

# Pathways Community HUB Model Grant FY18-19 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. Edited 2/27/17

## Program:

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1. **Do we need to hire someone to put together the reporting mechanism and evaluation reports that are submitted to the Commission?**

As per the RFP, it is expected that all funded HUBs have access to an evaluator from the beginning of the project through the end of the life of the project. An evaluator should be included in the project to assist the program director in designing client assessment forms in order to retrieve demographics and baseline information and to measure behavioral changes. Applicants are strongly encouraged to contact an evaluator when developing the proposal.

2. **On page 4 of the RFP document, the instructions indicate that the Commission WILL NOT consider funding proposals where the agencies are previously funded on a fiscal year or biennial budget grant award using the same model to continue service delivery OR agencies previously funded by the Commission on a biennial.....**

**Does this criteria apply to Hub expansion grants since we are not creating a new service delivery model?**

- The language included on page four of the HUB FY 18 RFP is standard RFP language and does not apply to the FY18 HUB RFP Applicants.

An existing HUB will implement the same model. HUB reviewers will be trained to understand that existing HUBs will use the same model to implement programming.

3. **Is a Licensed Community Health Worker (CHW) required as a part of submission?**

- As per the RFP, CHWs may be certified or uncertified upon hire, through the Community Care Agency. However, the HUB must ensure (through sharing of CHW education opportunities) that each CHW meets the minimum training requirements as outlined in Appendix C of the RFP. Certification must be obtained in approximately 6 months.

## 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." Please clarify this statement.**

- As per the RFP, eligible agencies must show that 20% of the amount requested from the Commission, must come from other sources. The 20% may be cash or in-kind services.

Furthermore, the applicant agency must ensure that the funds or services included in the 20% match are allowed to be used as such.

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. **Regarding clarification on personnel benefits, does the employee earn 50% of his/her salary from this grant if they work 12 months a year? If so, we need to find the other 50% from another source to pay the employee?**

This would depend on the percent of time this person dedicates to the program. Out of a 40 hour work week, if the employee is solely devoting 20 hours (50%) of their time to the program for 12 months, then they are working 50% on the grant. To this end, only 50% of this staff member's salary is covered by Commission funding.