



**REQUEST FOR FUNDING
DIVISION OF MENTAL HEALTH AND
ADDICTION
RFF 22-1816
COMMUNITY CATALYST GRANT PROGRAM**

COMPETITIVE GRANT PROGRAM
GRANT APPLICATIONS DUE: MARCH 1, 2022 AT 5PM EST
RFF DATE ISSUED: DECEMBER 1, 2021

RFF Contact:
CommunityCatalyst@fssa.in.gov
Family and Social Services Administration
Division of Mental Health and Addiction
402 W Washington St, Rm W353
Indianapolis, IN 46204

TABLE OF CONTENTS

I. INTRODUCTION	3
A. BACKGROUND.....	3
II. GRANT APPLICATION DETAILS	4
A. OBJECTIVE.....	4
B. ELIGIBLE APPLICANTS.....	6
C. GRANT FUNDING.....	6
D. USE OF FUNDS.....	8
E. GRANT PERIOD	8
F. SAMPLE GRANT AGREEMENT.....	9
G. GRANT APPLICATION SUBMISSION INSTRUCTIONS	9
H. GRANT APPLICATION SUBMISSION COMPONENT OVERVIEW	10
I. GRANT APPLICATION TIME FRAME	10
J. INFORMATION WEBINARS	11
K. SUBMISSION OF APPLICATION QUESTIONS.....	11
III. GRANT APPLICATION COMPONENTS.....	11
A. TECHNICAL PROPOSAL.....	12
B. GRANT BUDGET PROPOSAL	15
C. PRIORITY POINTS.....	16
IV. EVALUATION CRITERIA	16
A. RFF EVALUATION CRITERIA.....	17
B. APPLICATION POINTS	17

I. INTRODUCTION

This is a Request for Funding (RFF) issued by the Indiana Family and Social Services Administration, Division of Mental Health and Addiction (DMHA). As part of the Coronavirus response legislation, DMHA is making available a one-time federal funding opportunity to improve mental health and substance use disorder outcomes in Indiana. This Grant Program, the Community Catalyst Grant Program, aims to promote innovative, collaborative, and sustainable locally and community driven responses to mental health and substance use disorder issues. The Priorities of this RFF are to enhance the quality, integration, and access of mental health and substance use disorder prevention, treatment, and recovery services across Indiana.

This RFF requests responses from:

- 501(c)(3)s;
- Units of local government, public school corporations, and public universities; and/or
- ~~Healthcare systems~~Hospital organizations

Respondents should be embedded in, and working with, their communities and interested in submitting innovative proposals for programming to empower individuals who have prevention, early intervention, and/or mental health and substance abuse treatment needs.

The State is specifically interested in funding programming that addresses one or multiple of DMHA’s focus areas: (1) criminal justice, (2) crisis response, or (3) children and adolescents. Respondents are encouraged to submit innovative proposals that address primary prevention, equity, and/or aim to address or reinvent current or existing services and systems. The State invites respondents to propose new or expanded programs that promote holistic, outcomes-driven mental health and substance use disorder services and enhance the continuum of care so that all Hoosiers, regardless of socioeconomic status, geographic location, race, ethnicity, gender, age, and sexual orientation receive equitable and high-quality care.

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 Community Catalyst Grant Program. In alignment with HEA1001 legislation guidance, crisis response, criminal justice, and child and adolescent services shall be emphasized as State priority areas for this funding and shall be considered in the evaluation of proposals.

Additionally, the Interim 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 Interim 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.”¹ 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 underserved and marginalized populations including, but not limited to, underserved racial and ethnic minority populations including Black, Indigenous, and People of Color (BIPOC), as well as lesbian, gay, bisexual, transgender, and queer (LGBTQ+) populations, and other underserved groups. In alignment with federal ARPA requirements and federal guidance, the needs of and equitable delivery of care for underserved and marginalized communities shall be State priorities and shall be considered in the evaluation of proposals.

2. **DMHA Mission and Need 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 42nd 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.² More specifically, Indiana was ranked 18th for Adults with Substance Use Disorder² and preliminary data showed a 47% increase in overdoses in 2020 compared to 2019.³ Indiana’s suicide rates and need for crisis intervention supports have steadily increased over the last several years, evidenced by Indiana’s ranking as 7th for the highest percentage of adults reporting serious thoughts of suicide.² These statewide challenges disproportionately impact certain demographic groups and geographic areas.

Organizations embedded within the community are uniquely positioned to understand the nuances of their community’s needs. Through this Community Catalyst RFF and the federal funding which makes it possible, the State has the opportunity to invest in locally and community-driven projects to build out a comprehensive continuum of care that offers high quality, accessible, and integrated care for Hoosiers.

II. GRANT APPLICATION DETAILS

A. OBJECTIVE

The Priorities of this RFF are to enhance the quality, integration, and access of mental health and substance use disorder prevention, treatment, and recovery services across Indiana. A respondent can meet the Objectives of this RFF by proposing a program or initiative that addresses mental health and/or substance use disorder needs within their community as they relate to the three aforementioned priority areas. The State encourages proposals that are innovative and propose new approaches to service delivery in order to enhance the continuum of care.

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

² [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.

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

Proposals addressing DMHA Priorities and Focus Areas or needs in specific population(s) will be prioritized during the evaluation process, as further described below.

1. **DMHA Priorities and Focus Areas**

Applicants should address one or multiple of the DMHA's Priorities (quality, integration, and access) in their proposal.

Applicants may receive Priority Points for addressing one or multiple of the following areas. More information on the Priority Points received can be found in Section III.C.

- a. As described in Section I.A, proposals that address one or multiple of the following Focus Areas will be afforded special consideration through the availability of Priority Points:
 - i. Criminal Justice
 - ii. Crisis Response
 - iii. Children and Adolescents
- b. As described in Section I.A, in alignment with federal ARPA requirements and federal guidance, proposals that are designed to intentionally address needs and the equitable delivery of care in one or multiple of the following Priority Populations will be afforded special consideration through the availability of Priority Points:
 - i. The Black, Indigenous, or People of Color (BIPOC) Community
 - ii. The Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ+) Community
 - iii. The Rural Community
 - iv. Youth who have experienced significant trauma
 - v. Victims of domestic violence

2. **Key Considerations**

Proposals will be evaluated with the following considerations:

- a. Long-term sustainability
- b. Innovation
- c. Connection to DMHA mission/vision
- d. Demonstrated cultural competency
- e. Proposed outcomes
- f. Connection to research-supported interventions and use of best practices

The RFF aims to solicit proposals from county/community coalitions and/or individual local entities to accomplish these Objectives.

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 Objectives of the RFF.

Applicants may plan on beginning their projects after the signed grant agreement has been executed and the grant is effective on approximately July 1, 2022 (see Section II.I for the RFF timeline). Applicants shall focus on projects for or during the period beginning in State Fiscal Year (SFY) 2022 and running through mid-SFY 2025 (July 1, 2022 through December 31, 2024). The grant may be effective beyond this time at the discretion of the State; however, applicants should focus their projects on the established timeframe of this grant. Applicants must be prepared to track and show how State objectives, including but not limited to the RFF Objectives, were met as a result of the funding received.

As this grant aims to promote community engagement in mental health and substance use disorder services, all applicants are encouraged to seek matching funds from local government and/or stakeholders who are invested

in or will benefit from the community improvement resulting from the proposed programming. If the applicant is a county/community coalition, it is encouraged that match funding comes from outside the coalition, but match funding can also come from within the coalition. Applicants will receive Priority Points for how much of their grant provided by the State is matched by a local entity/entities. More information on the Priority Points received for grant matching can be found in Section III.C.

B. ELIGIBLE APPLICANTS

To receive funding under this grant, an eligible applicant must provide mental health or substance use disorder services 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 entities⁴ **AND** must provide or oversee the provision of mental health and/or substance use disorder services:

A. 501(c)(3) as defined by United States Internal Revenue Code

OR

B. Unit of local government, public school corporation, or public university

OR

C. ~~Healthcare system~~Hospital organization as defined by United States Internal Revenue Code

The State is seeking two types of applicants for this RFF: **individual entities** or **county/community coalitions**. The State encourages applications from individual entities operating in the mental health and substance use disorder continuum. Applicants may also apply as a county/community coalition of stakeholders that includes one or more eligible entity (as described above) who would receive funding through this RFF and are in geographic proximity to one another. In this case, the intent would be to receive one application from a county/community coalition detailing their plan to enhance services specifically in their community. Applicants applying as a county/community coalition must have one organization acting as the prime grantee and fiscal agent for the coalition. The prime grantee must be an eligible entity (501(c)(3), unit of local government, public school corporation, or public university, or ~~health system~~hospital organization) 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 county/community coalition as sub-grantees. County/community coalitions should represent diverse stakeholders in the mental health and substance use disorder continuum of care. For example, county/community coalitions could be comprised of local government entities or for-profit/nonprofit organizations that have an established or new partnership with an eligible entity.

C. GRANT FUNDING

The grant funding available in this RFF will follow a standard competitive grant model. The applicant 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 contract. 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 a combination of reimbursements and upfront payment for approved grant budget items as allowed by Indiana Code 12-8-10-7. If the awarded grant amount is \$50,000 or more, applicants can receive up to 1/6 (16.67%) of their total grant amount as an upfront

⁴ Coalitions of community entities, located in geographic proximity to one another, may also submit joint proposals. If a community coalition applies for this funding, one entity must be the “prime grantee” and must act as the fiscal agent for the coalition. 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.

payment. If the grant is under \$50,000, applicants can receive up to 1/2 (50%) of their total grant amount as an upfront payment. In both scenarios, the remainder of the grant will be provided through reimbursements by the State.

If the applicant is an individual entity, grant payments will be disbursed directly to the entity. If the applicant is a coalition, grant payments will be disbursed to the prime grantee. It is the prime grantees responsibility to distribute the funding to the sub-grantees within the coalition. Please note, as explained in Section II.D, only eligible entities may utilize grant funding to support their proposed projects. All funding must be used by eligible entities to fulfill the Objectives 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 Objectives are 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 enhance quality, integration, and access of mental health and substance use disorder services in Indiana. These KPIs will demonstrate how the State can objectively measure the progress of the project and should relate directly to the services 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:

- *Divert 250 individuals from jail and into mental health or substance use disorder treatment.*
- *Decrease recidivism rates to below the average community rate.*
- *50 children with serious emotional disturbance receiving wraparound treatment.*
- *65% of children receiving enhanced services will meet one or more of their treatment goals compared to typical treatment levels.*

Applicants must submit their KPIs in their response to the Grant Funding/Match/KPIs question in the and detail how the KPIs will be met in their response to the Program Plan question in the Technical Proposal (See Section III.A). Although the KPIs need to be achieved by the grantee directly, if applying as a county/community coalition, members of the coalition 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.

3. Grant Match

As described above, applicants are encouraged to seek and secure a monetary grant match from local government and/or stakeholders who will benefit from the community improvement associated with this grant. If applicants secure a match, applicants must indicate the entity providing the grant match and the percent match of the total budget request in their Grant Budget Proposal (See Section III.B). Each grant matching entity needs to demonstrate its understanding of the KPIs, the grant match amount to be provided, and its commitment to providing the match through a **grant match commitment letter**. A separate grant match commitment letter must be submitted by each entity providing a grant match. Additionally, the grant matching entity/entities must be listed on the Community Partner Form in Attachment A. Coalitions will be responsible for disbursing the grant match across all entities included in their coalition application.

State and Local Government Fiscal Recovery funds will be acceptable match for this grant program.

The total grant match amount will be subtracted from your total grant budget to dictate the grant amount provided by the State. A Respondent's grant match(es) will be factored into their application's evaluation and may make an application eligible for Priority Points.

D. USE OF FUNDS

As required by HEA 1001, grant funds must be used to address mental health needs across the State. Furthermore, in alignment with HEA1001 legislation guidance, programming focused on crisis response, criminal justice, and children and adolescents will be prioritized. Applicants are required to demonstrate in their application response how their requested grant funding will allow them to enhance mental health and/or substance use disorder services in their community.

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 Proposal (See Section III.B).

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.

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 mental health and/or substance use disorder needs 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 Section III.A.

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 projects, the unique project submitted for this grant application may not be currently receiving funding from any other source.

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.

E. GRANT PERIOD

All grants are expected to begin on or around July 1, 2022 and funds are to be used through December 31, 2024. Grants may be extended beyond this time at the State's discretion; however, grant proposals should 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. SAMPLE GRANT AGREEMENT

Applicants must agree to the terms and conditions of the Sample Grant Agreement in Attachment C. All grant recipients will be required to sign this grant agreement in order to receive funding. The entity that applies on behalf of the county/community coalitions must be able to sign and execute the grant agreement with the State to fund the projects awarded to the entities in the coalition. 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.

Applicants will be required to complete the necessary paperwork for contracting in the event the applicant is awarded. 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)

G. GRANT APPLICATION SUBMISSION INSTRUCTIONS

Any interested applicant must submit a complete grant application **no later than 5 p.m. Eastern Standard Time on March 1, 2022, to be eligible for 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 D). All components of the grant application should be submitted, in electronic format, via email to DMHA's Community Catalyst RFF email account: CommunityCatalyst@fssa.in.gov with the subject "*DMHA RFF 22-1816 – Community Catalyst Grant Program.*" 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 and Grant Budget Proposal. 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 (CommunityCatalyst@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 Community Catalyst email address. Applicants are encouraged to attend the information sessions, as further detailed in Section II.J below, to obtain information regarding submittal processes or this RFF. Applicants are additionally

encouraged to submit any questions in writing in Attachment D – 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.

Grant Application Components
<p>Technical Proposal</p> <ul style="list-style-type: none"> i. Applicant Information <ul style="list-style-type: none"> a. General Applicant Information b. Must be signed by an authorized representative – <ul style="list-style-type: none"> i. For coalitions: Executive Director/CEO or President of the Board of Directors or Facility owner or program director of the prime grantee ii. For individual providers: Facility owner or program director c. Community Partner Form (Attachment A) ii. Community Need and History iii. Community Engagement iv. Program Plan v. Grant Funding/Match/KPIs – <ul style="list-style-type: none"> a. Grant Match Commitment Letter(s) from Grant Matching Entity/Entities vi. Sustainability Plan
<p>Grant Budget Proposal</p> <p>A completed Grant Budget Proposal (Attachment B) and Grant Budget Narrative must be submitted. The applicant must describe other grant awards it has received <u>for the proposed project</u> within the past 18 months.</p>
<p>Priority Points</p> <ul style="list-style-type: none"> 1. Grant Funding Matching Amount 2. Investment in Focus Areas 3. Equity Focus and Investment <u>in</u> Priority Populations

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.

	Event
December 1, 2021	RFF posted online
December 14, 2021	First Application Information Webinar at 1:30 PM ET
January 19, 2022	Second Application Information Webinar at 2:00 PM ET
January 20, 2022	Application questions due to State by 5 p.m. ET
January 28, 2022	Approximate answers to questions posted (subject to change based on volume)
March 1, 2022	RFF proposals due at 5 p.m. ET
May 2, 2022	<i>Approximate award decisions release date*</i>
July 1, 2022	<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. INFORMATION WEBINARS

Two optional online webinars will be held to walk prospective applicants through how to complete and submit applications via email, provide application tips, and answer any questions. The first webinar will be held on December 14, 2021 at 1:30 PM EST and the second webinar will be held on January 19, 2022 at 2:00 PM EST. The webinars can be accessed at this link:

<https://us02web.zoom.us/j/5816807316?pwd=TmIxVDBZT3pOakVpVG1qdVRBdTR1dz09>. 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 CommunityCatalyst@fssa.in.gov by January 20, 2022 at 5 p.m. EST. Please use the provided Question and Answer Response Template (Attachment D) 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 January 28, 2022. 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 E 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

1. TECHNICAL PROPOSAL COMPONENTS

The Technical Proposal narrative should be below 12,500 words. Applicants should use their discretion in allocating word counts to each narrative section. All sections outlined below must be addressed thoroughly. 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 and grant match letters) will not be counted towards the Technical Proposal word count.

i. Applicant Information

Provide the following background information.

a. Applicant Information

1. Applicant Type: Type of Entity (Non-Profit, Local Unit of Government, Public School Corporation, or Public University or ~~Health-System-Hospital Organization~~ OR County/Community Coalition)
2. County
3. Applicant Name

b. Title of Application

c. Single Point of Contact for all Communication Regarding the RFF

1. Contact Name
2. Contact Title
3. Contact Phone
4. Contact Email Address
5. Contact Mailing Address

d. Signature of Authorized Representative

The authorized representative must provide an electronic signature certifying that the information contained in the application is correct and that the applicant agrees to the terms and conditions of the FSSA Sample Grant Contract (Attachment C).

1. Designated Representative (Printed Name)
2. Designated Representative Title
3. Date

e. Grant Match and Community Partner Information

Please complete the Community Partner Form (Attachment A). Applicants shall not make any modifications to the form and shall utilize the provided form to submit the requested information. Information includes:

1. Grant Match

- a. Have you secured the outside entity/entities to provide grant match? Please list all entities that will provide grant match.
- b. For each grant matching entity, please provide the following information:
 - i. Type of entity
 - ii. Name of entity
 - iii. Grant match commitment letter

2. Community Partner(s)

- a. All applicants must list any community partners in this form, as applicable.

- b. County/community coalitions must also list all member entities of the coalition.

ii. Community Need and History

Provide a summary of your community’s overall “need” for the programming you are proposing. Describe the community needs as they relate to the specific population(s) your proposed programming aims to address. Please include relevant community statistics to identify the needs of your community and demonstrate the gaps in the mental health and/or substance use system that are not meeting the needs of individuals within your community. **All applicants shall include their county’s suicide rate, regardless of whether their proposal specifically addresses suicide or crisis response.**

Highlight, at a high-level, how your proposed programming aims to address the identified gap(s) and identify which population(s) your programming aims to address.

iii. Community Engagement

All applicants shall provide information on community engagement efforts.

If you are applying as a county/community coalition: Describe how your coalition is working to improve mental health and/or substance use disorder services and worked together to develop this application. Describe why your coalition formed and how applying as a coalition will position you to achieve success as it relates to your proposed programming. Include a short explanation describing the role and involvement of the coalition in the community. Describe how your community will benefit from your projecting and meeting the Objectives of this RFF.

If you are applying as an individual entity: Describe how you are working with your community to provide improved mental health and/or substance use disorder services. Describe how your community will benefit from your project and meeting the Objectives of this RFF.

If applicable, be sure to provide the history of how your organization has worked in the past to improve mental health and/or substance use disorder services in your community and how this grant would enable your organization to continue this work. If new community engagement efforts are being proposed, describe those in detail.

iv. Program Plan

Provide your plan for implementing the programming proposed in your grant application by responding to the following components:

- a. Describe your proposed programming. Describe how your proposed program aligns with DMHA’s Objectives and Mission (See Section I.A and II.A for the full details), including how your proposed programming will enhance the quality, integration, and access of mental health and/or substance use disorder prevention, treatment, and/or recovery services in your community.
- b. Describe whether you are proposing investment in new programming or enhanced/expanded programming.
- c. Describe which population(s) or area(s) your programming will target, including any specific populations or localities. Include a description of how your proposed programming will address one or multiple of DMHA’s Focus Areas or Priority Populations (See Section II.A

- for full details). Please be sure to address which, if any, Priority Points your proposal may be eligible to receive (See Section III.C).
- d. Describe, in detail, how your proposed programming will address the community need identified in your response to Question ii. Describe how your proposed programming would improve outcomes for the population(s) you will be serving. Describe any research- or evidenced-based practices you will employ.
 - e. Describe how the items included in your grant budget fit into your program plan. Describe how your included items are required for ensuring success and meeting the RFF Objectives and the Key Performance Indicators (KPIs) you identified in your response to Question v. Include estimated dates for when these items will be purchased or when these costs will be incurred.
 - f. Describe any plans to improve the equitable provision of care, including culturally competent care, for the population(s) your proposed programming will serve.
 - g. Describe your plans to leverage data to measure success. Describe any plans to increase the use of outcomes data within your community.
 - h. Describe any plans to increase community knowledge about the available high quality services.
 - i. Describe any plans to forge new partnerships or enhance existing partnerships to improve the provision of holistic, integrated care.
 - j. Describe any barriers you foresee to implementing your program plan and how you may overcome them.
 - k. Include a timeline for implementing your program plan, achieving your KPIs you propose in Question vi, and achieving the RFF Objectives. The timeline should have key dates you plan to meet and include descriptions for how you will reach these dates and complete the goals of your project.

Please be sure to include specific descriptions and dates for how and when the RFF Objectives will be achieved. A thorough response will demonstrate how each budget item is supporting the program plan and will lead to achieving the RFF Objectives and furthering State Priorities.

v. Grant Funding/Match/KPIs

Describe how you will ensure your grant funding is spent effectively and accurately.

Describe your grant match (including the entity/entities that will be providing it and how their participation demonstrates community engagement), the match amount, and how you are going to ensure these funds will be received. You must include a grant match commitment letter from each of the entity/entities providing a grant match (as further described in Question i). This letter must confirm the grant match amount and demonstrate understanding and support of achieving the RFF Objectives. The letter must also include the name and contact information of the person/entity supplying the match.

Propose two measurable Key Performance Indicators (KPIs) based on your project type that you will be expected to meet by the end of your grant to demonstrate how you are improving mental health and/or substance use disorder services in your community. You must describe how your KPIs will ensure your use of grant funding improves services in your community and how these KPIs will be measured. Ideally, KPIs should address the outcomes you aim to achieve and how success towards achieving those outcomes will be measured, as it relates to the specific population or geographic area your programming will address.

vi. Sustainability Plan

Describe your plan to ensure the longevity and sustainability of your project beyond the grant period. Describe how your program will support maintaining high quality, accessible, and integrated care for Hoosiers. If you proposed reoccurring expenses in your budget proposal, describe how you will sustain these expenses or ensure that a cliff-effect (i.e., a gap in services) does not occur after the grant period ends and your funds have been expended.

2. 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	5 Points
iii.	Community Engagement	10 Points
iv.	Program Plan	40 Points
v.	Grant Funding/Match/KPIs	10 Points
vi.	Sustainability Plan	20 Points
Total Technical Proposal Points:		90 Points

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 Objectives. 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 B – 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). County/community coalitions shall complete a budget that encompasses the total proposed grant amount the coalition is requesting. The completed Grant Budget Proposal, including the amount of the grant match, shall be submitted with the Technical Proposal directly onto the online application platform. The grant amount requested will not be scored. Respondents 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 Objectives and implement your program plan. 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 Narrative will be worth **10 points**.

C. PRIORITY POINTS

Applicants are eligible to receive up to **15 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 and Grant Budget Proposal.

1. Grant Funding Matching Choice (up to 5 points)

Applicants may receive Priority Points for receiving higher percentages of match dollars from local entity/entities. The State reserves the right to award up to five Priority Points to applications evincing matching funds.

2. Investment in Focus Areas (up to 5 points)

As stated in Section I.A, grants will be funded via American Rescue Plan Act funds appropriated by HEA1001. In alignment with HEA1001 legislation guidance, crisis response, criminal justice, and child and adolescent services shall be emphasized as State Focus Areas for this funding and shall be considered in the evaluation of proposals.

Applicants may receive up to five Priority Points for addressing one or multiple of the following areas. The State reserves the right to award up to five Priority Points at the State's sole discretion.

- i. Criminal Justice
- ii. Crisis Response
- iii. Children and Adolescents

3. Equity Focus and Investment Priority Populations (up to 5 points)

As stated in Section I.A, grants will be funded via American Rescue Plan Act funds appropriated by HEA1001. The ARPA requires the State to incorporate equity as funding is utilized; the State must also report on how equity is being addressed with the use of funding. Proposals that explicitly address equity within the services and/or systems within their proposal will be eligible for additional points.

Specifically, proposals that adequately focus on addressing mental health and/or substance use disorder needs in one or more of the following may be awarded up to five Priority Points. For proposals to adequately address mental health and/or substance use disorder needs in a population, proposals must include a deliberate and deep focus on culturally competent care for one of the following populations. The State reserves the right to award up to five Priority Points at the State's sole discretion.

- i. People in the Criminal Justice System
- ii. The BIPOC community
- iii. The LGBTQ+ community
- iv. The Rural Community
- v. Youth who have experienced trauma
- vi. Victims of domestic violence

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 = 115). 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 and county 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 15 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 committee responsible for reviewing the proposals will make grant award recommendations based upon the highest scoring applications. 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.

Criteria	Maximum Points Available
1. Adherence to Grant Requirements	Pass/Fail
2. Technical Proposal	90 Points
3. Grant Budget Proposal	10 Points
4. Priority Points	15 Points
Total Points:	115 Points