

FY17 School-Based Substance Abuse Services (SBSAS) Grant Opportunity

Questions and Answers

As of Feb 10, 2016

1. Please explain the purpose of the MOU with local agency partners that you are requesting? **The purpose of the Memorandum of Agreement (MOA) and referral protocol is to demonstrate that each school participating in the School Based Substance Abuse Services (SBSAS) grant has identified and developed a relationship with a community adolescent substance abuse treatment provider for referral purposes. In addition, the MOA and referral protocol should demonstrate that the school has a plan with that provider to reduce barriers to assessment and treatment; to ensure confidentiality issues have been resolved so that appropriate communication between school and provider happens prior to, during and after treatment services in order that the provider and school can support the youth. Strong MOAs and referral protocols will describe multiple strategies to effectively connect and keep youth connected to services as appropriate. A school can have a MOA with more than one local agency/provider.**
2. What information are you wanting to see in the MOU? **A Memorandum of Agreement (MOA) is a non-legal document that describes an agreement between two or more parties. The MOA can include: the name of the adolescent substance abuse treatment provider and the name of the school; plans to reduce barriers to assessment and treatment; plan to ensure timely access to assessment and treatment; how confidentiality issues between the school and the treatment provider will be addressed so appropriate communication can happen; how parents will be involved if a youth is referred for assessment.**
3. Will our Grant request be looked on less favorably if we do not include MOUs? **Are MOUs with our community partner agencies required to be submitted in order to have our proposal considered favorably? No, but if you do not currently have an MOA and referral protocol in place you should describe in your grant proposal the plan to complete these by March 2017. The MOA and referral protocol is a grant deliverable due in March 2017.**
4. Please define the role of Grant Coordinator as opposed to the role of Grantee/Funded Staff. **The Grant Coordinator is the main point of contact for the grant. This person is responsible for assuring that the grant deliverables are met, activities are implemented, and gathering information across the SU/SD for reports. Grantee/funded staff are**

responsible for implementing the activities of the grant. The grant coordinator can also be responsible for direct services.

5. Should we fill out a grid for each school in our district or should we condense things into one district wide grid? Please use one implementation grid, using the *Reach/Dosage* column to indicate whether the activity is specific to a school or available across SU/District.
6. Many Schools use Google Docs. As such, Google Docs does not have Times Roman as a font. The RFP specifies the use of Time Roman. Will we be disqualified if we use a different font? Please double check that Times Roman is not available. If you do not have access to Times Roman, you will not be disqualified, but we request that you use a 12 pt font similar to Times Roman. Do not use a narrow font.
7. On the implementation plan under outcomes and evaluation are you asking us to provide our plan for what and how we will track our work as opposed to providing anticipated numbers? For example, for the Screening and Referral row, the Outcomes and Evaluation cell reads "*Number of students referred for substance abuse by grade; *Number of students referred for mental health by grade" ...I am assuming that this refers to what we are required to track and we should add to the cell when/how we will do that? Yes, the information included in Outcomes/Evaluation column is what you will be required to track and you should add how you will evaluate your efforts.
8. Please send Attachment C as mentioned on page 30 of the SBSAS RFP. Attachment C can be found on pages 35-38 of the SBSAS RFP.
9. What is the the address for e-mailing our submission of a completed proposal? Please submit your proposal to AHS.VDHADAPContracts@vermont.gov
10. Are we going to have access to YRBS data in time for submitting our grant for next year? 2015 supervisory union level YRBS data will not be released until after the application due date. You can use 2013 YRBS SU level data and/or 2015 state level data. In addition, you can use the County profiles (the profiles highlight substance use/abuse prevalence and risk factor estimates at the county and State level).
<http://healthvermont.gov/research/index.aspx#subabepi>

As of Jan 20, 2016

1. Our SU is merging with another SU effective July 1, 2016. Do we apply together as one applicant or separately as two? **Mergers happening on or before July 1, 2016 will need to apply as one applicant.**
2. Are current grantees eligible to apply for the FY 2017-2019 grant program? **Yes. See Appendix 1 for eligible applicants.**
3. Will an LEA receive up to a total of \$40,000 over the course of the three years or \$40,000 each year? **Applicants can apply for up to \$40,000 each year for 3 years.**
4. Does the grant require one grant coordinator and at least one additional staff? Is it mandatory to have the grant coordination responsibilities and direct services responsibilities in separate roles or could one role take on both responsibilities? **The grant coordinator can also be responsible for direct services.**
5. Response Section II states:
"The following indicators of need for your LEA are already available to VDH and the applicant does not need to provide them."
 - Percentage of students reporting use of alcohol and marijuana in past 30 days (VT YRBS)
 - Percentage of students reporting feeling sad/hopeless every day for the last 2 weeks (VT YRBS)..."Please confirm if this means we should include any other YRBS (or other data source) indicators we would like to draw to your attention. **Please include any additional data (YRBS or other data source) that you feel would explain the need in your LEA.**
6. Can anyone be trained to use the screening tools? **Yes. It is up to the LEA in conjunction with their schools to determine the appropriate staff for performing screening and referral services. However, we highly recommend that these persons:**
 - **Have the ability to relate to, and work with, children and adolescents.**
 - **Have familiarity with substance abuse prevention, intervention, and treatment, and recovery methods**
 - **Have working knowledge of the fundamentals of emotional, behavioral, and mental health issues of the students served.**
 - **Develop and maintain relationships with appropriate outside agencies.**
 - **Have the skills to screen and assess adolescents needing a variety of services**

- and make effective internal and external referrals. For example, court system, DCF, other substance abuse agency.
- Can provide support to students going to and returning from treatment.
 - Understand the dynamics of family systems

7. Does screening and referral need to be provided at all schools in the LEA? **No, however an application will be more competitive with all or most schools having trained staff able to screen (using the CRAFFT or GAIN Short Screener) and refer for substance abuse services. See Section 6.4 for scoring criteria, i.e. *Comprehensiveness of Plan*.**
8. Will current grantees be automatically renewed? **No. All proposals will be read and scored using the criteria outlined in Section 6.4 Scoring Information.**