



Developmental Disabilities
Mental Health & Addiction Services



REQUEST FOR PROPOSAL (RFP)
FY2018-2019 Strong Families, Safe Communities Grant:
Helping Ohio's Children & Youth in Crisis
Request for Proposal Issued April 3, 2017
MHA-18-19-BCYF-SFSC-010

Proposals must be submitted by 5:00 p.m. May 26, 2017

Documents may be found at: <http://mha.ohio.gov/Default.aspx?tabid=725>

I. Funding Opportunity & Population of Focus

The Ohio Departments of Developmental Disabilities and Mental Health and Addiction Services are seeking collaborative community proposals to establish treatment models of care that focus on crisis stabilization for children and youth with intensive needs, including children and youth with intellectual/developmental disabilities and/or behavioral health needs.

This program is aimed at serving Ohio's youth in crisis through local, community-driven solutions. All proposals must meet the guidelines and requirements of this RFP. For FY's 2018-2019, proposals are welcomed from previous responders as well as new collaborative groups. Please read the RFP instructions carefully. This program is in its fifth year and has established new and expanded criteria.

II. Purpose

Governor Kasich and the State of Ohio are committed to improving care coordination and providing support for families with children in crisis who present a risk to themselves, their families, or others because of mental illness and/or an intellectual or developmental disability. Many children who are at risk are not engaged in treatment programs and may not be known to the community until a crisis unfolds. Care coordination and targeted crisis intervention services can quickly stabilize a child's health. Support for these families in need will reduce risk of harm and help the family remain together.

A. Eligible Applicants

Applicants must be multi-county collaborations that include representation from Mental Health and Developmental Disability system partners (provider organizations, county boards, etc.). No single county proposals will be considered. Applicants must demonstrate the capacity to implement the project and provide services in the first 6 months of the funding period.

B. Funding Period: Proposed services will be for a one-year period from July 1, 2017 through June 30, 2018 with a potential second year of funding for services for the

period of July 1, 2018 through June 30, 2019, depending on availability of funding and progress toward objectives.

- C. Amount of Funding Available:** New proposals from applicants that have not received a grant, either directly or as part of a collaborative from previous years, are eligible to apply for up to \$350,000 for a one-year period on a collaborative project. Applicants that have received previous awards are eligible to apply for up to \$350,000 but MUST INCLUDE at least one additional county that has not been included in the previous award. Grantees may submit either a one-year or two-year proposal. Grantees will be reimbursed based on actual allowable expenses. These are defined in the Grant Budget Line Item Policies document located here: <http://mha.ohio.gov/Portals/0/assets/Funding/Allocations/SPF2017/Fiscal-Budget-Definition-Reference-Guide.pdf>

III. Scope of Work

- A.** Proposals must target care coordination and crisis stabilization for youth ages 8-24 who exhibit aggressive or violent behavior and are at risk for out-of-home placement, including youth with intellectual/developmental disabilities. Models of care proposed should include some of the following: intensive care coordination, crisis stabilization and treatment, therapeutic mentoring, family respite/support and risk reduction.
- B. New requirement for FY 18-19:**
- Care coordination programs and services that include the following youth and family empowerment are encouraged to apply: high fidelity wraparound, Dialectical Behavior Therapy (including adapted DBT), Intensive Home-Based Treatment, Transition to Independence, as well as other Family and Systems Therapy models that are evidence-based, evidence-supported, or promising practices.
 - Proposals must clearly demonstrate collaboration across counties and systems, a plan for evaluating the success of the project, and an outline of how services will be sustained after the grant period.
 - Projects must demonstrate meaningful partnerships with youth/young-adults with lived experience, as well as parents with children/youth with mental health or developmental disabilities. The youth and parents should have an active leadership role in all aspects of the project including: planning, meetings, team building, marketing, training, evaluation, and be voting members of any formal committees.
- C. New requirement for FY 18-19:**
- Applications must include a letter of commitment for each collaborating system partner. At least one local Family and Children First Council must be included in the collaboration. The letters of commitment must demonstrate specific deliverables of how each system partner will meet the identified goals for the project. Other system partners that are strongly encouraged to be included in the project include: schools, education service centers, first responder agencies,

courts, public children's service agencies, behavioral health provider agencies, developmental disability agencies, physical healthcare organizations including hospitals, youth peer support organizations with lived experience (e.g. YouthMOVE) and parent peer support groups with lived experience.

D. New for FY 18-19:

- Proposals that demonstrate implementation of the SAMHSA defined System of Care framework will receive **3 bonus points**. Information on System of Care can be found here:
https://gucchd.georgetown.edu/products/PRIMER2ndEd_FullVersion.pdf
- Proposals that include collaboration with agencies and organizations that are Trauma-Informed will receive **3 bonus points**
- Proposals that include Youth and Parent Peer Support specialists as full-time or part-positions will receive **3 bonus points**.

IV. Questions, Technical Assistance, and Updates

- A. All questions must be submitted electronically no later than 4:00pm May 5, 2017 to BCYFgrants@mha.ohio.gov. No questions will be answered after the deadline.** Responses will be posted under SFY 18-19 Strong Families, Safe Communities RFP at <http://mha.ohio.gov/Default.aspx?tabid=725>

You may NOT contact any OhioMHAS or DODD staff member directly with questions regarding this RFP. Contacting staff directly with questions could result in disqualification of a proposal.

- B.** The RFP, accompanying documents and all questions and answers will be posted on the OhioMHAS website. Interested parties are required to monitor this website (<http://mha.ohio.gov/Default.aspx?tabid=725>) for any updates to the RFP.
- C. Anticipated Date of Award Announcement:** Applicants will be notified **after July 1, 2017**

V. Proposal Contents

The combined page limit for the proposal narrative and applicant qualifications and experience sections is eight (8), single-spaced pages in 12 point Times New Roman font. This page limit does not include the cover sheet, the budget table and budget narrative, letters of commitment, or any memoranda of understanding with collaborating partners. Proposals must include the following:

A. Cover Sheet, including:

1. Name of applicant's collaborating members and brief description of role of each member, designated contact's address, email, and phone number; fiscal agent's name, affiliation, email and phone number and, federal tax ID
2. Amount of funding requested, and
3. Brief abstract of proposal (300 words or less)

B. Proposal Narrative

The applicant must describe the approach to improving care coordination and providing support for families with children in crisis who present a risk to themselves, their families, or others because of mental illness and/or an intellectual or developmental disability.

The project description must include implementation activities proposed for year one, as well as activities proposed for potential renewal year two, if applicable.

- ✓ Problem Statement
 - ✓ Intervening Variable(s)
 - ✓ Strategy(s) & Intervention(s)
 - ✓ Implementation plan and timeline
 - ✓ Demonstrated Capacity
 - Documented experience in subject matter area programming
 - Documented experience in proposed populations of focus
 - Documented experience in proposed skills, models and tools
 - ✓ Expected Outputs
 - ✓ Expected Short-Term Outcome
 - ✓ Collaboration approach
 - ✓ Expected sustainability plan
- C. Letters of Commitment from each participating system, describing the specific deliverables as they relate to the goals for the project. Commitment is required from: at least one county mental health system partner, one developmental disability system partner, and one county Family & Children First Council. More than one county system partner per proposal is recommended but not required.
- D. Any formal **Memoranda of Understanding (MOU)** with defined roles and responsibilities to document partnership and collaboration.
- E. **Budget and Budget Narrative**
Proposals must include a budget that identifies all costs to complete the tasks described in the proposal. The budget must encompass all aspects of the proposed work, including any travel necessary for completing the work. All travel must be at State of Ohio rates. The budget narrative must outline each resource assigned to a task, including the resource’s hourly rate, and the estimated number of hours that the resource is expected to expend on the task.

New Requirement for FY 18-19: A Budget Expenditure Reporting Tool is provided with this RFP. The workbook contains 6 worksheets. The main budget worksheet is called “**Main Worksheet RFP Budget Detail.**” This is the worksheet to enter your numbers. The travel worksheet is optional (use only if the project includes travel). If the project is awarded, the worksheet labeled “GFMS Budget Summary” is what will need to be entered into the GFMS budget application system.

VI. Proposal Submission

- A. **Proposal Due Date is 5:00 p.m. on Friday May 26th.** Proposals must be received by this time to be considered. Risk of delay or failure of delivery rests with the applicant.
- B. **Where to Submit:** All proposals must be submitted to BCYFgrants@mha.ohio.gov
No faxed, mailed, courier delivered, or hand carried proposals will be accepted.

RFP Issued	April 3, 2017
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Question period end	May 5, 2017
Proposals due	May 26, 2017
GFMS entry by applicants	July 1 - July 30, 2017
Projects begin	Upon receipt of NOSA

VII. Proposal Evaluation

Proposals will be scored using the point values provided below.

Review Criterion	Points Possible
1) Cover sheet complete	2
2) Abstract	3
3) Proposal content fits program purpose and population of focus	3
4) Project description components:	
a) Problem Statement	3
b) Intervening Variable(s)	3
c) Strategy(s) & Intervention(s)	3
d) Implementation plan and timeline	3
e) Demonstrated Capacity	
1) Documented experience in subject matter area programming	3
2) Documented experience in proposed populations of focus	3
3) Documented experience in proposed skills, models and tools	3
f) Expected Outputs	3
g) Expected Short-Term Outcome	3
5) Collaboration across counties and systems	3
6) *Bonus: SAMHSA System of Care Framework implementation	3
7) *Bonus: Collaboration with Trauma-Informed agencies/organizations	3
8) *Bonus: Youth and Parent Peer Support FTEs	3
9) Budget & Budget Justification and sustainability plan	3
Total Possible Score	
50	
Rating	Explanation
0	Is Not Addressed. Proposal does not comply with the requirement and/or does not address expectations for the criterion.
1	Weak. Proposal does not substantially meet the requirement and/or does not substantially meet expectations for the criterion.
2	Meets. Proposal meets the requirement, and meets expectations for the criterion.
3	Exceeds. Proposal exceeds the requirement and exceeds expectations for the criterion.

*Note: Item #6, #7, and #8 are bonus items. The maximum points available is 50.

VIII. Conditions of Award

- As authorized in Ohio Revised Code Section 5119.61, OhioMHAS will collect information and data from awardees. Awardees will provide required information and data electronically, through the Grants Financial Management System (GFMS) online reporting system. All information and data will be reviewed by project staff. Failure to comply with reporting requirements shall result in further action by OhioMHAS, which may include withholding of funds.
- The Department reserves the right to make no award, make an award for a lesser amount, make an alternative award for the specified project or make an award for a shorter duration. The

Department reserves the right to ask clarifying questions, issue conditional awards, and negotiate a best and final proposal with one or more applicants(s). The Department reserves the right to waive errors and omissions that do not materially affect the proposal. Errors and omissions may result in lower evaluation scores or rejection of the proposal.

3. Awardees will be solely responsible for reporting, withholding, and paying all employment-related taxes, payments, and withholdings for themselves and any personnel, including but not limited to: federal, state, and local income taxes, social security, unemployment or disability deductions, withholdings, and payments.
4. Awardees must execute OhioMHAS Agreement and Assurances upon notice of award. No requests for edits, additions or deletions will be considered. This is non-negotiable. Please read the OhioMHAS Agreement and Assurances prior to submission of your application and do not apply if you are unable to comply with any component. (A copy of the Agreement and Assurances can be found on our website at <http://mha.ohio.gov/Default.aspx?tabid=725> on the right hand side).
5. Funding note: Once applications have been finalized in the GFMS system, draw-down requests can be made. Awardees have some flexibility in timing and amounts of draw-down requests. Requests cannot be made more than one time per month; requests can be monthly, quarterly, or on another schedule that meets awardees needs. Requests for advance funds can be made for expected expenditures within 30-days (e.g., payroll, purchase orders, etc.). Draw-down request amounts are not required to be equal across requests and can be variable based on expected expenditures.
6. The following conditions apply to deliverables provided by the awardee:
All items, products, deliverables and intellectual property developed, produced, dependent upon, derived from and/or begun as a result of this award shall:
 - Identify OhioMHAS and, if applicable, the federal grant, as the funding source;
 - Reserve to OhioMHAS – and to the federal government, a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for public purposes, and to authorize others to do so;
 - Be provided to OhioMHAS as specified in the award; and
 - Be approved by OhioMHAS before dissemination.

This paragraph does not apply to copyrighted materials purchased or licensed for use pursuant to this award except to the extent that the rights of copyright ownership were purchased with grant support.

Proposals must be submitted by 5:00 p.m. on May 26, 2017