Ramsey County Children’ Mental Health Collaborative (RCCMHC)

FY 2020
Innovative Services and Supports

REQUEST FOR PROPOSALS- LCTS

Proposal Release Date: 10-02-2019

Proposal Due Date: 10-23-2019
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EXECUTIVE SUMMARY

The Ramsey County Children’s Mental Health Collaborative (RCCMHC) works across systems to meet the complex needs of youth with mental health disorders and their families.

RCCMHC is accepting proposals for fiscal year 2019/2020 Innovative Services and Supports grants. The purpose of this award is to support one or more innovative children’s mental health services and supports that reflect RCCMHC’s mission, vision, and goals. Collaboration between two or more agencies and/ or systems is encouraged.

The funding source used for this award is: Local Collaborative Time Study (LCTS.) LCTS funds must be used for direct services. (More information on LCTS funding restrictions are available in the RCCMHC Award Process Guide.)

<table>
<thead>
<tr>
<th>Due Date for Proposals</th>
<th>10-23-2019</th>
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<tbody>
<tr>
<td>Anticipated Total Available Funding</td>
<td>$52,600</td>
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<tr>
<td>Cost-Sharing/ Match Required</td>
<td>No but Applicants are encouraged to list in-kind resources in their proposals.</td>
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<tr>
<td>Estimated Number of Awards</td>
<td>One or more</td>
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<tr>
<td>Anticipated Project Start Date</td>
<td>01-01-2020</td>
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<tr>
<td>Length of Project Period</td>
<td>One Year</td>
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<tr>
<td>Eligible Applicants</td>
<td>Agencies or systems providing services to youth and/or families in Ramsey County.</td>
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<td></td>
<td>Priority will be given to proposals that reflect cross-system collaboration between two or more agencies or systems.</td>
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<tr>
<td>Submission Requirements</td>
<td>Submit your proposal narrative, budget and supplementary documents to <a href="mailto:karen@rccmhc.org">karen@rccmhc.org</a></td>
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<tr>
<td>Award Notification</td>
<td>Applicants will be notified on or before 12-02-2019</td>
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<tr>
<td>RCCMHC Information</td>
<td>Wendy Goodman, Executive Director <a href="mailto:wendy@rccmhc.org">wendy@rccmhc.org</a></td>
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<td></td>
<td>Ramsey County Children’s Mental Health Collaborative</td>
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<td></td>
<td>c/o Como Park Elementary School</td>
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<td></td>
<td>780 West Wheelock Parkway</td>
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<td></td>
<td>Room 1315</td>
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<td></td>
<td>Saint Paul, MN 55117</td>
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<td></td>
<td>Office Phone: 651-293-5951</td>
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<td></td>
<td>Cell Phone: 612-499-1121</td>
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<td></td>
<td>Website: <a href="http://www.rccmhc.org">www.rccmhc.org</a></td>
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APPLICATION AND SUBMISSION INFORMATION

All applicants should consider reading the RCCMHC Award Process Guide which includes:
• RCCMHC proposal, review, and scoring process
• RCCMHC definitions and key terms

Purpose
The purpose of this RFP is to support one or more projects of **innovative children’s mental health services and supports** that reflect RCCMHC’s mission, vision, values, and goals.

This award is designed to support and identify effective practices that address existing or emerging mental health issues for youth and/or families in Ramsey County.

1. New models and practices: Inventive or novel approaches which are not commonly in use.
2. Traditional healing practices: Community-defined approaches which may already be in use by certain communities or cultures but are not commonly used by public systems.

Proposal Expectations
Any proposal that does not meet basic criteria must be disqualified and will not be scored.

• ALL proposals must come from experienced, appropriately credentialed, and fiscally sound organizations with demonstrated infrastructure and expertise.
• ALL proposals must be consistent with RCCMHC vision, mission, values, and goals. (Appendix A)
• ALL proposals must be measurable and reflect data-informed, community defined and/or promising practices.
• ALL proposals must meet the restrictions of the funding source used for the RFP (Appendix B)

Award Expectations
In addition to delivering services as described in their proposal, all award recipients must:

• Submit monthly invoices and quarterly progress reports
• Collect data and manage, monitor, and enhance services and supports through a continuous quality improvement process.
• Work with RCCMHC staff to create an annual Impact and Outcomes report
• Provide proof of insurance, sign a Conflict of Interest form and submit a completed W-9

Proposal Contents
All proposals MUST include the following components

1. Proposal Narrative
2. Budget
3. Supporting Documents

Proposals must be submitted by **October 23, 2019** to karen@rccmhc.org.

Innovative Awardees
Innovative Awardees may be eligible to continue their grant work. Funds may be extended for up to an additional two years, based on outcomes results. If you would like to be considered for an extension(s), please indicate so in the project narrative section.
**Project Narrative**
All applicants must use the RCCMHC Project Narrative Form (Appendix C). The Project Narrative describes an applicant’s proposed services and supports.

The Project Narrative may be **no longer than 3 pages**. The Budget and Supporting Documents will be counted separately.

Each applicant’s Project Narrative will be scored according to the **quality** of responses. Additionally, the following will be considered during scoring:

- Are the Applicant’s intentions clear and specific rather than obscured by jargon?
- Do the presented ideas flow logically?
- Can the Applicant achieve the program's objectives?

**Budget**
All applicants must use the RCCMHC Budget Form (the Excel form is provided separately.)

Your Budget will be scored according to the following criteria:

- Budgets should be reasonable. (Sufficient details must be provided to allow a proposal review team to make that judgment.)
- Budgets must be complete and contain all required information.
- Costs should be well documented and directly related to activities and outcomes described in the proposal narrative.
- Costs must meet the restrictions of the funding source used for the RFP (Appendix B)
- Any co-funding/ in-kind resources must be secure.

**Supporting Documents**
Supporting Documentation provides additional information necessary for the review of an application. This supporting documentation must be attached to the proposal as a PDF or it can be attached to an email at the time of proposal submission.

**Financial Statement & Audit**
Demonstrate the financial stability of your organization by providing your most recent financial income and balance sheet statements, and audit.

**Letter of Commitment**
Proposals that demonstrate cross-system collaboration will be given priority consideration. Letters of Commitment must be provided by any collaborating entity. The LOC should attest to the support and intended collaboration with the project. Proposals will not be considered to have cross-system collaboration if LOCs are not provided.

**Data Collection Tools**
If you are using standardized data collection instruments/protocols, you do not need to include these with the application. Instead, provide a web link to the appropriate instrument/protocol. If the data collection
instruments or interview protocols are not standardized, please include a description with your supporting documents.

**Brochure or Flyer**

Relevant brochures or flyers may be submitted if desired.

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**CONDITIONS**

The applicant, upon submitting a proposal, agrees to the following special conditions:

1. **Cancellation**
   - RCCMHC reserves the right to cancel this RFP at any time and shall not be liable for any expenses incurred by any entity irrespective of whether a proposal was submitted or not.

2. **Conflict of Interest**
   - The applicant affirms that, to the best of their knowledge, this proposal does not present a conflict of interest with any party or entity, which may be affected by the terms of a forthcoming award.
   - The applicant agrees that, should any conflict or potential conflict of interest become known, they will immediately notify RCCMHC of the conflict or potential conflict, and will advise RCCMHC whether they will or will not resign from the other engagement or representation.

3. **Withdrawal of Proposal/ Changes**
   - A proposal may be withdrawn upon the written request of the applicant.
   - Prior to the proposal due date, the applicant may make changes by submitting a new version of the proposal. The applicant must indicate in writing that the new version supersedes the previously submitted proposal.

4. **Public Property- Disclosure of Non- Public Information**
   - Once submitted, a proposal becomes public property and will not be returned.
   - If a proposal contains any security information, trade secret information, or labor relations information as described in Minnesota statutes 13.37, Subd 1 that the applicant does not want disclosed to the public or used for any purpose other than the evaluation of its offer, all such information must be indicated with a statement such as: “The following information contained on pages.../ paragraphs... is nonpublic trade secret information. Definition is found in MN Statute 13.37, Subd 1d.”

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**QUESTIONS**

Questions via phone will NOT be accepted.

All questions and responses about the RFP will be collected in a google doc and will be accessible by all applicants via this link: [https://docs.google.com/document/d/1oQHTcLqE0900JKOLOiHu5nfJF95_Z8nyUmvvqg87DLs/edit?usp=sharing](https://docs.google.com/document/d/1oQHTcLqE0900JKOLOiHu5nfJF95_Z8nyUmvvqg87DLs/edit?usp=sharing)

Responses will be posted until **10-21-2019**
APPENDIX A: RCCMHC

MN Collaboratives

In 1993, the State enacted legislation that established Collaboratives as special districts in Minnesota. Collaboratives were envisioned to reduce fragmentation and enhance funding flexibility by creating a multi-agency “system of care” in which the family is a full partner. Minnesota Statutes direct children’s mental health collaboratives to develop and sustain an integrated mental health system that targets the complex, multisystem needs of youth with (or at risk for) mental health disorders and their families.

Brief History and Overview of RCCMHC

Ramsey County Children’s Mental Health Collaborative (RCCMHC) was established in 1997. We are a diverse community partnership of 200+ families and over 70 public and private child-serving systems including mental health, social services, education, juvenile justice, primary care, public health, and other family serving agencies such as: youth serving agencies, civic and faith groups, and culturally specific groups. RCCMHC brings stakeholders with mutual interests together to exchange information, plan jointly, align resources, and make systems-level decisions. Since its inception, RCCMHC has had high caregiver involvement in policy and decision making. We also have a strong history of collaboration with small agencies and organizations that offer culturally specific and/or culturally responsive services. RCCMHC builds on member strengths, addresses community challenges, and leverages resources and capabilities such as: funds, services, technologies, ideas, and expertise.

Vision

Ramsey County youth will have the strengths, skills, relationships, supports, and opportunities that they need to experience mental health and wellbeing.

Mission

RCCMHC works across systems to meet the complex needs of youth with mental health disorders and their families.

Values (Appendix A)

Accessible, Accountable, Consumer-Directed, Culturally Responsive and Linguistically Appropriate, Individualized, Strength-Based, Trauma-Informed, and Wellbeing-Focused.

Priority Goals

- **A Responsive Children’s Mental Health Delivery System**
- **Health Equity** (includes improved access to services for at-risk or underserved youth and their families and culturally responsive and linguistically appropriate services.)
- **Youth and Whole-Family Wellbeing** (includes those services that address the correlation between trauma/toxic stress and mental health)
APPENDIX B: LCTS FUNDING RESTRICTIONS

The Local Collaborative Time Study (LCTS) is Minnesota’s federally-approved claiming mechanism for Medicaid (MA) and Title IV-E administrative reimbursement for Minnesota’s Family Service and Children’s Mental Health Collaboratives. The three types of public entities that participate in this project are eligible public school districts, county public health agencies and correction agencies. Reimbursement is earned by staff in public school districts, public health, and correction agencies for eligible activities they perform to assist the state in administration of the MA and Title IV-E state plans. LCTS funds received by Collaboratives have been designated by state statute for use in the expansion of early intervention and prevention services in Minnesota communities. The Department of Human Services (DHS) disburses MA and Title IV-E reimbursement claimed through the LCTS to county social service agencies who, in turn must transfer the funds to the integrated fund of the collaborative.

LCTS Goals

LCTS funds must be used in ways that are consistent with the legislation governing Collaboratives (See state statute 124D.23 FAMILY SERVICES AND COMMUNITY-BASED COLLABORATIVES) as well as these four goals (DHS, 1996):

1. Prevention of out of home placement
2. Enhancement of family support and children’s physical and mental health services
3. Development of a seamless system of services
4. Strengthening of local community-based collaborative efforts

Criteria for Use of LCTS Funding

The program/project must be spent for direct services to children and families in Ramsey County.

- Direct Services are those services directly connected to the provision of program services. Their direct costs include supervision of direct care staff, equipment, event rental, mileage, supplies, phone, etc.
- Indirect Services are those services NOT directly connected to the direct service provision of the program. Indirect costs include agency administration and its associated expenses.
- Services should support and/or enhance existing RCCMHC efforts.
- LCTS funds cannot supplant or replace other funding used for current services.
- Expenditures must be for specific activities, programs or services that are designed to improve outcomes for children and their families. Such services are to be essential to the success of the direct services referred to in the proposal.
- Funds may be used for training consumers of services. Funds may not be used for training staff.
APPENDIX C: PROJECT NARRATIVE FORM

*NOTE: Your proposal must meet the restrictions of the funding source used for this RFP (Appendix B)

<table>
<thead>
<tr>
<th>Name of Agency/Organization</th>
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<tbody>
<tr>
<td>Name of Contact</td>
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<td>Contact Email</td>
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<td>Contact Phone Number</td>
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<tr>
<td>Name of Proposed Project</td>
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<tr>
<td>Funding Amount Requested</td>
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Narrative is limited to 3 pages

Section A: Statement of Need

• Briefly describe the youth mental health need that your proposal intends to address.
• Identify the geographic catchment area and demographic characteristics of the population you intend to serve.

Section B: Description of Proposed “Innovative Children’s Mental Health Services and Supports”

• Describe the proposed data-based, practice-informed and/or community-defined services and supports that will be used to address the needs described in Section A.
• Describe the goals and measurable objectives of the proposed project and align them with the Statement of Need described in Section A.
• Estimate the unduplicated number of individuals you propose to serve with grant funds.
• Indicate interest in receiving a grant extension(s), based on outcomes.

Section C: Impact and Outcomes

• Discuss how your proposed services and supports are appropriate for your population(s) of focus and the outcomes you want to achieve.
• What impact or value will be added as a result of these services and supports?
• Describe how you will collect data for your proposed project and how such data will be used to manage, monitor, and enhance services and supports through a continuous quality improvement process.
• If you are using standardized data collection instruments/protocols, you do not need to include these with the application. Instead, provide a web link to the appropriate instrument/protocol. If the data collection instruments or interview protocols are not standardized, please include a description with your supporting documents.

Section D: Description of Agency/Organization

• Provide a very brief description of your organization.
• Describe the qualifications and experience of staff and/or supervisors who will be providing the services described in your proposal. (Include credentials if relevant to your proposal.)
• Identify staff language capacity (if relevant to your proposal.)
• Identify staff capacity to be culturally responsive (if relevant to your proposal.)
• Describe the qualifications of staff in charge of your agency’s finances and financial reporting.

Section E: Alignment with RCCMHC

• Describe how RCCMHC’s vision/mission/values/goals are reflected in your proposal (Appendix A)
• Indicate if your proposed project will collaborate across systems. NOTE: Letters of Commitment must be included as Supplementary Documents