FAQs will be updated regularly. New responses will be added chronologically within each subject area.

PROJECT AREA

Q: Is the $6 million set aside for Hidalgo County or all counties? (Added 11/18/14)

MHM anticipates awarding $6.5 million annually throughout the entire Sí Texas project area. This area includes the 12 counties identified in the RFP (p. 3). The specific amount of funds awarded in each county will depend on the quality of proposals received.

Q: Can more than one organization in the same county or neighboring counties receive funding? (Added 12/19/14)

Applicants must be located within the 12-county service area. There is no restriction on the number of applications or awards per county or neighboring county.

BUDGET & MATCH

Q: The minimum award amount is $250,000. Does this include the MHM match or is that added in addition to the $250,000? (Added 11/18/14)

The match is calculated as Sí Texas grant funds + Sí Texas grantee Match = Total Budget. For example, if applying for the minimum award amount your project budget would be $500,000:

($250,000 Sí Texas grant) + ($250,000 Sí Texas grantee match) = ($500,000 project budget).

For further detail on Matching Funds, please refer to page 31 in the RFP.

Q: Please clarify the minimum award amount. Since the award amount cannot exceed 25% of the organization's annual budget and the minimum award amount is $250,000, does this mean that an organization's budget must be of sufficient size to be eligible? (Added 11/18/14)

Yes. An organization would need an annual operating budget of at least $1 million to be eligible because the minimum grant request is $250,000, and the maximum request is 25% of the annual organizational operating budget.

Q: Please clarify the match deadline. Is the April 2016 deadline for the prior year's match? (Added 11/18/14)
Yes. Grantees have one year from the award date to secure the full 12 month match. Awards are expected to be made effective May 1, 2015, making April 30, 2016 the deadline by which the match must be secured. Please note there is a dollar-for-dollar monthly reimbursement of allowable expenses. Grantees may use cash reserves as a temporary match. Community match dollars can be sought prior to onset of the grant in order to draw down the federal funds on 1:1 match basis near the project start date.

**Q: Can there be negotiation on the budget?** *(Added 11/18/14)*

Yes. For example, if your proposal is selected for award but the request lacks sufficient budget for evaluation, we may request you adjust the budget to accommodate that need.

**Q: Is staffing an allowable expense?** *(Added 11/18/14)*

Yes. Staffing is an allowable expense under the Sí Texas project. Allowable costs can be found at [www.whitehouse.gov/omb](http://www.whitehouse.gov/omb).

**Q: Is construction an allowable expense?** *(Added 11/18/14)*

No. Construction is not an allowable expense under the Sí Texas project. Allowable costs can be found at [www.whitehouse.gov/omb](http://www.whitehouse.gov/omb).

**Q: If applying for a large Sí Texas grant, must an organization submit a bold proposal?** *(Added 11/26/14)*

The value of awards will be allocated based on the merits of each proposed project. Please see page 23 in the RFP for a description of the factors that will be considered in determining award amounts.

**Q: Does the disbursement of funds granted occur prior to the match requirement being met?** *(Added 12/10/14)*

Sí Texas grantees will draw down federal funds from MHM as the intermediary organization, on a dollar-for-dollar basis. Draw down of federal funds from MHM is based on availability and expenditure of matching “community funds.” Therefore, federal grant funds are not available prior to the matching community funds being received and expended. To support the requirements of this grant, MHM will provide financial and other technical assistance for Sí Texas grant recipients throughout the project period.

**Q: Do in-kind contributions count towards the match?** *(Added 12/10/14)*

As stated in Appendix D, section B of the RFP (page 31), matching funds must be in the form of a cash match. No in-kind match is allowed. Please refer to page 31 of the RFP for additional guidelines regarding the match.

**Q: If funds are expended and the match commitment has not been reached at the end of Year 1, will grantees be required to repay the amount of the match that they are unable to raise?** *(Added 12/10/14)*

MHM will be actively involved in supporting grantees in securing the match in a timely manner, and it is unlikely that any grantee not fulfill the match by the end of Year 1. Should this occur, however, the grant in question would not be continued for Year 2. Please review other match-related FAQs to learn about the strategies MHM is employing to support grantees in securing their full match.
Q: Is there any chance that some waiver is possible with respect to the dollar-for-dollar match requirement? (Added 12/10/14)

Since the match is a central component of the Social Innovation Fund funding model, no waiver will be available for the 1:1 match requirement. Please review other match-related FAQs to learn about the strategies MHM is employing to support grantees in securing their full match.

Q: With respect to the grant award range of $250,000-$2 million, if an organization receives an award of $2 million, is $2 million the maximum project budget that must be submitted annually including the match? (Added 12/10/14)

The Sí Texas award amount range ($250,000-$2 million) refers to the grant award itself and does not include match dollars. Should an applicant apply for a $2 million/year grant, they will be required to seek a $2 million/year match for a total $4 million annual project budget.

Q: Does the match amount count toward the “maximum amount requested” in the following statement from the RFP (page 30): “The maximum amount that may be requested in each year cannot exceed 25% of the applicant total organizational budget.” (Added 12/10/14)

No, the match amount does not count as part of the amount requested. The Sí Texas award amount (NOT including the match) cannot exceed 25% of the applicant’s total organizational budget. For an applicant that seeks a $2 million award (and matches it with $2 million for a $4 million project budget), the total organizational budget must be $8 million or greater.

Q: Securing funding for health and human service programs is exceptionally challenging in South Texas. What accommodations will MHM make in recognition of this reality? (Added 12/10/14)

While challenging, the match requirement is a key component of the Social Innovation Fund’s approach to scaling impact and funding for sustainability. The match requirement “augments working capital and sparks new collaborations, helping subgrantees more effectively transform lives beyond the initial grant period.” It also represents an opportunity to draw an unprecedented $13 million per year to the South Texas region to improve physical and mental health. MHM is committed to providing extensive support for Sí Texas grantees in securing matching funds and is pursuing three strategies to do so: (1) brokering relationships with national foundations; (2) brokering relationships with local philanthropies; and (3) providing technical assistance to grantees. As stated in the Eligibility Information on page 10 of the RFP, agencies eligible to receive a Sí Texas grant are those that agree to seek a match (or have already secured one) with MHM support and assistance.

Q: In the FAQ [above] regarding whether staffing is an allowable expense, you referred to the allowable expense cost at www.whitehouse.gov/omb, but did not specify the circular number. What circular number are you referring to in this answer? (Added 12/19/14)

Please refer to OMB Circular A-122 for allowable expenses on federal grants to nonprofit organizations.

Q: Who will pay for the evaluation? (Added 12/19/14)

The evaluation will be completed by external evaluators contracted by (paid for by) MHM. Sí Texas grantees are expected to include in their proposal costs to support the evaluation. See page 33 of the RFP for suggested items to include in the budget. As stated there, “It is recommended that evaluation expenses total at least 10-15% of your budget.” Also refer to the FAQ above: “Do we need to include a budget item for an evaluation contract and/or hire an evaluator?”

Methodist Healthcare Ministries of South Texas, Inc. (MHM) Sí Texas 2014
– Updated 12/23/14. Supersedes all previous versions. –
Q: Will MHM raise funds subgrantees would receive from MHM or would MHM facilitate direct contact with funders? (Added 12/19/14)

MHM will be actively involved in supporting Sí Texas grantees in meeting the match requirement. Please refer to the strategies MHM will employ to assist in acquiring match dollars described in the FAQ above “Securing funding for health and human service programs …”

Q: In the FAQ regarding whether staffing is an allowable expense, you referred to the allowable expense cost principles at www.whitehouse.gov/omb, but did not specify the circular number. Can you provide the circular number that you are referring to in this answer? (Added 12/19/14).

Please refer to OMB Circular A-122 for allowable expenses on federal grants to nonprofit organizations.

Q: At what point is “generated revenue” available for use as match, since we may not collect it until many months after billing? (Added 12/23/14)

Because matching funds must be provided in cash, only account revenue on hand will count towards match.

Q: Will there be a field or section to report the match? (Added 12/23/14)

MHM will provide Sí Texas grantees with a standard template to use to report the match with their monthly financial reports.

Q: Also, can you please clarify the “detailed calculation” requirement for the 1st year budget? Is this detail needed for every line item on our budget? (Added 12/23/14)

As noted on page 34 of the RFP in the section entitled “Budget Justification,” the detailed budget must include a description of each budget line item in the Justification column of the budget worksheet. Example: “1 employee @$50,000 x 50% usage (FTE).”

The Budget Worksheet can be found in the “Application Materials” folder available at www.mhm.org/sitexas and includes a sample worksheet. Please read “Appendix D: Budget Instructions,” beginning on page 30 in the RFP, regarding preparation of the Budget Worksheet, Personnel Schedule, and Budget Narrative for your application.

Q: Before the grant period begins, will there be a negotiation phase? (Added 12/23/14)

Yes, budget negotiations will occur during the final phase of the review process. During that phase, MHM’s Sí Texas team, in close communication with SIF, will engage in assigning award values to those applicants achieving top rankings from the external reviewers. The total amount funded will be determined by the applicant’s level of evidence, degree of IBH integration, potential to scale, financial maturity and capacity, and ability to match the award. See page 23 of the RFP for more on this phase of the review process. As noted there: “If the value of the award allowed by MHM is less than the proposed grant budget, MHM will negotiate with the applicant to determine the scope of the revised budget.”

EVALUATION

Q: How are the evaluators selected? (Added 11/18/14)
The evaluators are being selected through a competitive bid process based on objective criteria related to their capacity to complete a rigorous evaluation consistent with SIF standards and requirements.

**Q: Do we need to include a budget item for an evaluation contract and/or hire an evaluator?** *(Added 11/18/14)*

No. MHM will contract with an external evaluator responsible for the evaluation of each grantee's project. While you do not need to budget for staff with evaluation expertise, it is highly encouraged that you include budget items that will help your organization work successfully with the evaluator. It will be important for Sí Texas grantees to have adequate data collection systems as well as devoted staff in support of evaluation activities (e.g., collecting the data, integrating systems and communicating frequently with the evaluator).

**APPLICATION CONTENT & LOGISTICS**

**Q: What is included in the 30-page limit?** *(Added 11/18/14)*

As described on p. 11 of the RFP, the Project Narrative should be 12 point font, double spaced, 1 inch margins and no more than 30 pages in length. The one-page Abstract is included in the 30-page limit. The rest of the Project Narrative must include the following sections, according to the instructions on pages 14-18: Need, Project Description, Evaluative Measures, Collaboration, Resources/Capabilities, Sustainability and Budget Narrative. Other attachments and requirements for the application do not count towards the 30-page limit.

**Q: What is the format for the 5-year work plan?** *(Added 11/18/14)*

A sample work plan is available in the application packet, downloadable from the Sí Texas website: [www.mhm.org/sitexas](http://www.mhm.org/sitexas).

**Q: What happens if I forget my password to the online application system?** *(Added 11/26/14)*

Click "Forgot my password" in the application system. You will receive an email (at the address used to create the application) that includes a temporary password. After you use the temporary password to log in, the system will allow you to create a new password.

**Q: Will readiness assessments (HIMSS DELTA, Monitoring & Evaluation Capacity Assessment, CCAT) be required of organizations that partner with an applicant?** *(Added 11/26/14)*

No. The applicant is responsible for successful completion of their proposed project, including selection of appropriate contractors. If a contractor will contribute significant work to the project, the applicant should use their own methods to be assured that the contractor has the capacities necessary to complete the contracted work.

**Q: Can an organization submit more than one application?** *(Added 11/26/14)*

Yes. We will accept more than one application from a single organization.

**Q: How can we meet the RFP requirement that our board approve the budget and grant application given the challenge of holding a board meeting before the application deadline?** *(Added 12/10/14)*

In order to meet the requirement stated on page 13 of the RFP that “the applicant’s governing body (i.e. Board of Directors) must approve the applicant’s budget and grant application,” in the event that the board does not meet
before the application deadline, written approval may be provided by an organization’s board chair on behalf of the full board in the signed cover letter. The statement must indicate board approval of applicant’s plan to apply for a Sí Texas grant and of the amount being sought.

Q: In regards to Part C of the RFP entitled: “Evidence Based Interventions,” can the required “past evaluations and/or literature reviews” be in survey form? (Added 12/19/14)

The purpose of the past evaluations and/or literature reviews is to gain insight into the effectiveness of your program or programs similar to it. To help proposal reviewers better understand the effectiveness of your program, you would need to submit the results of the survey, not the survey itself.

Q: How do I complete the HIMSS DELTA Analytics Assessment that is listed in the RFP as a required upload for the application? (Added 12/19/14)

The HIMSS DELTA Analytics Assessment will not be required for the application. Please see the revised RFP (updated 12/17/14) at www.mhm.org/sitexas. When completing the online application, please upload a blank document when asked for the HIMSS DELTA assessment.

We still highly recommend completing this no-cost assessment, however, as it is an invaluable tool for measuring your organization’s organizational maturity. The tool is available here: http://www.himssanalytics.org/emram/delta.aspx#DPAA.

Q: I clicked on the link in the RFP to access the Monitoring & Evaluation Capacity Assessment (a required upload for the application), but was told “page not found.” How do I access that tool so I can upload my results with my Sí Texas application? (Added 12/19/14)

If the document fails to open, try copying and pasting the hyperlink into your browser, instead of clicking on the link: http://library.capacity4health.org/sites/default/files/Evaluation%20Capacity%20Assessment%20Tool.pdf. If that still fails to work, go to this site: http://library.capacity4health.org/category/topics/monitoring-and-evaluation-me/evaluation-basics/evaluation-capacity-assessment-tool and download the PDF file located in the “Snapshot” sidebar on the right-hand side of the page. Adobe Reader will be required to view the file.

Q: For an applicant whose proposed program involves the work of a coalition of health care providers, will the capacity assessment (CCAT) be conducted on the applicant, its coalition members, or both? (Added 12/19/14)

The purpose of the CCAT is for external reviewers to assess the applicant’s capacity in relation to four core categories: leadership, adaptability, management and technical capacities. To make this tool most useful for the review team, we will expect the applicant or authorized internal sub-unit (such as a department of a university) to complete the CCAT.

Q: Submitting a complete and thorough application is a significant challenge given the tight application deadlines, especially if partnerships and approval for the match need to be confirmed/acquired. What accommodations can be made? (Added 12/23/14)

In recognition of these significant challenges, MHM sought and the Social Innovation Fund approved a change in the deadline for the complete application. Please see the FAQ below “Are deadlines set in stone?” for a description of the deadline change. Financial documents are still due January 5, 2015.
Additionally, partnerships do not have to be firm when the application is submitted. Instead, it is acceptable for applicants to describe the intent to partner and to describe the type of partner and scope of work they would seek.

Finally, please refer to FAQs in the section entitled “Budget and Match,” especially the FAQ “Securing funding for…” for a description of the strategies MHM is employing to support Sí Texas grantees in meeting the match requirement. As stated in the Eligibility Information on page 10 of the RFP, agencies eligible to receive a Sí Texas grant are those that agree to seek a match (or have already secured one) with MHM support and assistance.

**ELIGIBILITY**

**Q: Are deadlines set in stone? (Added 11/18/14)**

To ensure fairness to all applicants, all deadlines are non-negotiable. This includes the mandatory LOI deadline (December 19, 2014) and the application deadline (January 5, 2015).

As of 12/19/14 the requirements for the January 5 application deadline and the February 6 CCAT deadline have changed.

JAN 5, 2015: Deadline for financial documents only. Send the following organizational documents to sitexas@mhmm.org: 1. Audited financial statements; 2. Non-profit letter; 3. Financial controls (policy); 4. Conflict of interest policy. These four documents will allow us to perform the financial eligibility check.

FEB 6, 2015: Deadline for complete application. 2/6 was the CCAT deadline. Now 2/6 is the CCAT & Application deadline.

**Q: Can my organization apply if we didn’t attend the RFP workshop? (Added 11/18/14)**

Yes. Attendance at a workshop is not a requirement but may be helpful. You can find a link to the webcast of the RFP workshop presentation in McAllen at www.mhm.org/sitexas.

**Q: Will lower numbers on the Core Capacity Assessment Tool, the Monitoring & Evaluation Capacity Assessment Tool or the HIMSS DELTA Analytics Assessment disqualify an organization from receiving funding? (Added 11/18/14)**

A low scoring assessment does not necessarily indicate a low scoring grant application. Applicants are encouraged to use these assessments to strengthen their work plan. Training and technical assistance are allowable costs. Also, MHM, SIF, and our community of Sí Texas grantees will provide training and technical assistance support.

**Q: Because the focus of Sí Texas is integrated primary and behavioral health care, is a primary health care clinic a vital component? (Added 11/18/14)**

A primary health care clinic is not a requirement. A full description of eligibility requirements is on page 10 of the RFP.

**Q: What constitutes an existing program? (Added 11/26/14)**

Sí Texas is focused on scaling programs that work and grants will be made for expansion of existing successful programs. Reference the SAMSHA-HRSA levels of integrated behavioral health (page 6 of the RFP) to decide if
you have an existing program. To decide if it would be considered successful enough for scaling, refer to the "levels of evidence," described in page 7 of the RFP.

**Q: Are governmental organizations eligible to apply (i.e., city, county, state)?** *(Added 12/10/14)*

Public entities are eligible under 170(c) (1) or (2) of the Internal Revenue Code. Please refer to page 10 of the RFP for the full eligibility requirements.

**Q: Is addressing mental health a need for this project?** *(Added 12/19/14)*

As noted on page 20 of the RFP, one of the review criteria for the Sí Texas grant is alignment with MHM’s SIF theory of change: “The strength of the applicant’s theory of change (TOC) and how well the applicant’s TOC aligned with MHM’s proposed TOC including program inputs, activities and outcomes.”

The MHM theory of change is that IBH models, used with collaborative strategies, will lead to region-wide improvements in behavioral health and chronic disease. For the purpose of this grant, behavioral health includes mental health and substance use.

**Q: Does the program have to already exist, or can this be a project that can be initiated through this grant?** *(Added 12/19/14)*

Sí Texas grants will fund existing programs. Please see what constitutes an “existing program” in the FAQ above.

**Q: How can this grant support an existing IBH model that is being implemented and replicated?** *(Added 12/19/14)*

Supporting plans that replicate or expand existing IBH models is precisely what the Sí Texas grant competition is designed to do. Refer to the section titled “Program Requirements” on page 8 of the RFP for a description of program components that must be part of a Sí Texas project plan.

**Q: Is clinical care an essential component of an integrated behavioral health program/model? (In other words, if our existing programming addresses both general health and mental health but does not include a clinical component, would we be ineligible?)** *(Added 12/23/14)*

The Sí Texas grant is designed to “scale what works,” building upon successful, evidence-based models. Interventions must: (1) fit one of the categories of integrated behavioral health as described in the SAMHSA-HRSA Center for Integrated Health Solutions’ “Six Levels of Collaboration/Integration” continuum (see page 6 in the RFP); (2) have at least a preliminary level of evidence as described on page 7 of the RFP; and (3) have an appropriate work plan and budget to improve physical and mental health comorbidities in at least one of the 12 counties in the Sí Texas service region. The proposed intervention does not have to be clinical mental health treatment if it otherwise meets these criteria and the applicant is eligible per the conditions listed on page 10 of the RFP.

**PARTNERSHIP**

**Q: Can smaller nonprofits team up on an application?** *(Added 11/18/14)*

We do encourage partnerships, however, one entity must be the sole responsible applicant. The applicant is responsible for meeting all eligibility requirements.
Q: What constitutes a Sí Texas partnership? (Added 11/18/14)

Partners may express their partnerships through formal means, such as MOU (non-financial partnership) or vendor contract (purchased services/fee for service). Per the Certifications & Assurances, Sí Texas grantees may not subgrant funds.

Q: Can Wesley Nurses be included in a Sí Texas grant application plan? (Added 12/19/14)

MHM staff members, including Wesley Nurses, may be part of a Sí Texas project. However, they may not be recipients of any grant or match funding.

Q: Can a for-profit hospital partner with a non-profit foundation? If so, does one of the entities have to be the sole applicant? (Added 12/19/14)

As noted above, one entity must be the sole applicant who is responsible for meeting all eligibility requirements. A for-profit hospital may partner with the applicant through one of the formal means identified in the question above: “What constitutes a Sí Texas partnership?”

Q: Can agencies who have already partnered apply for a grant together? (Added 12/19/14)

Agencies who have partnered in the past may form a Sí Texas-specific partnership through the formal means described in the FAQ, “What constitutes a partnership,” above. Please note, however, that one entity must be the sole responsible applicant. This applicant is responsible for meeting all eligibility requirements.

Q: Can an organization be a partner on more than one application? (Added 12/23/14)

Organizations may be a partner on more than one application if providing distinct services for each proposed project. Organizations may not be reimbursed twice for the same expense.