



Office of Statewide Health Planning and Development



**Workforce Education and Training (WET)
Public Mental/Behavioral Health Workforce Retention
Request for Application (RFA) # 16-7420
Questions and Answers**

Question 1: Regarding application format, are there required/preferred font sizes, spacing and margins, page numbers, etc.?

Answer 1: The RFA does not specify font size or spacing, margins, or page numbering. Please refer to Section D. Developing an Application, Section F, required attachments, and Attachment 4-Required application components. There are no specific formatting requirements.

Question 2: Is your priority to fund organizations that propose development of a retention program that engages mental health staff at multiple organizations/agencies and are you expecting that the funded entity will develop agreements with those agencies?

Answer 2: There is no minimum number of PMHS employers an application has to support. Applicants may propose one county/CBO or multiple counties/CBOS. Page 9, 4.c. of the "Evaluation Process" section of the RFA states that "The final awards will be to the highest scored applications. OSHPD intends for this RFA to support multiple counties in California by providing a distribution of awards throughout the state. Applications seeking to support geographic regions, which are not addressed by other similarly scored applications, may receive preference." As such, geographical factors will be considered although there is no requirement to target certain areas.

Please refer to County Mental Health/Community-Based Organization Participant Verification Form located on page 16 of the RFA. If the application is for multiple counties, the applicant would provide verifications from the County Mental Health Directors from each of the counties identified.

Question 3: As an organization that was previously funded through the OSHPD Public Mental/Behavioral Health Workforce Retention Program RFA, can we apply and be awarded again? If so, can we propose funding to sustain activities that were funded as



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part of this grant previously, or is OSHPD looking to fund the development of new retention programs and strategies?

Answer 3: Yes, as this is a separate RFA and being awarded funds from other RFAs will not have any bearing during the evaluation process. However, funds from past awards cannot be co-mingled with this RFA. It is the applicant's responsibility to identify retention strategies and proposed solutions to be implemented in the retention program. OSHPD does not prescribe what an applicant shall propose.

Question 4: We are a current grantee of OSHPD's Public Mental/Behavioral Health Workforce Retention funding. Our current grant period ends June 30, 2017. Are we eligible to apply for this round of funding since the grant periods overlap?

Answer 4: Yes, you would be eligible to apply for this round of funding even if the grant periods overlap. As mentioned previously, this is a separate RFA and being awarded funds from other RFAs will not have any bearing during the evaluation process. However, funds from past awards cannot be co-mingled with this RFA

Question 5: We are collaborating with a County Department of Behavioral Health in consideration of applying for the OSHPD grant program. We would like to know if funds could be used to pay for higher education (Masters, PhD) for retention purposes?

Answer 5: In the RFA you are asked to provide a description of the retention challenges for the population you are seeking to retain and then provide an approach to meet those retention challenges. It is the applicant's responsibility to identify retention strategies and proposed solutions to be implemented in the retention program. OSHPD does not prescribe what an applicant shall propose so long as the application meets Section D. Developing and Applicant and Section E. Application Requirements specified on pages 4-7 of the RFA.

Question 6: As the definition of mental/behavioral health has come to include treatment for substance use disorders (SUD), is there any prohibition on targeting SUD professionals in an application under this RFA?

Answer 6: The professionals would need to be employed in a program that meets the definition of a "Public Mental Health System (PMHS)", which is defined as publicly-funded mental health programs/services and entities that are administered, in whole or in part, by the State departments or county. It does not include programs and/or services administered, in whole or in part by federal, state, county or private correctional



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entities. (Cal. Code Regs., tit. 9, §3200.253.) Please review the definitions located on pages 24 – 25 of the RFA.

Question 7: Could you please clarify the definition of Public Mental Health System Workforce? Does this RFA include retention services for the MH workforce of CBOs who provide mental health services to the community funded by fee for service contracts from the County Department of Behavioral Services? Does it include the MH workforce of CBOs who provide services as a community based health clinic (primary care and psychiatric services)? Both CBOs are monitored (via contract monitoring) but are not “administered” by the PMHS.

Answer 7: “Public Mental Health System Workforce” means current and prospective department and/or county personnel, county contractors, volunteers, and staff in community-based organizations (CBOs), who work or will work in the PMHS. (Cal. Code Regs., tit. 9, §3200.254)

This could include mental health workforce of CBOs contracted with the County Mental/Behavioral Health programs. Please review the definitions located on pages 24 – 25 of the RFA.

Question 8: Could you please clarify whether there is a word limit for the various sections/attachments?

Answer 8: There are no word limits for the various sections/attachments.

Question 9: Can you Clarify if is \$100,000 for each of the 3 years, or if it is \$33,000 per year, totaling 100k?

Answer 9: The \$100,000 is for the entire length of the grant agreement and is not a per year limit.

Question 10: Do tribal health programs with mental health providers qualify as “PMHS providers”?

Answer 10: “Public Mental Health System (PMHS)” means publicly-funded mental health programs/services and entities that are administered, in whole or in part, by the State departments or county. It does not include programs and/or services administered, in whole or in part by federal, state, county or private correctional entities. (Cal. Code Regs., tit. 9, §3200.253.)



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“Public Mental Health System Workforce” means current and prospective department and/or county personnel, county contractors, volunteers, and staff in community-based organizations (CBOs), who work or will work in the PMHS. (Cal. Code Regs., tit. 9, §3200.254)

The mental health programs must meet these criteria in order to qualify as “PMHS provider”. Please review the definitions located on pages 24 – 25 of the RFA.

Question 11: Does a consortia of providers qualify to apply?

Answer 11: The RFA is open to all organizations that meet the Minimum Qualifications as specified on page 4 of the RFA. One organization would apply, be awarded, and enter into the agreement with OSHPD and would be entirely responsible for meeting all the requirements, terms, and conditions of the agreement. If the organization wants to partner with another entity, they would enter into their own agreement and/or Memorandum of Understanding (MOU) with that partnering entity. The award cannot exceed \$100,000 regardless of how many organizations apply together. OSHPD does not prescribe what an applicant shall propose so long as the application meets Section D. Developing and Applicant and Section E. Application Requirements specified on pages 4-7 of the RFA.

Question 12: Are “break packages”, or food for meetings/trainings an allowable cost?

Answer 12: As mentioned previously, OSHPD does not prescribe what an applicant shall propose so long as the application meets Section D. Developing and Applicant and Section E. Application Requirements specified on pages 4-7 of the RFA.

Question 13: Are participant travel costs an allowable cost and if so will supplementary cost information be required?

Answer 13: As mentioned previously, OSHPD does not prescribe what an applicant shall propose so long as the application meets Section D. Developing and Applicant and Section E. Application Requirements specified on pages 4-7 of the RFA

Question 14: RFA indicates that applicant must state the projected number of hours the sub-contractors will spend on the project. Will staff or sub-contractor hours be required for invoicing?



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Answer 14: No, sub-contractor hours will not be required for invoicing. However, the grantee will need to track and keep records. Please review invoicing requirements located on page 26 of the RFA. Also, see recordkeeping requirements located on pages 28-29 of the RFA.

Question 15: Are there restrictions on incentives?

Answer 15: In the RFA you are asked to provide a description of the retention challenges for a specific population you are seeking to retain and then provide your approach to meet those challenges. It is the applicant's responsibility to identify retention strategies and proposed solutions to be implemented in the retention program. As mentioned previously, OSHPD does not prescribe what an applicant shall propose so long as the application meets Section D. Developing and Applicant and Section E. Application Requirements specified on pages 4-7 of the RFA.

Question 16: Page 3, Section B.: Can you please provide OSHPD's definition of "employee"? Also, can you confirm if this includes individuals employed by the lead applicant but work at a county hospital or CBO through an affiliation agreement/contract/subcontract?

Answer: "Public Mental Health System Workforce" means current and prospective department and/or county personnel, county contractors, volunteers, and staff in community-based organizations (CBOs), who work or will work in the PMHS. (Cal. Code Regs., tit. 9, §3200.254)

Question 17: Page 8, Section E., 3.c.: Is the "Original Copy" of the proposal to be provided single or double sided? Are the photocopies, single or double sided?

Answer: The proposal and photocopies can be provided either single or double sided.

Question 18: Page 9, Section E. 3.t.: Will the Interagency Agreement be provided under the AB20 model agreement agreed between the University California Office of the President (UC) and the State of California (DGS) or has UC and DGS agreed to have OSHPD use the current terms referenced in the RFA?

Answer 18: AB 20 model provisions may be adopted as applicable and appropriate in any Interagency Agreement with the UC.



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Question 19: Page 19: Attachment 5, Section 2. Summary of Total Indirect Program Costs: Are the indirect cost line items tied to each Activity above and calculated at 10% of the total for each Activity? OR are the Indirect Cost Line Items to be specifically identified by the examples included, such as utilities, rent and admin services/staff payroll? Our institution has a federally negotiated indirect cost rate agreement and our indirect costs cannot be readily identified, therefore, we would be assessing the 10% based on the total of each Activity Type stated in Section 1.

Answer 19: Both direct and indirect costs need to be identified specifically in the sample rate worksheet. Please refer to page 24 for the definition of direct and indirect costs. All costs incurred are reimbursed based upon the prorated rate set in the Sample Rate Proposal Worksheet on Attachment 5.

Question 20: Are we eligible to submit an application for this RFA if we did not attend the mandatory bidders conference?

Answer 20: No, the applicant must attend the “mandatory” bidders conference in order to be eligible for consideration. Section E. Application Requirements and Information, item 2b on page 7 of the RFA states “No application will be accepted unless the applicant or an authorized representative attends the mandatory conference.”