**North Carolina Department of Health and Human Services**

**Division of Mental Health, Developmental Disabilities and Substance Use Services**

**RFA Questions and Answers**

**RFA #:** DMH25-004

**RFA Title:** Expanding Supports for Justice Involved Adults-Community Based Initiatives

**Addendum Number**: 1

**Bidder Conference Date**: Not Applicable

**Questions Received Until Date**: October 11, 2024

**Questions and Responses**

1. **Question:** Based on this description for staffing requirements of the LEAD program category:

"Workforce and Training:**Programs must employ at least one full-time equivalent case manager and peer support specialist as part of the LEAD team.** DMH/DD/SUS encourages inclusion of a social worker on the team. Program staff must receive or have training in harm reduction, trauma informed principles, resource navigation, and the needs of individuals with BH, I/DD, and/or TBI."

Could all Case Managers assigned to the LEAD program be Peer Support Specialists? May Peer Support Specialists assigned to the program provide case management if they are trained to do so?

**Answer:** The role of case manager and the role of peer support specialist are distinctly different. The sentence in the RFA quoted in the question means: Programs must employ at least one full-time equivalent case manager AND (at least one full-time equivalent) Peer Support Specialist.

1. **Question:** We need to send this out to our stakeholders across the state but our courthouses in the west are closed through the end of October in many cases. What provision will be made for folks in the storm-affected areas?

**Answer:** Please see the highlighted areas of page 1 of the RFA under Important Notes and Page 4 Section I in the Introduction.

1. **Question:** What are the page limitations for the grant? The instructions reference VIII, but the limits are not included in the document. Where can we access this required information?

**Answer:** There will be a 30-page limit assessed inclusive of non-mandatory attachments submitted by the vendor to support their proposal.

1. **Question:** Does the grant require clients to receive direct resources/support through our program(s)? For example, we have case workers supporting organizations and clients in the Asheville area due to facility destruction. Could funds be used to provide “virtual” services?

**Answer:** Funds can be used to deliver virtual services. All services must be described in the response as per the Application Section beginning on page 22 Under Section 3 and Subsection E (Page 26).

1. **Question:**  Does funding require clients to review direct services or can funds be used to help transition clients to partner programs or support programs in other areas. For example, providing temporary housing, transportation, and food as you organize and confirm placement in rehab facilities outside of the counties you serv.

**Answer:** Funds can be used to help transition clients to partner organizations.

1. **Question:** On p. 1 and p. 7: Closing date- On the website where the RFA is posted, the application due date is listed as 11/2/24; in the RFA the application due date is listed as 11/1/24, which date should be listed on the cover letter?

**Answer:** DMHDDSUS will honor the latest closing date listed, which is 11/2/2024.

1. **Question:** For planning purposes, given the recent natural disaster events in Western North Carolina, do you see the timeline provided for award announcements and implementation as realistic?

**Answer:** Please see the highlighted areas of page 1 of the RFA under Important Notes and Page 4 Section I in the Introduction.

1. **Question:** On p. 25- Given the geographic coverage area and array of services offered by our organization are we able to provide contract information within the last 5 years limited to those contracts specific to the project proposed? *(B. Organizational Background and Qualifications: Describes the organization and its qualifications for funding)*.

**Answer:** Applicants are encouraged to provide the most relevant information possible to enable DMHDDSUS to make decisions.

1. **Question:** On p. 26 - Can you provide information regarding the project evaluation that is mentioned? What does the evaluation require? It says, "see project evaluation below,” but there is nothing to this effect in the document.

**Answer:** Applicants are advised to disregard the phrase “see project evaluation below” as it appears on page 26, Section E3.

1. **Question:** On p. 8 - Are there additional required performance measures regarding program participants (those eligible and enrolled)? What is listed as “required” relates to individuals referred but not eligible and individuals eligible but not given diversion.

**Answer:** Please refer back to the Section III, Scope of Work.

1. **Question:** On p 23 – Who should cover letter be addressed to – is there a specific point of contact for the submission?

**Answer:** Cover letter should be addressed in the following way: To Whom it May Concern.

1. **Question:** On p. 25- Can you elaborate on the information needed under project implementation plan (work plans, timelines, schedules, and transition plans for the project)?

**Answer:** In section 3. F “Project Implementation Plan” applicants are expected to delineate how they propose to implement the project including work plans for services, timelines for meeting deliverables, schedules for when services will be provided and a sustainability plan for how services will be provided post award period.