

RFF- 2022-003
REQUEST FOR FUNDING ANNOUNCEMENT
FOR
Disbursement of State of Indiana Funding

This is a Request for Funding announcement (RFF) issued by the ***Family and Social Services Administration/Division of Mental Health and Addiction, Addiction and Forensic Treatment Team in conjunction with the Executive Director for Drug Prevention, Treatment and Enforcement, the Office of the Governor, and the Office of Court Services.***

This RFF is intended to announce 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 the proposed budget to be confidential information.

COMPENSATION

FSSA/***Division of Mental Health and Addiction*** encourages respondents, in their responses to the RFF, to be as creative as possible regarding the cost of their proposal to the State, as cost efficiency for the State will be a consideration in determining whether a grant(s) will be awarded based on responses to the RFF.

TERMS

Selected applicants will receive a sixteen (16) month grant, with funding available March 1, 2022, to June 30, 2023.

PROPOSALS

Respondents should submit electronic proposals to:

Kelly Welker, Assistant Deputy Director of Addiction
FSSA/Division of Mental Health and Addiction

Email Address: Kelly.Welker@fssa.IN.gov

The proposal must include:

1. Cover Letter with agency and contact persons information
2. Proposal narrative
3. Budget and budget justification (sample budget template attached)
4. Identify Key Staff overseeing project (they need not all be from the same organization or governmental agency)

Proposals must be received no later than **4:30 p.m. Eastern Time on February 11, 2022. Proposals received after 4:30 p.m. will not be considered.** Proposals must be delivered in electronic format, a **maximum of 4 pages** not including attachments, with all required documents. Please use the following language in the subject heading of the email:

**RESPONSE TO RFF #2022-003
Community Coordination Grant**

No more than one proposal per county will be accepted. In the cover letter, please indicate the principal contact for the proposal along with a telephone number and email address.

Any questions regarding this RFF must be submitted in via email to Kelly Welker (Kelly.Welker@fssa.IN.gov) no later than **4:30 p.m. Eastern Standard Time on February 2, 2022. Questions received after 4:30 p.m. may not be considered. Please keep questions brief and of high priority.** Responses to all questions will be promptly prepared and emailed to the respondent.

All inquiries are to be directed to Kelly Welker 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.

SCOPE OF WORK

Indiana Division of Mental Health and Addiction (DMHA) in conjunction with the Executive Director for Drug Prevention, Treatment and Enforcement, the Office of the Governor, and the Office of Court Services is providing the opportunity for counties to support development and capacity building of community coordination focused on substance use treatment and recovery.

The purpose is to allow counties to develop, improve, coordinate, align and enhance county coordination related to access to treatment for substance use disorder and mental health to include but not limited to the justice system including local Justice Reinvestment Advisory Councils (LJRAC), law enforcement, community corrections, probation, jails, problem-solving courts, pretrial services, community coalitions, recovery organizations and treatment providers including Medication Assisted Treatment (MAT).

The following are allowable costs for the funding:

1. Coordinator position to manage and organize initiatives and meetings
2. Community needs assessment and action plan

3. Development and support of local coalitions and collaborations including Overdose Fatality Review (OFR) committee and Trauma-Informed Recovery Oriented System of Care (TI-ROSC)

Priority will be given to counties with strong local leadership, active partnerships and strong potential for achieving results.

TIME FRAME:

January 28, 2022	RFF sent to potential applicants
February 2, 2022	RFF questions due
February 11, 2022	RFF proposals due back
February 22, 2022	Notify Grantees of Awarded Funds
March 1, 2022	Grant effective date

Funding:

The maximum award for this funding opportunity *is \$100,000 per county. All funds must be used toward the goals identified in this proposal.* Grant awards for this program are subject to budgetary exigencies associated with the availability of Federal and State funding.

Eligible Respondents:

Local non-profit who has been in existence for a minimum of four years, city/county agencies, or courts/criminal justice agencies.

SELECTION PROCESS AND CRITERIA

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. Specific criteria are:

Evaluation Criteria

Each narrative will be evaluated on the following criteria:

1. **Narrative (30 points)**
The following standards will be considered when evaluating this criterion.
 - a. Description of current collaborations
 - b. Explanation and justification of development, coordination, improvement or enhancements.
 - c. Description of partnerships or agreements with community partners
2. **Project Timeline (30 points)**
 - a. Provide a timeline for hiring key staff and meeting dates (timeline should be part of narrative)
 - b. Ongoing technical assistance and consultation
3. **Budget and Cost Effectiveness (30 points)**
 - a. Detailed budget must be included with proposal (sample budget template below)
 - b. Budget and cost are reasonable to the objectives and adequate to support the goals of the project.
4. **Supporting Documentation (10 points)**
 - a. Job Descriptions and resume of proposed staff member(s), if available

- b. Workflow chart within organization or community partnership

Proposals will be evaluated based upon the proven ability of the respondent to satisfy the requirements of the proposal in a cost-effective manner.

SAMPLE BUDGET TEMPLATE

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: