

National Institute of Mental Health  
Outreach Partnership Program

## Questions and Responses

7/10/06

### 2006 Solicitation for Proposals for the Following States:

California, Colorado, Connecticut, Florida, Georgia, Idaho, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Minnesota, North Dakota, Nebraska, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, and Wisconsin.

The following questions about the Solicitation for Proposals were submitted by representatives of organizations interested in applying to become National Institute of Mental Health (NIMH) Outreach Partners. The closing date for questions was June 19, 2006. Responses were prepared by NIMH.

1) **Question:** My organization is currently an Outreach Partner, and my state is listed in the current Solicitation. Do I need to respond to this Solicitation to maintain my organization's position as an NIMH Outreach Partner?

**Response:** The NIMH is competing all of the states that are listed in the Solicitation. Any organization that is currently an Outreach Partner and is located in one of the states listed should respond to this Solicitation if they would like to continue to be an Outreach Partner. The NIMH will only select one Outreach Partner in each state.

2) **Question:** Are past Outreach Partners eligible to re-apply?

**Response:** An organization that has received an Outreach Partner award in the past is eligible to re-apply. Please refer to the Solicitation for detailed requirements.

3) **Question:** My organization is not currently an Outreach Partner, but my state is listed in the current Solicitation. Are we eligible to apply for the Program?

**Response:** Yes, any organization located in the states listed on this Solicitation is eligible to respond to this Solicitation. Please refer to the Solicitation for detailed requirements. The NIMH will only select one Outreach Partner in each state.

4) **Question:** My organization is not currently an Outreach Partner, and my state is listed in the current Solicitation. However, NIMH already has a current Outreach Partner in my state. Should I still apply?

**Response:** Yes. Any organization, including current Outreach Partners, are eligible to respond to this Solicitation. If you are interested in becoming an Outreach Partner, you should apply. Please refer to the Solicitation for detailed requirements. The NIMH will only select one Outreach Partner in each state.

5) **Question:** My organization is not currently an Outreach Partner, but my state is not listed on the current Solicitation. I am interested in being an Outreach Partner. Will I have a chance to compete for the position?

**Response:** States not listed in the current Solicitation were previously competed and awarded in 2005. It is anticipated that these states will be competed again at the end of the award period in 5 years.

6) **Question:** How many Outreach Partners will the NIMH fund in each state?

**Response:** Only one Outreach Partner will be selected for each of the states in the current Solicitation. Some organizations may choose to respond to this Solicitation together as co-partners. In this situation, one organization would serve as the primary Outreach Partner and the other(s) would serve as secondary organizational Partner(s).

7a) **Question:** Can two organizations submit a joint proposal in response to the Solicitation?

**Response:** Yes, organizations may choose to respond to this Solicitation together as co-partners for a particular state. In this situation, one organization would serve as the primary Outreach Partner and the other(s) would serve as secondary organizational Partner(s). Primary Outreach Partners will receive the stipend and serve as the primary point of contact with NIMH. Organizations applying as co-partners should delineate each organization's roles in the partnership and use of the stipend.

7b) **Question:** Does a proposal with co-partners strengthen chances for selection?

**Response:** Reviewers will determine the strength of the proposals based on the evaluation criteria as outlined in the Solicitation.

8) **Question:** Is there a reason why organizations in the U.S. territories are not included in the Solicitation to become NIMH Outreach Partners?

**Response:** At this time, the NIMH Outreach Partnership Program does not have the resources to expand the Program beyond the 50 states and the District of Columbia.

9) **Question:** We are a statewide association that is a 501c6 nonprofit organization (instead of 501c3). Are we eligible to submit for this program?

**Response:** Yes. Organizations that are tax exempt, with a not-for-profit status, under any section of the United States tax code are eligible to apply.

10) **Question:** Are non profit organizations with a fiduciary agent who is 501c3 eligible?

**Response:** Yes. Organizations that are tax exempt, with a not-for-profit status, under any section of the United States tax code are eligible to apply.

11) **Question:** Is this Solicitation open only to state associations or can national associations apply?

**Response:** Outreach Partner positions are state specific and conduct statewide outreach. However, the Outreach Partnership Program does have National Partners. For information on joining this part of the Program, please see:

<http://www.nimh.nih.gov/outreach/partners/join.cfm>

12) **Question:** Our organization's membership base and constituency is national. We do not have programs solely for people within the state where our organization is headquartered. Can our organization be considered for the Program if it develops programs that are national in scope but will also be offered to the residents of our state, or does the program have to be offered only as a state program?

**Response:** As outlined in the Solicitation, Outreach Partners are state specific and are expected to conduct statewide outreach.

13) **Question:** Would NIMH consider a partnership with an organization that performs outreach across multiple states (i.e., a "super partner")? We would identify representatives physically located in each state, but the administration would be run out of our headquarters in a state not listed in the Solicitation.

**Response:** The Program enlists organizations in every state and the District of Columbia to conduct statewide outreach that serves the particular needs of each state. To serve as an Outreach Partner in a particular state, the organization must be located and have a mailing address in that state, and that state must be listed in the current Solicitation.

14) **Question:** Our organization is a small nonprofit organization serving a county in our state. Would we qualify to become a partner?

**Response:** Local organizations that have statewide information dissemination ability and outreach capacity, and are qualified as outlined in the Solicitation are eligible to become Outreach Partners.

15) **Question:** Our organization has a paid staff of one and a volunteer board of trustees. The trustees include professionals, consumers, school personnel, and business representatives. Is the Program too big of a project for a small agency to apply?

**Response:** The Outreach Partners are made up of organization of various sizes. Small agencies that have the resources to perform the tasks and requirements, as well as meet the organizational capabilities as outlined in the Solicitation, are eligible to become Outreach Partners.

16) **Question:** Can an Outreach Partner use the stipend to acquire staff or for travel expenses, computer upgrades, etc?

**Response:** The \$7,500 stipend is not expected to cover the scope of work required by this Program. The money is viewed as seed money and is given in recognition of the organization's partnership with NIMH. NIMH does not specify how Outreach Partners use the funds. However, the Program does encourage Partners to use the stipend to leverage additional resources. NIMH will pay for the Outreach Partners to travel to the annual meeting, in addition to the stipend.

17) **Question:** Our organization is a current Outreach Partner in one of the states listed in the Solicitation. As a partner located in a state with a large population, we have been receiving a \$12,000 stipend. Will the awardee for our state receive a \$12,000 or a \$7,500 stipend?

**Response:** NIMH anticipates that Outreach Partners in California, Texas, and New York will continue to receive the \$12,000 stipend.

18) **Question:** What are the anticipated deliverables for NIMH Outreach Partners?

**Response:** Outreach Partners are required to document their work for the Program twice a year through a web-based progress reporting system. For the most part, Partners report on the tasks outlined in the Solicitation.

19) **Question:** Does participation in the Outreach Partnership Program require the development of a new program?

**Response:** An organization serving as an Outreach Partner may not need to develop new activities or initiatives to participate in the Program. Some organizations will only need to supplement existing activities or initiatives with NIMH materials and messages to meet the task requirements of the Program; others may need to expand current programming to meet the requirements.

20) **Question:** Could the gatekeeper outreach presentations be done via WebEx (a web-based teleconferencing service)?

**Response:** NIMH does not specify how gatekeeper outreach presentations can be conducted. It is only required that the outreach and the medium used are appropriate for the target audience.

21) **Question:** Can a statewide outreach program be conducted through web and email? If we link to a county resource information website, would this qualify as outreach?

**Response:** NIMH does not specify how Partner's should conduct outreach. We do require that the outreach is appropriate for the target audiences. Organizations implement a variety of outreach activities and initiatives to meet the requirements of all the tasks. Please review the Solicitation for more information on these tasks.

22) **Question:** As older adults are an at risk population, are they a good population to target for outreach?

**Response:** Population groups that are at-risk and underserved are appropriate populations to target through the gatekeeper outreach task. Another task requirement of an Outreach Partner is to conduct outreach to racial or ethnic minority populations. Targeting older adults may meet this requirement if the organization can demonstrate with demographic data that there are limited racial or ethnic minority populations in its state. Please review Task 4 of the Solicitation for more information.

23) **Question:** How often are the partner teleconferences?

**Response:** Currently there is no set schedule for the teleconferences. They are scheduled on an as-needed basis to respond to emerging issues.

24) **Question:** No letter of support is required from an applicant's State Mental Health Program Director's office and extra documentation is discouraged in the Outreach Partnership Program Solicitation. Are letters of support and commitment discouraged from one's State Mental Health Program Director's and/or Alcohol and Drug Abuse Director's office?

**Response:** As regular communication with one's State Mental Health Program Director's and/or Alcohol and Drug Abuse Director's office is a requirement for Outreach Partners, applicants that have an existing relationship with that office may include letters of support in their proposal. Materials such as an organization's annual report, newsletter, membership lists, and other publications are considered extraneous documentation.

25) **Question:** Are Outreach Partners required to pay researchers to participate as Scientific Advisors?

**Response:** No. NIMH views an individual's participation as a Partner's Scientific Advisor in the same capacity as serving in an advisory capacity, such as a Board Member to an organization. We hope that these researchers will be willing to offer their services free of charge.

26) **Question:** Who should be the primary contact for the Program? Should it be the executive director of our organization?

**Response:** Your primary contact for the Program should be the person responsible for the bulk of the work listed in the Solicitation, and the main point of contact for NIMH and the other Partners. An executive director may be this person.

27) **Question:** Does an organization have to submit a question about the program and/or application process by the June 19 in order to be eligible to respond to the Solicitation?

**Response:** No. Organizations do not have to submit questions to be eligible to respond to the Solicitation. They only need to submit a proposal by the August 7 deadline.