

### January 13, 2016

- **We want to train our staff in Youth Mental Health First Aid (YMHFA) so that we can successfully apply that to our current MH/SA and Suicide prevention counseling support in our existing Homeless Youth, Youth and Family and Residential Services. Can we do that?**

Your application must support implementation of one of the programs in Appendix H or Appendix I of the application. Youth Mental Health First Aid (YMHFA) is a required deliverable of the project. And funds can be used to send folks to YMHA Training of Trainers. But funds for this purpose are secondary to implementation of the research-based or promising practice programs.

- **Is there a Word version of the application available?**

A Word version of the letter of application templates can be made available. If you are interested in having a Word version, send an email to [PRTraining@dshs.wa.gov](mailto:PRTraining@dshs.wa.gov).

- **In the application, is there a separate budget form?**

A detailed budget will be submitted with the detailed implementation plan. So there is no budget due at the initial application. All awardees will get an initial \$5,000 contract. Then, that contract will be amended based on the implementation plan and budget.

- **Does the \$2,000.00 for YMHFA trainings include using the funds for TOT in YMHFA? We are planning to apply for these funds to train 2 people locally to continue providing YMHFA but \$2,000.00 will not cover the cost of them attending a TOT.**

There is a time crunch associated with getting a YMHFA training implemented in the community and that will take at least some of the initial \$5,000.00 contract that a successful applicant would get. In the event that you successfully apply for these funds it may be wise to wait to do the TOT until your implementation plan and budget are accepted and the contract amendment is in place for the remaining funding.

### Wednesday, January 6, 2016

- **Where will this slide presentation be available for reference?**

On The Athena Forum website, [www.theathenaforum.org](http://www.theathenaforum.org). Click on Prevention Priorities, then Mental Health Promotion.

- **What is the likelihood of additional funding sources?**

We do not know at this time. We are always optimistic; but, there is nothing concrete

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for continuation funding past June 30, 2016.

- **Can you explain more about how the programming piece fits into this? Could we just focus on the Youth Mental Health First Aid (YMHFA) and not do other programming?**

To be eligible for these funds you need to implement at least one of the programs on the research based programs list or promising practices list *as well as* YMHFA.

- **Do the programs have to be evidence-based?**

Funds for this project can only be used to implement programs from the research based programs list (Appendix H) or promising practices list (Appendix I) that is included in the application packet

- **Implementation of programs must begin before May 13, 2016. What is the earliest implementation could begin?**

Technically, implementation can begin as soon as there is an approved implementation plan and program budget. And if there is agreement among all the involved parties that could happen shortly after the initial Phase I contract is issued. So there is an advantage to getting the implementation plan and budget approved as quickly as possible.

In many cases, however, it will likely take some time to put together all the details for the implementation plan, e.g., getting agreement about which program(s) will be implemented and when and by whom. So the latest that an implementation plan can be approved is March 31, 2016.

- **If a school district applies with plans to implement at multiple school buildings, is that considered individual or multi-site?**

The only eligible lead applicants are coalitions or community-based organizations. But a school district could be the applicant organization/fiscal agent for a coalition.

In the case described above, this would be an individual application as it would involve one coalition or community-based organization. To be a multi-site application, a second coalition or community-based organization would need to be involved.

- **Does site proximity/overlap/synergy matter in terms of scoring? (example: if sites are statewide)**

In the multi-site applications, there is a requirement that Educational Service Districts (ESD) be the applicant organization/fiscal agent for coalition or community-based organization partners. And all of the partners in the multi-site application must come

from within the ESD service area.

For family- or community-based program applications there is no geographic constraint to the applications. So a multi-site application could be put together with coalitions and/or community-based organizations from across the state, provided that there is one organization that agrees to be the applicant organization/fiscal agent.

- **Can you review the difference between Phase I and Phase II?**

The Phase I contract is an initial contract to support implementation of the first YMHFA workshop as well as planning for – and development of – the implementation plan and budget.

The Phase II contract will be an amendment to the initial contract that reflects the program implementation plan and full budget.

- **How soon does the money begin to flow?**

This is a cost reimbursement contract so the applicant organization/fiscal agent should be prepared to front the expenses for the project for a minimum of two months - and we are even cautiously recommending three months – before payments for reimbursements are issued.

This occurs because successful applicants will have monthly billings. The billing for the first month of services cannot be submitted until the first month of the project is completed. Then the billing for reimbursement of the first month expenses can be submitted. If it is approved right away, then payment will be made. But that process from start of the project to first reimbursement payment could take up to two months. And it could take longer if there are problems with the billing.

- **Can the applicant organization apply for multiple sites? (For example, if they serve as the fiscal agent for multiple coalitions.)**

For multi-site applications for school-based programs, the Educational Service District is required to be the applicant organization/fiscal agent. And there can be up to five partner coalitions and/or community-based organizations involved in a school-based multi-site application. All participants must be implementing the same school-based program(s).

For multi-site applications for family- or community-focused programs, other organizations like counties, schools, hospitals, etc. could serve as applicant organizations/fiscal agents. There can be up to five partner coalitions and/or community-based organizations involved in a multi-site application like this. It is advisable that all the participants implement the same program(s) in order to take advantage of cost efficiencies with training, consultant travel, etc.

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For community-based organizations, a single organization may have multiple sites across the state. Each of the sites could be considered a partner in the application. There would need to be a single organization that agreed to be the applicant organization/fiscal agent for the project.

- **If the school district is the fiscal agent for a community coalition, do we fill out both sections?**

For an individual application the answer is yes.

For a multi-site application focused on school-based programs, the Educational Service District will need to be the applicant organization/fiscal agent.

- **Is the ESD letter is required for an individual site application where the school district is already the fiscal agent?**

The Educational Service District letter is required for all multi-site applications.

- **Becoming certified in YMHFA "is achieved through a 5-day interactive training" for individuals, not organizations, at a cost of \$2,000 per person. Training a few staff can eat a lot of Phase I budget and time and the YMHFA training requires instructors to also teach at least three courses a year. Are there any options given this being a mandatory component? Maybe DBHR funding a statewide training opportunity to save cost? Or, is it assumed that successful applicants will contract for these services with existing trainers?**

In most cases it is not necessary to send someone to become a trained facilitator of YMHFA because there are trainers available in the state. The cost for the available trainers varies. In our most recent project focused on YMHFA the majority of the trainers did not charge anything. But there were also trainers that charged up to \$1,000.00 for the same training.

Successful applicants will be introduced to a resource where they can identify certified trainers within certain distances of their community. Once that list is in hand, it is then a matter of contacting the individuals to find out how much they charge for training.

That will work in almost all areas.

In some geographically isolated areas – or in areas where coalitions or community-based organizations want to increase their focus on delivering YMHFA – there may be some sense in getting one or more people in the actual community trained to deliver the curriculum.

Although these funds can be used to support people becoming certified facilitators for

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YMHFA, there are two cautions that need to be applied. First, that program approach needs to be described in the intervention plan and the expenses detailed in the budget. And both of those documents need to be approved before anyone can attend the training. Second, if you are going to sponsor someone to receive this training, you need to have a contract in place with them that says they will deliver – for you – a minimum of three YMHFA trainings at no charge.

- **Is there a page limit for the entire application or for any of the sections?**

Multi-site applications could be quite long, but there is no specific page limit.

For instance, each of the coalition/community-based organization letters for a school-based program could be two or three pages long and each of the letters from school district and the required Educational Service District letter could also be multiple pages. On top of that, there will be the letter from the applicant organization/fiscal agent and any contractor identification documents that are necessary. Given all that, it is possible that a multi-site application for school-based programs involving five partners could be as much as 40 pages.

Please remember that we will expect that all of those pages be submitted at once. Because of the tight timeframe for this project there will be no opportunity to submit missing documents.

By contrast, an individual application for a family- or community-based program could be as few as five or six pages if the organization has had a contract with DSHS/Division of Behavioral Health and Recovery within the past two years or needs to change organizational contact information.

- **Many coalitions already had most of their members trained in YMHFA in the last round of funding. They don't have 15 members who were not already trained. What are your thoughts about this?**

We would need to discuss this on a case by case basis. But generally, it seems like there should be five people affiliated with the coalitions who could be recruited to participate in an YMHFA training. Coalitions generally have individuals who have different levels of involvement. For instance, there is an active coalition membership that participates in all of the meetings and activities. Then there is a group of people that occasionally come to meetings and activities. And then, usually, there is a group of people who don't come to meetings but who participate in activities. The idea behind the coalition-participation requirement is to increase the knowledge of the overall coalition about these issues.

- **Is the money funding this from the marijuana sales tax?**

The funding comes from the Dedicated Marijuana Account.

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- **What factors were considered in deciding the allocation amounts of funding for the research based vs. the promising list.**

The requirements for the funding are that 85 percent goes for research- or evidence-based programming. And the remaining 15 percent can go for promising practices. There is \$400,000 available for this project overall, meaning \$340,000 goes to support research-based projects and \$60,000 goes to support promising practices project.

- **Is YMHFA appropriate for High School students?**

It is the position of the national organization that YMHFA is for adults working with youth.

### Wednesday, December 30, 2015

- **In the definition of community-based organization, what does “licensed and insured” mean?**

“Licensed” means holding a valid license to conduct business in Washington State.

“Insured” means holding sufficient insurance coverage to meet the contractual requirements to do business with the State of Washington. The insurance requirements are spelled out in the contract language.

- **Is mental health promotion inclusive of substance use disorder information?**

Many of the research-based programs associated with this application have both substance abuse prevention and mental health promotion outcomes. And we are excited about people using those programs so that they can get the biggest impact for their investment. But there are also programs that have only mental health promotion outcomes.

- **If a coalition was their own fiscal agent and was the applying agent - wouldn't they only need one letter?**

In that case there would still need to be two letters: 1) a coalition letter which details community need for this support; and, 2) an applicant organization letter that responds to some specific fiscal capacity issues.

- **Instead of substitute teachers, are stipends allowed? We have no subs available and hold more training on weekends or evenings now.**

In general, we do not pay people to attend prevention training. There is a difference between paying for substitutes and paying someone to attend a training. With the

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former you are creating a condition where a collaboration can occur with a school district to increase the individual's and school district's capacity to deliver prevention services. With the latter, you are paying an individual to attend a training that – likely – other people are participating with no compensation. On a case-by-case basis, we could discuss using up to 10 percent of the total project award to provide continuing education credits for the trainings. This would be of benefit to educators, but it could also be of benefit to other training participants as well.

- **Will the contract application be like a qualification review to contract with the state and could a new contract applicant be refused?**

The completed applications will provide information about the community need, partnerships, capacity for implementing research-based programs, as well as fiscal operations and capacity. It is unlikely that an application that receives favorable scores in all of those areas would later be refused as a contractor.

- **Our organization received a “Lets Draw The Line” award a few years ago. Do we need to complete a Contractor Intake form or an Existing Contractor Change form?**

If the fiscal agent in your application is the same fiscal agent that the LDTL contract was issued to, and that contract was within the past two years, then you do not need to submit a Contractor Intake form.

If there have been organizational changes with the fiscal agent over the past two years, such as the names of people who are authorized to sign contracts, then be sure to include an Existing Contractor Change form.

- **Are you using federal funds for this project?**

We are using state funds to support this project.

- **Is food an allowable expense for say a family parenting class?**

Food is allowed up to certain limits. DBHR will work with successful applicants regarding limits associated with using these funds for food.

- **I see there is a 20% match requirement. Does that need to be a cash match?**

No. Match can be in-kind. Applications where cash match makes up more than 50% of the total match will receive full points on item #8 in the Scoring Criteria when the application is reviewed.

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- **Is there a specific age-range we are expected to reach with these funds?**

It will depend on what program(s) you plan to implement. Each program has its own defined age range.

- **Can a community coalition apply for one of the projects – say mental health promotion - and the school district apply for the other (e.g., suicide prevention)?**

Only community coalitions or community-based organizations can apply for these funds. In many cases they will have a fiscal agent that applies for the funds for them. Schools can be a part of a partnership seeking these funds but they cannot seek these funds on their own.

- **Can an organization that serves more than just youth and families apply for these funds?**

Yes. In their application, any organization must show they have the capacity and willingness to deliver the programs outlined in the RFA.

- **Where will this slide presentation be available for reference?**

On The Athena Forum website, [www.theathenaforum.org](http://www.theathenaforum.org). Click on Prevention Priorities, then Mental Health Promotion.

- **A minimum of three (3) community awareness activities shall be implemented per award. What if we are awarded funding for both the Mental Health Promotion and Suicide Prevention projects?**

In that case, there must be a minimum of six (6) community awareness activities.

- **What types of activities count as “community awareness activities”?**

The answer will depend on the community. In your application, make the case that the planned community awareness activities are appropriate and realistic for the community(ies) you plan to serve.

### Wednesday, December 23, 2015

- **A local community-based organization implements Incredible Years and Triple P. The organization wouldn't necessarily need funds to cover training costs or purchase a curriculum (at least not as much) but could utilize the funds to expand services to reach target populations in our community. In the case of a community-based organization applying, would they be able to use these**



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**funds to support the salaries and benefits of staff who are implementing these programs?**

They could use the funds for their staff to deliver the expanded services if the community-based organization is going to expand what is already provided. The answer would be no if the intention is to use these funds to support staff salaries that are already paid for from another revenue source.

- **How I read this is that 20% of the award can be used for the supervision and oversight of the project to ensure fidelity of delivering the program. Does that mean some of the remaining funds can be used to pay staff for implementation? Or does the remaining have to be used for program curriculum purchase and training?**

If the coalition is the applicant (county as fiscal agent) the presumption would be that the 20 percent would go to coalition staff to help coordinate efforts. If the applicant is the community-based organization, the funds would be part of the award to them.

- **What is considered an implementation cost?**

Implementation costs could include purchase of program materials and supplies, training to ensure proper implementation, consultants for both training and program implementation (e.g., with Guiding Good Choices there would be consultant costs for training and consultant costs for facilitating the course.)

It is not the intention of the implementation funds to pay for – for instance – a county employee’s time to implement a curriculum since they are already being paid. Having said that, we would consider – on a case by case basis – some salary and benefits costs if the program implementation work is extra work beyond what they are normally paid for.

- **Can this funding support implementation?**

This current funding opportunity is entirely about implementation - particularly the research-based programs on the list.