



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 #2023-005 FOR *Mental Health & Wellness Strategic Planning*

Introduction:

This is a Request for Funding announcement (RFF) issued by the Family and Social Services Administration, Division of Mental Health & Addiction. The date for this project is 7/1/2023 through 6/30/2025.

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 must be submitted in a written format, please see below for Written Proposal format and submission requirements.

Submission Requirements:

Written Proposals- should be submitted by email no later than **4:30pm EST on February 15, 2023** to **Steven Holland** (Steven.Holland@fssa.in.gov).

- Proposals received **after 4:30pm EST will not be considered.**
- The email subject line must be: **RFF #2023-005**
- Email must include the following:
 - A cover letter indicating the principal contact telephone number and email are required for each proposal. **This must be the first page of the proposal.**
 - Must use Times New Roman 12-point font for all pages of the proposal
 - Submit one proposal per applicant. Agencies that are not the lead applicant, may be included in multiple proposals.

Questions Regarding this RFF:

Questions regarding this RFF must be submitted via e-mail to (Steven.Holland@fssa.IN.gov) no later than 4:30 p.m. Eastern Standard Time on **January 27, 2023**. **Questions received after 4:30 p.m. may not be considered.** Please keep questions brief and of high priority. Please utilize the following subject heading for emails regarding questions.



Questions: Mental Health & Wellness Strategic Planning RFF

Questions received by the due date will be answered by **February 3, 2023**, and posted to the DMHA funding webpage (<https://www.in.gov/fssa/dmha/funding-information/>)

All inquiries are to be directed to *Steven Holland* 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.

Project Description:

The Division of Mental Health and Addiction (DMHA) is granting funds to create an opportunity for an agency to assist the DMHA Mental Health & Wellness team with creating a long-term strategic plan. When submitting proposal, the vendor must understand that the strategic plan should include a plan for all programs within the Mental Health & Wellness team and how they can best communicate their goals, strategies, and partnerships to avoid overlap and redundancies within DMHA and the state. Only agencies that are designated as non-profit or public entities are eligible to apply for these funds. Proposals must include a detailed plan including, but not limited to, the following:

- Estimated timeline of key events over the two-year contract period
- Detailed plan on how to identify all programs and needs at DMHA
- Detailed plan on how to engage diverse communities in identifying needs and priority areas
- Detailed plan on how to engage nation-wide trends and best practices in mental health
- Detailed plan on how to focus on mental health priorities while acknowledging how other teams (e.g. peers/recovery, prevention, etc) interact with the Mental Health & Wellness team priorities
- Detailed information on how the completed strategic plan can be comprehensive and digestible, as well as how it will be able to be tracked and updated
- Information on past experiences in writing strategic plans

RFF Timeline:

Subject to change

January 16, 2023	RFF Released
January 27, 2023	RFF Questions Due
February 3, 2023	RFF Answers Posted to DMHA Funding Website
February 15, 2023	RFF Proposal Submissions Due
March 1, 2023	Notify Applicants of Award Determination
July 1, 2023	Grant Effective Date

Project Timeline

Selected applicant will receive a two-year grant (**July 1, 2023** to **June 30, 2025**) with a renewal option through reapplication and new proposal.

Funding

Applicant may be awarded up to \$300,000, over a two-year contracting period.

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
- Capital purchases such as buildings
- Treatment participation incentive or transportation

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 only, 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.

Organize Proposal Pages as Follows:

Proposal Content/Scoring Criteria	Maximum Points Available	Applicant Checklist
1.) Plan of Operation:	60	
a.) Quality of the design of the project.		
b.) Timeline of the entire process in creating a strategic plan along with needs.		
c.) Plan to include stakeholders (internal and external) in the process.		
d.) Identification and plan to engage diverse and minority communities.		
e.) Plan to balance plan details with digestibility		
f.) Quality and adequacy of the applicant’s plan to use its resources and personnel to achieve each objective.		
2.) Applicant Experience and Quality of Key Personnel:	30	
a.) Experience in writing strategic plans.		
b.) Resumes of vendors or staff that would be participating in the strategic plan process and description on why they would be a good fit.		
c.) Amount/percentage of time key personnel will commit to the project.		
3.) Budget and Cost Effectiveness:	10	

a.) Budget is adequate to support the project.		
b.) Costs are reasonable in relation to the objectives of the project.		

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.

ATTACHMENT B

RESPONDENT INFORMATION

1) LEGAL NAME:
2) Doing Business As (if different than legal name):
3) ADDRESS:
County:
4) ELECTRONIC MAIL ADDRESS:
5) TELEPHONE:
6) DIRECTOR NAME/TITLE:
7) CONTACT PERSON:
8) COUNTIES TO SERVED:
9) TAXPAYER IDENTIFICATION NUMBER ¹ :
10) DUNS Number:
11) Congressional District:

RESPONDENT FACILITY INFORMATION

1) Type of Facility:

Private –

Non-Profit ()

Other ()

2) ATTACH Proof of Non-Profit Status - 501(c)(3) CERTIFICATE

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

To the best of my knowledge and belief, the information in this proposal has been duly authorized by the governing body of the applicant.

SIGNATURE:
NAME/TITLE: (Typed)
DATE SIGNED:

¹ Employer I.D. number or Social Security number, as appropriate, whichever is used for Federal Income Tax purposes.

**ATTACHMENT C
Budget Summary**

Respondent Name: _____ SFY: _____

Twelve Month Figures (100%)

	AMOUNT REQUESTED
Personnel	
1) Staff Salaries	
2) Staff Fringes	
Non-Personnel	
3) Staff Travel	
4) Staff Training	
5) Equipment	
6) Participant Travel	
7) Other	
*****	*****
Total Project Costs (100%) (1+2+3+4+5+6+7)	

State will provide reimbursement for 100% of cost.

**Personnel Budget
Staffing Detail Sheet**

Respondent Name: _____ SFY: _____

Staff Position *	(100%) Salary (a)	(100%) Fringe Benefits (b)**	% of Time on Project (c)	Total Amount of Salary Requested (a x c)	Total Amount of Benefits Requested (b x c)
TOTAL					

Salary and fringes are to be shown as 12-month figures

Include Job Description for each staff position

- SALARIES: Show title, salary, and time commitment for all staff positions under this project. Staff positions must be new positions. If existing staff are hired for these positions, their previous positions must be filled by a new staff position.
- Include detail of Fringe Benefit amounts

FRINGE BENEFITS: Include contributions for Social Security, employee insurance, pension plans, etc.

**Non-Personnel Budget
Equipment Detail Sheet**

Respondent Name: _____ SFY: _____

Item Description	Quantity (a)	Estimate (100%) Cost Per Item (b)	Total (100%) Cost (a x b)	% Assigned to Project	Total Funds Requested
TOTAL					

List non-expendable personal property that has an acquisition of \$50,000 or more

NOTE: Use additional sheets as needed. (Number each additional page.)

NARRATIVE JUSTIFICATION FOR EQUIPMENT:

- Within proposal, submit detailed justification for each equipment item and how it will be used to achieve objectives of the project.

