

REQUEST FOR FUNDING ANNOUNCEMENT – RFF-24-001

FOR

Certified Peer Support Professionals (CPSP) Expansion

Introduction:

This is a Request for Funding announcement (RFF) issued by the Family and Social Services Administration, Division of Mental Health & Addiction in conjunction with the Executive Director for Drug Prevention, Treatment and Enforcement. The date for this project is October 1, 2024, through September 30, 2026.

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.

Submission Requirements:

Written Proposals: Should be submitted by email no later than 4:30 p.m. EDT on July 9, 2024, to Emily Truelove’s email: emily.truelove@fssa.in.gov

- Proposals received *after 4:30 p.m. EDT will not be considered.*
- The email subject line must be: **RFF-24-001**
- Email must include the following:
 - A cover letter containing all information outlined below. **This must be the first page of the proposal and only 1 page max.**
 - Must use Times New Roman 12-point font for all pages of the proposal.
 - All supporting documents for the proposal must be attached to the email as a PDF with the exception of the budget template, which must be attached as an Excel document.

Questions Regarding this RFF:

Questions regarding this RFF must be submitted via e-mail to Emily Truelove at emily.truelove@fssa.in.gov, no later than **4:30 p.m. EDT on June 4, 2024.**

- **Questions received after 4:30 p.m. EDT will not be included on the Q&A form posted to the DMHA funding website.**
- Email subject line for questions must be: **Questions for RFF-24-001.**

Questions received by the due date will be answered by June 11, 2024, and posted to the DMHA funding webpage (<https://www.in.gov/fssa/dmha/funding-information/>)

All questions and inquires must be directed to **ONLY** Emily Truelove at emily.truelove@fssa.in.gov. Failure to follow this expectation disqualifies the application from this RFF.

Project Description:

As part of the National Opioid Settlement, the Division of Mental Health and Addiction in conjunction with the Executive Director for Drug Prevention, Treatment and Enforcement is releasing funding with the goal of organizations expanding the Certified Peer Support Professional workforce within the State of Indiana.

A Certified Peer Support Professional is an individual who utilizes their lived experience combined with formal training to instill hope, inspire change, and support other individuals through similar experiences in recovery.

Applicant organization(s) must provide services to individuals with substance use disorder and/or mental health conditions. Applicant organization(s) must meet **at least one** of the following criteria: 1) a registered vendor with the State of Indiana; 2) 51% of the organization's board members have lived experience; 3) the founders of the organization have lived experience with substance use disorder; 4) the organization is a certified recovery community organization; and/or 5) the organization has trauma informed recovery-oriented systems seeking to implement peer services.

Awarded organization(s) will be required to have Certified Peer Support Professional position(s) filled within 90 days of grant award. Individual(s) hired to fill the Certified Peer Support Professional position(s) must be certified within 90 days of hire date. Certification must be a Division of Mental Health and Addiction approved certification; approved certifications can be found [here](#). Staff requiring certification will be encouraged to register for the Division of Mental Health and Addiction's [Certified Peer Support Professional training](#).

Allowable costs include staff salaries and fringe benefits. This funding opportunity is not applicable to training costs, technology, mileage, or operational expenses outside of staff salaries.

Please see Proposal Content/Scoring Criteria table for detailed proposal information on page 4.

RFF Timeline

Subject to change

May 21, 2024	RFF Released
June 4, 2024	RFF Questions Due
June 11, 2024	RFF Answers Posted to DMHA Funding Website
July 9, 2024	RFF Proposal Submissions Due

August 12, 2024

Notify Applications of Award Determinations

Project Timeline

October 1, 2024

Project Starts

September 30, 2026

Project Ends

Funding

Applicants may be awarded funding based on the following criteria: 1) number of Certified Peer Support Professionals placed in approved settings; 2) organization size; 3) geographic region covered; 4) identified barriers to accessible services. Funding may not be used to supplant existing Certified Peer Support Professional positions; however, may be used to support ongoing salary and/or fringe costs for existing positions with documentation that funding will end, resulting in the termination of Certified Peer Support Professional(s) positions.

This funding should be considered as a last resort. Should other funding become available, the Certified Peer Support Professional's salary must shift to the more appropriate source. These funds may be reallocated to hire new Certified Peer Support Professionals with approval from the FSSA/Division of Mental Health and Addiction.

If funding is needed to sustain a current Certified Peer Support Professional, extensive justification must be provided.

FSSA/Division of Mental Health and Addiction encourages applicants to be as creative as possible in their proposal regarding costs. Cost efficiency will be considered when determining grant(s) awards.

Non-Authorized Activities: Such items may include, but are not limited to the following:

- Training costs
- Pay for promotional items
- Technology
- Mileage

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 as it indicates the maximum points available for each item required in your proposal. Each proposal should be divided by each of the sections below. *Any additional information provided outside of these sections may result in points being deducted from the overall score.*

Organize Proposal Pages as Follows:

Proposal Content/Scoring Criteria	Applicant Checklist	Maximum Points Available
1.) Cover Letter/Introduction: One (1) page maximum: Including items below:		5
a.) Primary program contact information, (name, email, and phone number)		
b.) Signature of Director/Authorized Individual		
c.) Total amount of funds requested		
d.) Type of setting for Certified Peer Support Professional (E.g. Community, Jail, Emergency Department, Outpatient etc.)		
e.) Proposed service area (city, county, region)		
f.) Proposed number of Certified Peer Support Professionals needed to hire		
2.) Organization/Current/Past Program Experiences: One (1) page maximum:		15
a.) How does the leadership/staff represent the population of focus?		
b.) Describe your mission, goals, and area(s) of focus.		
c.) Provide an explanation of the agency's experience hiring and employing Certified Peer Support Professionals. Must include current number of CPSPs employed.		
3.) Cultural Competency/Cultural Humility: One (1) page maximum:		15
a.) Explain the demographics of your area and how you plan to serve marginalized communities.		
b.) Describe the activities you will engage in to increase diversity, equity, and inclusion.		
4.) Program Narrative: Two (2) page maximum		30
a.) Identify gaps and how your organization will address these gaps by employing Certified Peer Support Professionals.		
b.) Provide details to explain the number of CPSPs that will be hired, and amount of funding needed for each CPSP. If funding is needed to sustain a current CPSP, then extensive justification must be provided.		
c.) Provide detailed summary for the Certified Peer Support Professional(s) role and how this position will		

serve those with substance use disorder and/or mental health conditions.		
d.) Explain potential barriers to success and ways to overcome said barriers.		
e.) Attach organizational chart with two levels above the Certified Peer Support Professional position, including credentials.		
f.) Attach detailed job description for the Certified Peer Support Professional(s) [Note: Job descriptions should be no more than 1 page each and are not counted towards Program Narrative page maximum]		
5.) Sustainability of Positions: One (1) page maximum		15
a.) Describe how Certified Peer Support Professional(s) services will be sustained after the completion of the grant.		
b.) Describe your organization’s partnership with Medicaid. Do you have any current Medicaid reimbursed services?		
c.) Describe any technical assistance needed to sustain positions.		
6.) Budget Template with Budget Justification: Download provided Budget Template: https://www.in.gov/fssa/dmha/funding-information/		15
a.) Develop a budget for the selected project. Include the associated justification and the total amount requested. https://www.in.gov/fssa/dmha/funding-information/		
7.) Letters of Support: Three (3) total letters; one (1) page maximum per letter		5
a. Provide letters of support from partnering agencies specific to this RFF [Note: Letters of support must be on partners agency letterhead and signed]		

Sample Budget Template – RFF-24-001

A sample budget template is available and can be used to assist you in completing your proposal. Visit this link to download: <https://www.in.gov/fssa/dmha/funding-information/>

Ensure that all lines within the budget are readable upon submission.

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.