



## Frequently Asked Questions

### RFA No. RM0 SBH 042619

**1. *Which schools are in Cohort 2 for SY19-20?***

Please see the attached document for the Top 67 schools which comprise the Cohort 2 (SY19-20) schools.

**2. *Can you please clarify the ratio of billable hours to nonbillable hours that would be expected of a clinician?***

The billable hours expected of a clinician are set by the Community Based Organization and often in collaboration with discussions with the Local Education Agency (LEA).

**3. *I am writing to follow-up on the school-based mental health application. It states that there must be a 2 year history of working with children. Does this requirement apply to the clinician or the agency as a whole?***

The "at least two years of experience (as of the date of the application) providing child and youth behavioral health services" applies to and is in reference to the Community Based Organization (CBO) as a whole.

**4. *As an existing grantee, our current grant runs from April 1, 2019 - March 31, 2020. If we were to receive funding via this opportunity to continue work in the same schools, do you know how that grant year would coincide with our current grant?***

A cost extension will be issued to the existing grant agreements. The purpose of the cost extension is to ensure that the time periods of the grants are the same between Cohort 1 and Cohort 2. The award period will begin in July, 2019. This effort will simplify the reporting requirements.

**5. *Since we are currently working with two schools, we wanted to see if our budget in the application should still provide a snapshot of a single school (in alignment with last***

*year's application)? Alternatively, should we include the costs of both schools that we are already collaborating with?*

The budget in the application is to reflect both of the schools that you are already collaborating with and the additional number of schools, if any, that you are seeking to expand in partnership.

- 6. *The budget in the RFA should reflect a per school breakdown not a total across the number of schools you hope to match with, correct?***

For the purposes of responding to RFA No. RM0 SBH 042619, it is fine to provide a budget for the total number of schools for which the CBO has the capacity to place a full-time licensed clinician.

- 7. *Do we need to print out the entire MOA for inclusion in cohort 2 applications?***

It is fine to only include the pages that provide the following: the name of the school(s) for which the MOA addresses; the expiration date of the MOA; and the signatures of the LEA and CBO leadership which fully execute the specific MOA.

- 8. *Should we be making contact with the new cohort 2 schools to identify potential matches if selected? And should we include a description of these potential matches in our proposal?***

For DC Public Charter Schools, CBOs are instructed to refrain from approaching Cohort 2 schools until the joint communication has been sent to Cohort 2 principals by the DC Public Charter School Board and the Department of Behavioral Health.

Additionally, the Central Office leadership for DC Public Schools (DCPS) School Mental Health Program is currently communicating with their principals of schools in Cohort 2. It is not encouraged for any DCPS Cohort school to be approached by Community Based Organizations (CBOs) without the coordination from Mr. Orin Howard, Director of School Mental Health for DCPS.

- 9. *In the Competition #2 - Is the description of CBO strengths and weaknesses for the cohort 2 application based on answers from a parent/school survey or self-identified strengths and weaknesses?***

Pages 22 and 25 for Competition #2 of RFA No. RM0 SBH 042619 have been revised. Please see revised document posted on the DBH website.

**10. Who is a contact at Department of Health Care Finance (DHCF) when a CBO leader has a DHCF related provider question?**

The contacts are:

Ms. Monique Willard ([Monique.Willard2@dc.gov](mailto:Monique.Willard2@dc.gov))

Mr. Javon Oliver ([Javon.Oliver2@dc.gov](mailto:Javon.Oliver2@dc.gov))

**11. Is there a specific template you would like us to use for the work plan section of the narrative?**

For the purposes of responding to RFA No. RM0 SBH 042619, there is not a specific template to use for the work plan section of the narrative.

**12. Am I understanding correctly that you would like the Organizational Chart to only be included as an attachment? Would you also like us to also include it within the narrative?**

It is sufficient to include the Organizational Chart in Attachment 8 and show how school mental health fits into the CBO's organizational chart.

**13. If the CBO's Medicaid provider application is currently being processed. For Attachment 12, would a copy of our in process application be sufficient?**

If the CBO's Medicaid provider application is currently being processed, a copy of the in process application or communication received by the CBO confirming that the application was submitted is sufficient.

**14. Do you need to number every page of the proposal package, including the attachments, or just number the pages of the narrative section?**

The entire submission needs to be numbered because the submission is to have a Table of Contents which would be for the entire submission.

**15. Do we have to complete the grant again to remain in our current schools? If we do not complete the grant will we not be able to expand into any of the new schools? Will we have to complete this same grant announcement every year?**

The current grant agreements do not have option years because it was not known during the initial Request for Application (RFA) that the funds would remain available in the DBH budget following Fiscal Year 19. RFA No. RM0 SBH 042619 provides option years for those CBOs selected from Competition #1 or Competition #2.

***16. Will we get money for our current schools again for next school year?***

For those CBOs with current Memorandum of Agreements (MOAs) and an existing grant agreement with Cohort 1 Local Education Agencies (LEAs), participation in Competition #2 of RFA No. RM0 SBH 042619 is required to be able to have option years for any existing grant agreements. Participation in Competition #2 of RFA RM0 SBH 042619 is required for consideration for expanding into Cohort 2 schools.

For those CBOs with an existing grant agreement that choose to not participate in the Competition #2 of RFA No. RM0 SBH 042619, the existing grant agreement award will expire on the date indicated within the terms of the existing grant agreement.

***17. Can one full-time licensed clinician cover more than one school? If so, what is the maximum number of schools one licensed clinician may cover?***

For CBOs selected to participate in the District's Comprehensive Expansion of School-Based Behavioral Health Services, the CBO is required to place a licensed clinician full-time in the clinician's assigned 1 school placement. The licensed clinician is not to be assigned to more than one school.

***18. Would a licensed clinician include a Licensed graduate social worker or a licensed graduate professional counselor?***

Yes, a licensed clinician may possibly include a Licensed Graduate Social Worker or a Licensed Graduate Professional Counselor. And, CBOs are to follow the guidelines established by DC Health's Health Professional Licensing Administration regarding the required credentials of the clinician's supervisor.

***19. Can you please clarify what "\$53,667 is available per school match to the CBO" means.***

Community Based Organizations (CBOs) will enter into Memorandum of Agreements (MOAs) with Local Education Agencies (LEAs) for specific Cohort schools where the school and the CBO determine that the needs of the school and the services of the CBO are a match. A CBO is provided a grant award of \$53,667 for each specific Cohort school identified in the MOA.

**20. *Is the auto insurance required only if you are transporting children?***

The auto insurance is required of all grant recipients within the Comprehensive Expansion of School-Based Behavioral Health Services. The auto insurance requirement mirrors the insurance requirements within the Memorandum of Agreements of the Local Education Agencies.

**21. *Should our budget only reflect how we plan to use the \$53,667 per school or should we include the total projected spending per school, to include projected billable services (therapy) as well?***

The budget is to reflect how the Community Based Organization (CBO) will use the \$53,667 per school that the Community Based Organization has the capacity to place a licensed clinician full-time in a Cohort school. It is fine yet not required for the submitted budget to include projected billable services.

**22. *Can individuals on this grant be independent contractors of the CBO or do they have to be employees of the CBO?***

The licensed full-time clinician of the Community Based Organization may be an independent contractor as long as the Department of Behavioral Health is able to approve the contract.

**23. *Does the grant cover costs above the flat fee for the total schools?***

The grant does not cover costs above the flat grant fee of \$53,667 that is provided to the Community Based Organization (CBO) for each school that is identified as a match for the CBO's partnership for the expansion of school-based behavioral health services; and is also listed in the Memorandum of Agreement (MOA) between the CBO and the Local Education Agency (LEA).

**24. *Does the grant offer \$53,667 per school to cover the non-billable services in addition to the detailed costs in (Attachment F) OR is the \$53,667 a flat fee match per school to cover all costs in Attachment F?***

The \$53,667 is the flat grant amount that a CBO will receive for each Cohort school where the CBO matches and enters into a Memorandum of Agreement (MOA) with the Local Education Agency (LEA). The grant is to provide funding for the **non-billable** services that are essential to effective delivery of school-based behavioral health services. A CBO provides in Attachment F the budget justification and budget narrative for the non-billable expenditures of the CBO. The CBO may factor in the number of full-time licensed clinicians that the CBO has the capacity to place in a school with the placement characterized as 1 full-time licensed clinician per school.

**25. Who completes Competition #1 of RFA No. RM0 SBH 042619?**

Competition #1 is for New CBOs that do not have current grant agreements and MOAs for Cohort 1 schools.

**26. How many sets of attachments are needed to complete the Competition #2 application?**

In Competition #2, if a CBO is applying to both continue with existing Cohort 1 schools and expand into Cohort 2 schools, only 1 set of attachments is needed to complete the application. Please remember to make the required number of copies of each application.

Note: Please remember to review the **Checklist for RFA Application** located on page 3 of RFA No. RM0 SBH 042619