Q: May applicants submit joint applications?
A: Applicants may propose partnerships in the implementation of their proposed projects. However, the application must be submitted by one organization. HRSA will make the award to the applicant organization only and that organization will be responsible for the grant. Other organizations partnering with the applicant should provide the letter of commitment for the application materials.

Q: Where in the application do the Work Plan Narrative and the Work Plan Matrix go?
A: The Work Plan Narrative should be included as part of the Project Narrative. The Work Plan Matrix should be included as part of Attachment 1 (which also includes the Logic Model).

Q: To what does “substance abuse” refer?
A: Applicants have flexibility in describing and defining the needs of their stakeholder communities. For example, HRSA recognizes that the term “substance use disorder” is often used rather than the terms “substance abuse” or “substance dependence,” as discussed on the Substance Abuse and Mental Health Services Administration’s (SAMHSA) webpage on substance use disorder.

Q: What is the project organizational chart required for Attachment 5?
A: The project organizational chart is the applicant’s organizational structure. Applicants should make it clear where the Supporting State MCH Policy Innovation Program falls within that structure.

Q: What does it mean to “provide a justification of funds requested” for the Work Plan Matrix? (pg. 12)
A: Applicants are expected to include a complete budget justification in the Budget and Budget Narrative section of the application. In the Work Plan Matrix, applicants are expected to briefly describe why the funds are needed.
Q: Please clarify what is requested for Attachments 2 and 3. (pg. 17)
A: Attachment 2 – *Staffing Plan and Job Descriptions for Key Personnel*, should include job
descriptions of key personnel, including the role, responsibility, and qualifications of proposed
key staff. Also, include a description of the organization’s time keeping process.

Attachment 3 – *Biographical Sketches of Key Personnel*, should include the biographical
sketches of the key personnel occupying the positions highlighted in Attachment 2.

Q: If an applicant decides to implement one new project per year but does not yet know the
project specifics, how should they complete the budget section?
A: If an applicant decides to implement one new project per year but has not yet selected project
topics for each year, it is expected that the applicant will outline the approach that will be taken
to select topics and the general approach that will be taken to design and implement projects that
meet the needs of the applicant’s stakeholders/membership (including collaboration with partner
organizations, if appropriate). The budget submitted with the application should be based on this
design and provide enough information for the objective reviewers to be able to score and
provide feedback. If necessary, refinements to the plan and budget can be made with HRSA
approval following award.

Q: I missed the technical assistance webinar on January 8, 2018. Is an audio recording
available?
A: To listen to the archived technical assistance webinar, dial the playback number at 800-839-2290
and use the passcode: 1943. The webinar can also be viewed at
https://hrsa.connectsolutions.com/p2fk2lsnedz/.