



General			
Date Posted	#	Question	Response
7/17	1	Where are the answers to questions posted?	Responses to all submitted questions will be posted at http://www.idph.state.il.us/fundop.htm .
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 IV, 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.
7/23	5	Can we access and edit the previous year's application?	If an organization applied in 2014, an authorized user may access the 2014 IPC Grant application on EGrAMS at any time.
7/23	6	How do you decide who will receive the grants?	Please review the EGrAMS slides from the July 10 webinar and the end of the application instructions section starting on page 13 of the RFA. After each section, there is scoring criteria for each of the sections that are scored in the grant application. Each grant will be scored based on the application provided and the Department of Public Health will go through the scoring and selection process using the criteria provided.
7/23	7	Can you provide the website address for the Q&A from the July 10th webinar for IPC 2015 that were to be posted?	The webinar is posted at http://www.idph.state.il.us/fundop.htm .
7/23	8	Is there a max administrative percentage a lead grantee can seek under this grant?	There is no maximum percentage provided for administrative costs; however, it is recommended such costs not exceed 10%.



General, continued			
Date Posted	#	Question	Response
7/28	9	Please confirm the application submission date as the RFA indicates it is due Monday August 1, 2014. Is it Friday, August 1, 2014?	IPC Grant Program applications must be submitted by Friday, August 1, 2014 at 5:00PM CDT.
7/30	10	Is the scorecard from the 2014 RFA available for review?	Please refer to General - Question #2. "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 IV, Grant Application Instructions. "

General: IPC Training			
Date Posted	#	Question	Response
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.
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.
7/23	4	Do you have to be a granted IPC to provide IPC services?	Yes, In-Person Counselors must be granted under this program and meet the certification requirements in the Navigator Certification Act. For more information please visit: http://www.ilga.gov/commission/jcar/admincode/050/05003125sections.html .



General: IPC Training, continued			
Date Posted	#	Question	Response
7/23	5	Can current IPCs switch organizations?	Yes, IPCs or employees have the opportunity to work with other organizations if they choose to. Please note that any change in status (hiring, firing, change in location, etc.) is required to be reported to the Illinois Department of Insurance.
7/28	6	If a current 2014 IPC sub-grantee does not participate in the 2015 grant program, how long is their staff's IPC certification valid? Does it end when the 2014 grant ends or at the date on their license?	<p>When an organization's grant period or designation expires, individuals working for that organization are no longer allowed to perform duties as an IPC. Organizations may apply for the federal CAC program.</p> <p>Under state and federal laws, organizations are still permitted to distribute educational and informational materials, collect request for information cards from the public, enroll in Medicaid and refer inquires to Navigators, IPCs or CACs.</p>
7/28	7	Is there a way for a current IPC to not participate in the 2015 grant program (as they are part-time), but continue to do only Medicaid enrollment assistance?	Organizations interested in working with Medicaid as a Community Partner can find more information at: http://www2.illinois.gov/hfs/SiteCollectionDocuments/GuideABECommPartners.pdf .
7/28	8	Can you provide a list of events (by county) that IPCs will be required to attend during Year 2 of the IPC program?	IPC organizations will plan and execute enrollment and education events as part of their outreach activities. Information on IPC Program wide events will be provided to granted partners.
7/28	9	If a grantee organization is awarded funding under this RFA how soon will IPC classes be made available for staff?	Trainings will be available on an ongoing basis shortly after the grant awards are made.
7/28	10	Will there be space available, given the intended award time of early September, for all staff to attend training between September 15-October 15 in order to be fully certified IPCs as of November 15th, 2014?	See the above response in General: IPC Training Question # 9.



General: IPC Training, continued			
Date Posted	#	Question	Response
7/30	11	What is the policy on volunteer navigators?	Per state and federal regulations, all IPCs must be trained and certified. Volunteers may perform limited outreach and education activities. Volunteers should not be included as IPCs in the application. However, please include how volunteers will be used in the application. Please see state regulations here: http://www.ilga.gov/commission/jcar/admincode/050/05003125sections.html .

RFA Instructions, Section II: Period of Performance			
Date Posted	#	Question	Response
7/23	1	Does the grant period end in April?	Yes, the grant period ends on April 15, 2015.
7/30	2	Does the grant actually start on September 1st, or August 1st?	The actual start of the grant will be reflected in the grant agreement.
7/30	3	Will there be an option for renewal after Year 2?	The specific availability of renewals after Year 2 is not known at this time.

RFA Instructions, Section III: Eligible Applicants			
Date Posted	#	Question	Response
7/17	1	Will IDPH provide any “matching” assistance for an organization that might be interested in being a sub-grantee within a region?	No, IDPH and Get Covered Illinois will not provide matching assistance for the purposes of connecting lead grantee and sub-grantee organizations. 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: http://cts.vresp.com/c/?EverThriveIllinois/8e97f10e4c/93e5ac58a9/5cab2e2859/usp=sharing
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.



RFA Instructions, Section III: Eligible Applicants, continued			
Date Posted	#	Question	Response
7/23	3	If a non-profit organization receives compensation from health insurance issuers, are they excluded from applying for grants?	If an organization receives compensation from a health insurer for health services, such as services provided in a clinic, they are eligible for this grant. If an organization is compensated for enrollment services, they are prohibited from participating under this grant. Please see Section III: Eligible Applicants of the RFA Instructions.
7/23	4	Can a sub-grantee contract with more than one lead agency?	No, sub-grantees may only contract with one lead agency or become a lead grantee themselves. Organizations may only appear on one application.
7/23	5	Can a lead agency be a sub-grantee or other granted organization?	No, please see RFA Instructions, Section III: Eligible Applicants - Question #4 above.
7/28	6	Can an organization submit an application as a lead organization in one region and as a sub-grantee in another region? Are organizations permitted to apply as sub-grantee for more than one organization? What are the limits?	No, please see RFA Instructions, Section III: Eligible Applicants - Question #4 above.
7/28	7	Are organizations who were be sub-grantees in Year 1 permitted to submit their own independent grant proposal as lead grantees in Year 2?	Organizations that were sub-grantees in Year 1 may apply to be lead grantees in Year 2. However, an organization may not be on more than one application as either a lead or sub-grantee.



RFA Instructions, Section III: Eligible Applicants, continued			
Date Posted	#	Question	Response
7/30	8	<p>On page 5, under actions that grantee or sub-grantee organizations participating in the grant program may not do, the bullet point 6th from the top says:</p> <p>"Provide gifts, including gift cards or cash, unless they are of nominal value, or provide promotional items that market or promote the products or services of a third party, to any applicant or potential enrollee as an inducement for enrollment. Gifts, gift cards, or cash may exceed nominal value for the purpose of providing reimbursement for legitimate expenses incurred by a consumer in effort to receive application assistance, such as, but not limited to, travel or postage expenses."</p> <p>Does this mean we can provide them with a bus token? Or a postage stamp(s) to mail an appeal form or additional documentation in?</p>	<p>Bus tokens and stamps would qualify as "travel or postage expenses" and are allowable under federal regulations.</p>
7/30	9	<p>My organization is a nonprofit healthcare system. Does co-branding an insurance product with Land of Lincoln that will be available on the exchange make my organization ineligible Section III. Eligible Applicants?</p>	<p>Entities that are ineligible include those that are "a subsidiary of a health insurance issuer or issuer of stop loss insurance" or that directly or indirectly "receive any consideration" from such ineligible entities. The details of the governance and financial nature and operation of an applicant's cobranding, which we would advise be disclosed in response to organizational structure questions in Sections 4.4 and 4.5 of the RFA may be found to render the applicant ineligible because of conflict of interest or fairness and impartiality concerns.</p>



RFA Instructions, Section III: Eligible Applicants, continued			
Date Posted	#	Question	Response
7/30	10	Page 5 of the RFA has “be a health insurance or stop-loss insurance issuer” as a disqualification from being grantee or sub-grantee organizations participating in the grant program. Given this, is a health system that is operating a managed care plan eligible to receive an IPC grant?	Entities that are ineligible include those that are “a subsidiary of a health insurance issuer or issuer of stop loss insurance” or that directly or indirectly “receive any consideration” from such ineligible entities. The details of the governance and financial nature and operation of an applicant’s managed care plan, which we would advise be disclosed in response to organizational structure questions in Sections 4.4 and 4.5 of the RFA may be found to render the applicant ineligible because of conflict of interest or fairness and impartiality concerns.

RFA Instructions, Section IV: Available Funding			
Date Posted	#	Question	Response
7/17	1	Will there be minimum awarded per Outreach Region?	There is not a minimum or maximum for organizations that will be awarded for a particular Outreach Region.

RFA Instructions, Section V: Program Requirements			
Date Posted	#	Question	Response
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>
7/23	2	Will we be required to expand operating hours and open on Saturdays to service clients after hours, or will we be allowed to operate on an appointment basis?	Please see Section V, Program Requirements, of the RFA Instructions under the heading "Activities". Grantees and In-Person Counselors must be regularly available for client services during evening and weekend hours throughout the course of the grant to meet the needs of the populations they serve.



RFA Instructions, Section V: Program Requirements, continued			
Date Posted	#	Question	Response
7/23	3	Do organizations that were certified for the 2014 IPC Program also have to be recertified for the 2015 IPC Program?	Yes, all organizations must be certified by the Illinois Department of Insurance, including those performing solely administrative functions.
7/23	4	As we understand from the application, reports will be due every two months. Will reimbursements to grantees be every two months after the expenditure report is submitted?	Organizations will be required to submit progress reports and expenditure reports every two months. Reimbursements will also be provided every two months upon approval of the expenditure report.
7/23	5	I am the only IPC in my county. Will the 2nd year grant require posted after office hours and holidays?	See response provided under RFA Instructions, Section V: Program Requirements - Question #2.
7/23	6	Do IPCs that are already employed need new background checks, if they were an IPC in FY14?	A background check is not required for IPC certification renewal.
7/28	7	What will non-broker IPCs be expected to do for employers who are interested in SHOP?	IPCs are expected to assist small businesses with enrollment through the SHOP Marketplace. IPCs will conduct referrals to agents or brokers as requested by consumers.
7/28	8	In addition to covering the uninsured general populations in a target region, may we add a focus on sub-populations such as men (homeless, mental illness, etc.)?	Yes, but organizations may not be granted to exclusively serve any special populations in lieu of the general population.
7/28	9	On p. 9 of the RFA instructions, it states, "Non-IPC administrative/management staff should be minimal and, for organizations applying with sub-grantees, concentrated in the Grantee organization." We have a large number of sub-grantees. Are they allowed to budget a modest amount of time for non-IPC staff to cover administrative/management duties, such as project supervisors (in sub-grantee organizations with 3+ IPCs), accounting staff, and administrative staff?	Positions (Program Manager, Regional Project Manager, Program/Project Supervisor) may be proposed based on the applicant's needs and are subject to review. Required positions may not be substituted by proposed positions.
7/28	10	Do organizations that were certified for the 2014 IPC Program also have to be recertified for the 2015 IPC Program?	Yes, organizations must be certified by the Illinois Department of Insurance.



Section 1.1: Applicant Information			
Date Posted	#	Question	Response
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)	An agency that is a local department of health should indicate that it is a "Governmental Entity" under the "Agency Type" heading. Please see Section III, Eligible Applicants, of the RFA Instructions on pages 3 - 4.
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.

Section 2.1: Organizational Eligibility			
Date Posted	#	Question	Response
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 the 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.



Section 3: Applicant Grant History			
Date Posted	#	Question	Response
7/23	1	Can an organization be a state and federally funded organization?	Applicant organizations for the In-Person Counselor Grant Program may not use other funding sources as designating for education, outreach or enrollment through the Marketplace to pay staff working as In-Person Counselors under this grant. That means that each IPC staff member must be dedicated to this grant on a full-time basis, though other staff may be hired with additional funding. IPCs must be designated and funded specifically for the In-Person Counselor Grant Program. Additionally, organizations that receive funding through another program must demonstrate that activities performed under the In-Person Counselor program will be distinct and maintain separate accounting and financial records for each program.
7/23	2	Are sub-grantees required to complete Section 3, in its entirety?	Only the lead-grantee (or Applicant) is required to complete all information in Section 3, including questions pertaining to sub-grantees.
7/28	3	Will the State of Illinois accept a Federally-approved indirect cost rate for reimbursement on year two of the IPC grant?	Yes, a federally-approved indirect cost rate is acceptable.
7/28	4	Could you clarify Section 3.4: Grant Funding from Other Sources, in the RFA. Do we repeat the same State grants information we provided in 3.3: Federal and State of Illinois Funding for "3 years", but only include the grants for 2014 from the State?	Section 3.4 requests any grant funding received in the current year and asks grantees to report any new State, Federal, Local or other funding that is received during the 2015 grant period.



Section 4.2: Services by Region			
Date Posted	#	Question	Response
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 1 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.
7/23	3	Does an organization need to apply for the entire region to be granted?	No, for the 2015 IPC Grant Program, a grantee organization may serve only part of an Outreach Region; however, it may not have less than five full-time IPCs. The grantee organization may partner with sub-grantee organizations to supplement the five full-time IPC per Outreach Region requirement.
7/23	4	Our organization is a small non-profit organization and we do not serve as large of a region as what is stated in the RFA. Are we eligible to apply IPC grant funding for a smaller area? Given the more localized service area, can we be considered for funding if we apply for less than 5 full-time IPC staff for our organization? Is it possible to have 5 full time equivalent staff (for example 3 dedicated full-time IPC staff and then a combination of staff devoted half-time to equal 5 FTE)?	Grantee organizations may not have less than five full-time IPC positions, but may serve only part of an Outreach Region. Organization may partner with other organizations to supplement the five full-time IPCs per Outreach Region requirement.



Section 4.2: Services by Region, continued			
Date Posted	#	Question	Response
7/23	5	We are a current grantee organization considering an application for the 2015 program. If we are only interested in serving part of a region does our application still have to include at least 5 IPCs?	See response provided under Section 4.2: Services by Region - Question #4.
7/28	6	One of our sub-grantees has two offices in two different Outreach Regions. We are only applying to serve one Outreach Region; however, this sub-grantee still wants to serve their clients in both counties. How would the sub-grantee accomplish this since it is stated that each sub-grantee can only be on one grant application?	In this instance, either: A.) The sub-grantee organization should instead apply as a stand-alone lead grantee seeking to serve both Outreach Regions with each having five full-time IPCs, or B.) Your lead organization may expand the proposed scope of operations to both Outreach Regions. Organizations must only operate in the Outreach Regions they have been granted to serve unless otherwise directed by GCI.
7/28	7	Are letters of support required from sub-grantee organizations or any other local entities in the regions that we are choosing to serve?	No, letters of support are not required.
7/28	8	Can an IPC organization target a specific area in a region?	Grantee organizations may serve only part of an Outreach Region as follows: <ul style="list-style-type: none"> • Outside of Cook County, the smallest portion of an Outreach Region that an organization may apply to serve is at the county level. • Within Suburban Cook County, the smallest portion of an Outreach Region than an organization may apply to serve is a township. • Organizations may apply to serve specific Chicago Community Areas within an Outreach Region.
7/30	9	What do we need to include in the application from our sub-grantees indicating their support and willingness to be a sub-grantee? Nothing, letter of support, draft contract?	See response provided for Section 1.1: Applicant Information - Question #2.



Section 4.2: Services by Region, continued			
Date Posted	#	Question	Response
7/30	10	If an organization is physically located in one region, can they still serve clients outside that region?	Organizations must only operate in the Outreach Regions they have been granted to serve unless otherwise directed by GCI.
7/30	11	If services are requested outside of our granted area can we accommodate as we did in Year 1?	Organizations must only operate in the Outreach Regions they have been granted to serve unless otherwise directed by GCI.
7/30	12	If agency applies and is granted for region 4 and has physical space in region 9 can that agency provide enrollment services in region 9 (the non-granted region)?	Organizations must only operate in the Outreach Regions they have been granted to serve unless otherwise directed by GCI.
7/30	13	Some of our partners have Certified Application Counselors that worked on the ACA but who do not have the state's IPC certification. Is there a place where we can report this? Can we enter that number in the same section as the area where we put the number of already existing IPCs?	The "existing IPC" category is for individuals who have already been certified as In-Person Counselors. The staff proposed through this application must focus on individuals who will work as certified IPCs or fill other positions outlined in the RFA.

Section 4.4: Key Staff			
Date Posted	#	Question	Response
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 RFA Instructions and Section 4.4, Key Staff, of the grant application.</p> <p>Program/Project Directors must be IPC certified; however, they will not be held to IPC metrics requirements and may not be counted as a full-time IPC. 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 Program Manager/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>



Section 4.4: Key Staff, continued			
Date Posted	#	Question	Response
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.
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.
7/23	7	Does the program director need to be full-time?	No, the IPC position is the only position required to be full-time and must devote at least 37.5 hours per week to the Get Covered Illinois campaign.
7/23	8	Is it possible to make one FTE Navigator into two part-time positions?	All individual IPCs must be full-time, devoting at least 37.5 hours per week to Get Covered Illinois campaign.



Section 4.4: Key Staff, continued			
Date Posted	#	Question	Response
7/23	9	Are IPCs restricted to working in one region? If you apply to two regions, does that mean you need ten IPCs?	Yes. The requirement is that there be five full-time IPCs per Outreach Region, devoting at least 37.5 hours per week to Get Covered Illinois campaign. If an organization has teams in multiple regions, these teams will be treated and evaluated separately for the purposes of outreach and education.
7/23	10	What is the difference between a Program Manager, Project Manager and Program Director?	<p>A Program Director is a required position in Year 2 and has been referred to in the application as a Project Director. Other positions (like Program/Project Manager, Regional Project Manager, Program/Project Supervisor) may be proposed based on the applicant's needs and are subject to review. Required positions may not be substituted by proposed positions. The other required positions are IPC and Fiscal Manager.</p> <p>Program/Project Directors must be IPC certified; however, they will not be held to IPC metrics requirements and may not be counted as a full-time IPC. This will allow Project Directors to provide IPC-level assistance as needed (such as during periods of high consumer demand).</p> <p>If a grantee organization proposes a Program Manager/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>



Section 4.4: Key Staff, continued			
Date Posted	#	Question	Response
7/23	11	<p>In EGrAMS items 4.4 (“Identify Key Staff”) - Applicants are asked, “How many new positions is the organization creating as a result of this grant?” followed by the question, “How many of these positions are full time?”</p> <p>It is not clear what “these positions” is referring to in the 2nd question – all project personnel (e.g., including, for example, existing personnel who will serve as the project director or the fiscal manager) or only new positions created by the grant?</p>	The question is asking for the total number of positions that will be funded under the grant, excluding existing organization staff that are shifted to IPC grant activities from a previous job responsibility with the organization.
7/23	12	Is it required that each region have a dedicated regional project manager/supervisor?	It is recommended that applicants with a large number of sub-grantee organizations or IPC staff within a region appoint a Regional Project Manager to coordinate grant activities among sub-grantee partners within the region.
7/23	13	Aside from IPCs, must other positions directly tied to this grant have to be full-time positions, for example Project Director, Program Manager, Regional Project Manager, etc.?	No, please see Section 4.4: Key Staff - Question #7 above.
7/23	14	Are organizations required to employ a Fiscal Manager for this grant if they have a fully qualified fiscal management department?	Organizations with a fully qualified fiscal management department must assign a lead individual as the Fiscal Manager for the IPC program who will be funded either on a full-time or part-time basis.
7/23	15	Do sub-grantee project managers also need to be certified? Would they then need to provide IPC duties full-time?	See response provided under Section 4.4: Key Staff - Question #1.



Section 4.4: Key Staff, continued			
Date Posted	#	Question	Response
7/23	16	Section 4.4: Key Staff; and Appendix II, Job Title Section, both indicate that Program Director, Regional Project Manager, Program Supervisor positions may be either full-time or part-time; however, Section 6.1: Personal Services (Salaries and Wages) specifies that "Applicants should note that all Program Director, Regional Project Manager, Program Supervisor, and IPC positions should be full time" on page 43. Can you please clarify?	<p>Please refer to Section 4.4: Key Staff.</p> <p>The IPC position is the only position required to be full-time and must devote at least 37.5 hours per week to the Get Covered Illinois campaign. Other positions (like Program Manager/Supervisor or Regional Project Manager) may be proposed based on the applicant's needs and are subject to review. Required positions may not be substituted by proposed positions.</p>
7/23	17	Can you define who qualifies to be a Program Manager? What are the duties of a Program Manager in this grant? Does a Program Manager have to go through the whole certification process like an IPC?	<p>Please see Section V, Program Requirements, of the RFA Instructions and Section 4.4, Key Staff, of the grant application.</p> <p>Program/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).</p> <p>If a grantee organization proposes a Program Manager/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>
7/28	18	Regarding Section 4.4: Key Staff - Question #1: If Project Directors are not held to IPC Metrics requirements, how should we estimate our enrollment goals? How will this exemption affect weekly metrics reporting?	<p>Metrics requirements will be on a per/IPC basis. Project Directors may assist in the overall enrollment goals of the IPC staff.</p>



Section 4.4: Key Staff, continued			
Date Posted	#	Question	Response
7/28	19	Are we required to hire a minimum of 5 IPCs plus a project director? Or 5 IPCs including the project director?	A grantee organization must have a minimum of five full-time IPCs devoted to the Get Covered IL campaign. The organization must also have a project/program director.
7/28	20	Are there any specific educational requirements for a grantee and or director?	The RFA does not specify education requirements for any positions.
7/28	21	Can grant funds be used for over-time costs?	Staff overtime can be estimated as part of the budget proposal and consistent with guidelines provided in Section 4.4 Key Staff and Appendix II of the RFA.
7/28	22	Do project managers/directors (i.e. those that supervise IPCs) for sub-grantees also need to be certified?	<p>A Project/Program Director must be certified and is a required position. Please see Section 4.4 and Appendix II.</p> <p>If a grantee organization proposes a Project Supervisor/Manager 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, is certified and will be held to metrics requirements.</p>
7/28	23	<p>Per the RFA, IPCs funded by the grant must be full-time. For IPCs who were part-time last year and will continue to be this year, I ask the following questions:</p> <p>a. Can they get recertified and take courses for recertification?</p> <p>b. If recertification is allowed, can they support the outreach, education, and enrollment efforts of our Year 2 grant, and their time be funded by the grant?</p> <p>c. Can we combine their time to have 1 FTE, IPC?</p>	All individual IPCs must be full-time, devoting at least 37.5 hours per week to Get Covered Illinois campaign. IPCs who were part-time and are proposed as full-time for this RFA are required to complete recertification requirements.
7/28	24	Can our sub-grantee hire part-time IPC staff if we are applying to serve specific population?	No part-time IPCs will be accepted in Year 2 of this grant program.



Section 4.4: Key Staff, continued			
Date Posted	#	Question	Response
7/28	25	How do we account for staff overtime in the budget?	See response provided under Section 4.4: Key Staff - Question #21.
7/28	26	Does the lead grantee applicant, need to identify the organizations that are providing IPC services?	Yes, please see page 39, where applicants are asked to provide a chart describing in detail the organizational structure of all staff participating in the grant program, including the relationship of the lead grantee and sub-grantees.
7/30	27	Can the grant fund workers who are not IPCs, such as community health workers, to do outreach? These persons would not be certified.	Please refer to Section 4.4: Key Staff of the RFA.
7/30	28	<p>Here is our reporting structure from Year 1:</p> <p>Sub grantee IPC --> Sub-grantee Program Manager --> Lead Grantee Program Manager --> Lead Grantee Program Director</p> <p>Is the above depicted Lead Grantee Program Director required to be IPC certified? Can you more clearly differentiate between a Program Manager and a Program Director?</p>	<p>All In-Person Counselors and management personnel designated in the proposal and participating in grant activities through successful applicant organizations will be required to be certified and receive online training from the federal government and in-person training from the state's training partners at the University of Illinois at Chicago (UIC).</p> <p>Program/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 Regional Project Manager/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>
7/30	29	Can the Project Director be an IPC and devote, for example, 60% of her time as a program director, and the remaining 40% doing enrollment and outreach as an IPC?	Please see Section 4.4: Key Staff - Question #1.



Section 4.4: Key Staff, continued			
Date Posted	#	Question	Response
7/30	30	<p>As an alternative to hiring IPCs as agency staff for only 9.5 months; Grantee agency would like to explore the option of hiring full time IPCs as contractors. Contractors (1099) are responsible for their own taxes, health insurance, transportation costs (mileage, parking, etc.), mobile phone, and laptop and air card time. As contractors there are no fringe benefits associated with their payment.</p> <p>Can grantee agency hire contractors and pay them \$4,500 per month for 9.5 months (grant duration) which will include all the IPC requirements listed in the grant (Full time status, evenings/weekend schedule, equipment, phone, etc.)?</p>	All individual IPCs must be full-time, devoting at least 37.5 hours per week to Get Covered Illinois campaign. The employment relationship between the IPC and IPC organizations is up to the applicant organization.
7/30	31	<p>Several sections note that there must be a “minimum of 5 full-time In-Person Counselor staff in each region”. Are IPCs required to be permanent full-time employees, or can they be hired as contractual full-time employees for the time period of the grant contract?</p>	All individual IPCs must be full-time, devoting at least 37.5 hours per week to Get Covered Illinois campaign. The employment relationship between the IPC and IPC organizations is up to the applicant organization.

Section 4.6: Goals			
Date Posted	#	Question	Response
7/23	1	<p>In the goals portion of the application, it requires the metrics for before and after open enrollment to be included in the same section. How should this portion be documented because the volume of some of the metrics will not be the same pre and post enrollment?</p>	If estimated Pre- and Post-Open Enrollment metrics differ, please provide a separate metric for each period.



Section 4.6: Goals, continued			
Date Posted	#	Question	Response
7/30	2	Will sub-grantees' metrics count toward their lead grantee's goals?	<p>Yes, metrics and goals will be aggregated to provide evaluation of lead grantees. Groups of IPCs in different regions will be treated as distinct and separate teams for the purposes of evaluation.</p> <p>Lead grantees must hold all sub-grantee organizations with which it works to the same standards and requirements as it is held to. The organization will facilitate communication between the state, the organization and its sub-grantees for problem solving, performance reporting, and issue resolution.</p>
7/30	3	If a grantee has part-time CACs, can their enrollment work count towards IPC grant deliverables?	No.
7/30	4	Since the ABE system is up already, are we able to enroll individuals for Medicaid before the enrollment period and count them towards our metrics (during the period of August 1 - November 14)? Or will they only count if they are being enrolled during the 3 month enrollment period?	Medicaid enrollments will be a goal-driven metric before, during, and after the Marketplace's Open Enrollment Period.
7/30	5	Based on the 2014 program, is there a suggested IPC case load rate, from known best practices, such as 100 individuals/families (applicants) per IPC in a given time period?	No, please refer to Section 4.6: Goals.



Section 5: Grant Project Workplan			
Date Posted	#	Question	Response
7/28	1	Under Section 5: Grant Project Workplan, should we come up with our own objectives, or should we use the objectives that are listed in the RFP?	<p>The objectives listed in the RFA are examples. Organizations must propose objectives that reflect the goals of the grant program.</p> <p>For Section 5: Grant Project Plan, an organization's Work Plan must include activities describing specific tasks needed to complete each proposed objective.</p> <p>For Section 4.6: Goals, organization's must propose weekly goals that it is capable of meeting under this program. Each goal should be in numeric form and reported on a per-full-time IPC basis.</p>

Section 6: Grant Project Budget			
Date Posted	#	Question	Response
7/23	1	Is there a maximum budget amount?	In this year's application, a maximum budget amount was not specified. This year's application is on a region-by-region basis and within the application organizations must specify and detail out the different budget categories for each region that it is applying to serve.
7/30	2	Is rent/occupancy an allowable cost to: a) Rent a space to conduct IPC activities, and /or b) Allocate a % of existing office space to conduct IPC activities?	Rent/occupancy costs are allowable only for space that is used to conduct IPC activities.

Section 6.3: Contractual Costs			
Date Posted	#	Question	Response
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.



Section 6.4: Travel Costs			
Date Posted	#	Question	Response
7/30	1	In Section 6.4 (page 47) Travel Costs: Can mileage and parking expenses be included in this section?	Yes, mileage and parking expenses estimated for IPC activities can be included.

Section 6.5: Commodities/Supplies Costs			
Date Posted	#	Question	Response
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.

Section 6.9: Administrative Costs			
Date Posted	#	Question	Response
7/23	1	On page 7, under Part IV, Available Funding, of the RFA Instructions there is the following statement: "The grant funds may not be used for institutional, organizational, or community-based overhead costs not directly related to grant objectives; indirect costs; or levies." However, Section 6, Grant Project Budget, includes an expense category for Administrative Costs (6.9, page 49). Please clarify whether such indirect costs are actually allowable/unallowable, or if there are only specific expenses (beyond the stated staff background checks) that are permitted under this category?	Administrative costs under Section 6. Grant Project Budget are for expenses related to grant activities and objectives. These are not categorized as indirect costs. Indirect costs for institutional, organizational, or community-based overhead costs not directly related to grant objectives are not permitted.
7/30	2	Are financial reporting costs at the sub-grantee level for year 2 of the IPC grant project permissible? In year 1, the costs of accounting the grant at sub-grantee and at lead grantee level fell under the "Salary/Personnel" line-item. Will this still be allowed in year 2?	Yes, financial reporting costs are permissible.



Section 8: Required Attachments			
Date Posted	#	Question	Response
7/30	1	If the latest audit report is not available, would the previous year's be acceptable?	Yes, that would be acceptable.

Appendix I: Overview of Outreach Regions			
Date Posted	#	Question	Response
7/23	1	Is new data on the uninsured available?	The information presented in the RFA about the different compositions of the regions reflects the most current data we have from the census, particularly from the survey in 2010 and 2011. The numbers in the RFA do not necessarily reflect enrollment work done throughout the course of the Open Enrollment Period Year One. Any new data that becomes available before the close of the application period will be made available at http://www.idph.state.il.us/fundop.htm .
7/23	2	Is this year's application focused on specific regions? If so, which ones?	Please see Appendix I: Overview of Outreach Regions of the RFA.
7/23	3	In regard to the In-Person Counselor Grant Program 2015, does GCI have access to uninsured characteristics broken down by county?	See response provided under Appendix I: Overview of Outreach Regions - Question #1 .

Appendix II: Job Title			
Date Posted	#	Question	Response
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.



Appendix II: Job Title, continued			
Date Posted	#	Question	Response
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/Supervisors) 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>

Appendix IV: Key Metrics --Outreach and Education Tactics			
Date Posted	#	Question	Response
7/23	1	What is the RFI card?	A request for information card. This is a data collection tool used to gather information about consumers in a structured and organization way.