



Frequently Asked Questions

How do I know if my agency is eligible to apply?

Any agency that hires and supervises clinical qualified treatment trainee (QTT) positions. In general agency type certification may be provided including DHS 35/75 clinics, Federal Qualified Health Centers (FQHC), Indian Health Service/Tribal Health/Urban Indian Health Organizations, other health center program through HRSA-BPHC or FQHC Look-Alike, or any other practice of 2 or more licensed professionals provided psychotherapy or outpatient mental health, qualified to bill Medicaid.

Does my agency have to be a not-for-profit agency to apply?

No, both non-profit and for-profit agencies are eligible to apply for the QTT Grants Program.

My agency has several different services and clinic locations. How should I answer questions on the application pertaining to the agency and service delivery (i.e. Medicaid billing levels)?

Please only give information pertaining to the location(s) where the QTT(s) are primarily located and delivering services.

What is the Expanding Agency Award?

The Expanding Agency Award supports agencies that have historically hired and supervised QTT positions to expand their supervision and hiring to additional QTT positions. Agencies should be able to demonstrate and increase QTT hiring over the average of the previous two fiscal years (state fiscal year July 1-June 30).

What is a Qualified Treatment Trainee?

A Qualified Treatment Trainee (QTT) is a post-graduate clinician in social work (Certified Advance Practice Social Worker/CAPSW), Counselor (Licensed Professional Counselor – in training/LPC-IT), or Marriage and Family Therapist (Marriage and Family Therapists – in training/MFT-IT) that is completing supervised clinical hours for advanced clinical licensure.

What is a Designated Supervisor?

A QTT designated supervisor is selected on the QTT Expanding Agency Award application. The selected supervisor can be any clinical supervisor of post-graduate trainee/QTT positions (CAPSW, LPC-IT, MFT-IT). The selected supervisor should be a clinical supervisor and will participate in the 6-month supervisor professional development initiative.



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Can I save and continue my application at a later date?

Yes, upon first login you will create an account to log into the application in future sessions. Please note you should not submit the application until you have completed the full application. Once you submit your application you will not be able to access it again.

When is my application due?

The application deadline is October 5, 2024 11:59pm

What are the requirements for the grant?

Full grant requirements can be found in the “Grant Program Description” and is outlined in the grant funding award agreement. All deliverables/grant activities must be completed by 5/16/25.

My agency already received a QTT Grant in previous program years. Are we eligible to apply again?

Yes, agencies that were previously awarded a QTT grant are eligible to apply again. Please make sure to review the “Grant Program Description” for updated information about returning agency eligibility and requirements in FY25.

Will we receive any feedback on our application?

At this time individualized feedback will not be given on applications prior to or after submission. Please refer to the “Grants Program Description” and “Application Preparation Guide” for the grant priority criteria your application will be evaluated on.

When will my agency be notified of grant award/application status?

Agency award notification is scheduled for 10/18/24.

My application is not appearing or “apply now” button not appearing?

Ensure you are viewing the application as an organization. Once logged in to the SM Apply site make sure you have set up an organization and switched to “organization view” by clicking your name in the top left corner of screen and selecting your registered organization. For more information please review the “Step by Step Application Guide”.

Is there a limit to how many supervisors can participate in the professional development initiative?

Each agency should complete one application and select one designated supervisor. Only the designated supervisor is guaranteed a spot to participate in the professional



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development initiative, more supervisors from participating agencies may be invited to participate depending on cohort size and capacity.

Can I submit a physical copy of the application?

No, all applications must be submitted through the SM Apply application platform:

<https://uww-citee.smapply.io/>

I need to change my grant payment address?

If you need to change your payment address from what was originally submitted on your financial paperwork please contact citee-qtt@uwm.edu

When will my agency receive grant funds?

Grant payment will be issued upon receipt and successful review of all required documentation/activities/deliverables submitted via the designated online platform. Grants will be reviewed monthly starting in January 2025 and conclude in May 2025. Once all requirements have been met, grant payment will be issued and may take 4-6 weeks to be processed and received by your agency. If you have not received your grant payment or need to inquire about your grant payment status please contact citee-qtt@uwm.edu.

How will I submit progress documentation/deliverables?

All progress documentation/deliverables will be completed on the SM Apply online application platform: <https://uww-citee.smapply.io/>. This process will begin in January 2025 and all required documentation must be received by 5/16/25.

Do I need to report expenses, budgets, or other financial information once the grant has been received?

No, the QTT grant award is paid in a full lump sum upon completion of grant documentation/activities. Additional financial documentation is not required once the grant payment has been issued upon successful grant completion.

My agency is unable to hire a QTT position, will we still receive the grant?

If your agency received an Expanding Agency Award and is unable to meet the hiring goal in the Additional Hire Documentation Form, please contact CITEE in writing. Alternative documentation may be provided after review of alternative documentation process.

When does the grant conclude?

All program activities and progress documentation/deliverables will conclude by 5/16/2025.

**Is the QTT Grant Taxable?**

The QTT Expanding Agency grant and most agency level awards are not taxable. Individual awards may be taxable but should be reviewed based on award type and with a tax/financial professional.

I'm having technical difficulties with the application. Who can assist?

For technical assistance please contact the QTT Grants email – cite-qtt@uwm.edu