

## **RFF 2021-005**

### **REQUEST FOR FUNDING ANNOUNCEMENT (RFF)**

For

### **“Planning, Implementation and Evaluation of Programs to Address Substance Abuse Prevention and Mental Health Promotion at Indiana’s Institutions of Higher Education.”**

This is a Request for Funding announcement (RFF) issued by the Family and Social Services Administration/Division of Mental Health and Addiction, Bureau of Substance Abuse Prevention and Mental Health Promotion

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 respondents are advised that materials contained in proposals are subject to the Indiana Public Records Act, IC 5-14-3 *st seq.*, and after the grant award may be viewed and/or copied by any member of the public, including news agencies and competitors. Potential respondents 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 respondent. 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 respondent upon request. The State will not determine price to be confidential information.

#### **COMPENSATION**

DMHA encourages applicants to be creative as possible in providing a good value to the State of Indiana in their responses to this application. Payment is provided in arrears and no startup funds are available.

Allowable costs include, but are not limited to, staff time, training costs, program expenses, data collection, data reporting, supplies, evaluation and other expenses. Applicants shall not supplant existing efforts nor shall they utilize ineffective programs.

#### **TERMS**

This planned agreement shall be for a period of twenty-one months beginning on October 1, 2021 and terminating June 30, 2023 and may be renewed for an additional twenty-four months

pending provider performance, outcomes, compliance with guidelines within the contract and available funding.

## PROPOSALS

Applicants interested in providing these services to FSSA/DMHA should submit an electronic copy to [Prevention@fssa.in.gov](mailto:Prevention@fssa.in.gov).

Submissions must include:

1. A letter of application signed by the Director or agency board president identifying the amount of funds which are being requested and proposed numbers served.
2. Attachment B, Respondent Information
3. Proposal (details to follow)
4. Other attachments as described
5. Budget narrative (Applicants should propose a budget for year one and another for year two. Year one is primarily a planning year and it is anticipated that this year will require less funding.)
6. Budget attachments (This should be presented as an annual budget. Applicants should delineate year one and year two.)

Proposals, electronic or hard copies, must be received no later than **4:30 p.m. Eastern Standard Time on 08/20/2021**. Proposals received after 4:30 p.m. will not be considered. Proposals must be delivered in electronic format with all appropriate forms and in the subject heading of the electronic mail should state:

### **Response to RFF 2021-005 Institutions of Higher Education**

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

**Any questions regarding this RFF must be submitted in electronic format to Cathy Blume at [Prevention@fssa.IN.gov](mailto:Prevention@fssa.IN.gov) no later than 4:30 p.m. Eastern Standard Time on Aug. 2, 2021.** Please keep questions brief and of high priority.

All inquiries are to be directed to *Cathy Blume* at [Prevention@fssa.in.gov](mailto:Prevention@fssa.in.gov) and are not to be directed to any other staff member of FSSA. Such action may disqualify respondent from further consideration for a grant as a result of this RFF.

#### Time Frame

July 28, 2021	RFF released
August 6, 2021	RFF questions due
August 11, 2021	Responses to questions

August 20, 2021	RFF proposals due
August 31, 2021	Awardees notified
October 1, 2021	Grant Effective date

### **Grant**

Selected applicants will receive a twenty-one month grant, October 2021 to June 2023, with a renewal option pending provider performance, outcomes, compliance with guidelines within the contract and available funding.

### **Funding**

The Division of Mental Health and Addiction shall allocate approximately \$540,000 to utilize over twenty-one months and anticipates funding no less than two and no more than three colleges. This is the total amount to fund up to three schools and not the amount per school. It is expected that more funds will be utilized in year two than in year one due to implementation starting in year two but this can vary per proposal. Grant awards for this program are subject to budgetary exigencies associated with the availability of Federal and State funding.

Potential respondents 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 respondents selected to receive an award.

### **Scope of Work**

Selected respondents will apply the Strategic Prevention Framework to substance use prevention and mental health promotion activities on their campuses.

Selected respondents will need to submit a comprehensive needs assessment and work plan for approval before beginning implementation of any programming. This shall be in addition to planning submitted in response to this application. Selected applicants shall display capacity for planning, implementation, and evaluation of grant activities in the application and over the course of the project. Selected applicants shall demonstrate cultural competency and integrate plans to continue to develop cultural competency as well as sustain program activities after the funding ends. Working with health disparate populations is a priority for DMHA so respondents need to ensure that they not only plan to identify but engage those populations in the work that is proposed.

Selected respondents will not need to budget for an evaluator. They will be required to work with the DMHA specified evaluator for prevention. Respondents will need to have participated in a recent Indiana College Survey or a like survey in at least the last 2-3 years or plan to do so in SFY22. Due to the tight timeframe of this funding having access to recent campus wide data on substance use/mental health is required. Unspecified overhead/administrative fees cannot exceed 5% of total contract proposed.

### **Selection process and criteria.**

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

1. Be constituted as a nonprofit accredited institute of higher education.

2. Institutions should have an undergraduate population composed of at least 50% of students under the age of 26. This is to ensure that mental health and substance use is addressed in the young adult population.
3. Possess specialized knowledge and expertise in the field of substance abuse prevention.
4. Have demonstrated fiscal and programmatic capacity to carry out supervision of program staff, program implementation, fidelity monitoring, evaluation efforts and comply with reporting requirements.
5. Have demonstrated capacity to maintain competent and well trained staff to carry out program tasks, including having the ability to oversee program implementation staff, assure program implementation with fidelity, and commit to applying the Strategic Prevention Framework in their efforts.
6. Participate in a coalition related to substance abuse prevention and mental health promotion on a college campus. Ideally, the campus has an already developed coalition focused on reducing substance use, reducing harm to young people from substance use and addressing the mental health promotion and treatment needs of the college population. Plans should include the continued capacity building of an existing coalition that addresses the campus' substance abuse and mental health promotion needs. Due to the shortened timeline for this funding colleges who do not have an existing coalition will not have the proper time to start one. Applicants should pay special attention to addressing suicide prevention and to preventing or delaying the use of alcohol, tobacco and other drugs, including misuse of prescription drugs.
7. Coordinate with other community or campus agencies who are working with mental health promotion and substance abuse preventions. Examples include, but are not limited to, DMHA funded initiatives, Regional Prevention Coordinator, Local Coordinating Councils (LCCs) and campus offices/clinic
8. Attend required training events, administrative meetings and accept technical assistance and evaluation support. It is anticipated that at least 4 in person trainings will be required and another 3 webinars will be implemented.
9. Comply with program objectives including, but not limited to, delaying program implementation until adequate assessment, planning, and capacity building is complete.
10. Utilize the majority of allocated dollars for implementation of programs, policies and practices which are deemed highly effective in the National Institute of Alcohol Abuse and Alcoholism College AIM project (college Matrix) and/or Indiana's Evidence Based Programs, Practices and Policies Advisory Committee. Applicants should propose probable programs for selection but final approval of the work plan will be delayed until after additional needs assessment and capacity building.
11. Allocate 5% or less of the budget to general overhead/administrative costs.
12. Participated in the Indiana College Survey or another campus survey that assessed needs and outcomes over time. This survey will need to have been completed prior to this proposal planned to be completed in year one of the award in order to create an assessment report in year one. The preference is that any prior surveys used need to be no older than 2018.
13. Agree to collect National Outcomes Measures and work with the DMHA specified evaluator for the evaluation of the work and strategies implemented in this grant.

14. Attend required trainings and mandatory meetings. At a minimum this will include a kick-off meeting, a mid-year meeting and attendance at the Substance Abuse and Prevention Skills Training (SAPST) by at least one program staff within a year of grant receipt or proof that the training has already occurred.
15. Employ one FTE or equivalent for this project.
16. Have a tobacco free campus policy in place that includes students and staff or plans to implement one during the course of this funding.
17. Have a policy addressing alcohol use in place<sup>3</sup> for students and staff or plans to implement one during the course of this funding.

Each Proposal will be evaluated on the basis of the submission sections listed below. Scores for each section have been provided, but each section is deemed important.

Proposal shall be typewritten in 12 point font with one inch margins and no more than 11 pages. This page total does not include budget narrative and budget forms.

### **PROPOSAL SUBMISSION SECTIONS**

Proposals shall be reviewed and scored by a committee selected by DMHA. The scores of each grant applicant will be averaged into a final score (*81 total possible points*). Contract negotiation and plan revision may be required for some proposals which are deemed fundable. Proposals will be evaluated based upon the proven ability of the respondent to meet the goals of the program in a cost-effective manner. Specific criteria are:

1. Completed Attachment B, Respondent Information (2 points)
2. Proposal Narrative Sections (details in next section) (59 points)
3. Attachments (10 points)
4. Budget Narrative (Description delineated for year one and year two) (6 points)
5. Attachment C, Budget (Budget delineated for year one and year two) (4 points)

### **PROPOSAL NARRATIVE SECTIONS**

1. Description of college campus including demographics\*\*, data indicators, and strengths and challenges of the campus especially as they relate to substance misuse prevention and mental health promotion. Describe any previous initiatives around substance abuse prevention and/or mental health promotion that the campus has managed. This section should not exceed one page. (5 points)

\*\*For purposes of this application, the campus population must consist of at least 50% of the student body under the age of 26.

2. Description of current substance abuse prevention capacity including experiences in assessment, capacity building, planning, implementation, and evaluation of substance abuse prevention activities. Highlight experience, if any, in utilizing the Strategic Prevention Framework. Description of collaboration with community wide substance abuse prevention efforts and/or coordination and collaboration with an existing substance abuse prevention campus coalition. This section should not exceed one page. (12 points)

3. Description of current mental health promotion activities/suicide prevention activities. Describe the efforts the campus has made, if any, linking substance abuse prevention and mental health promotion. If the campus has not linked substance abuse and mental health promotion, propose activities to do so. This section should not exceed one page. (12 points)
4. Describe the campus' proposed plans to address substance abuse prevention and shared risk factors with mental health and suicide prevention. Detail how the campus will utilize evidence-based programs. (Note: respondents should specify if proposed programs are listed in the College AIM guide.) Describe how the campus is proposed strategies will address multiple prevention domains (individual, peer, family, community) based on needs assessment. Describe methods that the campus will use to assure that efforts are culturally appropriate and culturally inclusive. Describe how the campus will utilize existing/other funding to provide secondary and tertiary prevention (i.e. services for those who already have diagnoses or are in need of medical professional assistance), and how those services will interact with DMHA funded primary prevention programming. (Be advised that campuses will submit a final work plan/program selection after they have participated in assessment, planning and capacity building activities. Selected campuses will have up to 12 months to participate in these activities before beginning program implementation.) This section should not exceed 3 pages. (18 points)
5. Indicate the college wide survey that will to be utilized (no older than 2018) or implemented in year one. Identify any gaps in current data that may need further assessment in order to identify strategies or programs to implement. If a survey will be conducted in year one please indicate commitment to administering this as well as the estimated timeframe it will be implemented. (4 points)
6. Provide a sustainability plan for proposed activities and other campus efforts related to substance abuse prevention and mental health promotion/suicide prevention. This section should not exceed one page. (2 points)
7. Provide a timeline for grant related activities for years one and two. (2 points)
8. Describe the methods the university will use to share their experiences and mentor other universities who wish to implement similar programs and strategies related to substance abuse prevention and mental health promotion. This section should not exceed one page. (4 points)

#### **OTHER ATTACHMENTS**

1. Letters of Support: At a minimum, respondents should include three letters of support. These can be from local coordinating councils, systems of care organizations, DMHA funded prevention initiatives if in their counties, DMHA Regional Prevention System Client Consultation Board, Drug Free Communities grantees if in their communities, campus coalitions and/or other campus agencies or organizations other than the one applying. (3 points)
2. Existing campus needs assessment and epidemiological data collection reports on substance abuse and mental health promotion. (3 points)

3. Existing campus plans, if any, to address health disparities and cultural barriers for their student body. (2 points)
4. Copy of current campus policies that address tobacco use and alcohol use on campus or document on planned process of implementing a policy (2 points)

### **BUDGET NARRATIVE**

Using the attached forms (Attachment C) as a guide for categorical expenses, provide a narrative of proposed expenditures by category. Contracts will be deliverables-based but campuses should propose specific expenditures and be prepared to delineate costs by activities.

Responders should comply with OMB guidance regarding existing block grant funding restrictions, which include less than 5% awarded for the administrative costs, limited provisions for incentives, a ban on cash incentives for program participation and inclusion of costs for food are only if necessary for program fidelity.

Respondents should clearly identify at least one FTE for this project. Respondents should clearly identify at least 10% of time allocated for one university staff.

Please include any funds needed to do additional surveys or data collection to fill gaps in campus wide data collected. Funds cannot be used for incentives to participate only administration and assessment of a survey and data collected.

Respondents should submit separate narratives for year one and year two. Respondents should clearly label budget narrative year.

### **BUDGET FORMS**

Using forms in Attachment C, complete budget forms for year one and for year two of the funding cycle. Respondents should clearly label budget year.

**Attachment A**  
**Form of Proposal**

1. Complete Attachment A, Respondent Information
2. Proposal Narrative
3. Attachments
4. Budget Narrative
5. Budget Worksheets



**ATTACHMENT B  
RESPONDENT 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 <sup>1</sup> :
10) DUNS Number:
11) Congressional District:

**RESPONDENT 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:

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

**ATTACHMENT C  
Budget Summary**

Respondent Name: \_\_\_\_\_

<b>24 Month Figures (100%)</b>	
AMOUNT REQUESTED	
<b>Personnel</b>	
1) Staff Salaries	
2) Staff Fringes	
<b>Non-Personnel</b>	
3) Staff Travel	
4) Staff Training	
5) Equipment	
6) Participant Travel	
7) Other	
*****	*****
Total Project Costs (100%) (1+2+3+4+5+6+7)	

Should include but not limited to the following above.  
State will provide reimbursement for 100% of cost.

**Personnel Budget  
Staffing Detail Sheet**

Respondent 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**

Respondent 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**

Respondent 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**

Respondent 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**

Respondent Name: \_\_\_\_\_

Item Description	Estimated Cost (100%)
Total	

**Non-Personnel Budget  
Other**

Respondent name: \_\_\_\_\_

Item Description	Estimated Cost (100%)
Total	