

Health First Elkhart County Mental Health Grant Request for Applications

The person submitting an application for funding under this Request for Applications (RFA) represents that the person has carefully read the terms and conditions of this RFA, including all attachments and addenda, and agrees to be bound by them.

ISSUING DEPARTMENT:

Elkhart County Health Department
608 Oakland Ave.,
Elkhart, Indiana 46516

PROJECT: Mental Health Programs

ISSUING DEPARTMENT CONTACT PERSON:

All communications with respect to this RFA must be in writing through the Issuing Department's Contact:

Name: Andrew Bylsma Email: HFIElkhart@elkhartcounty.com Phone: 574-523-2104

APPLICATION SUBMISSIONS:

Online at HFIElkhart@elkhartcounty.com

By paper to:

Elkhart County Board of Health
Attn: Health Officer
608 Oakland Ave.
Elkhart, Indiana 46516

With a notice of submittal via email to: HFIElkhart@elkhartcounty.com

APPLICATION DUE DATE AND TIME:

Applications shall be submitted no later than:

Date: Friday, March 29th, 2024
Time: 11:59PM

SECTION 1: GENERAL INFORMATION

1.1 Introduction

1.1.1 This Request for Applications (RFA) is to improve Mental Health Outcomes, a core public health service as defined by Ind. Code § 16-18-2-79.5, by achieving the goals of the program and meeting the scope of work outlined in Exhibit 1.

1.1.2 The Issuing Department may award funding under this RFA to any combination of eligible applicants or none at all. The Issuing Department may award funding in any amounts including in the full amount requested, 75% of the amount requested, 50% of the amount requested, 25% of the amount requested, or none at all. This RFA is not an offer to enter into a contract but is a solicitation of entities interested in fulfilling the Issuing Department's needs and requirements for the Project.

- 1.1.3 Funding provided through this RFA must be used to provide services within Elkhart County. This funding may not be used to replace existing services within Elkhart County, regardless of whether provided by the applicant or another organization. All funds awarded through this RFA must be used only for their stated and approved purpose.
- 1.1.4 Applications must be submitted pursuant to the schedule and process set forth in this RFA and in compliance with any and all Elkhart County Health First Program (Program) rules, available on the Department’s website to the extent in effect at the time of the grant, in order to be considered. Applicants must provide what they intend to achieve, the measurable and specific improvements in health outcomes that will be achieved, how those improvements will be measured, and a proposed budget, all as required by this RFA. Applicants must certify that, if chosen to receive a grant, it is compliant with all applicable conflict of interest and nepotism laws and will comply with all audit and reporting requirements.
- 1.1.5 If multiple organizations submit a joint application, each organization must individually meet all requirements of this RFA.
- 1.1.6 Materials contained in applications are subject to the Access to Public Records Act (APRA), Ind. Code Ch. 5-14-3. Applications are deemed to be disclosable public records as defined by APRA unless a specific provision of Ind. Code Ch. 5-14-3 exempts it from disclosure. Applicants claiming a statutory exception to APRA must indicate so in their applications and specify which provisions of APRA apply to which specific parts of their application. Confidential information must be clearly marked in a separate folder on any included CD-ROM / USB Thumb Drive. Citing “Confidential” on an entire section is not sufficient. The Public Access Counselor (PAC) provides guidance on APRA. Applicants are encouraged to read guidance from the PAC on this topic. If an applicant does not identify a statutory exception, the Issuing Department will not consider the submission confidential. The Issuing Department also reserves the right to seek the opinion of the PAC or legal counsel for guidance and to make its own determination of whether any part of an application is subject to disclosure under APRA.
- 1.1.7 The Issuing Department reserves the right to waive or alter any requirement of this RFA to the extent permitted by law. Any waiver must be approved by the Issuing Department’s Board in writing.
- 1.1.8 Applicants whose applications are approved for funding are required to sign the Issuing Department’s Grant Participation Agreement, available on the Department’s website. The Grant Participation Agreement will incorporate this RFA, the selected application, applicable law, and other requirements which will provide the duties of the Department and an applicant awarded funds under this grant.
- 1.1.9 Applicants will be required to provide de-identified, aggregate information and metrics showing the progress in improving the applicable core public health services to the Issuing Department. Applicants will also be required to collect assignments for payment required by law and to comply with all applicable privacy laws, including HIPAA, when handling an individual’s information and creating these reports.

1.2 Purpose and Scope of Grant

- 1.2.1 This RFA is to improve a core health service for the 2024 calendar year in Elkhart County. The total amount of funding which may be distributed under this grant is \$120,000.00.
- 1.2.2 See Exhibit 1 attached hereto and made a part hereof for the scope, requirements, goals, and objectives of this grant.

1.2.3 Services provided under this RFA must be provided at no cost to the recipients of those services.

1.3 Applicant Qualifications

To be eligible to be awarded funding under this RFA, an applicant must meet the following requirements:

- Be registered as a 501(c)(3) nonprofit under the federal Internal Revenue Code,
- Be registered with the Indiana Secretary of State,
- Not be prevented from entering into a contract with Elkhart County under Ind. Code Ch. 36-1-21 (requirements for contracting with local governments),
- Not be in violation of Ind. Code § 35-44.1-1-4 (conflict of interest) or Ind. Code § 35-44.1-1-5 (profiteering from public service) from the time the application is submitted to end of the period funded by this RFA,
- Not be in arrears on any taxes, fees, or other monies owed to Elkhart County, the State of Indiana, or the federal government,
- Meet the requirements listed in Exhibit 1 to this RFA, and
- Possess all necessary licenses, permits, and other regulatory approvals needed to provide the services required under Exhibit 1 and proposed in the application.

1.4 Application Schedule

All applications must be submitted by the date and time listed in the schedule below. The schedule below includes the anticipated timeline of the Issuing Department in selecting applications for funding under this RFA. The Issuing Department reserves the right to modify any part of this timeline, including the submission deadline, via addenda. Any addenda will be posted on the County’s website. All dates and times are in reference to the date and time in Goshen, Indiana.

Date	Event
Friday, March 29th, 2024	Applications Due
TBA if required	Scheduling of Interviews-If Required Applicants will be notified of application interview time slot assignments
TBA if required	Application Interviews- If Required
April 25th, 2024 Meeting begins at 7pm	Approval of Applications by Health Department Board at Regularly Scheduled Meeting <i>Location of meeting:</i> <u>117 N. 2nd St., Goshen, IN 46526</u> <ul style="list-style-type: none"> • Receive recommendations for applications to be approved • Approve entering into contract with applicants
By April 29th, 2024	Acceptance of Grant
On or before May 13th, 2024	Successful Applicants Begin Providing Services as Required by this RFA, their Applications, and the Signed Grant Participation Agreement

SECTION 2: APPLICATION DOCUMENTATION AND SUBMITTAL REQUIREMENTS

2.1 Submittal Process

- 2.1.1** Applications must be sent to the Elkhart County Board of Health online through its website, if applicable, or by paper copy sent to Elkhart County Board of Health, Attn: Health Officer, 608 Oakland Ave., Elkhart, Indiana 46516.
- 2.1.2** Applications must be submitted no later than the date and time listed in Section 1.4 of this RFA.
- 2.1.3** Applicants are responsible for ensuring timely delivery of submitted applications. The Issuing Department is not responsible for applications submitted late.
- 2.1.4** All applications must comply with this RFA and Program requirements. By submitting an application, an applicant agrees it has carefully examined the requirements of the Program, this RFA, the anticipated terms of the Grant Participation Agreement, and other applicable law governing the Program. The applicant agrees that it is able to comply with all of these requirements, and that the applicant is able to provide the specific services it is proposing at the applicable standard of care.

2.2 Submittal Format Requirements

- 2.2.1** All paper applications need to comply with the following format requirements:
 - 2.2.1.1** Be submitted in 8.5” x 11” arranged in portrait format with two additional copies.
 - 2.2.1.2** Comply with the organization requirements in this Section.
 - 2.2.1.3** Have the information requested by Sections 2.3, 2.4, 2.5, 2.6, and 2.7 of this RFA divided into separate, sequential sections and mark in a clear and easily usable way each of the five sections.
 - 2.2.1.4** State on the first page of the application:
 - the name of the grant,
 - the name of the applicant,
 - the contact person for the applicant, and
 - the due date of the application.
 - 2.2.1.5** Each application must include as its final page a signed attestation that the applicant:
 - Will comply with the requirements of this RFA, the Program and all laws applicable laws,
 - Will negotiate in good faith any proposed changes to the Grant Participation Agreement needed to ensure it accurately captures the applicant’s proposal,
 - That the application submitted is complete and accurate,
 - That the applicant is not prevented from entering into a contract with Elkhart County by Ind. Code Ch. 36-1-21 (contracting requirements with local government),
 - That the applicant is not in violation of Ind. Code § 35-44.1-1-4 (conflict of interest) or Ind. Code § 35-44.1-1-5 (profiteering from public service) and will not be in violation if awarded grant funding,
 - Is not in arrears on any taxes, fees, or other monies owed to Elkhart County, the State of Indiana, or the federal government, and
 - Has authorized the individual who signed the attestation to do so.
 - 2.2.1.6** Any other formatting requirement of the Program.

2.2.2 When available, all online applications must be submitted using the Department’s electronic application on its website and must include all of the content required to be included in the paper submission.

2.3 Required Applicant Information

2.3.1 An application must contain in its first section the following information and any explanatory or supporting documents:

- The applicant’s status as a 501(c)(3) nonprofit under the federal Internal Revenue Code,
- The applicant’s registration with the Indiana Secretary of State,
- Any licenses, permits, and other regulatory approvals relevant to the application held by the applicant or any of its employees or agents,
- Any criminal, civil, or other enforcement actions by any governmental entity being pursued against the applicant or any of its employees or agents,
- Whether the applicant or any of its employees:
 - Is a “health care professional” as defined by Indiana Code § 16-27-1-1, or
 - Is a “health care provider” as defined by Indiana Code § 16-18-2-163(e),
- Whether the applicant currently provides Mental Health Outcomes in Elkhart County, and
- If an applicant intends to transfer any funds awarded under this RFA to a third party, and, if so, the names of those third parties and for what purpose the money is being transferred.

2.3.2 An applicant has a continuing duty to update the information required by this Section throughout the application process.

2.4 Executive Summary

2.4.1 An application must contain in its second section the following information:

- A statement summarizing why the application should be selected,
- An explanation of how any funding awarded under this RFA will be used to improve Mental Health Outcomes,
- The total amount requested, and
- A statement of what evidence-based practices will be used to measure the applicant’s success in improving Mental Health Outcomes,

2.4.2 The information submitted under Section 2.4.1 must be a brief description designed to give the Issuing Department a general overview of the application. It is not a substitute for submitting any of the information required by other parts of this Section.

2.5 Explanation of the Proposed Use of Grant Funding

2.5.1 An application must contain in its third section a detailed explanation of how the applicant, if awarded grant funding, would improve Mental Health Outcomes. This explanation must include:

- Description of how the applicant will improve Mental Health Outcomes,
- Description of how the applicant will comply with its obligations under Section 4.2 of this RFA and Ind. Code § 16-46-16.7-6,
- Description of any services proposed in the application, including those which will be provided by an entity other than the applicant,
- A timeline for implementing the proposal,
- The evidence-based practices which will be used,
- The evidence showing that the evidence-based practices which will be used are effective,

- How the proposal is different from the applicant's current activities,
- Why the proposal will not replace existing services in Elkhart County,
- How the applicant will continue to provide services after the year for which grant funding is being awarded, and
- How the services proposed in the application will be affected, with a line item budget showing the impact on services, if the applicant is awarded only 75%, 50%, or 25% of its requested funding.

2.5.2 The application must also contain in its third section a detailed explanation of the metrics used to evaluate the applicant's success in meeting the matters set forth in Exhibit 1. This explanation must include:

- How the data used in the metrics will be gathered,
- How those metrics will be shared with the Issuing Department,
- What evidence supports the reliability of the data being used, and
- What evidence supports that the metrics being used measure improvement in Mental Health Outcomes.

2.6 Overall Management Approach

2.6.1 An application in its fourth section must describe the applicant's overall management approach to the Project, including the following topics:

- The applicant's current understanding of the Issuing Department's goals and objectives for the Project.
- The three greatest challenges facing the success of the Project. For each challenge:
 - Propose a strategy to mitigate the potential negative impact of the challenge, and
 - Explain why the applicant is uniquely qualified to address this challenge, including any strengths, innovative proven approaches, or differentiating resources such as key team members.

2.6.2 An application in its fourth section must also describe the applicant's commitment to safety and regulatory compliance and what innovations the team will bring to the Project to enhance safety and regulatory compliance. This includes:

- Compliance with federal privacy law including HIPAA, and
- All laws specific to Mental Health Outcomes, applicant, and the project in general.

2.6.3 An application in its fourth section must also describe how the applicant communicates within the organization and between the applicant and Issuing Department and its representatives, including:

- Record keeping procedures,
- Processes to distribute information to decision makers with enough time to act appropriately, and
- Processes to proactively identify emerging issues and appropriately address and reconcile them before they adversely affect the Project.

2.7 Budget

2.7.1 An application in its fifth section must provide a detailed budget accounting for each dollar proposed to be spent if funding is awarded at 100% of what is requested, 75% of what is requested, 50% of what is requested, and 25% of what is requested. These budgets must be submitted in the format shown in Exhibit 2.

2.7.2 An application in its fifth section must also provide any other funding sources that will be used by the applicant in carrying out its proposal.

- 2.7.3 An application in its fifth section must also provide a financial plan showing how the applicant will continue to provide services after the end of funding under this RFA.

2.8 Withdrawal of Application

- 2.8.1 An applicant may withdraw its application by notifying the Issuing Department's Contact Person in writing.
- 2.8.2 An application which has been withdrawn will no longer be considered. After withdrawing an application, an applicant must submit a new application in order to be considered for funding under this RFA.
- 2.8.3 The Issuing Department may refuse to consider future applications for funding under the Program from an applicant which withdraws an application less than one week before the date listed for the Issuing Department's Board meeting under Section 1.4 of this RFA.

SECTION 3: EVALUATION OF APPLICATIONS

3.1 Applications and Applicants which will not be Considered.

- 3.1.1 An application will not be considered for funding under this RFA if:
- The application is not submitted in compliance with this RFA, Program requirements, and applicable law, or
 - The application is submitted in a manner that makes it unreadable or unable to be easily understood.
- 3.1.2 An applicant will not be considered for funding under this RFA if:
- The applicant does not meet the minimum requirements to receive funding under Section 1.3, or
 - The applicant fails to timely respond to a request for an interview or further clarification under Section 3.2.4 or fails to attend an interview or provide the clarification as requested.

3.2 Method of Evaluating Applications

- 3.2.1 Each application will be evaluated using the criteria listed in Exhibit 3.
- 3.2.2 Priority for funding will be considered for applicants which are currently operational local health care providing entities, such as hospitals, clinics, physicians, pharmacies, and home health agencies.
- 3.2.3 Priority for funding will be considered for applications that involve multiple-county initiatives that contract with proven outcomes-based health improvement providers and evidence-based practices to achieve desired health outcomes, including the use of behavioral incentives.
- 3.2.4 The Issuing Department reserves the right to request clarifications on applications submitted and interview applicants. This can include:
- Requesting for additional information or documentation,
 - Requesting cost or technical proposal revision, and
 - Requesting attendance at an interview in front of the Issuing Department designated representatives at which the applicant must present its application and answer any questions from the Issuing Department.

- 3.2.5 The Issuing Department may use information derived from proposals submitted by competing applicants if the identity of the applicant providing the information is not disclosed to others in evaluating applications and in requesting any follow-up under Section 3.2.4.
- 3.2.6 In evaluating an application under this RFA, the Issuing Department may consider whether an applicant has previously withdrawn an application for grant funding under the Program less than one week before the Issuing Department's Board was scheduled to approve applications.

3.3 Awarding of Grant Funding

- 3.3.1 Using the criteria listed in this RFA and applicable law, the Issuing Department, through its Board, will select applications that it determines will best improve Mental Health Outcomes.
- 3.3.2 The Issuing Department, through its Board, may choose to approve only a portion of an application. This can include modifying an application by removing certain line items from the proposed budget or removing certain proposed services from an application entirely.
- 3.3.3 The Issuing Department, through its Board, may choose to fund the application at any amount including at only 75%, 50%, or 25% of the amount requested, using the budgets submitted under Section 2.7.1.
- 3.3.4 The Issuing Department may use its discretion under Section 3.3.2 and Section 3.3.3 independently from each other or in combination. Neither Section 3.3.2 nor Section 3.3.3 may be interpreted to limit the other.

SECTION 4: RESPONSIBILITIES OF SUCCESSFUL APPLICANTS

4.1 Notification and Acceptance of Grant Funding

- 4.1.1 Upon approval of an application by the Issuing Department's Board to receive funding under this RFA, the Issuing Department will inform the contact person listed in the application of the amount of the award, the percentage of funding requested which is being granted, and a list of any changes to the application. The Department will also provide a Grant Participation Agreement for the applicant's signature. An applicant has until the "Acceptance of Grant" date listed in Section 1.4, as modified under that Section, to accept funding by entering into the Grant Participation Agreement.
- 4.1.2 The Grant Participation Agreement will incorporate this RFA, the selected application as approved by the Department's Board, Program requirements, applicable law, and other requirements which will provide the duties and obligations of the applicant and the Department. The terms of the Grant Participation Agreement are final and non-negotiable, except to the extent that there is an error in incorporating any of the documents or requirements listed by this clause. In any negotiations between the Department and an applicant which are necessary to ensure the requirements of this clause are correctly incorporated, the applicant must negotiate in good faith.
- 4.1.3 An applicant which fails to return a signed Grant Participation Agreement by the date required under Section 4.1.1 will be considered to have withdrawn its application under this RFA.
- 4.1.4 Applicants who submitted applications which are not approved will be informed by the Issuing Department through the applicant's listed contact person once all funding under this RFA has been accepted through signed Grant Participation Agreements.

4.2 Obligations of Successful Applicants

- 4.2.1 An applicant awarded funding under this RFA must provide the services outlined in its approved application and comply with its obligations under this RFA, the approved application, Program requirements, the signed Grant Participation Agreement, and other requirements imposed by law.
- 4.2.2 An applicant awarded funding under this RFA must report the following in the manner required by the Indiana Department of Health as required by Ind. Code § 16-20-1-12(e) and Ind. Code § 16-46-16.7-6 at least quarterly to the Issuing Department:
- De-identified, aggregate information concerning the implementation of the Mental Health Outcomes, and
 - The metrics required by Section 2.5.2 of this RFA concerning the Mental Health Outcomes.
- 4.2.3 An applicant awarded funding under this RFA must follow spending restrictions set forth by the state of Indiana Board of accounts and provide quarterly expense reports detailing how the funds are being expended in pursuit of the grant deliverables and goals.
- 4.2.4 An applicant awarded funding under this RFA must obtain from any individual who receives services funded by this RFA an assignment to the Issuing Department's Board of any insurance or any type of public indemnification that would in part pay for any services funded by this RFA. The assignment must be submitted to the Issuing Department in a timely fashion and in no case more than two weeks after it has been obtained.
- 4.2.5 An applicant may not:
- Use funding awarded under this RFA to replace existing funding,
 - Use funding awarded under this RFA to reimburse itself for the costs of applying for funding under this RFA,
 - Use funding awarded under this RFA for any purpose for which it is not approved under the signed Grant Participation Agreement, or
 - Use funding at any time other than in the year for which grant funding was awarded.
- 4.2.6 An applicant awarded funding under this RFA must return any unused funding to the Issuing Department by January 30th of the year following the year for which grant funding was awarded.
- 4.2.7 An applicant awarded funding under this RFA has a continuing duty throughout the year for which funding was awarded to immediately notify the Issuing Department of any changes to the information reported under Section 2.3.

SECTION 5: RESPONSIBILITIES OF ISSUING DEPARTMENT TO SUCCESSFUL APPLICANTS

5.1 Disbursement of Funds

- 5.1.1 After selection of a successful application and the signing of the Grant Participation Agreement as required by Section 4.1 of this RFA, the Issuing Department will disburse the grant funding by check in the manner required by applicable law and Elkhart County policy and procedure.

5.1.2 The Issuing Department will not disburse any funding under this RFA to an applicant that is not in compliance with this RFA, the selected application, Program requirements, the signed Grant Participation Agreement, or applicable law.

5.2 Technical Assistance

5.2.1 The Issuing Department may, to the extent such services can be made available at the time requested by Applicant, (a) provide data and statistics that may help improve the impact and narrow the focus of a proposed program; (b) provide general guidance on goal setting, including identifying high-need demographic subdivisions and geographic areas in Elkhart County; and (c) provide general guidance on acceptable expenses that may be incurred.

SECTION 6: GRIEVANCES AND VIOLATIONS

6.1 Grievances by Applicants

6.1.1 Applicants who have submitted an application to receive funding under this RFA but have not signed a Grant Participation Agreement.

6.1.1.1 An applicant described by Section 6.1.1 which believes the Issuing Department has violated applicable law or policy in a manner that has directly harmed the applicant with respect to its application may request to present its grievance to the Issuing Department's Board. Such a request must be submitted to the Issuing Department's Contact Person within sixty days of the applicant becoming aware of the circumstances forming the basis of its belief.

6.1.1.2 The Issuing Department's Board will hear a presentation described in Section 6.1.1.1 at its next regularly scheduled meeting. The Issuing Department's Board may alternatively choose to hear a presentation at a meeting scheduled expressly for that purpose.

6.1.1.3 The Issuing Department's Board may take any action it believes is necessary to resolve an applicant's grievance. A grievance brought in bad faith may result in disqualification of an applicant for funding.

6.1.1.4 A grievance under Section 6.1.1.1 will not be considered after all grant funding has been accepted by a signed Grant Participation Agreement under Section 4.1.

6.1.2 Applicants who have signed a Grant Participation Agreement and believe that the Issuing Department has violated that agreement.

6.1.2.1 An applicant described by Section 6.1.2 which believes the Issuing Department has violated applicable law in a manner that has directly harmed the applicant with respect to its performance under the Grant Participation Agreement or believes the Issuing Department has violated the Grant Participation Agreement may request to present its grievance with the Issuing Department's Board. Such a request must be submitted within sixty days of the applicant becoming aware of the circumstances forming the basis for its belief in compliance with the notice provisions of the Grant Participation Agreement.

6.1.2.2 The Issuing Department's Board will hear a presentation described in Section 6.1.2.1 at its next regularly scheduled meeting. The Issuing Department's Board may alternatively choose to hear a presentation at a meeting scheduled expressly for that purpose.

6.1.2.3 The Issuing Department’s Board may take any action it believes is necessary to resolve an applicant’s grievance.

6.1.2.4 A grievance under Section 6.1.2.1 will not be considered after March 30th of the year following the year for which grant funding was awarded.

6.2 Violations by Applicants

6.2.1 In addition to any other remedy available, the Issuing Department may reject the application of any applicant who has not signed a Grant Participation Agreement and has violated this RFA, Program requirements, or applicable law.

6.2.2 In addition to any other remedy available, if the Issuing Department determines that an applicant who has signed a Grant Participation Agreement has violated that agreement, Program requirements, this RFA, or applicable law, or that the applicant is not fulfilling its commitments under its application, the Issuing Department may terminate the applicant’s participation in the grant and the Grant Participation Agreement and require the applicant to return all funding provided under this RFA or the Grant Participation Agreement.

SECTION 7: MISCELLANEOUS

7.1 Any applicant for funding under this RFA who knowingly contacts any representative or member of Elkhart County Board of Health or the Department, other than the Issuing Department’s Contact Person, before the applicant is either informed its application has been approved under Section 4.1.1 or is notified that its application was not selected under Section 4.1.4 will not have its application considered.

7.2 The Issuing Department assumes no responsibility for conclusions or interpretations made by the applicant based on the information provided by the Issuing Department. Oral statements made by the Issuing Department representatives or the Issuing Department’s Contact are not binding on the Issuing Department unless the Issuing Department’s Board confirms the statements in writing.

Issued this ^{26th} _____ day of January, 2024.

Elkhart County Board of Health

Exhibit 1: Grant Proposal for Mental Health Enhancement

Scope: The grantee organization is steadfast in its commitment to enhancing mental well-being within Elkhart County. This grant's focus is squarely on bolstering essential mental health services for the county's residents, aiming to elevate the community's overall mental health status. The organization will proactively gather and analyze program data to accurately identify and meet the mental health needs prevalent within the community.

Requirements: In adherence to the guidelines set forth in the grant application guide, the grantee pledges to uphold principles of transparency and accountability in the deployment of grant funds. This commitment includes regular updates to the Elkhart County Health Department regarding program milestones and financial expenditures, ensuring that funds are allocated efficiently towards achieving the grant's objectives.

Exclusions: Proposals extending beyond the defined objectives of this grant, those proposing activities not directly linked to mental health improvement, or those aiming to address issues falling outside the explicit focus of enhancing mental health, will not be considered. The grant is intended exclusively for initiatives that directly support the stated objectives of augmenting mental health services within Elkhart County. Proposals must demonstrate a clear and direct connection to these objectives to qualify for funding.

Objectives: To qualify, project proposals must directly contribute to one or more of the following areas, thereby aiding in the advancement of mental health services within Elkhart County:

1. Addressing Addictions:

- Initiatives to combat substance abuse disorders, including support services for individuals battling addiction and prevention programs to curb addiction rates.

2. Reducing Depression and Anxiety Among Youth and Adolescents:

- Efforts focused on mitigating mental health challenges faced by young people through programs teaching coping strategies and resilience skills.

3. Decreasing Suicide Rates:

- Implementation of comprehensive suicide prevention strategies, mental health awareness initiatives, and provision of accessible mental health resources for community members.

4. Enhancing Care for Residents with Mental Illness:

- Development of community-based therapeutic programs offering supportive interventions aimed at improving the well-being and life quality of individuals living with mental illness in Elkhart County.

By committing to these objectives, the Grantee Organization is poised to significantly impact the mental health ecosystem of Elkhart County positively.

This proposal reflects the Grantee Organization's dedication to the highlighted areas of focus, its adherence to the specified requirements, and its aspiration to collaborate with the Elkhart County Health Department towards fostering a community characterized by improved mental health resilience and support.

Exhibit 2: Budget Proposal Template

Health First Elkhart County: This document is meant to act as a guide for proposing a program budget.

Organization: [Your Organization's Name]

Program Overview: [Provide a brief description of the public health program and its objectives.]

Amount Requested at 100% Funding:

Budget Summary:

Category	25% Funding	50% Funding	75% Funding	100% Funding
1. Personnel				
2. Fringe				
3. Contracted Services				
4. Supplies				
5. Outreach and Advertising				
6. Other				
Total Budget				

Details for Each Category:

1. Personnel:

- Breakdown of personnel costs at each funding level, detailing roles and FTE (Full-Time Equivalent).

2. Fringe:

- Specify fringe benefits and calculate based on personnel costs.

3. Contracted Services:

- Outline contracted services, indicating the scope and scale at each funding level.

4. Supplies:

- Specify types of supplies required and adjust quantities based on funding levels.

5. Outreach and Advertising:

- Detail outreach and advertising strategies, adjusting for scale and reach at each funding level.

6. Other:

- Include a contingency fund for unforeseen expenses.

Budget Narrative: [Provide a narrative explaining the rationale behind budget allocations, emphasizing how each item contributes to achieving the program's objectives.]

Justification for Funding Levels: [Explain the reasoning behind the chosen percentages for 25%, 50%, 75%, and 100% funding, highlighting the impact on program implementation at each level.]

This template is designed to assist in creating a comprehensive budget proposal for the "Health First Elkhart County" public health grant, ensuring flexibility at varying funding levels while maintaining a clear understanding of how funds will be expended in pursuit of the agreed upon scope and goals of the granted program.

Non- Approvable Expenditures List – 2024

ITEMS

Building Purchases

Give Away Items or “Door Prizes”

Nicotine Replacement Therapy (Without Program and Program Justification that includes an evaluation plan)

Sports Equipment

School Supplies

Funds may not supplant current funding (from any source).

Building construction or purchase of land.

Building repairs

Any project that increases the value of a building.

Moving expenses (any cost related to a move cannot be paid for)

Building renovations that are needed because of a move

Rent

Personnel salaries for personnel whose job description does not fit under one of the three priority areas

A salary increase for anyone not performing related services.

Training for employees who are not working within one of the three priority areas.

Cost of nursing or physician license.

Association fees or membership fees.

College courses.

Purchases for programs, senior centers, or other community functions that do not fit under one of the three priority areas

Donations

Satellite TV

Any item deemed unnecessary for the successful implantation of the proposed intervention

Exhibit 3: Elkhart County Health Department (ECHD) Grant Proposal Request Guidelines and Scoring Rubric for 2024

Elkhart County Health Department's Board of Health and staff are happy to announce the opening of applications for grant funds for 2024. This year's cycle will be a bit shorter due to the creation of forms, policies, and guidelines.

In 2024, our priority areas will be Maternal and Child Health, Mental Health, and Sexually Transmitted Infections (STIs). Therefore, all grant proposals must provide work in one or more of these three areas. We will not be funding other public health-related issues at this time. Our funding for 2024 is as follows: 40% for Maternal Child Health work, 40% for Mental Health work, and 20% for STI work. The descriptions and key performance indicators (KPIs) of the requirements are below.

Maternal Child Health:

According to the Indiana Department of Health, Elkhart County ranks 62nd in the state of Indiana for Infant Mortality, which is the death of an infant before the first birthday. Elkhart County's rate is 8.19 deaths per 1,000 live births as of 2021. Understanding the causes of infant mortality helps drive education and action to prevent these deaths.

Mental Health:

According to the County Health Rankings, Elkhart County ranks 47th in Indiana for Health Factors, including health behaviors, social and economic factors, clinical care, and physical environment. Understanding how the social determinants of health, including poverty, community safety, education, access to health care, food, and illicit drug use, all play a role in our health as a county is essential in this priority area. ECHD will support efforts to improve suicide prevention, homelessness, substance use, hoarding, and aging issues such as Alzheimer's and Dementia,

Sexually Transmitted Infection:

According to the CDC, Indiana ranks 19th for Chlamydia, 23rd for Gonorrhea, and 31st for Primary and Secondary Syphilis and Congenital Syphilis. More on Elkhart County-specific data by condition is available on IDOHs Data Dashboards at [Health: HIV/STI/Viral Hepatitis: STI Surveillance \(in.gov\)](#). ECHD will support efforts to improve STI testing, education, and prevention in Elkhart County.

Scoring Rubric:

1. Is the organization an Elkhart County Department? Yes No 1 extra point

Criterion	4 Exemplary	3 Adequate	1 Needs Improvement	0 Insufficient Evidence	Comments/Notes
Innovation	Project represents the implementation of new insight or idea, with potential benefits of change made clear.	Project represents local implementation of emerging innovation or trend, with potential benefits specified.	Project represents practice(s) commonplace within field, or an adoption of a change with well-established benefits.	No innovation described or specific potential improvement defined.	
Justification	Strong rationale and significance of proposed work. Addresses specific need(s) common among peer institutions.	Rationale or significance of project tends toward the too-specific or too-general, but overall argument holds.	Weak presentation of institutional or community need, or tenuous argument for grant's ability to address need.	Unconvincing or no evidence of need presented, or grant proposal does not address stated need.	
Relationship to Organizational Strategic Vision and/or Community's Goals	Project outcomes or activities align with both organizational vision and goals of greater community. Project aligns with Health First Indiana Key Performance Indicators.	Project elements align with goals of either the organization or its greater community, but not both.	Project tangentially but not directly related to organizational strategic vision or community goals.	No explicit relationship between project and the agenda of its organization or community. Does not address Health First Indiana Key Performance Indicators.	
Feasibility	Personnel, project activities timeline, and budget expenditures congruent with project description and outcomes. The credentials of staff are documented.	Deficiencies or overestimations exist in personnel, timeline, or budget within tolerable range, outcomes appear achievable despite gaps or leaps. Credentials of staff are not fully documented.	Project's assembled personnel, timeline, or budget expose weaknesses in plan design. Outcomes unlikely to be achieved in the project's current form. Credentials are partially documented.	Insufficient information about personnel, project activities timeline, or budget expenditures to gauge feasibility. The credentials of staff are not documented.	
Criterion	4 Exemplary	3 Adequate	1 Needs Improvement	0 Insufficient Evidence	Comments/Notes

Efficiency of Approach	Project plan leverages or contributes to existing infrastructure or precedents. Design appears scalable or replicable.	Project plan overlooks or fails to mention important connections to relevant work by others, but redeemable. Represents a worthy contribution.	Project isolated from related work and duplicates effort. Extension or replication in current form inadvisable.	Plan presented lacks sufficient detail to judge how it fits into local contexts.	
Assessment	Clear picture of how data will be collected and used to demonstrate degree to which outcomes are met.	Good understanding of anticipated specific results or success, but plan lacks some details about data or methods.	Success difficult to ascertain, flawed by untestable outcomes, inappropriate methods, or lack of useful data collection.	Evaluation plans missing or unusable.	
Sustainability	Evidence presented that project or its impact can be sustained locally beyond grant period, if results warrant.	Project is temporary, designed to end when grant ends, or some effort to secure commitment beyond grant period is represented.	Plans for future are stated as assumptions without supporting arguments or evidence.	No meaningful plans for future beyond funding term appear in proposal	
Alignment with Objectives	Program clearly addresses goals and objectives as set forth in the RFA's exhibits.	Project impacts objectives, but is indirect or lacks clear connections to the stated goals of the grant.	Proposal would benefit the intended demographics, but does not directly address the required objectives.	Program does not meet goals or objectives as defined by the RFA Exhibit 1.	
Total Score					
Recommend Funding?	Yes	Partial?	Not at this time		

Additional Comments	
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