

Financially Assisted Agencies (FAA)

Notice of Funding Opportunities (NOFO) for Behavioral Health FY2022

Frequently Asked Questions

Updated 4/23/2021

1. It appears that the application cannot be accessed online until you upload the cover sheet. It will be difficult to complete the cover sheet before seeing the full application. Once a document is submitted, can it be edited?

The user must first input the application invitation code/password in the first field of the application. The user **will not** be able to navigate the application and return to the application when they save it until the application invitation code/password is added to the application. Only individuals who attend the Mandatory Bidders Conference will have access to the application code/password.

2. Can two (2) editors be in the system at the same time working on different sections?

No. Two (2) editors cannot make updates to the application at the same time. The system will glitch as it will not know which update takes precedence.

3. I am registered online already but I cannot access my organization's old application for this FAA NOFO.

The system recognizes individuals, not agencies. Therefore, past applications completed by another person at the agency will be accessible only to that person and the additional editors. In addition, this is the first year the FAA Behavioral Health NOFO is placed in the SAMIS system. There are no previous applications in the system for this service category.

4. Will this PowerPoint be posted on your website?

Yes, the PowerPoint is currently posted on the FAA website:

<https://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx>

5. How many outcomes are required? For example, three (3) outcomes are stated in the NOFO regarding Community-Based Services Outpatient Services. For mental health, RCI will not be relevant. Do we still need to identify three (3) outcomes? Or just one (1)?

There are two (2) required outcomes for the Community-Based Treatment and Services: Outpatient Services. The additional outcome chosen by the agency is an optional outcome; your agency may or may not have an additional outcome to provide. Remember, the RCI™ tool in each category will only be used for the Young Adult and Adult population experiencing substance use and/or co-occurring

disorder; this is also relevant for mental health services. However, if your program is ONLY serving children/youth in this strategy, there will only be one (1) required outcome.

Outcome	Clients improve overall social emotional functioning as evidenced by Children Functional Assessment Rating Scales (CFARS)/Functional Assessment Rating Scale (FARS).
Indicator	70-80% of Children/Adults will improve their level of functioning as measured by an increased score on the CFARS/FARS from their baseline score at admission.

Outcome	Clients will improve overall well-being.
Indicator	80% Client(s) will improve at least one point in at least 3 domains on the RCI™ from program admission to post discharge. (Admission, 30 days, 60 days, 90 days).*

Optional

Outcome	Additional Outcome chosen by Agency
Indicator	Additional Indicator chosen by Agency

6. In the application, do files have to follow a naming format? Are we allowed to add additional lettering to the Cover Sheet, Logic Model, and Budget to identify program name?

An agency can name a document anything they want. The naming convention is a suggestion to help identify documents.

7. When navigating the NOFO portal correctly, it looks like we cannot move to the next page until we have completed and uploaded the Cover Sheet. Is this correct?

Please refer to page 39 of the NOFO Bidders Conference PowerPoint from April 1, 2021, which noted that agency could move between sections if the “Mark this Section Completed” box is unchecked.

Completing the FAA Behavioral Health NOFO

At the bottom of each section of the application, you will find this checkbox and accompanying text “Mark this Section Completed”.

Check the box only after you have completed the section.

You can move between sections if this box is unchecked. The application will default to a checked box.

All boxes at the end of each section will need to be checked in order to submit the application.

The screenshot shows a form with two sections: 'FAA Required FY 2022 Cover Sheet #' and 'NOFO Information Document'. Below the form is a checkbox labeled 'MARK THIS SECTION COMPLETED' which is checked. At the bottom of the form are two buttons: 'Next' and 'Save & Continue Later'.

The “Save & Continue Later” button at the end of each section will take you to the application preview/ summary page.

You will be able to save your application there and return to complete the application at a later time.

The “Next” button at the end of each section will take you to the next section of the application.

The “Back” button will take you to the previous section.

8. For the policies and procedures to be uploaded, do you only want the following documents: administrative, financial, and program? Or is there something else?

Yes, all agency policies and procedures including administrative, financial, and program.

9. For the agency budget to be uploaded, do you want the current budget since we do not take the FY2021-2022 agency budget to the Board of Directors until August or September?

Please submit what you feel is the best representation of your agency's current annual budget.

10. For the year-end financials to be uploaded, our audit includes year-end 9/30/2020 financials. Do you just want the audit uploaded twice or our unaudited year-end financials in that spot?

Only upload the last completed year-end financials. You will not need to upload the audit again.

11. The NOFO states that we can submit more than one (1) application but we must submit one (1) application for each program. We are beginning a Day/Night program. Would we submit applications as follows: one (1) application for the personnel under Support Services Case management/Care Coordination for our Case Manager and Peer Support Specialist; a second separate application for Supportive Housing for the rental of apartments; a third separate application under Community-Based Services for the personnel for day treatment services (the Therapist and CA's); and a fourth application for the Deep-End Treatment, which would include our Inpatient/Residential Services? Although it is all under our Partial Hospitalization Program (Day/Night), each component falls into a different category but they are all a part of the same program.

If you are applying for one (1) program (one program budget) which involves other service categories, apply to the leading strategy/service (i.e. Community-Based Day Treatment). The services will need to be separated in the budget with separate unit costs. The program will be ranked and scored in the leading strategy (i.e. Community-Based Treatment). That way the one (1) program will be reviewed in totality. If you are applying for two (2) programs (two program budgets), apply to the applicable leading strategy/ service for the two (2) different programs.

12. As part of the application, it states that we must use the Recovery Capital Index (RCI) survey with our clients. The introductory cost for this platform for one (1) year with one (1) login is \$5,995.00. Does each organization have to pay this fee?

No, the agency will not need to budget the RCI introductory cost. This will be covered through a license agreement with the county.

13. Employees don't request performance improvement plans. Should we include our Discipline Policy or Performance Improvement Plan format or is this asking for something else?

This is to see how the agency would respond to a performance improvement plan should they receive a finding during a monitoring of a program or the agency. We want to know how they will address improving the conditions identified in a finding.

14. We currently offer case management to clients who are receiving counseling in our program. We do not provide case management as stand-alone service. Do we need to write a separate grant for case management services?

If you are applying for one (1) program (one program budget) which involves other service categories, apply to the leading strategy/service (i.e. Community-Based Day Treatment). The services will need to be separated in the budget with separate unit costs. The program will be ranked and scored in the leading strategy (i.e. Community-Based Treatment). That way the one (1) program will be reviewed in totality. If you are applying for two (2) programs (two program budgets), apply to the applicable leading strategy/ service for the two (2) different programs.

15. When you gave the invitation code for the NOFO application I was unable to write down the code. Could you please let me know how I can get the code?

The invitation code is located in the Bidders Conference PowerPoint presentation. The link to the presentation is below:

https://discover.pbcgov.org/communityservices/financiallyassisted/PDF/RFP/2022/FAA_Bidders_Conference_%20Behavioral_Health_FY%2022-23_NOFO.pdf

All information for the NOFO can be found at the webpage:

<https://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx>

16. I see that we missed the mandatory bidder's conference. Does that mean we can't apply?

The Bidders Conference is Mandatory for the Notice of Funding Opportunity (NOFO).

17. It appears this may be a duplicate question, both questions talk about barriers, however, one in the Evaluation methods section but is asking about barriers in implementing the program.

18. Program Barriers (3000 Characters)	Describe any barriers you anticipate in implementing your program/project. Describe your plan to address these barriers or other anticipated challenges.
19. Evaluation Methods (4000)	Describe any barriers you anticipate in implementing your program/project. Describe your plan to address these barriers or other anticipated challenges.

There is a duplication in question 18 and 19. Question 18 is correct how it is written. Question 19 will be revise to reflect what is in the NOFO Guidance. Please see below for question 19.

Question 19 (revision):

Describe the evaluation methods and activities for your proposed program. Include data collection methodologies, approach to analysis, and how data will be used to inform any modifications in activities or treatment. If your program has plans to utilize any specific tools, provide a copy of the tools, any underlying research and your plan for utilizing any such tools (including timing, frequency, changing course of plans, etc.).

18. The # of characters allowed in the NOFO sections- are spaces counted as a character?

Yes, spaces are included.

19. The NOFO asks for P&Ps to be uploaded. Housing Partnership has very many P&Ps. I literally have 2 binders about 6" thick each. Which ones/ categories of P&Ps are being asked for in the NOFO?

Yes, all agency policies and procedures including administrative, financial, and program.

20. I started the NOFO response using the code from the PBC VSS site prior to the Bidders Conference and used the invitation code FAABHSUD2021. Do I need to delete (?) that from the system and start redoing it via the code you provided during the Bidders Conference? I don't want to wait to hit submit only to find out it won't be submitted correctly. I don't know if there is a way you can see if it's in the "queue" or not.

Please use the code for the FAA BH proposal. This code was given at the Bidders Conference. I'm not sure a person can submit with the wrong code. Thanks.

21. The RCI is for SA population and the SPDAT is for homeless population, therefore if our proposal is neither for the SA population nor the homeless population, is question #21 not applicable N/A? (can a question on the NOFO be N/A?)

Question 21 reads:

"How will you utilize the RCI™, SPDAT, and/or other related data towards Client treatment/recovery/service plans? Provide an example of how you will use the tool(s) to plan with Clients and improve outcomes."

This question is asking "How will you utilize the RCI™, SPDAT, and/or other related data". Understand that there is an "and/or" if your program does not use the RCI or SPDAT; there may be an option of indicating "other related data" the program may use.

"other related data" would be a repeat of other questions- is that ok?

"other related data" is only used once in throughout the entire NOFO. Respond to the question as your agency sees fit.

22. "Describe the evaluation methods and activities for your proposed program". We use several evaluation methods in our Community-based program however only 1 or 2 will be measured as part of the grant's outcomes and appear on the Logic Model So my question is: Is question #19 asking about ALL our evaluation methods OR only the ones we are using at outcomes and activities on the Logic Model?

Use the Evaluation Methods that you believe would best answer this question.

23. On the Budget Template (attached), I believe Line 35 should include Line 23 in the totals. Is it alright if we go ahead and change the formula on the spreadsheet? I just want to make sure before we adjust anything.

We tried to give flexibility to allow agencies to adjust/add lines as needed but that may lead to some items not rolling up. An updated budget sheet will be uploaded, but applicants may update formulas as may be appropriate.

24. Evaluation Approach, question #19 asks the applicant to provide a copy of any specific evaluation tools that will be used; however, there is not a place in the submission system to include this information. Please advise how copies of these tools should be provided to the agency.

Question 19 was updated to allow evaluation tools upload. This is not a required field.

The screenshot shows a web browser window with the URL pbcc.samis.io/modules/tx_proposals/records.cfm?id=1442&actionxm=Modify§ion_place=3&reset_object_cache=1. The page title is "TEST" and the subtitle is "FAA FY2022 Behavioral Health Application". The user is logged in as "PEDRO MEDINA". The form contains two sections:

- 19. Evaluation Methods (4000) ***: Describe the evaluation methods and activities for your proposed program. Include data collection methodologies, approach to analysis, and how data will be used to inform any modifications in activities or treatment. If your program has plans to utilize any specific tools, provide a copy of the tools, any underlying research, and your plan for utilizing any such tools (including timing, frequency, changing course of plans, etc.)
Text input field: test
- Evaluation Methods Upload**: Please upload evaluation methods.
Choose File
- 20. Data Collection (2000 Characters) ***: Identify how you will collect data, including the frequency of collection, types of data and how you will use the data on an on-going basis.
Text input field: test

Buttons at the bottom: Back, Save & Continue Later, Cancel

25. How will your agency address the needs identified in CSD's source documents?

Are the "source documents" the packet of information? The funding categories?

CSD Source documents can be found below:

<https://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx>

Data Resources

 [Palm Beach County's Opioid Epidemic Response Plan \(ORP\)](#)

 [RRG Behavioral Health Needs Assessment](#)

26. For the unduplicated number to be served annually, is it for the specific program or for all clients that we serve in all programs?

The unduplicated number served annual is specific to the program your agency is seeking funding for through this FY22 BH NOFO. Therefore, it is very specific to the program.

27. Is it necessary to write out the full name of our agency - Community Partners of South Florida (CPSFL)- and the full name of our program (Community Based Outpatient Services (CBOS)- in each narrative for the reader's reference?

As long as your agency have written out the acronym on each application to specify the meaning. However, it is up to your discretion to use the full name or acronym within each response.

28. Will the same people be reading the WHOLE proposal because then they will have a reference point based on the first time these acronyms are used, but if not then perhaps the acronyms will not be known by the reader/s???

There are reviewer panels for each strategy section. The review panel will independently review each application prior to the review panel date.

29. For Question #46 – Did you mean the reference to be Question 45 and not 37? (Regarding FAA match)

This has been updated. See Below.

45. FAA Funding	Is FAA funding being used as match for another funding source? No
46. FAA Funding Match Explanation (1000 Characters)	Please provide any FAA Funding Match explanation (only applicable if "YES" was selected for Question 45). TEST

30. Are we supposed to upload ALL of our policies and procedures to the grant?

Yes, all agency policies and procedures including administrative, financial, and program.

31. Can an agency upload zip files?

Yes. An agency can upload zip files. They can also upload multiple files.

32. On the Scope of Work template, is the funding priority referring to the strategies and subcategories?

Funding Priority- Behavioral Health: Strategy – Service

Example: Behavioral Health: Community-Based Treatment and Services – Outpatient Services

This section will not be scored.

33. For the Logic Model, should we have one Identified Problem, Need or Situation or do we need more than one?

There is no limit or maximum to for the identified need/problem for this section. Complete the Logic model however your agency sees fit.

34. Is it possible for you to give a crash course on the ROMA Logic Model?

Unfortunately, I am unable to give you a crash course of the ROMA Logic Model during the opening period of the Notice of Funding Opportunity (NOFO). The presentation of the ROMA Logic Model can be found on our website within the Bidders Conference Presentation.

https://discover.pbcgov.org/communityservices/financiallyassisted/PDF/RFP/2022/FAA_Bidders_Conference_%20Behavioral_Health_FY%2022-23_NOFO.pdf

35. Please describe how your agency responds to requests for performance improvement plans.

This is to see how the agency would respond to a performance improvement plan should they receive a finding during a monitoring of a program or the agency. We want to know how they will address improving the conditions identified in a finding.

36. Also we have a few letter of support from agencies we have been collaborating with for many years. I did not see where would I be able to upload those letters?

Please upload in question 16

16. MOUs and MOAs

For Agency Applications with formal partnerships, upload Memoranda of Understanding (MOUs) or Memoranda of Agreement (MOAs) that explain your project partnership.

- Please upload your document in the following format: .pdf
- Please name your document as such: *(Agency Name or Initials)*MOUs

37. When I click on the link it's giving me a warning that the link may not be safe to open. Can you please check that this link is one that you always use, or can you direct me another way to the ROMA Logic Model information?

This information can be located on the Community Services Department- FAA Website.

<https://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx>