



**Questions and Answers No. 3**  
**Request for Application #16-01**  
**Connector Entity Grants for Navigator Services FY 2017**  
**March 25, 2016**

Ladies/Gentlemen: This list of questions and responses is being issued to clarify certain information contained in the above referenced RFA. Nothing in MHBE's response to these questions is to be construed as agreement to or acceptance by the MHBE of any statement or interpretation on the part of the applicant.

**1. Question:** The grant states that no less than 50% of an FTE can be charged to the Connector Program budget. However, with the elimination of indirect costs, this could present a problem for applicant organizations. Would MHBE consider allowing administrative or support staff (non-program and non-certified staff) to be charged to the grant at a rate that is less than 50% of an FTE? An example may be a fiscal officer/accountant or IT/operations staff person who supports the grant, but does not spend half of their time supporting the grant.

**Response:** Please see response to Question # 2 in Question and Answers 1 posted 3/17/16 and Amendment #2 to the RFA posted 3/25/2016.

**2. Question:** Given the elimination of the indirect cost line item, are there any special instructions or considerations that applicants should give to including those administrative and organizational line items in the budget submission?

**Response:** Please see Amendment #2 to the RFA posted 3/25/2016

**3. Question:** If MHBE no longer allows for indirect, where would we put costs associated to: HR (background checks, posting positions, hiring...), Insurance, and Audits?

**Response:** Please see Amendment #2 to the RFA posted 3/25/2016.

**4. Question:** Will optional letters of support count against the 30-page limit for the technical response section?

**Response:** No.

**5. Question:** This is in follow up to the question regarding splitting of staff salaries/program activities at rate of 50% or more of an FTE. Does this rule only apply to staff compensated by MHBE through the CE grant program? For example, what is MBHE's preference/opinion about certified staff who work in the overarching agency but not funded by the CE. Their MHC education/application assistance is one of a number of other job duties, and their salaries are paid for through other programs/grants/fee for service.



**Response:** This rule only applies to staff compensated by MHBE through the CE program.

6.     **Question:** Will additional attachments be allowed outside of the 30-page limit?

**Response:** Required Attachments (B, E, and F) and letters of support do not count towards the 30 page limit. All other materials and attachments are included in the 30 page limit.

7.     **Question:** Is there a word version of Attachment B – Partnership of Entities/Letter of Intent?

**Response:** Yes, a word version has been posted to the website. Unilateral changes made to this document will not be accepted.

Date Issued: March 25, 2016  
Michelle Compton  
Procurement Officer