

**REQUEST FOR APPLICATIONS**  
**Police and Mental Health Collaborations for Diversion Programs**  
**DMH23-010CK-RFA**

RFA Title	Police and Mental Health Collaborations for Diversion Programs		
RFA Posted	June 3, 2022		
Questions Due	June 27, 2022		
Applications Due	July 5, 2022 @ 5:00pm EST		
Anticipated Performance Period	August 1, 2022 to September 30, 2025		
Issuing Agency	Division of Mental Health, Developmental Disabilities, and Substance Abuse Services		
E-mail Applications and Questions to	DMH/DD/SAS Contracts Team	Email	RFA.responses@dhhs.nc.gov

**THIS REQUEST FOR APPLICATIONS (RFA)** advertises the Division’s need for the services described herein and solicits applications offering to provide those services pursuant to the specifications, terms and conditions specified herein. All applications received shall be treated as offers to contract. If the Division decides to accept an application, an authorized representative of the Department will sign in the space provided below. Acceptance shall create a contract that is effective as specified below.

**THE UNDERSIGNED HEREBY SUBMITS THE FOLLOWING APPLICATION AND CERTIFIES THAT:** (1) he or she is authorized to bind the named Contractor to the terms of this RFA and Application; (2) the Contractor hereby offers and agrees to provide services in the manner and at the costs described in this RFA and Application; (3) this Application shall be valid for 60 days after the end of the application period in which it is submitted.

**To Be Completed By Contractor:**

Contractor Name:	Catchment Area # (see p.5):
Contractor’s Street Address:	E-Mail Address:
City, State & Street Address Zip:	Telephone Number:
Name & Title of Authorized Representative:	DUNS Number:
Signature of Authorized Representative:	Date:

**Unsigned or Incomplete Applications Shall Be Returned Without Being Reviewed**

**NOTICE OF AWARD/FOR NC DHHS USE ONLY:** Application accepted and Contract # \_\_\_\_\_ awarded on \_\_\_\_\_. The Contract shall begin on \_\_\_\_\_, and shall terminate on \_\_\_\_\_.

By: \_\_\_\_\_  
 Signature of Authorized Representative Printed Name of Authorized Representative Title of Authorized Representative

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## **1.0 INTRODUCTION**

Individuals with serious mental illness (SMI) who are involved with the criminal justice system are among the most vulnerable citizens in North Carolina. Unfortunately, individuals with behavioral health conditions, including SMI, are disproportionately represented in jails and prison. Jails and prisons are not equipped to provide the treatment services needed. More than 60% of individuals in the NC jail system have a behavioral health condition and of those, more than 80% get no treatment for them.

This funding opportunity will provide community-based early diversion services for individuals with serious mental illness to help them stay out of the criminal justice system.

This grant will be funded by the Substance Abuse and Mental Health Services Administration (SAMHSA) American Rescue Plan Act (ARPA) provided through the Mental Health Block Grant.

This grant will be funded through the Substance Abuse and Mental Health Services Administration (SAMSHA) American Rescue Plan Act (ARPA) funding via the Mental Health Block Grant (MHBG).

## **1.1 BACKGROUND**

Serious mental illness affects an estimated 14.5% of men and 31% of women in jails, and 60% of jail inmates reported having had symptoms of a mental health disorder in the prior twelve months. Reducing the number of people with serious mental illness entering the justice system will improve outcomes for individuals and their communities, reduce recidivism in this population and improve capacity in our jails and detention centers.

NCDHHS has a 4-pronged approach to meeting the behavioral health needs of individuals in who are in or at risk of entering the criminal justice system. This 4-pronged approach includes early diversion, treatment while incarcerated, re-entry services and system improvement. This RFA is intended to support early diversion for individuals with serious mental illness, with and/or without co-occurring disorders.

## **1.2 PURPOSE**

These funds are intended to:

- 1) Decrease the number of individuals with serious mental illness and co-occurring disorders entering the criminal justice system;
- 2) Increase the number of people accessing community-based behavioral health services; and,
- 3) Build local capacity to implement and sustain early diversion programs.

Awardees will create or expand community-based early diversion programs for individuals with Serious Mental Illness (SMI) who have had an initial contact with the criminal justice system through law enforcement or other first responder programs. Programs may include:

- pre-arrest programs such as Community Intervention Teams (CIT), Law Enforcement Assisted Diversion (LEAD) and other mental health mobile response teams intended to divert an individual from entering the criminal justice system
- mental disorder treatment alternatives to arrest and incarceration
- post-arrest programs, including jail-based diversion, court-based diversion, and mental health court programs

## **2.0 ELIGIBILITY**

Community-based, non-profit organizations and behavioral health service providers are eligible to apply.

## **3.0 AWARD INFORMATION**

### A. Funding Methodology:

#### **Maximum Award Amount:**

The maximum total award for each applicant is \$1,193,750.

### B. Estimated # of Awardees: 4

### C. Indirect Costs:

The selected organization may request up to 10% in indirect costs on the modified total direct costs (unless a higher indirect cost rate has been approved by a cognizant agency). The letter of approval must be submitted with your application. These costs are included as part of the total amount awarded.

### D. Limitations and Restrictions:

Grant funds must be utilized in North Carolina. Funds are reimbursed on an expenditure basis. No lump sum, upfront payments will be provided.

Grant funds awarded are **one-time only funds** and may not be carried forward beyond September 30, 2025. Opportunities for extending the program will be advertised 6 months before the end date, based on availability of funds.

DHHS reserves the right to review achievement against expenditure and performance indicators three months before the end of each fiscal year and seek a mutual termination of the contract with no prejudice remaining against the contractor. Funds released in this manner may be re-released as an RFA.

Funds may not be used to purchase vehicles or pay down existing mortgages and/or other loans.

Funds may not be used for construction of new facilities. Incentives or contingency management is not allowed.

### E. Cost Sharing or Matching

There is no Cost Sharing or Matching requirement associated with this grant. Awardees are encouraged to utilize braided funding where applicable and must clearly demonstrate how other funds are being utilized in support of the service or in support of local strategic partnerships to address similar issues of access to treatment and support.

### F. Allowable Costs

Allowable and appropriate costs must be necessary and reasonable to provide the services. For more information about specifically unallowable costs, please see the DOJ Financial Guide at <https://www.ojp.gov/funding/financialguidedoj/overview>.

### G. Sustainability

All projects must show ability to create systems and processes that promote sustainability of the project/efforts being funded. Sustainability is defined as the ability of the project to maintain whatever improvements are created during the grant's term by providing evidence of administrative, programmatic, technological, policy, and/or fiscal arrangements beyond the expiration of grant funding.

### **3.1 SOURCE OF FUNDS AND PASS THROUGH REQUIREMENTS**

Federal Award Identification Number: B09SM085375

Federal Award Date: September 1, 2021

Subaward Period of Performance: August 1, 2022 – September 30, 2025

Amount of Federal Funds Obligated by this Action: \$ 4,775,000

Total Amount of Federal Funds Obligated to the Subrecipient: \$1,193,750 per site

Total Amount of the Federal Award: \$41,535,246

Federal Award Project Description: "The MHBG program allows states and territories to plan, implement and evaluate activities to prevent, treat and help more people recover from serious mental illness

### **3.2 FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)**

As a subrecipient of federal funds, each selected grant recipient will be required to provide certain information required by the Federal Funding Accountability and Transparency Act (FFATA), including the organization's DUNS number. Please see <https://fedgov.dnb.com/webform> for free registration. Additional information about FFATA is available at <https://www.fsrc.gov/>.

### **4.0 DEFINITIONS, ACRONYMS AND ABBREVIATIONS**

**NC DMH/DD/SAS:** North Carolina Division of Mental Health, Developmental Disabilities, and Substance Abuse Services

**Division:** NC DMH/DD/SAS

**DHHS:** Department of Health and Human Services

**SAMHSA:** United States Substance Abuse and Mental Health Services Administration

### **5.0 SCOPE OF WORK**

#### **5.1 POPULATION TO BE SERVED**

Individuals with serious mental illness (with or without co-occurring disorders) and/or with serious emotional disturbance (SED) who are in or at risk of entering the criminal justice system. Individuals served must consent to treatment.

#### **5.2 PROGRAMMATIC REQUIREMENTS AND PRIORITIES**

Grantees are expected to provide diversion programs for individuals with SMI, SMI and co-occurring substance use disorders, and/or SED who are in or at risk of entering the criminal justice system.

Funds from this grant shall be used as follows:

1. Develop and implement new early diversion programs or enhance and expand existing early diversion programs that prevent arrest/re-arrest and incarceration for individuals in the target population

- a. Programs may include, but are not limited to:
  - i. Behavioral health training (CIT, MHFA, etc.) for law enforcement, first responders, community groups and others involved in the early diversion of individuals with SMI, SMI and SUD co-occurring disorders, and/or SED
  - ii. Pre-arrest programs that provide an alternative to incarceration such as Community Intervention Teams (CIT), Law Enforcement Assisted Diversion (LEAD) and other mental health mobile response teams intended to divert an individual from entering the criminal justice system
  - iii. Post-arrest programs, including jail-based diversion, court-based diversion, and mental health court programs
  - iv. Provision of treatment and recovery services as alternatives to incarceration
  - v. Implementation of co-responder models and other crisis-intervention programs intended to provide early diversion for the target population
2. Increase and improve linkages between behavioral healthcare, the criminal justice system and other service providers
3. Utilize evidence-based practices to provide screening, assessment, crisis stabilization, peer support and treatment of serious mental illness, co-occurring serious mental illness and substance use disorders, and/or serious emotional disturbance
4. Provide necessary linkages to non-clinical services such as housing, employment and job training, benefits, emergency food/clothing needs, transportation and other community and social services

All proposals must include:

- Description of diversion program
- Services to be provided, including provider type (psychiatrist, licensed clinician, certified peer, etc.) and staffing levels
- Frequency of service
- Evaluation and assessment strategies
- Timeline and milestones for implementation
- Service area covered
- If provider currently has a contractual relationship with a jail, the name of that facility
- If provider does not have a contractual relationship with a jail, confirmation from the jail that they are in support of the proposal

Applicants must confirm that they meet all requirements of the specific programs they are proposing to implement in the **Application**.

### **5.3 PERFORMANCE STANDARDS AND EXPECTATIONS**

Contractors will be expected to monitor and report on outcomes. Key outcomes will be dependent on the early diversion strategy chosen and will be chosen from outcomes such as:

1. Number of individuals diverted from incarceration to alternative to incarceration
2. Number of law enforcement officials trained

3. Number of other relevant stakeholders trained
4. Type and number of services provided
5. Number of individuals receiving mental healthcare services as alternative to incarceration
6. Number of individuals who completed service(s)  
From intake to six months post intake:
7. Reported symptom improvement for mental disorders
8. ED utilization for mental health reason
9. Hospital Utilization for mental health reason
10. Number of arrests and re-arrests

If program includes the training for law enforcement and other non-clinical professionals, the number of individuals trained and the type of training provided.

Contractors will also be required to report on demographic information including race, ethnicity, age and gender identity. Contractor will also report on the number of individuals who are new to the criminal justice system (no previous convictions)

#### **5.4 REPORTING REQUIREMENTS**

Monthly Reporting Requirements:

1. Financial Status Report(s) submitted by the 10<sup>th</sup> of each month
2. Supporting documentation for the FSR(s) (includes receipts and proof of payments)
3. Tracking reports detailing activities conducted and other metrics.

#### **6.0 DIVISION RESPONSIBILITIES**

NC DMHDDSAS reserves the right to:

- a. Modify the application and budget after consulting with the applicant. Items that may be modified include, but are not limited to, goals, costs, performance, and reporting requirements
- b. Allow or disallow budget amendments during the performance period of the project
- c. Monitor the program based on the Division's Subrecipient Monitoring plan
- d. Implement any change or requirement mandated by State or Federal government during the life of the project
- e. NC DMHDDSAS assumes responsibility for monitoring the performance of the selected applicants and the outcomes of these projects

#### **7.0 TERM OF CONTRACT**

The performance period for this contract is anticipated to begin August 1, 2022 (or upon execution) and is anticipated to end September 30, 2025.

#### **8.0 BUDGET**

The RFA line-item budget shall constitute the total cost to the Division for complete performance in accordance with the requirements and specifications herein, including all applicable expenses such as administrative cost. Contractor shall not invoice for any amounts not specifically allowed for in the line-item budget of this RFA.

The Contractor shall use the Cost Table found in ATTACHMENT A: Line-Item Budget to create the Line-Item Budget and Budget Narrative. The Vendor shall not use any other tables or forms, nor modify the contents of any of the shaded cells in the Cost Table.

All costs provided in Line-item budget must be firm and fixed for the duration of the contract.

## **9.0 INVOICING AND REIMBURSEMENT**

Upon execution of this contract, the Contractor shall submit to the Division Contract Administrator, a monthly reimbursement request for services rendered the previous month by the 10th of each month and, upon approval by the Division, receive payment within 30 days. Monthly payment shall be made based on actual expenditures made in accordance with the approved budget on file with both parties and reported on the monthly expenditure report submitted by the Contractor. If this contract is terminated, the Contractor shall complete a final accounting report and return any unearned funds to the Division within 30 days of the contract termination date. The Division shall have no obligation for payments based on expenditure reports submitted later than 30 days after termination or expiration of the contract period. All payments are contingent upon fund availability.

## **10.0 THE SOLICITATION PROCESS**

The following is a general description of the process by which agencies or organizations will be selected to complete the goal or objective.

1. Written questions concerning the RFA specifications will be received until the date specified on the cover sheet of this RFA. A summary of all questions and answers will be posted on the RFA web site.
2. Applications will be received from each agency or organization. The original must be signed and dated by an official authorized to bind the agency or organization.
3. All applications must be received by the funding agency not later than the date and time specified on the cover sheet of the RFA. Faxed applications will not be accepted.
4. At that date and time, the applications from each responding agency and organization will be logged in.
5. At their option, the evaluators may request additional information from any or all Contractors for the purpose of clarification or to amplify the materials presented in any part of the application. However, agencies and organizations are cautioned that the evaluators are not required to request clarification; therefore, all applications should be complete and reflect the most favorable terms available from the agency or organization.
6. Applications will be evaluated according to completeness, content, experience with similar projects, ability of the agency's or organization's staff, cost, etc. The award of a grant to one agency and organization does not mean that the other applications lacked merit, but that, all facts considered, the selected application was deemed to provide the best service to the State.
7. Agencies and organizations are cautioned that this is a request for applications, and the funding agency reserves the unqualified right to reject any and all applications when such rejections are deemed to be in the best interest of the funding agency.

## **11.0 GENERAL INFORMATION ON SUBMITTING APPLICATIONS**

1. Award or Rejection  
All qualified applications will be evaluated, and awards made to those agencies or organizations whose capabilities are deemed to be in the best interest of the funding agency. The funding agency reserves the unqualified right to reject any or all offers if determined to be in its best interest.
2. Decline to Offer  
Any agency or organization that receives a copy of the RFA but declines to make an offer is requested to send a written "Decline to Offer" to the funding agency. Failure to respond as requested may subject the agency or organization to removal from consideration of future RFAs.
3. Cost of Application Preparation  
Any cost incurred by an agency or organization in preparing or submitting an application is the agency's

or organization's sole responsibility; the funding agency will not reimburse any agency or organization for any pre-award costs incurred.

4. Elaborate Applications  
Elaborate applications in the form of brochures or other presentations beyond that necessary to present a complete and effective application are not desired.
5. Oral Explanations  
The funding agency will not be bound by oral explanations or instructions given at any time during the competitive process or after awarding the grant.
6. Reference to Other Data  
Only information that is received in response to this RFA will be evaluated; reference to information previously submitted will not suffice.
7. Titles  
Titles and headings in this RFA and any subsequent RFA are for convenience only and shall have no binding force or effect.
8. Form of Application  
Each application must be submitted on the form provided by the funding agency, which will become the funding agency's Performance Agreement (contract).
9. Exceptions  
All applications are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions. The attachment of other terms and condition by any agency and organization may be grounds for rejection of that agency or organization's application. Funded agencies and organizations specifically agree to the conditions set forth in the Performance Agreement (contract).
10. Advertising  
In submitting its application, agencies and organizations agree not to use the results therefrom or as part of any news release or commercial advertising without prior written approval of the funding agency.
11. Right to Submitted Material  
All responses, inquiries, or correspondence relating to or in reference to the RFA, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the agency or organization will become the property of the funding agency when received.
12. Competitive Offer  
Pursuant to the provision of G.S. 143-54, and under penalty of perjury, the signer of any application submitted in response to this RFA thereby certifies that this application has not been arrived at collusively or otherwise in violation of either Federal or North Carolina antitrust laws.
13. Agency and Organization's Representative  
Each agency or organization shall submit with its application the name, address, and telephone number of the person(s) with authority to bind the agency or organization and answer questions or provide clarification concerning the application.
14. Subcontracting  
Agencies and organizations may propose to subcontract portions of work provided that their applications clearly indicate the scope of the work to be subcontracted, and to whom. All information required about the prime grantee is also required for each proposed subcontractor.
15. Proprietary Information  
Trade secrets or similar proprietary data which the agency or organization does not wish disclosed to other than personnel involved in the evaluation will be kept confidential to the extent permitted by NCAC TO1: 05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL." Any section of the application that is to remain confidential shall also be so marked in boldface on the title page of that section.
16. Participation Encouraged  
Pursuant to Article 3 and 3C, Chapter 143 of the North Carolina General Statutes and Executive Order No. 77, the funding agency invites and encourages participation in this RFA by businesses owned by minorities, women and the disabled including utilization as subcontractor(s) to perform functions under this Request for Applications.

## 17. Contract

The Division will issue a contract to the recipient of the grant that will include their application.

## 18. Federal Certifications

- i. Agencies or organizations receiving Federal funds will be required to execute Federal Certifications regarding Non-discrimination, Drug-Free Workplace, Environmental Tobacco Smoke, Debarment, Lobbying, and Lobbying Activities. A copy of the Federal Certifications is included in this RFA for your reference (see Appendix B). Federal Certifications should NOT be signed or returned with the application.

Please be advised that successful Contractors may be required to have an audit in accordance with G. S. 143-6.2 as applicable to the agency or organization's status. Also, the contract may include assurances the successful Contractor would be required to execute when signing the contract. Agencies or organizations receiving Federal funds will be required to execute a Consolidated Federal Certification form (as applicable). Private not for profit agency contracts will also include a conflict of interest policy statement.

## **12.0 APPLICATION CONTENT AND INSTRUCTIONS**

This section includes what the Contractor is required to provide the division with its application response. *The Contractor must clearly demonstrate (describe) in its proposal response* how the Contractor's Organization will meet or address the programmatic requirements described in the scope of work section of the RFA. The Contractor proposal shall include the following items in this specific order and clearly marked as such.

Whenever possible, use appendices to provide details, supplementary data, references, and information requiring in-depth analysis. These types of data, although supportive of the proposal, if included in the body of the design, could detract from its readability. Appendices provide the proposal reader with immediate access to details if and when clarification of an idea, sequence or conclusion is required. Timetables, work plans, schedules, activities, and methodologies, legal papers, personal vitae, letters of support, and endorsements are examples of appendices.

Contractors shall populate all attachments of this RFA that require the Contractor to provide information and include an authorized signature where requested. Contractor RFA responses shall include the following items and those attachments should be arranged in the following order: Number each page consecutively. Applications should contain the following elements in the order in which they appear in this solicitation. Applications must be double-spaced in 10-point Arial font with one-inch margins, and must not exceed 20 pages, not including the materials requested at the end of this section. The 20-page application document must contain all of the elements specified in items A-K below, and the sections described in items D through K below must be clearly labeled.

### **A. Cover Page with all fields completed, signed by an authorized official of the Contractor organization**

### **B. Face Page**

1. The Contractor's name and principal place of business.
2. The Contractor's legal status: i.e., whether the Contractor is an individual, a corporation, a general partnership, a limited partnership, a joint venture or some other legal entity. The state in which the Contractor is incorporated or organized.

### **C. Proposal Summary: (500 words, not scored)**

Provide a brief (no more than 500 words) overview of your planned project. You must clearly indicate whether you are proposing a new program or an expansion or augmentation of an existing program.

The summary should be prepared after the application has been developed in order to encompass all the key points necessary to communicate the objectives of the project. It is the document that becomes the cornerstone of the proposal, and the initial impression it gives will be critical to success of the venture. In many cases, the summary will be the first part of the proposal package seen by agency and very possible could be the only part of the package that is carefully reviewed before the decision is made to consider the project any further.

#### **D. Organization Background and Qualifications: (5 points)**

Provide your organization name, counties served/operated in and organization type. Describe your organization and its qualifications for funding, including history of work with people involved in the justice system and history of work with people impacted by substance use. Also describe your organization's capacities and competencies relevant to working with other historically marginalized populations. Include information on each of the following areas:

1. Mission and goal of the Organization
2. A brief overview of the contractor's history
3. Brief overview of the contractor's experience with providing the proposed service (organizations past achievements and accomplishments and evidence of its impact)
4. Brief overview of all services provided by the Contractor within the last five years
5. Qualifications/background on organization's Board of Directors and Key Staff
6. The details of:
  - a. Any criminal investigations pending against of any of the Contractor or any of their officers, or any staff designated to work on the proposed program, or a statement that there are none;
  - b. Any regulatory sanctions levied against any of the Contractors or any of their officers, directors, employees, agents, or subcontractors by any state or federal regulatory agencies within the past three years of which the Contractor s have knowledge or a statement that there are none. As used herein, the term "regulatory sanctions" includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings;
  - c. Any regulatory investigations pending against of any of the Contractors or any of their officers, directors, employees, agents or subcontractors by any state or federal regulatory agencies of which the Contractors have knowledge or a statement that there are none. Note: The Department may reject a proposal solely on the basis of this information.
  - d. Any of the Contractor's directors, partners, proprietors, officers, or employees or any of the proposed project staff are related to any DHHS employees. If such relationships exist, identify the related individuals, describe their relationships, and identify their respective employers and positions;
  - e. Assurance that the Contractor and the proposed Contractor staff are not excluded from participation by Medicaid or the Office of the Inspector General of the United States Department of Health and Human Services.
7. Other major donors and summary of dollar amounts of contribution(s)

#### **E. Assessment of Needs / Statement of the Problem (10 points)**

Include a description of identified needs of the population served, and ability of the project to meet the needs of the population served and potential impact.

Provide geographic and demographic data, including age, gender, race/ethnicity, socioeconomic status, health statistics, and relevant justice system statistics.

## F. Project Description and Narrative (25 points)

Describe your proposed project, in detail. Include how you plan to implement the project. Clearly identify each stage of the project. Explain how you will engage the priority population in developing this proposed project including jail staff. Describe how you will meet the listed requirements for each proposed activity listed under **Program Requirements**.

Include a project implementation plan (work plans, timelines, schedules, and transition plans for the project), and a description of how the Contractor will staff the project, including the name, resume and qualifications of each of the proposed team members, including subcontractors. (Note: Resumes and other additional materials may be submitted as an Appendix and not count toward the overall page limit.)

Include also an analysis of the project's risk and limitations, including how these factors will be addressed or minimized. (regulatory, environmental, or other constraints).

Clearly explain your capabilities and competencies relevant to serving the target population including the processes and procedures you will use to identify and prioritize potential recipients of this project.

## G. Collaboration and Community Support (10 Points)

Describe how you will collaborate on this project or initiative with other relevant organizations and how this project will improve the collaboration between local mental health and justice systems. Describe how you will verify and incorporate the expertise of other related projects that may exist. Describe how you will incorporate people with lived experience and directly impacted communities into your collaborations.

If the project involves **direct collaboration or joint collaboration** with other partners, these partners should submit letters of support clearly describing their organization's roles and responsibilities and agreement to participate. Detailed letters of support from county and jail management and administrative staff approving this project must be submitted.

**Letters of support should be included with your grant application as an appendix and will not count toward the narrative page limit of this RFA. Please do not have letters sent separately to the Division. They will not be included in your application and will not be read by reviewers.**

## H. Project Evaluation (10 Points)

Describe how you will monitor and evaluate the success of this project. Detail how you will capture the required metrics for each of the supported actions included in your project and describe any additional metrics that you will evaluate. All projects must indicate willingness to work with NCDHHS evaluators.

List Goals and Objectives of the project (describes how they will be met and the outcome of the project in measurable terms).

1. **Goals:** Note: The outcome is derived from the goal. It has the same intention, but it is more specific, quantifiable, and verifiable than the goals. Please be aware of how realistic your outcomes are and that the outcomes should be aware of time-restraints. Outcomes should be SMART – Specific, Measurable, Achievable, Realistic, and Time-Bound. Contractors must describe the program's intent to maintain, change, reduce, or eliminate the problem noted in Section II and outline the project's goals.
2. **Objectives:** Objectives are the measurable outcomes of the project. They define your methods. Your objectives must be tangible, specific, concrete, measurable and achievable in a specified time period.

**Contractors often confuse objectives with goals, which are conceptual and more abstract. For the purpose of illustration, here is the goal of a project with a subsidiary objective:**

**Goal:** Our after-school program will help children read better.

**Objective:** Our after-school remedial education program will assist 50 children in improving their reading scores by one grade level as demonstrated by standardized reading tests administered after participating in the program for six months. The goal in this case is abstract: improving reading, while the objective is much more specific. It is achievable in the short term (six months) and measurable (improving 50 children's reading scores by one grade level). Well-articulated objectives are increasingly critical to an application's success.

*Each criterion must include a baseline value as of August 1, 2022 and measurable, achievable target value to be reached by September 30, 2025. Describe potential factors that could negatively affect your organization's ability to reach your evaluation targets and describe how these factors will be mitigated.*

#### **I. Potential Impact (15 Points)**

Explain why the proposed project is a good use of funding. Describe the potential health impact and other effects on the population the programs will serve, and the community more broadly. Use research on program outcomes to identify what works. Whenever possible, quantify the possible economic savings and/or gains brought about by the project through program specific data. Whenever possible, justify predictions about the potential impact of the proposed program with reference to empirical research.

#### **J. Sustainability (15 Points)**

Describe steps taken to ensure future successes or continuing the project beyond the awarded period. Describe obstacles that may affect your organization's ability to sustain this program during the grant cycle and potential solutions to these identified challenges. Detail any funding from other sources that will be used towards this project. Organizations demonstrating funding from other sources or leadership commitment to sustain programs beyond the end of the grant year will be scored higher.

#### **K. Line-Item Budget and Budget Narrative (10 Points)**

Use the budget template provided with this RFA (see SFY 2021 Master Budget Template); **if the budget template is not used, zero points will be awarded for the budget section.** The budget should be for the entire duration of the proposed project starting August 1, 2022 through September 30, 2025. This should be a project specific budget, NOT the budget for your entire organization.

Every item that appears in the budget should be explained clearly, so the evaluator/ reviewer will understand it. The budget narrative should explain how the numbers in the budget were calculated and how each expense is related to the proposed project. The Budget Narrative is the justification of 'how' and/or 'why' a line item helps to meet the program deliverables. It is also used to determine if the costs in the contract are reasonable and permissible.

- Salary Detail – Staff salaries and expenses for temporary/contract staff should be entered by position type in the appropriate section. For employed staff and temporary/contract staff, enter the average number of hours to be worked per week for each position type on the project.
- Summary – Detailed cost breakdown for the project and identify all sources of funding for the project. Clearly identify which project costs would be covered with funds from this grant award and enter these in Column A; all other project costs should be entered in Column B.

- Narrative – Expanded details on each line item in the budget. Include a budget subtotal for each activity included from the list of supported activities. Specify the activity (A, B, or C) with each subtotal.

**Supporting documents excluded from 20 page limit above:**

1. An organizational chart identifying the personnel who will be assigned to work on this project.
2. Letters of support from key partners and proposed sub awardees,
3. Applicable Terms and Conditions (select and attach the appropriate Terms and Conditions for your organization type from Appendix A).
4. Applicable Certifications from Appendix B.
5. Other additional materials as permitted by the terms of this solicitation.

Submit complete Application, including signature of authorized representative, to [RFA.Responses@dhhs.nc.gov](mailto:RFA.Responses@dhhs.nc.gov) by 5:00PM on **July 5, 2022**.

## 13.0 EVALUATION CRITERIA AND SCORING

### PHASE I: INITIAL QUALIFYING CRITERIA

The applicant's proposal must meet all the following Phase I application acceptance criteria in order to be considered for further evaluation. Any proposal receiving a "no" response to any of the following qualifying criteria shall be considered non-responsive and will be disqualified from consideration.

ITEM	APPLICATION ACCEPTANCE CRITERIA	RFA Section	YES	NO
1	Was the contractor's application received by the deadline specified in the RFA?			
2	Vendors application includes all materials specified in Section 5.5 of this RFA?			
3	Vendor's application includes every element required by items A through K in section 12 of this RFA?			
4	Vendor's application meets formatting and page length requirements as specified in section 12 of this RFA?			
5	Vendor proposal includes all required affirmative statements, assurances and certifications signed by the vendor's responsible representative, as described in Appendix B of the RFA			
6	Included in those certifications, the contractor states that it is not excluded from entering into a contract with DHHS/State due to restrictions related to the federal debarment list, etc.			
7	Vendor meets eligibility requirements as stated in Section 2 of the RFA.			
8	Program's review of the Contractor verifies that the vendor is not excluded from contracting with DHHS/State for any unresolved finding for recovery			
9	Vendor is not on the IRAN Divestment List			

### PHASE II: CRITERIA FOR SCORING PROPOSAL/APPLICATIONS

Qualifying application proposals will be collectively scored by the proposal review team. All qualified applications will be evaluated, and awards made based on the following criteria considered, to result in awards most advantageous to the State. Applications will be scored on the content, quality, and completeness of the responses to the items in the scope of work and to how well each response addresses the following core factors. DHHS will consider scores, organizational capacity, and distribution among catchment areas, and variety of quality improvement plans in determining awards. Please note that Contractors not meeting the eligibility requirements or any of the minimum or mandatory requirements as stated in Phase I will not be scored. **Preferential consideration will be given to applicants who clearly explain in the Project Description and Narrative the applicant's capabilities and competencies relevant to serving historically marginalized or disadvantages groups of people, including the processes and procedures they will use to identify and prioritize members of these groups.**

Evaluation Criteria	Score
Organization Background and Qualifications	5 points
Assessment of Needs / Statement of Problem	10 points
Project Description and Narrative	25 points
Collaboration and Community Support	10 points
Project Evaluation	10 points

Potential Impact	15 points
Sustainability	15 points
Budget and Narrative	10 points
<b>Total Possible Score</b>	<b>100 points</b>

#### **14.0 RESOURCES**

**Substance Abuse and Mental Health Services Administration**

<https://www.samhsa.gov/brss-tacs/recovery-support-tools/peers>

**ATTACHMENT A**  
**LINE ITEM BUDGET AND BUDGET NARRATIVE**

(This is a sample illustration. An Excel spreadsheet is available on request for budget submission.)

Master Line Item Budget (Required)					
Budget Categories	Narrative	04/01/22-06/30/22	07/01/22-06/30/23	07/01/223-09/30/23	TOTALS
<b>Human Resources</b>					
<b>Salary/Wages</b>					\$ -
<b>Fringe Benefits</b>					\$ -
<b>Other</b>					\$ -
<b>Operational Expenses/Capital Outlays</b>					
<b>Supplies and Materials</b>					
Furniture					\$ -
Other					\$ -
<b>Equipment</b>					
Communication					\$ -
Office					\$ -
IT					\$ -
Assistive Technology					\$ -
Medical					\$ -
Scientific					\$ -
Other					\$ -
<b>Travel</b>					
Provider Staff					\$ -
Board Members (Travel, Per Diem)					\$ -
<b>Utilities</b>					
Gas					\$ -
Electricity					\$ -
Telephone					\$ -
Water					\$ -
Other					\$ -
<b>Repair and Maintenance</b>					\$ -
<b>Staff Development (Provider Staff Only)</b>					\$ -
<b>Media/Communication/Public Affairs</b>					
Advertising					\$ -
Audiovisual presentations/multimedia/tv/radio presentations					\$ -
Logos					\$ -
Promotional items					\$ -
Publications					\$ -
Public service announcements and ads					\$ -
Reprints					\$ -
Text translation into another language					\$ -
Websites and web materials					\$ -
<b>Rent</b>					
Office Space					\$ -
Equipment					\$ -
Furniture					\$ -
Vehicles					\$ -
Other					\$ -
<b>Professional Services</b>					
Legal					\$ -
IT					\$ -
Accounting					\$ -
Payroll					\$ -
Security					\$ -
<b>Other</b>					
Audit Services					\$ -
Service Payments					\$ -
Incentives and Participants					\$ -
Insurance and Bonding					\$ -
Not Otherwise Classified					\$ -
<b>Subcontracting and Grants</b>					\$ -
<b>Subtotal</b>		\$ -	\$ -	\$ -	\$ -
<b>Indirect Costs (Cannot exceed 10% of Subtotal)</b>					\$ -
<b>Total Budgeted Expenditures</b>		\$ -	\$ -	\$ -	\$ -