



**Workforce Education and Training (WET)
Networks to Support Public Mental Health System Workforce
With Lived Experience Request for Application (RFA)**

Q and A's from Mandatory Bidders' Conference

RFA #14-5440

January 7, 2015

The following is a summary of the questions asked at the Mandatory Bidders' Conference held on January 7, 2015 and their respective answers.

Question: *Does the services for all activities have to be in the local area or can they be provided via the internet, webinars, etc.?*

Answer: For the purposes of this Request for Application (RFA), a web-based service is an eligible activity as long as the applicant makes it accessible to those County(s) and CBO(s) identified within their application to be served and as long as that is the activity identified in the application.

Question: *Are there any limitations on the budget categories?*

Answer: For this RFA, there are two major budget categories which include direct program costs and indirect program costs. There is no limitation on the amount of funds to be used for the direct program costs budget category. However, as described on page 19 of the RFA, financial assistance falls under the direct program costs budget category and cannot exceed 15 percent of the direct program costs budget category. Indirect costs are the second budget category which cannot exceed 15 percent of the total proposal budget.

Question: *In the Sample Rate Proposal Worksheet, does the summary of costs per activity type need to be broken down into line-items?*

Answer: The cost per activity type identified in this section should be one figure that includes all costs associated for completing that activity type. It is all inclusive including the cost for salaries for program staff, program materials, etc.

Question: *Are contract agencies with consumer and family members employed or volunteering count as a population that would be addressed under this RFA?*

Answer: Those individuals employed by or who volunteer for a PMHS employer would be eligible for the services funded by this RFA. The definition of the PMHS is outlined on page 25 of the RFA and means any 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. If an organization is a part of the PMHS or funded by the County such as a community based organization, then that workforce would be eligible for services provided by this RFA.

Question: *The Sample Rate Proposal Worksheet mentions uncompensated time-off. Does this mean that if the individuals with lived experience are not being paid, then we can pay them?*

Answer: Yes, individuals may be compensated for incurred costs to enable their participation in the activities sponsored by the proposing organization and may include, but not be limited to: transportation costs, uncompensated time-off, and child care. However, a grantee shall not allocate more than 15 percent of the direct program costs budget category for this activity type.

Question: *In reference to page 6, letter g, can you clarify if the grantee is supposed to include individuals with lived experience to deliver the services?*

Answer: Yes, the applicant should identify how they plan to include individuals with lived experience in the delivery of their program's services.

Question: *For preparing the detailed work plan, is there any special formatting or page length?*

Answer: There is no special formatting or page length requirement, however an applicant should follow the order that the RFA outlines the different application components. In addition, an applicant should use the exact templates outlined in the RFA where applicable.

Question: *How many of these \$150,000 grants are you projected to give out?*

Answer: A total of one (1) million dollars is available for this RFA, but the number of awards depends on the number of applications received that bid between \$50,000 and \$150,000.

Question: *Will there be consideration to spread the awards out across California?*

Answer: Yes, on page 10, the RFA states that final awards will be given to the highest scored applications and where possible, OSHPD would like the RFA to support the different geographic needs in California by a distribution of awards throughout the State.

Question: *Our organization works with family members, parents and caregivers. Can we still bid or do you have to support all types of individuals with lived experience including consumers, family members, and parents/caregivers?*

Answer: Yes, you are still eligible to submit an application so long as you meet the minimum qualifications outlined on page 4 of the RFA.

Question: *Is there a targeted age group or is it open across the board regarding who the services are provided to?*

Answer: The RFA is left broad so there is not a targeted group or category, however an applicant must collaborate with County(s) and/or CBO(s) to support and implement services that are consistent with the needs of the County(s) and CBO(s) identified in the application.

Question: *Is there any scoring consideration if an organization leverages other funds to enhance this particular proposal to meet the deliverables?*

Answer: No, additional funding sources will not be considered as a part of the scoring criteria. The evaluation tool on page 10 of the RFA will be used to score the applications.

Question: *Is this one (1) million dollars part of the ten (10) million dollars allocated from the WET Five-Year Plan 2014-2019.*

Answer: Yes, this one (1) million dollars is allocated from the WET Five-Year Plan 2014-2019 designated to support the consumer and family member workforce.

Question: *Is this going to be offered on a yearly basis or is this a one-time RFA?*

Answer: At this point there is no commitment by OSHPD to release another RFA like this one, but it may be considered in the future.

Question: *Is this grant a pay for service or are the funds paid out fully at one time?*

Answer: Payment will be made on a prorated basis based on completion of activities using the tables on page 20 and page 21 of this RFA. These prorated rates are based on what was included in the application including the activities type, number of times each activity type was proposed to be engaged in, and dollar amount you allocated for this activity type in the application. The rate established in this section will be contractually binding, if awarded and no changes to the payment section can be made after entering into contract. Payments are made on a quarterly basis in accordance with the instructions on page 27 of this RFA.

Question: *If we are out there doing support groups would we be reimbursed for that or is the goal to train others to do support groups?*

Answer: The RFA is left broad and open in order for the applicant to demonstrate how they will complete the services described on pages 3-4. The "Purposes and Description of Services" section mentions self-help/support groups, but its left broad, so that an applicant can determine how they will do it, how many times and how much it will cost. Applicants are encouraged to submit a competitive application and must outline in the application exactly what they are proposing to do.

Question: *Would it help to include strength of current programs?*

Answer: An applicant is encouraged to incorporate information in their application which identifies their strengths and competitiveness of their program. It is up to the applicant to determine what will strengthen their application according to the scoring criteria outlined on page 10 of the RFA.

Question: *Is evaluation of the programs considered?*

Answer: Yes, program evaluation is considered as a part of the scoring criteria. The applicant should identify how they plan to collect and report data that evaluates program outcomes, and reports challenges, successes and lessons learned from the activities completed.

Question: *Is there a date we will be notified if we are awarded?*

Answer: Yes, on page 7 of the RFA, the key action dates are listed and the notice of intent to award is March 4, 2015. The notice of intent to award will be posted to Bid Sync and to the OSHPD/WET website which can be found at the following link:
<http://oshpd.ca.gov/hwdd/WET.html>.

Question: *Does the application have to be received or postmarked by the February 18, 2015 deadline?*

Answer: On page 8 of the RFA, the instructions of submitting an application are detailed. The application must be received by the deadline. The applying organization is responsible for ensuring that their application is received by the date and time required. Any application reaching the contact person after the deadline date and time will be returned unopened.