

**REQUEST FOR FUNDING ANNOUNCEMENT (RFF-2021-007)
FOR**

Disbursement of Supplemental Funding for the Substance Abuse Prevention & Treatment Block Grant Program

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***

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 responses to the RFF, to be as creative as possible regarding cost to the State, as cost efficiency for the State will be a consideration in determining whether a grant will be awarded.

TERMS

This agreement shall be for a period of twenty-four months commencing on October 1, 2021 (or from date of final State approval of grant), and terminating on September 30, 2023, and may be renewed through reapplication and new proposal, based upon available funding.

PROPOSALS

Respondents interested in providing these services to FSSA/***Division of Mental Health and Addiction*** should submit an electronic proposal to:

Madi Alton, State Opioid Response Data Analyst
Email Address: Madison.alton@fssa.in.gov

Proposals must be received no later than **4:30 p.m. Eastern Time on September 16, 2021. Proposals received after 4:30 p.m. will not be considered.** Proposals must be delivered in electronic format with all appropriate forms and in the subject heading of the electronic mail should state:

RESPONSE TO REQUEST FOR FUNDING #2021-007
Disbursement of Supplemental Funding for the Substance Abuse Prevention & Treatment Block Grant Program

No more than one proposal per respondent should be submitted. In the cover letter please indicate the principal contact for the proposal along with a telephone and email address.

Any questions regarding this RFF must be submitted via e-mail to **Madi Alton (Madison.alton@fssa.in.gov)** no later than **4:30 p.m. Eastern Standard Time on September 1, 2021. 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 prompt. Email subject line for questions must be: **Questions for RFF #2021-007**

All inquiries are to be directed to Madi Alton 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.

Proposals must be assembled in the following manner:

1. Cover letter with contact information
2. Project narrative (need for the project, plan of operation, applicant experience and quality of key personnel)
3. Budget

SCOPE OF WORK

The Indiana Division of Mental Health and Addiction (DMHA) is granting funds to qualified community organizations focused on harm reduction through street outreach efforts. Community organizations will be connected to the local community through at least one of the following: homeless shelter, syringe service program, recovery community organization, recovery café, or local non-profit experienced with harm reduction. Community organizations will form Harm Reduction Street Outreach (HRSO) teams with a minimum of two outreach workers and one supervisor. HRSO teams will have knowledge of the local community, particularly areas where illicit substance use is high among community members. Requirements include:

- 1) Lead organization must have connection to the local community through *at least one* of the following organizations: homeless shelter, syringe service program, recovery community organization, recovery café, or local non-profit experienced with harm reduction.

- 2) Ability to form an outreach team of three people – one supervisor and two outreach workers. Plans may include additional outreach workers based on documented need; however, outreach workers must be in teams of two individuals for all activities.
- 3) Knowledge of the local community, particularly areas where illicit substance use is high among community members. Comfortability engaging community members, some of which may be actively using illicit substances, is a must.
- 4) Partnerships with, or knowledge of, local resources including treatment and housing providers.

Additionally, the following will be mandatory for funding recipients:

- 1) Attendance at a DMHA-approved training in harm reduction before engaging participants or distributing harm reduction kits. Harm reduction kits will include naloxone, pamphlets on local resources, water, and other items as identified by the recipient agency.
- 2) Participation in bi-monthly meetings with the evaluation team. The evaluation team will assess each HRSO teams’ readiness for implementation, ongoing barriers & opportunities for additional training, program successes, and program sustainability over time. Each outreach team will be required to collect the following data on individuals with whom they make contact: zip code, number of harm reduction kits handed out, number of individuals referred for additional services, number of individuals with whom they make contact, and if an adverse action happened resulting in a call for immediate assistance or help (i.e., mobile response team, ambulance, fire or law enforcement).

TIME FRAME:

<i>August 23, 2021</i>	RFF sent to potential applicants
<i>September 1, 2021</i>	RFF questions due.
<i>September 9, 2021</i>	RFF proposals due back
<i>September 16, 2021</i>	Grants developed and sent
<i>September 23, 2021</i>	Grants due in
<i>October 1, 2021</i>	Grant effective date

Grant

Selected applicants will receive a twenty-four month Grant (*October 1, 2021 to September 30, 2023*) with a renewal option through reapplication and new proposal.

Applicants

1. Any private not-for profit agency or organization, or
2. Any individual, entities or organizations that are not public or private nonprofit agencies or organizations.

Funding

The award for the current fiscal year 2021 will not exceed \$140,000 for any applicant applying for this grant and can be less than the stated amount. Grant awards for this program are subject to budgetary exigencies associated with the availability of Federal and State funding.

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. Proposal narratives should not exceed **10** pages in length (does not apply to additional document requests). Specific criteria are:

Evaluation Criteria

Each proposal will be evaluated on the following criteria.

Additional 10 points available for proposals that have HRSO teams to address needs in BIPOC communities. Staffing plan must include employment of individuals from the BIPOC community.

1. Extent of the Need (15 points)
 - a. Documentation including local and state data to support need for HRSO teams in the area of focus for the proposal. Include data/numbers on naloxone deployment and number of individuals in need.
 - b. How those needs will be met by the project
2. Plan of Operation (25 points)
 - a. Documentation that Lead Organization meets requirement of connection to the local community through *at least one* of the following organizations: homeless shelter, syringe service program, recovery community organization, recovery café, or local non-profit experienced with harm reduction
 - b. The scope of persons and communities reached by the proposed programs
 - c. The extent to which the plan of management ensures proper and efficient administration of the project
 - d. The quality and adequacy of the applicant's plan to use its resources and personnel to achieve objectives. Additionally, include a timeline for staffing and project start-up.
 - e. A clear description of how the applicant will connect with individuals who are members of groups that have been traditionally under-represented, including members of racial or ethnic minority groups.
3. Applicant Experience and Quality of Key Personnel (25 points)
 - a. Documented experience in providing harm reduction services and community referrals to individuals in active addiction
 - b. Qualifications of the project lead
 - c. The amount of (or percentage of) time key personnel will commit to the project
4. Budget and Cost Effectiveness (15 points)
 - a. The budget is adequate to support the project
 - b. Costs are reasonable in relation to the objectives of the project
 - c. Staffing plan; plan to use current staff or hire new staff for HRSO teams. This should be reflected in the budget (see attached budget worksheets). Please be sure to budget for staff time needed for required trainings, meetings with the evaluation team, and supervision.
 - Please note, teams are expected to do street outreach work a **maximum** of 10 hours per week, with 2 outreach workers (max. pay \$30/hr.), and a supervisor (max. pay \$45/hr. for 3 hours of supervision/week).
5. Commitment to Quality Implementation (20 points)

- a. Plan to provide support to HRSO outreach workers to minimize burnout and promote self-care.
- b. Ability to collect and report the following data on individuals with whom they make contact: zip code, number of harm reduction kits handed out, number of individuals referred for additional services, number of individuals with whom they make contact, and if an adverse action happened resulting in a call for immediate assistance or help (i.e., mobile response team, ambulance, fire or law enforcement). Demonstration of current data collection is a plus.
- c. Demonstrated ability to identify barriers or challenges with work, and actions taken.

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