

RFF-2022-013
REQUEST FOR FUNDING ANNOUNCEMENT
FOR
Project AWARE Environmental Scan (1)

This is a Request for Funding announcement (RFF) issued by the Family and Social Services Administration/*Division of Mental Health and Addiction (DMHA), School & Community Based Programs. (2)*

This RFF is intended to publicize the availability of Grant opportunities for services described herein. Neither the issuance of this RFF nor the receipt of any responses thereto shall create any obligation to the State of Indiana to make any award pursuant hereto. The award of any grant(s) as a result of this RFF shall be at the sole discretion of FSSA. Neither this RFF nor any response (“proposal”) submitted hereto are to be construed as a legal offer.

CONFIDENTIAL INFORMATION

Potential applicants are advised that materials contained in proposals are subject to the Indiana Public Records Act, IC 5-14-3 *et seq.*, and after the grant award may be viewed and/or copied by any member of the public, including news agencies and competitors. Potential applicants claiming a statutory exception to the Indiana Public Records Act must place all confidential documents in a sealed envelope clearly marked “Confidential” and must indicate on the outside of their proposal envelope that confidential materials are included and, in their cover letter, specify which statutory exception provision applies. The State reserves the right to make determinations of confidentiality. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to the Public Records Act, it may either reject the proposal or discuss its interpretation of the allowable exceptions with the applicant. If agreement can be reached, the proposal will be considered. If agreement cannot be reached, the State will remove the proposal from consideration for award and return the proposal to the applicant upon request. The State will not determine price to be confidential information.

COMPENSATION

FSSA/*DMHA (3)* encourages applicants, in their responses to the RFF, to be as creative as possible regarding cost to the State, as cost efficiency for the State will be a consideration in determining whether a grant(s) will be awarded based on responses to the RFF.

TERMS

This agreement shall be for a period of two months commencing on *August 1, 2022 (4)* (or from date of final State approval of grant), and terminating on *September 30, 2022 (5)*, and may be renewed through reapplication and new proposal, based upon available funding.

PROPOSALS

Applicants interested in providing these services to FSSA/ *DMHA* (6) should submit proposals in the following manner: **one in electronic format to:**

Turkesha Poindexter-Mosby (7)
Family and Social Services Administration
Division of Mental Health and Addiction (8)
Project AWARE
Division of Mental Health and Addiction
402 West Washington Street, Room W353
Indianapolis, Indiana 46204

Email Address: Turkesha.Poindexter-Mosby@fssa.in.gov (9)

The electronic copies must be assembled in the following manner:

1. A letter of application signed by the Director or agency board president identifying the amount of funds requested.
2. Proposal Narrative (ensuring all supporting documents are attached to the email)
3. Budget
4. Job description for each grant position funded
5. Organizational chart for overall agency with grant-funded positions shown with dotted lines. (Please indicate percentage of position to be funded by grant)
6. Most recent audit report made in accordance with OMB circular A-133 if applicable.

Proposals must be received no later than **4:30 p.m. Eastern Time on July 15, 2022 (10)**. Proposals received after 4:30 p.m. will not be considered. Proposals must be delivered in electronic format with all appropriate forms and the subject heading of the electronic mail should state:

RESPONSE TO REQUEST FOR FUNDING
RFF-2022-013
Project AWARE Environmental Scan (11)

No more than one proposal per applicant should be submitted. In the cover letter please indicate the principal contact for the proposal along with a telephone and fax number. **All proposals must have an electronic mailing address included.**

Any questions regarding this RFF must be submitted in electronic format to **Turkesha Poindexter-Mosby** no later than **4:30 p.m. Eastern Standard Time on June 17, 2022 (12)**. Questions received after 4:30 p.m. may not be considered. Please keep questions brief and of high priority.

Responses to all questions will be promptly prepared by DMHA. Please utilize the following subject heading for emails regarding questions:

Questions: RFF-2022-013 Project AWARE Environmental Scan

All inquiries are to be directed to *Turkesha Poindexter-Mosby* (13) and are not to be directed to any other staff member of FSSA. Such action may disqualify applicant from further consideration for a grant as a result of this RFF.

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SCOPE OF WORK

Indiana is currently the recipient of two (2) federal Project AWARE grants administered through the Substance Abuse and Mental Health Services Administration (SAMHSA). Project AWARE is a partnership between the Indiana Department of Education (IDOE) and the Indiana Division of Mental Health and Addiction (DMHA) to build or expand comprehensive school mental health systems. Through these federal projects and the local partnerships between schools and mental health providers, the state Project AWARE team has identified a need for training and technical assistance for community mental health providers working with and/or in schools. This need has only increased in the wake of the COVID-19 pandemic as student mental health needs have increased and mental health provider workforce issues make access to treatment more and more difficult.

DMHA is seeking a vendor to conduct a comprehensive environmental scan of mental and behavioral health providers in Marion, Elkhart, and DeKalb counties. DMHA intends to allocate up to \$50,000 within year one of the Project AWARE Grant to complete the environmental scan (SFY23: 8/1/22 – 9/30/22) with the potential for an expanded timeline based on the approved budget in year two of Project AWARE grant. The vendor will collaborate with the Project AWARE State Team on all aspects of the project. Proposals must provide a budget and strategies/activities for accomplishing the following components of the project:

1. Conduct research and review of the current landscape of mental health providers working with schools
 - a. Environmental scan of three (3) Project AWARE Counties (Marion, Elkhart, DeKalb). Environmental scan will encompass the assessment of each county’s current and potential mental health capacity/infrastructure and how providers currently interact/support LEAs. County-level assessments are not limited to the following types of provider/entities:
 - i. Community Mental Health Centers (CMHC)
 - ii. Department of Child Service (DCS) providers
 - iii. Private Mental Health Providers
 - iv. Other health organizations/entities who provide mental health services
 - b. Additional strategies to support environmental scan
 - i. Collection of best practices
 - ii. Review relevant Indiana Professional Licensing Standards/Requirements (mental/behavioral health and school-based mental health providers)
 - iii. Assessment of other community organizations that support local mental health systems
 - iv. Interview Project AWARE Coordinators and partner mental health provider contacts for additional insights and content development
 - v. Additional possible strategies as identified by applicant
2. Complete a final report of findings, including but not limited to the following:
 - a. Summary of environmental scan
 - b. Identified providers in each county

- c. Recommendations and rationales for providers and schools
- d. Supporting documents/research, including evaluation

TIME FRAME:

****Subject to Change****

June 8, 2022	RFF sent to potential applicants
June 17, 2022	RFF questions due
June 24, 2022	Responses due back to applicants
July 15, 2022	RFF proposals due to DMHA
August 1, 2022	Awardees notified
August 1, 2022	Grant effective date

Grant:

Selected applicants will receive a two-month grant (8/1/22 – 9/30/22) with an expanded timeline based on the approved budget in year two of Project AWARE grant

Funding:

The award for the current fiscal year *SY23* will not exceed *Fifty Thousand* (\$50,000) for any applicant applying for this grant and can be less than the stated amount. Grant awards for this program are subject to budgetary exigencies associated with the availability of Federal and State funding. Total Federal funding award to the State of Indiana for fiscal year *July 1, 2022 – June 30, 2023*, is unknown and unknown in State match at the time of preparation of this document.

SCOPE OF PROJECT

Applicant should review evaluation criteria when completing the proposal. The proposal must clearly delineate local involvement of the applicable entities, i.e., target population consumers, minority representation, etc. in the planning, implementation, and evaluation of the project.

Target Population:

Applicants must identify target populations as supported by research in three identified counties for this project. The State desires an assessment of each county’s current mental health capacity/infrastructure and how providers currently provide mental and behavioral health services to LEAs, including delivery models, frameworks, evidence-based and promising practices, etc.

The proposal must include a clear description of how the applicant conducted research on the mental health services available within the beforementioned counties (listed above) and how services are accessed by LEAs and students. The proposal must identify current access options and barriers to access for school aged youth. As a result, improving school-based mental/behavioral services and the quality of life for individuals accessing said services.

Applicants:

1. Any not-for profit agency or organization, or
2. Any individual, entities or organizations that are not public or private nonprofit agencies or organizations.

Funding:

Potential applicants shall develop a budget appropriate to their organization's capabilities to deliver quality services. Submitted budget amount is subject to review by *DMHA* and can be modified for those applicants selected to receive an award.

***DMHA* will withhold ten percent (10%) of the total amount of the grant award until receipt of a final report documenting the enumerated performance objectives has been obtained.**

Allowable Costs:

1. **Staff costs** (Salary or contracted): If existing staff is hired for a grant position, their previous position must be filled unless you were a new program funded last year.

2. **Staff training costs:**

Training - includes cost associated with training activities. Travel costs related to training cannot exceed the allowable state rates. Food and drink expenses are not allowable costs unless they can be covered under per diem. For consultant expenses, give the total number of consultants that will work on the project and their costs (fees, per diem, and travel). Provide the basis for the determination of the rate identified for consultant costs for which Federal funds are requested. The justification should demonstrate how the consultant costs are reasonable, customary, and consistent with the established institutional/organizational/agency policy governing consultant costs.

3. **Staff travel costs:**

Travel – Includes board/staff/consumer travel, per diem, and overnight accommodations. Travel for training must be included under Training. Travel costs cannot exceed the allowable state rates. Expenditures made by the Participant for travel will be reimbursed at the current rate paid by the State and in accordance with the State Travel Policies and Procedures as specified in the current Financial Management Circular. Out-of-state requests must be reviewed by the State for availability of funds and for appropriateness per Circular guidelines. In-state lodging is not allowable within 50 miles from home or station of the employee. Exceptions may be made if it is determined that it may be dangerous or undesirable for a person to travel because of any one of a number of conditions, e.g., unsafe highway/weather conditions, or the person's physical conditions. Prior written approval by the state is required for exceptions. Out of state travel must be approved by the State prior to scheduling conferences, trainings, or other events. To access current state information regarding travel costs, fees, and per diem proceed to the following State government website:<https://www.in.gov/idoa/state-purchasing/travel-services/>

4. **Equipment for Program** (Non-expendable personal property that has an acquisition cost of \$50.00 or more.

5. **Indirect costs** should not exceed 12% of the total cost of the allotted grant amount. Indirect costs are those which are necessary for the operation of the organization but are not incurred specifically for any one project or program. Familiarity with the types of costs included in the indirect cost pool provides a basis for assuring that these costs are not being charged as direct costs.

Common examples of indirect costs are:

- a. General management - president, vice president, executive director, etc.
- b. General organizational expenses - insurance, taxes, legal services, telephone expenses, etc.
- c. Administrative services - personnel, administration, accounting, procurement, grant/contract administration, business office, etc.
- d. Operation and maintenance of facilities - utilities, janitorial services, repairs, etc.
- e. Depreciation or use allowances on the buildings and equipment
- f. Fringe benefits applicable to administrative staff, and fringe benefits applicable to project staff

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SELECTION PROCESS AND CRITERIA *[Modify as necessary]*

To be eligible to apply for this grant award, organizations must possess the following characteristics:

1. Be constituted as a private, nonprofit and community-based organization, agency or individual possessing specialized knowledge and expertise in the field of *Research and/or Evaluation*
2. Have a demonstrated plan for completing an environmental scan as stated in the Scope of Work.

Proposal Submission Sections:

Proposals will be reviewed and scored by a committee selected by the *DMHA* or designee. The scores of each grant applicant will be averaged into a final score (*100 total possible points*). Final selection of the grant awards, however, will be made by the Division Director or designee. The procedure for evaluating the proposals against the evaluation criteria will be as follows:

1. Each proposal will be evaluated on the basis of the categories listed below. A point score will be established for each response in each category.
2. Based on the results of the evaluation, the proposal determined to be most advantageous to the Target Population, taking into account all of the evaluation factors, may be selected by the State for further action.

Proposals will be evaluated based upon the proven ability of the applicant to meet the goals of the program in a cost-effective manner. Specific criteria are:

Evaluation Criteria

Each proposal will be evaluated on seven criteria.

1. Complete RFF Submission
2. Applicant Experience and Quality of Key Personnel
3. Plan of Operation
4. Proposal Narrative Sections
5. Budget and Cost-Effectiveness
6. Adequacy of Resources
7. Service Comprehensiveness

1. **Complete RFF Submission** (1 point – if complete submission is not received, proposal will not be considered)

The following components must be included in the proposal submission:

- a. A letter of application signed by the Director or agency board president identifying the amount of funds requested

- b. Attachment B, Applicant Information
 - c. Proposal Narrative (ensuring all supporting documents are attached to the email)
 - d. Budget, including Attachment C
 - e. Job description for each grant position funded
 - f. Organizational chart for overall agency with grant-funded positions shown with dotted lines (Please indicate percentage of position to be funded by grant)
 - g. Most recent audit report made in accordance with OMB circular A-133 if applicable
2. Applicant Experience and Quality of Key Personnel (10 points)
The following standards will be considered when evaluating this criterion:
- a. Experience in providing *data-driven research in urban, suburban, and rural communities*
 - b. Qualifications of the project director
 - c. Qualifications of each of the management and decision-making personnel to be used on the project
 - d. The amount of or percentage of time key personnel will commit to the project
 - e. Experience and training in fields related to the scope of the project
3. Plan of Operation (25 points)
The following standards will be considered when evaluating this criterion:
- a. The quality of the design of the project
 - b. The extent to which the plan of management ensures proper and efficient administration of the project
 - c. How well the objectives of the project relate to the purpose of the program
 - d. The quality and adequacy of the applicant's plan to use its resources and personnel to achieve each objective
 - e. A clear description of how the applicant will conduct outreach for eligible providers who serve members of groups that have been traditionally under-represented, including members of racial or ethnic minority groups
4. Proposal Narrative Sections (25 points)
The following standards will be considered when evaluating this criterion:
- a. Proposal includes description of environmental scan process, including strategies for collecting demographics, data indicators, strengths, trends, and challenges of mental health providers/entities in each identified county
 - b. Proposal describes the existing relationships each provider has with its respective LEA
 - c. Proposal includes description of current mental health providers/entities at every capacity level (CMHC, private, other, etc.) in each identified county
 - d. Proposal includes plan to develop and devise strategies/recommendations/plan to address needs/challenges within the mental/behavioral health field and when working with LEAs
5. Budget and Cost-Effectiveness (20 points)
The following standards will be considered when evaluating this criterion:
- a. The budget is adequate to support the project
 - b. Costs are reasonable in relation to the objectives of the project
6. Adequacy of resources (9 points)
The following standards will be considered when evaluating this criterion. Resources planned to devote to the project are adequate including the accessibility of facilities, equipment, and supplies.

7. Service Comprehensiveness (10 points)

The following standards will be considered when evaluating this criterion:

- a. The number of providers served (State numerical number)
- b. The proposed outreach activities that promote maximum participation of the target population within the geographic area served by the project
- c. The proposal serves unserved and underserved **and** racial or ethnic minority groups
- d. The extent that which any or all the following services are made available

Proposals will be evaluated based upon the proven ability of the applicant to satisfy the requirements of the proposal in a cost-effective manner.

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Attachment A
Form of Proposal

1. Extent of need for the project
2. Plan of Operation
3. Applicant Experience and Quality of Key Personnel
4. Budget and cost-effectiveness
5. Adequacy of resources

Applicant will indicate what resources can be established to ensure the project will be successful such as other community resources, third-party funding participation, organizational leadership, etc.

6. Service Comprehensiveness

**ATTACHMENT B
APPLICANT INFORMATION**

1) LEGAL NAME:
2) Doing Business As (if different than legal name):
3) ADDRESS:
County:
4) ELECTRONIC MAIL ADDRESS:
5) TELEPHONE:
6) DIRECTOR NAME/TITLE:
7) CONTACT PERSON:
8) COUNTIES TO SERVED:
9) TAXPAYER IDENTIFICATION NUMBER ¹ :
10) DUNS Number:
11) Congressional District:

APPLICANT FACILITY INFORMATION

1) Type of Facility:

- Private –
- Non-Profit ()
- Other ()

2) ATTACH Proof of Non-Profit Status - 501(c)(3) CERTIFICATE

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

To the best of my knowledge and belief, the information in this proposal has been duly authorized by the governing body of the applicant.

SIGNATURE:
NAME/TITLE: (Typed)
DATE SIGNED:

¹ Employer I.D. number or Social Security number, as appropriate, whichever is used for Federal Income Tax purposes.

ATTACHMENT C
Budget Summary

Applicant Name: _____

Twelve Month Figures (100%)

	AMOUNT REQUESTED
Personnel	
1) Staff Salaries	
2) Staff Fringes	
Non-Personnel	
3) Staff Travel	
4) Staff Training	
5) Equipment	
6) Participant Travel	
7) Other	
*****	*****
Total Project Costs (100%) (1+2+3+4+5+6+7)	

State will provide reimbursement for 100% of cost.

**Personnel Budget
Staffing Detail Sheet**

Applicant Name: _____

Staff Position *	(100%) Salary (a)	(100%) Fringe Benefits (b)**	% of Time on Project (c)	Total Amount of Salary Requested (a x c)	Total Amount of Benefits Requested (b x c)
TOTAL					

Salary and fringes are to be shown as 12-month figures

* Include Job Description for each staff position

SALARIES: Show title, salary, and time commitment for all staff positions under this project. Staff positions must be new positions. If existing staff are hired for these positions, their previous positions must be filled by a new staff position.

** Include detail of Fringe Benefit amounts

FRINGE BENEFITS: Include contributions for Social Security, employee insurance, pension plans, etc.

**Non-Personnel Budget
Travel Detail Sheet**

Applicant Name: _____

Item Description	Estimated Cost (100%)
Total	

* TRAVEL includes travel related to grant staff travel for client services and can include travel, per diem, and overnight accommodations.

Reimbursement for travel cannot exceed the allowable state reimbursement rates for travel, per diem, and overnight accommodations.

Travel related to staff training must be included under Training.

NOTE: Use additional sheets as needed. (Number each additional page.)

**Non-Personnel Budget
Training Detail Sheet**

Applicant name: _____

Item Description	Estimated Cost (100%)
Total	

NOTE: Use additional sheets as needed. (Number each additional page.)

Identify each training activity and persons involved. Reimbursement for travel, per diem, and overnight accommodations cannot exceed the allowable state reimbursement rate (see enclosed). Food and drink expenses are not an allowable cost unless they can be covered under per diem.

For consultant expenses, give the total number of consultants that will work on the project and their costs (fees, per diem, and travel). Provide the basis for the determination of the rate identified for consultant costs for which Federal funds are requested. The justification should demonstrate how the consultant costs are reasonable, customary, and consistent with the established institutional/organizational/agency policy governing consultant costs.

**Non-Personnel Budget
Equipment Detail Sheet**

Applicant name: _____

Item Description	Quantity (a)	Estimate (100%) Cost Per Item (b)	Total (100%) Cost (a x b)	% Assigned to Project	Total Funds Requested
TOTAL					

List non-expendable personal property that has an acquisition of \$50.00 or more.

NOTE: Use additional sheets as needed. (Number each additional page.)

NARRATIVE JUSTIFICATION FOR EQUIPMENT:

Submit detailed justification for each equipment item and how it will be used to achieve objectives of the project.

**Non-Personnel Budget
Participant Travel**

Applicant Name: _____

Item Description	Estimated Cost (100%)
Total	

**Non-Personnel Budget
Other**

Applicant name: _____

Item Description	Estimated Cost (100%)
Total	