MONTGOMERY COUNTY

Alcohol
Drug Addiction
& Mental Health
Services

Request for Applications (RFA) for

Prevention Programs

As issued by
Montgomery County Alcohol, Drug Addiction, & Mental Health Services

Released: February 1st 2019
Deadline: March 1st 2019

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I. GENERAL INSTRUCTIONS

I. REQUEST FOR PROPOSALS — GENERAL INSTRUCTIONS

A. PURPOSE

Montgomery County Alcohol, Drug Addiction, and Mental Health Services (ADAMHS) is requesting proposals that will support a modern prevention infrastructure that takes a comprehensive approach to evidence-based prevention services. For the Fiscal Year 2020 Application for Funding cycle, ADAMHS will accept applications for evidence-based prevention programs that are held within school and community settings. **These programs must be grounded in prevention best practices and must use an evidence-based curriculum or program when one exists for the proposed service.** However, when an evidence-based program (EBP) does not exist for the prevention service being proposed, or the target population being proposed to serve, Evidence Informed (or Promising Practices) are acceptable.

A variety of prevention services will be funded under this RFA, including those that serve universal, selective, and indicated prevention populations. Definitions of those prevention populations can be found at:
https://www.ohioadolescenthealth.org/uploads/3/1/1/9/31199847/mha_prevention_taxonomy_final_may_2014.pdf.

ADAMHS will accept applications for the following _**NEW**_ services. All new services are considered pilot projects. Providers must be prepared to work with ADAMHS and ADAMHS-chosen consultants and partners throughout the contract year in order to troubleshoot programmatic challenges and determine the effectiveness of programming. A 60-day planning period is allowable for pilot projects with the expectation that all new staff must be hired and services ready to begin by the end of that period.

- **Prevention Services for Children Living in Families Where Addiction is Present (COAs)** will be funded under this RFA in a funding range amount of $70,000 to $100,000. COAs are a highly vulnerable and are at a high risk for future substance use, abuse, and potential dependency due to both genetic predispositions and environmental factors. As a result of the opioid crisis, more children have entered the child welfare system, are struggling academically, and are experiencing traumas that too often lead to developing mental health and addiction problems. ADAMHS is interested in funding prevention services that will target this population. Proposers who receive an award will work with the Recovery Alliance of Montgomery County Ohio (RAMCO), a collaborative of recovery centers and recovery support services. RAMCO will serve as a sounding board for this pilot project and will create connections to the recovery centers where the prevention services will ultimately be provided. Providers will also work with ADAMHS and Montgomery County Educational Services Center to identify students who have addiction in their families, and/or who have had a family member that has overdosed, and to provide services to those students within the structure of the school environment. Proposed services must be comprehensive and incorporate a variety of services, including the following:

- o Evidence-based curricula are sparse for this particular population. As such, proposers should identify an *evidence-informed prevention curriculum* that is appropriate for a *selective prevention population* as defined by the Institute of Medicine;
- o Have the ability to *service children across the age spectrum* including elementary, middle school, and high school grade levels;
- o Incorporate *a variety of mindfulness* strategies; and
- o Implement activities around *the 7 C's* that help youth cope with the addiction of a family member as recommended by the National Association for Children of Alcoholics (https://nacoa.org).

- **Prevention Services for Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Populations** will be funded under this RFA in a funding range amount of $70,000 to $100,000. People who identify as LGBTQ face social stigma, discrimination, bullying, and mental health challenges at a higher rate than people who identify as heterosexual. In fact, LGBTQ individuals are three times more likely than others to experience a mental health condition such as major depression or generalized anxiety disorder. Despite these elevated risks, there is limited prevention programming that exist targeting the LGBTQ population. ADAMHS is interested in meeting this community need. Providers that receive a funding award for this service will:
  - o Work with ADAMHS, the Montgomery County LGBTQ Health Alliance, and an ADAMHS-chosen consultant to *identify a prevention curriculum that is culturally competent* and designed to enhance the resiliency of people who identify as LGBTQ; and
  - o *Include a screening component* designed to identify high risk behaviors among the LGBTQ population being served under this award. Providers must attend an SBIRT training to prepare staff to provide this service. An SBIRT training for prevention providers will be provided locally and free of charge by ADAMHS in early September 2019. Prevention provider staff must be hired and prepared to attend the training by this date. The date will be confirmed after funding awards are made and contracts are executed.

- **Vaping Prevention Services** will be funded under this RFA in a funding range amount of $100,000 to $130,000. Almost 1 in 4 Ohio high school students are using vaping products and the FDA has identified vaping as an epidemic. Youth vaping products like the "JUUL" are of specific concern because they deliver a higher concentration of nicotine in which most youth don't understand they are being exposed. Nicotine is an addictive drug that also can harm a young person's brain development and begin a life of addiction. Parents and schools are looking for best practice measures to help their youth cope with this overwhelming social phenomena and students who may wish to quit using these products have no local cessation resources. ADAMHS is interested in funding prevention services that will target this population. Proposers who receive an award will work with schools in Montgomery County and other Montgomery County youth serving organizations. Proposed services must:
  - o Must have the ability to *serve children across the age spectrum* including elementary, middle school, and high school grade levels, using best practice vaping prevention curriculum;

- o Work with Montgomery County school districts to **update tobacco-free school policies** to include comprehensive electronic cigarette and vaping policies that eliminate student suspension as a first option and provide cessation;
- o **Include a best practice cessation program** for students who vape. This will include providing "digital cessation" such as "This is Quitting";
- o **Include coping strategies** that prepare young people for their vaping relapse. The chronic nature of addiction means that relapsing to nicotine use is possible;
- o **Include drug refusal skills** so that young people can gain the skills to say no when they are confronted with peer pressure to use; and
- o **Include parent education**, including education on vaping as well as comprehensive prevention skills.

- **Parenting Education Programs** will be funded under this RFA in a funding range amount of $70,000 to $100,000. Prevention science indicates that when a child is in a nurturing, structured environment, they are less likely to experience risk factors associated with increases in substance abuse, violence, and mental health issues. Providing support and skill development for parents fosters the creation of nurturing environments, which promotes protective factors while mitigating the development of risk factors. ADAMHS is interested in funding parenting education programs that serve parents with young, toddler-aged, children utilizing evidence-based curricula such as Triple P or Incredible Years. These programs teach parents skills and strategies to manage their children's behaviors while improving parent-child relationships. Proposed services must:
  - o **Include an evidence-based parenting education program** that targets parents with young, toddler-aged children, such as Triple P and/or Incredible Years; and
  - o **Identify and target services to parents who are high-risk**, defined as a selective prevention population by the Institute of Medicine. The population being proposed to serve may be defined in a variety of ways, such as parents living in poverty, teenage parents, parents considered high risk by the child protective system, parents engaged in the court system, etc.

- **Prevention Services for Senior Citizens** will be funded under this RFA in a funding range amount of $70,000 to $100,000. As one of the fastest growing populations in the county, it is critical to promote the mental well-being of senior citizens, while also helping them build the knowledge and skills needed to make informed decisions about lifestyle choices. ADAMHS is seeking proposals that will offer prevention services to seniors addressing mental health and wellness in older adults. Proposed services must:
  - o Work with ADAMHS and ADAMHS-chosen partners to **identify a prevention curriculum that is culturally competent** and designed to enhance the resiliency of older adults;
  - o **Partner with community agencies** that work directly with older adult populations;
  - o **Include an evidence-based or evidence-informed educational component** that specifically addresses alcohol and other drug misuse/abuse and suicide among older adults;
  - o **Include a screening component** designed to identify mental health issues among seniors. Providers must attend an SBIRT training to prepare staff to provide this service. An SBIRT training for prevention providers will be provided locally and free

of charge by ADAMHS in early September 2019. Prevention provider staff must be hired and prepared to attend the training by this date. The date will be confirmed after funding awards are made and contracts are executed.

- **Sexual Assault Prevention services as well as prevention services specifically for sexual assault and domestic violence victims and their families** will be funded under this RFA in a funding range amount of $70,000 to $100,000. Individuals who have experienced sexual assault or domestic violence have endured personal trauma that often leads to symptoms of depression, anxiety, and/or substance abuse. ADAMHS is interested in funding services that prevent sexual assaults from occurring in the first place, as well as services provided directly to victims of sexual assault and domestic violence, and their families. Proposed services must:
  - Work with ADAMHS and ADAMHS-chosen partners to *identify a prevention curriculum that is culturally competent* and designed to enhance the resiliency of this population;
  - Include a *teen dating violence prevention curriculum*;
  - Provide *bystander intervention trainings;* and
  - Provide an evidence-based or evidence-informed *prevention curriculum for sexual assault and/or domestic violence victims and/or their family members*.

ADAMHS encourages proposers to consider including the following "**ADD ON**" services to their applications to enhance the comprehensiveness of prevention services and to assist with contributing to the development of a modern prevention infrastructure here in Montgomery County. These "add on" services are not mandatory but they will be supported with additional dollars to support the addition of these services into provider's funding contracts.

- ADAMHS is interested in expanding the community's capacity to provide **Mental Health First Aid (MHFA) services** by increasing the number of certified instructors. Proposers may choose to add this component to their applications in order to support their staff in becoming certified as a MHFA instructor. Applicants may choose the Adult or Youth MHFA curriculum. If this service is added to your application, the provider must meet the following criteria:
  - Providers must notify ADAMHS when staff have completed the MHFA instructor training, including names and contact information of the newly certified MHFA instructors. Certified MHFA instructors will be added to a list of trainers to be contacted by ADAMHS as MHFA trainings are being scheduled.
  - For all organizations that receive a funding award through this RFA process that include MHFA within their service continuum, each staff funded to provide MHFA services must conduct a minimum of three trainings annually in order to maintain their instructor status as required by MHFA USA. If all three trainings are not completed within a year's time, and provider staff lose their certification, this money must be paid back to ADAMHS.
  - A schedule of planned MHFA trainings must be provided to ADAMHS.
  - For each staff certified as a MHFA instructor, their first training must be co-facilitated with a veteran MHFA instructor chosen by ADAMHS.

- A minimum of one quality review per MHFA instructor will be conducted by ADAMHS per year at a MHFA training in which the provider is teaching.
- The provider agency is responsible for entering their courses and evaluations into the MHFA USA web portal.
- The provider agency is responsible for completing all of the logistics of the MHFA trainings, to include: securing the location of training, space set up and tear down, copying handouts, purchasing MHFA manuals, serving as a point of contact for the groups being trained, among other logistics.
- Technical assistance will be provided by ADAMHS' Training Division on both the MHFA USA web portal and how to prep for MHFA trainings.
- If this component is added to the application, funds to support it must be included in the proposed budget. Providers will be responsible for all registration fees, lodging, and airfare related to attending a MHFA Instructor Certification Training. They will also be responsible for purchasing all materials and supplies related to facilitating MHFA trainings.
- Providers that have been on a Corrective Action Plan during the last funding year are not eligible to add this service to their Application for Funding.

- *Screening for behavioral health risk factors* is crucial for identifying when an individual is high risk for developing mental, emotional, and behavioral disorders, and ensuring that targeted interventions are provided. ADAMHS is interested in integrating Screening, Brief Intervention, and Referral to Treatment (SBIRT) services to all populations receiving prevention services under an ADAMHS contract. Screenings must include symptoms of depression, anxiety, alcohol, tobacco, and drug use. ***Providers are encouraged to add this to their service delivery model. Prevention providers interested in adding this service to their Application for Funding may request additional funds to support the cost of this service at a rate of $50 per person screened***. This rate is inclusive of all screenings, brief interventions, and referrals to treatment that is required during the implementation of the service. Providers must attend an SBIRT training to prepare staff to provide this service. An SBIRT training for prevention providers will be provided locally and free of charge by ADAMHS in early September 2019. Prevention provider staff must be hired and prepared to attend the training by this date. The date will be confirmed after funding awards are made and contracts are executed.

- **Fluid Prevention Response System -** ADAMHS is interested in building the prevention community's ability to respond to requests for prevention services in schools as well as in the broader community. To meet this need, ADAMHS is seeking prevention provider organizations who are willing to expand their services into additional settings in order to reach more people and become ***Subject Matter Experts in Prevention Evidence-Based Practices (EBPs)***. Throughout the contracted fiscal year, providers who add this to their applications may be asked to offer their services within settings that are not initially-identified within their Application for Funding. When requests for prevention services are received by either ADAMHS or Montgomery County Educational Services Center (ESC), prevention providers may be asked to do one of two things:

  1. Provide their prevention service directly to the requested entity; and/or

2. Train and/or mentor staff from the requesting entity in order for them to institutionalize this service directly within their organization.

Prevention providers that are interested in adding this service to their Application for Funding must meet the following criteria. All exceptions are up to the discretion of ADAMHS.

- Attend a free, local training on effective mentoring practices by an ADAMHS-chosen consultant;
- Have provided prevention services for a minimum of one year;
- Have provided the proposed EBP prevention curriculum or program for a minimum of one year;
- Have checked with the owners of the proposed EBP prevention curriculum or program to ensure compliance with copyright regulations;
- Have prevention staff who are certified by the Ohio Chemical Dependency Professionals Board as an OCPS or OCPC, or have attended the Substance Abuse Prevention Skills Training (SAPST) and/or Foundations in Prevention Training Series offered annually by ADAMHS; and
- Have not been on a Corrective Action Plan during the last funding year.

Providers who add this to their applications and who receive a funding award, will work in partnership with staff from ADAMHS and ESC to fulfill incoming requests for prevention services. Providers should be aware that requests for these services will focus primarily on serving Montgomery County residents, but may include requests from counties immediately contiguous to Montgomery County.

ADAMHS intends for this to be a *fluid response system*, and the funding and contracting of those services will be fluid as well. Therefore, prevention providers interested in adding this service to their Application for Funding *may request an additional $25,000 within their application budgets*, with the understanding that those funds may or may not be expended, depending on the quantity of requests that are received for their proposed service(s). Providers should also be prepared for contract amendments to occur if requests exceed that funding amount and funding is available at the discretion of ADAMHS. *The cost of direct services provided under this category will be negotiated and agreed upon by ADAMHS and the provider after contracts have been fully executed but before services are rendered. Training and mentoring services will be billed separately and at a standardized hourly rate of $50 per hour.*

In addition to new prevention services, ADAMHS will accept applications for the *__EXPANSION__* of the following services. Expansion services are only open to providers currently providing this service.

- **PAX Good Behavior Game** is a form of classroom management implemented directly by classroom teachers that teaches students self-regulation, self-control, and self-management. ADAMHS is interested in maintaining current PAX services and expanding this service to a

broader number of Montgomery County schools. Funding requests for this service may go up to $975,000.

- **Screening, Brief Intervention, and Referral to Treatment (SBIRT)** is a best practice model that integrates screenings for depression, anxiety, alcohol and drug use as part of grades 6-12 vision, hearing, and scoliosis screenings. All students are screened for high risk behaviors and prevention messages are provided to those identified as at risk. Those students that screen as high risk receive an immediate path to treatment. In addition to screening tools used in previous contracts, *an additional screening tool must be added to incorporate youth use of tobacco and nicotine products* including e- vaping products like the "JUUL."
    Proposed services must include screening <u>all students within a school building</u> with the option for parents to opt out if they do not want their child screened. This is the only model that will be accepted. Schools that want parents to "opt in" (meaning, the parent has to sign a permission slip to allow their child to be screened) will not be included in this service.
    All new providers of this service must attend an SBIRT training to prepare staff to provide this service. An SBIRT training for prevention providers will be provided locally and free of charge by ADAMHS in early September 2019. Prevention provider staff must be hired and prepared to attend the training by this date. The date will be confirmed after funding awards are made and contracts are executed. Funding requests for this service may go up to $650,000.

ADAMHS will also accept applications for ***NEW and EXPANSION*** of the following services. This means that providers who currently provide this service are encouraged to expand their reach and new providers are welcome to apply for this service.

- **Signs of Suicide (SOS)** is a universal, school-based, depression awareness and suicide prevention program designed for middle and high school students that utilizes a brief screening for depression. ADAMHS is interested in expanding the implementation of SOS to a broader number of Montgomery County schools and other youth-serving organizations. The funding amount for this service is up to $210,000, which is inclusive of the SOS, SBIRT, and QPR services outlined below. Proposers must incorporate the following components within their applications to provide this service:
    - Implement *SOS* to fidelity;
    - Expand the depression screening component of SOS to include a full *SBIRT* service. Providers must attend an SBIRT training to prepare staff to provide this service. An SBIRT training for prevention providers will be provided locally and free of charge by ADAMHS in early September 2019. Prevention provider staff must be hired and prepared to attend the training by this date. The date will be confirmed after funding awards are made and contracts are executed.
    - Become trained as a trainer in *QPR (Question, Persuade, Refer)* in order to educate school staff on the warning signs of a suicide crisis and how to respond. The cost of becoming trained as a QPR instructor is between $400 and $500 and should be added to the proposed budget in the Application for Funding. The cost of purchasing QPR booklets should also be added to the budget. These cost between $2.50 to $3.00 per booklet.

- Providers must notify ADAMHS when staff have completed the QPR instructor training, including names and contact information of the newly certified QPR instructors. Certified QPR instructors will be added to a list of trainers to be contacted by ADAMHS as QPR trainings are being scheduled.
- Work with school administration to integrate *suicide postvention processes* into school policies. Suicide postvention is defined by the National Action Alliance for Suicide Prevention as "an organized response in the aftermath of a suicide to accomplish any one of more of the following:
  - To facilitate the healing of individuals from the grief and distress of suicide loss;
  - To mitigate other negative effects of exposure to suicide; and
  - To prevent suicide among people who are at high risk after exposure to suicide."[1]

As in past years, ADAMHS will *__CONTINUE__* to accept applications for the following services. This means that only providers that currently provide this service under an ADAMHS contract are eligible to apply for this service, at similar funding levels as the previous funding year.

- Youth Led Prevention;
- Prescription medication safety programming;
- Schools of Excellence in Prevention coordination; and
- Evidence-based prevention curricula not previously mentioned in the NEW or EXPANSION categories.

Montgomery County ADAMHS is particularly interested in supporting programs that can be both sustained at the proposed locations while also expanding to new locations in the future. This is due in part to the large number of locations that do not have any evidence-based prevention programs at all. *Applications that clearly articulate a long-term plan for how the program will be sustained and expanded in future years will be given priority.*

Selected proposals may be awarded a one-year agreement beginning as early as July 1, 2019 and ending no later than June 30, 2020.

B. ELIGIBILITY

Eligible entities are those agencies that provide services within Montgomery County, Ohio. Services must focus primarily on Montgomery County residents. Organizations eligible to receive funds through this opportunity include legally recognized domestic, public, and private nonprofit entities, local governments, public and private universities and colleges, public and private primary and secondary schools. All eligible agencies must:

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[1] Survivors of Suicide Loss Task Force. (2015, April). *Responding to grief, trauma, and distress after a suicide: U.S. National Guidelines* (p. 1). Washington, DC: National Action Alliance for Suicide Prevention.

1. Hold an active Prevention Program Certification through the Ohio Department of Mental Health & Addiction Services, or be exempt from certification according to State of Ohio rules, including education entities under the jurisdiction of the Ohio Department of Education or the Ohio Board of Regents. OR…

2. Have started the process for obtaining a Prevention Program Certification through the Ohio Department of Mental Health & Addiction Services. For agencies in this category that are awarded a funding contract, they will be contractually obligated to complete their certification process within the contract award period of July 1, 2019 through June 30, 2020.

3. Complete the necessary paperwork to become a vendor with Montgomery County ADAMHS.

4. Work directly with the Division of Prevention & Early Intervention at Montgomery County ADAMHS for ongoing consultation and mentoring on prevention service delivery.

C. LIMITATIONS

Unallowable services under this funding opportunity include all clinical, medical, therapeutic, and treatment-based service modalities. Only prevention services will be funded under this opportunity. For the purpose of this Request for Applications (RFA), prevention is defined as the delivery of services or strategies prior to the onset of a disorder. These interventions are intended to prevent or reduce the risk of developing a behavioral health problem, such as problem gambling, underage alcohol use, prescription drug misuse and abuse, illicit drug use, and mental illnesses.

All proposals must be submitted with respect to the following limitations:

1. This RFA does not commit Montgomery County ADAMHS to award an agreement or pay **any** costs incurred in the preparation of a proposal.

2. Montgomery County ADAMHS reserves the right to accept or reject any and all proposals received.

3. Montgomery County ADAMHS reserves the right to negotiate any and all services, associated costs, activities, evaluation details, any other details, and final award amounts with any and all proposers who have submitted a proposal.

4. **These funds may only be expended on the services outlined in this RFA and relevant supportive services.**

D. AVAILABILITY & LENGTH OF FUNDING

All agreements resulting from this RFA will be subject to certain timing guidelines.

1. Agreements may begin as early as **July 1, 2019**.

2. Selected proposals terminate **June 30, 2020**.

3. The selected service providers will be required to enter into an agreement outlining the purchase of professional service(s) and specifying the terms under which the funds will be reimbursed.

E. BIDDER'S CONFERENCE

One **Bidder's Conference** will be held on **Friday, February 1, 2019 at 1:30 pm** at Montgomery County ADAMHS, located at 409 East Monument Avenue, Suite 201, Dayton, OH 45402, in the ADAMHS Training Room on the 2nd floor of the building. Parking is available in the Water Street Parking Garage behind the building. The RFA will be reviewed and discussed. Questions will be answered and educational information regarding the RFA will be provided at this time. Details regarding how to apply using the ADAMHS Application for Funding Portal will be explained as well.

All proposers are required to attend this session.

F. SUBMISSION REQUIREMENTS

All proposals must be submitted using the following guidelines:

1. **Proposals must be submitted electronically using the ADAMHS Application for Funding Web Portal –** http://aff.mcadamhs.org

2. **Questions about this RFA will be accepted until 12:00 noon on Friday, February 22, 2019.** All questions should be sent via email to Andrea Hoff, **ahoff@mcadamhs.org.** Responses to questions and any modifications to the RFA will be posted on the ADAMHS website at www.mcadamhs.org.

3. Completed proposals **must be submitted via the Application for Funding Portal no later than 5:00 p.m. Eastern Standard Time (EST) on Friday, March 1, 2019.**

4. Late proposals **will not** be accepted or considered.

5. Emailed proposals **will not** be accepted.

6. Faxed proposals **will not** be accepted.

7. Hand delivered proposals **will not** be accepted.

8. Montgomery County ADAMHS reserves the right to reject any proposal that does not follow one or more of the Submission Requirements or guidelines expressed within this RFA.

Any requests for exceptions to any of the RFA requirements contained herein must be submitted in writing by 12:00 noon (EST) on February 21, 2019. Requests should be sent to Andrea Hoff, Director of Prevention & Early Intervention, Montgomery County ADAMHS, 409 E. Monument Ave., Suite 102, Dayton, OH 45402 or by e-mail to **ahoff@mcadamhs.org**. **All requests for exceptions will be considered on a case-by-case basis and will be subject to the final decision of the Montgomery County ADAMHS.**

G. REQUIREMENTS TO RECEIVE AN AWARD

If awarded, proposers must comply with the following:

1. Quarterly program and financial reports submitted to ADAMHS. The specifics and due dates will be explained at the time the award is granted.

2. Quarterly provider meetings with ADAMHS for ongoing contract compliance and technical assistance. The specifics and due dates will be explained at the time the award is granted.

3. All new providers must attend a "New Prevention Provider Orientation" with ADAMHS staff.

4. A minimum of two on-site visits from ADAMHS program monitoring staff. Minimally, one site visit will be announced and one will be unannounced.

5. Data entry into ADAMHS' GOSH data system for both data tracking and billing purposes. ADAMHS staff will provide training and technical assistance on the GOSH system.

6. Data entry into the Grant Funding Management System (GFMS) through the Ohio Department of Mental Health & Addiction Services. ADAMHS staff will provide training and technical assistance on the GFMS system.

7. If staff does not possess the credentials to deliver prevention services as deemed appropriate by the State of Ohio, staff must attend the Montgomery County Prevention Learning Collaborative's Prevention Foundation Training Series and/or SAPST training and actively pursue certification as an Ohio Certified Prevention Specialist Assistant (OCPSA), an Ohio Certified Prevention Specialist (OCPS), or an Ohio Certified Prevention Consultant (OCPC) through the Ohio Chemical Dependency Professionals Board.

8. Become an active member of the Montgomery County Prevention Coalition (MCPC). An "active member" is defined as attending at least six coalition meetings and/or committee meetings over the course of 12 months. To find out more information on MCPC, visit https://www.preventionmc.org/

9. All direct service staff must become certified in Mental Health First Aid, an 8-hour training for adults on how to help individuals who are experiencing a mental health or substance abuse challenge or is experiencing a mental health crisis. Providers may choose between the Adult and Youth curricula, depending on their proposed target populations. These trainings are provided by Montgomery County ADAMHS. Staff with clinical credentials are exempt from this requirement.

10. Semi-annual compliance reviews by ADAMHS staff.

11. Annual financial review conducted by Montgomery County ADAMHS.

H. PROPOSAL REQUIREMENTS

All proposals must be submitted with respect to the following requirements:

1. The proposer follows the submission requirements as outlined in this RFA and submits proposal materials in accordance with the process outlined in the RFA.

2. The proposer complies with applicable local, state, and federal laws and regulations and meets applicable professional standards.

3. The proposer is an Equal Opportunity Employer and provides assurance that no person will be denied services on the basis of race, sex, color, creed, national origin, age or handicap. Facilities and services will be accessible to handicapped persons.

The following information MUST be included in your application. There are sections within the ADAMHS Application For Funding (AFF) portal for each of these requirements:

- An explanation of the proposed service, including identifying any unique program characteristics, and how the proposed service plans to meet all mandates that are outlined in this RFA.

- If proposing a school-based program, provide a list of the school(s) and grades in which services will be implemented and a data-driven rationale describing why the proposed school(s) and grade(s) were chosen.

- If proposing a school-based program, provide a letter of support from the school's administration verifying their commitment to supporting the proposed services. These must be uploaded into the ADAMHS AFF Portal.

- Identification of whether this is a current or new service. If it is a current service, include the length of time the program has been in existence.

- A schedule for implementation that includes a work plan of when deliverables will be implemented by month.

- A list of all collaborative relationships that exists for the proposed services and the role of each collaborating agency in the proposed service.

- A description of the target population to be served – identifying them as Universal, Selective, or Indicated prevention populations – a data-driven rationale as to why that target population was chosen, and general demographics of the target population by race, gender, and age.

- Eligibility guidelines for the target population.

- Why your organization has the capacity to undertake the proposed program and how it fits within your organizational mission/vision.

- What Evidence-Based, Promising Practice, or Evidence-Informed Practice will be used in the proposed program and how many staff are trained in the curriculum or model.

- An estimated number of unduplicated individuals served by the program on an annual basis.

- Identification of other funding received for the proposed program including the funder name and funding amount.

- A description of current access or capacity issues the proposed program anticipates during the fiscal year and how the program proposes to overcome these challenges.

- The days of the week the program will be facilitated and the program hours of operation.

- Check all six prevention procedure codes to be utilized by the proposed program.

- If there is a minimum award amount necessary to provide the proposed service and how you will proceed if you receive a lesser award than requested.

- A sustainability plan detailing how the program will be sustained at the proposed locations. Included in this sustainability plan should be details on how you plan to provide support and/or training to school personnel in order for the proposed program to become self-sustained by school staff. While the funding for this RFA is for one year, the sustainability plan may be a multi-year plan.

- How you plan to expand programming to other locations IF funding is secured in future funding cycles.

- An evaluation plan that describes the outputs and outcomes of the proposed program, when the measurement of those outcomes will be administered, whether the measurement of outcomes will involve all members of the target population or a sample (including sampling methodology and sample size), and how consumer satisfaction will be evaluated. All evaluation instruments must be uploaded into the ADAMHS AFF Portal.

- A logic model detailing your problem statement, inputs/resources, outputs/activities, outputs/participation, objectives using indicators to quantify the measures, and outcomes using indicators to quantify the measures. The logic model template that is available in the ADAMHS AFF Portal must be used.

I. PROPOSAL REVIEW PROCESS

1. Each proposal will be reviewed by ADAMHS staff. In order to determine the funding of services, reviewers will assess the proposals based on the following criteria:

    - Rationalization of the chosen population based on risk level and supported by data,

    - Documented use of best practices,

    - Capacity and ability to provide the proposed service (financially and programmatically),

    - Evaluation measurements and techniques,

    - Evidence of community support for service and/or community collaboration,

    - Financial stability and ability to sustain services,

    - Comprehensiveness of programming proposed,

    - Well thought out implementation plan,

    - Any others as determined appropriate by the reviewers.

2. Montgomery County ADAMHS reserves the right to contact any proposer for clarification of the submitted proposal.

3. Montgomery County ADAMHS will make award recommendations as a result of this Request for Proposals to its Board of Directors.

4. Final awards and contract agreements are subject to the sole discretion of ADAMHS' Board of Directors.

5. **All submitted proposals are subject to open public records laws.**

J. RESULTS OF THE PROPOSAL REVIEW

The resulting decisions of the review process will be provided to each organization that submits a proposal in as timely a manner as possible. Each organization will receive written notice indicating the reviewers' final decisions by June 30, 2019.

K. ADAMHS BOARD POINTS OF CONTACT

The primary point of contact for this Request for Proposals:

Andrea Hoff, MPA, OCPC, ICPS, GPC
Director
Division of Prevention & Early Intervention
ahoff@mcadamhs.org
(937) 443-0416 x104