



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-2022-012
FOR
MENTAL HEALTH PROMOTION SERVICES FOR BLACK and LATINO-HISPANIC
POPULATIONS DISPARATELY IMPACTED BY MENTAL HEALTH STIGMA**

This is a Request for Funding announcement (RFF) issued by the Family and Social Services Administration, Division of Mental Health & Addiction.

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 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.

Compensation

FSSA/Division of Mental Health and Addiction encourages respondents, in their proposals for this RFF, to be as creative as possible regarding costs, as cost efficiency will be considered when determining grant(s) awards.



Terms

Selected applicants will receive a grant commencing on September 1, 2022 (or from date of final State approval of grant), and terminating on February 28, 2023, and may be renewed through reapplication and new proposal, based upon available funding.

Proposal Requirements

Applicants interested in providing these services to FSSA/DMHA should submit an electronic proposal no later than **July 1, 2022 @ 4:00 pm ET** via email to:

Email Address: Felechia.Bayless-Mickles@fssa.in.gov

- Proposals received **after 4:00 p.m. ET will not be considered.**
The email subject line should state: "**RESPONSE to RFF-2022-XXX –**
- **MENTAL HEALTH PROMOTION SERVICES FOR BLACK and LATINO-HISPANIC POPULATIONS DISPARATELY IMPACTED BY MENTAL HEALTH STIGMA**
- Ensure that all supporting documents are attached to the e-mail.
- Although not mandatory, pdf file format is preferred and only one file totaling all documents should be submitted.
- No more than one proposal per applicant should be submitted. However, an applicant can address more than one strategy within a single proposal.
- In the cover letter please indicate the principal contact for the proposal along with a telephone number and email.

All proposals must have an electronic mailing address included.

Project Timeline

Subject to change

June 13, 2022	RFF sent to potential applicants
June 20, 2022	RFF questions due
June 24, 2022	RFF response to questions posted.
July 1, 2022	RFF proposals due back
July 11, 2022	Notify Grantees of Awarded Funds
September 1, 2022	Grant effective date

Selected applicants will receive a six (6) month grant (September 1, 2022 to February 28, 2023) With a renewal option through reapplication and new proposal based upon DMHA funding, applicant performance, outcomes, and compliance with guidelines within the contract.

Any questions regarding this RFF must be submitted by e-mail to [Felechia Bayless-Mickles Felechia.Bayless-Mickles@fssa.IN.gov](mailto:Felechia.Bayless-Mickles@fssa.IN.gov) no later than 4:00pm Eastern Standard Time, **June 20, 2022.**

Funding

The total funding amount available for this RFF is \$400,000. Grantees will be awarded up to \$100,000 each.

Point of Contact

Felechia Bayless-Mickles

Felechia Bayless-Mickles, MSW
Mental Health Stimulus Funds Coordinator
Division of Mental Health and Addiction
Indiana Family and Social Services Administration
402 W. Washington St., Rm. W353
Indianapolis, Indiana 46204
Email Felechia.Bayless-Mickles@fssa.IN.gov
Telephone: 317-233-2083

Please do not direct questions/inquiries to any other staff members of FSSA/DMHA, as this action may disqualify the applicant from further consideration for this RFF.

Project Description/Scope of Work

The Division of Mental Health and Addiction has been awarded funding through the Coronavirus Response and Relief Supplement Appropriations (CRRSA) Act 2021 funding through Mental Health Block Grant (MHBG). Funds are to be used to increase mental health awareness within the Black, Indigenous, People of Color (BIPOC) and Latino-Hispanic communities. Funds are not to be used towards activities that do not qualify under mental health.

Stigma, distrust and a lack of clear informational education on mental health continues to be a barrier to access mental health services for communities of color which includes (BIPOC), Latino-Hispanic and members of the LGBTQ+ community. The Division of Mental Health and Addiction is granting funds to increase mental health awareness to Stop the Stigma in the Black and Latino-Hispanic communities to help overcome barriers to seeking Mental health services. The purpose is to remove the barriers due to the stigma surrounding mental health in the Black and Latino-Hispanic communities through education. This grant aims to make funding available to any organization or grassroots agencies that already have well-established relationships with these populations.

Priority will be given to respondents with knowledge and expertise to utilize:

NAMI Sharing Hope: Mental Wellness in the Black Community

NAMI Sharing Hope: Compartiendo Esperanza: Mental Wellness in the Latinx Community

Grantees must: 1) provide monthly reports to DMHA; 2) participate in the collection of data of this program; and provide data to DMHA 3) provide periodic oral updates, as requested by DMHA.

Selection Process and Criteria – RFF-2022-XXX

Proposals can be in written format. Proposals will be reviewed and scored by a committee selected by the Division of Mental Health and Addiction or designee. Proposals will be evaluated based upon the proven ability of the respondent to meet the goals of the Program in a cost-effective manner.

Written Proposal Scoring Criteria	Points
<p>Cover Letter / One (1) page maximum</p> <ul style="list-style-type: none"> • A letter of application signed by the Director or agency board president identifying the amount of money requested, Population(s) of focus, proposed catchment area, and proposed numbers to be served. Include name, email, and phone number for the primary program contact. The cover letter needs to include the total amount requested. 	2
<p>Organizational Information / Two (2) page maximum</p> <ul style="list-style-type: none"> • Tell us about your organization – who are you? Describe your mission/goals and/or your area(s) of focus. What makes your agency unique especially working with BIPOC and Latino-Hispanic, which include members of the LGBTQ+ community. • Describe your ability to provide services to the special population(s) you have chosen-describe existing relationships. • Explain the make-up of your organization. Provide the resume of Key Personnel involved with the program [Note: Resumes are not counted toward page maximum]. Provide the percentage that will be dedicated to the grant. 	20
<p>Current and Past Program Experiences; Gaps / Two (2) page maximum</p> <ul style="list-style-type: none"> • Provide a thorough explanation of experience in implementing Mental Health educational services or programs as it pertains to provision of mental health education to marginalized and disenfranchised diverse populations and communities. • Highlight at least one program you are especially proud of and why. What outcomes were achieved? • What gaps exist and how will this funding help? • Are any of the initiatives you have implemented considered evidence-based? If so, which ones? 	12

<ul style="list-style-type: none"> Do you currently have an established mental health educational program for Black and Latino-Hispanic which includes Black, Indigenous, People of Color (BIPOC) Latino-Hispanic and members of the LGBTQ+ community. program? Is your organization trained in cultural sensitivity, and if so, how would you address the distrust of the mental health system need for these populations? How would address this barrier to mental health and wellness. 	
<p>Program Narrative / Five (5) page maximum</p> <ul style="list-style-type: none"> Provide a description of the activities you plan to implement. Describe the process used to come to this decision, how were the activities chosen, what data was used, who was involved, etc. <ul style="list-style-type: none"> Describe the hours of operation If activities have not been fully identified, describe the process you will use to decide which activities are best for your community, what data will you use, who will be involved, etc. Provide detailed explanation of which local partners you are working with /or intend to work with for the completion of this project. (Strongly suggest: Partners should include individuals from the population(s) of focus.) List partners who have been contacted and describe what each partner will contribute to fulfill the grant requirements. Please prepare a realistic timeline for implementation. Indicate outcomes you plan to achieve. How will you measure the outcomes? Explain potential barriers to success and ways to overcome said barriers. Describe your contingency plans in the event you are unable to implement the activities as originally planned (i.e., consequences of Covid, closures, etc.) 	<p>35</p>
<p>Budget Template with Budget Justification</p> <ul style="list-style-type: none"> Using the attached sample budget, develop a budget for the selected project. Include the associated justification. Please include the total amount requested. 	<p>25</p>
<p>Letters of Support</p> <ul style="list-style-type: none"> Provides letters of support from partners that are fully committed to this project and the role they will play, etc. 	<p>3</p>

Documentation <ul style="list-style-type: none"> Documentation of 501c3. Provide Bidder ID and W-9 information 	3
TOTAL	100

SAMPLE BUDGET TEMPLATE – RFF-2022-008

A. Personnel

Position	Name	Hourly Rate	Annual Rate	Amount Requested

Provide brief description of job duties:

B. Fringe Benefits

Position	Name	Insurance Cost	FICA	Amount Requested

Provide brief description of percentages of costs:

C. Travel

Purpose	Destination	Item (Ex: Hotel, flight, per diem)	Cost	Amount Requested

Provide brief description of travel (Ex: conference, workshop, location, dates if known)

D. Supplies

Item	Cost	Bases (Ex: monthly, quarterly)	Quantity	Amount Requested

Provide brief description of supplies

E. Contracts

Name/Vendor	Duty	Amount Requested

Provide brief description of contractor duties:

Total Amount Requested \$
