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## REQUEST FOR FUNDING ANNOUNCEMENT – RFF # 2023-008

### Home and Community-Based Services for Older Adult with Serious Mental Illness to Support Aging in Place

#### **Introduction:**

This is a Request for Funding announcement (RFF) issued by the Family and Social Services Administration, Division of Mental Health & Addiction. The date for this project is July 1, 2023, through June 30<sup>th</sup>, 2025.

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.

#### **Project Description:**

In collaboration with the Division of Aging (DA), the Division of Mental Health and Addiction (DMHA) is seeking applicants to address the aging adult population with serious mental illness (SMI). This grant funding is to facilitate Area Agencies on Aging (AAA) in identifying and providing enhanced care and service coordination to clients sixty (60) years old and older with SMI to delay or prevent institutionalization. The target population are individuals sixty (60) years old and older with SMI at-risk of institutionalization. The activities of this project are to support older adults with SMI to thrive within their homes and communities.

Older adults with SMI are at-risk for becoming unhoused or institutionalized due to a multitude of factors beyond their diagnosis. Social isolation, chronic health conditions, and systemic barriers impact the wellbeing of this population. Applicants may think broadly and develop innovative approaches that fit the support needs of the target population. All funding in the grant proposal shall be justified using applicable data sources.

#### **Submission Requirements:**



To be eligible for this grant award, organizations must possess the following characteristics:

1. Be designated as an Area Agency on Aging
2. Have a plan and capacity to support older adults with SMI in their home and community
  - a. Activities include, but are not limited to:
    - i. Contacting consumer's care manager for service coordination at Community Mental Health Center (CMHC) or behavioral health care provider, as applicable
    - ii. For consumers enrolled in a Medicare Advantage Dual Eligible Special Needs Plan (D-SNP), develop liaison with D-SNP care manager for service coordination
3. Have a demonstrated capacity to collect data and submit quarterly and annual reports to the DMHA
  - a. Reports submitted to the DMHA may include, but is not limited to:
    - i. Number of clients in the target population that is served with the grant
    - ii. Services provided to the target population
    - iii. Number of clients in the target population enrolled in:
      1. Medicaid Rehabilitation Option (MRO) and/or Behavioral Primary Health Coordination (BPHC)
      2. Medicare Advantage D-SNP
      3. Medicaid waiver
      4. Community and Home Options to Institutional Care for the Elderly and Disabled (CHOICE)
    - iv. Lessons learned for enhancing care and service coordination to target population
    - v. Identified challenges and action plans for improved care and service coordination

**Written Proposals** - should be submitted by email no later than **4:30pm EST on March 17<sup>th</sup>, 2023**, to Katherine Heger: [Katherine.heger@fssa.in.gov](mailto:Katherine.heger@fssa.in.gov)

- **Proposals received after 4:30pm EST will not be considered.**
- The email subject line must be: RFF #2023-008
- Proposal attached to email must include the following:
  - A cover letter indicating the principal contact telephone number and email are required for each proposal. This must be the first page of the proposal.
  - Proposals shall not exceed 16 pages, including the cover letter.
  - 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 one PDF file.
  - Submit one (1) proposal per applicant. Agencies that are not the lead applicant, may be included in multiple proposals.

#### **Questions Regarding this RFF:**

Questions regarding this RFF must be submitted via e-mail to Katherine Heger no later than **4:30 p.m. EST on February 24<sup>th</sup>, 2023**.

- **Questions received after 4:30p.m. EST** will not be included on the Q&A form posted on the website and may not be answered timely, if at all.

- Email subject line for questions must be: **Questions for RFF# 2023-008**

Questions received by the due date will be answered by **March 3<sup>rd</sup>, 2023**, and posted to the DMHA funding webpage (<https://www.in.gov/fssa/dmha/funding-information/>)

**All questions and inquires must be directed to ONLY Katherine Heger at [Katherine.heger@fssa.in.gov](mailto:Katherine.heger@fssa.in.gov). Failure to follow this expectation disqualifies the application from this RFF.**

**RFF Timeline:**

\*Subject to change\*

RFF Released: February 10<sup>th</sup>, 2023

RFF Questions Due: February 24<sup>th</sup>, 2023

RFF Answers Posted to DMHA Funding Website: March 3<sup>rd</sup>, 2023

RFF Proposal Submissions Due: March 17<sup>th</sup>, 2023

Notify Applicants of Award Determination: March 24<sup>th</sup>, 2023

**Project Timeline**

Project starts: July 1, 2023

Project ends: June 30, 2025

**Funding**

This funding is from the Mental Health Block Grant.

The total funding amount available for this RFF is **\$4,000,000** for up to two (2) years. Up to **ten (10)** agencies will be selected for this project. The funding awarded to each agency will be determined by the scope and sustainability of each project.

The FSSA DA and DMHA encourage applicants to be as creative as possible in their proposals regarding costs. Cost efficiency will be strongly considered when determining grant(s) awards.

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

- Food
- Promotional items
- Capital investments, such as buildings

**Evaluation – Total Points Available: 100**

Proposals will be reviewed and scored by a committee selected by the DA and the DMHA. 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. A match is not required for this RFF.

The following checklist is for your reference only as it indicates the maximum points available for each item required in your proposal. Each proposal should be broken down by each of the

sections below.

**Organize Proposal as Follows:**

Proposal Content Scoring Criteria	Maximum Points Available	Applicant Checklist
<b>1. Eligibility: One (1) page maximum</b>	<b>5 points</b>	
a. All eligibility criteria as outline above must be met; applicants not meeting all criteria will not be considered for award		
b. Description of agency inclusive of: mission, vision, and primary focus		
c. Documented proof of non-profit status (not included in page total)		
<b>2. Extent of Need: Two (2) pages maximum</b>	<b>15 points</b>	
a. Identification of needs addressed by the project		
b. How the applicant identified those needs		
c. How the needs will be met by the project		
d. Number of persons in need of this programming		
<b>3. Populations Served: Four (4) pages maximum</b>	<b>20 points</b>	
a. Identification of ways and commitment to engage older adults with SMI		
b. Strategy for engaging older persons with SMI		
c. Strategy for engaging racially and ethnically diverse persons in culturally responsive manner		
<b>4. Plan of Operation: Four (4) pages maximum</b>	<b>20 points</b>	
a. Quality of the design of the project		
b. Identification of services to promote aging in homes and community for target population		
c. How well the objectives of the project relate to the purpose of the program		
d. Quality and adequacy of the applicant’s plan to use its resources and personnel to achieve each objective		
e. Describe how agency strives to be culturally competent and how disparate populations are engaged		
<b>5. Applicant Experience and Key Personnel: Three (3) pages maximum</b>	<b>15 points</b>	
a. Qualifications of each of the management and decision-making personnel to be involved on the project		
b. Amount/percentage of time key personnel will commit to the project		
c. Experience in providing support services for older adults with SMI		
d. Describe one (1) program of which applying agency is proud of and the successes achieved		
<b>6. Budget Template and Cost Effectiveness: No page limit</b>	<b>15 points</b>	
a. Budget is adequate to support the project		
b. Costs are reasonable in relation to the objectives of the project		
c. Costs are justified through applicable data and research		
<b>7. Sustainability of the Program: One (1) page maximum</b>	<b>10 points</b>	
a. Identify long-term goals for developing sustainable methods for continuing services past grant period.		

## **Definitions**

**Serious Mental Illness (SMI):** persons above the age of 18 years who, at any time during a given year, had (1) a diagnosable mental, behavioral, or emotional disorder that met the criteria of the Diagnostic and Statistical Manual of Mental Disorders (DSM) and (2) which has resulted in a functional impairment which substantially interferes with or limits one or more major life activities. Adults who have met functional impairment criteria during the referenced year without the benefit of treatment or other support services are considered to have serious mental illness.

DSM-III-R ‘V’ codes (or their equivalent), substance use disorders, and developmental disorders are excluded from this definition.

## **Sample Budget Template – RFF-2023-008**

A sample budget template is available and can be used to assist you in completing your proposal. Visit this link to download: [SAMHSA Detailed Budget and Narrative Justification Template](#)

## **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.