



## **REQUEST FOR PROPOSALS (RFP): *Rollover Funding: One-Time Funding for Small Projects***

Pre-Proposal Conference Held: August 3, 2023 | 11 a.m.

### **BHSB Facilitators:**

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## **QUESTIONS AND ANSWERS**

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**Can we use rollover funding for costs associated with groups conducted with our clients? If so, can we be reimbursed for groups that are held before March 2024?**

Staffing is not an allowable expense. Additionally, reimbursing any expenses incurred prior to the start of the contract is not permissible.

**Do all application proposals have to serve only Baltimore City residents or can projects support training which serve city residents in addition to other jurisdictions.**

Yes, these costs would be allowable as long as people in Baltimore City are among the recipients of services.

**Will rent paid on behalf of our clients be reimbursable as our organization has started paying rent in the month of July 2023?**

No, this would not be allowable. These funds may not be used for prior expenses or ongoing expenses such as rent.

**We need to do upgrades such as painting, signage, office furniture, office supplies, computers, printers, marketing materials, and security alarm systems. Would such expenses be allowable?**

These types of expenses are allowable; however, facility improvements may not exceed \$19,999.

**Will the grant be able to be used to fill open staffing positions?**

No, staffing is not an allowable expense. However, some related costs, such as a marketing program to fill a position, for example, may be eligible.



**Can this grant be used for an existing 3.1 level of care?**

This funding may be requested by a provider who offers 3.1 level of care.

**Can this grant be used for consulting fees?**

Yes, if the consulting fees can be spent between the execution of the contract and June 30, 2024, and if the work can be completed in that timeframe.

**Is equipment to maintain staff's mental health, such as massage chairs, an appropriate submission?**

Yes, that could potentially be allowed by BHA.

**Notification of the award will be in the spring of 2024. When will the funds need to be spent?**

June 30, 2024

**If I am requesting funds for different reasons, do I need to submit multiple applications or can I put both on the same application?**

Please submit multiple applications. Each proposed project should have its own application.

**Will funding be dispersed on an advanced basis or does reimbursement occur only after funds are spent?**

Funding will not be provided in advance. BHSB payment will occur only after expenses are paid by providers.

**Will programs that receive Medicaid qualify?**

Programs receiving Medicaid reimbursements may apply for one-time projects. However, any expense that could be reimbursed through Medicaid would not be eligible for BHSB funding.

**Can we use funding for the groups we conduct with clients, specifically to help with housing or Uber rides? If so, can we be reimbursed for group expenses that are held before March 2024?**

Funding for transportation/Uber rides would be allowable, but funding for all projects must be spent during the effective dates of the BHSB contract, i.e., transportation and rides must occur between the contract start date and June 30, 2024.

**Can we send an audit from 2021 if 2022 has not been done yet?**



Yes, but please don't send one older than that.

**If we work with a fiscal sponsor, can we send their financial documents along with the State Certification as an ORP?**

Yes, please send the financial information of the sponsor organization.

**Is there a time limit on the certificate of standing?**

It should be dated within the year.

**If any agency can apply, how will the reviewers evaluate an agency that does not have site visit reports and/or licenses, such as a community group?**

BHSB will evaluate Certificates of Good Standing, tax, and financial information.

**Are harm reduction supplies such as needles considered allowable costs?**

Yes.

**Would it be possible to get feedback about why some items were denied while similar items were approved? Would it be more appropriate to set up an individual meeting to discuss that?**

BHSB would not be able to discuss strengths and weaknesses of specific proposals with individual organizations while the RFP is active. However, BHSB does send feedback with all of our non-selection letters.

**Can the funds be used to take students on a college tour and to participate in experiences i.e.: Broadway plays?**

Yes, expenses related to events such as tours are eligible. The event must occur and be paid for during the effective dates of the contract.

**If we were submitting a "client services" proposal with several categories of spending, (Uber, work clothing, hygiene products) would we be able to modify the budget if there is underspending for one category while another was overspent?**

No, BHA approves each item for a specific amount.

**Can we submit a profit & loss statement and balance sheet, or do we need an official audit for the financial documentation?**



Audits are preferred, but it is acceptable to provide both a Profit & Loss statement and a balance sheet if an audit is not available.

**Can you submit a request for funds to pay another organization to provide services?**

Yes. Contracting as described above is allowed as long as the services are performed, and the contractor is paid during the effective dates of the contract.

**How do we show proof of purchases?**

Receipts and invoices.

**What if we submit the proposal now and the prices change by the time we get the funds? How does that affect how we can spend?**

Try and get as close as possible. If prices do change, you can work with BHSB Program staff to get approval. If prices rise, the organization may have to cover additional costs. If prices lower, the savings cannot be used to purchase a different item or service.

**Instead of having a non-profit serve as our fiscal sponsor, can a community organization partner with a for-profit behavioral health clinic? The partnering clinic will have the license and site visit docs.**

A for-profit fiscal sponsor is permissible.

**The RFP mentions reimbursement twice monthly. Is that how awardees are reimbursed?**

That is how BHSB normally reimburses providers, however, this project is reimbursed monthly. Providers will be reimbursed after an acceptable fiscal report and supporting documentation is received each month.

**End of Questions and Answers**