

The Ohio Children of Incarcerated Parents

SFY 2021 Request for Proposals

Children of Incarcerated Parents, Creating Lasting Family Connection Community of Practice: Community Implementation Collaborative

Funding Opportunity

The Children of Incarcerated Parents, a program of Mansfield Urban Minority Alcoholism and Drug Abuse Outreach Programs (UMADAOP), with support from the Ohio Department of Mental Health and Addiction Services, is offering a funding opportunity for up to seven Community and/or Faith Based organizations interested in implementing Creating Lasting Family Connection Curriculum in a community setting (Funding available up to \$5,000).

Background and Intent

The Federation of Urban Minority Alcoholism and Drug Abuse Outreach Programs (UMADAOPs) through its existing prevention, treatment and Circle of Recovery Ohio programs has brought together eleven (11) UMADAOP programs, the Ohio Department of Rehabilitation and Correction and other local partners to mobilize service systems to build resiliency, develop resistance skills for substance use, and address trauma in children of incarcerated parents and their families.

The goal of this RFP is to create a funded opportunity for CLFC certified trainers to engage in a learning collaborative with their peers and receive technical assistance in order to build community capacity to implement CLFC within a community setting. Grantees should remember that this is a unique opportunity to receive funds to engage in professional development, therefore grantees will be expected to participate fully in every aspect of the opportunity.

Applicant Eligibility

Eligible applicants must be a 501(c)3, tax exempt organization or government entity. The Organization must have staff or partners who are **certified as trainers (You received an actual Certificate)** for the Creating Lasting Family Connections curriculum.

The eligible organization must have a minimum of at least two staff or partner organization who are certified as a trainer in the Creating Lasting Family Connection Curriculum to implement.

Organizations that do not have certified CLFC trainers are encouraged to apply, but will be required to complete the CLFC Facilitator Training prior to May 1, 2021. This training is five days and will tentatively be held the week of April 12-16, 2021. Organizations that do not have any certified CLFC trainers or would like to have additional trainers, please indicate in your proposal if you will need to attend this training.

Funding timeframe

Applicants may apply for up to \$5,000 for this one time, six-month funding opportunity beginning March 2021 and ending September 30, 2021.

Permissible Use of Funds

Funds may be expended on travel, lodging, per diems, food/beverages (for programming purposes only), marketing, supplemental training aides, materials and supplies, participant group activities/incentives (please see guidelines for incentives), training space rental, registration fees and other items approved in writing by the Director of Mansfield UMADAOP and the CIP Executive Leadership Team.

Scope of Work

Grantees will be responsible for the following:

- Participate, virtually and/or in person, in five learning collaborative meetings to further develop their knowledge, skills and attitudes for engaging participants in the CLFC curriculum. **Meetings will be held virtually until further notice and may be subject to change if social distancing and gathering regulations allow. (If in-person meetings are approved in the future, a travel stipend will be issued.)** Meetings will be held on: April 28, 2021; May 26, 2021; June 23, 2021; August 4, 2021; September 15, 2021. Please hold these dates on your calendar and meeting times will be confirmed upon acceptance of the award.
- A minimum of two staff or partner organization members must attend each learning collaborative meeting. One member must be a certified trainer in CLFC.
- Virtual meetings will be up to two hours in length and may require additional pre-work.
- In person meetings, if applicable, would be held in central Ohio from 10:00am – 3:00pm.
- Must complete a minimum of one cohort (with the targeted population identified, CLFC trainers must implement all CLFC modules to one group/cohort of participants)
- Must complete all deliverables (Implementation Plan, Evaluation Plan, Sustainability Plan, Closeout Report) and evaluation requirements associated with the grant
- Take advantage of technical assistance as offered (Technical assistance calls, drop-in TA sessions, webinars, networking sessions, etc.)
- Participate in bi-monthly site visits (mandatory)

Questions, Technical Assistance and Updates

All questions must be submitted electronically to rpickett@mansfieldumadaop.com no later than February 26, 2021 at 5:00 PM. No questions will be answered after the deadline.

Proposal Submission

Proposal Due Date: The last day for submission will be **Friday, March 12, 2021 at 5:00 PM**. Proposals must be received by this time to be considered. Risk of delay or failure of delivery rests with the applicant. It is highly encouraged that applicants completely review the application, along with the required responses, prior to beginning the application process.

Where to submit:

Submissions for this proposal **will only be accepted via email**. All proposals must be submitted in a PDF version, electronically to the following emails: (1) rpickett@mansfieldumadaop.com (2) shemane.marsh@mha.ohio.gov. No faxed, mailed, or hand carried proposals will be accepted. Any supplemental documents to support this proposal (i.e. budget narrative, grant assurances) must be attached at time of submission.

Proposal Contents

Applicants will electronically submit via email **one** document that includes the following:

1. **Cover Sheet**, including:
 - a. Name of implementing agency, phone number, address, executive director name and contact information, President of the Board of Directors name and contact information, fiscal officer information, organization federal tax ID number, mission and vision of organization and any organization social media.
 - b. Amount of funding being requested.
2. **Program Specific Information** – Applicants will discuss CIP initiatives and how they plan to implement one cohort in the community with youth or adults, including:
 - a. Name and description of your CLFC initiative.
 - b. Who will participate in the learning collaborative meetings and their qualifications? Must be a minimum of two individuals. Please confirm if the individuals are a certified CLFC trainer and/or indicate which, if any, individuals will need to attend the CLFC Facilitator Training prior to May 1, 2021.
 - c. Please describe your willingness to learn with and from others in a collaborative environment and your openness to applying new strategies in your work.
 - d. Plan for engaging participants in the CLFC process. (Attach a CLFC implementation plan, if applicable.)
 - e. Any anticipated obstacles or challenges for implementing the CLFC or participating in the activities associated with the Community of Practice: Community Implementation Collaborative.
3. **Funding**
 - a. Total amount of funds being requested (up to \$5,000).
 - b. Description matched funds, if any
 - c. Staff commitment
 - d. Sustainability plan
 - e. Budget narrative
4. **Conditions of Award and Assurances (may be submitted as an additional attachment)**
 - a. The applicant must accept all conditions of award and assurances to be eligible. The grant assurances must be accepted online AND a signed copy must be uploaded to the system.

Conditions of Award and Assurances

The undersigned grantee _____ makes the following representations and agrees to the following conditions in accepting funds from Mansfield UMADAOP.

1. Grantee will utilize the funds solely for the purpose of participation as outlined in the grant application.
 - a. Funds CAN NOT be used for overhead, equipment/furniture, or any product or publication purchased from Mansfield UMADAOP.
 - b. Funds CAN be used for food/beverages or for any travel purposes.
 - c. Funds will not be used to issue mini-grants or offer any other direct financial assistance to other organizations or individuals outside of the organization.
2. Grantee possesses the legal authority to apply for the grant and a motion resolution, or similar action has been adopted by Grantee and certified or executed by a duly authorized officer or representative of Grantee, authorizing the filing of the application for the Funds, including all understandings and assurances contained therein, and directing and authorizing the person identified below as the official representative of the Grantee to act in connection with the Application and to provide such additional information as may be required.
3. Grantee will comply with all applicable federal, state and local laws prohibiting unlawful discrimination on the basis of race, ethnicity, age, color, religion, sex, national origin, sexual orientation or disability.
4. Grantee will acknowledge the source of the funds on all written materials generated from the Project, and in all advertising and media releases using the following language:

“The Project was funded by Mansfield UMADAOP with grants and support from the Ohio Department of Mental Health and Addiction Services.”
5. Grantee will complete all activities and related expenses by September 30, 2021.
 - a. Grantee will calculate fund expenditures and report any anticipated unspent funds to Mansfield UMADAOP by Monday, August 16, 2021.
 - b. If the Grantee does not expend the entire portion of the awarded funds, the remaining funds will be returned to Mansfield UMADAOP by Friday, October 15, 2021.
6. Grantee will not make any budget changes without the prior approval of Mansfield UMADAOP. If grant funds are used other than set forth in the application, without written approval, the applicant will repay the full amount of the grant.
7. Grantee understands that failure to meet the parameters of 5 and 6 above will impact the grantee’s ability to receive funding from Mansfield UMADAOP for future projects.
8. Grantee hereby agrees to indemnify, defend, save and hold harmless Mansfield UMADAOP from any and all liabilities, obligations, claims, suits, actions, losses, damages, fines, penalties or any other costs which arise in whole or in part out of any authorized or unauthorized acts by Grantee, its representatives, agents, employees or affiliates, directly or indirectly related to the Project or the Funds.
9. Grantee agrees not to accept sponsorship from or partnership with the alcohol or tobacco industry for

any purpose within the scope of this project.

10. The Ohio Children of Incarcerated Parents is an initiative of the Mansfield UMADAOP and the logo may not be altered.
11. Grantee agrees to provide Mansfield UMADAOP with an accurate accounting of grant expenditures for this grant accompanied by receipts upon request.
12. Grantee is aware that Lobbying - Section 319 of Public Law 101-121 generally prohibits recipients of Federal grants and cooperative agreements from using appropriated funds for lobbying.

Program Coordinator Name Date

Fiscal Agent / Date

CEO/ Executive Director Signature and Date

Budget Narrative

DIRECT COSTS

a. Personnel Salaries and Wages (insert total funds devoted to this project)

Insert explanation of how expenditures were calculated and the justification for the expended funds for the devoted project.

b. Fringe Benefits (insert total funds devoted to this project)

Insert explanation of how expenditures were calculated and the justification for the expended funds for the devoted project.

c. Travel (insert total funds devoted to this project)

Insert explanation of how expenditures were calculated and the justification for the expended funds for the devoted project.

d. Equipment

Insert explanation of how expenditures were calculated and the justification for the expended funds for the devoted project.

e. Supplies (insert total funds devoted to this project)

Insert explanation of how expenditures were calculated and the justification for the expended funds for the devoted project.

f. Contractual (insert total funds devoted to this project)

The cost of consultants and other independent contractors (including their invoiced support costs), temporary help, and task and deliverables based sub-contracts.

g. Construction (NA)

h. Other Expenses (insert total funds devoted to this project)

Insert explanation of how expenditures were calculated and the justification for the expended funds for the devoted project.

Indirect Costs (insert total funds devoted to this project)

Insert explanation of how expenditures were calculated and the justification for the expended funds for the devoted project.

Matched Funds (insert total funds devoted to this project)

Insert explanation of how expenditures were calculated and the justification for the expended funds for the devoted project

CIP Budget Narrative

A. Budget Categories:	B. PAA Funds	C. Other Funds	D. Total Funds
Category I: Personnel Costs			
A1. Personnel			
A2. Fringe Benefits			
Category II: Non-Personnel Costs			
A3. Consultants			
A4. Subscriptions & Publications			
A5. Supplies			
A6. Printing/Copying			
A7. Rent/Lease Expenses			
A8. Phone/Utilities			
A9. Maintenance/Repair			
A10. Rentals			
A11. Insurance			
A12. Motor Vehicle			
A13. Travel-hotel			
A14. Food			
A15. Conference/Training/Registration			
A16. Equipment/Computer			
A17. Furniture			
E. Totals			

When this form is completed as an expenditure report the person submitting must print or type name and sign the document.

Prepared By: _____

Fiscal Signature: _____

Proposals will be scored on technical merit and budget. Point values are provided.	Rating (R)	Weight (W)
Does Proposal Meet Scope of Request for Proposal? Yes or No. If no, proposal cannot be scored.		
1. Cover Sheet		10
<ul style="list-style-type: none"> a. Name of implementing agency, phone number, address, executive director name and contact information, President of the Board of Directors name and contact information, fiscal officer information, organization federal tax ID number, mission and vision of organization and any organization social media. b. Amount of funding being requested. 	5 5	
2. Program Specific Information – Applicants will discuss CIP initiatives and how they plan to implement one cohort in the community with youth or adults, including: <ul style="list-style-type: none"> a. Name and description of your CLFC initiative. b. Who will participate in the learning collaborative meetings and their qualifications? (Need for CLFC training denoted.) c. Please describe your willingness to learn with and from others in a collaborative environment and your openness to applying new strategies in your work. d. Plan for engaging participants in the CLFC process. e. Any anticipated obstacles or challenges for implementing the CLFC. 	10 10 10 10 10	50
3. Funding <ul style="list-style-type: none"> a. Total amount of funds being requested (up to \$5,000). b. Description of any matched funds c. Staff commitment d. Sustainability plan e. Budget narrative 	5 5 10 10 10	40
Total Score		