



# FAQ: Opportunity & Technical Assistance (TA)

## Replication Projects

**What are the benefits of participating in a Replication Project if I don't currently have a practice in the MCH Innovations Database?**

**Q: WHAT ARE THE BENEFITS OF PARTICIPATING IN A REPLICATION PROJECT FOR ORGANIZATIONS AND AGENCIES NOT ALREADY FEATURED IN THE MCH INNOVATIONS DATABASE?**

A: Benefits for organizations and agencies not already featured in the MCH Innovations Database participating in a Replication Project include:

1. Increase the visibility and reach of your work
2. Learn from a peer state/territory/organization that has already implemented the program about experienced challenges, lessons learned, and useful data points for measuring success
3. Receive TA and support from national and state experts
4. Build meaningful relationships with key partners, including family and community partners, individuals with lived experience, and direct service providers, while working on a specific project or initiative
5. Develop a plan for project sustainability
6. Increase your knowledge of implementation tools and processes

**Q: WHAT ARE THE BENEFITS OF PARTICIPATING IN THE REPLICATION PROJECTS IF MY PRACTICE IS ALREADY FEATURED IN THE DATABASE?**

A: By encouraging another state/jurisdiction or organization to replicate your Innovation Hub practice, you can:

1. Increase the visibility of your work
2. Receive national recognition
3. Build implementation and coaching skills by supporting someone to adapt your practice to a new context
4. Fulfill a criteria requirement to be considered a Best Practice in Innovation Hub
5. Work towards acquiring more evaluation data to support the efficacy of your program in multiple settings/contexts





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### Q: HOW IS EQUITY, PARTICULARLY RACIAL EQUITY, EMBEDDED INTO THE REPLICATION PROJECTS?

A: AMCHP is continuing to strengthen and expand its focus on identifying and disseminating MCH practices that contribute to achieving equity, in particular racial equity. We are looking for applicants that center on equitable implementation (including designing/planning, replicating/adapting, evaluating, scaling up, and communicating) of Innovation Station practices. To do this, AMCHP has applied several equity-focused tools to each aspect of the Replication Project. These include: the [Racial Equity Impact Assessment](#), [Is My Implementation Practice Culturally Responsive Checklist](#), [Foundational Practices for Health Equity, Health in All Policies](#), [Race Equity and Inclusion Action Guide](#), and [How to Embed a Racial and Ethnic Equity Perspective in Research](#).

### Q: WHAT IS THE STRUCTURE AND FORMAT OF THE REPLICATION PROJECTS?

A: The 2022-2023 Replication Project will run from approximately May 2022-April 2023. AMCHP will provide two separate tracks of TA depending on an organization's level of readiness to replicate an Innovation Hub practice. One track focuses on capacity building and developing the infrastructure necessary to implement a practice in Innovation Hub (the Capacity Building Track), and the second track provides TA for applicants who are ready to begin implementation of a practice (the implementation track). An initial set of self-reflection questions on our website and a screening call with AMCHP will help you assess your readiness to apply for a Replication Project and will help you determine which TA track is most appropriate for you.

Both Replication Project tracks will be structured as a cohort with participants receiving group TA in the form of quarterly webinars which will focus on specific tools and trainings aligned with the Implementation Stages Framework. For example, the Capacity Building Track will focus on content related to assessing needs and generating buy-in to support replication. The Implementation Track will focus on adaptation, small tests of change, and program sustainability. As a point of clarification, these two tracks are distinct, and you do not need to have participated in the Capacity Building Track to apply for the Implementation Track. Individuals who participate in the Capacity Building Track may also apply for the Implementation Track later.

During the tracks' quarterly webinars, participants will have the opportunity to share and gather insights from other awardees. Each awardee will also receive extensive support and replication guidance from a representative of the Innovation Hub practice being replicated.





# FAQ: Application Process

## Replication Projects

### Q: HOW DO I KNOW WHICH REPLICATION PROJECT TRACK IS RIGHT FOR MY ORGANIZATION?

A: Begin by reviewing the self-reflection questions below:

- 1) Have you assessed and determined the needs of your community that you hope to address through this opportunity? Note: a formal needs assessment is not required.
  - Were community members/partners engaged in this process?
  
- 2) Have you determined which [Innovation Hub practice](#) (Emerging, Promising, or Best Practice) you would like to replicate to address the identified need?
  - Were community members/partners engaged in this process?
  
- 3) Have you considered what changes you might need to make to the Innovation Hub practice based on your community's context?
  
- 4) In alignment with AMCHP's [Joint Organizational Commitment to Anti-Racism and Racial Equity](#), we are prioritizing organizations led by or directly supporting Black, Indigenous, People of Color (BIPOC) communities; others experiencing systemic oppression including but not limited to the disability community, the LGBTQI+ community, etc.; or those representing groups that have been historically oppressed.

Does your organization directly support one or more of the groups outlined in the previous statement?

AND/OR

Is your organization led by one or more of the groups outlined in the statement above?

Based on these, if you feel like you're ready to apply, [click here](#) to sign up for an initial conversation with AMCHP. During this call, we'll ask you additional questions about your readiness to apply and what you hope to gain from the experience. Based on your responses, we'll help you figure out which track is most appropriate for you.

### Q: HOW DOES AMCHP DEFINE COMMONLY USED TERMS IN THEIR RFA?

A: You will see the following terms several times throughout our RFA:

- **Technical Assistance:** Supporting individuals and organizations to increase their capacity to achieve an intended outcome. This may look like providing trainings, providing support to apply different tools, providing feedback/input on project activities, sharing relevant resources and materials.



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## Replication Projects

- **Core Components:** The key “ingredients” or activities of a practice. These are what make the practice function effectively.
- **Replication:** Duplicating the activities from an Innovation Station practice in a different setting. For the purposes of the Replication Project, replication might not entail replicating a practice as is. Usually, some adaptation or innovation is required and is encouraged to make the practice more appropriate for the recipient’s specific context.
- **Adaptation:** Modifying or adjusting aspects of an Innovation Station practice so it fits better with the context it will be implemented in.
- **Implementation:** Putting the Innovation Station practice into action/the process of carrying out the Innovation Station practice.
- **Partners:** This refers to those individuals or organizations who will ultimately be impacted by your Replication Project. This includes a special emphasis on the community and those with lived experience.

### **Q: CAN YOU SPEAK MORE TO THE DIFFERENCE BETWEEN REPLICATION AND ADAPTATION FOR THIS TA OPPORTUNITY?**

A: While this opportunity is called “Replication” Projects, we know that any time you want to implement an outside practice, there’s a certain amount of modification you’ll need to make to ensure it meets the needs of the community/location where you’re planning to implement it. In this case, replication refers to implementing something exactly as is without any changes to the original practice/model. We recognize that you’ll need to make some minor changes or adaptations based on your context and still consider this under the umbrella of “replication.” We can support you to figure out what types of changes you might need to make to the practice to implement it in your context without altering the fundamental or core components of is.





# FAQ: Contracting Procurement

## Replication Projects

**AMCHP uses a contract to execute its Replication Projects. For common questions regarding contact execution and expenditures please view the questions below.**

### **Q: WHO SHOULD BE INCLUDED ON THE CONTRACT?**

A: For the purpose of the Replication Project, AMCHP is only able to enter a contract with the entity who submitted the project application (awardee).

### **Q: CAN WE USE A FISCAL AGENT TO HANDLE OUR FINANCES?**

A: The awardee may use a fiscal agent to handle their administrative work.

- AMCHP will not have any relationship with the fiscal agent or third party.
- The awardee is responsible for signing the contract and will be the designated payee.

### **Q: CAN WE BEGIN PLANNING OUR ACTIVITIES BEFORE THE CONTRACT IS EXECUTED?**

A: The awardee can begin planning pre-award activities before the contract is executed. However, AMCHP will not approve pre-award expenditures.

- Awardees may not submit invoices until the contract is signed.
- The first invoice received must fall after the date of the signed contract.

### **Q: WHAT IS AMCHP'S CONTRACT PROCESS?**

A: There are two main parts of the contract process: the risk assessment and the overall process.

#### 1. Risk Assessment

- Prior to developing a contract, AMCHP will send the awardee a risk assessment for completion. You can access a copy of the risk assessment [here](#).
- The purpose of the risk assessment is to systematically evaluate the potential financial risks that may be involved if AMCHP supports a awardee to participate in the Replication Project. Awardees are then categorized according to level of financial risk.  
*Note: If you are classified as high-risk this does not prevent you from participating in the Replication Projects. It means that AMCHP may need to provide you with additional support to participate. Please refer to the next question for more information on the risk assessment process.*
- Once the awardee completes the Risk Assessment, the contract process will be initiated.

#### 2. Contract Process

- AMCHP will send the contract to the awardee.
- The awardee will review the contract and sign if no revisions.
- If revisions, send to AMCHP.
- AMCHP will go through an internal review process



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- \* AMCHP staff will contact awardee to explain revisions and request further review and/or signature.
- AMCHP will sign the contract.
- The awardee will be provided with a copy of the contract signed by all parties.

### **Q: WHAT IF I AM UNABLE TO COMPLETE THE RISK ASSESSMENT REQUIRED IN THE CONTRACT PROCESS?**

A: We understand the risk assessment may be challenging for some awardees to complete. We recommend letting us know as soon as possible if you anticipate any barriers to completing the risk assessment. In this case, AMCHP will work with you to determine the best way to support your participation in the Replication Projects. This may involve being referred to small business financial training ahead of being awarded as well as AMCHP disbursing project funds in installments and requiring additional documentation/paperwork. Below are the three levels of financial risk.

Levels of Financial Risk	Lower Risk	Moderate Risk	Higher Risk
Tentative Monitoring Plan	<ul style="list-style-type: none"> <li>• Review audit reports through and Federal Clearinghouse</li> <li>• Review invoices to ensure: Timeliness, completeness and accuracy; Milestones are representative of spending</li> <li>• PI approval states "okay to pay"</li> <li>• Work is performed within the period of performance</li> </ul>	<ul style="list-style-type: none"> <li>• Review all steps in the "Lower Risk" category in addition to the following:           <ul style="list-style-type: none"> <li>• If findings exist in the sub recipient's audit report, determine how material they are and the risk(s) involved (operational, financial or compliance risks)</li> <li>• Elevate potential risks to Grants &amp; Contract team and Office of Finance and Accounting for discussion</li> <li>• Request and monitor invoices more frequently (monthly vs. quarterly)</li> <li>• Request and review financial reports more frequently (if possible)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Review all steps in the "Lower Risk" and "Moderate Risk" categories in addition to the following:           <ol style="list-style-type: none"> <li>(1) Exercise your right to audit or consider performing a site visit or desk review</li> <li>(2) Request supporting detail for all financial invoices and expenses</li> <li>(3) Request regular contact and communication with the PI</li> <li>(4) Document conversations and retain pertinent emails</li> <li>(5) Withhold payments, if necessary</li> </ol> </li> </ul>





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## Replication Projects

### Q: WHO IS RESPONSIBLE FOR PROJECT-RELATED EXPENSES MENTIONED IN THE CONTRACT?

A: All project-related expenses mentioned in the contract and/or scope of work will be the sole responsibility of the awardee. AMCHP is responsible for exacting payment to the awardee for project expenses outlined in the project budget and according to AMCHP's contract with the awardee. If this process may be financially unfeasible for your organization, AMCHP can work with you to implement an installment plan. With an installment plan, AMCHP will disburse the total award in set installments throughout the project year. The awardee will be responsible for providing receipts/documentation for any expenses incurred in addition to a monthly invoice.

### Q: HOW OFTEN DO INVOICES NEED TO BE SUBMITTED?

A: The exact frequency with which invoices need to be submitted will depend on the results of the risk assessment.

### Q: WHO CAN SUBMIT INVOICES?

A: Invoices must be submitted by the awardee since AMCHP is only able to reimburse the awardee.

- If it is easier for someone outside the organization AMCHP has a contract with to purchase an item such as a flight, hotel, etc., have that person purchase the item and invoice the state/organization with which AMCHP has the contract.
- The awardee will then create an invoice on the other party's behalf and submit to AMCHP along with supporting documentation.
- AMCHP will disburse reimbursement to the awardee.
- The awardee will use this payment to reimburse the other party.

*\*If using a fiscal agent, invoices must still be issued by the state/awardee.*

### Q: HOW LONG AFTER I SUBMIT AN INVOICE CAN I EXPECT REIMBURSEMENT?

A: Reimbursement will be sent within 30 days of receipt of the invoice.

### Q: WHEN IS THE LAST DATE ALL INVOICES NEED TO BE SUBMITTED BY? All invoices must be submitted by April 30th, 2023 in order to receive reimbursement.

### Q: HOW DO I KNOW HOW MUCH FUNDING I HAVE SPENT OR HAVE LEFT AT ANY GIVEN TIME?

A: Awardees must maintain their own system for tracking the amount of funding they have spent and how much they have remaining. AMCHP will maintain a file of invoices received. Please contact AMCHP if you would like to verify your expenditures and remaining balance.





## CONTACT INFORMATION

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