



Eric Holcomb, Governor
State of Indiana

Division of Mental Health and Addiction
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INDIANAPOLIS, IN 46204-2739

REQUEST FOR FUNDING (RFF-2022-001) ANNOUNCEMENT for

*Substance Misuse Prevention and Mental Health Promotion Services for Older
Adult Populations (50+)*

RFF QUESTIONS & ANSWERS

Question:

Regarding the position of the Program Coordinator (Activity 6), can the staff member be full-time or part time?

Answer:

This funding initiative will require the dedication of one (1) full time equivalent (FTE). This can be managed at the discretion of the agency, meaning that the job duties can be fulfilled with one individual working full-time, or can be accomplished with 2 individuals working part-time. Three individuals could even be employed where one-third of their respective times are dedicated to this 50+ Older Adult Prevention grant. If more than one individual is involved, the agency will need to ensure that activities, planning, reporting, data collection, etc. are coordinated to ensure nothing is missed or overlooked. For DMHA communication purposes, a single point of contact is required.

Question:

Regarding the position of the Program Coordinator (Activity 6), what is meant by “lived-experience”?

Answer:

For the purposes of this grant, this means lived experience as an older person.

Question:

Regarding the position of the Program Coordinator (Activity 6), does this mean the person needs to be part of the strategic planning? Provide actual services? Etc.?

Answer:

Often the implementation of programs, activities, initiatives is more successful if those implementing (boots on the ground) are involved in the planning. Therefore, it's not specifically required, but the Program Coordinator should bring their experiences/perspectives to the strategic planning process. Multi-faceted inclusion in the planning process yields outcomes that are realistic and achievable.



Question:

Regarding the position of the Program Coordinator (Activity 6), what will be the required or anticipated duties for this position?

Answer:

Examples include:

- ✓ Ensure the Strategic Prevention Framework (SPF) process is utilized.
- ✓ Ensure the selected prevention initiatives are a good fit for the population being served.
- ✓ Ensure Programs are implemented with fidelity.
- ✓ Ensure data is collected as required by DMHA.
- ✓ Ensure Financial Claims/Invoices are submitted accurately and on-time.
- ✓ Ensure Contract Deliverables are submitted timely, which may include Monthly Progress Reports, Sustainability Plans, Work Plans/Timelines, etc.
- ✓ Maintain financial documentation of expenditures.
- ✓ Involve community partners, coalitions, etc. in prevention initiatives (utilizing MOUs as needed).
- ✓ Participate with DMHA's Regional Prevention System.
- ✓ Participate in DMHA required trainings (monthly) or other meetings as needed.
- ✓ Maintain on-going communications with your assigned Technical Assistance Project Officer and Grant Evaluator.