

Traumatic Brain Injury State Partnership Program grant

HHS-2021-ACL-AOD-TBSG-0070

Notice of Funding Opportunity (NOFO) Information Call

FAQs

*Please note these questions and answers are in no particular order

*Please note the info call was not recorded

Q: Can the match be non-profit entities as well?

A: It is okay to go through non-profit entities. The only requirement is that the match not come from a federal source.

Q: Regarding the match, if a grantee were able to secure a larger match in year 2 or 3, for example, would the grantee be eligible for a larger grant award at that time?

A: It is unlikely that any change would increase the amount of grant funding.

Q: On page 4, the last bullet, what is meant by public investment?

A: This is not specifically financial, it is the use of finances and use of efforts to be able to create high quality, equitable supports.

Q: Is the project work plan part of the 25-page limit?

A: The answer to this question is clearly stated on page 17 of the NOFO under the Project Narrative heading. The work plan is not counted a part of the 25-page limit.

Q: Is the budget justification part of the 25 pages?

A: No

Q: Can a table be considered an org chart?

A: Yes

Q: Some activities we want to comment on in the NOFO are extensions of project initiated in previous cycle.

A: This is okay. Keep in mind that no cost extensions cannot be awarded for any new activities.

Q: Are there options for including attachments that are not part of the requirement?

A: You may include other attachments. Applications will be scored only on the criteria. If you include something that is not relevant to the criteria, it may not be scored.

Q: One committee under our board is entirely individuals with a brain injury. Would the construction of the committee qualify as meeting the 50% requirement (despite the fact that these individuals are not part of the formal Advisory Board)?

A: This requirement is outlined on pages 5-6 of the NOFO. We recommend thoroughly reading through the requirement as well as the review criteria described on page 23 for guidance. We recommend applicants fully describe the structure of your board so the grant reviewers may fully understand how your particular structure meets the requirements.

Q: Can we change workgroups along the way (assuming we have accomplished what was written in the grant)?

A: Yes, you may change moving forward.

Q: Should we review the 50% and the opportunities with committees?

A: For the purpose of the application, it is recommended that the applicant explain current processes and describe how they plan to meet the 50%. Moving forward individual Project Officers will work with individual grantees to ensure requirements are met.

Q: Are parents not counted in the 50% requirement?

A: Correct, parents are not included in the 50% but are still valued participants.

Q: Can the F/T position be funded out of the federal ACL grant funds received by the state or is this position to be contributed by the state as part of the match?

A: It is recommended that applicants thoroughly read through the review criteria beginning on page 22 of the NOFO for the answer to this question.

Q: Regarding Resource Facilitation, looking at the definition on page 7 of the NOFO. Is there an expectation that states follow a specific practice?

A: The definition on page 7 is a general description of Resource Facilitation and is not intended to be prescriptive. States may define what Resource Facilitation looks like based on their particular needs and resources.

Q: Will grantees be required to report in all 7 of the data collection areas outlined on page 9 or are those examples?

A: Those are over-arching categories. Yes, there is a requirement in each of those areas. The best thing for applicants to do is to look at the specifics in the attachment.

Q: If we don't have data to report in an area, do we leave it blank?

A: Yes, you can leave blank if you do not have existing data.

Q: Do we receive confirmation of letters of intent

A: Emails confirming letters of intent should have gone out to everyone who submitted one. However, understanding the volume of letters that came in some may have been inadvertently overlooked. Because letters of intent are not required they do not affect the application process.

Q: Is this NOFO for states who have never applied before?

A: The NOFO was written to provide guidance and instruction to any eligible entity applying for this grant regardless of whether or not they have ever applied.

Q: Regarding the timeline for the first 12 months, for states that have not had previous funding, that is a tight timeline.

A: Do not let that be a barrier to applying for this grant. Project Officers will work with awardees on an individual basis to provide advisement.

Q: Regarding workgroups- without the mentor/partner structure, does ACL anticipate offering structure suggestions or will workgroups likely determine this as they move along?

A: We anticipate support from the TARC; however, we anticipate that states are strong and capable of structuring themselves as well.

Q: Are we judged on how we meet the match?

A: No, and if the method changes, that is not judged either.

Q: Does the 2:1 match requirement have to be satisfied per each budget period (12 months) or by project period (5 years)?

A: Grantees are required to meet the match for each 12-month budget period.

Q: Regarding Workgroup requirements- this past year, a couple of board members attended as well. Their expertise was possibly more compatible to the workgroup. Does it have to be a grantee to attend the workgroup or could it be a board member?

A: It can be a board member.

Q: Can the Advisory Committee already be in existence or must it be newly formed for this grant?

A: The verbiage in the NOFO references “existing or anticipated” on page 23.

Q: Must we have the Advisory Committee at the time of application?

A: The verbiage in the NOFO references “existing or anticipated” on page 23.

Q: Should the Advisory Committee roster go in the narrative or appendix?

A: I should go in the narrative to be scored by panel. The review panel may discard anything outside of the page limit.

Q: Is there a specific section in which to put the workgroup information?

A: No specific section. You can organize your narrative in many ways including via the list on page 17 or via the order of criteria.

Q: Will we be penalized for having more than the 2:1 match

A: You will not be penalized but if you lose some of the match in a future year, you could possibly be held responsible for it (unlikely, but possible).

Q: For the Project Work Plan, can future years be less detailed than year one?

A: See the criteria for the work plan at the top of page 25. You can use the template provided but it is not required.

Q: For the budget narrative/justification must we have a five year and one for each year?

A: Must have both, see page 19.

Q: Section 5 telecommunications restriction, does this apply to cell phones for telehealth?

A: We are not certain about this question. It can be asked to your GMS or PO if awarded a grant.

Q: Can all of the match be in-kind?

A: Yes

Q: Do the references and table of contents (toc) count towards the page limit?

A: References not necessarily but TOC would be, TOC is not required though.

Q: How do we weave in the sustainability plan?

A: You can organize your narrative in many ways including via the list on page 17 or via the order of criteria. See the criteria on page 24 (Project Impact) regarding the Sustainability Plan.

Q: Can family members of youth count towards the 50%?

A: No but there is no restriction against youth serving themselves. Family members are also valued members but do not count towards the 50%.