



## In-Person Counselor (IPC) Grant Program 2016 Posted Responses

General	
Question	Response
Can we access and edit the previous year's application?	An authorized user may access the previous year's IPC Grant application at any time. The system also allows users to copy a previous year's application. Select the 'COPY' button located within the application to access this feature.
Is there a maximum administrative percentage a lead grantee can see under this grant?	There is no maximum percentage provided for administrative costs, however it is recommended such costs not exceed 10%.
Is this State of Illinois appropriated funds?	No. The Illinois IPC program is completely funded through Federal awards.
Will the metrics be entered into the Illinois Public Health learning application?	Yes.
Will the current budget situation have any effect on the award of the IPC grants?	No.
Please elaborate on the proposal review process. Who or what agency is responsible for review?	The grants will be reviewed by a team of reviews from the IDPH, GCI, and Department of Insurance. Proposals will be reviewed against the provided criteria.
Can donated gifts or food be provided to consumers who enroll?	No.
Will GCI be utilizing appointment plus this grant period?	No.
The RFA states that the funding runs October 1 <sup>st</sup> -February 28 <sup>th</sup> with possibility of renewal. Does this mean that if we are selected as a grantee this year we will automatically be renewed as grantee/receive funds in the upcoming year if they are available?	Extensions, renewals, or new funding opportunities are all contingent upon the availability of funding.
When will the IDPH application on EGRAMs be made available to begin input?	The application will be available no later than Wednesday, September 23, 2015.
Due to delay in EGRAMs availability, is there a possibility for an extension of the submission of the grant application, perhaps to Monday, September 28 <sup>th</sup> , 2015?	If an extension is provided, it will be communicated to all potential applicants.
Is there a procedure for protesting the Department's award decisions?	Applicants who are not recommended for funding may contact IDPH to obtain review information.
Will the metrics data in the public health learning system be available to	Yes.

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download to the grantee?	
What will the State's efforts be regarding advertising and promotion?	Grantees will have the ability to produce their own marketing and promotional materials as the State will provided minimal advertisement during the grant period.
Will there be an emphasis placed on either Marketplace or Medicaid?	The Federal dollars are intended to facilitate enrollment into the Marketplace and the open enrollment period is a limited period unlike Medicaid which can be applied for year-round. As such, the emphasis will be placed on Marketplace enrollments
What number do you think minimal for extra staff members?	Depending on the number of proposed IPCs, the appropriate number of administrative staff may vary. In general, management and administrative staff should not outnumber IPCs.
What is the deadline date for questions?	The deadline for questions is Monday, September 21, 2015 at 5:00PM.
How was this RFA distributed and how does an agency get on the list?	The RGA is posted on <a href="https://getcovered.illinois.gov/en/news/Pages/Illinois-In-Person-Counselor-(IPC)-2016-Grant-Program.aspx">https://getcovered.illinois.gov/en/news/Pages/Illinois-In-Person-Counselor-(IPC)-2016-Grant-Program.aspx</a>
Does the application process allow for organizations to propose Metric Numbers? What are the grant implications if the organization is unable to attain the required Metrics?	Organizations are encouraged to set additional, internal benchmarks for success beyond what is required by the grant, and organizations are welcome to share those benchmarks with IDPH and GCI. Consistent failure to meet minimum standards outlined in the grant agreement may result in withholding of grant funding.
<b>IPC Training &amp; Certification</b>	
<b>Question</b>	<b>Response</b>
Will the IPC training and certification be simplified and shortened to quicken the time new staff will be ready to work in the program?	The training and certification process will remain the same as previous years as federal and state requirements have not changed.
Clarify if all IPC staff need to be full time. Does every salaried staff member on the grant need to be certified?	No, however, all IPCs and management staff must be certified. An administrative support role, for example, will not require certification.
Will there be an opportunity to expedite licensure through DOI for IPCs?	No. The State does not offer an expedited process for certification.
Will program oversight housed at subgrantee agencies be required to receive certification?	Yes, management at grantee and sub-grantee levels must be certified.
Is the federal and state online recertification training available now? What is the online address?	No, not at this time.
If an organization had their IPC license	Yes.



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revoked due to not having a navigator, do they need to reapply?	
What is the cut-off date for acquiring certification?	January 1, 2016.
Is there a tentative schedule for new staff in-person trainings?	Not at this time. The training schedule will be released when available.
Do you have to be a granted IPC to provide IPC services?	Yes, In-Person Counselors must be granted and meet the certification requirements.
Can current IPCs switch organizations?	Yes, IPCs or employees have the opportunity to work with other organizations if they choose to. Note: any change in status (hiring, firing, change in location, etc.) is required to be reported to the Illinois Department of Insurance.
If an IPC-15 sub-grantee does not participate in the 2016 grant program, how long is their staff's IPC certification valid?	When an organization's grant period or designation expires, individuals working for that organization are no longer allowed to perform duties as an IPC.
Can a current IPC choose not to participate in the 2016 grant program but continue to complete Medicaid enrollment assistance?	Organizations interested in working with Medicaid as a Community Partner can find more information at: <a href="http://www.dhs.state.il.us/page.aspx?item=67369">http://www.dhs.state.il.us/page.aspx?item=67369</a>
Is there a list of events that IPCs are required to attend for the 2016 IPC program?	IPC organizations will plan and execute enrollment and education events as part of their outreach activities. Information on IPC Program wide events will be provided to granted partners.
What is the policy on volunteer navigators?	Per state and federal regulations, all IPCs must be trained and certified. Volunteers may perform limited outreach and education activities. Volunteers should not be included as IPCs in the application. However, please include how volunteers will be used in the application.
Will GCI have ROCs?	Yes.
How will the Community Health Worker element work with IPCs?	More information will be available on the CHW program in the weeks to come.
On page 9, the first paragraph in the section on Certification states that training will be available on-line and free of charge. What is the purpose of the three day training program described in the instructions on page 31, and when and where will it be held?	Federal training is available online and free of charge. State training will be provided in-person. In-Person training locations and dates will be communicated to funded partners.
What training, certification and background checks will be required to rehire someone who has been employed as an IPC but left the agency to take another job?	If the individual retained their IPC certification or was serving as a CAC, they will need to complete the online federal and online state trainings. If their certification has expired and they did not become a CAC, they will need to take the Federal online, State In-Person, complete a background check, and



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	successfully apply and be approved through the Department of Insurance
Is IPC training required for those who were previously IPC and transitioned to CAC at the end of the FY 15 grant?	
<b>RFA Instructions: Period of Performance</b>	
<b>Question</b>	<b>Response</b>
Does the grant start on September 1 <sup>st</sup> or October 1st	The period of performance of this grant begins October 1, 2015 and ends February 15, 2016.
Is the correct grant period five months (October 1, 2015-February 29, 2016) or 9 months (October 1, 2015-June 30, 2016)?	The grant period is October 1, 2015 – February 15, 2016.
<b>RFA Instructions: Eligible Applicants</b>	
<b>Question</b>	<b>Response</b>
Will IDPH provide any matching assistance for an organization that is interested in being a sub-grantee?	No, IDPH and Get Covered Illinois will not provide matching assistance for the purposes of connecting lead grantee and sub-grantee.
Are organizations permitted to apply as sub-grantee for more than one organization?	No, sub-grantees may only contract with one lead agency or become a lead grantee themselves.
Can a lead agency be a sub-grantee or other granted organization?	No.
Who is ineligible to participate?	Entities that are ineligible include those that are “a subsidiary of a health insurance issuer or issuer of stop lost insurance” or that directly or indirectly “receive any consideration” from such ineligible entities.
How much weight is given to proposals from organizations that have provided these services for the previous 2 open enrollment periods?	Participation in the previous programs is not included in the scoring criteria for the grant.
Will applications be weighted based on their focus during open enrollment?	The scoring criteria will address how the applicants propose to reach the targeted populations in the identified regions.
Section III, paragraph 3 – what is the process to determine which application receives funding. What other factors are considered when multiple high ranking applications focus on the same area?	The scoring criteria will be utilized along with data regarding uninsured populations and target demographics. Organizations intending to serve Latino males 26-35 will be given more consideration.
If an organization has lost its licensure, can this be easily reversed if we receive funding?	The organization will need to apply for certification through the Department of Insurance.
<b>Available Funding</b>	
<b>Question</b>	<b>Response</b>

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What is the grant amount? What criteria are used?	The total available funding amount is \$5 millions. The scoring criteria included in the RFA are replaced with the following: <ul style="list-style-type: none"> <li>• Sections 1.1-4.2 (Applicant Information thru Services by Region): 25 points</li> <li>• Section 4.3 (Project Narrative): 30 points</li> <li>• Section 4.4 &amp; 4.5 (Key Staff &amp; Metrics Attestation): 25 points</li> <li>• Section 5 (Workplan): 10 points</li> <li>• Section 6 (Budget): 10 points</li> </ul>
How soon will funding be available? Will there be advance payments?	An operational advance will be provided to organizations able to demonstrate
Should we budget for a 5 month grant period, or given hiring timelines submit a budget that takes the delay in hiring staff into account?	Applicants should budget according to realistic projections for hiring staff within their respective agencies.
Since the project period is 10/1/15-2/15/16, should we budget for only 4.5 months rather than 5 months?	Yes, a one-time operational advance will be available to granted partners.
What is the total amount awarded for these grants? What is the anticipated amount for individual awards?	\$5 Million
Will the Department advance funds to successful applicants?	Yes, a one-time operational advance will be available to granted partners.
What is the amount of funding available for each region?	Awards will not be determined at the region level.
Section IV, paragraph 3 –can the grantee include in their proposed budget up to 10% of indirect costs that are related to grant objectives? Can a proportionate share of these indirect costs be allocated to the grant?	The grant will permit a 10% indirect cost rate or accept a Federally approved indirect cost rate at a higher rate.
Is there a maximum budget amount?	No.
<b>Program Requirements</b>	
<b>Question</b>	<b>Response</b>
Where can we find specific guidance on program requirements for door to door canvassing?	The only restrictions come from the federal government and they forbid canvassers from offering to enroll people on the spot. Door-to-door canvassing for the purposes of outreach and education is fine.
If a lead grantee is responsible for the administration of sub-grantees, does it need to go through the certification process?	All organizations must be certified by the Illinois Department of Insurance, including those performing solely administrative functions.
Per the application, reports will be due every two months. Will	The reimbursement structure will follow the frequency of the reporting structure.



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reimbursements to grantees be every two months after the FSR is submitted?	
Do IPCs that are already employed need new background checks?	A background check is not required for IPC certification renewal. If they are an existing employee who was not an IPC in previous years, they will require a background check for certification.
Is any combination of time commitments that totals 5.0 FTE IPCs acceptable?	Yes. However, it is the grantee's responsibility to ensure that there is adequate coverage and that IPCs are able to achieve the identified weekly metrics.
Are applicants expected to address the 4 goals in Sec. 5 of the RFP?	Yes.
Is there Project Director required to complete applications?	The Project Director must be certified, but it is not required for them to complete enrollments.
<b>Services by Region</b>	
<b>Question</b>	<b>Response</b>
Is there a certain number of IPCs required per region?	Each grantee organization must have a minimum of five IPCs assigned to each region (IPCs with sub-grantee organizations may help supplement this total). No individual IPC may be assigned to more than one region.
Can an IPC organization target a specific area in a region?	Grantee organizations may serve only part of an Outreach Region as follows: <ul style="list-style-type: none"> <li>• Outside of Cook County, the smallest portion of a region that an organization may apply to serve is at the county level.</li> <li>• Within Suburban Cook County, the smallest portion of a region that an organization may apply to serve is a township.</li> </ul>
Can a grantee agency operate outside of their granted area?	Organizations must only operate in the Outreach Regions they have been granted to serve unless otherwise directed by GCI.
What is the number of potential enrolled individuals for each region?	Strongly recommend potential grantees review the Census' American Community Survey (ACS) for 2014, as well as state profiles from Kaiser Family Foundation (KFF) and the State Health Access Data Assistance Center (SHADAC). There is no single definitive number for each region.
<b>Key Staff</b>	
<b>Question</b>	<b>Response</b>
Can a lead agency's sub-grantee have part-time IPCs?	The State will accept applications for grantees proposing IPCs at less than full time equivalent. Percent time on the grant MUST be indicated on the application and should demonstrate that the individual will spend a significant portion of time on the grant. IPC salaries may be supported in portion by other funding sources.
Are IPCs restricted to working in one	IPCs may work across regions; however, they must be assigned



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region? Can 2 IPCs from the 5 IPCs in a region be counted in another region?	to one region in the application. An individual IPC can only be counted once.
Does the lead agency need to have 5 IPCs per region or 5 IPCs across more than one region?	The lead agency should have 5 IPCs per region.
Are there repercussions if the organization is not able to hire all IPCs as proposed on the application?	The State will work with the grantee to reach its identified recruitment numbers and encourages applicants to provide realistic proposals for IPCs and staff.
If an organization or its subgrantees operates in multiple regions, can their IPCs perform services in multiple regions?	Yes.
What is the difference between a Program Manager, Project Manager and Project Director?	Any individual serving in a management or supervisory role on the grant, whether they are managing IPCs or the Program Managers, must be certified.
Is it required that each region have a dedicated Regional Project Manager/Supervisor?	No.
Can grant funds be used for overtime costs or bonuses?	Staff overtime can be estimated as part of the budget proposal and consistent with guidelines provided in the Key Staff and Appendix II of the RFA. Bonuses are permitted except where provided on a per-enrollment basis.
Can the Project manager provide oversight to the GCI IPC's but be paid by another grant?	No, the Project Manager must be paid, at least in portion, by the grant.
Can our sub-grantee hire part time IPC staff if we are applying to serve a specific population?	All grantees will be expected to serve the general public in AND targeted populations identified in the approved application. The State will accept applications for grantees proposing IPCs at less than full time equivalent. Percent time on the grant MUST be indicated on the application and should demonstrate that the individual will spend a significant portion of time on the grant. IPC salaries may be supported in portion by other funding sources.
Does the lead grantee applicant need to identify the organizations that are providing IPC services?	Yes, all applicants must disclose all participating sub-grantees in the application.
The RFA stipulates that there must be a Program Director as well as 5 IPCs. Can the Program Director be an IPCs?	Yes.
Can the Program/Project Manager and the Fiscal Manager be the same person?	It is recommended the activities of the two positions be separated between two people; however, if a clear rationale is provided for the duties to be assigned to the same person, it will be considered.



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	Please refer to Section 4.4, Key Staff, for the required positions. Other positions (like Program Managers/Supervisors) may be proposed based on the applicant's needs and are subject to review. Required positions may not be substituted by proposed positions.
Can the requirement for full time employment of IPCs be met through job sharing?	The State will accept applications for grantees proposing IPCs at less than full time equivalent. Percent time on the grant MUST be indicated on the application and should demonstrate that the individual will spend a significant portion of time on the grant. IPC salaries may be supported in portion by other funding sources.
<b>Goals</b>	
<b>Question</b>	<b>Response</b>
If a grantee has part-time CACs, can their enrollment work count towards IPC grant deliverables?	No
Are applicants expected to address the four goals in Section 5 of the RFP, or are those only examples?	The metrics provided in the RFA are required for all funded partners. Applicants will complete the attestation committing to working toward the provided metrics during the timelines provided.
<b>Grant Application</b>	
<b>Question</b>	<b>Response</b>
Are there character limits for Section 4?	Character limits are provided within the EGrAMS application. ER
Indirect cost amounts up to 10% of the total award are discussed at the bottom of page 6 and the top of page 7. There is no space in the RFP's budget template for indirect cost amounts. Are indirect cost amounts allowed or not?	Indirect costs must be entered into the Administrative Expense category. Per RFA Section IV, indirect costs are allowed up to 10%, unless there is a Federally approved rate at a higher percentage.
What does it mean to have a 'certified application'?	In order to submit the application to IDPH, the application must be complete, error free, and submitted to the Authorized Official Certification stage. Once submitted to that stage, the Authorized Official must complete the Certification tab and submit the application. Instructions on this process are available in the <i>Application Entry and Submissions Guide</i> in the Training Materials section.
Will there be an opportunity to receive an extension for application to EGrAMS past 5 pm Friday, Sept. 25 <sup>th</sup> ?	The applications must be submitted by Friday, September 25, 2015. In the event that an extension is provided, it will be announced to all applicants.
Does the certification page need to	Yes, the certification stage requires an electronic signature and



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have a signature?	a physical signature on an Application Certification document uploaded into the application.
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