

OHIO'S VOICE FOR SUICIDE PREVENTION



UPDATED 11/9/2020 - This RFP has been revised. Please note the revisions are highlighted in yellow.

Summary of Changes:

- 1. The funding opportunity will begin January 2021 and end September 30, 2021.**
- 2. Deadline for applications is officially extended to December 4, 2020 at 5:00pm.**
- 3. Notice of awards will be sent by December 15, 2020 at 5:00pm.**

**Strengthening & Sustaining Ohio's Suicide Prevention Coalitions (SSOSPC):
Community Coalition Action Theory (CCAT) Study Group Cohort 2**

**FFY 2021
Request for Proposals**

Ohio Suicide Prevention Foundation, Strengthening & Sustaining Ohio's Suicide Prevention Coalitions (SSOSPC): Community Coalition Action Theory Study Group (CCAT) Cohort 2

Funding Opportunity

The Ohio Suicide Prevention Foundation (OSPF), with support from the Ohio Department of Mental Health and Addiction Services (OhioMHAS), is offering a funding opportunity for suicide prevention coalitions interested in strengthening their local coalition and networking with other similar coalitions across Ohio.

Building off the work of the Strengthening & Sustaining Ohio's Suicide Prevention Coalitions (SSOSPC) Initiative's Cohort 1, OSPF is offering a funding opportunity to enhance local suicide prevention coalition's infrastructure and sustainability using the Community Coalition Action Theory (CCAT). Up to 5 suicide prevention coalitions will be funded (up to \$2,000) to participate in an eleven-month series of virtual learning opportunities to engage in a collaborative learning process to enhance coalition capacity. In between learning opportunities, grantees will work to complete deliverables designed to support their work. In order to complete these deliverables, all grantees will create and engage a CCAT Study Group, typically 3 to 5 coalition members, to study and apply the principals of the CCAT to their coalition. Key activities will include completing a CCAT Questionnaire, drafting two CCAT Narratives, creating a CCAT Graphic, and creating a Coalition Welcome Video. Community groups (coalitions, behavioral health boards, health departments, task forces, subcommittees, groups of concerned citizens) focused on preventing suicide are welcomed and encouraged to apply. This funding opportunity is best suited for established community groups or coalitions who are currently engaging in multi-sector efforts to prevent suicide.

Please Note: Applicants may also apply under a separate RFP (“Ohio Suicide Prevention Foundation, Strengthening & Sustaining Ohio’s Suicide Prevention Coalitions (SSOSPC): Strategic Planning Learning Community”) for funding to support the development of community-level strategic plans for suicide prevention and development of an ecosystem plan. The Strategic Planning Learning Community funding opportunity is for coalitions/groups that are focused on preventing suicide and have completed a community readiness assessment (CRA). Applicants may apply for both funding opportunities if current coalition capacity supports full participation in both opportunities and completion of all deliverables. Applicants planning to apply for both funding opportunities are encouraged to read the entirety of both RFPs to determine coalition capacity to satisfy the expected roles and responsibilities, timeline, and deliverables.

This funding opportunity will begin ~~November~~ **January 2021** and end September 30, 2021.

~~Proposals are due October 30, 2020.~~ As of 11/9/2020, the deadline for proposals has been extended to December 4, 2020 at 5:00pm.

Background and Intent

In FFY 2020, the [Ohio Department of Mental Health and Addiction Services \(OhioMHAS\)](#) partnered with the [Ohio Suicide Prevention Foundation \(OSPF\)](#), [Ohio University’s Voinovich School of Leadership and Public Affairs \(OU-GVS\)](#), [Pacific Institute for Research and Evaluation \(PIRE\)](#), and [YouThrive Training & Consulting, LLC](#) to create the Strengthening & Sustaining Ohio’s Suicide Prevention Coalitions (SSOSPC) Initiative. The SSOSPC focuses on the prevention of suicide by enhancing the infrastructure and sustainability of local suicide prevention coalitions and aligning local work with the Centers for Disease Control and Prevention’s (CDC) seven strategies for preventing suicide. The CDC’s suicide prevention strategies are (1) strengthening economic supports; (2) strengthening access and delivery of suicide care; (3) creating protective environments; (4) promoting connectedness; (5) teaching coping and problem-solving skills; (6) identifying and supporting people at risk; and (7) lessening harms and preventing future risk.

The Ohio Suicide Prevention Foundation (OSPF) is an Ohio 501(c)3 not-for-profit organization that works to bring about changes in attitudes and perceptions surrounding suicide and its relationship to mental illness, alcohol and drug abuse, and other issues. OSPF supports community-based efforts that reduce stigma, promote education, and increase awareness, resources and programs that lessen the risk of suicide.

The goal of this RFP is to create a funded opportunity through the SSOSPC Initiative for community groups and coalitions focused on suicide prevention to build capacity at the local level in order to make a greater impact in suicide prevention across Ohio. Grantees will engage in a virtual learning community with peers and receive wraparound support services in order to enhance the local suicide prevention coalition’s infrastructure and sustainability using the Community Coalition Action Theory (CCAT). Grantees can expect learning community activities to be focused on (1) developing the knowledge, skills and attitudes for enhancing the infrastructure and sustainability of local suicide prevention coalitions, (2) collaborating with peers across the State to enhance suicide prevention efforts, and (3) professional development and leadership skill-building opportunities.

Wraparound support services, including technical assistance and professional/leadership development, will be provided to grantees at no additional cost as they work to complete grant deliverables.

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 community group (coalition, behavioral health board, health department, task force, subcommittee, group of concerned citizens) that is focused on preventing suicide at the local level and has a fiscal agent in place that can accept funding from the Ohio Suicide Prevention Foundation.

The eligible organization must have a minimum of at least two staff or group members who can fully and consistently participate in the initiative. Personnel changes must be approved by OSPF.

Funding timeframe

This is an ~~eleven-month~~ **nine-month** funding opportunity beginning ~~November 2020~~ **January 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, meeting space rental, registration fees, and other items approved in writing by the Executive Director of the Ohio Suicide Prevention Foundation and the initiative's Leadership Team.

Scope of Work

All grantees will be responsible for the following:

- Ensuring that at least two staff or group/coalition members can fully and consistently participate in the initiative. Ideally, the same two individuals would attend the learning community meetings to ensure continuity of the work. Personnel changes must be approved by OSPF.
- Participation in virtual learning community meetings to further develop knowledge, skills and attitudes for enhancing the infrastructure and sustainability of local suicide prevention coalitions. Learning community meetings will be held in a virtual format. Grantees can expect to participate in approximately four (4) ninety minute virtual meetings between January 2021 – September 30, 2021. Learning community meetings are mandatory and two people must attend. In addition to the learning community meetings, one final celebration event will be held at the end of the grant period (date TBD). The proposed dates for learning community meetings are in the table below. **Grantees should place a hold on their calendars at this time for the entire day. Specific times for the 90 minute meeting will be shared at a later date.**

Learning Community Meeting	Date	Time
Virtual CCAT Session 1 <i>(Getting Started, Forming Study Group, Engaging Study Group)</i>	Wednesday, January 27, 2021	TBD
Virtual CCAT Session 2 <i>(Reflecting on CCAT Elements)</i>	Wednesday, March 24, 2021	TBD
Virtual CCAT Session 3 <i>(Reflecting on Partnership Synergies)</i>	Wednesday, June 9, 2021	TBD
Virtual CCAT Session 4 <i>(Creating CCAT Graphic & Coalition Welcome Video)</i>	Wednesday, September 1, 2021	TBD
CCAT Final Celebration Event	TBD	TBD

- Completion of activities and deliverables designed to support group/coalition work. Activities and deliverables will be completed between monthly learning community meetings. Deliverables for this funding opportunity include the following:
 - CCAT Questionnaire
 - 3-page CCAT Narrative
 - 1.5-page CCAT Narrative
 - CCAT Graphic
 - Coalition Welcome Video

Examples of the CCAT deliverables from Cohort 1 are currently being posted on the SSOSPC Initiative website. Once on the page, click “Completed CCAT Narratives & Graphic.” You can then access the files by clicking on the participating counties that are highlighted.

<https://suicideprevention.ohio.gov/Communities/Coalitions/Community-Coalition-Action-Theory>

- Completion of any evaluation requirements.
- Participation in technical assistance and wraparound services provided by the Leadership Team, such as drop-in TA calls and asynchronous webinars. Technical assistance services will be offered at no additional cost to support the participants’ professional and leadership development and capacity of the coalition.

Questions, Technical Assistance and Updates

All questions must be submitted electronically to RFP@ohiospf.org no later than October 23, 2020 at 5:00 PM. No questions will be answered after the deadline. All questions will be answered in a document posted to the OSPF website at ohiospf.org/RFP by October 26, 2020 at 5:00 PM. In order to ensure an equitable review of applications, questions sent directly to OSPF staff members will not be answered.

An informational webinar on this request for proposals will be made available on October 16, 2020. To access the webinar, go to ohiospf.org/RFP.

Grant Scoring and Awards

All proposals will be scored utilizing a common rubric. The rubric will be posted at ohiospf.org/RFP by October 16, 2020.

~~Grantees will be notified of award via email by November 13, 2020 at 5:00 PM.~~ As of 11/9/2020, grantees will be notified of award via email by December 15, 2020 at 5:00pm.

Proposal Submission

Proposal Due Date: ~~The last day for submission will be October 30, 2020 at 5:00 PM.~~ As of 11/9/2020, the last day for submission has been extended to December 4, 2020 at 5:00pm.

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: RFP@ohiospf.org

Submissions for this proposal **will only be accepted via email**. All proposals must be submitted in a Word or PDF version, electronically to the following email: RFP@ohiospf.org. 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:

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**. Please provide a detailed response to each of the following questions.
 - a. Please provide the name and a short description of your suicide prevention community group or coalition. If any of the following documents are available, please include as attachments to your submission:
 - i. Current membership list and any existing subcommittees.
 - ii. Schedule of group/coalition meetings from the past 12 months.
 - iii. Written strategic plan for your group/coalition.
 - b. Please list the names and qualifications of the two individuals who will participate in the learning community meetings. Additionally, please provide a back-up staffing plan in case of emergency or unexpected circumstances.
 - c. Please describe your group's willingness to learn with and from others in a collaborative environment and your openness to applying new strategies in your work.

- d. Please review the background information and resources on the Community Coalition Action Theory (CCAT) on the OhioMHAS suicide prevention website:
(<https://suicideprevention.ohio.gov/Communities/Coalitions/Community-Coalition-Action-Theory>).

Examples of the CCAT deliverables from Cohort 1 are currently being posted on the SSOSPC Initiative website. Once on the page, click “Completed CCAT Narratives & Graphic.” You can then access the files by clicking on the participating counties that are highlighted. <https://suicideprevention.ohio.gov/Communities/Coalitions/Community-Coalition-Action-Theory>

- e. After reviewing the resources and examples, please answer the following questions:
 - i. Does your coalition currently have a document similar to the CCAT? If yes, please attach the document and describe the process of creating that document.
 - ii. How would completing the CCAT be beneficial to your coalition?
- f. Please describe any anticipated obstacles or challenges for participating in the learning community.

3. Funding

- a. Total amount of funds being requested.
- b. Description of matched funds, if any
- c. Staff commitment
- d. Sustainability plan
- e. Budget narrative

4. Conditions of Award and Assurances

- a. The applicant must accept all conditions of award and assurances to be eligible. The grant assurances must be accepted AND a signed copy must be attached to the application.



Conditions of Award and Assurances

The undersigned grantee _____ makes the following representations and agrees to the following conditions in accepting funds from the Ohio Suicide Prevention Foundation through the Ohio Department of Mental Health and Addiction Services.

1. Grantee will utilize the funds solely for the purpose of participation as outlined in the grant application.
 - a. Funds CANNOT be used for overhead, equipment/furniture, or any product or publication purchased from OSPF.
 - b. Funds CAN be used for food/beverages related to or required by project work 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 the Ohio Suicide Prevention Foundation 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 OSPF by Friday, September 24, 2021.
 - b. If the Grantee does not expend the entire portion of the awarded funds, the remaining funds will be returned to OSPF by Friday, November 5, 2021.

6. Grantee will not make any budget changes without the prior approval of OSPF. 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 OSPF for future projects.
8. Grantee hereby agrees to indemnify, defend, save and hold harmless OSPF 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 OSPF logo may not be altered.
11. Grantee agrees to provide OSPF 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 proposed project.

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

Insert explanation of how fringe expenditures were calculated and the justification for the expended funds for the proposed 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 proposed 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. This funding opportunity will require the technological capability to participate in video conferencing. If you do not own a webcam or other supplies to participate in video conferencing, please include the cost of a webcam in your budget. If you currently own a webcam or other supplies that enables participation in video conferencing, please include a statement indicating that a webcam is not needed.

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 proposed 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 proposed 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 proposed project.

Budget Expenditure Form

Agency Name: _____

Address: _____

Telephone: _____

Executive Director: _____

EIN: _____

DUNS: _____

A. Budget Categories:	B. OSPF Funds	C. Other Funds (not required)	D. Total Funds
Category I: Personnel Costs			
A1. Personnel			
A2. Fringe Benefits			
Category II: Non-Personnel Costs			
A3. Consultants	<i>Not permissible</i>		
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	<i>Not permissible</i>		
A17. Furniture	<i>Not permissible</i>		
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: _____