Frequently Asked Questions:
Overdose Prevention and Response Mentorship Program

Contractual Agreement

Q: Does a signed contract need to be submitted with the application or after selection as a mentee/mentor?
A: A signed contract will be required after selection; submission of a signed contract is not required with the application. After notice of award, selected applicants must sign and return the contract within 30 days of receipt and agreement with NACCHO’s standard contract terms and conditions is a requirement. No modifications to the terms or contract language will be made. NACCHO recommends that interested applicants review the standard contract and provide a copy to the individual with signing authority for the LHD, including any relevant financial or legal offices. NACCHO encourages review of the contract in advance to facilitate the contract execution process after award.

Q: What is the period of performance of this project?
A: NACCHO anticipates sending selected mentors and mentees notice of award the week of January 6th, 2020. The project period of performance will be from contract execution in January 2020 to July 31, 2020.

Eligibility

Q: Can agencies besides local health departments (i.e. fire department, police department, etc.) apply to be a mentor or mentee?
A: No, only local health departments are eligible to apply as mentoring entities.

Q: Can we choose who from our LHD will be the main point of contact for the mentorship program?
A: While selection is not guaranteed due to the competitive nature of this process, please make that distinction in your application where possible.

Funding & Budget

Q: What type of contract will be awarded?
A: The mentors and mentees selected for this program will be awarded a firm fixed-price consultant agreement for the work specified in the schedule of deliverables.

Q: What is the purpose of the budget narrative?
A: The budget narrative or budget justification that should be submitted with the application is meant to demonstrate that the applicant has considered the resources needed to accomplish the work in the schedule of deliverables. The total funds requested should reflect the costs associated with implementing the work plan, up to a maximum of $50,000 per mentee or mentor.

Q: Is the budget fixed or can the allocations be adjusted after receiving the award?
A: This is a firm fixed-price agreement, meaning the awardee will be paid a firm price for the agreed-upon work. The itemized budget is meant to explain or justify the total funds requested. Upon completion of each deliverable, awardees will be reimbursed for the amount specified in the applicable deliverables schedule. The price associated with these deliverables is fixed after contract execution, and therefore not subject to adjustment.

Q: Will selected mentors and mentees be funded the full amount (e.g. $50,000) or only the actual amount in the budget?
A: Selected recipients will receive awards based on the total funds requested in the budget justification to complete this program and associated deliverables. Selected mentees will receive an award amount up to $50,000. Selected mentors will receive up to $50,000 for mentoring each mentee (up to $150,000 and three mentees total per mentor).

Q: What are mentors and mentees supposed to use the funding for?
A: Funding should be used to cover the direct and indirect costs that are necessary to complete the schedule of deliverables. Funds cannot be used for the purchase or upkeep of office equipment, food, or beverages. Additionally, the purchase of naloxone is not an allowable expense through this award.

Q: Where should contractual staff members, as opposed to regular employees, be included in the budget narrative?
A: Applicants may choose to include contractual staff members in their budgets. All contractual costs, including contracted staff, should be included in the “Other” section of the budget not “Personnel.”

Q: Are personnel and operating expenses included in the award or separately funded?
A: All expected costs, including personnel and operating expenses, required to complete the program and produce the associated deliverables should be included in the budget. The budget narrative may include aggregate costs. Selected recipients will only be awarded funding based on the budgeted amount, which may total up to $50,000 per mentor and mentee. As this is a firm fixed price contract, there is no allowance for adjustment after execution and no additional fee associated with this award.
Q: Is there a limit to the number of staff personnel or the amount budgeted to salary and fringe benefits?
A: There are no limits to the number or cost of staff personnel in the proposed budget. The budgeted amounts should reflect the applicant’s anticipated resources needed to complete the program’s deliverables.

Q: Are indirect and fringe rates allowable?
A: Yes, indirect and fringe benefit rates are allowable expenses under this award. Should they be selected, applicants including fringe/indirect rates will be asked to submit a copy of their federally-approved rate agreement during the contract process.

Q: Can funds be used for office equipment? The sample budget includes a section for “supplies.”
A: Funds cannot be used for the purchase or upkeep of office equipment. An item with a unit cost of $5,000 or more constitutes equipment.

Q: The schedule of deliverables requires participation in at least one site visit. Are those expenses reimbursed by NACCHO separately, or should travel be included in the budget?
A: These costs incurred for the site visit travel (up to $1,400 total per site visit) do NOT need to be included in the budget as NACCHO will reimburse these expenses separately from the awarded amount. Program participants that choose to send multiple staff members and/or anticipate spending above the $1,400 amount to attend the site visit should budget additional travel in their proposed budgets.

Q: The sample budget narrative includes attendance at the NACCHO Annual Conference. Is this a requirement of the mentorship program?
A: The inclusion of the NACCHO Annual Conference under the “Travel” section of the sample budget narrative was meant to serve as an example as to how travel costs may break down. This is not one of the requirements in the schedule of deliverables for the Overdose Prevention and Response Mentorship Program.

Q: Please further describe the invoicing process. What is required for the submission of invoices? How is the invoice paid? Do selected mentors and mentees submit invoices for a fixed amount based on the deliverables schedule or their submitted budget?
A: Once deliverables are submitted by the sub-recipient, NACCHO and CDC will review the submissions to ensure completeness. Funds will be released following the review and approval of the submitted deliverable and invoice, in accordance with the deliverable schedule.
Matching Mentees and Mentors

Q: Can mentees and mentors from different states be matched together?
A: Yes, being matched with a mentor outside of the state is a possibility. We intend to match mentors and mentees according to their area of expertise/interest while considering their LHD structure, jurisdictional characteristics, and geographic location.

Q: Can we choose which mentee or mentor with whom we are matched?
A: Selected mentees will be assigned to mentors by NACCHO and CDC and matched according to their area of expertise/interest while considering their LHD structure, jurisdictional characteristics, and geographic location. Please feel free to share the announcement with a potential mentor or to indicate any matching considerations in your application. However, because this is a competitive process, all applications will be reviewed individually according to the criteria listed in the RFA and selection is not guaranteed. The matching process will take place following the selection process; thus, matching with any particular mentee is also not guaranteed.

Miscellaneous

Q: Is the budget narrative included in the 3-page application limit?
A: No, the budget narrative is not included in the word count.

Q: How will the applications be scored?
A: The applications will be reviewed by NACCHO and CDC and scored on the quality of the following criteria: Statement of Need (50%) and Staffing Plan (50%). The budget justification will not be included in the scoring criteria, but it is required for complete application submissions. NACCHO will not review incomplete applications.

Q: If we are not able to participate this year, will the same opportunity be available in 2021?
A: At this time, we do not have information to indicate that this opportunity will be available in 2021. The funding for this work is only available until July 31, 2020. We will announce future opportunities as they become available through our communication channels.