



Promoting wellness and recovery

John R. Kasich, Governor • Tracy J. Plouck, Director • 30 E. Broad St. • Columbus, OH 43215 • (614) 466-2596 • mha.ohio.gov

To: Ohio Specialized Dockets
From: Christopher Nicastro, LPCC-S
Chief, Bureau of Criminal Justice

Date: May 5, 2017

Re: Specialized Docket Payroll Subsidy Project Funding Opportunity Request for Applications (RFA)

Introduction

The Ohio Department of Mental Health and Addiction Services (OhioMHAS) is pleased to announce that the Specialized Docket Payroll Subsidy Project will be available to specialized dockets not currently receiving funding from this initiative. The funding will be available for the periods of July 1, 2017 through June 30, 2018 (SFY 18) and July 1, 2018 through June 30, 2019 (SFY 19). Please note: Funds supporting this project are granted based on an estimate of state and federal funds for mental health and addiction services in Ohio. Should funding be reduced below the estimated level, the amount of funds approved for this project may be reduced or terminated per written notice to the applicant by Ohio MHAS.

Eligibility

This opportunity is available to all drug courts and other specialized docket programs provided:

1. The project targets participants with drug addiction.
2. The project receives no other funding from OhioMHAS.
3. The project has achieved, at a minimum, initial certification from The Supreme Court of Ohio. Please note: A specialized docket program that has received initial certification and receives an award through this initiative will not receive its funds from the Department until the Department has received a copy of its final certification. The deadline for submission of final certification is October 31, 2017. Any awarded specialized docket with initial certification that fails to submit a copy of its final certification by this deadline will receive a letter stating that the award for this two-year period has been nullified and is ineligible for funding.

Total funding available

There is a total of \$600,000 available: \$300,000 for SFY 18 and \$300,000 for SFY 19. Projects selected for award will receive funding for this two-year period; however, separate applications are required each year. Applicants will not request an amount of funds; rather, awards will be determined by the size of the specialized docket and will vary between \$15,000 and \$50,000 per year. Each project will identify the number of clients it will be serving during the period of July 1, 2017 through June 30, 2018. The award amount for SFY 19 will not exceed the SFY 18 award*.

Applicant courts with current final certification for their projects that have been operational for one year or more are required to provide the number of clients served during the past twelve months. Acceptable documentation includes:

1. Report(s) prepared by the project staff for submission to the court and/or other funding sources.

2. A letter signed and dated by the specialized dockets judge stating the number of clients served over the past twelve months.

Applicant courts with current final certification for their projects that have been operational for less than one year, and courts that have achieved initial certification, are required to provide documentation to identify the number of clients served since the project's inception as well as the project's proposed capacity. Acceptable documentation includes:

1. Reports prepared by the project staff for submission to the court and/or other funding sources.
2. A letter signed and dated by the specialized dockets judge stating the number of clients served since the project's inception as well as the project's capacity.
3. The project's capacity as identified in the *Program Description* submitted to The Supreme Court of Ohio for certification if the project provided this information.

*Please note: Applicants that over-project the number of clients to be served and fail to meet the projection are subject to an award reduction in SFY 19.

Use of funds

Each selected specialized docket may use its funds for any of the following:

1. Personnel costs
This includes salary and fringe benefits for project staff.
2. Addiction treatment
This includes assessments, in-patient and ambulatory detoxification services, residential treatment and outpatient counseling.
3. Drug testing
This can be for payments to certified laboratories or for drug testing supplies (instant tests).
4. Medication assisted treatment (MAT) medications
The most commonly used are Vivatrol©, Suboxone© and buprenorphine.
5. Recovery supports
This includes recovery housing, supportive employment, recovery coaching and transportation services.

Project application

The project application is on the Department's website: <http://mha.ohio.gov/Default.aspx?tabid=725>

Supplier (Court) identification and method of payment

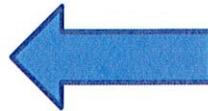
Each court will receive its payments via electronic funds transfer (EFT). Due to this method of payment, each court must have its own Ohio Administrative Knowledge System (O.A.K.S.) address identification number and its own EFT number. If the applicant court does not have its own O.A.K.S address identification number and/or EFT number, it can apply for both at <http://ohiosharedservices.ohio.gov/> Upon entering this website, please click on "Suppliers Website" and complete all steps to secure both the address I.D. and EFT numbers. If the applicant court believes it already has one or both numbers, it can contact Ohio Shared Services at 1-877-644-6771. Please be advised that you must have your city or county's nine-digit tax identification number available for Ohio Shared Services to verify the information you request. Please be further advised that the applicant court cannot use its auditor's or finance director's address, O.A.K.S. address I.D. number or EFT number.



Suppliers Website

State Forms

Travel and Expense



Award selection

Project awards will be made in the order in which the applications are received. Each application must be completed in its entirety. The following are required:

1. A copy of current Supreme Court certification. If the specialized docket has achieved final certification, a copy of the certificate must contain the certification end date.
2. Documentation of the number of clients the program proposes to serve.
3. The one-page project application must contain all the following:
 - a. The full name of the applicant court (not the name of the project)
 - b. The type of specialized docket (i.e., drug court, veterans court)
 - c. The full address of the court, including zip code
 - d. The court's contact person's name, title, telephone number and extension (if applicable)
 - e. The complete nine-digit tax identification number
 - f. The city or county's full ten-digit O.A.K.S. number
 - g. The court's O.A.K.S. address identification number
 - h. The court's O.A.K.S. EFT number
 - i. The number of clients to be served during the period. This number must be consistent with the documentation described in the "Total funding available" section of this announcement.
 - j. When the project became operational
 - k. The name and title of applicant who completed the form
 - l. The attestation must include the name, title and signature of the authorized agent

Please note: All applications will be screened to ensure that these requirements are included. Only those applications that are submitted in their entirety and contain all the required information and documentation

will be assigned a received date. Applicants that submit incomplete information will be notified by email and informed the deficiency(ies). A received date will be assigned when the completed application and required documentation is re-submitted.

Participation in the Grants and Financial Management System (GFMS)

Awarded projects will receive an award notice via email. By no later than 30 days after the award date, the project must complete an abbreviated online application through the OhioMHAS Grants and Financial Management System (GFMS). Awarded projects will need to provide its city or county DUNS number and two additional documents for this on-line grant application:

1. The "Schedule of Findings" section from the latest completed county/city audit
2. A copy of the county's/city's liability insurance showing the amount of general liability insurance and dates of coverage. This can be a copy of its County Risk Sharing Authority (CORSA) coverage, Public Entities Pool of Ohio coverage, or that of a private insurance carrier. If the county/city is self-insured, the applicant court must provide a letter from the county/city prosecutor's office, auditor or any local government official who has the authority to write this letter. The letter cannot be written by the applicant court.

Technical assistance will be provided to awarded courts to complete the GFMS process.

Required reports

Each awarded project must submit midyear and year end outcome and expenditure reports by the stated deadlines. These reports can be viewed on the Department's website:

<http://mha.ohio.gov/Default.aspx?tabid=299>

Application due date

All applications and accompanying documentation must be submitted via email at:

Specialized.docket@mha.ohio.gov This solicitation will remain open until such time as all available funds have been awarded.

Questions and answers

All prospective applicants must submit their questions in writing to Specialized.docket@mha.ohio.gov by no later than 6/2/2017. Questions and answers will be posted at: <http://mha.ohio.gov/Default.aspx?tabid=725>

Recommended Steps

1. Review this announcement with the specialized docket judge and any other personnel as determined by your court.
2. Determine if your court has its own O.A.K.S I.D. and EFT numbers. If it does not, complete the online process through Ohio Shared Services. If you are required to submit any documents to Ohio Shared Services, please email them: Supplier@ohio.gov Sending documents via FAX could extend the processing time.
3. Secure the aforementioned documentation that supports the number of clients your specialized docket will serve in SFY 18.
4. Complete the one-page application. Scan the application and supporting documentation, and email by the stated deadline.