

**In-Person Counselor (IPC) Grant Program 2015  
Posted Responses**

<b>General</b>			
<b>Date Posted</b>	<b>#</b>	<b>Question</b>	<b>Response</b>
7/17	1	Where are the answers to questions posted?	Responses to all submitted questions will be posted at <a href="http://www.idph.state.il.us/fundop.htm">http://www.idph.state.il.us/fundop.htm</a> .
7/17	2	What is the grant amount? What are awards based on? What criteria are used?	Funding for the 2015 IPC Grant Program (Year 2) will be determined on a region-by-region basis. Funding amounts for each region will be determined based on the number of IPCs proposed and the associated costs, as outlined in Appendix II. Scoring criteria for the grant proposal are listed in Section VI, Grant Application Instructions.
7/17	3	My organization was awarded an extension and is scheduled to continue through 8/31/2014 under that agreement. Does having a no-cost extension affect our chances at IPC Year 2 funding given that Year 2 services are scheduled to begin 8/1/2014, the same time the grant application is due?	A no-cost extension for the Year 1 program does not have any bearing on the selection and funding for the Year 2 program.
7/17	4	Why is the grant funding period shorter for 2015 (i.e. 8.5 months)?	The shorter grant period coincides with a shorter 2015 open-enrollment period.

<b>General: IPC Training</b>			
<b>Date Posted</b>	<b>#</b>	<b>Question</b>	<b>Response</b>
7/17	1	If we have certified IPCs on staff that are not state funded, can they still utilize available resources such as webinars and Get Covered Illinois materials? How can they stay informed of enrollment activities?	Get Covered Illinois will continue to provide Navigators/IPC/CACs with access to its webinars and materials regardless of their funding sources.
7/17	2	What will the training schedule look like for local IPC agencies so that they may adjust for employment gaps?	Training will begin shortly after the grant awards are made.

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<b>General: IPC Training, continued</b>			
<b>Date Posted</b>	<b>#</b>	<b>Question</b>	<b>Response</b>
7/17	3	Will the IPC training and certification be simplified and shortened to quicken the time new staff will be ready to actually work in the program?	State specific in-person training will be three days (one online and two in-person) and federal training will be approximately 15 - 20 hours online.

<b>RFA Instructions, Section III: Eligible Applicants</b>			
<b>Date Posted</b>	<b>#</b>	<b>Question</b>	<b>Response</b>
7/17	1	Will IDPH provide any "matching" assistance for an organization that might be interested in being a sub-grantee within a region?	<p>No, IDPH and Get Covered Illinois will not provide matching assistance for the purposes of connecting lead grantee and sub-grantee organizations.</p> <p>EverThrive IL is offering a matchmaking service for organizations interested in applying for both Navigator and IPC funds. Please review and submit information via the following Google Doc if your organization is seeking partners for the application:  <a href="http://cts.vresp.com/c/?EverThriveIllinois/8e97f10e4c/93e5ac58a9/5cab2e2859/usp=sharing">http://cts.vresp.com/c/?EverThriveIllinois/8e97f10e4c/93e5ac58a9/5cab2e2859/usp=sharing</a></p>
7/17	2	Are non-profit, care-delivery organizations (CDOs) eligible to apply for this grant?	Organizations eligible to apply for funding include community and consumer-focused nonprofit groups. See page 4 of the RFA.

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<b>RFA Instructions, Section V: Program Requirements</b>			
<b>Date Posted</b>	<b>#</b>	<b>Question</b>	<b>Response</b>
7/17	1	If a lead grantee organization did not go through the certification process in Grant Year 1, but is responsible for the administration of sub-grantees, does it need to go through the certification process for Grant Year 2?	<p>Please see the Certification heading under Section V, Program Requirements, of RFA instructions on pages 9 - 10.</p> <p>All organizations must be certified by the Illinois Department of Insurance, including those performing solely administrative functions.</p>

<b>Section 1.1: Applicant Information</b>			
<b>Date Posted</b>	<b>#</b>	<b>Question</b>	<b>Response</b>
7/17	1	Under Section 1, Applicant Information, Local Health Department is not listed like it was on last year's application within the "Agency Type" heading. Should it be listed? (page 13)	<p>An agency that is a local department of health should indicate that it is a "Governmental Entity" under the "Agency Type" heading.</p> <p>Please see Section III, Eligible Applicants, of the RFA instructions on pages 3 - 4.</p>
7/17	2	Will signed MOUs "memoranda of understanding" or only LOIs "letters of intent" be required to establish sub-grantee relationships on EGrAMS?	For the purposes of EGrAMS system an MOU is required; however, an LOI is needed upon notice of grant award.

<b>Section 2.1: Organizational Eligibility</b>			
<b>Date Posted</b>	<b>#</b>	<b>Question</b>	<b>Response</b>
7/17	1	Does the grantee organization need to have a physical presence in all the regions where its sub-grantee organizations will conduct IPC outreach work?	Grantee organizations are required to coordinate grantee and sub-grantee operations in each region its IPCs serve. A lead grantee organization is not required to have a physical presence in every region if their sub-grantee organizations already have an office or other physical presence in each region the IPCs are serving.

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<b>Section 4.2: Services by Region</b>			
<b>Date Posted</b>	<b>#</b>	<b>Question</b>	<b>Response</b>
7/17	1	In the application, Section 4. 2, Services by Region, applicants are asked to identify the number of existing IPCs, if applicable. Are IPCs who are presently employed by the applicant organization with funds from last year's IPC grant considered existing?	If an organization intends to keep employing an IPC that was hired under the IPC year one program, those individuals should be counted as "existing IPCs". However for the IPC year 2 program, all individual IPCs must be full-time, devoting at least 37.5 hours per week to the Get Covered Illinois campaign.
7/17	2	How do we count our sub-grantee's 1 full-time staff, 1 part-time IPC? The sub-grantee also serves two regions.	For Year 2 of the IPC Grant Program, all individual IPCs must be full-time, devoting at least 37.5 hours per week to the Get Covered Illinois campaign. Each grantee organization must have a minimum of five such IPCs assigned to each Outreach Region (full-time IPCs with sub-grantee organizations may help supplement this total). No individual IPC may be assigned to more than one Outreach Region.

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<b>Section 4.4: Key Staff</b>			
<b>Date Posted</b>	<b>#</b>	<b>Question</b>	<b>Response</b>
7/17	1	Given that program directors must be certified, are they required to perform IPC duties in addition to their program management duties?	<p>Please see Section V, Program Requirements, of the grant application instructions and Section 4.4, Key Staff, of the grant application.</p> <p>Program Directors/Project Directors must be IPC certified; however, they will not be held to IPC metrics requirements. This will allow Project Directors to provide IPC-level assistance as needed (such as during periods of high consumer demand). If a grantee organization proposes a Project Supervisor to coordinate IPC activities within sub-grantee organizations with small amounts of staff dedicated to the grant, then they should consider assigning these duties to an individual who also performs IPC duties and will be held to metrics requirements.</p>
7/17	2	I work part-time on two different grants. If one of my organizations becomes a grantee, does this mean I can no longer work with the other organization?	All individual In-Person Counselors must be full-time, devoting at least 37.5 hours per week to the Get Covered Illinois campaign. Job duties for all other staff members must be outlined for each position and how objectives of the program will be fulfilled.
7/17	3	Can we have 4 part-time IPCs that equal 1 full-time IPC?	No, for the 2015 IPC Grant Program, all individual IPCs must be full-time, devoting at least 37.5 hours per week to the Get Covered Illinois campaign. Each grantee organization must have a minimum of five such IPCs assigned to each Outreach Region (full-time IPCs with sub-grantee organizations may help supplement this total). No individual IPC may be assigned to more than one Outreach Region.

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<b>Section 4.4: Key Staff, continued</b>			
<b>Date Posted</b>	<b>#</b>	<b>Question</b>	<b>Response</b>
7/17	4	Can a lead agency (grantee organization) have 5 full-time IPCs and their sub-grantees have part-time IPCs?	No, please see Section 4.4: Key Staff - Question #3 above.
7/17	5	On page 8 of the application it states “all IPCs SHOULD be full-time”. Does this mean that there is leeway for a grantee organization to make the case for existing highly productive part-time IPCs who meet their metrics?	No, for the 2015 IPC Grant Program all individual IPCs must be full-time, devoting at least 37.5 hours per week to the Get Covered Illinois campaign.
7/17	6	How many hours is considered full-time for an IPC?	All individual IPCs must be full-time, devoting at least 37.5 hours per week to Get Covered Illinois campaign.

<b>Section 6.3: Contractual Costs</b>			
<b>Date Posted</b>	<b>#</b>	<b>Question</b>	<b>Response</b>
7/17	1	May a grantee organization use funding to make small scale local media buys?	The Get Covered Illinois team will be coordinating all marketing efforts and media placements. GCI may allow small scale, localized and culturally appropriate media; however, any small scale media must be approved by IDPH and GCI prior to placement.

<b>Section 6.5: Commodities/Supplies Costs</b>			
<b>Date Posted</b>	<b>#</b>	<b>Question</b>	<b>Response</b>
7/17	1	I believe there is a typo in the grant application in Section 6.5, Commodities/Supplies Costs on page 47 regarding where to list the items of information technology. Should these items go under Section 6.7, Equipment Expenses, and not Section 6.6, Printing Costs? Can you please clarify?	Only items of information technology hardware and software associated with printing costs should be identified in Section 6.6, Printing Costs. All other items of information technology hardware and software that are not associated with printing costs should be identified in Section 6.7, Equipment Expenses.

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<b>Appendix II: Job Title</b>			
<b>Date Posted</b>	<b>#</b>	<b>Question</b>	<b>Response</b>
7/17	1	Are there suggestions or guidance on salary guidelines for the Program Director or Fiscal manager position? (page 62)	Salary and wages for Program Director and Fiscal Manager must be detailed in Section 6.1 Personal Services of the RFA. Salary and wages must be clear and commensurate with the experience and responsibilities of each position.
7/17	2	Can the Program Manager and the Fiscal Manager be the same person? (page 62)	<p>It is recommended the activities of the two positions be separated between two people; however, if a clear rationale is provided for the duties to be assigned to the same person, it will be considered.</p> <p>Please refer to Section 4.4, Key Staff, for the required positions. Other positions (like Program Managers) may be proposed based on the applicant's needs and are subject to review. Required positions may not be substituted by proposed positions.</p>
7/17	3	Must the Fiscal Manager complete training and certification? Is this also required for a person who is currently providing fiscal management support on an actively funded IPC grant that is under a no-cost extension?	<p>No, the Fiscal Manager is not required to complete IPC training and certification.</p> <p>Please see Appendix II: Job Title - Question #2 for remarks on dual-role positions above.</p>