

Southwest Washington Request for Responses (RFR) Frequently Asked Questions (FAQ)

Question 1: Are there any formatting guidelines that need to be followed?

There are no formatting guidelines that need to be followed. However, font size should be within reason.

Question 2: Should the documentation be submitted as a single file, or should there be separate files for each exhibit and one for the application?

Separate attachments, with the budget as an excel file, are preferred.

Question 3: Can an organization apply while they are waiting for approval from the Department of Health to become a Behavioral Health Agency?

Yes, an organization can apply as a Behavioral Health Agency while waiting for approval from the Department of Health. Please include information, such as when the application was submitted and any communication you've received in your RFR application.

Question 4: What monthly and quarterly reporting is required? Are there standardized templates?

An invoice and Monthly Service Report is required monthly, and an annual progress report is also required. Carelton has standardized templates, and these will be provided.

Question 5: The grant is for three years, but the Budget Worksheet is only for one year. How do we submit this?

Please submit the budget to be used consistently across all three years.

To submit additional questions, please email
[**behavioralhealth_waaso@carelon.com**](mailto:behavioralhealth_waaso@carelon.com).