



Eric Holcomb, Governor
State of Indiana

Division of Mental Health and Addiction
402 W. WASHINGTON STREET, ROOM W353
INDIANAPOLIS, IN 46204-2739

REQUEST FOR FUNDING ANNOUNCEMENT – RFF-2023-0016
FOR
Harm Reduction Street Outreach (HRSO) Teams

Introduction:

This is a Request for Funding announcement (RFF) issued by the Family and Social Services Administration, Division of Mental Health & Addiction in conjunction with the Executive Director for Drug Prevention, Treatment and Enforcement. The date for this project is January 1, 2024, through December 31, 2024.

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.

Proposals will be in an oral format. The oral format will be in person and must be requested by email to **Emily Truelove** by the due date listed below. Please see below for Oral Proposal formats and submission requirements.

Submission Requirements:

Oral Proposals - Should be requested by email no later than **4:30pm EST on November 20, 2023**, to Emily Truelove’s email: emily.truelove@fssa.in.gov

- Requested oral proposals received **after 4:30pm EST will not be considered.**
- The email subject line must be: **RFF-2023-0016**
- Email must include the following:
 - A cover letter indicating the lead contact’s telephone number and email are required for each proposal. **This must be the first page of the proposal.**
 - A budget and copy of visual presentation (ex. PowerPoint)
 - Must use Times New Roman 12-point font for all pages of the proposal.
 - Oral presentations will be in person.
- Failure to submit an email that includes all the above documents will result in no presentation being scheduled.
- Emily Truelove will schedule a date and time for the oral presentation within 5 business days.
- Presentations are limited to 30 minutes.



Questions Regarding this RFF:

Questions regarding this RFF must be submitted via e-mail to Emily Truelove at emily.truelove@fssa.in.gov, no later than **4:30 p.m. EST on October 9, 2023**.

- **Questions received after 4:30p.m. EST** will not be included on the Q&A form posted to the DMHA funding website and may not be answered timely, if at all.
- Email subject line for questions must be: **Questions for RFF-2023-0016**

Questions received by the due date will be answered by October 23, 2023 and posted to the DMHA funding webpage (<https://www.in.gov/fssa/dmha/funding-information/>)

All questions and inquires must be directed to ONLY Emily Truelove at emily.truelove@fssa.in.gov. Failure to follow this expectation disqualifies the application from this RFF.

Project Description:

As part of the National Opioid Settlement, the Division of Mental Health and Addiction is making available funds to qualified community organizations focused on harm reduction through street outreach efforts. Applicant organizations must be connected to the local community through at least one of the following: syringe service program, non-syringe harm reduction program, or local non-profit experienced with harm reduction. Selected organizations will form Harm Reduction Street Outreach (HRSO) teams with two outreach workers and one supervisor. HRSO teams will have knowledge of the local community, particularly areas where illicit substance use is high among community members. Priority will be given to community organizations that can provide services to minority populations as well as the southwestern, southcentral, central and western regions of the State of Indiana.

Requirements include:

- 1) Lead organization must have connection to the local community through *at least one* of the following organizations: syringe service program, non-syringe harm reduction program, or local non-profit experienced with harm reduction.
- 2) Ability to form an outreach team of three people – one supervisor and two outreach workers. Outreach workers must be in teams of two individuals for all activities.
- 3) Knowledge of the local community, particularly areas where illicit substance use is high among community members.
- 4) Comfortability engaging community members, some of whom may be actively using illicit substances.

5) Partnerships with, or knowledge of, local resources including treatment and housing providers.

Additionally, the following will be mandatory for funding recipients:

1) Attendance at a DMHA-approved training in harm reduction before engaging participants or distributing harm reduction kits. Harm reduction kits will include naloxone, pamphlets on local resources, water, and other items as identified by the recipient agency.

2) Participation in monthly learning meetings with the evaluation team. The evaluation team will assess each HRSO team’s readiness for implementation, ongoing barriers and opportunities for additional training, program successes, and program sustainability over time. Each outreach team will be required to collect the following data on individuals with whom they make contact: zip code, number of harm reduction kits distributed, number of individuals referred for additional services, number of individuals with whom they make contact, and if an adverse action happened, resulting in a call for immediate assistance or help (i.e., mobile response team, ambulance, fire or law enforcement).

RFF Timeline

Subject to change

October 2, 2023	RFF Released
October 9, 2023	RFF Questions Due
October 23, 2023	RFF Answers Posted to DMHA Funding Website
November 20, 2023	RFF Proposal Submissions Due
December 11-14, 2023	Oral Presentations Conducted
December 21, 2023	Notify Applicants of Award Determination

Project Timeline

January 1, 2024	Project starts
December 31, 2024	Project ends

Funding

Applicants may be awarded up to \$200,000 each.

FSSA/Division of Mental Health and Addiction encourages applicants to be as creative as possible in their proposals regarding costs. Cost efficiency will be considered when determining grant(s) awards.

Non-Authorized Activities: Such items may include, but not be limited to the following:

- Food
- Pay for promotional items

For additional information, please refer to the following link:

https://www.in.gov/recovery/files/Final_Remediation_Uses_Settlement_Agreement_3.25.22_Final.pdf

Evaluation – Total Points Available: 100

Proposals will be reviewed and scored by a committee selected by the Division of Mental Health and Addiction. Proposals will be evaluated based upon the proven ability of the applicant to meet the goals of the project description in a cost-effective manner.

The following checklist is for your reference as it indicates the maximum points available for each item required in your proposal. Each proposal should be broken down by each of the sections below. Any additional information provided outside of these sections may result in points being deducted from overall score.

Organize Proposal Pages as Follows:

Proposal Content/Scoring Criteria	Maximum Points Available	Applicant Checklist
1.) Cover Letter/Introduction: One (1) page maximum: Including items below:	2	
a.) Primary program contact information, (name, email, and phone number):		
b.) Signature of Director/Authorized Individual:		
c.) Total amount of funds requested:		
d.) Population(s) of focus:		
e.) Proposed catchment area:		
f.) Proposed numbers to be served:		
2.) Organization/Agency Information	5	
a.) Please include the make-up of your organization. Does the leadership/staff represent the population of focus?		
b.) Describe your mission, goals, and area(s) of focus.		
c.) What makes your agency unique in working with individuals from your Population of Focus?		
d.) Describe your ability to provide services to the Population of Focus (i.e., existing relationships.), with an emphasis on previous experience providing harm reduction services.		
3.) Cultural Competency/Cultural Humility	25	
a.) Describe how your organization strives to serve minority and historically underserved populations.		

b.) Describe your ability to serve the Southwestern, Southcentral, Central and/or Western Indiana regions.		
c.) Describe the activities you will engage in to increase diversity, equity, and inclusion with the population being served.		
4.) Current/Past Program Experiences	20	
a.) Provide a thorough explanation of Organization/Agency experience in implementing an initiative of this kind.		
b.) Highlight at least one program you are especially proud of and why. What outcomes were achieved?		
c.) Are any of the initiatives you've implemented considered evidence-based? If so, which ones?		
d.) What gaps exist and how will this funding help?		
e.) Identification of methods used to target services to address current gaps.		
f.) Demonstration of collaboration with community entities.		
g.) Qualifications of Key Personnel: Provide the resume of each Key Personnel [Note: Resumes are not counted toward page maximum].		
5.) Program Narrative/Plan for Operation/ Program Implementation	25	
a.) Design/Description of the project: Please prepare a realistic timeline for implementation.		
b.) Provide detailed explanation of internal staff and/or external collaborations you intend to work with for the completion of this project.		
c.) Indicate goals/outcomes you plan to achieve. How will you measure these?		
d.) Explain potential barriers to success and ways to overcome said barriers.		
e.) Describe your contingency plans in the event you are unable to implement the activities as originally planned.		
6.) Sustainability of the Program	5	
a.) Describe how the service program will be sustained after the completion of the grant assistance.		
b.) Extent to which to the applicant intends to continue to operate the service program through cooperative agreements and other formal arrangements.		
7.) Budget Template with Budget Justification: (1) page maximum	15	
a.) Develop a budget for the selected project. Include the associated justification and the total amount requested. [Note: See below for link to access a budget template].		

8.) Letters of Support: (3) total letters (1) page max each	3	
a.) Provide letters of support from partners that are fully committed to this project and the role they will play [Note: Letters of support must be on partners organization letterhead]		

Sample Budget Template – RFF-2023-0016

A sample budget template is available and can be used to assist you in completing your proposal. Visit this link to download: <https://www.in.gov/fssa/dmha/funding-information/>

Confidential Information

Potential respondents are advised that materials contained in proposals are subject to the Indiana Public Records Act, IC 5-14-3 et 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.