



Promoting wellness and recovery

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The Ohio Department of Mental Health and Addiction Services

Bureau of Children and Families

Request for Proposals in support of Ohio's Race to the Top

Early Childhood Mental Health Innovation Mini-Grants

April 16, 2014



**Office of Children and Families
Innovation Mini Grant
Request for Proposals**

Purpose

Department of Mental Health & Addiction Services (OhioMHAS) is accepting proposals to continue to develop and sustain evidence informed practices in the provision of mental health services to young children; OhioMHAS is requesting proposals to fund up to six (6) **Innovation Mini-Grants** to showcase local efforts that demonstrate practices which:

- 1) Promote Social and Emotional Resiliency in young children; or
- 2) Model innovative community collaborations strengthening systems of care supporting the needs of families and children birth to age 6.

The purpose of the Innovation Mini-Grant is to improve the provision of direct services by promoting knowledge by sharing professional development and training or clinical practices that enable Ohio's youngest citizens to develop into healthy young people and productive adults.

The Innovation Mini Grants will work to align Ohio's Early Childhood Mental Health Services with the statewide Race to the Top Early Learning Challenge Grant Initiative. The 2012-2015 Race to the Top Early Learning Grant priorities focus on children birth to age 6 who are low income; high needs, possess multiple disabilities, or are English Language learners. Toward this end, the awardees for Innovation Mini-Grants funding will produce a high quality, digitally based media segment (e.g. graphic animation, video, interactive blog, You Tube Channel) that demonstrates an innovative early childhood mental health evidence informed best practice that addresses these priority populations.

Eligibility and Qualifications of the Applicant

Proposals must be submitted jointly by an Ohio ADAMHS Board and one or more OhioMHAS certified provider(s), and must showcase an innovation within their community's child serving systems. Providers partnering in the proposal must be providers actively working in collaboration with state licensed early childcare learning or community based childcare settings to provide early child mental health consultation, treatment, or professional development services. Boards partnering in the proposal will serve as fiscal agent for the project.

Proposal Guidelines

- Proposals must include a statement of need, project description, and implementation plan with timeline, organizational capacity for project, production plan and a budget and budget narrative. Proposals must discuss the applicant's experience, subject matter expertise and capacity to provide planning, training or research specifically related to early childhood behavioral health and coordinated systems development. Preference will be given to proposals that demonstrate substantive collaborative efforts among community sectors.
- The Budget must be submitted using the budget table found in Appendix A. The budget narrative must describe and support the elements of the budget.
- Proposal page limit is six, single-spaced pages in 12 point Times New Roman font. This page limit includes the budget narrative, but does not include the budget table.

- The total amount available for funding is approximately \$128,000. Proposal budget requests must not exceed \$21,333 each. All funds must be expended by awardees by June 30, 2014.

Conditions

- Awardees must execute or indicate that OhioMHAS Agreement and Assurances is on file upon notice of award. For reference, a copy of the Agreement and Assurances can be found in Appendix B.
- The State of Ohio reserves the right to make no award, make an award for a lesser amount, make an alternative award for the specified project or make an award for a shorter duration. The State reserves the right to ask clarifying questions, issue conditional awards, negotiate an alternative project plan or scope and negotiate a best and final proposal with one or more applicant(s). The State reserves the right to waive errors and omissions that do not materially affect the outcome of said proposal. Errors and omissions may result in lower evaluation scores or rejection of the proposal.
- As authorized in Ohio Revised Code Section 5119.61, OhioMHAS will collect information and data from grantees. Grantees will provide required information and data electronically, through the Proving Ohio's Prevention Success (POPS) online reporting system. All information and data will be reviewed by project staff. Failure to comply with reporting requirements shall result in further action by OhioMHAS.

Evaluation of Proposals

- Proposal narratives will be evaluated on the following factors:
 - How the proposal demonstrates a novel or innovative approach in addressing the priority target populations of the Race to the Top-Early Learning Challenge Grant – children birth to age 6 who are high needs, low income, have multiple disabilities, or are English learners [10 points]
 - How applicants are successfully implementing early childhood mental health consultation in collaboration with community partners in their board area; applications shall include letters of support from community partners [10 points]
 - Relevant outcomes data, program evaluation or research that supports their achievement and demonstration of how these data guided or evolved applicant's innovative approach, practice, technology, or intervention [10 points]
 - Production plan for a digital media segment, including described components or aspect of the early childhood mental health service array to be featured; may include internal or external production experts [10 points]
 - Sustainability and transferability of the innovative approach, practice, technology, or intervention into other diverse early childhood communities or environments [10 points]
- Budgets must conform to template and must comply with applicable funding restrictions. Budget narratives must describe and support budget elements.

Deadlines

- The deadline for proposal submission is Wednesday April 30, by 2:00 pm to: OhioMHASBidOpportunity@mha.ohio.gov. Risk of failure or delay in delivery rests with applicant.
- No faxed, mailed or hand carried applications will be accepted.
- The Request for Proposal, accompanying documents and all questions and answers will be posted on the Ohio Department of Administrative Services portal at <http://procure.ohio.gov>

- Questions must be submitted electronically no later than April 21, 2014, by 5:00 pm [via the "Submit Inquiry" link on the RFP posting which may be found on the Ohio Department of Administrative Services portal \(http://procure.ohio.gov\)](#).
- Awards are expected to be announced on May 7, 2014 for project implementation to begin immediately.



VENDOR INFORMATION FORM

All parts of the form must be completed by the vendor. **Incomplete forms will be returned.** All information must be legible. Ensure this is the latest version of the form at www.ohiosharedservices.ohio.gov.

SECTION 1 – PLEASE SPECIFY TYPE OF ACTION (MUST BE COMPLETED)

- NEW (**W-9 OR W-8ECI FORM ATTACHED**) CHANGE OF CONTACT PERSON/INFORMATON
- ADDITIONAL ADDRESS – (**A COPY OF AN INVOICE OR A LETTER INCLUDING THE ADDRESS IS REQUIRED**)
- CHANGE OF ADDRESS – (**PLEASE PROVIDE OLD ADDRESS BELOW OR ATTACH LETTER**)
- ADDRESS TO BE REPLACED:
- CHANGE OF TIN (**W-9 & A CHANGE OF TIN FORM OR A LETTER OF EXPLANATION FOR THIS CHANGE, WHICH MUST INCLUDE THE NEW & OLD TIN**)
- CHANGE OF NAME (**W-9 & A CHANGE OF NAME FORM OR A LETTER OF EXPLANATION FOR THIS CHANGE, WHICH MUST INCLUDE THE NEW & OLD NAME**)
- CHANGE OF PAY TERMS CHANGE OF PO DISPATCH METHOD OTHER _____

SECTION 2 – PLEASE PROVIDE VENDOR INFORMATION (MUST BE COMPLETED)

LEGAL BUSINESS OR INDIVIDUAL NAME: (MUST MATCH W-9 OR W-8ECI FORM)

BUSINESS NAME, TRADE NAME, DOING BUSINESS AS: (IF DIFFERENT THAN ABOVE)

FEDERAL EMPLOYER ID (EIN) OR SOCIAL SECURITY NUMBER (SSN):

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SECTION 3 – REMIT TO ADDRESS REQUIRED (MUST BE COMPLETED)

ADDRESS:	COUNTY:
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ADDRESS (CONT.):

CITY:	STATE:	ZIP CODE:
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SECTION 4 – ADDITIONAL ADDRESS (IF MORE THAN 2 ADDRESSES, INCLUDE A SEPARATE SHEET)

ADDRESS:	COUNTY:
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ADDRESS (CONT.):

CITY:	STATE:	ZIP CODE:
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SECTION 5 – CONTACT INFORMATION OR PERSON TO RECEIVE PURCHASE ORDER

NAME:

WEBSITE:

PHONE:

FAX:

EMAIL:

SECTION 6 – CONTACT PERSON TO RECEIVE EMAIL NOTICE OF BID EVENTS - A USER ID & PASSWORD WILL BE SENT TO THE EMAIL ADDRESS BELOW – (BUSINESSES ONLY)

NAME:

EMAIL:

TO ADD AN ADDITIONAL OR TO REPLACE THE CURRENT STRATEGIC SOURCING (SS) CONTACT

 ADDITIONAL STRATEGIC SOURCING CONTACT REPLACE SS CONTACT **(WILL BE MARKED INACTIVE)**

NAME:

EMAIL:

SECTION 7 – PAYMENT TERMS (PLEASE CHECK ONE – IF NONE IS SELECTED THEN NET 30 WILL APPLY) 2/10 NET 30 NET 30 NET 45 NET 60 NET 90**SECTION 8 – PURCHASE ORDER DISTRIBUTION—OTHER THAN USPS MAIL (ONLY APPLICABLE TO THOSE RECEIVING POs)**EMAIL OR FAX:**SECTION 9 – PLEASE SIGN & DATE (MUST BE COMPLETED)**

PRINT NAME:

SIGNATURE: (HANDWRITTEN SIGNATURE REQUIRED)

DATE:

SECTION 10 – STATE OF OHIO AGENCY CONTACT PERSON (AGENCY RECEIVING PAYMENTS FROM)

AGENCY CONTACT NAME/EMAIL/PHONE:

COMMENTS:

Note: This document contains sensitive information. Sending via non-secure channels, including e-mail and fax can be a potential security risk.**SELECT ONE OF THE FOLLOWING METHODS FOR DOCUMENT SUBMISSION:****Email:** vendor@ohio.gov**Fax:** 1 (614) 485-1052**Mail:** Ohio Shared Services
Attn: Vendor Maintenance
P.O. Box 182880 Cols., OH 43218-2880**QUESTIONS? PLEASE CONTACT:****Phone:** 1 (877) OHIO - SS1 (1-877-644-6771)

1 (614) 338-4781

Website: www.ohiosharedservices.ohio.gov/**Email:** vendor@ohio.gov

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name/disregarded entity name, if different from above	
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

Directions for Completion of Agreement and Assurances by Applicant for Sub-Award:

1. Type into or select the appropriate box that is highlighted blue and gray.
2. Please note that paragraphs 24-33 only apply to sub-awards funded in whole or part with federal Mental Health Block Grant (MHBG) funds. Paragraphs 34-46 only apply to sub-awards funded in whole or part with federal Substance Abuse Prevention and Treatment Block Grant (SAPTBG) funds.
3. Sign the signature page.
4. Read and Sign Attachment 2: "Certifications," Attachment 3: "Non Construction Programs" for sub-awards funded in whole or part with federal funds and Attachment 4: "Standard Affirmation and Disclosure—Executive Order 2011-12K".
5. IF necessary, add other documents and incorporate into Attachment 5.
6. Mail completed and signed documents to the attention of your Mental Health Block Project Lead.

NOTE: Changes and/or modifications to the Agreement and Assurance will not be accepted by ODMHAS.

AGREEMENT and ASSURANCES (Attachment 1)

**In accepting a sub-award from the Ohio Department of Mental Health and Addiction Services, hereinafter DEPARTMENT, ("SUB-AWARDEE"),
Located at;**

Agrees and makes the following assurances:

1. SUB-AWARDEE has applied for a sub-award ("sub-award") from one or more of the following fund sources:
 - Community Mental Health Block Grant (CFDA 93.958)
 - Title IV-B, Part 1 Child and Family Services Grant (CFDA No. 93.645, Federal Award No. 0701OH00FP)
 - Title IV-B Part 2 Family Support Grant (CFDA No. 93-556, Federal Award No. 0701OH1400)
 - 5AU Rotary; ODMHAS Account for Receipt of federal funds
 - Projects for Assistance in Transition from Homelessness (PATH) Grant (CFDA No. 93.150)
 - GRF Allocation Line Item (ALI) Grant
 - Title XX (CFDA No. 93.667)
 - Child Care Quality (CFDA No. 93.713)
 - Other: [include CFDA # for federal funds]
 - Other: [include CFDA # for federal funds]
 - Other: [include CFDA # for federal funds]
 - SAPT Block Grant funds as defined in Public Laws 102-394, and 102-321 administered by the DEPARTMENT for the purpose(s) described in the final approved version of the Application(s) for Funding (APPLICATION). The APPLICATION includes goals, objectives, activities, performance indicators, budget and budget narrative.

2. If applicable, the Notice of Sub-Award (NOSA) or Intrastate Transfer Voucher (ISTV) (included as Attachment 6) is incorporated by reference as an integral part of this agreement.

The NOSA establishes the:

- a) Dollar amount awarded by the DEPARTMENT;
- b) Plan for drawing down funds;
- c) Specific terms and conditions or amendments to this Agreement;
- d) Frequency of required reporting and the persons at the DEPARTMENT to whom those reports should be submitted.

The ISTV establishes:

- a) Dollar amount awarded by the DEPARTMENT;
- b) OAKS Coding
- c) Project Description

All other attachments to this Agreement referenced herein, including those listed in Attachment 5, are hereby incorporated by reference as integral parts of this Agreement.

3. With the signing of this Agreement, the SUB-AWARDEE will begin work to accomplish the goals, objectives, activities and meet the performance indicators (including but not limited to production of deliverables) identified in the APPLICATION.
4. The Application, Interagency Agreement (if applicable) and this Agreement, including all attachments, constitutes the entire agreement between the parties and may be changed or modified only in writing, signed by all the parties hereto or their legal successors.
5. The SUB-AWARDEE assumes full responsibility for implementation of the goals, objectives and activities as described in the APPLICATION, including those performed by any lower tier sub-recipient ("SUB-RECIPIENT") named in the APPLICATION. SUB-AWARDEE is responsible for ensuring that its SUB-RECIPIENT (if any) is responsible for meeting the terms and conditions of this Agreement in accordance with the performance indicators detailed in the APPLICATION. [45 CFR 92.37]
6. This sub-award is subject to the availability of funds from the appropriate fund source, and allocated to the DEPARTMENT by the State of Ohio, Office of Budget and Management [ORC 126.07]. The DEPARTMENT reserves the right to alter the amount of this sub-award without prior notice to the SUB-AWARDEE. If funds designated for this program become unavailable during the term of this Agreement, the DEPARTMENT's obligations under this Agreement expire immediately and SUB-AWARDEE shall be paid for any non-cancelable obligations appropriately related to the sub-award. Upon such notice SUB-AWARDEE shall preserve and provide all work in progress to the DEPARTMENT. Upon satisfactory delivery of those materials and an acceptable final report, the DEPARTMENT will remit any payments due and release the SUB-AWARDEE from its obligations to DEPARTMENT for further performance under this Agreement.
7. SUB-AWARDEES subject to the audit requirements of OMB Circular A-133 are required to submit to the DEPARTMENT a copy of their A-133 audit(s) covering the period of the sub-award. If SUB-AWARDEE is not subject to the audit requirements of OMB Circular A-133, SUB-AWARDEE shall submit to the DEPARTMENT a copy of its annual financial audit(s) covering the period of the sub-award within the earlier of thirty (30) days after receipt of the auditor's report(s) or nine months after the end of the audit period, or such longer period as is agreed to in advance by the DEPARTMENT, unless a waiver of this requirement is approved in advance by the DEPARTMENT.
8. The SUB-AWARDEE shall purchase or maintain liability insurance and shall assure the DEPARTMENT that SUB-AWARDEE has in place adequate insurance and/or bonds all of its board members, officers or employees who are responsible for payments and expenditures from federal funds received from the DEPARTMENT. For SUB-AWARDEES that are ADAMH/CMH/ADAS Boards, this requirement may be met by participation in CORSA (County Risk Sharing Authority), a statement that the Board is self-insured and maintains adequate reserves to cover anticipated liabilities or purchase of insurance/bonds. This paragraph does not apply to Ohio's state agencies.