



# Mental Health and Recovery Services Board

## REQUEST FOR APPLICATION

Fiscal Year 2019 Levy Programs (July 1, 2018 through June 30, 2019)

Request for Application Issued: February 15, 2018

Request for Application Due: March 15, 2018

### I. Introduction of the Levy Initiatives

With support from the residents of our three counties in passing and sustaining the mental health and recovery levies, the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties (MHRSB) is committed to plan, evaluate and monitor mental health and addiction programs and services in our local community. It is the MHRSB's purpose to establish, to the extent resources are available, a full continuum of care for the residents of Seneca, Sandusky and Wyandot Counties to include prevention and education, treatment, and recovery support services. Our mission is to establish high quality, innovative, cost effective and culturally sensitive mental health and addiction services.

### II. Eligible Applicants and Requirements

The applicant should be an agency that is willing to contract with the MHRSB to deliver the agreed services and complete required program reports. An agency must submit only **ONE** proposal, including all programs. Consideration will be given to all applicants that apply according to the guidelines.

Applicants requesting funding for prevention, treatment, and residential treatment services **MUST** be certified through Ohio Department of Mental Health and Addiction Services.

Agencies receiving funds are required to be in compliance with the Administrative Rules affecting community services of the Ohio Mental Health and Addiction Services (Ohio MHAS).

### III. Availability of Funds

The amount of funds available in Fiscal Year 2019 is based on the levy funds collected from each county. Below is listed the amount available per county:

- Seneca County = \$668,950
- Sandusky County = \$778,350
- Wyandot County = \$262,900

Funds will be made available July 1<sup>st</sup>, 2018 through June 30<sup>th</sup>, 2019. All payments will be based on reimbursement for services only, unless pre-approved by MHRSB. Match funds can be in-kind or of monetary value. A 20% match is recommended.

#### IV. Proposal Requirements

Each agency must provide the following with their proposal:

- Cover Sheet- Appendix A
  - Each agency is required to submit one Cover Sheet, regardless of the number of Face Sheets.
  
- Face Sheet- Appendix B
  - Each agency is required to submit one Face Sheet per County and per category. Maximum Face Sheets allowable are nine (three per County, one per category);
  - Example: If an agency is proposing to implement two prevention programs in the same county, there should be only one Face Sheet that includes both prevention programs. In the Proposal Narrative, the agency will explain each program.
  
- Proposal Narrative should include:
  - Description of each program;
  - How each program addresses the need;
  - The services offered for each program;
  - Existing collaboration with the local community;
  - Outcomes for each program and benefits to the community;
  - How outcomes will be measured for each program;
  - Description on how the services will address cultural and ethnic diversity;
  - Each agency is required to submit one Proposal Narrative, regardless of the number of programs.
  
- Budget Form- Appendix C.
  - Each agency is required to complete a Budget Form for each Face Sheet;
  - See **Appendix D** for the Budget Line Item Definition.
  
- Budget Narrative Form should describe each line item budget amount.
  - Each agency is required to submit **ONE** Budget Narrative Form, regardless of the number of Budget Forms. The Budget Narrative Form should define a summary of all Budget Forms (if more than one);
  - First example: \$4,000 was calculated by projecting 200 community prevention hours \* \$20.00 per hour for a prevention specialist= \$4,000.00;
  - Second example: \$72.00 in Travel was calculated by projecting 100 miles in travel \* IRS rate of \$0.54= \$54.00; Parking cost of \$8.00; and lunch cost of \$10.00. Total \$72.00.
  
- **NEW - Continuation of Levy Program(s)- Appendix F**

An agency could submit **ONLY Appendix F** if **ALL** of the following apply:

  - The agency has been awarded local levy funds for the past two fiscal years (FY2017 & FY2018);
  - The programs/services offered have been the same for the past two fiscal years (not necessarily the contracted amount);
  - The agency plans to continue the same programs/services in FY2019;
  - The agency is not planning to implement new programs/services for which they request funds.

#### V. Proposal Contents

The proposal narrative should not exceed **four (4) pages, single spaced, Times New Roman, 12 point font**. The page limit does not include the Cover Sheet (Appendix A), Face Sheet (Appendix B), Budget Form

(Appendix C) and the proposal budget narrative form or any other letter of recommendation or memorandum of understanding with collaborative partners. See **Appendix E** for Factors and Criteria for Evaluation.

## **VI. Select Program Type**

Each program needs to be proposed under one of the following categories: PREVENTION AND EDUCATION, TREATMENT, or RECOVERY AND SUPPORT. The definitions for each category, as well as examples, are listed below:

- 1. Prevention and Education:** This category is for programs that include strategies and activities designed to preclude the onset of the use of and/or reduce problematic use of alcohol and other drugs. It also includes programs that aim to prevent and/or reduce the risk of mental disorders. Examples would include: community education, in-school prevention programs, Juvenile Detention Center prevention services and coalition building.
- 2. Treatment:** This category is for projects that would involve the treatment of substance abuse disorders, mental health disorders and/or dual disorders. Treatment would address the physical, psychological and social aspects of these disorders by providing interventions that aim to reduce the symptoms of the disorder(s). Examples would include: assessment, individual counseling, group counseling, case management, psychiatric services, 24/7 crisis intervention, 24/7 crisis hotline, mental health in-patient services, partial hospitalization, pharmacologic management, forensic evaluation, intensive home-based treatment, health homes, intensive outpatient, inpatient detoxification, ambulatory detoxification, medication assisted treatment, treatment alternatives to street crime programs and referral and information.
- 3. Recovery Supports:** This category is for projects that would involve supporting individuals with mental illness and/or addictions and/or their families who are in a process of changing their health and wellness, living self-directed lives and who are striving to reach their full potential in the recovery process. Examples would include: peer support activities, recovery coaches, housing, 12-step programs, family support programs, employment programs and transportation.

**NOTE RESTRICTIONS: ORC 5119.36 (B) states... "No community mental health services provider or community addiction services provider shall be eligible to receive state or federal funds, or funds administered by a board of alcohol, drug addiction, and mental health services for certifiable services and supports unless its certifiable services and supports have been certified by the director."**

### **Board's Current Top Priorities and Gaps**

Due to the current services available in the three counties, Community Health Assessment needs, Recovery Oriented System of Care Assessment and feedback from community leaders, the Board identified its top priorities for Fiscal Year 2019. These priorities include:

- 24/7 Crisis/ Emergency Services;
- Mental Health Treatment and Residential Treatment Services for Children and Adolescents;
- Mental Health Therapy & Access to Psychiatrist
- Tele-psychiatry and Tele-medicine;
- Evidence-Based Prevention Programs;
- Addiction Treatment Services, to Include: Detox, IOP, and Medication-Assisted Treatment

## VII. Proposal Submission

- **Proposal Due Date:** No later than 4:30 P.M. on March 15, 2018. Proposals must be received by this time to be considered. Each agency will receive a confirmation of its submitted proposal within 3 business days.
- **Subject Line:** All proposals to be submitted as **RFA LEVY SSW**.
- **Complete applications:** All proposals must include:
  - Cover Sheet- Microsoft Word Document (no more than one);
  - Face Sheet(s)- Microsoft Word Document;
  - Proposal Narrative- Microsoft Word Document (no more than one);
  - Budget Form(s)- Microsoft Excel Document;
  - Budget Narrative- Microsoft Word Document (no more than one).
- **Where to Submit:** Proposals need to be submitted via email to [levy@mhrsbsw.org](mailto:levy@mhrsbsw.org). No fax, mailed, courier delivered, or hand-carried proposals will be accepted.

**NO PDF files will be accepted.**

## VIII. Questions, Technical Assistance and Updates

All application forms will be made available on the MHR SB website at [www.mhrsbsw.org](http://www.mhrsbsw.org). Questions can be sent via email to [levy@mhrsbsw.org](mailto:levy@mhrsbsw.org). All questions and answers will be posted on the website within 3 business days. No phone calls are allowed. You may NOT contact any MHR SB staff member directly with questions regarding this RFA. Contacting MHR SB staff directly with questions could result in disqualification of a proposal.

## IX. Conditions of Award

The MHR SB reserves the right to make awards according to their process and perception of need in each county. The awardees will be required to enter into a contract with the MHR SB.

MHR SB reserves the right to make no award, make an award for a lesser amount, make an alternative award for the specific project or make an award for a shorter duration. MHR SB reserves the right to ask clarification questions, issue conditional awards, and negotiate a proposal. MHR SB reserves the right to waive errors and omissions that do not materially affect the proposal. Errors or omissions may result in lower evaluation scores or rejection of the proposal.

Funding awarded pursuant to this award depends on the availability of local levy funds. Should funding be reduced or terminated, the amount of funds available for reimbursement under this grant may be reduced or terminated upon notice to awardee(s), without further obligation on the part of MHR SB.

All literature and publicity that pertains to the delivery of services via this award will state, "**Funding for the (Provider name) services is paid in part by local levy funds from the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties.**"

## X. Notification of Awards

All applicants will be notified in writing no later than June 29, 2018 on the programs awarded under these levy funds. Each awardee will receive a notification letter of the award via email.