



Request for Proposal (RFP)

For

FY 2021 Community Mini-Grant

Issued by

**The Mental Health and Recovery Services Board of Lucas
County**

Date Issued:

December 3, 2020

**Responses due by 4:00 P.M. EST on:
Thursday, December 31, 2020**

Community Mini-Grant Request for Proposal (RFP)

Introduction

The Mental Health and Recovery Services Board (MHRSB) of Lucas County is the behavioral health authority for Lucas County as authorized by Ohio Revised Code 340.01, 340.03, and 340.33. MHRSB is responsible for planning, funding, and monitoring the public system of care for individuals who are indigent, uninsured or under-insured and suffer from mental health and/or substance use disorders. With discretion over \$27 million of public funds in State Fiscal Year (FY) 2020, MHRSB purchases prevention, treatment and recovery support services from over twenty local nonprofit organizations that collectively serve over 30,000 local youth and adults annually.

Funds come from various sources including federal and state government, as well as local levy funding. The mission of MHRSB is to cultivate a high-quality network of resources at every level of the community that inspires personal recovery and promotes mental wellness for Lucas County residents.

Background

Guided by its 2017 Strategic Plan Priority 2: Collaboration & Innovation MHRSB continues to strive to encourage new and innovative approaches that specifically address emerging community needs and that promote positive mental health and recovery and prevent substance abuse. As a strategy to support the grass roots level of services being provided throughout Lucas County the MHRSB is pleased to enter its ninth Mini Grant funding announcement. MHRSB is seeking to provide up to \$5,000 each, to fund 15 grass roots organizations that will provide programs or services that offer skill or asset building activities, resources, supports, mental health and addiction awareness information or coping strategies that address the numerous challenges experienced among populations impacted mental illness or addiction. The MHRSB Mini Grants are available for short term or small scope projects that will provide a positive impact on individuals' mental wellness and/or recovery.

MHRSB Funding Priorities:

- Promote mental wellness, support recovery and/or prevent substance abuse.
- Reduce the impact of mental illness and addiction in Lucas County.
- Build upon individual and community strengths to create environments and conditions that support mental wellness or help people achieve their recovery goals.
- Projects that are responsive to emerging mental health or addiction challenges and that reinforce the entire continuum of mental health and recovery services in Lucas County.
- Particular FY 21 Mini Grant funding focus is to support programs that will address the impact of the COVID 19 pandemic on the mental health of program participants and particularly those in Lucas County neighborhoods with highest need for mental health and recovery supports.

Organizational Eligibility and Limitations

Eligibility:

- Total annualized budget cannot exceed \$750,000 (excludes any COVID 19 pandemic related crisis funding applicant may have received).
- Applicants must be grass roots community based organizations.
- Applicants must acknowledge and certify agreement to conform to the MRHSB nondiscrimination and COVID related safety practices as detailed on the submission form.
- The project request must impact Lucas County residents.
- The project must be completed by June 30, 2021.
- OhioMHAS certified agencies are ineligible for Community Mini Grant funds.

Limitations:

- Priority is given to reimbursement of programming expenses.
- Grant funds cannot be used for expenses related to fundraising events.
- Grant funds cannot be used for political purposes.
- Grant funds cannot cover equipment purchases such as iPads, iPods, tablets, etc.
- Travel and lodging for speakers and/or staff are not allowable costs for Community Mini-Grants.
- MHRHSB cannot provide full event funding. Applicants are expected to effectively leverage additional resources, both cash and in-kind support.
- Must meet all eligibility criteria.

Documentation:

In order to be considered for FY 21 Mini-Grant funding, an applicant must provide the following documentation via MHRHSB online portal:

- Request for Funding Proposal Summary
- IRS form W-9 for 2019 (Request for Taxpayer Identification Number and Certification)
- Complete, timely and properly submitted FY 21 Mini Grant Proposal on prescribed MHRHSB Mini Grant form.

Funding Levels/Award Amounts

A total up to \$75,000 is available for programs serving Lucas County residents; the maximum funding per project is \$5,000. The grant period is January 1, 2021 to June 31, 2021. The selection committee reserves the right to adjust the amount awarded to successful applicants.

Requirements

All recipients must complete these minimum requirements:

- Invite MHRHSB staff to all events including any virtual activities.
- Include MHRHSB logo on all signage, promotional materials (t-shirts, water bottles, magnets, etc.), and on social networking websites and other printed materials.
- Submit electronic copies of photos from the event or program.
- A final accounting of funds must be submitted within 60 days after the end of the activity.
- All unused funds must be returned to the Mental Health and Recovery Services Board of Lucas County.

Submission of Proposals

Interested parties should submit proposals via electronic portal at the
Mental Health and Recovery Services Board of Lucas County
Attn: Community Mini-grants
701 Adams St. Suite 800
Toledo, Ohio 43604

Obtain and submit **electronic proposal** packets at: <https://www.lcmhrsb.oh.gov/rfp/>

No proposals will be accepted after **4:00pm, Thursday, December 31, 2020**. The Community Mini-grants Steering Committee maintains sole discretion to select proposals and subsequent vendors based upon its evaluation of submitted materials and ancillary information that may be obtained from external sources. Proposals should not include proprietary information as all submissions will be considered public records. Incomplete packets will not be reviewed

Questions & Technical Assistance

All questions or requests for technical assistance must be submitted electronically no later than 4:00 PM on **Tuesday, December 29, 2020** to netmail@lcmhrsb.oh.gov. No questions will be answered after the deadline. All questions and answers will be posted at www.lcmhrsb.oh.gov. Interested parties are required to monitor this website for any updates to the RFP.