

Michigan Department of Health and Human Services (MDHHS)
Health Disparities Reduction and Minority Health Section (HDRMHS)
2016 Minority Health Month

Frequently Asked Questions

Conference Call

February 17, 2016, 2:00 p.m. - 3:00pm

February 24, 2016, 2:00 p.m. - 3:00pm

1. What is the submission deadline for the 2016 MDHHS Minority Health Month Request for Proposal?

Answer: The submission deadline is **5 PM (close of business) on Monday, March 7, 2016**. Proposals must be delivered via U.S. mail or hand delivered. Mailed submissions must be postmarked Monday, March 7, 2016 or earlier. Hand delivered submissions must be received no later than Monday, March 7, 2016 at 5 PM. All proposals must be submitted to:

Michigan Department of Health and Human Services
Cadillac Place
3056 W. Grand Blvd, Suite 3-150,
Detroit, Michigan. 48202
Attention: Jacquetta Hinton, Program Specialist

2. When will awarded organizations be notified

Answer: Awarded organizations will be notified no later than March 21, 2016. Notifications will be made via an emailed award approval letter. Organizations that are not approved for an award will be notified no later than March 28, 2016.

3. Can you do more than one event?

Answer: Yes. Organizations are encouraged to conduct more than one event within the limits of funding. All events planned should be indicated in the submitted work plan and budget.

4. What happens if you have to postpone a funded event?

Answer: We recognize that there are circumstances that may require a postponement of a planned event. However, postponed events must be rescheduled before September 15, 2016. Organizations identifying a need to postpone programming **must notify MDHHS in advance** to allow time to publicize the scheduled change on the Minority Health Month calendar which will be available on the MDHHS/HDRMHS website.

5. When can we submit invoices for incurred expenses and when will MDHHS mail out reimbursement checks.

Answer: Invoices can be submitted when funded activities have been completed. Invoices will be processed as they are received. Please allow up to 30 days to receive payment from the date the final invoice is received. Please submit Invoices to: Jacquetta Hinton, MS, Program Specialist, Michigan Department of Health and Human Services, Health Disparities Reduction and Minority Health, hintonj@michigan.gov or Veronica Jones, Administrative Assistant, jonesv1@michigan.gov

6. What role will MDHHS play?

Answer: The primary role of MDHHS is the funder and co-sponsor of Minority Health Month events. MDHHS will have representation at all of the scheduled events. **Note:** Any MDHHS logos and/or language referenced MDHHS used, must be provided by and/or approved by MDHHS.

7. What are some examples for programming/activities that will be suitable for a Minority Health Event?

Answer: Funded activities may include town halls, community conversations, question and answer forums, educational presentations, etc.

8. Can you clarify the implementation period

Answer: All events must take place between April 1, 2016 and September 15, 2016.

9. Is there a target number of participants per event?

Answer: No. However, given the funding we expect a minimum of 20 participants at each event or activity.

10. Can grant funds be used for refreshments, childcare or transportation?

Answer. Yes, it must be reflected in your budget. Childcare and transportation services must be state licensed and/or certified.

11. Must I include acknowledgment of the funders on printed materials advertising the Minority Health Month activities or events?

Answer: All printed materials advertising the events or activities of Minority Health Month must include acknowledgment of the Michigan Department of Health and Human Services. Recommended language will be provided by MDHHS.

12. Can you clarify how many pages the narrative must be?

Answer: The narrative can be no more than 5 pages. This does not include the budget/budget justification and the memorandum of agreements for collaborating agencies.

13. Is MDHHS looking for data to be gathered from the event?

Answer: Yes, MDHHS expects organizations to document and transcribe the results of the community conversation and submit the completed project report including the transcription of the community conversation with the final invoice for payment. Also, we may ask you to provide some demographic information on the participants, such as gender, age, race/ethnicity information.

14. What component of the RFP is more important, the outreach strategies or the community conversation facilitation?

Answer: Both components are essential to the success of the project. Successful outreach will bring the appropriate community leaders and residents to the community conversation. The documentation of the community conversations will inform us on issues and solutions to some of the most pressing public health questions.

15. Will MDHHS assist with information regarding the history of Minority Health Month?

Answer: Yes. On page 14, attachment 3 contains a list of recommended resources/links to assist applicants with historical information concerning the history of Minority Health Month, the Office of Minority Health and Public Act 653.

16. Is collaboration and partnership encouraged between applicants?

Answer: Partnership and collaboration between applicants is encouraged.

17. Can this funding be used for research?

Answer: This funding cannot be used for research.

18. How should we document public participation at the events/activities/community conversations

Answer: Information related to name, age, and gender, race/ethnicity is sufficient. Documenting participants' address or other personal information is not necessary.

19. Are we expected to create an action plan as a result of this project?

Answer: No. You are required to produce a final report that describes your activities and includes documentation/transcription of the participant responses to the facilitated discussion questions. MDHHS will provide a template.

20. If seven qualified applicants cannot be found from within the applicant pool, will the remaining funding be spread among the selected qualified applicants?

Answer: That is to be determined.

21. Is a proposal that has been postmarked by the submission date ok?

Answer: Yes. Proposals received with a postmark date of March 7, 2016 or earlier will be accepted. See Question #1 above

22. Can applicants include their own questions as part of the community conversations?

Answer: Yes. However, MDHHS will provide questions that must be asked at the community conversations.

23. Can costs for an interpreter be built into the budget?

Answer: Yes.

24. Can we invite our clients to our events?

Answer: Yes. As stated in the RFP, clients should comprise no more than 20% of the participants. If you plan to include a larger percentage of clients you must provide justification in your grant application.

25. Can we integrate our event into other broader events?

Answer: The Minority Health Month funding is intended to support dedicated community events. If you plan to integrate MHM activities into other events you must provide justification in your grant application.

26. Must we address health disparities broadly or can we focus on a more specific health category like HIV?

Answer: Specific categories can be addressed as they relate to or impact one or more of the five racial and ethnic populations: African-Americans, Asian/Pacific Islanders, Hispanic/Latino, Arab/Chaldean and Native American/American Indian.

27. Is cost for subcontracts considered indirect costs or contractual?

Answer: Contractual

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