**Ensuring and Enhancing RFP Questions**

**5/27/22**

**Is there already an EBP identified for the learning community and trainings? Will these include the supervisors, the interns, or both?**

There is not an identified EBP to be utilized. In the application, agencies must propose and describe your experience and use of EBP as well as what you propose to train and supervise through the project.

**We have multiple LPHA's supervising interns across our various sites. Can the .5 LPHA be made up of multiple individuals or does it have to be a single LPHA? Our interns are supervised by each individual program supervisor, is that okay?**

There must be documentation of a coordinated model of training and supervision .5 LPHA to be provided to the 4 interns and 2 early career clinicians.

**Our organization is too small to have the size staff you specified. Can organizations partner on this?**

For this project, the application is from a single agency.

**If more than 4 interns will be starting, is there a recommended process for determining who should be awarded the stipend?**

That is an agency decision.

**How do you access the RFP?**

The application and supporting documents can be found on the CBHA website. [www.cbha.net](http://www.cbha.net)

**You said 3 grantees must be providing services in Chicago… must the grantee have physical locations in Chicago or simply be serving (hundreds of) clients in/from Chicago?**

The eligibility for the agencies applying for the 3 city of Chicago grants is not the location of the agency but must be youth who reside in the city of Chicago.

**Do you need to be a member of your organization to apply?**

No.

**Are we obtaining or already have the .5 FTE Supervisor and the 4 students per year or are there certain schools we are to partner with to obtain students?**

That is an agency individual decision and should be described in your application.

**The learning sessions - is there any more information on what this might look like or include?**

The CBHA learning session will be bringing together the lead clinicians from each grantee to participate in discussions regarding lessons learned, share resources, challenges etc. In addition, there is an external evaluator attached to this project.

**If awarded, what will be the reporting requirements? Are there Specific Deliverables or Measurable Objectives for the grant or are these agency defined?**

**Project Deliverables of the Grantee**

**Activities**

1. Recruit/Retain .5 FTE dedicated LPHA clinical supervisor to provide clinical supervision and training to four interns and a minimum of two early career child mental health clinicians employed by the agency, advancing and supporting them towards clinical licensure.
2. Utilize, train and support Evidenced Based/Informed Practices
3. Provide a minimum of weekly individual and group supervision to interns and early career child mental health clinicians.
4. Recruit/retain four 2nd year interns per year
5. Act as fiscal agent for four interns to provide and report $2500 stipend
6. Participate in an independent evaluation and 2 learning community sessions each year.
7. Complete narrative and fiscal reports according to aforementioned schedule.

**Outcomes to be Measured and Reported**

1. Provide number and demographic description of interns and early carrier clinicians enrolled in the project.
2. Provide demographic description of LPHA staff providing training, supervision, and support to project.
3. Provide agency wide population served demographics and EBP models being supervised by the enrolled students.
4. Provide number of children/youth and families being served by interns enrolled in the program annually. City of Chicago grantees must include specifics i.e., neighborhood, zip codes etc. to report on youth and family addresses.
5. Provide description of supervision and training model for this project.
6. Report on early career mental health clinicians’ advancement towards licensure.
7. Status of each Activity 1-4 above.

**Are we able to add to our posting (if awarded) that stipend is available?**

That is an agency decision-no restriction.

**Can you walk through the budget template please? For instance, do you want us to list all of our staff or just those providing the supervision? What would be considered under consultants for "purchased services" Does overhead just apply to the internship program and the supervision costs?**

The cost in the budget template only requires the .5 LPHA staff associated with the project as well as the stipend. Agencies could also choose to purchase services as directly related to project.

**Are we following the state's Rule 132 and Rule 140 for documentation for serving the clients?**

Yes, since the eligible applicants must be a CMHC or BHC service.

**For the application responses, are there character limits or preferred length?**

There are no limits or preferred length-provide enough information to be descriptive in the questions asked to paint the picture of your agency and practices as well as clients served.

**You mentioned a lead clinician, is this the someone that the grant participants can utilize for consultation, etc.?**

The lead clinician was the .5 LPHA employed by the applicant agency. This grant is providing funding for dedicated supervision/training time and intern stipend.

**Can the interns and licensed-eligible therapists see adult clients in addition to youth?**

This project is focused on children’s mental health services and is funded by Foundations with a focus on youth and families. Interns must be serving youth and families. Licensed eligible clinicians can have a blended caseload as they may have already been serving adult clients. It would be important that new cases should be focused on youth and families as the goal of this project is to increase access, support, and supervision to children mental health population.

**Are there a specific number of patients that need to be served each year?**

No-that would be coordinated with the individual University intern requirements.

**Is there a possibility this will happen again next year or has sustainability been discussed?**

This project is intended to be a proof-of-concept to show the positive impact with the potential to receive public and other philanthropic funding. This project is a 2year grant.

**When will applicants be notified of grant awards (receiving a grant or not)?**

Applicants will be notified by 6/28/22.

**The independent evaluation, will that take place on site at the agency, will there be an observation process?**

That will be determined by the independent evaluator chosen.

**Is there a certain size of an agency that you can share might be prioritized for award?**

There is no priority based on size. Applicants must only show ability to retain/recruit .5LPHA and 4 interns per year. 3 of the grantees must serve youth and families who reside in the city of Chicago.

**So many interns are already in place for next year starting July 1. So, if an agency does not already have 4 child and adolescent interns, we would have to contact schools to gain up to 4, correct?**

Correct

**Can we have students at multiple locations or only one site?**

The only stipulation regarding agency location, is the city of Chicago grantees. The caseloads of those youth and families must exclusively reside within the city of Chicago. Grantees will be reporting out of demographics of client population.

**Does it have to be 4 interns, or can it be less?**

It must be 4 interns per year.

**What supervision training will be provided to the .5 FTE supervisor?**

This is determined by the applicant and described in their application.

**Can the supervisor be trained in something different than the interns?**

**For instance, EMDR takes longer than 1 academic year?**

The supervisor must have the knowledge base to provide the training and supervision for the interns. They wouldn’t be learning at the same time as the interns.

**Do we have to train interns in one specific EBP for children or can we provide exposure and training on multiple EBP? So, we don't have to follow a manualized treatment program?**

There is not a prescribed EBP in this project. Applicants should explain their experience in providing EBP and describe their proposed model.

**Are there any restrictions from the grant on the location of services (i.e. can services to the youth be office based, community, and/or school based)?**

This would be an agency decision based on the community and clients served.

**How do we note if we are applying for city of Chicago or other location? If we have 2 locations-one in city of Chicago and one in suburbs can we submit 2 different applications?**

When submitting your application please note, **“City of Chicago Workforce Application” or “Statewide Workforce Application” in the subject line**. Yes, there must be 2 applications and there must be distinct deliverables for each location.

For any further question, email Michelle Churchey-mims at:

[Mchurchey-mims@cbha.net](mailto:Mchurchey-mims@cbha.net)   please include **“Workforce RFP question”** in subject line

Applications and supporting documents are posted at [www.cbha.net](http://www.cbha.net)