REQUEST FOR APPLICATION

Community Mental Health and Addiction Providers

Fiscal Year 2021 Levy Programs (July 1, 2020 through June 30, 2021)

Request for Application Issued: March 1, 2020
Request for Application Due: April 17, 2020

I. Introduction of the Levy Initiatives
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 services. It is the MHRSB’s purpose to have resources available for a full continuum of care, 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. 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).

No behavioral health services provided in local schools are accepted through this Request for Application. Local schools in the Board district are funded through a different levy process. Contact the local schools if you are an agency that currently provides or is planning to provide behavioral health services in the school.

Each agency is required to submit two progress reports to MHRSB (mid-year and end-year report).

III. Availability of Funds
The amount of funds available in Fiscal Year 2021 are based on a percentage of levy funds collected from each county. Below is listed the amount available per county:

- Seneca County = $511,025
- Sandusky County = $532,830
- Wyandot County = $169,670
Funds will be made available July 1st, 2020 through June 30th, 2021. All payments will be based on reimbursement for services only, unless pre-approved by MHRSB. All treatment providers are expected to bill for services through the GOSH system.

IV. Proposal Requirements
Each agency must provide the following with their proposal:

- **Cover Sheet- Appendix I**
- **Proposal Narrative** should include:
  - Summarize the need for services proposed;
  - Description of services to be provided;
  - Projected outcomes for each service and projected benefits to the community;
  - How outcomes will be measured;
  - 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 services proposed.

- **Budget Form- Appendix II**
  - Each agency is required to complete a Budget Form, to include all services proposed.
  - See Appendix III for the Budget Line Item Definition.

- **Continuation of Current Levy Program(s)- Appendix IV**
  An agency could submit **ONLY Appendix IV** if **ALL** the following apply:
  - The agency has been awarded local levy funds for the past two fiscal years (FY2019 & FY2020);
  - 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 FY2021;
  - 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 I) and the Budget Form (Appendix II).

The agency shall specify a category for each program(s): 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 (Based on most current Strategic Plan)**
- Mental Health Crisis and Emergency Services (24/7,) to incorporate pre and post crisis services;
- Mental Health Therapy & Access to Psychiatrist, especially for children and adolescents;
- Enhance resources and services for multi-system children;
- Behavioral Health Services for minorities and LGBTQ populations;
- Suicide prevention/ mental health promotion services.

**VI. Proposal Submission**
- **Proposal Due Date:** No later than 4:30 P.M. on April 17, 2020. 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);
  - Proposal Narrative- Microsoft Word Document (no more than one);
  - Budget Form- Microsoft Excel Document (no more than one);
  - Budget Narrative- Microsoft Word Document (no more than one); or,  
  - Continuation of current levy program (Appendix IV).

- **Where to Submit:** Proposals need to be submitted via email to director@mhrsbssw.org. No fax, mailed, courier delivered, or hand-carried proposals will be accepted.

**NO PDF files will be accepted.**

**VII. Questions, Technical Assistance and Updates**
All application forms will be made available on the MHRSB website at www.mhrsbssw.org. Questions can be sent via email to director@mhrsbssw.org. All questions and answers will be posted on the website within 5 business days.

**VIII. Conditions of Award**
The MHRSB 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 MHRSB.
MHRSB 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. MHRSB reserves the right to ask clarification questions, issue conditional awards, and negotiate a proposal. MHRSB 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 MHRSB.

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.”

IX. Notification of Awards
All applicants will be notified in writing no later than June 30, 2020 on the programs awarded under these levy funds. Each awardee will receive a notification letter of the award via email.