

# I have a question about my SBMH/MHSP grant. Who should I contact?

As you continue to implement your School Based Mental Health (SBMH) or Mental Health Service Professional (MHSP) grant projects, you may have some questions regarding when to contact the technical assistance center (METRICS) as opposed to your US Department of Education Federal Project Officer (FPO). Please keep in mind, your FPO is your first line of contact regarding your grant; however, there are some technical areas in which METRICS is particularly well-suited to provide assistance.

Here are some guidelines to help you decide who to contact:



U.S. Department of  
Education



CONTACT YOUR ED PROGRAM OFFICER FOR:

CONTACT METRICS TECHNICAL ASSISTANCE FOR:

## NEW GRANT TEAM MEMBERS

Changes or updates to your key personnel, including the project director and authorized representative

## DATA ASSISTANCE

Questions about data collection or data analysis

## GRANT REPORTING

Questions about grant reporting including interim, annual, and final performance reports

## PRACTITIONER ADVICE

School mental health best practices and resources

## EXPENSES

Questions about allowable and reasonable expenses

## CREDENTIALING

Questions related to credentialing of school mental health practitioners

## PLAN/BUDGET CHANGES

Requests for changes to your project plan or budget

## RECRUITMENT AND RETENTION ADVICE

Best practices and resources to promote recruitment and retention of a school mental health workforce

## INDIVIDUAL HELP

Individualized assistance to promote meeting grant targets and support continual continuous improvement

Still have questions? Reach out to METRICS anytime!  
We would love to talk with you!

[support@metricscenter.org](mailto:support@metricscenter.org)