



# Ohio Children's Alliance

*Leading change for child and family service providers*

## REQUEST FOR APPLICATIONS:

### SFY23 Telehealth Credential Support Grants

#### **Anticipated Timeline:**

Request for Application Issue Date:	January 9, 2023
Virtual Overview Conference:	January 17, 2023
Application Due Date:	February 10, 2023
Projected Award Notification:	March 3, 2023

The Ohio Children’s Alliance (“Alliance”), on behalf of the Child and Adolescent Behavioral Health Center of Excellence (COE), is accepting applications from eligible organizations to promote expertise in mental health service delivery to children and young adults using telehealth methods.

The Alliance will use approximately \$60,000 of total funding from the COE to award multiple grants to community behavioral health agencies for the period of March 1, 2023 through June 30, 2023.

To be eligible to apply, a community behavioral health agency must commit to supporting up to two (2) selected staff members in their participation of the required telehealth training during typical business hours.

**Anticipated Timeline**

RFA Issued	January 9, 2023
Virtual Overview Conference	January 17, 2023 at 10:00am <a href="https://us02web.zoom.us/j/88282612489">https://us02web.zoom.us/j/88282612489</a>
Deadline for Submission of Written Questions	January 20, 2023 at 12:00pm
Application Due Date	February 10, 2023 at 12:00pm
Award Notification	March 3, 2023

An electronic copy of the RFA can be obtained at <https://www.ohiochildrensalliance.org/coe> and <https://soco.io/> or by sending an e-mail requesting an electronic copy to [COE@ohiochildrensalliance.org](mailto:COE@ohiochildrensalliance.org). A link to the RFA will also be available at the Virtual Overview Conference.

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

## I. Introduction

The delivery of mental health services to children and young adults using telehealth methods continues to expand in Ohio and has shown to be an effective modality of treatment. A goal of this RFA is to expand access to mental health services by increasing the quantity of clinicians available to provide such services using telehealth in addition to traditional face-to-face methods. This goal is being pursued through the RFA by producing grants for community behavioral health agencies to use to enroll behavioral health professionals in a specific telehealth training program that offers requisite training to earn the Board Certified-TeleMental Health (BC-TMH) credential. It is anticipated that this cycle of grants awards will fund the eligible BH-TMH training costs for a total fifty (50) professionals across multiple community behavioral health agencies.

## II. General Information

### Overview Conference

The Alliance will hold a Virtual Overview Conference on the date, time, and at the location identified in the RFA timeline. The purpose of the Virtual Overview Conference is to review the requirements of this RFA, to respond to participants' questions regarding any aspects of the RFA, and to answer any questions posed prior to the Conference. Although attendance at the Virtual Overview Conference is not required, potential applicants are highly encouraged to attend. Questions may be posed and answered in this forum that will significantly increase the ability of the agency to submit a viable application. The Overview Conference is the most effective opportunity for the applicant to gain an understanding of the focus of the RFA and to ensure complete understanding of the submission requirements and processes. *Ohio Children's Alliance staff are prohibited from conducting conversations with individual applicants regarding the RFA between the date of the RFA's release and the date of the award announcement.*

### Written Questions

Following the close of the Virtual Overview Conference, all questions from prospective applicants must be submitted in writing via email to [COE@ohiochildrensalliance.org](mailto: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 following the Overview Conference through the January 20, 2023 at 12:00pm deadline will be answered and posted for viewing by applicants by 4:00pm on January 24, 2023. In order 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](mailto:COE@ohiochildrensalliance.org) no later than 12:00pm on Friday, February 10, 2023:

Section One: Agency Information (2-page maximum) and Project Narrative (3-page maximum)

Section Two: Budget in provided Microsoft Excel form

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 accompanying 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 any and 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 any and all applications or to cancel this RFA in part or in its entirety. 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 evaluated and awarded based upon their merit and geographical representation. The total amount per award and number of awards shall be determined by the number of applications received, the quality of the applications and alignment with the selection criteria. 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.

In the event that 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, make an award for a lesser amount; make an alternative award for the project; or make an award for a shorter duration. 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**

The Ohio Children's Alliance will utilize a reimbursement process for payment. Funds will be released upon completion of agreed upon activities.

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

## **VI. Protest**

An agency may protest the decision resulting from the review of this RFA by following the guidelines listed.

- a) Ohio Children's Alliance shall consider a written Notification of Protest that is received by the Alliance within five (5) business days of the date of the letter notifying the applicant that the application submitted was not accepted. The following should be included in the Notification of Protest:
  - Name, address, telephone number, and email address of protester
  - RFA name
- b) The agency must then submit, within five (5) business days of the Notification of Protest, a formal protest in writing that must include a detailed statement of the grounds for the protest including copies of relevant documents.
- c) The Notification of Protest and the Formal Written Protest described in (a) and (b) above must be emailed to the Ohio Children's Alliance at:

[COE@ohiochildrensalliance.org](mailto:COE@ohiochildrensalliance.org)

Subject Line: Notification of Protest

- d) Once a properly filed protest has been received, independent reviewers will review the protest and notify the protestor within five (5) business days in writing of the result of the protest.

## VII. Project Details

### Program Requirements

Minimum standards of qualification and requirements for obtaining the Board Certified-TeleMental Health (BC-TMH) credential have been established and can be found at:

<https://www.cce-global.org/credentialing/bctmh/requirements>

### Use of Funds

- Fee reimbursement – Obtaining a credential will require a \$250 registration fee and a \$150 test application fee for each participant. Funds may be used to reimburse this cost.
- Completion incentive – Funds may be used to provide a \$400 incentive per participant to encourage participation and completion of the credentialing process.
- Maximum budget – Requested funds per application shall not exceed \$1,600 (\$250 registration fee, \$150 test fee, \$400 incentive X maximum of 2 participants). \$60,000 is the total budget of this RFA cycle across all awardee(s). Per section IV, Award, the Alliance may issue grant awards for amounts lesser than the applicant(s) requested.
- 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) 2023 is contingent upon the availability of funds for that time period. Funds cannot carry over from one SFY to the next.

### Scope of Work

It is expected through this funding opportunity, awardees will successfully build or expand the telehealth expertise of their staff member(s) by providing opportunity and incentive to obtain the BC-TMH credential. The Scope of Work coincides with the Selection Criteria in the next section. It is expected awardees will:

- a) Identify up to two (2) staff members working toward obtaining the BC-TMH credential;
- b) Enroll selected staff members in training toward credential obtainment within 30 days of signing a contract with the Alliance;
- c) Support staff members in obtaining the BC-TMH credential 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 approval to take course exam.

**Selection Criteria**

*Agency Information*—maximum 2 pages (15 points) – 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.
- Name, title and email address of the agency staff person with accounts payable and receivable responsibilities.

*Project Description*—maximum 3 pages (70 points) – The project description must include each of the following elements:

- Describe how staff will be selected to participate in the credentialing process and identify the number of staff being selected. A maximum of two (2) staff per agency may be selected.
- Identify selected staff member(s) participating in telehealth course and provide the name of each participant’s direct supervisor.
- Describe how staff members will be supported during the credentialing process to allow for training attendance.
- Describe how staff members will be held accountable to complete course and apply for exam within established deadlines.
- Describe how newly credentialed staff will utilize the credential to support and/or advance the use of tele-mental health services.

*Budget*— (15 points) --The budget must be submitted on the provided form.



**This course requires involvement of several partners and a challenging timeline. Please carefully consider the FY23 activity deadlines below as you decide whether or not to submit a funding application:**

- March 3**                      **Award letter received from Alliance**
- By March 10**                **Sign contract with Alliance**
- By March 13**                **Receive registration instructions from Alliance**
- By April 10**                 **Participants must be registered for the course through [STAR Telehealth](#)**
- By May 5-12**                **Complete course and submit application to take exam to [Center for Credentialing and Education™](#) (CCE) **\*\*Note: it can take up to 6-8 weeks for a test application to be approved\*\*****
- By June 16**                 **Submit copy of CCE test approval letter to Alliance**