



Questions and Answers

Student Mental Health Support Grants to School Districts

1. Please provide detail as to how this grant will help students in schools.

ANSWER – Refer to Section 1.1 Purpose of the Request for Proposals.

The purpose of these grants is to: improve student access to mental health resources, support students who have experienced stress, anxiety and/or trauma, and to support the adults that surround them.

2. Are BOCES eligible to apply?

ANSWER – Based on the eligibility criteria in the RFP, BOCES are not eligible to apply. Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and districts must have a 2019-20 economically disadvantaged student rate above the State average (55.6%).

3. Are K-12 school districts located in geographically isolated, economically, and medically vulnerable communities eligible to apply as a consortium or must each school district apply separately?

ANSWER – Each school district must apply separately. Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and must have a 2019-20 economically disadvantaged student rate above the State average (55.6%). Each eligible school district may submit only one application. In NYC, each eligible Geographic School District may submit only one application. The applicant can address a single school site or multiple school sites within a school district.

Once awards are made and the awardee list is public, awarded school districts may work collaboratively in order to leverage resources to maximize the impact of each award.

4. Page 2 references two appendices in the application, however, there are no Appendices attached to the Notice of Funding.

These Appendices include: Appendix A: List of Eligible School Districts and Appendix B: List of Eligible School Districts located in a Gun Involved Violence Elimination (GIVE) focal area with a 2019-20 economically disadvantaged student rate above the State average (55.6% and above). Can you include these in the Q&A?

ANSWER - Both Appendixes are located in the Grants Gateway where applicants are required to submit their applications. These documents are found on the Pre-Submissions Upload page.

Appendix A is also available on NYS OMH's website where the RFP is posted. Appendix B is now posted on OMH's website.

- 5. Can a municipality apply for this grant opportunity on behalf of their school district, or does it have to be directly applied for by the school district?**

ANSWER - The application must be directly from the school district.

- 6. How were schools chosen to be eligible for the grant?**

ANSWER - Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and districts must have a 2019-20 economically disadvantaged student rate above the State average (55.6%).

- 7. Can you please tell me how the eligible Districts were selected? We are not listed as eligible, but certainly have students who could benefit from a grant supporting their mental health.**

ANSWER - Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and districts must have a 2019-20 economically disadvantaged student rate above the State average (55.6%).

- 8. Are school districts eligible for any of this funding and if so, do they apply on their own or will the state be applying for the funding and then distributing it to the schools?**

ANSWER - Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and districts must have a 2019-20 economically disadvantaged student rate above the State average (55.6%). Each eligible school district may submit only one application. In NYC, each eligible Geographic School District may submit only one application.

9. Can you explain what methodology was used for determining eligibility?

ANSWER - Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and districts must have a 2019-20 economically disadvantaged student rate above the State average (55.6%).

10. Our district is not on the Eligible list. Please explain the eligibility process. We are definitely in need.

ANSWER - Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and districts must have a 2019-20 economically disadvantaged student rate above the State average (55.6%).

11. Are school districts allowed to partner with County run clinics? Or does it have to be a community based provider?

ANSWER - Yes, districts can partner with any licensed article 31 clinic.

12. Our school district is not on the list of Eligible School Districts. Is there a way to be added to this list?

ANSWER – No. Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and districts must have a 2019-20 economically disadvantaged student rate above the State average (55.6%).

13. Can it be explained why a School District may not be on the list of Eligible School Districts?

ANSWER - Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and districts must have a 2019-20 economically disadvantaged student rate above the State average (55.6%).

14. Is it a requirement for this grant that districts have to have over 50% disadvantaged students to apply?

ANSWER – Yes. Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and districts must have a 2019-20 economically disadvantaged student rate above the State average (55.6%).

15. Can you tell me what the eligibility requirements are and why my district cannot apply?

ANSWER - Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and districts must have a 2019-20 economically disadvantaged student rate above the State average (55.6%).

16. Please answer the question of "eligibility", and the data used to qualify for this grant? We are certainly in need.

ANSWER - Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and districts must have a 2019-20 economically disadvantaged student rate above the State average (55.6%).

17. Will the state please consider expanding the eligibility criteria for this grant? Right now, the program is limited to far too few communities. While it is widely known that poverty deeply impacts health, education, and life experiences, particularly after COVID, there are many communities in this state who do not meet the poverty level for this grant that are experiencing true mental health service crises that were absolutely unimaginable two years ago. Those communities are literally facing life and death situations daily at this point with no real end in sight and should have the opportunity to try for these funds.

ANSWER - The eligibility for this RFP will not change. Please review OMH's procurement opportunities page often as new funding opportunities are posted.
<https://omh.ny.gov/omhweb/rfp/>

18. I do not see my public School District on the Eligible Applicant list. What criteria do we lack and is there any way we can be added to the eligible list?

ANSWER - Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and districts must have a 2019-20 economically disadvantaged student rate above the State average (55.6%). The eligibility for this RFP will not change. Please review OMH's procurement opportunities page often as new funding opportunities are posted. <https://omh.ny.gov/omhweb/rfp/>

19. Are schools allowed to build a consortium and submit a combined application? Eligible districts in my region pale in size to the larger districts - especially those who qualify for bonus points from the GIVE focus list. In carrying out the objectives listed in the RFP - the third objective includes building a resource document for services in the area - the small districts in our area will all tap the same resources and will be recreating the same directory. We have learned to work collaboratively for efficiency, purchasing power, and shared resources. The language in the RFP does not address anything other than partnerships with CBO and mental health providers.

ANSWER – No. Each school district must apply separately. Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and must have a 2019-20 economically disadvantaged student rate above the State average (55.6%). Each eligible school district may submit only one application. In NYC, each eligible Geographic School District may submit only one application.

Once awards are made and the awardee list is public, awarded school districts may work collaboratively in order to leverage resources to maximize the impact of each award.

20. We are not on the list of eligible applicants? Is this due to the wealth demographics of our School District?

ANSWER - Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and districts must have a 2019-20 economically disadvantaged student rate above the State average (55.6%).

21. It appears that the funding is only for school districts – is that accurate?

ANSWER - Yes. Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and districts must have a 2019-20 economically disadvantaged student rate above the State average (55.6%).

22. Could you please clarify if applicants for the Student Mental Health Support must include a certain percentage MWBE participation in their budgets? If so, does it need to be broken down by MBE and WBE, as described on pages 10-11 of the RFP?

ANSWER – M/WBE requirements and goals are set forth in Section 3.5 of the RFP. M/WBE and applicable documentation are applicable/required only in the event of an awarded contract.

23. We are not on the list of Eligible School Districts. Are we still eligible to apply?

ANSWER - No, you must meet the eligibility criteria to apply. Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and districts must have a 2019-20 economically disadvantaged student rate above the State average (55.6%).

24. My district was not listed. Can you let me know the specific criteria or if my district can be added?

ANSWER – No, additional districts cannot be added. Please refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and districts must have a 2019-20 economically disadvantaged student rate above the State average (55.6%).

25. What is an "authorized CBO"? We don't see a detailed description in the RFP and wanted to ensure we were eligible to apply as a partner with the district.

ANSWER - Refer to Section 5.2 Objectives and Responsibilities. For the purposes of the RFP, a CBO is an OMH licensed, designated, or authorized community-based organization (CBO) with experience serving children and families with mental health needs.

Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and districts must have a 2019-20 economically disadvantaged student rate above the State average (55.6%). If verification is necessary, contact your county mental health department. A list of county contacts is available at: http://www.clmhd.org/contact_local_mental_hygiene_departments/

26. We are a very rural school district in upstate NY. We have limited agencies close, which limits our partnerships although we have a very positive and active community. Our local DOH is very supportive and we do have partnerships with our BOCES as well as mental health folks. I was wondering, with this situation, that Option #2 would be our best route? And if we are reading the RFP correctly, would need to fit into one of the three options only, correct? If Option 2 is our best route, we are in need of additional staffing and resources across the district around this work. Does this grant provide those resources (i.e., staffing, specifically clinical as well as a variety of materials to provide the children and respective families throughout)? If we needed additional space on our campus, would it provide such support as well?

ANSWER - It is up to the applicant to decide which options to choose. Refer to Section 6. Proposal Narrative. When submitting proposals for funding under this RFP, applicants must choose and respond to one option in each objective. Applicants that respond to more than one option in each objective may be deemed ineligible.

Refer to Section 5.4 Operating Expenses. Expenditures must be expressly used to support the objectives as stated in the RFP and outlined in responses to Section 6. Capital expenses are not an allowable expense.

27. In light of the fact that the Letter of Intent is stated to come from the School Districts, please clarify who the eligible applicants to this RFP are.

ANSWER - Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and districts must have a 2019-20 economically disadvantaged student rate above the State average (55.6%).

28. A school district would like to buy a sensor for their high school restrooms that would allow them to know if a student is vaping. Would this device be an allowable expense?

ANSWER - No. Please refer to Section 1.1 Purpose of the Request for Proposals in the RFP.

29. Are two eligible districts allowed to partner on one proposal and scope of work? For example, the two eligible districts submit one collaborative proposal that details how they will work with the same CBOs for implementation of the scope of the work.

ANSWER – No, each school district must apply separately. Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and must have a 2019-20 economically disadvantaged student rate above the State average (55.6%). Each eligible school district may submit only one application. In NYC, each eligible Geographic School District may submit only one application.

Once awards are made and the awardee list is public, awarded school districts may work collaboratively in order to leverage resources to maximize the impact of each award.

30. Are two eligible districts allowed to each submit one proposal that references a collaborative scope of work? For example, the two eligible districts each submit their own proposal that details how they will work with the same CBOs for implementation of the scope of the work.

ANSWER – Each school district must apply separately. Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and must have a 2019-20 economically disadvantaged student rate above the State average (55.6%). Each eligible school district may submit only one application. In NYC, each eligible Geographic School District may submit only one application.

Once awards are made and the awardee list is public, awarded school districts may work collaboratively in order to leverage resources to maximize the impact of each award.

31. We noticed files can be uploaded into Grants Gateway for each of the questions from 6.1.1 to 6.5b, but that an attachment is only specifically required for Question 6.1.1 (Letter of Support), should we be uploading something for the other questions as well?

ANSWER – Please refer to the Instructions/Introductory Text box on the Program Specific Questions page

- 32. For Questions 6.11 to 6.4.b, is it OK if we write in the answer boxes “see attachment for full response” and then provide the answer in an uploaded attachment? Or do you prefer you keep our answers to the 4,000 character count limit of the answer boxes? If attaching a doc with our response is acceptable, is there a max length?**

ANSWER – Please refer to the Instructions/Introductory Text box on the Program Specific Questions page. If attaching an upload, there is no maximum requirement, but the answer must be succinct and specific only to the question posed. If using additional space allowed through an upload, results in the response veering off topic and becoming unresponsive to the question, points may be deducted.

- 33. What should we be answering or uploading in response to Question 6.5.a? It appears the budget narrative is requested in Question 6.5a, so we weren’t sure?**

ANSWER – Please refer to the Instructions/Introductory Text box on the Program Specific Questions page as well the required uploads on the Pre-Submission Uploads page. The questions clearly state that 6.5a is requesting the budget and 6.5b is requesting the budget narrative.

- 34. Where do you want budget narrative information provided in Grants Gateway and what format would you like us to use? In Question 6.5b we see an answer box with a limit of 250 characters and a place to upload an attachment and on the pre-submission upload page, we see the Appendix B1 Budget Narrative, so we weren’t sure. If we’re not to use the 250 limit character box, should we type in that box “see attached Budget Narrative” or “see Appendix B1 Budget Narrative in the pre-submission uploads page”, or something else? If we should use the Budget Narrative Appendix B1 template, are there any page limits, font size, etc. we should adhere to?**

ANSWER – See response to Question #33. Responses to Questions 6.5a and 6.5b require the upload of the templates found on the Pre-Submission Upload page. There are no formatting requirements for the Narrative.

- 35. Should the Budget Narrative include all 5 years or just the one year budget?**

ANSWER – The budget narrative should address and explain the (term of) budget. In this case, it should encompass the 5 years.

36. On the Provider Contact Form in Grants Gateway – do we only complete this if we are using a CBO and if not, leave it blank? Also, who is the provider, is that the CBO? Or the applicant school district?

ANSWER – The Provider Contact form must be completed and submitted by all applicants to this RFP. The application must be submitted by and the form is completed by the applicant/entity that OMH will contract with if awarded.

37. On the Work Plan Properties page in Grants Gateway, do we need to complete anything in this Section?

ANSWER – This page must be completed by all applicants. Please refer to Section 2.10 of the RFP for instruction.

38. Page 8 of the RFP includes instruction on how to complete the Objectives and Responsibilities section in the Grants Gateway, where is that Section in the Grants Gateway?

ANSWER – The Work Plan Properties page.

39. Is any M/WBE paperwork required for the application? Or only if we receive an award?

ANSWER – M/WBE documentation apply only in the event of an award.

40. Would the 30% M/WBE requirement be calculated on the entire budget? Or would there be any exemptions for salaries, benefits, funding given to a community-based organization, etc.?

ANSWER – Personal Services are not subject to MWBE. Funding for subcontractors/community based organizations (except for salaries) are subject to MWBE.

41. As mentioned on Page 18 of the RFP, is there a list of OMH licensed, designated, or authorized CBOs we can reference? We do see the Mental Health Program Directory on OMH's website – would any organization in that directory fit that criterion?

ANSWER – No, refer to Section 5.2 Objectives and Responsibilities. For the purposes of the RFP, a CBO is an OMH licensed, designated, or authorized community-based organization (CBO) with experience serving children and families with mental health needs. If verification is necessary, contact your county mental health department. A list

of county contacts is available at:

http://www.clmhd.org/contact_local_mental_hygiene_departments/

42. Under each objective, the RFP reads “Applicants must choose from one of the following options”. Can you please clarify if that means we can only choose one of the options provided or if we much choose at least one but can choose more than one if we wish?

ANSWER - See RFP Section 6. Proposal Narrative. When submitting proposals for funding under this RFP, applicants must choose and respond to one option in each of the following objectives. Applicants that respond to more than one option in each objective may be deemed ineligible.

43. In several places in the RFP, it references serving the ‘entire school community”, Can we support the mental and emotional health of staff and parents along with students, or is the program designed to only support student mental and emotional health?

ANSWER - Yes. You can provide support to staff and parents.

44. I am a researcher interested in creating documents that school districts can use to support student mental health. Is there a way for me to request a small research grant from NY to do this work?

ANSWER – No, only School Districts are eligible to apply for these awards.

45. We do not meet the 55.6% economically disadvantaged student rate. Is this a finalized exclusionary criterion? If yes, are you aware of any other grants we may qualify for in this domain?

ANSWER - The eligibility for this RFP will not change. Please review OMH’s procurement opportunities page often as new funding opportunities are posted located at <https://omh.ny.gov/omhweb/rfp/>

46. What is the maximum amount that eligible school districts should include as part of the expenditure proposal?

ANSWER - Refer to Section 5.4 Operating Funding. Awards shall not exceed \$500,000 per applicant annually.

47. Can an eligible district choose to do more than one option within each objective?

ANSWER – No. Refer to Section 6. Proposal Narrative. When submitting proposals for funding under this RFP, applicants must choose and respond to one option in each of the following objectives. Applicants that respond to more than one option in each objective may be deemed ineligible.

48. I'm a grant writer working for a school district that plans to apply for this mental health grant and NYSED's 2022-2025 McKinney-Vento Grant Program, another large RFP for school districts that was recently released. They have similar deadlines, May 25, and May 19, which we're finding challenging as we schedule out the work, as both applications require many of the same administrators in program planning and we have spring break and school budget votes between now and then. Is there any chance you would consider delaying the deadline for this grant (even a week would be helpful), to help ensure district officials have time to put together a thoughtful and well-planned application?

ANSWER - No. Please refer to Section 2.3 Key Events/Timeline for required dates.

49. If our response exceeds 4,000 character limit for a given question, may we upload a document with the complete response?

ANSWER – *see response to Question #32*

50. Please clarify what is meant by “opportunities for meaningful participation in mental health supports” by students and families on page 21 of the RFP. Does this mean providing mental health services for students and families? If not, could you provide an example of how students and families might participate in mental health supports?

ANSWER - Applicants should identify and describe strategies for facilitating student and family engagement in mental health supports.

51. Can you please clarify whether we are required to meet an MWBE participation goal? Should we submit MWBE paperwork with our application?

ANSWER – Please refer to Section 3.5 of the RFP regarding goals. M/WBE documentation apply only in the event of an award.

52. Are Indirect Costs allowable? If they are allowable, are they included in the 10% administrative cost cap?

ANSWER- Yes indirect costs are allowable within the 10% cost cap.

53. Should the objectives in the Work Plan be the three required program objectives included in Section 5.2 of the RFP, or are they different individualized objective identified by each applicant?

ANSWER – The objectives in the Work Plan are identified by each applicant. The objectives found in Section 5.2 are applicable to the Proposal Narrative (Section 6).

54. Are the M/WBE forms (e.g., Utilization Plan) required at time of application submission, or only in the event of a grant award?

ANSWER – see response to Question #39

55. Are only commodities and services used to calculate the M/WBE goals? Must non-profit CBOs be included with services as part of the M/WBE goal calculation? Are salaries and benefits not included? Are Indirect Costs also excluded?

ANSWER – see response to Question #40. The only exclusion is for salaries/benefits.

56. We understand activities can involve one or multiple schools. If we opt to serve multiple schools, is it okay if not all activities will be implemented at each of the schools? For instance, we'd like to partner with a CBO to provide services for just one school (objective 1) and implement a school-wide multi-tiered system of supports at another school (objective 2) and update an existing community resource (objective 3) that will be used by both schools. Is that okay?

ANSWER - Yes. The applicant can address a single school site or multiple school sites within a school district.

57. We have a few questions on the Appendix B Budget form – Should we list consultants who will provide training for teachers under “Training” or “Consultants”? Should we list district staff who will reach out to families under Staffing (salary/benefits” or under OTPS, under “Outreach and Engagement”? Should all district employees be listed under Staffing, even if their function is listed under OTPS? Can we use our district’s indirect cost rate (set annually by NYSED) for A & OH? If not, what figure should we use there?

ANSWER - Consultants’ costs and training costs are both listed under OTPS and must be clearly identified in the budget narrative.

Any staff that do not receive fringe benefits are not part of “salary/staffing” section and should be listed under OTPS. If a district employees’ function is listed under OTPS, it should not also be included under staffing.

Administrative costs cannot be more than 10%. Refer to Section 6.5 Financial Accountability.

58. On the Provider Contact Form, in the second box down on the right side: under what circumstance should we be checking OMRDD, OMH, OASAS, or SED?

ANSWER - As this is an OMH RFP and contracts will be with OMH, check the OMH box.

59. Under the Project/Site Addresses section of the Grants Gateway – should we select “N/A” for Agency Specific Region, or leave it blank?

ANSWER – “Agency Specific Region” was not built into the RFP for it to be a fillable field/require a response. If the system is requiring a response, enter “N/A”.

60. For the mandatory letter of intent due May 18 – can a grant writer for a district submit this email on the district’s behalf? And what information must the email contain?

ANSWER – Yes, as long as they are applying on behalf of the district. There is no formal information required for the Letter of Intent. It is a non-binding document that simply speaks to an agency’s intent to apply.

61. Can eligible districts that apply, partner with non OMH-overseen programs?

ANSWER – If you are responding to Objective 1, Option 1, it must be an OMH licensed, designated, or authorized Community Based Organization (CBO) with experience serving children and families with mental health needs.

In response to other objectives and options, the applicant is encouraged to consider additional partners across sectors as appropriate.

62. Should we submit a completed Provider Contact Form with our application, or is that something that is completed after grant awards?

ANSWER – This form is required as part of the application.

63. Is the school district allowed to lease staff from a community behavioral health organization or do the staff funded by this program need to be employees of the school?

ANSWER – Refer to Section 5.4 Operating Funding. Subcontracting for staff is an acceptable expenditure. Expenditures must be expressly used to support the objectives as stated in the RFP and outlined in responses to Section 6.

64. Given that this is an OMH funded program, are there any OMH regulations that will apply to this program? If so, what are they?

ANSWER - Any OMH Licensed providers will need to adhere to OMH regulations.

65. If the school is working with an OMH Community Based Provider, can the Providers costs be awarded as a subcontract?

ANSWER – Yes, subcontracting for staff is an acceptable expenditure. Refer to Section 5.4 Operating Funding. Expenditures must be expressly used to support the objectives as stated in the RFP and outlined in responses to Section 6.

66. Is there a minimum award amount?

ANSWER - No, there is not a minimum award amount. Refer to Section 5.4 Operating Funding

67. Can the applicant choose to upload an answer to each question instead of using the text box provided?

ANSWER – see response to Question #32

68. Is the applicant uploads a separate document with the narrative response to each question, is the character count still enforced or can the applicant provide a longer response than what is allowed in the text box? Can the upload document include a response that is more than 4,000 characters? Will the length of the response impact scoring?

ANSWER – see response to Question #32

69. Will all attached documents be read the reviewers?

ANSWER – Yes

70. Is it preferable to include the answers within the application instead of as an attached document?

ANSWER – There is no preference, but if choosing to upload a document, it must be succinct and responsive to the question posed.

71. On the Pre-Submission Uploads page, there are placeholders that refer to additional documentation that the applicant might want to provide. Could you give examples of what types of documentation a district might include beyond what is required in the application?

ANSWER – This placeholder is designated to provide any documentation that is not required by the RFP and could be supportive of your application as an FYI (i.e., not scored).

72. Are salaries and/or stipends to support participation in training an allowable expense? If a stipend is allowable, how should that be reflected in the budget – hourly or as a portion of an FTE?

ANSWER – Yes, training stipends are allowable.
Any funding used to support training should be listed in the budget under “training” under OTPS.

73. Can a district choose one option under an objective for year 1 and a different one for the following years? For example, if a district chooses Objective 1/Option 3 – applying a standardized tool to identify areas for improvement, can they apply the findings of that survey to implement a different option in years 2-5?

ANSWER – No. Refer to Section 6.0 Proposal Narrative of RFP. When submitting proposals for funding under this RFP, applicants must choose and respond to one option in each of the following objectives. Applicants that respond to more than one option in each objective may be deemed ineligible.

74. Does the budget narrative have a character or page limit? Is there a particular format that should be used? Do you want a separate narrative for each year of the 5-year project period?

ANSWER – Please refer to the Instructions/Introductory Text Box on the Program Specific Questions Page as well as the Pre-Submissions Upload page. There is no page limit. Yes, the narrative should address all years.

75. In the Grants Gateway under Work Plan Properties: a) For each objective, are we to enter the objectives as stated in Section 5 of the RFP OR is this a user-defined objective? B) Where do we enter each “option” under the provided objective? In this description of the objective, the task name, or the task objective?

ANSWER – The objectives are grantee defined and would be reflective of the Work Plan to be submitted with a contract in the event of an award. This is not necessarily specific/a mirror of the Objectives/Options as stated in Section 5.

76. Could you give some examples of Performance Measures for tasks within each of the three objectives?

ANSWER - OMH has no prescribed performance measures, and they can be grantee defined. Please refer to Section 2.10.

77. Is it correct that no MWBE paperwork is required at the time of the application submission?

ANSWER – see response to Question #39

78. Is MWBE paperwork filled out only after the grant has been awarded?

ANSWER – see response to Question #39

79. Can you define what “administrative costs” are?

ANSWER – Administrative costs are costs incurred by an organization that include, but are not limited to, salaries and benefits of administrative workers within the organization, as well as rent and managerial compensation.

80. Can we include indirect costs in the budget? If so, are indirect costs including in the administrative cap of 10%?

ANSWER- Yes, indirect costs are allowable within the 10% cost cap.

81. Do we submit Attachment A-1, Program Specific Terms and Conditions with the application?

ANSWER – No

82. If we do submit Attachment A-1, what contract number must be inserted?

ANSWER – N/A (see response to Question #81)

83. Could you provide a complete list of what documents must be submitted with the application and work plan?

ANSWER – Unless there are any Program Specific Questions that require a specific document to be uploaded (e.g., a Letter of Support, staffing plan), the only required documents to be submitted with the application are referenced/provided on the Pre-Submissions upload page.

84. On the Forms Menu in Grants Gateway, there is a category entitled Contract Document Properties. Can you clarify which contract documents must be submitted at the time of application and which are required for awarded grants only?

ANSWER – see response to Question # 83. There are no contract documents required with application submission.

85. Could you clarify what information should be entered into the provider contact form for the following:

ANSWER –

Legal Provider Name – Contractor’s/Provider’s Legal Name

Executive Director/President – If Superintendent is the equivalent of an Executive Director/President, use this individual’s name and contact information

Chairperson of the Board – Whomever holds the title “Chairperson” for a School District

Office Contact for Provider – Address where contracting information would be sent to

Person Receiving Payment – Contact information of where payments would be sent to

Circle Appropriate Entries – Circle which agency the RFP/contract would be under (OMH)

Contract Handling – Individual who will be managing/processing the contract

Additional Information – The Federal ID is the Federal Employee Identification Number (which is required to contract with NYS, register in the Statewide Financial System/SFS) School Districts are Exempt from Charities Registration. SFS ID is the ID number for the

Statewide Financial System. The MMIS # is the Medicaid Management Information System identifier number, it is assigned to a provider when they register to bill for Medicaid services – a school district may or may not have this number.

86. Is it possible for two school districts to collaborate on an initiative? Our school district would like to partner with another neighboring district to expand on ability to provide the necessary services as to many children and families as possible, but don't know if this is permitted under the grant.

ANSWER – No, each school district must apply separately. Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and must have a 2019-20 economically disadvantaged student rate above the State average (55.6%). Each eligible school district may submit only one application. In NYC, each eligible Geographic School District may submit only one application.

Once awards are made and the awardee list is public, awarded school districts may work collaboratively in order to leverage resources to maximize the impact of each award.

87. Will there be an acknowledgement of receipt of Letters of Intent to Bid?

ANSWER - No

88. The Apply for Grant Opportunity button was not present in Grants Gateway as of 10:00 AM on 4/19/22. When will it be present so that those intending to bid can see the parameters for writing applications?

ANSWER – Instructions on how to apply for the opportunity are in Section 2.9 of the RFP which is posted on NYS OMH's website -

<https://omh.ny.gov/omhweb/rfp/2022/support-grants-school-district/index.html>

There are only certain roles (detailed in Section 2.9) that can access the application. To initiate an application, click the View Opportunities button on your homepage after logging in, search for the grant and on the profile page you will see an Apply for Opportunity button.

89. Can funding provided by the grant be used to cover travel costs for providing services and support to students and families in the community?

ANSWER – Yes. Refer to Section 5.4 Operating Funding. Expenditures must be expressly used to support the objectives as stated in the RFP and outlined in responses to Section 6.

90. Is there a cap on the percentage of the funding that a school district can contract with a community based organization for services in the proposed budget?

ANSWER - There is no prescribed cap.

91. Section 4.2 of the RFP states “A complete proposal shall include all required components in Section 2.11”, but the RFP doesn’t contain a Section 2.11. Are all of the required components listed within the other sections of the RFP?

ANSWER – This reference should be disregarded. The requirements of the application are in the Grants Gateway, which is the platform to be used for submitting applications. Please refer to Section 2.9 of the RFP on how to apply through the Gateway. There are also instructions in the Gateway itself.

92. Section 4.1 states, “For Objective specific scoring rubrics, please refer to the Pre-Submission Upload page in the Grants Gateway”. We did not see any documents relating to scoring rubrics on the Pre-Submission Uploads page. Are the scoring rubrics available?

ANSWER – Refer to Table in Section 4.1 Evaluation Criteria. That is the scoring rubric being referenced.

93. With the RFP stating that no more than 10% can be allocated to administrative costs, it is being wondered if there was a similar limit for the amount that can be spent on sub-contracting for school districts. We are looking to partner with school districts to provide trainings to teachers and staff as well as MHC Graduate Intern support in school districts and wanted to see if there was a limit on the amount that can be allocated for trainings from professionals outside of the school district.

ANSWER – Refer to Section 2.5 of RFP Eligible Applicants. Eligible applicants are New York State P-12 Public School districts and districts must have a 2019-20 economically disadvantaged student rate above the State average (55.6%).

Any training expenses should be listed in the budget under “training” in OTPS. It will not affect administrative costs.

There is no limit to the training expenses. Refer to Section 5.4 Operating Funding. Expenditures must be expressly used to support the objectives as stated in the RFP and outlined in responses to Section 6.

94. Will it be allowed to allocate budgetary funds for personnel, such as hiring a mental health professional who could supervise School Counseling and Mental Health Counseling Graduate interns?

ANSWER – Yes. The expenditures must be expressly used to support the objectives as stated in the RFP and outlined in responses to Section 6.

95. On pg. 16, it says “no school district shall receive an aware of more than 40% of the total grant funds” – by this do they mean the total grant funds of \$10,000,000 or of the total funds for a specific grant application?

ANSWER - Refer to Section 4.3 Process for Awarding Contracts. For the purposes of this RFP, the combination of all New York City geographic districts will be considered one school district for the purposes of the 40% RFP funding limit. Awards shall not exceed \$500,000 per applicant annually.

96. On pg. 17, under scope of work, it indicates these funds need to be used to combat inequalities brought on by COVID-19. Does a grant application have to be specifically tied to inequalities brought on by COVID or mental health inequities that existed before but were made worse by COVID?

ANSWER – Refer to Section 1.1 Purpose of the Request for Proposals. The purpose of these grants is to: improve student access to mental health resources, support students who have experienced stress, anxiety and/or trauma, and to support the adults that surround them.