

Minority Outreach Technical Assistance (*MOTA*) Partners,
Faith-Based and Community-Based Organizations
Request for Proposal (*RFP*) Application
Frequently Asked Questions (*FAQs*) # 2

October 24, 2019

1. Is a community-based provider eligible to apply, if they are not an 501c3 organization?

A community-based provider that is not an 501c3 is not eligible to apply. Please refer to the eligibility criteria on page 2 of the Request for Proposal (RFP), which states an organization **must** be a 501c3 and in good standing with the State Comptroller's Office.

2. How should Local Health Departments (LHD), Local Behavioral Health Authority (LBHA), or Local Addiction Authority (LAA) disseminate RFP information to targeted audience?

The best approach is to send out the RFP via email, press release, and via postings to the LHD, LBHA, or LAA website.

3. Is the indirect administrative fee taken from or in addition to the grantee's final funding award?

The indirect administrative fee for the LHD is a percentage of **all** approved applications for that jurisdiction. The indirect administrative fee is up to 10% of the total amount awarded to the LHD.

4. Will the LHD be responsible for submitting one cohesive budget reflecting all submitted local projects and include the 10% LHD indirect administrative fee?

BHA will require a budget breakdown and narrative for each recommended project with a score of 70 or above. However, the LHD is responsible for submitting one cohesive budget for the selected programs, in addition to the 10% indirect administrative fee.

5. Can applicants utilize their own budget format, in place of the MDH 4542 budget forms, to submit their proposed budgets?

BHA would like for applicants to use the DHMH 4542 form to ensure all required information is obtained and the forms are consistent.

6. Are LHD's required to use the MDH 4542 forms, for each applicant, in order to determine administrative dollars?

After the projects are selected and approved, the LHD should submit one final DHMH 4542, with the total of **all** approved projects for their jurisdiction. The total amount of funding determines the indirect administrative fee dollar amount; The administrative fee may not exceed 10% of the total amount awarded to the LHD.

7. Will BHA contract directly with providers who are approved for funding?

No, the LHD is responsible for contracting with the providers approved for funding. BHA will issue one award letter that will specify which projects were approved and the amount of funding each project was approved for.

8. Is there a contract template or LHD's to use?

Yes, there is a Condition of Awards (COA) template. This template was included with the RFP packet. If the LHD need technical assistance after the awards have been made, please contact Kimberly Qualls, Kimberly.qualls@maryland.gov.