



# **The Indiana Family and Social Services Administration REQUEST FOR FUNDING DMHA RFF 2023-006**

**Behavioral Health Workforce Recruitment and Retention  
Innovation Grant Program**

**Informational Webinar  
Wednesday, March 1, 11:00 a.m. ET**

Family and Social Services Administration  
Division of Mental Health and Addiction  
[WFInnovation@fssa.IN.gov](mailto:WFInnovation@fssa.IN.gov)



# General Information

- This webinar is not intended to be a comprehensive summary of the Request for Funding (RFF). Applicants must read DMHA RFF 2023-006 for details.
- All information supplied in this webinar can be located in the RFF Main Document.
- This webinar PowerPoint will be posted on DMHA's grant website.
- Each slide has a reference to applicable RFF sections.
- Please hold questions until the end of the webinar.
  - *Any verbal response is not considered binding; respondents are encouraged to submit any question formally in writing if it affects the proposal that will be submitted to the State.*



# Agenda

- DMHA Grant Overview
- Grant Application Components
- Question and Answer Session



# DMHA Grant Overview



# Background

- House Enrolled Act (HEA) 1001 of the 2021 legislative session appropriated federal coronavirus 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.
- As part of the Coronavirus response legislation, the Division of Mental Health and Addiction (DMHA) is making available a one-time federal funding opportunity to increase capacity and/or enhance the quality, recruitment, and retention of the behavioral health workforce.
- This Grant Program, the Behavioral Health Workforce Recruitment and Retention Innovation Grant Program, aims to address statewide workforce shortages by promoting innovative, collaborative, and sustainable behavioral health workforce development programs to expand access to equitable and high-quality mental health and substance use disorder care.



# RFF Priorities

The Priorities of this RFF are to enhance the recruitment, retention, and quality of the behavioral health workforce by a) enhancing funding for staff, b) reducing administrative barriers, c) improving professional development and training opportunities, and/or d) providing programs that increase workforce capacity.

- Applicants are encouraged to submit innovative, locally-driven proposals for programming that addresses one or multiple of DMHA's Priorities, in alignment with the Indiana Behavioral Health Commission Report's recommendations.
- Proposals will be evaluated with the following Key Considerations:
  - Innovation
  - Demonstrated Commitment to Pooling Resources Together with Community Partners
  - Connection to DMHA Mission and Vision
  - Demonstrated Commitment to Building a Workforce that Centers Cultural Humility
  - Demonstrated Ability to Serve Populations Disproportionately Impacted by Limited Access to Quality Behavioral Health Care
  - Proposed Outcomes
  - Demonstrated Long-term Sustainability



# Focus Areas and Priority Points

In alignment with federal ARPA requirements and guidance to use funds to advance equity and ensure cultural responsiveness in the provision of care:

- Applicants will be eligible to receive **up to 10 additional Priority Points** for addressing DMHA's identified Focus Areas listed below. Applicants should address relevant Priority Points in the Technical Proposal:
  - Demonstrated need driven by the local and/or regional context
  - Demonstrated approach to programming that results in a culturally reflective workforce
- Applicants must also 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.



# Eligible Applicants

Applicants must be one of the following types of entities **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 entities:

- ① Community Mental Health Centers
- ② Certified Community Behavioral Health Clinics
- ③ 501(c)(3)s as defined by United States Internal Revenue Code
- ④ Enrolled Medicaid Providers
- ⑤ Units of local government, public school corporation, or public university
- ⑥ Hospital Organizations as defined by United States Internal Revenue Code
- ⑦ Trade organizations or other representative body providers
- ⑧ Training or other workforce providers





## Eligible Applicants (cont'd)

The State is seeking two types of applicants for this RFF: **individual entities** and **community partnerships** that operate in the mental health and substance use disorder continuum.

- Community partnerships are **not** dependent on pre-existing structures and collaboration can be demonstrated through the collective sharing of resources (*e.g.*, subject matter expertise, network coverage, and capacity for program management).
- Community partnerships must have one organization acting as the prime grantee and fiscal agent.
- Non-eligible entities may apply as part of the community partnership as sub-grantees.



# Key Performance Indicators

- Grantees will be required to define and measure performance in accordance with **at least two** Key Performance Indicators (KPIs) that are 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



# Grant Information and Requirements

- All grants are expected to begin on or around September 1, 2023 and funds are to be used through December 31, 2026.
  - The grant may be effective beyond this time at the State's discretion; however, applicants should focus their projects on the established timeframe of this grant.
- Grant recipients complete registration requirements with the Secretary of State, Department of Administration, and Auditor of State. To ensure there is no delay in the award, all Applicants are required to initiate the registration process **prior to submitting their application.**
- Grant Recipients must be prepared to track and report on their use of grant funding and progress towards meeting KPIs/defined outcome measures.
- Grant Recipients will also be required to participate in a Community of Practice Workgroup to share best practices and encourage collaboration, expected to meet on a quarterly basis throughout the Grant Period.



# Grant Funding

- Grant funds will be provided as reimbursements for approved grant budget items.
- Grant funds must be used to address mental health needs across the State through the implementation of workforce development initiatives.
- Grant funds may **not be used for capital expenses**. Grant funds may be used for all other costs associated with the proposed programming.
- If the applicant is an individual entity, grant payments will be disbursed directly to the entity. If the applicant is a community partnership, grant payments will be disbursed to the prime grantee for distribution to the sub-grantees.



# Key Dates

Date	Event
February 17, 2023	RFF posted online
March 1, 2023	Application Informational Webinar at 11 a.m. 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)
<b>April 21, 2023</b>	<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>



# Grant Application Components



# Application Components

## Grant Application Components

### Technical Proposal

A completed Technical Proposal (Attachment C) must be submitted, including:

1. Applicant Information
  - a. Mandatory Requirements, including a completed W-9 Form (Attachment H) and Direct Deposit Form (Attachment I)
  - b. General Information
  - c. Signature of Authorized Representative:
    - For Community Partnerships: CEO, Director, or other authorized officer of the prime grantee's organization
    - For Individual Providers: CEO, Director, or other authorized officer
2. Community Need and History
3. Community Partner Information (including Attachment A)
4. Community Engagement
5. Program Plan
6. Reporting Requirements
7. Sustainability Plan



# Application Components (cont'd)

## Grant Application Components

### Grant Budget Proposal

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 within the past 18 months.

### Priority Points

Applicants should address relevant Priority Points in the Technical Proposal:

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





# Application Points

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	10 Points
<b>Total Points:</b>	<b>110 Points</b>



# Technical Proposal

- Applicants are expected to adequately answer all questions in the Technical Proposal (Attachment C) and provide specific details and examples to demonstrate the thought that went into crafting their response.
- Applicants must address all questions in the yellow cells provided under each question of the Technical Proposal.
- Applicants should provide narrative responses to all questions within 12,500 words. The requested attachments, including the Community Partner Form (Attachment A), the W-9 Form (Attachment H), and the Direct Deposit Form (Attachment I) will not count toward the word count.



# Technical Proposal Points

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>



# Grant Budget Proposal

## Grant Budget Proposal (Attachment D)

- The Grant Budget Proposal should depict a detailed budget for the total grant amount requested for the proposed project. Community partnerships shall complete a budget that encompasses the total proposed grant amount the partnership is requesting.
- The Grant Budget Proposal should be completed based on the instructions within the Excel file. Applicants should only fill in the yellow-shaded cells; all blue cells will automatically populate based on information entered by the applicant.

## Grant Budget Narrative (Attachment E)

- The Grant Budget Narrative should provide a narrative explaining the budget and why items in the budget will help achieve the RFF Objective and implement the program plan, including how the requested items and amounts will result in the successful implementation of your programming and support improved mental health and/or substance use disorder services in your community.
- The Grant Budget Narrative should be limited to 2,500 words.

**The Grant Budget Proposal will be scored based on the narrative provided; Proposals will not be scored based on the amount of grant funding requested.**



# Reminders

- Applications are due by **5:00 p.m. ET on April 21, 2023.**
- All components of the grant application should be submitted, in electronic format, via email to DMHA's Workforce Innovation RFF email account:  
[WFInnovation@fssa.in.gov](mailto:WFInnovation@fssa.in.gov)



# Question and Answer Session



# Questions

- Any verbal response is not considered binding.
- Respondents are encouraged to submit any question formally in writing by **Friday, March 3 at 5pm ET** if it affects the proposal that will be submitted to the State.
- All questions/inquiries should be submitted using the Q&A Template (Attachment F) based on the process outlined in Section II.K.



**Thank You!**

**[WFIinnovation@fssa.in.gov](mailto:WFIinnovation@fssa.in.gov)**