

# Pathways Community HUB Model Grant FY16-17 Program/Fiscal Frequently Asked Questions

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You may email Commission Program Staff at: [Reina.Sims@mih.ohio.gov](mailto:Reina.Sims@mih.ohio.gov) or Fiscal Staff at: [Venita.OBannon@mih.ohio.gov](mailto:Venita.OBannon@mih.ohio.gov) if additional information is needed. Created 8/24/15

## Program:

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- 1. How does the Commission define minority?**
  - As per Amended Substitute House Bill 171, minority means any of the following economically disadvantaged groups: African Americans, Asian Americans, Hispanic Americans, and Native Americans.
- 2. How does the Commission define at risk?**
  - “At Risk” as defined for the replication and expansion HUB RFP is as follows: racial and ethnic minority; less than 18 years old; low income; prior poor birth outcomes; tobacco use; alcohol use; drug use; homelessness/poor living environment; unmarried; no insurance; no transportation; and personal challenges. Furthermore, all women enrolled must have at least one documented risk factor identified above. For background reference, please visit: <http://www.healthypeople.gov/2020/leading-health-indicators/2020-lhi-topics/Maternal-Infant-and-Child-Health/determinants>
- 3. The RFP states that, “...the applicant agency must submit copies of written agreements with each of the care coordination agency members. Applicant must submit Memorandums of Agreement from the HUB partner agencies which clearly identify their roles and responsibilities and a commitment to work through the HUB. These signed agreements must contain language that requires the care coordination agencies to use the standardized Pathways. These signed agreements must outline the staff, activities and/or services they will provide to the project and generally describe how this project will impact/improve the identified problem. The originals must be signed in blue ink.” We currently have contracts in place with 8 care coordinating agencies that outline what is listed above, however they are not signed in blue ink. Do we need to recreate these and have them sign new ones for the purpose of this grant application or can we submit copies of our existing contracts?**
  - Yes, current agreements must be developed and signed in blue ink, specific to this grant opportunity, as per the RFP within the Proposal Narrative, Item 1 - Description of the Applicant Agency, Item F.
- 4. Is a Licensed Community Health Worker required as a part of submission?**
  - No. However, all Community Health Workers and Community Care Coordinators must go through an intensive training in seven, standardized Community Health Care Worker Core Competencies that include Minnesota, Ohio and Texas certification standards.
- 5. Is any type of Community Health Worker required as a part of submission?**
  - Yes, as per the RFP, outlined in Appendix A within Community Care Coordination Workforce Standards.
- 6. Can a community liaison or consultant be paid?**
  - No, as per the RFP, outlined in Appendix A within Community Care Coordination Workforce Standards, a trained, certified Community Health Worker must be used.

7. **Do any of the existing HUBS use EPIC to document pathways? If yes, is there a standard EPIC HUB form?**
- The Commission does not know who will be applying for the replication and expansion HUB RFP. Therefore, the Commission is unable to respond to this question.
  - Please be advised that as per the RFP, all funded agencies must agree to enter their data into the Care Coordination System, which was developed for the HUB Pathways Model, <http://carecoordinationsystems.com/>.

**Fiscal:**

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1. **Under the eligibility requirements it states “...Demonstrate that at least 20% of project funds are received from sources other than grants awarded by the Commission on Minority Health.” Does that mean that we need to cost-share 20% of the total project costs?**
- As per the RFP eligible agencies must show that 20% of the amount requested from the Commission, must come from other sources.
2. **Do we need to document sources and uses on the budget to show that 20% is coming from other sources, or is the only information regarding this requirement on the Administrative Compliance form?**
- As per the RFP, the budget form references funds that will be used by source for the 20% match. Additionally, applicants are to list other sources of funding in Section III of the budget form, within the Sources of Agency Support section.
  - The Administrative compliance form is to provide insight on the applicant agency’s internal policies of conducting business.
3. **In the webinar, there was discussion about \$180,000 being available to support existing pathways in FY2016 and \$75,000 in FY2017. Does this mean \$60,000 would be distributed across the three existing hubs in 2016 and \$25,000 in 2017?**
- As per the RFP, if funded, each of the three existing HUBS will receive up to \$180,000. Also included in the RFP, if funded for year two (contingent upon a grantee achieving a proportionate level of projected outcomes during the first year of funding), each of three existing HUBS will receive \$75,000.
4. **Is it true that anyone who is fully or partially paid for by grant funds cannot be billed or paid for from other sources?**
- No. As per the budget forms in the RFP, applicants are to list the staff who will work fully or partially on this grant on the Budget Form, Part I. On this same form, the applicant is to list the percentage of time full or part time staff will work on the expansion and replication HUB grant to determine how much of the full or part time staff member’s salary and benefits are charged to the grant. The remainder of the full or part time staff person’s salary or benefits can be paid for with other sources.