



Ohio Children's Alliance

Leading change for child and family service providers

REQUEST FOR APPLICATIONS:

SFY24 Middle Management Academy Support Grants

Anticipated Timeline:

Request for Application Issue Date: February 26, 2024

Application Due Date: March 15, 2024

Projected Award Notification: April 1, 2024

The Ohio Children’s Alliance (“Alliance”), on behalf of the Child and Adolescent Behavioral Health Center of Excellence (COE), is accepting applications from OhioMHAS certified Community Mental Health Agencies to promote expertise in middle management.

The Alliance will use \$23,000 of funding from the COE to award multiple grants to community mental health agencies with scope of work covering April 1, 2024, through June 30, 2024.

To be eligible to apply, Ohio non-profit organizations or businesses possessing a certificate in good standing to operate a community mental health agency from the Ohio Department of Mental Health and Addiction Services, must commit to supporting up to two (2) selected staff members in their participation of the required Middle Management Academy training during typical business hours.

Anticipated Timeline

RFA Issued	February 26, 2024
Deadline for Submission of Written Questions	March 1, 2024 at 12:00pm
Application Due Date	March 15, 2024 at 12:00pm
Award Notification	April 1, 2024

An electronic copy of the RFA can be obtained at <https://www.ohiochildrensalliance.org/coe> and <https://socoohio.org/> or by sending an e-mail requesting an electronic copy to COE@ohiochildrensalliance.org.

Please refer to the complete RFA for specific guidelines regarding how to apply for this grant.

I. Introduction

Leadership in the workplace is a particularly valuable tool, yet a skillset for which people often are not intentionally developed through targeted training. A goal of this RFA is to provide first level managers with targeted training to develop and enhance their skills as successful managers. Training targets will include but not be limited to topics such as engagement, supervision, teamwork, how to deal with conflict and diversity, equity, inclusion and belonging. This RFA will provide funds to awardees to enroll first time and new middle managers in the behavioral health field to the Middle Management Academy (MMA) training provided by the National Council for Mental Wellbeing. It is anticipated this cycle of awards will fund the eligible MMA training costs for up to thirty-five (35) professionals across multiple community behavioral health agencies.

II. General Information

Written Questions

All questions from prospective applicants must be submitted in writing via email to COE@ohiochildrensalliance.org with the RFA title specified in the subject line and will be answered via posting on the Ohio Children's Alliance website, with both the question and the answer displayed. Written responses to all questions received by the Ohio Children's Alliance will be posted only once during the open RFA period. Questions submitted in writing by the March 1, 2024, at 12:00pm deadline will be answered and posted for viewing by applicants by 4:00pm on March 5, 2024. To ensure that all prospective applicants have equal access to the information, questions submitted after the deadline will not be answered.

Application Submission

For your application to be considered, the following must be received via email to:

COE@ohiochildrensalliance.org no later than 12:00pm on Friday, March 15, 2024:

Complete Application: Agency Information (1-page maximum) and Project Narrative (3-page maximum)

The applicant is responsible for ensuring the application is received prior to the deadline. Applicants are encouraged to consider the risk of technical difficulty and factor it into the timeline for submission. A return email will be sent confirming receipt of the application when received. *Applications may not be delivered by mail, facsimile transmission or submitted in person.*

No extensions of time will be given. Applications will be reviewed as received and must be complete at the time of submission. All applications and included documents will become the property of Ohio Children's Alliance and will not be returned. All documents submitted to the Ohio Children's Alliance as part of your application may become public information. The Ohio Children's Alliance does not encourage the submission of confidential or proprietary information in response to this RFA. The submission of an application will be considered by the Ohio Children's Alliance as constituting an offer to perform the services indicated for the stated program costs.

III. Considerations

This RFA does not constitute an offer. Acceptance of applications for review does not commit the Ohio Children's Alliance to make any award, nor is the Ohio Children's Alliance liable for any costs incurred in the preparation of applications. The Ohio Children's Alliance reserves the right to make awards to a single applicant, multiple applicants, or to reject all applications or parts of applications received. If the Ohio Children's Alliance elects to initiate negotiations, these negotiations cannot involve changes in State requirements or the applicant's application which would, by their nature, affect the basis of the source selection and the competition previously conducted. The Ohio Children's Alliance reserves the right to negotiate activities and costs on all applications or to cancel this RFA in part or entirely. Final awards will be subject to applicable rules and regulations under the funding requirements.

Applications submitted in response to this RFA must comply with the specifications stated herein. Failure to adhere to the formatting requirements may result in the application being determined non-responsive and may result in the elimination of the application from consideration. Applications should be written in Times New Roman 12pt font. The application should be single spaced with 1" margins.

Applications will be considered and awarded based upon their quality and geographical representation. The total number of awards shall be determined by the number of applications received, the quality of the applications and geographical diversity. It is our goal to expand opportunities to a diverse array of community agencies throughout Ohio including in underserved areas.

IV. Award

The Ohio Children's Alliance will issue a Letter of Intent to Award to the selected applicant(s) and will notify unsuccessful applicants as soon as they have been eliminated from consideration.

If state funds become unavailable to support this RFA, the award shall be cancelled in accordance with the RFA. Until the selected applicant receives a fully executed and approved written agreement from the Ohio Children's Alliance, there is no legal and valid contract, in law or in equity.

The Ohio Children's Alliance reserves the right to make no award or make an award for a lesser amount. The Ohio Children's Alliance reserves the right to ask clarifying questions, issue conditional awards and negotiate a best and final award with one or more applicants.

V. Payment Process

Upon completion of the complete MMA course by a participant, The Ohio Children's Alliance will submit payment for the training registration directly to the National Council for Mental Wellbeing. The Alliance will be notified by the National Council of individual completion and will receive a copy of the completion certificate for each participant who successfully finishes the course.

Additional payment policies and instructions will be described in the contract between the Ohio Children's Alliance and agencies receiving this award.

VI. Project Details

Program Requirements

According to the National Council for Mental Wellbeing, the following groups should attend:

Job Function: Leading Others

- Individual contributors leading teams or projects
- New or rising mental health and health care managers and supervisors who recently stepped into management roles
- Experienced behavioral health and health care managers and supervisors who want to enhance their skills and contributions
- Social workers, psychologists, psychiatrists, therapists, nurses, clinicians and administrative/oversight staff in the beginning, intermediate or advanced stage of a management-based role

Use of Funds

- Registration – These funds are intended for the singular purpose of covering the cost of registration for the Middle Management Academy.
- Funding Restrictions – Funds may not be used for building, construction, or to purchase property. Funds may not be used to supplant existing federal, state, or local funds. The funding for State Fiscal Year (SFY) 2024 is contingent upon the availability of funds for that period. Funds cannot carry over from one SFY to the next.

Scope of Work

It is expected through this funding opportunity, awardees will successfully expand their skillset in leadership and management. The Scope of Work coincides with the Selection Criteria in the next section. It is expected awardees will:

- a) Identify up to two (2) first level supervisors to participate in the training course beginning the week of May 12, 2024; and continuing one time weekly until June 8, 2024
- b) Identified participants will attend and participate in all sessions and course exercises.
- c) Support staff members in completing the four-week, five hours per week, training and 10 hours of pre-work between sessions, by allowing attendance at training sessions during typical business hours.
- d) Hold staff members accountable to complete all agreed upon activities within established deadlines; and
- e) Submit proof of completion

Selection Criteria

Agency Information—maximum 1 page – This section must include:

- The applicant organization's name, physical address, and tax identification number.
- Name, title, phone number and email address of the person serving as primary contact for the grant.
- Name, title and email address of the agency staff person with authority to sign contracts.

Project Description—maximum 3 pages – The project description must include each of the following elements:

- Describe how staff were selected to participate in the training process. A maximum of two (2) staff per agency may be selected.
- Identify selected staff member(s) participating in training course and provide the name of each participant's direct supervisor.
- Describe how staff members will be supported during the process to allow for training attendance.
- Describe how staff members will be held accountable to complete the course within established deadlines.
- Describe how staff members can impact their organization with their learned leadership and management skills.