

Michigan Department of Health and Human Services  
Bureau of Grants and Purchasing  
**GRANT REQUEST FOR PROPOSAL (RFP)**

Total Available	<b>\$1,600,000</b>	Estimated Number of Awards	<b>13-15</b>	RFP Number:	<b>E3E-2021</b>
Maximum Award:	<b>\$100,000</b>	Minimum Award	<b>N/A</b>	Department Bureau:	<b>Bureau of Health and Wellness</b>
Application Due Date: <b>Wednesday, March 3, 2021, 3:00 p.m.</b>				Funding Source	<b>State Restricted Funds</b>
				CFDA#:	<b>N/A</b>
Anticipated Begin and End Dates: <b>April 1, 2021</b>			through	<b>September 30, 2021</b>	

**Proposal Submission**

To gain access to the application and complete entry and submission, a step-by-step instruction manual is available for your use. Visit the MI E-Grants website at <http://egramms-mi.com/mdhhs>, and click the link "About EGrAMS" on the left-side panel to access the manual.

Geographic Area: **State of Michigan** *(Always identify counties.)*

Title: **Expanding, Enhancing Emotional Health - Program Expansion - 2021**

**Disqualifying Criteria:**

The applicant will be disqualified, and the application will not be reviewed if there is failure to:

- Submit a complete application, and a completed 6-month budget if required in the RFP, to the EGrAMS website on or before the bid closing date and time specified.
- Stay at or below the maximum award amount per agreement year, if provided.

Applications from applicants who are current state of Michigan employees are also disqualified and will not be reviewed.

Applicants are encouraged to complete the grant application in advance of the grant application deadline to allow enough time to complete the application process and to receive technical assistance if necessary. The EGrAMS system will not permit applicants to submit applications that contain validation errors. Applicants must correct all errors before the system will allow submission of the application. Failure to correct all errors is not justification for a deadline extension.

**Pre-Application Conference:**

A pre-application conference will be held to discuss this funding opportunity and provide instruction on using the MI E-Grants system. The pre-application conference will be held on February 10, 2021, beginning at 10:00 a.m., and will last approximately 90 minutes. The conference can be accessed at <https://bit.ly/3ihnUol>.

**Additional Information (e.g., applicant eligibility criteria):**

**Eligibility requirements:** This funding is only available to agencies currently receiving funding through the Child and Adolescent Health Center program. There are no restrictions on the type of model the applicant agency is operating.

**Authority:** P.A. 2080 of 1939  
**Completion:** Mandatory  
**Penalty:** Agreement Invalid

The Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a MDHHS office in your area.

## **Table of Contents**

This Request for Proposal (RFP) provides interested applicants with enough information to prepare and submit applications for consideration by the Michigan Department of Health and Human Services (MDHHS) and contains the following sections:

Section I .....	Request for Proposal Policy
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## Section I

### REQUEST FOR PROPOSAL POLICY

#### 1. RFP Timeline and Deadlines

Pre-application conference	February 10, 2021, 10:00 a.m.
Deadline for submitting questions regarding the grant application	February 10, 2021
Q & A Posted on EGrAMS	February 12, 2021
Agency EGrAMS registration, agency profile and project director request deadline to gain access to Application	February 24, 2021
Last day to receive EGrAMS technical assistance	March 2, 2021
Grant application deadline	March 3, 2021, 3:00 p.m.
Notification of Award/Denial	March 29, 2021

#### 2. Application and Submission Information

##### a. Application Guide

Applicants are responsible for reading and complying with this RFP and Competitive Application Instructions, which can be found by visiting the EGrAMS website at <http://egramps-mi.com/mdhhs> under 'About EGrAMS'.

##### b. EGrAMS Registration

Applicants are responsible to visit the EGrAMS websites to create a user profile and submit a Project Director Request.

1) Registering an agency and creating a user profile through the EGrAMS PORTAL at <http://egramps-mi.com/portal>.

- Applicants **NEW** to EGrAMS must register their agency on or before February 24, 2021, by going to the EGrAMS portal website.
  - a) Applicants must also have a DUNS number.
- Applicants **NEW** to EGrAMS are required to create a user profile by going to the EGrAMS portal website.

2) Submitting a Project Director Request through the EGrAMS website.

- **ALL** applicants are required to submit a Project Director Request on or before February 24, 2021.
- Requests will be processed within two business days.

##### c. Application Submission

Two applications will be accepted from each applicant. The application and any related materials and attachments must be submitted by the applicant's Authorized Official electronically using the EGrAMS website. For technical assistance when entering the application, contact the EGrAMS Helpdesk at [MDHHS-EGRAMS-HELP@michigan.gov](mailto:MDHHS-EGRAMS-HELP@michigan.gov). Technical assistance related to the submittal of the proposal and all attachments will **not** be

available on the day of the proposal deadline. This ensures equal access to technical assistance by preventing a first-come, first-served process for technical assistance. Responsibility for a complete submission lies with the applicant.

Applicants are encouraged to complete the grant application in advance of the grant application deadline to allow enough time to complete the application process and to receive technical assistance if necessary. The EGrAMS system will not permit applicants to submit applications that contain validation errors. Applicants must correct all errors before the system will allow submission of the application. Failure to correct all errors is not justification for a deadline extension.

To gain access to the application and complete entry and submission, a step-by-step instruction manual is available for your use. Visit the [EGrAMS website](#) and click the link "About EGrAMS" on the left-side panel to access Grantee Competitive Application Instructions.

d. Pre-Application Conference – Optional

A pre-application conference will be held to discuss this funding opportunity and provide instruction on using the EGrAMS system. The pre-application conference will be held on February 10, 2021, beginning at 10:00 a.m., and will last approximately 90 minutes. The conference can be accessed at <https://bit.ly/3ihnUoJ>.

3. Questions/Inquiries

This solicitation is competitive; therefore, staff cannot have individual conversations with prospective applicants. Any questions concerning the content of this RFP must be sent via email to MDHHS-CAHC@michigan.gov on or before February 10, 2021. Questions may be discussed verbally at the pre-application conference. MDHHS will compile all relevant questions and answers and post these as well as any other clarifications or revisions to the initial RFP by February 12, 2021, on the [EGrAMS website](#).

4. Incurring Costs

The State of Michigan is not liable for any cost incurred by the applicants prior to issuance of an agreement.

5. News Releases

News releases pertaining to this RFP on the service, study, or project to which it relates may not be made without prior MDHHS approval.

6. Disclosure of Proposal Contents

Proposals are subject to disclosure under the Michigan Freedom of Information Act (PA No. 442 of 1976).

7. Subcontracting

Subcontractors shall be subject to all conditions and provisions of any resulting agreement.

If subcontracting, the applicant must obligate the subcontractors to maintain the confidentiality of MDHHS' client information in conformance with state and federal requirements.

If portions of the services are being subcontracted, the applicant must identify the services the subcontractor will perform and provide all information requested, as it applies to both the applicant and the subcontractor(s). A subcontractor budget and statement of work must be provided for subcontractor services for \$50,000 or more. If the subcontractor's price is based on a fee schedule, the fee schedule must be included.

MDHHS may, at its discretion, require information on the process of an awarded subcontractor application.

The applicant is responsible for the performance of any subcontractors. Subcontractors shall be held to the same standard of quality and performance as the Grantee. Evaluators of applications will consider the qualifications of both the Applicant and subcontractor when making agreement award recommendations.

## 8. Evaluation Process

Only applications receiving a minimum of 70 points are eligible to receive funding through the grant program. An application will be evaluated based on the evaluation criteria identified in the RFP.

- A committee will review, evaluate and score the applications against the RFP requirements.
- The applications are ranked by score.
- MDHHS reserves the right to establish the criteria by which it will evaluate each applicant's response, and by which it will determine the most responsive, capable, and qualified applicants. In addition to cost, other principal factors may be considered in evaluating applications relative to:
  - Reliability
  - Applicant's past performance
  - Applicant's ability to respond to all requirements outlined in the RFP
  - Applicant's ability to maintain a presence in providing services
  - Financial stability
  - Continuity and stability in provision of service
  - Knowledge transfer activities

If MDHHS determines in its sole discretion that contracting with or awarding a grant to an applicant presents an unacceptable financial risk to MDHHS, MDHHS reserves the right to not award an agreement to that applicant.

### Clarifications

MDHHS may request clarifications from one or more applicants. MDHHS will document, in writing, clarifications being requested and forward to the applicants affected. This request may include any changes to the original application and will provide an opportunity to clarify the application submitted.

After reviewing the clarification responses, MDHHS will re-evaluate the applications using the original evaluation method.

## 9. Reservations

MDHHS reserves the right to:

- a. Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, preparation and submission of an application, and MDHHS's subsequent receipt and evaluation of an application does not commit MDHHS to award an agreement, even if all the requirements in the RFP are met.
- b. Consider late applications if: (i) no other applications are received or (ii) no complete applications are received.
- c. Consider an otherwise disqualified application, if no other qualified applications are received.
- d. Disqualify an application if it is determined that an applicant purposely or willfully submitted false information in response to the RFP. The applicant will not be considered for award, the State may pursue debarment of the applicant, and any resulting agreement that may have been established may be terminated.
- e. Consider prior performance with the State in making its award decision.
- f. Consider overall economic impact to the State when evaluating the application pricing and in the final award recommendation. This includes but is not limited to: considering principal place of performance, number of Michigan citizens employed or potentially employed, dollars paid to Michigan residents, Michigan capital investments, job creation, tax revenue implications, economically disadvantaged businesses.
- g. Consider total cost of ownership factors (e.g., transition and training costs) in the final award recommendation.
- h. Refuse to award an agreement to any applicant that has failed to pay State taxes or has outstanding debt with the State of Michigan.
- i. Enter into negotiations with one or more applicants on price, terms, technical requirements, or other deliverables.
- j. Award multiple agreements, or award by agreement activity.
- k. Evaluate the application outside the scope identified in Section 1.8, Evaluation Process, if MDHHS receives only one application.
- l. Evaluate applications using a method that establishes the relative importance of each deliverable.

10. Award Procedure

MDHHS will notify applicants recommended for funding via the MI E-Grants system. Applications selected for funding will either be approved as submitted or approved with revisions required.

For any applications approved as submitted, the applicant will be notified that the agreement document is available for signature in the MI E-Grants system.

For any applications approved with revisions required, the applicant will be notified that the application is ready for revisions in the MI E-Grants system. After successful completion of required revisions and subsequent review, the applicant will be notified that the agreement document is available for signature in the MI E-Grants system.

The Authorized Official for the applicant must electronically sign the agreement in MI E-Grants.

11. Protests

Award decisions are discretionary and are not subject to protest or appeal.

12. Acceptance of Proposal Content

The contents of the application of the successful applicant may become contractual obligations if an agreement ensues. Failure of the successful applicant to accept these obligations may result in cancellation of the award.

13. Standard Terms

Awards made as a result of this RFP will require execution of an agreement with MDHHS. A copy of the boilerplate agreement language for this program is available on the [MI E-Grants website](#) for reference. All rights and responsibilities noted in the boilerplate agreement language will become the rights and responsibilities of the indicated parties if the application is approved for funding. Applicants should review this agreement in advance of submitting an application.

14. Options to Renew

At the discretion of MDHHS, an awarded agreement may be renewed in writing by an award notification not less than 30 days before its expiration.

15. Registering on the SIGMA Vendor Self Service Website

To receive payment from the State of Michigan, a Grantee must be registered on the [SIGMA Vendor Self Service website](#), which links to the Statewide Integrated Governmental Management Application system (SIGMA).

16. State of Michigan Employees

State of Michigan employees may not act as applicants. Proposals from applicants who are current State of Michigan employees will be disqualified and will not be reviewed.

Policy in Civil Service Rule 2-8, Ethical Standards and Conduct, states an employee cannot represent or act as an agent for any private interests, whether for compensation or otherwise, in any transaction in which the State has a direct and substantial interest and which could reasonably be expected to result in a conflict between the employee's private interests and official State responsibilities.



## Section II

### GRANT PROGRAM SPECIFICATIONS

#### Introduction

This Request for Proposal (RFP) provides the information necessary to submit an application to the Expanding, Enhancing Emotional Health - Program Expansion – 2021 funding opportunity.. The specifications described in this RFP, the Minimal Program Requirements (Reference Document A), and other reference documents provide helpful information for developing the application. The documents required for the completion of this application are available on the [MI E-Grants website](http://www.mi-grants.com) and <http://www.michigan.gov/cahc>.

#### 1. Match Requirements

There is no match requirement for this funding opportunity.

#### 2. Purpose of the Expanding, Enhancing Emotional Health (E3)

The purpose of the E3 program is to provide a safe and caring place for all children and adolescents to learn positive health behaviors, coping mechanisms, and receive needed support, resulting in healthy youth who are ready and able to learn. This funding has been made available through The State School Aid Act, PA 94 of 1979, Michigan Compiled Laws (MCL) § 388.1631n(5) (See reference B).

#### 3. Definitions

**Adolescent** refers to people ages 10 through 21.

**Child or children** refers to people ages 5 through 9.

**Adult** refers to people ages 21 through 26 receiving special education services only.

**Expanding, Enhancing Emotional Health (E3)** is defined as a program located in a school or on school grounds that provides on-site comprehensive mental health services from mild to moderate severity of need. It includes internal/external referrals, tracking and follow-up throughout the year.

**Service area** is defined as a geographic area with precise boundaries (e.g., school district, county).

**Target population** is defined as a subset of the entire service area population (e.g., school building, city, or other). For this program, the eligible target population for school-based sites is 5-21 years of age (up to 26 years of age for students receiving special education services).

**Unduplicated user, or user**, is a child or adolescent who has presented themselves to the E3 site for service with the mental health provider and for whom a record has been opened. Opening a record includes documenting a clinical assessment, a DSM diagnosis and a treatment plan. Once per year, count users to generate the number of unduplicated children and adolescents using services for that year.

#### 4. Funding Priorities

First priority will be given to applications that propose sites in counties with no current state-funded CAHC program as listed in Reference D.

Second priority will be given to applications that propose sites in counties with suicide rates higher than the state average.

#### 5. Unallowable Expenses

The following costs are not allowed with this funding:

- The purchase or improvement of land
- Fundraising activities
- Political education or lobbying, including membership costs for advocacy or lobbying organizations
- Indirect costs
- Funds may not be used to refer a student for an abortion or assist a student in obtaining an abortion (MCL §388.1766).
- Funds may not be used to prescribe, dispense or otherwise distribute a family planning drug or device in a public school or on public school property (MCL §380.1507).
- Funding may not be used to serve the adult population (ages 22 years and older), except for students up to 26 years of age who are receiving special education services.
- Funds may not be used to supplant or replace an existing program supported with another source of funds or for ongoing or usual activities of any organization involved in the project.

#### 6. Program Requirements

In addition to the boilerplate agreement, successful applicants are required to comply with all requirements contained in Attachment E, Program-Specific Requirements, and Reference A, Minimum Program Requirements, for this model.

Expanding, Enhancing Emotional Health (E3) program shall be open and provide a full-time or full time equivalent qualified mental health provider (i.e., 40 hours) in one school building year-round. Services shall: a) fall within the current, recognized scope of mental health practice in Michigan and b) meet the current, recognized standards of care for children and/or adolescents.

Services provided by the mental health provider are designed specifically for children and adolescents, aged 5 through 21 years, and are aimed at achieving the best possible social and emotional health status. Mental Health Services are granted to all children and adolescents; not excluding those receiving special education services. **However, E3 services must not supplant already available services offered under special education.**

**Assurances:** To be eligible for funding, all applicants must check the assurances on the application coversheet. These assurances, mandated in the Michigan School Code, are that 1) that abortion services, counseling, and referrals for abortion services will not be provided as part of the services offered; and 2) that family planning drugs and/or devices will not be prescribed, dispensed or otherwise distributed on school property. Additional assurances include compliance with all federal and state laws and regulations prohibiting

discrimination, and all requirements and regulations of the Michigan Department of Health and Human Services. These assurances must be checked on the application coversheet (Reference E).

**Target Populations to be Served:** Programs are required to deliver services to children and adolescents at school-based sites in geographic areas where it can be documented that mental health care services that are accessible and acceptable to children and adolescents require enhancement or do not currently exist. Those ages 22-26 receiving special education services, can also be served in the school-based site.

**Technology:** Each funded applicant is required to have an accessible electronic mail account (email) to facilitate ongoing communication between MDHHS and grantees. All funded applicant will be added to the state funded and E3 list serves, which are the primary vehicle for communication between MDHHS and grantees and E3 providers, respectively.

Successful applicants must have the necessary technology and equipment to support billing and reimbursement from third-party payers. Refer to Reference A, Minimum Program Requirements, which describes the billing and reimbursement requirements for all grantees.

**Technical Assistance and Training:** MDHHS has a lead consultant to provide technical assistance to successful applicants. Anticipate quarterly meetings with the assigned MDHHS consultant. Each successful applicant will receive a comprehensive site review to ensure that all minimum program requirements are being met. If minimum program requirements are not being met, technical assistance and follow-up will occur, as needed. After this initial site review, subsequent reviews will occur at least once every five years, and more frequently if necessary.

In addition, the E3 program provides training opportunities for program staff throughout the year. The annual coordinator meeting, typically held in the fall, is a required training for all successful applicants. Additional trainings may be required during the planning process. Attendance at other E3 sponsored trainings is highly encouraged.

If awarded, a formal written approval by the school administration and the local school board will have to be submitted agreeing to assure that agencies will collaborate to determine the final location of the E3 site, administration of a health survey to enrolled students in the school, parental consent policy and services rendered in the E3 program within the first grant year.

## 7. Credentials

Successful applicants shall assure that appropriately credentialed or trained staff under their control, including employees and/or subcontractors, shall perform functions under this Agreement. See Reference A, Minimum Program Requirements, for staffing requirements by this model type.

## 8. Expected Performance Outcomes

Performance outcomes should be included in the workplan section of the application. During the Agreement, successful applicants shall demonstrate measurable progress toward the achievement of the outcomes.

The overall work plan must align with the proposed program plan, meet the needs of the target population(s), and include the following required objectives:

- Objective 1: By May 30, 2021, a finalized staffing plan with a timeline for hiring new staff will be submitted.
- Objective 2: By June 30, 2021, a comprehensive service delivery plan that is responsive to both the minimum program requirements and the health needs of the target population will be developed.
- Objective 3: By July 15, 2021, the program location will be finalized, with a detailed plan and timeline for renovation (if applicable), including anticipated costs, along with a financial plan for supplies and materials.
- Objective 4: By August 1, 2021, services will be made available and accessible to the targeted population.

Successful applicants are required to serve 50 unduplicated users annually.

#### 9. Reporting Requirements

In addition to the boilerplate agreement, successful applicants are required to comply with all requirements contained in Attachment C, Performance/Progress Reporting Requirements.

#### 10. Reference Documents

Reference documents for this RFP include:

- Minimum Program Requirements
- State Aid Section 5
- Michigan county list and map with no current CAHC program
- Program Coversheet Template
- Michigan Youth/Young Adult Suicide Data Tables: <https://bit.ly/2MoOss9>
- MDHHS E3 program web site: <https://bit.ly/2LWtxN5>

#### 11. Required Attachments

Provide the required attachments in the miscellaneous section. These are scored within the appropriate areas of the narrative.

- Two letters of need. Described in Narrative B
- Organization chart. Described in Narrative C.
- Application coversheet template using Reference E. Described in Narrative D.
- Letter of commitment from school district. Described in Narrative D.
- Letter of commitment from building where E3 will be located. Described in Narrative D.

## Section III

### EVALUATION CRITERIA

The total maximum number of points that an application can receive equals 100 points. Only those applications receiving a score of 70 points or more will be considered for award. The maximum number of points for each of the categories is as follows:

<b>Category</b>	<b>Total Points Possible</b>
<b>Narrative</b>	
Assessment of Strengths	10
Assessment of Need	20
Sponsoring Agency Experience	10
Organizational Structure	5
Service Plan Narrative	25
Financial Plan	10
Budget Narrative	5
<b>Work Plan</b>	<b>10</b>
<b>Budget</b>	<b>5</b>
<b>Total</b>	<b>100</b>

Evaluators will score applications using the following review questions:

#### **Assessment of Strengths (maximum 10 points)**

1. (4 points) Describe the assets and strengths of the students that speak to resilience, self-determination, and resourcefulness.
2. (4 points) What positive characteristics can be attributed to students, teachers, parents, and the school?
3. (2 points) How will these strengths or assets be leveraged to support the work of E3?

Review Criteria:

<b>Points</b>	<b>Assessment of Strengths (<i>Maximum 10 Points</i>)</b>
<b>4</b>	Did the applicant clearly describe the assets and strengths of the students in the community?
<b>4</b>	Did the applicant clearly state the positive attributes of the school; including students, teachers and parents?
<b>2</b>	Did the applicant clearly describe how strengths or assets will be leveraged to support the work of E3?

#### **Assessment of Need (maximum 20 points)**

The proposal must include documentation from multiple sources (such as data sources, community input, parent input) on the lack of youth accessible and acceptable services in the

geographic area proposed to be served. The need/demand for services must be well-documented.

1. (5 points) Provide descriptive and demographic information of the service area including the following:
  - A. Service area geographical description. Indicate if this applicant site is located in a school district or county that does not have existing CAHC funding (CAHC, SWP and E3).
  - B. Data on estimated need/demand for the proposed services.
  - C. Description of other unusual factors (high rates of suicide, depression, poverty, suspensions, expulsions, etc.) affecting the need for the proposed services.
  - D. Description demonstrating the lack of mental health services in the area. Give examples of similar services and the distance to those services.
  - E. Is the proposed E3 site located in a county with suicide rates higher than the state average? Provide relevant data/information related to suicide rates/suicide attempts/ideations (see information Reference Documents).
2. (4 points) Describe characteristics of the target population including the following:
  - A. Size of the target population.
  - B. Age of the target population
  - C. Economic status of the target population (at a minimum, include number of students in the target population that receive free or reduced-price school lunch, poverty rates, unemployment rates, etc.).
  - D. Gender and race/ethnicity of the target population.
3. (3 points) Describe how your organization will deliver the proposed services to the target population in a diverse, equitable and inclusive manner without having a negative impact on race, sex, religion, age, national origin, color, height, weight, marital status, gender identification or expression, sexual orientation, partisan considerations, disability or genetic information.
4. (4 points) Identify and include the results of a health survey (examples include but are not limited to Youth Risk Behavior Surveillance System-YRBS, Michigan Profile for Healthy Youth-MiPHY, school climate surveys, focus groups, etc.) that has been conducted in the previous three years to assess the target population's mental health needs, and identifies emotional health status and level of risk-taking behaviors.
5. (4 points) Current letters of need documenting the need for services must be obtained from at least two of the following agencies: community mental health service provider, local office of substance abuse services, federally qualified health centers (FQHCs-is a reimbursement designation from the Bureau of Primary Health Care and the Centers for Medicare and Medicaid Services of the United States Department of Health and Human Services), local MDHHS office, local hospital, mayor's office, local health department, board of health, health officer, school district superintendent or school board, intermediate school district and/or county board of commissioners.

## Review Criteria:

<b>Points</b>	<b>Statement of Need (Maximum 20 Points)</b>
<b>Service Area</b>	
<b>2</b>	Did the applicant provide descriptive demographic information of the service area that clearly shows a strong need for services for all four of the following: a) service area geographical description; b) data on estimated need/demand for the proposed services; c) description of other unusual factors (high rates suicide, depression, poverty, suspensions, expulsions, etc.) affecting the need for the proposed services; and d) description demonstrating the lack of mental health services in the area?
<b>2</b>	Is the applicant site located in a school district or county that does not have existing CAHC funding (CAHC, SWP and E3)?
<b>1</b>	Did the applicant provide relevant information highlighting the location is in a county with suicide rates higher than the state average?
<b>Target Population</b>	
<b>4</b>	Did the applicant provide a clear description of the target population(s), including a breakdown of number of children and adolescents in proposed school/district, age, gender, race and any other relevant demographics, for which the proposed program is intended?
<b>Health Disparities/DEI</b>	
<b>3</b>	Did the applicant clearly describe how the organization will deliver the proposed services to the target population in a diverse, equitable and inclusive manner without having a negative impact on race, sex, religion, age, national origin, color, height, weight, marital status, gender identification or expression, sexual orientation, partisan considerations, disability or genetic information?
<b>Survey/Data/Letters</b>	
<b>4</b>	Did the applicant clearly identify and include the results of a health survey (examples include but not limited to- YRBS, MiPHY, school climate surveys, focus groups, etc.) that has been conducted in the previous three years to assess the target population's mental health needs, and identifies emotional health status and level of risk-taking behaviors?
<b>4</b>	Did the applicant provide current letters of need for the service area/target population? The need for services must be obtained from at least two of the following agencies: community mental health, local office of substance abuse services, federally qualified health centers (FQHCs), local MDHHS office, local hospital, Mayor's office, local health department, board of health, health officer, school district superintendent or school board, intermediate school district and/or county board of commissioners.

**Sponsoring Agency Experience/Organizational Structure (maximum 15 points)**

Describe the expertise and experience of the agency in implementing the proposed E3 program. At a minimum, the applicant must complete the following:

1. (2 points) Describe your organization, including the mission and the primary services offered.
2. (3 points) Describe your organization's current or previous successful experience providing on-site comprehensive mental health services from mild to moderate severity of need.
3. (2 points) What specific services were provided? How are they similar to what is being proposed?

4. (4 points) Describe the administrative and organizational structure within which the program will function. In the Miscellaneous section, attach an organizational chart depicting the program. Include the fiduciary agency, program coordinator, mental health provider, proposed subcontractors (if applicable), and all related program personnel, as an attachment.
5. (4 points) Describe the number of staff who will provide the proposed services including a description of the skills/qualifications necessary. In the Miscellaneous section, include job descriptions or vitae (if available) of the personnel who will play key roles in the administration of the model, and the delivery of services. Provide a description of how program coordination will occur, including any full-time equivalents (FTEs) dedicated to overseeing and coordinating administrative functions.

## Review Criteria:

<b>Points</b>	<b>Sponsoring Agency Experience/Organizational Structure (Maximum 15 Points)</b>
<b>2</b>	Did the applicant clearly describe their organization, mission, and services? Are they relevant to the proposed program?
<b>3</b>	Did the applicant clearly describe their current or previous successful experience providing on-site comprehensive mental health services from mild to moderate severity of need?
<b>2</b>	Did the applicant clearly demonstrate the specific services that were provided and how they are similar to E3?
<b>4</b>	Did the applicant clearly describe the administrative and organizational structure within which the program will function? Submit an organizational chart depicting the program. Include the fiduciary agency, program coordinator, mental health provider, proposed subcontractors (if applicable), and all related program personnel, as an attachment.
<b>4</b>	Did the applicant clearly describe the number of staff who will provide the proposed services including a description of the skills/qualifications necessary? In the attachments, include job descriptions or vitae (if available) of the personnel who will play key roles in the administration of the model, and the delivery of services. Provide a description of how program coordination will occur, including any full-time equivalents (FTEs) dedicated to overseeing and coordinating administrative functions.

**Service Plan (maximum 25 points)**

Services proposed to be provided should be fully and clearly described in this section. The services as described in this proposal must be partially operational and accessible to the described target population by June 1, 2021.

1. (2 points) Attach a completed program coversheet (found in Reference E) with all program assurances checked (if applicable), and authorized agency signature.
2. (4 points) Provide a description of the proposed services that will be provided at the E3 site.
3. (4 points) Describe the system that will be used to identify and recruit clients for services. What methods will be used to engage parents and gain consents for treatment.
4. (3 points) Describe the internal and external referral process that will be used for services, which includes follow-up procedures. Include the relationship the applicant has with



community partners, as well as the attempts that have been made to meet the needs of the population the applicants are requesting to serve.

5. (3 points) Describe the proposed hours of operation and arrangements for 24/7 after-hours service. Mental health services must be provided to the population served through the E3 site a minimum of 40 hours per week or be equivalent to full time. Services must be provided year-round, including times when school is not in session. Describe the proposed plan to address year-round services during times of school closure.
6. (2 points) Indicate the number of unduplicated children and/or youth proposed to be served during the fiscal year. A minimum of 50 unduplicated users must be proposed and served for E3 sites.
7. (2 points) Describe where and how services will be provided.
8. (2 points) Signed letters of commitment for the E3 site from the (1) school building administration and (2) the local school district must be included with the proposal. Commitment letters must demonstrate assurance that agencies will collaborate to determine the final location of the E3 site, administration of a health survey to enrolled students in the school, parental consent policy and services rendered in the E3 program.
9. (2 points) Describe the proposed location within the school building for E3. Include any renovation or construction that is needed to ensure this space is fully operational and youth friendly. Please note that grant funds cannot be used for construction or architectural costs.
10. (2 points) Describe the strategy that will be used to integrate a full time Mental Health Provider into the selected school. Include past successful experiences of mental health integration, if applicable.
11. (2 points) Describe the methods that will be used to differentiate the E3 mental health provider from other like services (such as a school social worker) in the school environment. Describe the implementation methods used for collaboration between current student support staff and the new E3 provider. It is imperative that the funding used for the E3 providers does not supplant existing services in the selected school site.
12. (2 points) Describe how you will ensure school readiness for these services to be provided (examples include anecdotal stories, focus groups, and staff surveys).

Review Criteria:

<b>Points</b>	<b>Service Plan (Maximum 25 Points)</b>
<b>2</b>	Did the applicant provide a completed program coversheet with all assurances checked, and signed by authorized official?
<b>4</b>	Did the applicant provide a detailed description of the proposed services that will be provided at the E3 site?
<b>4</b>	Did the applicant clearly describe the system that will be used to identify and recruit clients for services. What methods will be used to engage parents and gain consents for treatment?
<b>3</b>	Did the applicant clearly describe the internal and external referral process that will be used for services, which includes follow-up procedures. Did the applicant include the relationship the applicant has with community partners, as well as the attempts that have been made to meet the needs of the population the applicants are requesting to serve?

3	Did the applicant clearly describe the proposed hours of operation and arrangements for 24/7 after-hours service? Are mental health services proposed to be provided to the population served through the E3 site a minimum of 40 hours per week or be equivalent to full time. Are services proposed to be provided year-round, including times when school is not in session. Did the applicant describe the proposed plan to address year-round services during times of school closure?
2	Did the applicant indicate the number of unduplicated children and/or youth proposed to be served during the fiscal year? Did the applicant propose to serve a minimum of 50 unduplicated users?
2	Did the applicant clearly describe where and how services will be provided?
1	Did the applicant provide signed letters of commitment for the E3 site from the (1) school building administration and (2) the local school district must be included with the proposal.
1	Do the commitment letters demonstrate assurance that agencies will collaborate to determine the final location of the E3 site, administration of a health survey to enrolled students in the school, parental consent policy and services rendered in the E3 program?
2	Did the applicant clearly describe the proposed location within the school building for E3? Did the applicant mention any renovation or construction that is needed to ensure this space is fully operational and youth friendly, noting that grant funds cannot be used for construction or architectural costs?
2	Did the applicant clearly describe the strategy that will be used to integrate a full-time mental health provider into the selected school. Include past successful experiences of mental health integration, if applicable.
2	Did the applicant clearly describe the methods that will be used to differentiate the E3 mental health provider from other like services (such as a school social worker) in the school environment? Did the applicant describe the implementation methods used for collaboration between current student support staff and the new E3 provider, and did they demonstrate that funding used for the E3 providers does not supplant existing services in the selected school site?
2	Did the applicant describe, with examples, how schools will be readied for these services to be provided?

### Financial Plan (10 points)

The financial plan should be sufficient to achieve the proposed project, but not be excessive. The financial plan should also address the following:

1. (3 points) Briefly describe all funding sources that will help support the E3 site, the amount of support, and clearly identify the distribution of these funds.
2. (3 points) Describe the billing system that will be used to recover appropriate revenues from third-party payers and ensures that clients will not be denied services for lack of payment.
3. (2 points) Provide written assurance E3 funding will not be used to supplant current funding supporting school emotional health services or supplant existing special education services.
4. (2 points) Describe how the billing and fee collection process will protect client confidentiality, including billing for confidential services to minors.

## Review Criteria:

<b>Points</b>	<b>Financial Plan (Maximum 10 Points)</b>
<b>3</b>	Did the applicant provide a clear description of all funding sources that will help support the E3 site, the amount of the support and clearly identify the distribution of funds?
<b>3</b>	Did the applicant clearly describe the billing system that will be used to recover appropriate revenues from third-party payers and ensure the clients will not be denied services for lack of payment?
<b>2</b>	Did the applicant provide written assurances E3 funding will not be used to supplant current funding supporting school emotional health services or supplant existing special education services?
<b>2</b>	Did the applicant clearly describe how the billing and fee collection process will protect client confidentiality, including billing for confidential services to minors?

**Budget Narrative (maximum 5 points)**

1. Prepare a budget narrative, which must provide detailed descriptions of planned expenditures, including justification and rationale. All budget line items must be described in the budget narrative. The budget narrative should clearly delineate specific staff and staff costs, percentage of fringe benefits, travel and purchases supported with state dollars.

## Review Criteria:

<b>Points</b>	<b>Budget Form and Narrative (Maximum 10 Points)</b>
<b>3</b>	Did the Narrative Summary justify each line item in the budget for all expenditures?
<b>2</b>	Did the budget narrative match the budget?

**Work Plan (10 points)**

Provide a detailed work plan for the period of April 1, 2021-September 30, 2021, which includes program objectives, activities to be completed, responsible staff, time frames, expected outcomes, and measurements.

Each successful applicant will convene with their partners and undergo the necessary planning to begin implementation with full services operational by August 1, 2021. For the planning period, each successful applicant must include four required objectives. Applicants are encouraged to add additional objectives that are tailored to the community.

The overall work plan must align with the proposed program plan, meet the needs of the target population(s), and include the following required objectives:

- Objective 1: By May 30, 2021, a finalized staffing plan with a timeline for hiring new staff will be submitted.
- Objective 2: By June 30, 2021, a comprehensive service delivery plan that is responsive to both the minimum program requirements and the health needs of the target population will be developed.
- Objective 3: By July 15, 2021, the program location will be finalized, with a detailed plan and timeline for renovation (if applicable), including anticipated costs, along with a financial plan for supplies and materials
- Objective 4: By August 1, 2021, services will be made available and accessible to the targeted population.

## Review Criteria:

<b>Points</b>	<b>Work Plan (<i>Maximum 10 Points</i>)</b>
<b>3</b>	Did the applicant provide a complete work plan for the period of April 1, 2021-September 30, 2021 that included the four required objectives?
<b>2</b>	Did the applicant provide additional objectives that reflect the needs and input of the community?
<b>3</b>	Did the applicant provide detailed activities, actions, or steps to be taken, that will reasonably result in the accomplishment of each objective? Did at least one activity extend the full project period?
<b>2</b>	Did the applicant include responsible staff who are consistent with the project and budgeted staff?

**Budget (maximum 5 points)**

Prepare a line-item budget for the period of April 1, 2021, through September 30, 2021, in the Budget section of the EGrAMS application. All in-kind resources and hard match (if applicable-not required) must also be included on the budget. The budget should clearly delineate specific staff and staff costs, percentage of fringe benefits, travel and purchases supported with state dollars. You may find additional guidance to use in preparing the budget at <http://www.michigan.gov/cahc>.

## Review Criteria:

<b>Points</b>	<b>Budget Form and Narrative (<i>Maximum 10 Points</i>)</b>
<b>3</b>	Did the applicant provide a complete and clear line-item budget for the period of April 1-September 30, 2021?
<b>2</b>	Did the budget clearly delineate what state dollars are supporting vs. other sources of funding and only allowable expenses are proposed to be paid by state funding?