

**Notice of Funding Opportunity for
The City of Harrisonburg
Mental Health Fund
2023**



**THE CITY OF
HARRISONBURG
VIRGINIA**

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I. Program Description

1. Purpose

The COVID-19 pandemic impacted individuals, communities, and society as a whole in numerous ways. Notably, the pandemic, mitigation measures like social distancing, and the economic downturn significantly negatively impacted mental health and substance use challenges for many United States residents. As a response to this impact, the U.S. Department of Treasury's Final Rule for the State and Local Fiscal Recovery Funds (SLFRF) Program outlined behavioral health care services as an eligible use of funds.

Residents of Harrisonburg were not immune to the behavioral health impacts of the pandemic. The City of Harrisonburg (the City) conducted a robust public engagement process in the first half of 2022 to determine the pandemic's impact on City residents and to garner feedback from the public for how best to address those impacts with the City SLFRF allocation. Improving community mental and physical health emerged from this public engagement process as a top public priority. In response, the Harrisonburg City Council allocated \$400,000 for a Mental Health Fund.

The Mental Health Fund recognizes that improving mental health and wellness of all Harrisonburg residents is crucial to ensuring a healthy and thriving community. This Fund is designed to support organizations providing mental and behavioral health services, with an emphasis on services to low-income, underserved, uninsured, and/or underinsured individuals and families. Applicants will be required to implement projects that address the Fund's key priorities.

2. Target Population

As recognized by the Final Rule, the general public suffered the pandemic's effects on mental and behavioral health. While applicants to this fund may use any awarded funds to provide services to the general public, the City will prioritize applicants whose projects target low-income, underserved, uninsured, and/or underinsured individuals and families. These populations were most impacted, and at times disproportionately impacted, by the pandemic. The Final Rule supports the use of SLFRF funds to provide services for special populations and to support equitable access to services.

3. Mental Health Fund Priorities

Applicants must address a minimum of one of the following priorities in their proposed project.

Priority 1. Address at least one of the following barriers to mental health, behavioral health, or substance abuse treatment:

- a. Transportation
- b. Staffing
- c. Inability to pay

Priority 2. Implement new best practice services to lead to positive results in the areas of mental health, behavioral health, and/or substance abuse **OR** support existing best practice programs that lead to positive results in at least one of these areas.

Priority 3. Increase community awareness of various mental health and behavioral health supports and services available in Harrisonburg and destigmatize the subject of mental illness and treatment.

Priority 4. Create data-driven, best practice solutions to other barriers to mental health, behavioral health, or substance abuse treatment or prevention as identified and justified by applicant-provided data.

4. Eligible Activities

In addressing the Mental Health Fund's priorities, applicants may conduct any of the enumerated eligible activities. This list is not exhaustive, and other uses of the funds may be deemed allowable or unallowable by City staff.

Eligible activities include:

1. Provision of services that respond to the impacts of the COVID-19 pandemic, such as services across the continuum of care, including:
 - a. Prevention
 - b. Outpatient treatment
 - c. Inpatient treatment
 - d. Crisis care
 - e. Diversion programs
 - f. Outreach to individuals not engaged in treatment
 - g. Harm reduction
 - h. Supports for long-term recovery (e.g., peer support or recovery coaching, housing, transportation, employment services)
2. Provision of services for special populations, including:
 - a. Enhanced services in schools to address increased rates of behavioral health challenges for youths
 - b. Mental health first responder or law enforcement-mental health co-responder programs
 - c. Services for pregnant women with substance use disorders or infants born with neonatal abstinence syndrome
3. Provision of services or programs to support equitable access to services and reduce racial, ethnic, or socioeconomic disparities in access to high-quality treatment
4. Responding to the opioid and overdose crisis through various means, including:
 - a. Expanding access to evidence-based treatment like medications to treat opioid use disorder
 - b. Naloxone distribution
 - c. Syringe service programs
 - d. Outreach to individuals in active use
 - e. Post-overdose follow-up programs
 - f. Programs for diversion from the criminal justice system
5. Capital expenditures, such as behavioral health facilities and equipment
6. Data collection, performance measurement, and performance assessment activities

While recipients are required to collect data, measure performance, and assess their programs, funds for this allowable activity are limited to 5% of the total award.

Awards from the Fund are intended to be used primarily for the provision of direct services. However, the City recognizes organizational infrastructure changes or enhancements may be necessary to implement the services or improve their delivery. If necessary, no more than 10% of awarded funds may be used for organizational infrastructure development. Applicants must describe in Required Question #3 the use of funds for infrastructure activities, which may include:

1. Developing partnerships with other providers for service delivery and stakeholders serving the target population.
2. Training and workforce development activities to help project staff or other providers in the community gain skills necessary to:
 - a. Utilize new computer system/information systems funded through this award.
 - b. Identify mental health or substance use issues.
 - c. Provide effective culturally and linguistically competent services consistent with the purpose of the fund.

5. Using Evidence-Based Practices

The City of Harrisonburg Mental Health Fund is intended to fund projects that are appropriate for the population(s) of focus. Applicants are encouraged to visit the SAMHSA Evidence-Based Practice Resource Center (www.samhsa.gov/ebp-resource-center) and SAMHSA's National Network to Eliminate Disparities in behavioral health (NNED) (<https://nned.net/>) to identify evidence-informed and culturally appropriate mental illness and substance use prevention and treatment practices that can be implemented in the applicant's project.

6. Eligible and Ineligible Expenses

Generally, activities funded with SLFRF funds are subject to the Cost Principles for federal funding outlined in the Uniform Guidance at Section 2 CFR Part 200.

Specifically, eligible project expenses include, but are not limited to, the following:

- Direct administrative expenses (e.g., staff time, operating costs, etc.)
- Indirect expenses (i.e., expenses not exclusively/directly tied to the project)
- Costs associated with delivery of mental health care services, behavioral health services, and substance use services provided to low-income, underserved, uninsured, and/or underinsured individuals and families
- Contractual expenses and/or fees related to service delivery
- Translation and interpretation services

Ineligible expenses include, but are not limited to, the following:

- Training, including training registrations, and/or travel expenses, beyond the eligible organizational infrastructure training and workforce development activities described in Section I.4: Eligible Activities.

- Equipment purchases (defined as tangible personal property having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more)
- Expenditures incurred prior to the grant award
- Fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain financial contributions
- Taxes, except sales tax on goods and services
- Lobbyists and political contributions
- Bad debts, late payment fees, financial charges, legal costs, or contingency funds
- Parking or traffic violations
- Out-of-state transportation or travel expenses
- Inherently religious activities, such as worship, religious instruction, or proselytization

7. Data Collection/Performance Measurement and Project Performance Assessment

All recipients of funding from the City’s Mental Health Fund are required to collect and report certain data in order for the City to meet its obligations under the SLFRF program. Applicants must outline their plan for data collection and reporting in the Project Narrative.

The measures for which recipients will have to collect and report data will be determined on a case-by-case basis by City staff after application submission and prior to award.

Recipients will be required to report at least once every quarter to ensure the City meets its reporting requirements under the SLFRF program. Reporting frequency will be determined on a case-by-case basis by City staff after application submission and prior to award.

8. Other Expectations

Projects are expected to advance health equity. The U.S. Center for Disease Control defines health equity as “the state in which everyone has a fair and just opportunity to attain their highest level of health.” This may include efforts to overcome economic, social, and cultural obstacles to health and wellness, such as language barriers.

II. Eligibility Information

1. Eligible Applicants

Eligible applicants to the fund will include:

- Non-profit organizations with a 501(c)(3) status, including hospitals and local providers.
- Governmental organizations and Community Service Boards.

For-profit entities are not eligible lead applicants to this fund; however, they may serve as a partner to a project that has a non-profit organization or other eligible applicant as the lead applicant.

Non-profit organizations are required to provide proof of their non-profit status in the form of an IRS 501(c)(3) Determination Letter as **Attachment 1** to this application.

2. Other Requirements

Experience and Credentials

The City believes that existing, experienced, and appropriately credentialed organizations with demonstrated organizational infrastructure and expertise will be best positioned to provide the required services the most quickly and most effectively. All Allowable Activities must be provided by applicants directly, indirectly by subrecipients, or through referrals to applicant partner agencies. Applicants are encouraged to collaborate with appropriately credentialed organizations that provide services to low-income, underserved, uninsured, and/or underinsured individuals and families.

III. Application and Submission Information

1. Content and Form of Application Submission

The standard and supporting documents that must be submitted with the application are outlined below.

Applicants will be required to submit their applications through the SurveyMonkey site. All responses and attachments must be submitted through SurveyMonkey by the submission deadline, and any application materials submitted via email or any method other than Survey Money will not be accepted.

The City will not accept paper applications except under very special circumstances. If you need special consideration, the Grants Program Manager must approve the waiver of this requirement in advance.

Application Components:

To be completed in the online portal:

- **Applicant Organization Information**
- **Application Questions**
 - Required Questions
 - Bonus Questions

Required forms to be completed outside the portal and uploaded to the portal:

- **Attachment 1 – Evidence of Nonprofit Status**
Described in Section II.1.
- **Attachment 2 – Budget**
Described in Section V.1, Question #10.
- **Attachment 3 – Staff Positions**
Described in Section V.1, Question #7.
- **Attachment 4 – IRS Tax forms (990)**
All applicants are required to submit their most recent IRS Tax Form (990 or 990EZ).
- **Attachment 5 – Audit**
All applicants are required to submit their most recent audit conducted by an independent CPA, a financial review, or a compilation.
- **Attachment 6 – State Corporation Commission Certificate of Good Standing**

- **Attachment 7 – Listing of Current Board of Directors**

Optional forms to be completed outside the portal and uploaded to the portal:

- **Attachment 8 – Project Timeline**
Described in Section V.1, Question #6.
- **Attachment 9 – Evidence of Partnership**
Described in Section V.2, Question #2.

2. Required Registrations

To be eligible to receive funding, each applicant is required to:

1. Be registered in SAM.GOV (<https://sam.gov/content/home>) before submitting its application;
2. Provide a valid unique entity identifier in its application; and
3. Continue to maintain an active SAM registration with current information at all times during which it has an active federal subaward or an application or plan under consideration for a federally funded City program.

The City may not make a Federal subaward to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements, and, if an applicant has not fully complied with the requirements by the time the City is ready to make an award, the City may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

Applicants are encouraged to begin the SAM.GOV registration process as soon as possible to allow for processing time.

3. Application Submission Deadline

Applications are due by 5:00 PM EST on June 30, 2023. Applications must be submitted through the SurveyMonkey application link on the City's ARPA Mental Health Fund webpage or here: <https://www.surveymonkey.com/r/8G3HHLZ>.

If you have been granted permission to submit a paper copy, the application must still be received by the above date and time. Paper copies should be submitted to Luke Morgan, Grants and Programs Analyst, in the City of Harrisonburg Department of Finance.

5. Review and Selection Process

The Mental Health Fund Application Review Committee will review and consider all applications using the Scoring Rubric included on the City's ARPA Mental Health Fund webpage. The Harrisonburg City Council will make award decisions based on the recommendations of the Review Committee.

IV. Federal Award Administration Information

1. Reporting Requirements

As a recipient of SLFRF funding, the City of Harrisonburg is required to maintain specific financial and programmatic reporting requirements. The Compliance and Reporting Guidance for the SLFRF program provides greater detail on the reporting requirements and can be found at the following link: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/recipient-compliance-and-reporting-responsibilities>.

To ensure compliance with the SLFRF reporting requirements and to ensure funds are used in the most efficient and effective manner, recipients of funding under this NOFO will be required to meet specific reporting requirements and deadlines. Recipients will be required to submit quarterly financial reports and program progress reports. Quarterly reports will be due no later than 30 days after the end of the quarter.

Reports must cover the following information:

- Progress achieved in the project, including qualitative and/or quantitative data to demonstrate programmatic progress and updates on required activities, successes, challenges, and changes or adjustments that have been made to the project;
- Progress addressing goals and objectives related to the Statement of Need;
- Barriers encountered, including challenges serving target populations;
- Efforts to overcome barriers;
- Activities undertaken to track program progress and effectiveness; and
- Actionable steps to take to resolve any program deficiencies.

Awardees may be asked to create a final report and/or presentation in conjunction with City staff to highlight the successes of the funded projects.

V. Project Questions

The questions in Sub-Sections 1 and 2 below will be on the Mental Health Fund application. All questions will be scored on a scale of 1 – 5 points, and a breakdown of the scoring criteria can be found in the Scoring Rubric included as Appendix 1. Questions in sub-section 1: Required Application Questions must be answered and will receive a score of zero points if left unanswered.

Questions in sub-section 2: Bonus Questions do not require an answer and will not reflect negatively on an application's score if left unanswered; however, applicants who provide strong answers to questions in this sub-section may receive bonus points towards the scoring of their application.

Please review all the questions before completing the application. Applicants are encouraged to review the questions and draft their answers before submitting answers in the application portal.

1. Required Questions

Question 1: Statement of Need

What problem or community need will your project address? Please provide data to support the need.

Question 2: Target Population

Who will your project target? How many do you estimate will be served? Please additionally describe how you will ensure a significant number of individuals served will be Harrisonburg residents.

Question 3: Project Description

Describe your project's plan to address the identified need(s) and reach the target population. Please justify the evidence-basis of your proposed solution(s) with data and/or published literature.

Question 4: Priorities

Describe how the project aligns with one or more of the Mental Health Fund's priorities.

Question 5: Goals, Objectives, and Outcomes

Please provide the goals, objectives, and defined, measurable outcomes for the project.

Question 6: Timeline

Provide a detailed description of the project's timeline for the entire period of performance. If necessary, applicants may optionally create a timeline diagram and submit it as Attachment 8. Any such timeline attachment may not be more than two pages long.

*NOTE: Be sure to show that the project can be implemented before the ARPA expenditure date of December 31, 2026, and that service delivery can begin as soon as possible and no later than **three months** after the award.*

Question 7: Organizational Experience

Describe your experience with the project, addressing the following: your history, experience, qualifications, and current capacity. Please provide a list of staff positions for those involved with the proposed project as Attachment 3.

Question 8: Data Collection and Reporting

How will you collect data for this project? How will the data be used to manage, monitor, and report to the City the impact of the program?

Question 9: Health Equity

How does your proposed project advance health equity?

Question 10: Budget and Budget Justification

- a. Complete the Project Budget included in the application package and upload the completed budget to the application portal as Attachment 2.
- b. Provide a *detailed* and *specific* narrative justification of the items included in your proposed budget. Matching funds are not required. However, the budget justification

must include a description of any existing resources and other support you expect to receive for the proposed project. Other support is defined as funds or resources, non-federal, or institutional in direct support of activities through fellowships, gifts, prizes, in-kind contributions, or non-federal means. Other sources of funds may be used for unallowable costs, e.g., meals, sporting events, entertainment.

2. Bonus Questions

Bonus Question 1: Sustainability

Do you plan to sustain this project once ARPA support ends? If so, how?

Bonus Question 2: Partnerships

What other organizations will you be collaborating with to achieve maximum results? Letters of Collaboration or Memorandums of Understanding from each partner must be included as Attachment 9 to your application.

VI. City Contact Information

If you have questions about this Notice of Funding Opportunity, the Mental Health Fund, or the City's ARPA-SLFRF allocation, please contact:

Luke Morgan, Grants and Programs Analyst

540-432-7739

Luke.Morgan@harrisonburgva.gov