# Lead Local Educational AgencyMedi-Cal Billing Option ProgramSpecialist GrantRequest for Application

**Five-Year Grant**

**Grant Period: June 27, 2022**

**to June 30, 2026**

****

**Office of School-Based Health Programs**

 **Whole Child Division**

**Student Support Services Branch**

**California Department of Education**

**1430 N Street, Suite 5206**

**Sacramento, CA 95814**

**Application Deadline:**

**5 p.m.
Monday, June 10, 2022**

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## Program Description

### Introduction

The California Department of Education (CDE) is accepting applications from local educational agencies (LEAs) to act as the Lead LEA Medi-Cal Billing Specialist to other LEAs participating, or interested in participating, in the LEA Medi-Cal Billing Option Program (LEA BOP). To submit a proposal to the CDE and be considered for selection, applicants must be an LEA, defined for the purposes of this application as a school district, county office of education (COE) or charter school, and has been successfully participating in the LEA BOP pursuant to the criteria set forth in this Request for Application (RFA). LEAs meeting these requirements may apply either as: (1) an individual LEA, or (2) on behalf of a consortium with either other LEAs, institutions of higher education, nonprofit educational services providers, county mental health providers, or other local partners.

The Education Omnibus Budget Trailer Bill of 2021–22 (Section 4 of Assembly Bill 130 (Chapter 44, Statutes of 2021) as amended by Section 1 of AB 167 (Chapter 252, Statutes of 2021), codified California *Education Code* (*EC*) Section 49421.5, which can be found on the California Legislative Information web page at <https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB167>. This law authorizes the CDE, in consultation with the California Department of Health Care Services (DHCS) <https://www.dhcs.ca.gov/services>, to select a lead LEA that will assist and support other LEAs statewide in securing federal reimbursement through the LEA BOP for services provided to Medi-Cal enrolled students under the age of twenty-two. This LEA will work in collaboration with lead agencies, including the CDE, the State Board of Education (SBE) and the DHCS, to identify and develop resources that will help LEAs successfully submit claims through the LEA BOP and draw down federal reimbursement for Medi-Cal services.

This RFA and the subsequent selection of the Lead LEA Medi-Cal Billing Specialist (referred to hereinafter as Grantee) are intended to increase the number of LEAs participating in the LEA BOP, improve federal claiming opportunities, promote a better understanding of LEA BOP billing requirements and standards, provide training and technical assistance regarding program participation, and identify and promote best practices for school-based Medi-Cal billing across the state.

The budget for this RFA is $1.25 million for work commencing on June 27, 2022, and ending June 30, 2026.

At the conclusion of the grant term, the CDE, with approval from the Executive Director of the SBE, may renew the Grantee’s award for an additional term.

## Overview

*EC* Section 49421.5 authorizes the CDE, in collaboration with and subject to the approval of, the Executive Director of the SBE, to select an LEA to perform the following tasks:

1. Provide effective assistance and support to LEAs in securing federal reimbursement for services provided to Medi-Cal eligible pupils.
2. Work in coordination and collaboration with expert lead agencies identified pursuant to *EC* Section 52073.1, special education resource leads identified pursuant to *EC* Section 52073.2, the CDE, and the DHCS.
3. Identify and disseminate information regarding existing resources, professional development activities, and other efforts currently available to assist LEAs in successfully submitting claims through the LEA BOP and drawing down federal reimbursement for Medi-Cal services.
4. Upon request by the CDE and the DHCS, develop new resources and activities designed to build capacity for LEAs to secure federal reimbursement for services provided to Medi-Cal eligible pupils.
5. Serve as a point of contact for LEAs, and regularly participate and share the perspectives of LEAs in the LEA Program Advisory Work Group convened by the DHCS.
6. Other duties, as prescribed by the CDE, to enhance Medi-Cal services on school sites, increase access of care for pupils, and increase Medi-Cal reimbursement for LEAs.

The Grantee may enter into any contracts it determines are necessary for support and services to accomplish these tasks.

### Eligibility Criteria

For the purpose of this grant, eligible applicants are public school districts, charter schools, and COEs that are currently participating and demonstrating strong performance in the LEA BOP. To be considered for this grant, LEA applicants (an individual LEA or the lead LEA member of a consortium) must have been participating in the LEA BOP and claiming for LEA BOP services for a minimum of three years immediately prior to the initial project period start date of June 27, 2022. Applicants not claiming for LEA BOP services in fiscal years (FYs) 2019–20, 2020–21 and 2021–22 will not be eligible for this grant. In addition, applicants must be considered to be in compliant status with the LEA BOP at the time the application is reviewed as determined by DHCS (e.g., the applicant is up-to-date on submitting all DHCS-required documents and agreements). Applicants not meeting the required LEA BOP successful participation criteria defined above will not be considered eligible for this grant.

LEAs may apply on their own, without consortium partners, or may apply as an LEA on behalf of a consortium of other LEAs, institutions of higher education, nonprofit educational services providers, county mental health providers, or other local partners.

### Timeline

| **Date** | **Activity** |
| --- | --- |
| May 18, 2022 | RFA Release Date |
| May 26, 202212–1 p.m. | Lead LEA BOP Informational WebinarRegister in advance for this webinar:<https://us02web.zoom.us/webinar/register/WN_hlw-mkSHRxqJxJpDn2om3w> |
| June 10, 2022 | Applications due to CDE via email by 5 p.m.Submit to Wellness@cde.ca.gov |
| June 11–12, 2022 | Scoring of Applications |
| June 13, 2022 | Scores Shared with Applicants |
| June 17–20, 2022 | Appeals Process |
| June 21, 2022 | Intent to Award Announced |
| June 24, 2022 | Grant Award Notification (GAN) Letters Released |
| June 27, 2022 | Grant Term Begins |
| June 30, 2026 | Grant Term Ends |

The above timeline is estimated and is subject to change. Any changes will be posted on the CDE RFA LEA Medi-Cal Billing Option Program Specialist web page at <https://www.cde.ca.gov/fg/fo/r29/leabop21rfa.asp>.

The expectation is that the Grantee will utilize funds to develop LEA BOP Medi-Cal billing resources and provide in-depth technical assistance to a minimum of 10 but no more than 15 targeted LEAs in Program Year 1, ending June 30, 2023. The targeted LEAs will be identified by the CDE in collaboration with DHCS and the Grantee through a Letter of Intent (LOI) process, led by the CDE in summer 2022. In Program Year 1, the Grantee will be required to develop materials for the purpose of providing LEA BOP technical assistance to the targeted LEAs. For the next three program years (commencing July 1, 2023, and ending June 30, 2026), the Grantee will utilize funds to provide technical assistance to a minimum of 10 additional LEAs each year, while providing ongoing and as-needed support to LEAs that received technical assistance in prior grant years. The 10 additional LEAs per year will also be identified by the CDE, in collaboration with DHCS and the Grantee, through a LOI process, led by the CDE prior to the start of each program year.

All materials developed by the Grantee must comply with LEA BOP regulations, policies and procedures and be approved ahead of time by the CDE and DHCS. The Grantee will provide technical assistance to LEAs using approved tools, such as webinars, videos, apps, templates, databases, and fact sheets. The Grantee will work with DHCS and the DHCS Expansion of School-Based Services Contractor to ensure that materials developed and/or provided to LEAs are coordinated among all LEA BOP technical assistance efforts and provide accurate information on LEA BOP policies and procedures.

### Reporting Requirements

An integral part of the reporting requirements is ongoing communication with the CDE. Quarterly check in meetings between the Grantee and CDE, DHCS, and SBE designee will be required. The Grantee shall provide quarterly expenditure reports that include detailed costs for program staff, materials, contracts, travel, etc. The CDE will provide the expenditure template for the Grantee to complete.

Beginning with Program Year 1, and continuing annually for each year thereafter, the Grantee shall provide an annual progress report to the CDE and the SBE which contains information on all of the following:

1. Accomplishments of the Grantee for the reporting period;
2. Opportunities and challenges identified by the Grantee to promote LEA BOP claiming;
3. Analysis of the feasibility on implementing the opportunities and removing challenges identified above;
4. Summary of barriers to claiming through the LEA BOP, as well as recommendations for how these barriers may be decreased or removed;
5. Summary of the progress made during the prior grant period, including an overview of technical assistance provided to LEAs, examples of resulting increased federal claiming, and a summary of informational materials developed to assist LEAs with drawing down additional federal reimbursement; and
6. The plan, timeline, and budget for technical assistance, outreach, trainings, and other information to be provided in the upcoming period.

If the CDE does not receive the required reports, program activities are not completed, or there is a lack of participation in the quarterly or other meetings, distribution of grant funding may be delayed or withheld.

## Submission Process

All applications will be screened for compliance, as noted in the Eligibility Criteria section. Applications meeting the eligibility criteria outlined in this RFA, as well as the submission requirements listed below, will then be evaluated using the Scoring Rubric. Applications must:

1. Be submitted as a PDF via email to Wellness@cde.ca.gov by **Friday, June 10, 2022, by 5 p.m. Responses received after the deadline will not be considered.** **The email must include a contact name, email address, phone number, and the name of the LEA. If the application is submitted on behalf of a consortium, a Lead LEA representative of the consortium must be identified in the email.** The applicant will receive email confirmation when the application is received by the CDE;
2. Include a cover page with the applicant’s name, mailing address, contact information for the person that will have primary responsibility for managing, overseeing and/or coordinating the work, and the signature of the LEA Superintendent. If the application is submitted on behalf of a consortium, include contact information and signatures for all entities that will participate in the consortium and identify the lead LEA member representative. For applications submitted on behalf of a consortium, the lead LEA member’s Superintendent should sign the cover page. The cover page will not count toward the application page limit.
3. Include a narrative of no more than 15 pages (including charts and graphs with data), with Arial 12-point font and one-inch margins, which addresses Prompts 1–5 in the Application Narrative section;
4. Complete the Budget Workbook and Narrative, including all workbook tabs. The Budget Workbook and Narrative will not be counted as part of the 15-page narrative for number 3 above; and
5. Include resumes or Curriculum Vitae (CV) of key project staff. The resumes/CVs will not be counted as part of the 15-page narrative for number 3 above.

### Application Formatting Requirements

Applications must adhere to the following formatting requirements:

* The application narrative must be in 12-point Arial font, single-spaced, normal character spacing, with one-inch margins. Tables or boxes used to present narrative information in text form must be in 12-point Arial font. The CDE will screen applications to ensure compliance with these requirements. The CDE has the discretion to waive minor, non-substantive variances, but any applications not meeting the formatting requirements may be deemed disqualified. If an application is disqualified, it will not be considered for scoring or further review;
* Applications must be submitted electronically using portrait, standard 8½- by 11-inch page size. The application narrative shall not exceed 15 pages. If the application narrative exceeds the 15-page limit, the CDE will not allow application reviewers to score the additional pages;
* It is recommended that the applicant clearly identify prompts and number the pages in the application;
* Submission of an application constitutes consent to the Assurances, Certifications, Terms, and Conditions and to the release of information and waiver of the applicant’s right to privacy with regard to information provided in response to the RFA;
* The applicants do not need to sign and return the general assurances and certifications with the application. Instead, applicants must download assurances and certifications and keep on file and available for compliance reviews, complaint investigations, or audits.
* General assurances and certifications are available on the CDE Funding Forms web page at <https://www.cde.ca.gov/fg/fo/fm/ff.asp>.
* Do not include hyperlinks or web page references in the application as embedded links cannot be followed or considered for scoring; and
* **Please provide the completed Budget Workbook and Narrative as an attachment to your electronic grant application submission. The Budget Workbook and Narrative will not be counted in the 15-page narrative limit.**

### Application Review

Complete and eligible applications will be reviewed and evaluated by the reading panel and will be evaluated using the Scoring Rubric detailed in this RFA.

### Appeal Process

The Grantee will be selected based on the score of their application, with the highest score being awarded the grant. Applicants will be informed of their scores at the same time via email, and all applicants will have the opportunity to appeal their scores. Appeals of scores must be sent to the following email address LBorrego@cde.ca.gov no later than four working days after being notified by the CDE of their score.

Appeals are limited to the grounds that the application process described in the RFA was not followed. Dissatisfaction with the score or readers’ comments received by the application is not grounds for appeal. Late appeals will not be considered. The protesting applicant(s) must file a full and complete written appeal, including the reason for appeal, issue(s) in dispute, legal authority or other basis for the appellant’s position, and the remedy sought.

A final decision will be made by the CDE concerning any appeals filed and the decision shall be the final administrative action afforded the appellant.

## Funding

The successful applicant will be approved for a grant of $1.25 million for the term of June 27, 2022, through June 30, 2026. Funding for Program Year 1 (encompassing two different fiscal years, beginning on June 27, 2022, and ending on June 30, 2023) will be $500,000. The funding for Program Years 2, 3, and 4 will be $250,000 each year. Prior to receiving funding for Program Years 2, 3, and 4, the Grantee will provide the CDE with a proposed work plan and proposed budget for the upcoming program year, limited to $250,000 each year. The proposed work plan and budget will be due to the CDE by March 15, prior to the start of a new program year. The total for all years cannot exceed $1.25 million over the life of the grant (June 27, 2022, through June 30, 2026).

### Grant Award Notification and Disbursement of Funds

Applicants selected for funding will receive a Grant Award Notification (GAN): the official CDE document that awards funds to local projects. The Grantee must sign and return the GAN to the CDE before project work may begin and disbursement of funds can be made.

A total of 50 percent ($250,000) of $500,000, representing fiscal year 1, will be disbursed as an initial award. The release of funds will be contingent upon CDE’s receipt of the (original) signed GAN. After the Grantee has expended the initial 50 percent of the grant award, the CDE will release further payments upon receiving and approving the quarterly expenditure reports. The final payment for Program Year 1 is scheduled for disbursement when the CDE has timely received and approved all required quarterly expenditure reports.

Beginning with Program Year 2, and continuing annually for each year thereafter, payments will be disbursed in the same manner as Program Year 1, beginning with an initial payment of 50 percent ($125,000) of the $250,000 annual allocation. The CDE will release further funding after the Grantee has expended the initial 50 percent of the grant award payments and upon receiving and approving the quarterly expenditure reports. The final payment for each subsequent program year is scheduled for disbursement when the CDE has timely received and approved all required quarterly expenditure reports.

Annual continuation awards will depend on the Grantee’s progress in meeting the required tasks to enhance Medi-Cal services on school sites, increase access of care for pupils, and increase Medi-Cal reimbursement for LEAs, timely submission of required reports, and compliance with all terms and conditions of award.

## Allowable and Non-Allowable Activities and Costs

Applicant budgets for the use of grant funds will be reviewed by the CDE grant reviewers and any items that are deemed non-allowable, excessive, or inappropriate will be rejected and will impact an applicant’s final score. All expenditures must contribute to the goals and objectives outlined in this RFA. Funds may not be used for rental of a venue to provide professional development unless the expense is determined by the CDE to be a necessary and reasonable expense. Funds provided under this grant may not be used for the following purposes:

* Supplanting of existing funding and efforts;
* Acquisition of equipment for administrative or personal use;
* Acquisition of furniture (e.g., bookcases, chairs, desks, file cabinets, tables), unless an integral part of an equipment workstation or to provide reasonable accommodations to students with disabilities;
* Food services, refreshments, banquets, meals;
* Purchase of space;
* Payment for memberships in professional organizations;
* Purchase of promotional favors, such as bumper stickers, pencils, pens, or T-shirts;
* Subscriptions to journals or magazines;
* Travel outside the U.S., or
* Travel to states included in AB 1887, Statue of 2016 travel prohibition list found at <https://oag.ca.gov/ab1887>.

### Direct Costs

Direct costs for this grant are those costs that can be identified specifically with a particular final cost objective. Costs incurred for the same purpose, in like circumstances, must be treated consistently as either direct or indirect costs.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

* Administrative or clerical services are integral to a project or activity;
* Individuals involved can be specifically identified with the project or activity:
* Direct costs are explicitly included in the budget; and
* Direct costs are not also recovered as indirect costs.

**Note**: If salary costs are included in the budget, they should reflect anticipated annual increases, if applicable for program year 1.

### Administrative Indirect Cost Rate

Information regarding indirect cost rates, as well as responses to frequently asked questions, are available on the CDE Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic/>.

## Application Narrative

The Grantee will be responsible for the tasks outlined in this RFA to help: (1) increase the number of LEAs participating in LEA BOP; (2) promote claiming through the LEA BOP and; (3) maximize federal reimbursements to LEAs participating in LEA BOP. It is important that the Grantee have extensive knowledge of and success in the Medi-Cal school-based claiming programs and have the capacity to provide technical assistance to LEAs that currently participate in the LEA BOP and/or LEAs that are interested in participating in the LEA BOP. The Grantee will be expected to work in consultation with the CDE, the SBE, DHCS and other partners over the term of the grant in order to successfully meet the requirements of this RFA. The Grantee will also collaborate with the DHCS Expansion of School-Based Services Contractor, charged with bringing awareness to LEAs in California regarding the changes and opportunities in the LEA BOP, to ensure that the Grantee’s work aligns with and amplifies their work.

### Prompt 1: Applicant’s Capacity

* Provide an overview of the applicant’s information, including an overview of the applicant’s Medi-Cal claiming history in California’s school-based claiming programs.
* Demonstrate historical school-based health care program experience. The length of time participating in LEA BOP will be considered when selecting the Grantee. If the applicant also participates in School-Based Medi-Cal Administrative Activities (SMAA) program, the length of time participating in SMAA will also be considered. If the applicant has successfully increased claiming for services through the LEA BOP over time, the increased federal reimbursement should be highlighted.
* Describe the composition of the project team, including key roles of project members. When an applicant is a consortium, include expertise of all entities associated with the consortium and what key roles each group will contribute to the success of the project.
* Provide detail on any past relevant experience working in collaboration with the CDE, the DHCS, COEs, and other relevant organizations to expand or enrich school-based services and/or Medi-Cal claiming. Include any involvement in committees or work groups supporting the activities of the CDE, the DHCS or other relevant organizations, as well as leadership roles assumed by project team members in these committees and/or work groups.
* Provide an assurance of the capacity and willingness to perform the required duties and begin project activities immediately.
* Include a description of the applicant’s goals that are relevant, closely related, or will complement this project. This may include the applicant’s goals with regard to LEA BOP claiming as a result of recent program expansion under State Plan Amendment (SPA) 15-021. Applicants must demonstrate how they plan to use LEA BOP technical assistance to meet the needs of all Medi-Cal enrolled students within the targeted LEAs, not just those students with Individualized Education Plans (IEPs) or Individualized Family Service Plans (IFSPs).
* Include experience developing and distributing outreach, training or other informational materials to enhance participation in relevant programs.

### Prompt 2: Demonstration of Expertise in LEA BOP Policies, Procedures and Medi-Cal Claiming

* Demonstrate the applicant’s knowledge of the LEA BOP policies and procedures and experience with school-based Medicaid claiming.
* Explain the applicant’s experience providing and billing for LEA BOP covered services. The ideal applicant will understand LEA BOP claiming for a broad scope of services and service practitioner types. Applicants should demonstrate experience with successful claiming of services, such as claiming for mental health services, therapy services, nursing services, specialized medical transportation services, and new services added through recent program expansion under SPA 15-021, including Early and Periodic Screening, Diagnosis and Treatment (EPSDT) services.
* Describe the applicant’s experience with submitting claims through LEA BOP. Demonstrate knowledge of the process to submit claims through the LEA BOP and ability to draw down federal reimbursement for Medi-Cal services. If the applicant participates in the SMAA Claiming Program, provide an overview of the applicant’s experience with SMAA.
* Provide the applicant’s understanding of the LEA BOP audit and cost settlement process, including a technical understanding of Standardized Account Code Structure (SACS) the Cost and Reimbursement Comparison Schedule (CRCS).
* Describe the applicant’s understanding of LEA BOP documentation requirements, including examples of the applicant’s best practices with regard to ensuring documentation requirements are met when submitting LEA BOP claims for reimbursement.
* Describe the applicant’s ability to enhance Medi-Cal services on its school site(s) and increase access of care for students, resulting in increased Medi-Cal reimbursement. Provide an overview of the applicant’s ability to assist other participating LEAs to identify opportunities to increase funding through the LEA BOP, including recent expansion of the newly covered LEA BOP services and practitioner types that resulted from the approval of SPA 15-021.

### Prompt 3: Experience with Underserved Populations

* Applicants must demonstrate knowledge of challenges specific to small LEAs or LEAs located in rural areas. The ideal applicant will demonstrate an understanding of the challenges faced by rural or small LEAs and barriers to participation in LEA BOP for these types of LEAs. LEA applicants or consortium members who can demonstrate their knowledge of the challenges specific to small and/or rural LEAs will be recognized when scored for this prompt.
* Provide an overview of your track record of success providing access to services for underserved children and youth and collaborating with LEAs who represent underserved children and youth who may not have routine access to health care.
Demonstrate knowledge of the challenges and opportunities for increasing access to health care through LEA BOP for at-risk communities, including foster youth, BIPOC (black, indigenous, people of color) youth, and homeless, displaced, or unstably housed students.

### Prompt 4: Proposed Approach to Technical Assistance

* Outline the process the Grantee will use to support the selected LEAs in LEA BOP claiming, including the methods the Grantee proposes to use to inform LEAs of Medi-Cal billing opportunities. Include methods that may be useful to LEAs interested in participating in the LEA BOP, as well as methods that would assist LEAs interested in expanding the scope of billable health and mental health services provided to students.
* Explain any innovative practice(s) the applicant plans to utilize to engage and support LEAs in LEA BOP claiming. Innovative practices can include, but are not limited to: unique outreach, expanded collaboration efforts, internal support team efforts, expanded professional development approaches, and targeted solutions.
* Explain any creative, non-traditional service arrangements that the Grantee believes would support LEAs in LEA BOP claiming. Such non-traditional service arrangements could include promoting telehealth services in areas with known provider shortages, among other arrangements that increase access to services on school sites.
* Include any relevant history in designing, developing, and implementing technical assistance projects.
* Detail strategies that the applicant will implement to assist targeted LEAs that are new to Medi-Cal claiming, as well as strategies that the applicants may use to increase participation for targeted LEAs that already participate in the LEA BOP school-based Medi-Cal claiming program.
* Detail how the applicant plans to measure the success of the technical assistance program.
* Outline the process the applicant plans to implement to ensure that accurate technical assistance and resources are being provided to the identified LEAs.

### Prompt 5: Detailed Work Plan for Program Year 1 (6/27/2022 through 6/30/2023) (including timeline)

* Describe how the applicant will take its existing demonstrated success in maximizing federal reimbursement under LEA BOP, described in the prompts above, and develop or transform it into a technical assistance program that will be shared with the selected LEAs. The LEAs that will participate in Program Year 1 (a minimum of 10, but no more than 15 LEAs) will be selected using a LOI process, initiated by the CDE. The LEAs that will participate in technical assistance over the life of this grant will be selected by the CDE, in collaboration with the SBE, the DHCS, the DHCS Expansion of School-Based Health Care Contractor, and the Grantee.
* If the applicant plans to have consortium partners, including other LEAs, institutions of higher education, nonprofit educational services providers, county mental health providers, or other local partners. please describe their role in your response to Prompt 5 and include any expected costs in the Budget Workbook and Narrative (Prompt 6).
* Describe the tools the applicant will use in providing technical assistance, such as videos, templates, PowerPoints, web applications, resources, and other communication strategies. (**Note:** All materials must be reviewed by CDE and DHCS prior to dissemination to the targeted LEAs.) The Grantee should plan to develop materials and resources required to continue an ongoing technical assistance program that can be sustained by CDE, and its partners, after the five-year grant period has expired.
* The Program Year 1 timeline must include the activities that support the detail in your application, as well as the required annual progress report.

### Prompt 6: Budget Workbook and Narrative

The Budget Workbook and Narrative will be provided separately and will not be counted in the 15-page narrative limit.

* Provide a proposed Program Year 1 budget for the project period from June 27, 2022, to June 30, 2023, not to exceed $500,000, that can support activities that are consistent with the information provided in your application. The expenditure of funds must be clearly tied to the activities described in Prompts 1–5 of the narrative sections of the application. Budget priorities must be centered on program development, professional development, and other planning activities. Funds must supplement, not supplant, existing services and activities, including current fixed costs. (**Note:** For Program Years 2, 3, and 4, the Grantee must submit a proposed work plan and budget to the CDE by March 15 of the preceding year.) For Prompt 6, please include all personnel salaries and benefits, as well as other project costs, for the Program Year 1 (June 27, 2022, through June 30, 2023) by the following categories:
1. Services provided by the applicant and partners, which includes contracted services and operating expenses;
2. Travel and communication expenses;
3. Funds reserved for activities to develop module tools, resources, and materials required to respond to needs identified in your application;
4. Supplies and other costs required to support grant activities;
5. Capital outlay, which must be directly related to grant activities; and
6. Indirect charges (CDE-approved rates or lower apply).

For each area, provide the expenditure amount and a brief narrative description of how the funds described support the program activities.

Complete the following tabs in the accompanying Budget Workbook and Narrative (no page limit):

* 1. LEA Information Workbook Tab
	2. Contact Information Workbook Tab
	3. Second Contact Information Workbook Tab
	4. Consortium Members Workbook Tab
	5. Program Year 1 Workbook Tab
	6. Budget Summary Workbook Tab

## Scoring Rubric

### Prompt 1: Applicant’s Capacity—10 Points

| **Outstanding(10–8 points)** | **Good(7–5 points)** | **Adequate(4–3 points)** | **Minimal(2–0 points)** |
| --- | --- | --- | --- |
| Contains a thorough, clear and convincing description of the applicant’s capacity, project team, qualifications and experience in school-based claiming. Applicant demonstrates consistent experience working in collaboration with CDE, DHCS, COEs or other relevant partners. Applicant provides thorough, clear and convincing assurance of capacity and willingness to perform duties of RFA. Applicant has demonstrated success in claiming as a result of program expansion. Applicant demonstrates thorough experience developing or distributing outreach or training materials. | Contains a strong description of the applicant’s capacity, project team, qualifications and experience in school-based claiming. Applicant demonstrates experience working in collaboration with CDE, DHCS, COEs or other relevant partners. Applicant provides strong assurance of capacity and willingness to perform duties of RFA. Applicant has strong experience claiming as a result of program expansion. Applicant demonstrates strong experience developing or distributing outreach or training materials. | Adequately describes the applicant’s capacity, project team, qualifications and experience in school-based claiming. Applicant adequately addresses experience working in collaboration with CDE, DHCS, COEs or other relevant partners. Applicant provides limited assurance of capacity and willingness to perform duties of RFA. Applicant has adequate experience claiming as a result of program expansion. Applicant demonstrates adequate experience developing or distributing outreach or training materials. | Minimally or does not describe the applicant’s capacity, project team, qualifications and experience in school-based claiming. Applicant minimally addresses or does not address experience working in collaboration with CDE, DHCS, COEs or other relevant partners. Does not provide an assurance of capacity and willingness to perform duties of RFA. Applicant has little or no experience claiming as a result of program expansion. Applicant demonstrates little or no experience in developing or distributing outreach or training materials. |

### Prompt 2: Demonstration of Expertise in LEA BOP Policies, Procedures and Medi-Cal Claiming—20 Points

| **Outstanding(20–16 points)** | **Good(15–10 points)** | **Adequate(9–5 points)** | **Minimal(4–0 points)** |
| --- | --- | --- | --- |
| Thoroughly, clearly and convincingly describes the applicant’s knowledge of the LEA BOP and demonstrates a thorough knowledge or proven success in submitting claims through the LEA BOP, including through SPA 15-021 program expansion. Applicant demonstrates depth/breadth of claiming in LEA BOP. Describes a thorough understanding of documentation requirements and has identified best practices to ensure claims have proper supporting documentation. Displays a thorough understanding of the audit process and cost settlement process. Demonstrates a proven ability to enhance services on school sites, resulting in increased access of care for students and LEA BOP reimbursement. Thoroughly and clearly outlines established goals related to SPA 15-021 program expansion and demonstrates additional claiming of newly covered LEA BOP services and/or practitioner types related to SPA 15-021. | Strongly describes the applicant’s knowledge of the LEA BOP and demonstrates a strong knowledge or success in submitting claims through the LEA BOP. Applicant has strong depth/breadth of claiming in LEA BOP. Applicant describes a strong understanding of documentation requirements, the audit process and cost settlement process. Strongly demonstrates the ability to enhance services on school sites, resulting in increased access of care for students and LEA BOP reimbursement. Identifies goals related to SPA 15-021 program expansion and demonstrates ability to assist LEAs in understanding program expansion | Adequately describes the applicant’s knowledge of the LEA BOP and demonstrates some knowledge or success in submitting claims through the LEA BOP. Applicant has some depth/breadth of claiming in LEA BOP. Adequately describes an understanding of documentation requirements, the audit process and cost settlement process. Adequately describes the ability to enhance services on school sites, resulting in increased access of care for students and LEA BOP reimbursement. Demonstrates knowledge of SPA 15-021 program expansion. | Minimally describes or does not describe the applicant’s knowledge of the LEA BOP or SPA 15-021 expansion. Applicant has little depth/breadth of claiming in LEA BOP. Minimally or does not describe success in submitting claims through the LEA BOP. Applicant conveys little or no understanding of documentation requirements, the audit process or cost settlement process. Minimally or does not describe the ability to enhance services on school sites, resulting in increased access of care for students and LEA BOP reimbursement. |

### Prompt 3: Experience with Underserved Populations—15 Points

| **Outstanding(15–12 points)** | **Good(11–8 points)** | **Adequate(7–4 points)** | **Minimal(3–0 points)** |
| --- | --- | --- | --- |
| Applicant clearly and thoroughly identifies challenges of small and/or rural LEAs, is knowledgeable about small or rural LEA challenges, is such an LEA, or is a consortium with representation of small/rural LEA(s). Applicant has clear and convincing experience engaging and serving at-risk communities and demonstrates success in this effort through LEA BOP claiming. Applicant demonstrates clear success in collaborating with LEAs who represent underserved populations. Applicant provides examples of their success in engaging and supporting small/ rural LEAs or at-risk communities. | Applicant identifies challenges of small and/or rural LEAs and a plan for working with these LEAs. Applicant demonstrates strong success in engaging and providing services to communities in need and collaborating with LEAs who represent underserved populations. Applicant demonstrates strong knowledge of the challenges and opportunities for increasing access to health care through LEA BOP for at-risk communities and includes examples of this work. | Applicant adequately identifies challenges of small and/or rural LEAs. Applicant demonstrates adequate success in engaging communities in need or collaborating with LEAs who represent underserved populations. Applicant demonstrates adequate knowledge of the challenges and opportunities for increasing access to health care through LEA BOP for at-risk communities. | Applicant minimally describes or does not describe challenges of small and/or rural LEAs. Applicant demonstrates little to no success in collaborating with LEAs who represent underserved populations. Applicant demonstrates little knowledge or no knowledge of the challenges and opportunities for increasing access to health care through LEA BOP for at-risk communities Applicant does not demonstrate success or demonstrates limited success in engaging or serving communities in need. |

### Prompt 4: Proposed Approach to Technical Assistance—30 Points

| **Outstanding(30–23 points)** | **Good(22–16 points)** | **Adequate(15–8 points)** | **Minimal(7–0 points)** |
| --- | --- | --- | --- |
| Thoroughly, clearly and convincingly describes the overall process, methods, strategies that will be used to provide guidance to LEAs. Thoroughly and clearly details the innovative practices and creative approaches to engage and support LEAs in LEA BOP billing. Thoroughly describes how the applicant plans to measure success of the technical assistance program, including key performance measures. Thoroughly describes plans and process to ensure accurate technical assistance and resources are provided to LEAs. | Strongly describes the overall process, methods, strategies that will be used to provide guidance to LEAs. Strongly details innovative practices or creative approaches to engage and support LEAs in LEA BOP billing. Strongly describes how the applicant plans to measure success of the technical assistance program, including a general description of performance measures. Clearly describes plans to ensure accurate technical assistance and resources are provided to LEAs. | Adequately describes the overall process, methods, strategies that will be used to provide guidance to LEAs. Adequately describes innovative practices to engage and support LEAs in LEA BOP billing. Adequately describes how the applicant plans to measure success of the technical assistance program. Adequately describes plans to ensure accurate technical assistance and resources are provided to LEAs. | Minimally describes or does not describe the overall process, methods, strategies that will be used to provide guidance to LEAs. Minimally describes or does not describe any innovative or creative practices to engage and support LEAs in LEA BOP billing. Minimally describes or fails to describe how the applicant plans to measure success of the technical assistance program. Minimally describes or fails to provide plans to ensure accurate technical assistance and resources are provided to LEAs. |

### Prompt 5: Detailed Work Plan for Program Year 1 (6/27/22–6/30/23)—20 Points

| **Outstanding(20–16 points)** | **Good(15–10 points)** | **Adequate(9–5 points)** | **Minimal(4–0 points)** |
| --- | --- | --- | --- |
| Narrative and timeline thoroughly, convincingly, and clearly describes the proposed activities, materials, communication strategies that will be implemented. Work plan contains a thorough description of how the applicant will develop a technical assistance program that can be shared and scaled each year. Timeline addresses the annual required progress report. If there are plans to partner or contract with other agencies or businesses, partner roles, activities and expected work products are clearly and thoroughly identified and included in the timeline or workplan. | Narrative and timeline strongly describes proposed activities, materials, communication strategies that will be implemented. Work plan contains a strong description of how the applicant will develop and roll out a technical assistance program, including a clear timeline of activities. Timeline addresses the annual required progress report. If there are plans to partner or contract with other agencies or businesses, partner activities and work products are strongly identified and included in the timeline or workplan. | Narrative and timeline adequately describes proposed activities, materials, communication strategies to implement the technical assistance program. Work plan adequately describes how the applicant will roll out a technical assistance program. Applicant includes a general timeline of proposed activities. Timeline addresses the annual required progress report. If there are plans to partner or contract with other agencies or businesses, partner activities and work products are adequately identified and included in the timeline or workplan | Narrative and timeline minimally describes or fail to describe proposed activities, materials, communication strategies to implement the technical assistance program. Work plan does not describe or minimally describes how the applicant plans to roll out the technical assistance program, including a timeline. Timeline fails to include the annual required progress report. If there are plans to partner or contract with other agencies or businesses, minimal or no partner activities or work products are identified or included in the timeline. |

### Prompt 6: Budget Workbook and Narrative—5 points

| **Outstanding(5 points)** | **Good(4 points)** | **Adequate(3 points)** | **Minimal(2–0 points)** |
| --- | --- | --- | --- |
| Thoroughly, clearly and convincingly identifies the expenses for a $500,000 budget. Provides a thorough budget narrative that describes each line item that supports the proposed activities in the initial grant period. Budget is clearly tied to program development and planning activities, as indicated in the detailed Program Year 1 work plan. | Strongly identifies the expenses for a $500,000 budget. Provides a concise and strong budget narrative for each line item that is clearly tied to the proposed activities for the initial grant period. Budget is generally tied to program development and planning activities as indicated in the detailed Program Year 1 work plan. | Adequately identifies the expenses for a $500,000 budget. Provides a brief, yet adequate, budget narrative that supports the proposed activities in the detailed Program Year 1work plan. | Minimally identifies or does not identify the expenses for a $500,000 budget. Brief budget narrative does not demonstrate the support of the proposed activities. |

## Lead LEA BOP Specialist Grant Checklist

The complete Lead LEA BOP Specialist grant application consists of the following components:

1. Cover Page with applicant’s name, primary contact information and required signatures as indicated in the Submission Process section of this RFA.
2. Application Narrative addressing Prompts 1–5 (not to exceed 15 pages). Please provide the completed Application Narrative as an attachment to your electronic grant application submission, addressing the following Prompts:
* Prompt 1: Applicant’s Capacity
* Prompt 2: Demonstration of Expertise in LEA BOP Policies, Procedures and Medi-Cal Claiming
* Prompt 3: Experience with Underserved Populations
* Prompt 4: Proposed Approach to Technical Assistance
* Prompt 5: Detailed Work Plan for Program Year 1 (6/27/22–6/30/23)
1. Budget Workbook and Narrative—Excel attachment that addresses Prompt 6 (not subject to the 15-page limit).