



# Adult Mental Health Initiative

*Benton, Sherburne, Stearns, Wright Counties*

531 Dewey Street • PO Box 740 • Foley, MN 56329

Ph: 320.968.5277 • Fx: 320.968.5330 • <http://mnmentalhealth.org>

## Peer Program Request for Proposals (RFP)

### Background

The CommUNITY Adult Mental Health Initiative (CAMHI) encompasses Benton, Sherburne, Stearns, and Wright Counties. The mission of CAMHI is to provide support for persons experiencing serious mental health problems to enhance their contributions to the community. It has been identified by both residents and providers in CAMHI's most recent Needs Assessment and Needs Survey that peer program/social opportunities are a need and are a desired service for the CAMHI region.

The Initiative currently has up to \$43,500 in renewable funds. Provider(s) selected through this RFP process may have funding renewed annually up to three years if the program meets the needs outlined in the attached RFP and CAMHI grant funds are available. Please note, funding amount is subject to change and CAMHI cannot guarantee funding each year. Proposals are being sought from interested providers for the delivery of a Peer Program to adults with a serious and persistent mental illness (SPMI) who residents of are also a resident of one of the four counties CAMHI serves. Preference given to funding requests specifically related to evidenced based practices.

### Objective

The Peer Program(s) should encourage residents of Benton, Sherburne, Stearns and Wright County, who have an SPMI diagnosis and are coping with mental illness challenges, to socialize and connect with one another and to become more involved in the community.

### Agency Responsibilities

1. Agency will need to recruit participants for the program and ensure adequate training, if necessary, is provided for each participant and staff member(s) facilitating the program.
2. Agency must be able to capture participant's data and report required information to the Minnesota Department of Human Services
3. The agency shall comply with CAMHI's Board requests to ensure that all grant monitoring processes, reporting procedures, and other expectations as designated by Minnesota Department of Human Services are being followed.

### Proposal Requirements

1. **Detailed description of service(s) to be provided.** Proposals can include both a virtual or a "pandemic compatible" version of the services and/or an in-person version of the service.

Proposed programs must fit into and comply with at least ONE of the following Minnesota Brass Codes:

- **402x Community Education and Prevention:** Activities designed to educate the public about mental health and co-occurring issues. The goals are to increase the understanding of mental health, reduce stigma, promote recovery, and increase awareness of the availability of resources and services, and improve skills in dealing with mental health issues.
- **403x Adult Client Outreach:** Activities within the community and segregated settings designed to locate and engage potentially eligible adults, inform them of available mental health services, and assure that they have access to those services.
- **420x Peer Support Services:** Non-clinical, recovery-focused activities encouraging empowerment, self-determination, and decision-making provided by a Certified Peer Specialist.
- **434x Community Support Program Services:** Services, linked to a support plan, provided to an individual at the location of their choice in order to stay in the community. Examples are grocery shopping, social activities, housekeeping, and the creation of a wellness plan.

Proposals need to identify and describe in detail how the program fits within the identified brass code.

Proposals must include how the targeted population will be identified, recruited, and/or referred for the service as CAMHI's funding is designated for those individuals who have a diagnosed SPMI and are residents of one of the four counties CAMHI serves.

2. **Program budget of expenditures.** Budget must include itemized costs of the service(s). Please include a narrative explaining each section of the budget and include any formula(s) that were used to determine the dollar amounts. Narrative should include information on staffing pattern, administrative costs (no more than 10% of total budget), description of supplies, mileage, training, and other costs associated with providing the service.
3. **Define outcome measurements.** Proposals must include anticipated outcomes of the service(s) that will be provided and must include how the outcomes will be measured.
4. **Data Reporting.** Proposals must include how data on the clients served will be collected and reported to the Minnesota Department of Human Services (DHS). It is a requirement of all providers who receive funding from CAMHI to report client data to DHS (such as MHIS, SSIS, DHS Spreadsheet, or other approved DHS reporting method). Providers are expected to have a plan to obtain, retain, and report this information.  
Proposals must include a description of how the agency will gather and report quarterly data to CAMHI on the attendance of residents of each of the four counties AND how bi-annually reporting to DHS will be gathered and reported.
5. **Contact Information.** Please provide name, phone number, email address, and address of a contact person from the organization submitting the proposal.

## **Proposal Synopsis**

In addition to their full proposal, all proposers must include a synopsis of their proposal, no longer than one page, included with their submission. Include in this synopsis: Proposer's name, address, phone number, and contact person, number of individuals the proposer plans to serve, a description of key program activities, budget overview, and other relevant information. This synopsis is critical, as it will provide an introduction and an overview of the program to the Reader Group Committee and Joint Powers Board members.

## **Evaluation of Program and Required Proposals**

A Reader Group will be selected to evaluate responder proposals. Proposals will be reviewed and scored in the following areas:

- Is funding aligned with one or more of CAMHI objectives and its mission statement?
- Is funding a benefit to address concerns highlighted in CommUNITY's most recent needs assessment?
- Does funding have the potential to improve success within a targeted client population?
- Does the program have a way to provide measurable outcomes for individuals served?
- Is funding for services based upon sound research or successful models?
- Agency details how they will recruit participants?
- Agency has detailed how the services will be provided?
- Agency has included a detailed budget and budget narrative?
- Does the agency detail how they will comply with requests from CAMHI's Board, the grant monitoring process and reporting procedures for CAMHI and MN DHS?

## **Process and Timeline for submitting proposals**

Completed proposals must be received no later than 4:00pm (CST) on August 24, 2022. Proposals received after the deadline cannot be accepted. Proposals will be presented to the CAMHI Joint Powers Board at the first Board meeting following the RFP Reader Group meeting on August 31, 2022.

Please send proposals to:

CommUNITY Adult Mental Health Initiative

Bethany Oberg, Initiative Coordinator

P.O. Box 740

Foley, MN 56329

Phone: 320-968-5277

Email: CAMHI@co.benton.mn.us