

## 2021 Safety Net, Children & Families Proposals Due Oct. 9 before 12:00 Noon Pre-Proposal Questions and Answers

**Can multiple people sign-in and work on the application with their own sign-in credentials?** Yes, however any messaging or status updates will go to the individual listed as contact on the agency information section of the application.

**What's the best way to download the application as submitted so we have it for our records?** There is currently no download option. Printing then scanning is an option to create an electronic file copy.

**Will the contact person for the application receive a confirmation email once it has been submitted?** Yes

**Is there a downloadable application template so that we can work offline before uploading?** No

**Are all services listed available to us?** Not necessarily. Please see the [Service Unit Definitions](#). A few services require prior approval. Several services have licensure and documentation requirements that are not a fit for all agencies. Regardless, if you are proposing any new service, (a service not in your current contract) the reasons should be explained using data, in question #15 of the Application Form.

**How recent does our Certificate of Good Standing need to be?** Current as of the date of application. This document certifies the agency is registered with the Missouri Secretary of State. Upload copy does not need to be a certified.

**What are the word limits for the narrative questions? Would we be able to get word limits prior to submitting?** Unless otherwise noted there are no word limits. Succinct responses are strongly preferred. Using bullets is encouraged.

**We provide more than four services, with different baselines. Where do we put the additional services?** Question #3 asks for outcome measures for the major services being proposed. Some approaches to consider:

- Prioritize services where the majority of CMHF funding is being used.
- If more than one service uses the same instrument, they can be grouped (example: individual and group therapy can be listed together if using the same instrument).
- If a single service is provided to more than one population, and the baseline and indicator of improvement are different, identify the different baseline and indicator by population (*example: psychiatry is provided to both adults and children using the same instrument but the baseline as an indicator for improvement may be different for adults and children*). Here, identify the different baselines, etc. for adults and for children.

**What is that 'send message' box used for?** The message function is enabled when you submit your application. Messaging will be used to request clarification, send follow-up information, or communicate on proposal revisions. Messages go to the individual listed as Agency Contact in the Agency Information section of the application.

**Will we receive notifications that a message has been sent to us?** Yes. Notices will go to the individual listed as the Agency Contact in the Agency Information section.

**Is it possible to have more than one email contact in the agency information?** No. Only the email listed as contact in the Agency Information section of the application will be used.

**Our agency expects more clients will qualify for services funded by the Community Mental Health Fund in 2021. Will requests for increased funding be considered?** The need for the increase should be explained in question #15 of the Application Form. The Board may consider requests for increases based factors such as:

- Quantitative and clinical data that justify your request,
- Capacity to provide services that are responsive to the stated need, and
- Availability of funds.

**My agency is planning to shift services, and no longer request funding for case management. Instead we intend to serve those clients with individual counseling and crisis units. Is this acceptable?** Any significant change to your Expenditure Plan (example: change in population served, new service, or new service location) should be explained in question #15 of the Application Form. In your example, reviewers will probably want to know how clients' case management needs will be met after the proposed changes. Additional suggestions on question #15 are above.

**How should we complete the Expenditure Plan if there is no stated unit cost?** If there is no stated unit cost for a service in the Expenditure Plan, the service will need to be proposed as a partially funded unit. Under Funding Type, click "partial" then enter the total dollar amount of the proposed service and the total number of units. If you still have questions, you may [contact us](#).

**I don't see a service listed that I proposed last year. What should I do?** [Service Unit Definitions](#) have been revised. Some services have been re-named, some have been combined, a few are no longer billable to CMHF. If you still have questions, you may [contact us](#).

**Are there limits on how we allocate funding to personnel, fringe benefits, other, and indirect costs when creating the line-item budget?** Yes. Total personnel cost (salary and fringe combined) should be at least 70% of your total project budget. If we have questions about this we may request documentation, but that is not part of the application.

**A Service Unit Definition includes the term "young adults." What age range is specified by CMHF?** We do not set this guideline. If you agency needs a guideline, we recommend considering applicable legal and practical matters, defining through internal policy/procedure, applying the definition consistently, and being able to provide this information upon request.

**Is there a way to add additional slots under service units? I can see 5 slots, but we often have a few more.** Question #3 on the Application Form relates to outcome measures for the major services being proposed. The emphasis should be on services where the majority of CMHF funding is being used. Not all services will be necessarily be listed here. In the Expenditure Plan, you list all services that are being proposed.