



Eric Holcomb, Governor  
State of Indiana

**Division of Mental Health and Addiction**  
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INDIANAPOLIS, IN 46204-2739  
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November 22, 2022

To: FSSA Grants Office  
RE: Request for Funds

The Indiana Division of Mental Health and Addiction (DMHA) is granting funds for qualified vendors to assist in establishing and conducting Opioid Treatment Program Symposiums throughout the State of Indiana.

This grant will be funded beginning January 01, 2023, through September 29, 2023. The responsibilities will include, but are not limited to the following tasks: Meeting with each five (5) regional OTP event teams to complete the process, scheduling the symposiums, selecting locations, contacting organizations within the regions for sponsorships to assist with cost of food and refreshments for the symposiums, select and schedule speakers and panel participants and moderators for each session, set up the agenda for the symposiums, set up the registration through the approved state process, collect pre-survey questions and provide the information to the OTP administrative team for inclusion in the presentations, set up invitation lists and send out invitations and marketing material for the symposiums, monitor the registration process, organize and staff registration tables, assist with set up of the symposium site, Facilitate/moderate symposiums, assists with the cleanup of the locations as requested by venue staff, facilitate/collect/provide reports for pre/ post surveys, collect overall event satisfaction survey using the State Staff identified questions, post-survey, certification of attendance (if possible), and event survey and reporting.

This grant will be funded beginning January 01, 2023, through September 29, 2023. Funding is made available through the State Opioid Response 3 Grant.

TIME FRAME:

November 21, 2022	RFF sent to potential applicants
November 30, 2022	RFF questions due.
December 02, 2022	RFF answers posted online to DMHA funding website
December 09, 2022	RFF proposals due back
December 12- 15, 2022	RFF Oral presentation scheduled and conducted
December 19, 2022	RFF scoring
December 20, 2022	Notify Grantees of Awarded Funds



January 01, 2023  
September 29, 2023,

Grant effective date  
End of grant cycle

Please contact Tony Toomer if there are any questions. [Tony.toomer@fssa.in.gov](mailto:Tony.toomer@fssa.in.gov)

Sincerely,

A handwritten signature in cursive script that reads "Jay Chaudhary".

Jay Chaudhary, Director  
Division of Mental Health and Addiction  
Family and Social Services Administration