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DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
Helping people. It's who we are and what we do.



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FHN 2023-2025 NOFO FAQs

1. **Can we increase the total amount of the budget for the second year, or do both years have to be the same amount?**

Yes, the budget can be increased for Year 2. Please create a copy of the budget sheet and name each sheet by year (keep in same workbook).

2. **Appendix E: General Provisions and Assurances section 9 states that liability insurance shall be on an occurrence basis. Our Corporate commercial general liability coverage is on a claims-made basis. Is this acceptable?**

This is sufficient if a copy of insurance can be provided before the receipt of funds.

3. **The Scope of Work is a maximum of 5 pages—is that per year, FY24 and FY25?**

Original Response: Collectively for both FY24 and FY25

Additional Question: If the total page limit for the Scope of Work is 4 pages, then (for each year) it can only be two and a half pages? At the required Times Roman 12 point not a lot of information can fit on a page, unlike the sample/example which is a different font and size.

Updated Response: The additional feedback indicated the limits were difficult to meet the requirements. Therefore, the format can be more flexible. However, the responses must be concise and fit within the required page limit. The page limit requirement will be considered in the scoring criteria.

4. **The Budget form page limit is 4 pages—is that per year, FY24 and FY25?**

Original Response: Collectively for both FY24 and FY25

Additional Question: Is the expectation that each budget per year only be 2 pages? The budget template is 3 pages, and the budget summary page is an additional page. This results in one budget being 4 pages, and then separate budget is needed for FY25.

Updated Response: The additional feedback indicated the limits were difficult to meet the requirements. Therefore, the format can be more flexible. However, the responses must be concise and fit within the required page limit. The page limit requirement will be considered in the scoring criteria.

5. **Developing Letters of Agreement, which are legally binding, requires an extensive internal Corporate legal review for us. We will be able to submit letters of intent with this application with the understanding that should we receive funding, we will develop signed Letters of Agreement. Is this acceptable?**

The term letter of agreement in this NOFO is used to represent a formalized letter indicating support and collaboration from any partners impacting project success. As such, any submitted letters must at a minimum be signed on individual agency letterhead and reflect specific collaboration and support. Any letters meeting this criterion will be counted as meeting the criteria of this NOFO.

6. Should we leave the application template in the format provided (Calibri 11 point) and not convert it to Times New Roman 12 point?

We understand how this is confusing. On page 10 it states “*must use template” which is not in a current format of Times New Roman 12-point font. Additionally, the Abstract and Scope of work requires Times New Roman 12 point is a requirement. On Page 17, it requires Times New Roman, “12-point font, and one-inch margins” submission. Based on the submission requirements we request converting the Word Document to Times Roman 12 point to ensure compliance.

7. Can the requested funds for procurement of food be more than 50% of the budget?

Yes, additionally, the Budget Funding Limitations are the following: All sub-recipients must allocate 50% of requested funds toward the procurement of foods that support a healthy diet. Up to 40% of the requested funds may be used for case management and personnel. Up to 10% of the funded amount may be reimbursed for indirect costs. Employees who provide direct services as defined in the NOFO can provide up to 42% of the requested funds for case management and personnel. For example, if an agency used 8% in indirect fund their personnel can be 42%.

8. Is Scope of Work only required to submit for Year 1, July 1, 2023 - June 30, 2024?

The scope of work with timeline and budget must be submitted for each project period: July 1, 2023 – June 30, 2024, and July 1, 2024 – June 30, 2025.

9. Are you able to provide Appendix C- Proposal Content: I. Applicant information and II. Project Narrative Template? In the NOFO it states in on Page 20 that we would receive it in a word doc after we submit our NOFO but I only received the work plan template and budget template.

Due to the approaching deadline, the State, and given the fillable nature of the document provided in the NOFO, a separate Word document will not be provided. This will not affect the nature or scoring of your application.