



**REQUEST FOR FUNDING  
DIVISION OF MENTAL HEALTH  
AND ADDICTION  
RFF 2023-006**

**BEHAVIORAL HEALTH WORKFORCE  
RECRUITMENT AND RETENTION INNOVATION  
GRANT PROGRAM**

**COMPETITIVE GRANT PROGRAM  
GRANT APPLICATIONS DUE: APRIL 21, 2023 AT 5PM EST  
RFF DATE ISSUED: FEBRUARY 17, 2023**

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# I. INTRODUCTION

This is a Request for Funding (“RFF”) issued by the Indiana Family and Social Services Administration, Division of Mental Health and Addiction (collectively, “DMHA” or “the State”). As part of the Coronavirus response legislation, DMHA is making available a one-time federal funding opportunity to address behavioral health workforce shortages to improve access to care, continuity of care, and overall quality of care in Indiana. This Grant Program, the Behavioral Health Workforce Recruitment and Retention Innovation Grant Program, aims to promote innovative, collaborative, and sustainable locally- and community-driven responses to behavioral health workforce challenges. The Priorities of this RFF are to enhance the recruitment, retention, and quality of the behavioral health workforce through the a) provision of enhanced funding for staff (through wages and/or benefits), b) reduction of administrative barriers to allow more qualified individuals to work in behavioral health, c) improvement of professional development and training opportunities, and/or (d) provision of programs or strategies that increase workforce capacity.

This RFF requests responses from behavioral health providers and partners of behavioral health providers, including:

- Community Mental Health Centers (“CMHCs”);
- Certified Community Behavioral Health Clinics (“CCBHCs”);
- 501(c)(3)s;
- Enrolled Medicaid Providers, pursuant to a Provider Type Code and Description assignment of 11;
- Units of local government, public school corporations, and public universities;
- Hospital organizations as defined by the United States Internal Revenue Code;
- Trade organization or other representative body for behavioral health providers; and/or
- Training or other workforce providers

Applicants should be embedded in, and working with, their communities and interested in submitting innovative proposals for programming that enhances the behavioral health continuum of care through the recruitment and retention of behavioral health professionals.

Applicants are encouraged to submit innovative proposals that articulate how the applicant’s proposed use of funds will address workforce shortages driven by local and/or regional needs. The State is particularly interested in funding proposals that demonstrate a commitment to collaborating with other organizations toward the development of solutions that address behavioral health workforce challenges on a regional basis. The State invites Applicants to propose new or expanded programs that promote holistic, outcomes-driven behavioral health workforce development programs in support of improved access to equitable and high-quality care for all Hoosiers, regardless of socioeconomic status, geographic location, race, ethnicity, gender, age, and sexual orientation.

## A. BACKGROUND

### 1. Funding Appropriation and Requirements

House Enrolled Act (“HEA”) 1001 of the 2021 legislative session, signed into law by Governor Eric Holcomb on April 29, 2021, appropriated federal coronavirus (COVID-19) relief funds from the American Rescue Plan Act (“ARPA”) to the Indiana Family and Social Services Administration (“FSSA”), in

consultation with the Indiana Department of Health (“IDOH”), to address mental health needs across the state. Funding appropriated by HEA1001 supports the Behavioral Health Recruitment and Retention Innovation Grant Program.

The Final Rule for the implementation of the funds established under the ARPA demonstrates how the COVID-19 pandemic has disproportionately impacted some demographic groups and exacerbated health inequities along racial, ethnic, and socioeconomic lines. The Final Rule stipulates that while ARPA funds should be used to respond to the COVID-19 pandemic, funds should be used to “mitigate its longer-term impact in compounding the systemic public health and economic challenges of disproportionately impacted populations” and relief should be targeted in support of “equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality.”<sup>1</sup> The State will also be required to identify and report how ARPA expenditures have advanced equity. Moreover, integral to federal guidance and national best practices is a focus on parity and cultural responsiveness in the provision of addiction and mental health supports to identified historically underserved and marginalized populations including, but not limited to, historically underserved racial and ethnic communities including Black, Indigenous, and People of Color (BIPOC), lesbian, gay, bisexual, transgender, and queer (LGBTQ+) populations, Medicaid-eligible populations, justice-involved populations, and other underserved groups. Accordingly, Applicants will be asked to demonstrate how their proposed programming will serve all populations and how they will ensure workforce development strategies are culturally responsive and reflective of community demographics and need in order to improve the access, continuity, and quality of care for all Hoosiers.

## 2. DMHA Need and Mission for this RFF

DMHA’s mission is to champion mental health promotion and substance use disorder prevention, treatment and recovery systems that are high quality, seamlessly integrated and accessible to the people and communities of Indiana.

Across the State, there is an unprecedented demand for mental health and substance use disorder supports, and the COVID-19 pandemic has magnified gaps in the existing continuum of care. Notably, Indiana was ranked 42<sup>nd</sup> across all 50 states and the District of Columbia for higher prevalence of mental illness and substance use disorder and lower rates of access to care.<sup>2</sup> More specifically, Indiana was ranked 18<sup>th</sup> for Adults with Substance Use Disorder<sup>2</sup> and preliminary data showed a 47% increase in overdoses in 2020 compared to 2019.<sup>3</sup> Indiana’s suicide rates and need for crisis intervention supports have steadily increased over the last several years, evidenced by Indiana’s ranking as 7<sup>th</sup> for the highest percentage of adults reporting serious thoughts of suicide.<sup>2</sup> These statewide challenges disproportionately impact certain demographic groups and geographic areas.

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<sup>1</sup> [Coronavirus State and Local Fiscal Recovery Funds: Final Rule for the funds established under the American Rescue Plan Act.](#)

<sup>2</sup> [Mental Health America Report: The 2022 State Of Mental Health In America.](#) Measures that make up a state’s overall ranking include: (1) Adults With Any Mental Illness (AMI), (2) Adults With Substance Use Disorder in the Past Year, (3) Adults With Serious Thoughts of Suicide, (4) Youth with At Least One Major Depressive Episode (MDE) in the Past Year, (5) Youth With Substance Use Disorder in the Past Year, (6) Youth With Severe MDE, (7) Adults With AMI Who Did Not Receive Treatment, (8) Adults With AMI Reporting Unmet Need, (9) Adults With AMI Who Are Uninsured, (10) Adults With Cognitive Disability Who Could Not See a Doctor Due to Costs, (11) Youth With MDE Who Did Not Receive Mental Health Services, (12) Youth With Severe MDE Who Received Some Consistent Treatment, (13) Children With Private Insurance That Did Not Cover Mental or Emotional Problems, (14) Students Identified With Emotional Disturbance for an Individualized Education Program, (15) Mental Health Workforce Availability.

<sup>3</sup> Preliminary numbers are reported from Indiana Public Health Emergency Surveillance System’s Emergency Department Visit Data.

Exacerbating the aforementioned demand for mental health and substance use disorder services is a shortage of behavioral health workforce professionals that can meet this demand. In 2022 the Indiana Behavioral Health Commission (“IBHC”), a diverse group of stakeholders that was convened as a result of Indiana Senate Enrolled Act (“SEA”) 273 of the 2020 legislative session to closely examine the many facets of Indiana’s behavioral health delivery system, publicly released the Indiana Behavioral Health Commission Report (“IBHC Report”). Notably, the IBHC Report identifies the lack of an adequate workforce as “the single biggest obstacle to implementing many of the Commission’s recommendations” to improve the performance of the behavioral health system writ large.<sup>4</sup>

According to the IBHC Report, over 123 million Americans in 2016 lived in a designated Mental Health Professional Shortage Area (HPSA), highlighting a growing gap between community need and access to services. Nationally, one in five adults experience a mental health condition each year and only 40% receive services; similarly more than 19 million Americans struggle with substance use disorders but only 11% receive treatment. By 2025, the behavioral health workforce shortage will increase to 250,510 full-time employees.<sup>4</sup> This national context is reflected at a State level: the Workforce Development Workgroup within the IBHC identified numerous challenges for recruiting and retaining a qualified workforce able to meet the demands of Hoosiers for mental health and substance use disorder supports. Some of the stressors driving these challenges include the “underfunding of behavioral health safety net; low wages; high caseloads resulting in high burnout; and high turnover rates.” Challenges recruiting and retaining quality staff are even greater in rural areas, areas that already experience disproportionate roadblocks in accessing quality care.

Although the State’s ongoing investment in building out a comprehensive Crisis Response System, which includes 988 and CCBHCs, is expected to increase workforce capacity, the State is focused on championing other initiatives to increase the recruitment and retention of quality behavioral health workforce. To that end, this RFF prioritizes funding proposals that target one or more of the following recommendations resulting from the IBHC Report: (a) enhancing funding for staff (through wages and/or benefits), (b) reducing administrative barriers to allow more qualified individuals to work as behavioral health professionals, (c) improving professional development and/or training opportunities, as well as more broadly (d) providing programs or strategies that increase workforce capacity.

The State is particularly interested in funding proposals that pool resources together with other entities via community partnerships to operationalize programs that address workforce challenges and expand the reach of their efforts. The State is interested in funding proposals that demonstrate a commitment to formalizing a partnership with other entities. For the purposes of this grant program, community partnerships are not dependent on pre-existing structures and/or collaboration between entities. This commitment can be demonstrated through the collective sharing of resources such as, but not limited to, subject matter expertise, network coverage, and capacity for program management. Examples of such programs may include collaborations between providers (*e.g.*, CMHCs, CCBHCs) and institutions of higher education to measure the outcomes of workforce initiatives; and providers and career centers building early workforce pipelines. The State strongly encourages collaboration between different entities and innovative proposals that yield long-term workforce development outcomes.

Organizations embedded within the community are uniquely positioned to understand the nuances of their community’s workforce needs and challenges. Through this Behavioral Health Workforce Recruitment and Retention Innovation RFF and the federal funding which makes it possible, the State has the opportunity to invest in innovative and community-driven interventions that build capacity for a

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<sup>4</sup> [Indiana Behavioral Health Commission Report](#)

behavioral health workforce that is qualified, culturally sensitive, and responsive to the needs of all Hoosiers.

## **II. GRANT APPLICATION DETAILS**

### **A. OBJECTIVE**

The Objective of this RFF is to increase workforce capacity and/or enhance the quality, recruitment, and retention of behavioral health workforce to expand access to high-quality mental health and substance use disorder prevention, treatment, and recovery services across Indiana. Applicants should propose programs or initiatives that align with the Objective of this RFF.

The RFF aims to solicit proposals from individual providers or community partnerships, as defined in the Eligible Applicants section below, to accomplish the State's Objective. Applicants deemed eligible per Section II.B are encouraged to apply. Applicants are encouraged to carefully review this RFF before submitting an application and to consider enhancing their narrative responses related to how their proposal and included budget items meet the Objective of the RFF.

Throughout the evaluation and award-making process, the State will consider the below identified Priorities, Focus Areas, and Key Considerations. Applicants must be prepared to track and show how State objectives, including but not limited to the RFF Objective, were met as a result of the funding received.

#### **1. DMHA Priorities**

As highlighted in Section I above, the State strongly encourages proposals that address the IBHC Report's recommendations of a) enhancing funding for staff (through wages and/or benefits), b) reducing administrative barriers to allow more qualified individuals to work in behavioral health, c) improving professional development and training opportunities, as well as more broadly (d) providing programs or strategies that increase workforce capacity. Proposals addressing DMHA Priorities will be prioritized during the evaluation process.

#### **2. Focus Areas and Available Priority Points**

Furthermore, Applicants may receive Priority Points for addressing one or more of the following areas. More information on an Applicant's eligibility to receive Priority Points can be found in Section III.C.

1. Demonstrated need driven by the local and/or regional context
2. Demonstrated approach to programming that results in a culturally reflective workforce

#### **3. Key Considerations**

Proposals will be evaluated with the following considerations:

- a. Innovation
- b. Demonstrated Commitment to Pooling Resources Together with Community Partners
- c. Connection to DMHA Mission and Vision
- d. Demonstrated Commitment to Building a Workforce that Centers Cultural Humility

- e. Demonstrated Ability to Serve Populations Disproportionately Impacted by Limited Access to Quality Behavioral Health Care
- f. Proposed Outcomes
- g. Demonstrated Long-term Sustainability

## B. ELIGIBLE APPLICANTS

To receive funding under this grant, an eligible Applicant must be a current behavioral health provider or partner of a behavioral health provider and meet one of the following criteria. Applicants will be asked to affirm they meet the following criteria in their application.

Applicant must be one of the following types of entities<sup>5</sup> **AND** must provide or oversee the provision of mental health and/or substance use disorder services **OR** must demonstrate an active partnership with one of the following types of entities:

- A. Community Mental Health Centers  
**OR**
- B. Certified Community Behavioral Health Clinics  
**OR**
- C. 501(c)(3) as defined by United States Internal Revenue Code  
**OR**
- D. Enrolled Medicaid Providers (pursuant to a Provider Type Code and Description assignment of 11)  
**OR**
- E. Unit of local government, public school corporation, or public university  
**OR**
- F. Hospital organization as defined by United States Internal Revenue Code  
**OR**
- G. Trade organization or other representative body for behavioral health providers  
**OR**
- H. Training or other workforce providers

The State is seeking two types of Applicants for this RFF: **individual entities** or **community partnerships** that operate in the mental health and substance use disorder continuum. Applicants are encouraged to apply as a community partnership of stakeholders that includes one or more eligible entity (as described above) who would receive funding through this RFF. In this case, the intent would be to receive one application from a community partnership detailing their plan to enhance workforce development efforts specifically in their community. Applicants applying as a community partnership must have one organization acting as the prime grantee and fiscal agent for the partnership. The prime grantee must be an eligible entity (as defined above) that will be able to sign a grant agreement with the State to administer funding if awarded (see Section II.F). Non-eligible entities may apply as part of the community partnership as sub-grantees. Community partnerships should represent diverse stakeholders in the mental health and substance use disorder continuum of care. For example, community

<sup>5</sup> Partnerships of community entities may also submit joint proposals. If a community partnership applies for this funding, one entity must be the “prime grantee” and must act as the fiscal agent for the partnership. The prime grantee must meet one of the three requirements for types of entities. The sub-grantees do not need to meet the requirements for types of entities.

partnerships could be comprised of a local government entity or a university that has an established or new partnership with an eligible behavioral health provider.

## C. GRANT FUNDING

The grant funding available in this RFF will follow a standard competitive grant model. The Respondent will apply for the grant per the guidelines in this RFF. If selected, the Applicant will receive a grant to implement the items agreed to in the proposal and eventual grant agreement. FSSA reserves the right to make all final award decisions and to award grants based on the quality of applications and available funding.

### 1. Grant Payments

Funds from the grant will be provided as reimbursements for approved grant budget items as allowed by Indiana Code 12-8-10-7. If the Applicant is an individual entity, reimbursements will be disbursed directly to the entity. If the Applicant is a community partnership, grant payments will be disbursed to the prime grantee. It is the prime grantee's responsibility to distribute the funding to the sub-grantees within the partnership. All funding must be used by eligible entities to fulfill the Objective of the RFF.

### 2. Key Performance Indicators (KPIs)

The grantees awarded from this RFF will be required to define and measure performance in accordance with set performance indicators for their project. As such, Applicants will stipulate how they will measure and monitor outcomes specific to their proposal to ensure the Objective is being met on behalf of the individuals who will benefit from this funding. All Applicants will be required to propose at least **two Key Performance Indicators (KPIs)**, which act as project goals that track the progress and measure the success of their plans to increase behavioral health workforce capacity and enhance the recruitment and retention of behavioral health professionals in Indiana.

These KPIs will demonstrate how the State can objectively measure the progress of the project and should relate directly to the program or initiative being proposed. In general, the Applicant's KPIs must be measurable, attainable, and time-limited. KPIs should be outcomes-driven metrics and measure success/progress beyond output metrics (i.e., beyond "number served" metrics).

Examples of acceptable KPIs include:

- *Recruit and train ten (10) individuals with prior justice system involvement to become Peer Support Specialists each quarter of the grant period*
- *Implement a work-based learning program for 5,000 high school and undergraduate students by winter 2026*
- *Deliver culturally responsive professional development training to 500 behavioral health provider employees each year of the grant period*
- *Increase the use of telehealth services by 50% in our rural county by Fall 2025*
- *Increase non-discretionary retention bonuses by 15% each year*

Applicants must submit their KPIs and detail how the KPIs will be met in their response to the Program Plan question in Attachment C - Technical Proposal Template (See Section III.A). Although the KPIs need to be achieved by the grantee directly, if applying as a community partnership, members of the partnership must also take an active role in setting and supporting the achievement of the KPIs in order to



promote community improvement. Final KPIs will be memorialized in each Grant Agreement with the State, and these final KPIs may be different and more numerous from those proposed by the Applicants.

#### **D. USE OF FUNDS**

As required by HEA 1001, grant funds must be used to address mental health needs across the State through, for the purposes of this RFF, the implementation of workforce development initiatives. Furthermore, in alignment with HEA1001 legislation guidance, Applicants are required to demonstrate in their proposal how their requested grant funding will allow them to enhance access to, continuity of, or quality of mental health and/or substance use disorder services in their community through workforce development initiatives.

Funds may not be used for capital needs. Grant funds may be used for all costs associated with the proposed programming outside of capital needs.

Applicants are required to describe how these funds will be used to fund the costs associated with their proposed programming in their Grant Budget Narrative (See Section III.B). Please note when selecting items to include in a proposed budget that grant Applicants are required to demonstrate how the funding from their proposed project will address behavioral health workforce challenges and/or support them in achieving the grant application KPIs.

Grant Applicants should demonstrate how they will sustain the proposed project after the grant cycle is completed. Further detail regarding the requirements for describing the sustainability of an Applicant's project can be found in Attachment C - Technical Proposal.

Further, it is the expectation of the State that the projects applied for through this RFF are not receiving duplicate funding from another grant or donation source. Specifically, the State expects that an Applicant not receive funding from the State and another source for reimbursement of the same expense. While Applicants can receive funding from different sources for different types of project costs, the unique project costs submitted for this grant application may not be currently receiving funding from any other source.

If a grantee fails to use the grant funds in accordance with the criteria described above or comply with the agreement entered into with the State, the grantee shall repay the total amount of the grant awarded.

DMHA reserves the right to make all final funding decisions. The State will only issue as many grants as funding allows and reserves the right not to award all of the remaining grant funding available. The State also reserves the right to issue a partial award or no award. The State reserves the right to disqualify and not score incomplete proposals that do not provide all required application components or include ineligible funding items as detailed in this RFF or those applications that DMHA determines, in its sole discretion, are not in the best interest of the State. The State reserves the right not to award funding if the State believes it is duplicating funding the Applicant has received within the past 18 months or is currently receiving elsewhere for the proposed project costs.

The State reserves the right to request clarifications on applications submitted to the State. The State also reserves the right to conduct application discussions, either oral or written, with Applicants. These discussions could include request for additional information, request for application revision, etc. Additionally, in conducting discussions, the State may use information derived from applications submitted by competing Applicants only if the identity of the Applicant providing the information is not disclosed to others. The State will provide equivalent information to all Applicants which have been chosen for discussions. Discussions, along with negotiations with responsible Applicants may be conducted for any appropriate purpose. Any information gathered through oral discussions must be confirmed in writing.

## **E. GRANT PERIOD**

All grants are expected to begin on or around September 1, 2023 and funds are to be used through December 31, 2026. Applicants may plan on beginning their projects after the signed grant agreement has been executed and the grant is effective on approximately September 1, 2023 (see Section II.I for the RFF timeline). Grants may be extended beyond this time at the State’s discretion; however, grant proposals should focus on projects for the established timeframe of this grant (approximately September 1, 2023 through December 31, 2026) and contemplate how funds would be used by the end of the contemplated timeframe. Grant recipients may additionally have the option to request a no-cost extension if additional activities remain that have not been completed.

## **F. GRANT REQUIREMENTS**

In order to enter into a grant agreement with the State as a result of this RFF, Applicants must adhere to the following grant requirements.

### **1. Sample Grant Agreement**

Applicants must agree to the terms and conditions of the Sample Grant Agreement in Attachment B. All grant recipients will be required to sign this grant agreement in order to receive funding. The entity that applies on behalf of the community partnerships must be able to sign and execute the grant agreement with the State to fund the projects awarded to the entities in the partnership. The grant agreement outlines the State’s terms and conditions that must be followed by an awardee when receiving the grant. Each recipient’s proposal will also become a component of the grant agreement.

### **2. Required Vendor Registrations with the State**

If awarded a grant, the grant recipient must be registered, and be in good standing, with the Secretary of State and must be registered as a bidder with the Department of Administration, Procurement Division. For those Applicants who may have previously contracted with the State, the Applicant should ensure the documentation and registrations are active and up-to-date and that the Applicant is in good standing with the Department of Revenue and Department of Workforce Development. Required documentation for contracting with the State of Indiana includes the following items, and all three can be completed from this link <https://www.in.gov/idoa/2463.htm>:

- Registration with Indiana Department of Administration for a BidderID
- Completion of payment forms with the Auditor of State for a PeoplesoftID
- Registration with the Indiana Secretary of State (applicable to limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations, and limited liability corporations; religious organizations are exempt)

To ensure there is no delay in the award, all Applicants are required to initiate the registration process **prior** to submission of their response, as further outlined in Attachment C – Technical Proposal Template.

### **3. Reporting**

All grant recipients will be required to report on their use of grant funding (see Section II.D) and progress towards KPIs/defined outcome measures (see Section II.C). Grantees may also be required to provide written or verbal ad hoc updates on their program or initiative at the State’s request.

#### 4. Community of Practice

All grant recipients will be required to participate in a Community of Practice Workgroup that is expected to meet on a quarterly basis during the duration of the Grant Period. The purpose of the Community of Practice Workgroup is to share best practices with other grant recipients and encourage scaling of effective projects and troubleshoot challenges within a statewide network of stakeholders.

### G. GRANT APPLICATION SUBMISSION INSTRUCTIONS

Any interested Applicant must submit a complete grant application **no later than 5 p.m. Eastern Standard Time on April 21, 2023, to be eligible for an award.** Any Applicant that does not submit a complete and timely grant application on time may not be considered.

DMHA has set up a special purpose email account to receive grant applications for this RFF. Please note that this email address will only be capable of receiving proposals components; one-off inquiries regarding this RFF should not be submitted to this email address (note that questions may be submitted to this email using Attachment F). All components of the grant application should be submitted, in electronic format, via email to DMHA's Behavioral Health Recruitment and Retention Workforce Innovation RFF email account: [WFInnovation@fssa.IN.gov](mailto:WFInnovation@fssa.IN.gov) with the subject "*DMHA RFF 2023-006 – Recruitment and Retention Workforce Innovation RFF.*" Applicants will be expected to answer all questions as well as submit all forms associated with the application that are provided for completion as part of this RFF package.

Applicants shall fill out each component of the application, including the Technical Proposal, Grant Budget Proposal, Grant Budget Narrative, W-9 Form and Direct Deposit Form. Applicants will be asked to submit all components of the application as detailed in the Grant Application Components table in Section II.H below. Once the Applicant is satisfied with the application, it can be directly submitted to the aforementioned email address ([WFInnovation@fssa.IN.gov](mailto:WFInnovation@fssa.IN.gov)). Once the Applicant submits their application via email, the Applicant will receive an automatic reply email to the email address that the Applicant used to submit their application confirming the application has been submitted. If the Applicant does not appear to have received the confirmation email, they should 1) confirm they submitted the application via email to the correct email address and 2) check all spam and promotions folders for the email address the Applicant used to submit their application. As mentioned above, the email address for application submittal will not be actively monitored; Applicants should avoid sending one-off questions to the Workforce Innovation email address. Applicants are encouraged to attend the information sessions, as further detailed in Section II.J below, to obtain information regarding submittal processes for this RFF. Applicants are additionally encouraged to submit any questions in writing in Attachment F – Question and Answer Template as described in Section II.K below.

### H. GRANT APPLICATION SUBMISSION COMPONENT OVERVIEW

As part of the grant application, the Applicant must submit all Grant Application Components, which are listed in the following table. Instructions regarding how to complete each component are detailed in Section III.

<b>Grant Application Components</b>	
<b>Technical Proposal</b>	
<ul style="list-style-type: none"> <li>i. Applicant Information               <ul style="list-style-type: none"> <li>a. Mandatory Requirements – A completed W-9 Form (Attachment H) and Direct Deposit Form (Attachment I) must be submitted</li> <li>b. General Information</li> <li>c. Signature of Authorized Representative – The CEO, director or other authorized officer of the prime grantee’s organization for community partnerships and the CEO, director or other authorized officer of the organization for individual providers</li> </ul> </li> <li>ii. Community Need and History</li> <li>iii. Community Partner Form (Attachment A)</li> <li>iv. Community Engagement</li> <li>v. Program Plan</li> <li>vi. Reporting Requirements</li> <li>vii. Sustainability Plan</li> </ul>	
<b>Grant Budget Proposal</b>	
A completed Grant Budget Proposal (Attachment D) and Grant Budget Narrative (Attachment E) must be submitted. The Applicant must describe other grant awards it has received for the proposed project within the past 18 months.	
<b>Priority Points</b>	
<ul style="list-style-type: none"> <li>i. Demonstrated reflection of needs driven by the local and/or regional context</li> <li>ii. Demonstrated approach to programming that results in a culturally reflective workforce</li> </ul>	

## I. GRANT APPLICATION TIME FRAME

The overall grant application timeline can be found in the table below. Applicants must submit their grant application by the proposal deadline to be eligible for receiving a grant. Further instructions on submitting a completed grant application can be found in Section II.G and II.H.

The timeline is subject to change.

<b>Date</b>	<b>Event</b>
February 17, 2023	RFF posted online
March 1, 2023	Application Information Webinar at 11 am ET
March 3, 2023	Application questions due to State by 5 p.m. ET
March 22, 2023	Approximate answers to questions posted (subject to change based on volume)
April 21, 2023	<b>RFF proposals due at 5 p.m. ET</b>
June 23, 2023	<i>Approximate award decisions release date*</i>
September 1, 2023	<i>Approximate grant effective date*</i>

*\*Depending on how many applications DMHA receives, the award date and grant effective date may change to allow for adequate time for evaluation.*

To remain current with any updates to this timeline, it is recommended Applicants check the following DMHA website frequently where any amendments to this RFF will be posted: <https://www.in.gov/fssa/dmha/funding-information/>.

## **J. INFORMATIONAL WEBINAR**

An optional online webinar will be held to walk prospective Applicants through the RFF opportunity, how to complete and submit applications via email, provide application tips, and answer any questions. The webinar will be held on March 1st, 2023 at 11 am EST. The webinar can be accessed at this link: <https://us02web.zoom.us/j/85282036421?pwd=RkVDTVFncUx5Qkhramx2N0llelBTUT09>. All Applicants should sign in as a guest using their name. The webinar audio will be part of the online program, so webinar participants will need to use speakers or headphones to hear the presentation. Participants will have the opportunity to submit questions during the webinar to be answered.

Prior to the webinar, Applicants can visit this link to test their connection and ensure all needed updates or add-ins are downloaded: <https://zoom.us/test>. This link will prompt the user with any needed updates or add-ins. For Applicants who cannot attend, the webinar will be recorded and posted on the DMHA website: <https://www.in.gov/fssa/dmha/funding-information/>.

## **K. SUBMISSION OF APPLICATION QUESTIONS**

All questions regarding the content of this RFF must be submitted to [WFIInnovation@fssa.IN.gov](mailto:WFIInnovation@fssa.IN.gov) by March 3rd, 2023 at 5 p.m. EST. Please use the provided Question and Answer Response Template (Attachment F) to submit your questions. The State reserves the right not to address questions about the RFF submitted after the deadline.

The State will post a document with answers to Applicant questions on the RFF website on or around March 22, 2023. Applicants are encouraged to check the website for amendments to the RFF when answers to Applicants' questions are posted: <https://www.in.gov/fssa/dmha/funding-information/>.

# **III. GRANT APPLICATION COMPONENTS**

The section provides specific instructions related to each application component. Applicants must review the requirements for each component thoroughly. Attachment G provides a high-level check-list that Applicants may view and print to help ensure all required elements are submitted with the application.

## **A. TECHNICAL PROPOSAL**

**The Technical Proposal is Attachment C.** The Applicant must address all questions in the yellow cells provided under each question. Applicants are expected to adequately answer and provide specific details and examples to demonstrate the thought that went into crafting the response. Please note that requested attachments (Attachment A – Community Partner Form, Attachment H – W-9 Form, Attachment I – Direct Deposit Form) will not be counted towards the Technical Proposal word count. RFF language should not be repeated within the response. Where appropriate, supporting documentation may be attached and clearly referenced. However, when this is done, the body of the application must contain a meaningful summary of the referenced material. The referenced

document must be included as an appendix to the application with referenced sections clearly marked. If there are multiple references or multiple documents, these must be listed and organized for ease of use by the State.

The Technical Proposal narrative should be below 12,500 words. Applicants should use their discretion in allocating word counts to each narrative section.

### 1. TECHNICAL PROPOSAL POINTS

A breakdown of the maximum points each section of the Technical Proposal can receive is outlined in the table below.

Section	Title	Maximum Points Available
I.	Applicant Information	5 Points
II.	Community Need and History	10 Points
III.	Community Partner Information	10 Points
IV.	Community Engagement	10 Points
V.	Program Plan	40 Points
VI.	Reporting Requirements	5 Points
VII.	Sustainability Plan	10 Points
<b>Total Technical Proposal Points:</b>		<b>90 Points</b>

### B. GRANT BUDGET PROPOSAL

This section provides instructions for the completion of the Grant Budget Proposal and the Grant Budget Narrative explaining the request for funds.

**Allowable Expenses:** Project funds must be used for activities that directly support the accomplishment of the RFF Objective. All expenditures must be consistent with applicable state and federal laws, regulations, and guidance. Please refer to Section II.D for more information on the allowed use of funds.

**1. Grant Budget Proposal:** Complete a detailed budget for the total grant amount you are requesting by submitting a completed Attachment D – Grant Budget Proposal. The Applicant shall fill out the yellow cells in this document (all other cells have been locked by DMHA and Applicants shall not try to modify them). Community partnerships shall complete a budget that encompasses the total proposed grant amount the partnership is requesting. The grant amount requested will not be scored. Applicants may submit supplemental documentation to support their requested grant amount.

**2. Grant Budget Narrative:** Provide a narrative explaining how you created your budget and why the items in your budget will help you achieve the RFF Objective and implement your program plan by submitting a completed Attachment E – Grant Budget Narrative Template. The Grant Budget Narrative should be below 2,500 words. Your Grant Budget Narrative should describe your business plan, including how the requested items and amounts will result in the successful implementation of your programming, why the requested items and amounts were included and are necessary for successfully carrying out the

programming, and how these items will support improved mental health and/or substance use disorder services in your community.

The Grant Budget Proposal will be worth **10 points**. Note that the Grant Budget Proposal will be scored based on the narrative provided in the Grant Budget Narrative; Proposals will not be scored based on the amount of grant funding requested.

### **C. PRIORITY POINTS**

Applicants are eligible to receive up to **10 additional Priority Points** for meeting certain needs or priorities as follows. Applicants will be asked to indicate which of these criteria they meet in their response to the Technical Proposal.

#### **1. Demonstrated need driven by the local and/or regional context (up to 5 points)**

Applicants may receive Priority Points for submitting an application that intends to serve populations that live in Health Professional Shortage Areas (“HPSA”) as designated by the Health Services and Resources Administration. The State reserves the right to award up to five Priority Points to applications serving counties in catchment areas with higher HPSA scores.

#### **2. Demonstrated approach to programming that results in a culturally reflective workforce (5 points)**

Applicants may receive Priority Points for submitting an application that intends to prioritize the development of a workforce that represents the communities in their geographic area. The State reserves the right to award up to five Priority Points to applications that demonstrate how their proposed program will help develop a culturally reflective workforce.

## **IV. EVALUATION CRITERIA**

Proposals will be evaluated based upon the proven ability of the Applicant to satisfy the requirements of the RFF. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category. The points associated with each category are indicated following the category name (total maximum points = 110). If any one or more of the listed criteria on which the responses to this RFF will be evaluated are found to be inconsistent or incompatible with applicable federal laws, regulations, or policies, the specific criteria will be disregarded and the responses will be evaluated and scored without taking into account such criteria or disqualified altogether.

The State reserves the right to make all final award decisions, including selecting recipients based on the State’s evaluation, total evaluation score, and other factors to be determined by the State. The State may incorporate strategic considerations when making award decisions. The State will only issue as many grants as funding allows and reserves the right to issue a partial award or no award. Finally, the State reserves the right to disqualify and not score incomplete proposals that do not provide all the required items as detailed in this RFF.

### **A. RFF EVALUATION CRITERIA**

#### **Step 1: Review for Mandatory Requirements and Complete Application**

In this step, proposals will be evaluated to ensure that they adhere to all grant requirements, including Applicant eligibility. Applicants must submit all information required by this RFF. Incomplete proposals may be disqualified. Further, any applications received after the deadline set forth in the RFF may be disqualified.

**Step 2: Qualitative Review (Technical and Grant Budget Proposals)**

Complete proposals will be scored based on the specifications set forth in Section III.A and Section III.B. This scoring will have a maximum possible score of 100 points (90 Technical Proposal points and 10 Grant Budget Proposal points). Step 2 may include one or more rounds of grant proposal clarifications or discussions (oral and/or written) between the State and the Applicant focused on the details of the Technical and/or Grant Budget Proposal. Note that Grant Budget Proposals will not be scored based on the grant funding amount requested. Grant Budget Proposals will be scored based on the narrative provided in the Grant Budget Narrative.

**Step 3: Priority Points**

Applicants may receive up to 10 Priority Points as outlined in Section III.C. The State will review the Applicant’s responses to the Priority Points section and calculate the total Priority Points earned. Priority Points will be added to the total points received for the Technical Proposal and Grant Budget Proposal to create a final score for each Applicant.

**Step 4: Award Recommendation and Notification**

All proposals will be ranked on the basis of their scores. The State reserves the right to make all final award determinations and to determine the budget line items included in the award. FSSA intends to notify grant Applicants of award when evaluations are completed.

**B. APPLICATION POINTS**

The following table demonstrates the maximum points available for each grant application.

<b>Criteria</b>	<b>Maximum Points Available</b>
1. Adherence to Grant Requirements	Pass/Fail
2. Technical Proposal	90 Points
3. Grant Budget Proposal	10 Points
4. Priority Points	10 Points
<b>Total Points:</b>	<b>110 Points</b>