

Question and Answer for FY20 Competitive Application for Expanding, Enhancing Emotional Health (E3)

Program Basics

- \$75,000 of state funding per site
- Sites to be located in new buildings in new or existing districts
- Full time (1.0 FTE) licensed, master's level behavioral health providers
- Intended to be year-round, or able to assure coordinated care for students in the summer
- Services provided during hours accessible to its target population

Supplanting: funds may not be used to replace existing mental health services in that targeted location. Exception: If the provider in that location is working 16 hours or less.

Questions:

THE RFP IS DUE MONDAY FEBRUARY 10 BY 5:00PM.

Submit electronically in ONE PDF.

Site location

Q: Can these funds only be used in schools that we currently do not have a Child and Adolescent Health Center?

A: Yes, these funds may not supplant other therapeutic mental health services or be in buildings with existing state-funded CAHC programs including clinical, network sites, behavioral health, nursing, or school wellness programs. Extra bonus points are awarded for new counties with no existing state funding (see map in the RFP for a list of those counties).

Q: If we are currently providing behavioral health in a school, can this be considered a new site?

A: No, this would be supplanting of existing services and not expansion of mental health services unless the services are 16 hours or less per week.

Q: We want to apply as a district and have the provider serve the district (small district), can we do this?

A: The mental health provider must be in one school building. When applying, you must identify the school and the population it will serve. Other students within that district can access services with this provider but they will need to meet provider at the identified location. The mental health provider cannot travel between locations/schools.

Q: We currently run a CAHC serving the middle and high school populations, can we apply for

E3 for the elementary population within same district?

A: An elementary within the same district as schools with other CAHC programs is eligible if you are not supplanting any other similar services. It would be up to the fiduciary to assess need and ensure that this best meets the need in your area.

Q: Is this for public schools only or are private schools included?

A: This funding is for public school or public-school academies (charter schools).

Under PA 94, Section 388.1631a which allocates the at-risk funds through the State School Aid Act, it specially outlines that programs under that section are to aid in the support of the public schools, the intermediate school districts, community colleges, and public universities of the state. For full language, see: <http://legislature.mi.gov/doc.aspx?mcl-Act-94-of-1979> and <http://legislature.mi.gov/doc.aspx?mcl-388-1631a>.

Q: Can we provide services to persons that are not students in the school?

A: Yes, any youth ages 5-21 years old can receive services as long as this agreement is reflected in the MOU with the District. The school would need to allow outside youth to access the school to get to the program. All services must be performed at the designated E3 site.

Q. Could the mental health provider be in an alternative school, career technology school or learning center that serves students receiving special education services?

A. Yes, they could be in one of these schools. You want to make sure that the Mh provider is not supplanting services, especially if placed in the Learning Center that serves special education. So, meaning, they cannot replace a school social worker or provide the services that are required by law for special education through an IEP.

Q. Can funding be used to support other FTE's?

A. The grant requires a 1.0 FTE for the mental health provider. Depending on salary and wage amount, other FTE's can be funded (smaller portion) as long as they are doing work to support the MH provider/mental health programming. The expectation is to have a 40 hour a week or full-time equivalent MH provider.

Q: In the criteria section- should we include the question text for each question?

A: You do not need to spell out the whole question. You can use the section header (ex: 6. Service Plan) and the letter associated with the question (ex: A.).

Q: Will we be allowed to move the provider during the summer if the selected building is closed?

A: Exceptions for the summer will be allowed. This must be communicated and planned out with the MDHHS assigned consultant for approval.

Fiduciary Responsibilities

- Have interagency or MOU with School District
- Provide space and equipment adequate for private counseling, secured storage for supplies and equipment, and secure paper and electronic client records.
- Provide and utilize Electronic Health Records system
- Establish required policies and comply with all applicable laws
- Support quarterly reporting
- Bill third party payors for services

Questions:

Q: What needs to be addressed in an MOU?

A: These agreements would include but are not limited to- agreed upon location and space, specific services that are being provided, and other agreed upon items (phone use, internet use, electronic systems-school data bases, etc).

Q: Who is considered the sponsoring agency?

A: The sponsoring agency is whomever is applying for the funding. See eligible applicants on page 6 of the RFP.

Q: Can a school district be the applicant?

A: School districts are considered eligible applicants. As stated above, if the district is applying, you will need to identify one location to provide the mental health services. The application can speak about the needs of the district/community but will need to have a compelling rationale for the population/location you are choosing.

Q: The RFP states that the funding is available in the amount of \$75,000 for 4/1/20 – September 30, 2020 and then continuation funding for subsequent full years for \$100,000. Why more funding in 2020 than in full years?

A: The additional funding in the first year can be used for startup costs (furniture, décor, EHR startup costs, supplies, etc.). Subsequent years will primarily be staffing costs.

Q: The provider is expected to operate the program 40 hrs./week, 5 days a week at a single location. At current E3 sites does the host school provide that location at no cost to the E3 program provider?

A: In most current sites the host school has provided the full space as in-kind. We have seen some minor costs associated with the space provided.

Q: Will the 2 payments to the awardee (on 7/30 and 10/30 in 2020) be based on the \$75,000 grant amount or will they be based on the quarterly expenditure report (also due on those same date)?

A: They will be based on 50% of the budget. If there will be unspent dollars, those funds will

either be paid back to MPCA or the last payment will be adjusted to reflect the decreased amount.

Q: Is the awardee able to use the third-party collections to fund a larger E3 operations budget, than the grant amount, or will payments made to the awardee, 7/30/20 and 10/30/20, be net of reported third-party collections?

A: Any third-party collections should be fed back into the program. In-kind contributions, including billing revenue, do not affect the state grant. MDHHS and MPCA encourage sites to find other funds to contribute to the program as needed.

Q: Can a grantee include clerical/billing FTE's in the proposed budget?

A: You are allowed to add FTE's for billing/clerical. Keep in mind that to majority of the funds goes towards the 1.0FTE Mental Health Provider. We have seen small amounts go towards billing/clerical.

Q: Can a "for profit" be used to provide the mental health services?

A: Yes, as long as they are not the applicant. "For profit" is not an eligible applicant as described in the RFP. "For profits can be used as a contract service to provide the mental health providers for the school. The "for profit" must meet the billing standards and requirements of the grant.

Q: Do you want an itemized list in the cost detail of the "contractual" line item?

A: Yes, we will want to see the details of this spending in the cost detail tab on budget summary and the budget justification form.

Q: Are In-Kind and Match required?

A: No, in-kind (encouraged) and match are not required for this RFP. If there is in-kind or other sources that will help fund E3, please make sure to indicate this on the budget summary.

Proposal Preparation

Q: Are there font styles and size requirements?

A: No, there is no specific font style requirement. For size- no smaller than 12-point font, double-spaced, single-sided, and using standard one-inch margins .

Q: Does the table of contents count toward the 10 page limit?

A: No, it will not count. Page 8 of the RFP:

Required forms and support documents (cover page, title page, table of contents, certifications and assurances, copies of policies and procedures, interagency agreements, budget forms, budget narrative, and letters of commitment/support and need) are not counted in the narrative page limit. Supplementary materials will not be reviewed and will be discarded.

Q: In the criteria section- should we include the question text for each question?

A: You do not need to spell out the whole question. You can use the section header (ex: 6. Service Plan) and the letter associated with the question (ex: A.).

Q: If we are applying for 2 sites, do we need sperate applications and documents?

A: Yes, you will need a complete application for both sites you are applying for.

Q: Do we have to have all services operationalized and accessible by May 1 as stated in the RFP ?

A: Due to the limited time in FY20, we want to see that there is a plan in place of when these services will begin. Funding will be operationalized- hiring process should be started as well as other projects to get this up and running.