

## Request for Applications (RFA) #DPH20240901RFP

### Combined RFA for Behavioral Health Workforce: Child and Adolescent Psychiatrist Incentive Program and Pilot Program for Expanding Behavioral Health Resources in Pediatric Clinics

#### Questions with Answers

Q1. There are conflicting due dates. Which is the correct one?

*Answer:* The due date is January 3rd at 11:59 PM. The RFA documents have been updated with consistent dates.

Q2. If selected for an award can expenses incurred before July 1, 2024, be submitted?

*Answer:* No. Only expenses incurred during the contract period can be submitted. Contracts will be executed once awards have been made.

Q3. Can funding be used for admin support for a CAP as a retention strategy?

*Answer:* No. The eligible costs are identified under item C. 1. d in the RFA.

Q4. Can both a singular and collaborative proposal be submitted for the same Component?

*Answer:* Yes.

Q5. There is no Attachment tab in CTSOURCE.

*Answer:* The Attachment tab will appear after you have completed the Questionnaire.

Q6. Question 2 on Page 4 asks for all relevant licenses. Please define what is meant by relevant licenses.

*Answer:* The relevant licenses are those that show you are licensed to provide the services you are applying to provide. For Component A eligible applicants include both private practices and facilities. Applicants in private practice should upload an e-report of their license to practice medicine in the state of Connecticut. Facilities should upload an e-report of their license to provide child psychiatric services. Eligible applicants for Component B are private pediatric practices. Applicants should upload their license to practice medicine. Please refer to the RFA for a definition of what constitutes a private practice.

Q7. Do you want copies of the licenses?

*Answer:* No. The e-report will suffice.

Q8. Should the four required attachments be submitted by e-mail in addition to being added to CTSOURCE?

*Answer:* No. Please submit the four required attachments through CTSOURCE.

Q9. For the Authorized Official signature, does it have to be the contract signing official?

*Answer:* The Authorized Official is defined in Section III.A.2. of the RFA. The Authorized Official is an individual in your organization with the authority to legally bind your institution, organization, or practice in contract administration matters.

Q 10. Section 4.1 h. on the application form asks "Please report the approximate percent of your patients who reside in each town in your service area. Entries should be in numbers between 0 and 100 with a maximum of 2 decimal places. Leave towns with no patients blank." What age patients should be reported?

*Answer:* Please report the percentage of all patients who reside in each town.

Q 11. Please confirm there is no Section B and C.

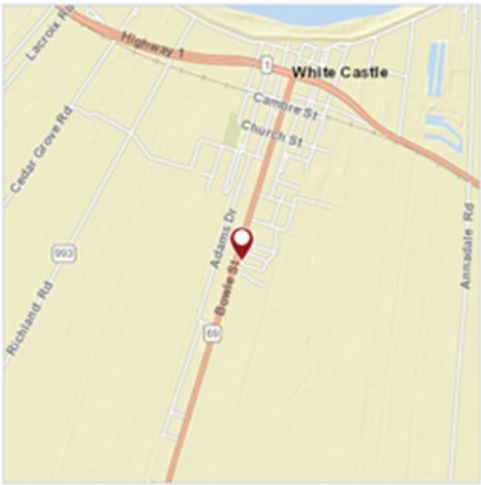
*Answer:* There is no Section B or C in the application form. The lettering and numbering of the sections in the application form correspond to Section D in the RFA narrative on pages 17-20.

Q12. Can the funds for Component A be used to hire an APRN?

*Answer:* No. The legislation specifies a Child and Adolescent Psychiatrist.

Q13. Where can I find my MHPSA ID?

*Answer:* Please go to <https://data.hrsa.gov/tools/shortage-area> and use the "Search by Address" function to locate your practice. If your location is in a MHPSA the information about the location will appear to the left of the map. The ID will be the second item (below HPSA Name).

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| <p><b>In a Dental Health HPSA: Yes</b><br/>HPSA Name: Low Income-Iberville Parish<br/>ID: 6228620892<br/>Designation Type: Hpsa Population<br/>Status: Designated<br/>Score: 18<br/>Designation Date: 01/17/2013<br/>Last Update Date: 11/24/2017</p> <p><b>In a Mental Health HPSA: Yes</b><br/>HPSA Name: Low Income-Iberville Parish<br/><b>ID: 7222058323</b><br/>Designation Type: Hpsa Population<br/>Status: Designated<br/>Score: 16<br/>Designation Date: 01/17/2013<br/>Last Update Date: 10/27/2017</p> <p><b>In a Primary Care HPSA: Yes</b><br/>HPSA Name: Iberville Parish<br/>ID: 1222614855<br/>Designation Type: Hpsa Geographic<br/>Status: Designated<br/>Score: 17<br/>Designation Date: 08/24/1979</p> |  <p>Click on the image to see an expanded map view.</p> |
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Q14. Can any of the funds under Component A be used to pay the salary of an existing or new CAP?

*Answer:* No. The Eligible Costs are identified in Section II, Item C.1.d of the RFA.

Q15. Is the maximum award of \$190,000 for Component A for the entire two-year term, or \$190,000 each year?

*Answer:* The maximum award for Component A is for the entire two-year term.

Q16. What is the performance period?

*Answer:* The dates of the performance period will be determined by the contract which will be executed after awards are made. The anticipated contract start date is July 1, 2024, with a two-year performance period.

Q17. For Component A, can an applicant request funds for both a recruitment and a retention incentive?

*Answer:* Yes.

Q18. What is meant by evidence-based recruitment and retention practices? Are there particular models DPH suggests?

*Answer:* Applicants are encouraged to refer to the ACU Comprehensive Workforce Plan in forming their response. This document is referenced in Section D. 4.2.b in the RFA.

Q19. Page 4 of RFA, question #2,1st bullet item states: "Secretary of State recognition – Click on appropriate response". We do not easily find a checkbox for secretarial recognition in the application pages. Please let us know where in the document this selection should be indicated or if there will be a checkbox selection in the portal. Please also define "Secretary of State recognition" as being a document, selection, hybrid of both, or other. Will applicants need to obtain any documentation or communications with/from the Secretary of State's office for the purpose of this application?

*Answer:* The option to verify that your organization or practice is registered with the secretary of state is found in your CTSource Account. Click on My Account and follow this path: Account Management → State of CT – DAS Procurement → Additional Required Attributes. You will find a "Yes, No" drop down to indicate whether you are registered with the Secretary of State. No other documentation is required.

Q20. If an applicant organization is proposing services at more than one site belonging to different practices and/or organizations, is an entire proposal for each organization required including all forms, or would we follow the Note on the application Cover Sheet regarding collaborations and just provide a separate Section D.4.1 for each organization?

*Answer:* The scenario appears to be one in which a large multi-site group practice is applying for funds to implement either Component A and/or Component B at multiple sites. The intent of the RFA is to provide resources for behavioral health workforce. The determining factor on whether to submit a collaborative application is whether behavioral health providers are to be shared among practice sites or will provide services at a single site. If behavioral health staff are to be shared among sites within the practice, the application should be structured as a collaboration. In this instance the lead organization would complete the cover sheet and identify the

collaborating organization(s). The collaborating organization(s) or practice(s) would submit its own Cover Sheet answering “No” to the question, “Are you the lead organization,” and naming the lead organization in the next question. The collaborating organization that is not the lead organization would submit its own Cover Sheet and Section D.4.1. of the application form. The Cover Sheet only allows for one Collaborating Organization to be identified. If there are multiple collaborators, the lead organization should submit an additional sheet listing all the collaborating sites. Only the lead organization should submit the complete application. All collaborating organizations should be registered in CTSource and submit the required documents.

If behavioral health providers are providing services at a single site, then a complete application for each site should be submitted and, in Section D 4.1 (“Organizational Profile”), its relationship with the larger practice group and what, if any, significance that has for the response to the RFA should be described.

Q.21 If an applicant organization is proposing services at more than one site belonging to the same practice and/or organization and submitting multiple applications, should they be submitted to DPH.BHWorkforce-RFPSubmissions@ct.gov together collectively but as separate files, or does DPH prefer a unique email for each?

*Answer:* The scenario appears to be one in which a large multi-site group practice is applying for funds to implement either Component A and/or Component B at multiple sites. The determining factor for how applications should be submitted is whether the application is following the collaboration model (shared staff among sites) as outlined in Q20 or is a single site application (no shared staff). If the application is following the collaboration model all documents relevant to the collaboration should be submitted as separate files in a single e-mail. The e-mail would include a file containing the lead organization’s complete application, and separate files containing the Cover Sheet and Section D.4.1 for each collaborating organization or practice. A separate e-mail should be submitted for each collaboration. An application from a single site would be sent in its own e-mail.

For example, if a multi-site practice has sites A, B, C, D, and E, and Sites A and B are sharing one staff member, C and D are sharing another staff member, and Site E is hiring a provider on its own, then three separate e-mails would be sent. One would have all the files related to the collaboration between A and B, another would have all the files related to the collaboration between C and D, and the application for site E would be sent in a third e-mail.

Q22. Can we apply for this funding to fill a Child Psychiatrist position in a DCF-funded Subacute Care Center?

*Answer:* Yes.