



Developmental Disabilities
Mental Health & Addiction Services



REQUEST FOR PROPOSAL (RFP)
FY2016 Strong Families, Safe Communities Grant:
Helping Ohio's Children & Youth in Crisis
Request for Proposal Issued April 27, 2015

Proposals must be submitted by 5:00 p.m. on Friday May 29th

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

I. Funding Opportunity

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.

This is the third round of funding aimed at serving Ohio's youth in crisis through local, community-driven solutions. The Departments funded a total of 40 projects in state fiscal years 2014-15. For the 2016-17 state fiscal years, proposals are welcomed from previous responders as well as new collaborative groups. All proposals must meet the guidelines and requirements of this RFP.

II. Background and 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 or a 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 provider organizations. No single county proposals will be considered.

Applicants must demonstrate the capacity to ramp up proposed projects quickly and begin services in a short time frame.

B. Fund Source and Requirements

1. **Period of Funding:** Proposed services will be for a one year period from July 1, 2015 through June 30, 2016 with a potential second year of funding for services for the period of July 1, 2016 through June 30, 2017, depending on availability of funding and progress toward objectives.
2. **Amount of Funding Available:** Proposals should not exceed \$300,000 for a

one-year period collaborative project. 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/Default.aspx?tabid=500>

III. Scope of Work

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. 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. Proposals must include evidence of 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.

Grantees will be required to complete the Performance Measurement Worksheet (PMW) in January (Mid-Year report) and July (Year-End report). A copy of the PMW template is posted at: <http://mha.ohio.gov/Default.aspx?tabid=725>

The PMW should be attached in the on-line Grant Management System (Proving Ohio's Prevention Success POPS) in the Reports tab (Program Summary Report sub-field).

IV. Questions, Technical Assistance, and Updates

- A. **All questions must be submitted electronically no later than 4 pm May 22, 2015 to MHAS-OPWGRANTS@mha.ohio.gov. No questions will be answered after the deadline.** Responses will be posted under SFY 16-17 Strong Families, Safe Communities RFP at <http://mha.ohio.gov/Default.aspx?tabid=725>

You may NOT contact any OhioMHAS 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 June 11, 2015

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, 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 or a developmental disability.

All projects must provide information on the following sections of a logic model (see <http://mha.ohio.gov/Default.aspx?tabid=696> for further information). See <http://mha.ohio.gov/Default.aspx?tabid=725> for a power point presentation.

Applicants may select a format that is easiest for them to convey their approach. A table is optional. 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. Any formal Memoranda of Understanding (MOU) with defined roles and responsibilities to document partnership and collaboration.

D. 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. You must use the SFY 2016 Budget Expenditure Form and SFY 2016 Budget Narrative form.

VI. Proposal Submission

A. Proposal Due Date is **5:00 p.m. on Friday May 29th**. 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 MHAS-OPWGRANTS@mha.ohio.gov No faxed, mailed, courier delivered, or hand carried proposals will be accepted.

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|-----------------------------------|---------------------------|
| Question period end | May 22, 2015 |
| Proposals due | May 29, 2015 |
| POPS training webinar (IF NEEDED) | June 15, 2015 (1:00-2:00) |
| POPS entry by applicants | June 15 - 30, 2015 |
| Projects begin | Aug 1, 2015 |

VII. Proposal Evaluation

Proposals will be scored using the point values provided below.

| Review Criterion | | Points Possible |
|---|---|-----------------|
| 1) Abstract | | 3 |
| 2) 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 |
| 3) Collaboration across counties and systems | | 3 |
| 4) Budget & Budget Justification and sustainability plan | | 3 |
| Total Possible Score | | 36 |
| 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. | |

VIII. Conditions of Award

- A. OhioMHAS 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. OhioMHAS reserves the right to ask clarifying questions, issue conditional awards, and negotiate a best and final proposal with one or more applicants(s). OhioMHAS 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.
- B. OhioMHAS will not be liable for any costs incurred by applicant in responding to this RFP, regardless of whether the department awards through this process, cancels the RFP, or makes the award through a different process.
- C. Funding awarded pursuant to this grant depends on the availability of state and/or federal funds. Should funding be reduced or terminated, the amount of funds available for reimbursement under this grant may be reduced or terminated upon notice to awardee(s), without further obligation on the part of OhioMHAS.
- D. As authorized in Ohio Revised Code Section 5119.61, OhioMHAS will collect information and data from awardee. Awardee will provide required information and data electronically, through the Proving Ohio’s Prevention Success (POPS) 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.

- E. Awardees will be solely responsible for reporting, withholding, and paying all employment related taxes, payments, and withholdings for his/her self and any personnel, including but not limited to: Federal, State, and local income taxes, social security, unemployment or disability deductions, withholdings, and payments.
- F. 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. (For reference, a copy of the Agreement and Assurances can be found in Attachment 3).
- G. The following conditions apply to deliverables provided by the awardee(s): All items, products, deliverables and intellectual property developed, produced, dependent upon, derived from and/or begun as a result of this award shall:
 - 1. Identify OhioMHAS and, if applicable, the federal grant, as the funding source;
 - 2. Reserve to OhioMHAS - and to the federal government if this sub-award includes federal funds - 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;
 - 3. Be provided to OhioMHAS as specified in the award; and
 - 4. 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.
- H. **Implementation Deadline:** All SFY16 funds must be obligated by June 30, 2016.

Proposals must be submitted by 5:00 p.m. on Friday May 29th