit a vehicle for program purposes, but each purchase over \$5,000 must be pre-approved by IHCD. Purchased vehicle titles must be held by IHCD until you sell the vehicle, and IHCD must be listed as a lien holder on the title.

Q: What will selected grantees need to submit to be reimbursed for their project expenses?

A: This grant will be paid on a reimbursement basis, which means you will submit monthly claims for funds spent, along with documentation about what you spent it on. This is often a General Ledger report for the program, along with specific receipts for both large purchases and credit card purchases. Here is some additional info on IHCD claims: <https://www.in.gov/ihcda/program-partners/claims-submissions/>

Q: What are the reporting requirements for this grant?

A: We will require a report about progress toward your goal at the end of the term, and will likely check in a few times during the grant period to see how things are going. You also will be required to work regularly with an IHCD-provided evaluator.

Q: Have you chosen the evaluators yet? How often do you anticipate we will interact with them?

A: We have not yet chosen an evaluator; we are waiting to determine who the awardees are before making the final decision. The interaction with the evaluator will be based on what information they need to examine progress and success toward your identified outcome. We will expect the evaluator to work as much as possible with your existing data collection processes.

Q: Are there any prohibitions on whether we can bill insurance for clients who would be receiving services for us?

A: There is no specific prohibition on billing insurance. However, we do want to be sure that the agency is not “double dipping” – i.e. if billing insurance covers a portion of the employee’s time (making case notes and time in session), then this grant cannot be used to pay for that portion of his/her time & benefits.

Q: Can you provide the audit and financial requirements for grant recipients?

A: Any agency that has \$750,000 or more in ANY federal funding must conduct a single audit. This grant alone would not get you to that threshold, but if you have other Federal funding, it might. All funds must be used according to CSBG rules. Those rules can be found in our policy manual here: <https://www.in.gov/ihcda/files/2021-CSBG-Manual-FINAL.pdf>

Q: We have never partnered with IHCD thus we have no performance record. Can we still apply?

A: Yes! You may apply if you are unknown to IHCD.

Q: Do you have a recommendation for a request amount for a first-time applicant? What do you anticipate an average award to be?

A: This is a new funding opportunity, so everyone is a first time applicant. We anticipate most applications will be for the full \$100,000 or close, but will entertain smaller requests as needed.

Q: What types of programs do you hope to see apply for this grant opportunity?

A: We don’t have any guidance for you about type of program we expect to see; we will be looking at a variety of types of programs, but focused specifically on whether and to what extent the applicants can achieve one of the listed outcomes.

Q: Do you have a preferred/threshold expectation regarding number of families served?

A: The number of individuals/families served will be chosen by the applicant, and should be based on a realistic estimate of what is possible for the organization. We do not have a pre-conceived idea of what this number should be, but rather will be looking to see if it is in appropriate scale with depth of program and organizational capacity.