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 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.
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 EGraAMs 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.

General, continued			
Date Posted	**#**	**Question**	**Response**
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: 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/IPCs/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.
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.

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.

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/8e97f 10e4c/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.
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.

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?	Please see the Certification heading under Section V, Program Requirements, of RFA Instructions on pages 9 - 10. All organizations must be certified by the Illinois Department of Insurance, including those performing solely administrative functions.
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.
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.

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.

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.

Section 4.2: Services by Region, continued				
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.
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.

		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?	Please see Section V, Program Requirements, of the RFA Instructions and Section 4.4, Key Staff, of the grant application. Program Directors/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.
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.

Section 4.4: Key Staff, continued			
Date Posted	**#**	**Question**	**Response**
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.
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 as separate organizations and evaluated as such for the purposes of outreach and education.

Section 4.4: Key Staff, continued			
Date Posted	**#**	**Question**	**Response**
7/23	10	What is the difference between a Program Manager, Project Manager and Program Director?	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. 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.
7/23	11	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?" 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?	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.

		Section 4.4: Key Staff, continued	
Date Posted	**#**	**Question**	**Response**
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.
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?	Please refer to Section 4.4: Key Staff. 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.

Section 4.4: Key Staff, continued			
Date Posted	**#**	**Question**	**Response**
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?	Please see Section V, Program Requirements, of the RFA Instructions and Section 4.4, Key Staff, of the grant application. 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 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.

Section 4.6: Goals			
Date Posted	**#**	**Question**	**Response**
7/23	1	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?	If estimated Pre- and Post-Open Enrollment metrics differ, please provide a separate metric for each period.

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.

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 scall media must be approved by IDPH and GCI prior to placement.

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.

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.
7/17	2	Can the Program Manager and the Fiscal Manager be the same person? (page 62)	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. 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.
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?	No, the Fiscal Manager is not required to complete IPC training and certification. Please see Appendix II: Job Title - Question #2 for remarks on dual-role positions above.

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.