



**COMMUNITY MENTAL
HEALTH PARTNERSHIP**

of **Southeast Michigan**

SUBSTANCE USE SERVICES
**FY25 FUNDING
OPPORTUNITY**

Bidders' Conference

April 5, 2024

CMHPSM FY25 RFP BIDDERS' CONFERENCE SCHEDULE:

Time: (estimated)	Agenda Item:	Applicable Funding Opportunities:
9:30am	Welcome & Introductions	All (RFP#2025 A, B, and D)
9:40am	CMHPSM Operations	All (RFP#2025 A, B, and D)
9:50am	CMHPSM Finance	All (RFP#2025 A, B, and D)
10:00am	FY25 Funding Opportunity Overview	All (RFP#2025 A, B, and D)
Scheduled Break		
10:20am	Strategic Initiatives	RFP#2025D
Scheduled Break		
10:45am	Prevention Programs	RFP#2025A
Scheduled Break		
11:35am	Prevention Coalitions	RFP#2025B
12:20pm	Closing	



**COMMUNITY MENTAL
HEALTH PARTNERSHIP**

of **Southeast Michigan**

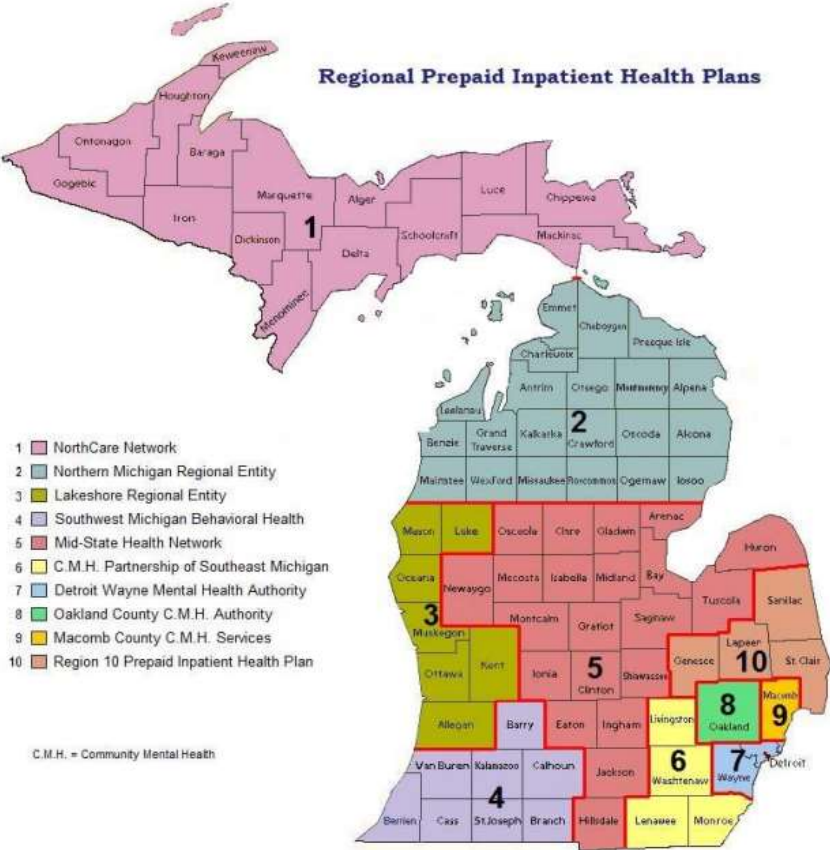
CMHPSM OPERATIONS

CJ Witherow, Chief Operations Officer

CMHPSM INTRODUCTION:

The Community Mental Health Partnership of Southeast Michigan (CMHPSM) is the Pre-Paid Inpatient Health Plan (PIHP) for Region 6, representing Lenawee, Livingston, Monroe and Washtenaw counties.

In partnership with our regional Community Mental Health Service Providers (CMHSPs) and the CMHPSM regional provider network, the CMHPSM provides substance use services across the region.



PROPOSAL SUBMISSION DEADLINE

Proposal Submission Deadline May 3, 2024, 5:00pm

Late proposals or proposals not in compliance with requirements will not be considered.

Where to Find Information:

BidNet Direct: <https://www.bidnetdirect.com/>

You can register for a free vendor account to access CMHPSM bids

CMHPSM website: <https://www.cmhpsm.org/procurement>

PROGRAMMATIC QUESTIONS

Due by April 15, 2024 by 5:00pm

All questions regarding the RFP/RFQ and submission procedures must be directed to contracts@cmhpsm.org. Only procedural questions will be answered individually for potential respondents. Examples of procedural questions include:

- Issues or guidance related to obtaining the RFP documents
- Vendor Registration on BidNet Direct
- Electronic Submission of proposals to the CMHPSM

Any programmatic questions submitted by the deadline will be answered through an RFP/RFQ addendum or similar notification posted on April 19, 2024, on BidNet Direct <https://www.bidnetdirect.com/> and the CMHPSM website <https://www.cmhpsm.org/procurement>

PROPOSAL SUBMISSION INSTRUCTIONS

Proposals must be submitted in the following manner:

- All required files must be emailed prior to the deadline to contracts@cmhpsm.org with the email subject line “RFP#_____ Agency Name - Submission”. (or RFQ# if applicable)
- All required supplemental document files must be named as indicated in the RFP/RFQ main document.
- No paper copies will be accepted.
- An emailed proof of receipt will be sent upon receipt of a proposal submission received by contracts@cmhpsm.org
- Each file name must start with the corresponding file/requirement number. For example, Cover Sheet submissions should be named “1-Cover Sheet- Your Agency Name- Your Program Name”.
- It is recommended that you combine multiple documents into one PDF for the required for the financial requirements and/or Optional Supplemental Information. If you choose to submit multiple documents for one submission requirement, you will need to have different names for each document.

PROPOSAL DECISIONS

- Proposals that are approved will receive an email from the SUS Director in August 2024 once their proposal is preliminarily approved by Regional Board.
 - Final confirmation will be sent after the Regional Board meeting in September 2024 when the agency budget is officially approved.
- Proposals that are not approved will receive an email from the SUS Director in August 2024 of these results.



**COMMUNITY MENTAL
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FINANCE

Matt Berg, CFO

STUFF YOU MUST DO FIRST

6 Months of Operating Results

or

Audited Financials

PEOPLE COST

CMHPSM RFP Narrative Budget Justification

Please complete the narrative for all categories your organization is requesting funds for on the CMHPSM Budget Worksheet, the fields will expand for responses.

Salaries & Wages Justification – Provide employee positions of the applicant/recipient organization

Justification - Describe the role and responsibilities of each position

Program Supervisor : Programatic leadership. Oversees outreach activities and collaborates with community organizations to develop culturally appropriate materials and strategies to raise awareness of the dangers of opioids and other illicit substances. Peer Outreach Specialist : Provides referrals for Case Management, testing, and Therapy along with information and supplies for participants, including overdose education and naloxone training. Vice President : Provides supervision, training and support to Program Supervisor. Fills in as supervisor when Program Manager is off. Reviews and ensures staff are trained on all program and organization policies and procedures.

Fringe Benefits - List all components that make up the fringe benefits rate/costs.

Justification - Detail Fringe reflects current rate(s) for agency.

Salary total for FICA/ Disability, Workers Compensation, Unemployment, 401K, and Health Insurance

TRAVEL AND CONTRACTS

Travel- Explain need for any travel related to this application.
Justification - Describe the purpose of travel and how costs were determined.
<i>Approx. 500 miles/ month at \$0.67/ mile for 2 outreach specialists and the program manager to travel to and from outreach events, trainings, meetings, etc; Bus passes for participant without transportation to access harm reduction services i.e., SSP, therapy, and support groups.</i>
Contracts - A contractual arrangement to carry out a portion of the programmatic effort or for the acquisition of routine goods or services under the grant. Such arrangements may be in the form of consortium agreements or contracts. A consultant is an individual retained to provide professional advice or services for a fee. The applicant/grantee must establish written procurement policies and procedures that are consistently applied. All procurement transactions shall be conducted in a manner to provide to the maximum extent practical, open and free competition.
Justification - costs for contracts must be broken down in detail and a narrative justification provided. If applicable, estimated numbers of clients should be included in the costs.
<i>Provides SMART recovery groups for clients Therapist will also attend meetings and trainings as needed. Provides outreach to build rapport with and engage clients in recovery groups within the first 30-60 days of FY. \$108.81/hour. Not to exceed \$25,396 per FY.</i>

OPERATING SUPPLIES/EXPENSES & OTHER

Operating Supplies / Expenses - materials costing less than \$5,000 per unit and often having one-time use.

Justification - Describe the need and include an adequate justification of how each cost was estimated.

Supplies needed by program staff- planners, computer supplies, phone supplies, laptop replacements as needed.

Other - expenses not covered in any of the previous budget categories

Justification - Break down detailed costs within the other category.

Training for program manager and 3 staff as needed; Cell phones for 3 staff @ \$50 each

INDIRECT COSTS – OTHER NOTES

Indirect Costs - Indirect cost rates are applied only to direct costs to the agency as allowed by the CMHPSM.

Indirect rate of 10% maximum (unless approved otherwise)

Other Notes

THE BUDGET

PROGRAM & PEOPLE

EXPENSE DETAILS	PROGRAM		
SALARIES & WAGES	AMOUNT	POSITION TITLES	FTE(s)
	\$ -	SALARIES & WAGES SUBTOTAL	

FRINGES – TRAVEL - SUBCONTRACTS

FRINGE BENEFITS	AMOUNT	NOTES
	\$ -	FRINGE BENEFITS SUBTOTAL
TRAVEL	AMOUNT	NOTES
	\$ -	TRAVEL SUBTOTAL
SUB- CONTRACTS	AMOUNT	NOTES
	\$ -	CONTRACTS SUBTOTAL

OPERATING SUPPLIES/EXPENSES – OTHER

OPERATING SUPPLIES/EXPENSES	AMOUNT	NOTES
	\$ -	OPERATING SUPPLIES / EXPENSE SUBTOTAL
OTHER	AMOUNT	IDENTIFY OTHER
\$ -	OTHER SUBTOTAL	

INDIRECT & TOTAL

	AMOUNT	NOTES	%
INDIRECT COSTS			
	\$ -	INDIRECT SUBTOTAL	#DIV/0!
TOTAL COSTS	\$ -		
TOTAL CMHPSM FUNDING	\$ -		

NO NOS

- 1. No Alcohol
- 2. No equipment
- 3. Nobody paid more than \$221,900
- 4. No meals (probably, check first)



**COMMUNITY MENTAL
HEALTH PARTNERSHIP**

of **Southeast Michigan**

SUBSTANCE USE SERVICES
**FY25 FUNDING
OPPORTUNITY
OVERVIEW**

Nicole Adelman, MPH
Substance Use Services Director

FY25 CMHPSM FUNDING OPPORTUNITIES

RFP #2025A- Substance Use Prevention Programs

Programs must utilize the Substance Abuse and Mental Health administration's (SAMHSA) Strategic Prevention Framework (SPF) and implement high quality, evidence-based interventions targeted to multiple sectors within a community. The SPF is an outcome-based, data driven, population-level approach to substance abuse prevention planning. SPF includes five steps: assessment, capacity, planning, implementation, and evaluation. All five steps in the SPF process must be conducted in a culturally competent manner and with a goal of sustainability.



FY25 CMHPSM FUNDING OPPORTUNITIES

RFP #2025B Substance Use Prevention Coalitions

Coalitions must utilize the Substance Abuse and Mental Health administration's (SAMHSA) Strategic Prevention Framework (SPF) and implement CADCA's Seven Strategies for Community Level Change. The SPF is an outcome-based, data driven, population-level approach to substance abuse prevention planning. SPF includes five steps: assessment, capacity, planning, implementation, and evaluation. All five steps in the SPF process must be conducted in a culturally competent manner and with a goal of sustainability.



FY25 CMHPSM FUNDING OPPORTUNITIES

RFP #2025D Strategic Initiatives

Services can include but are not limited to anchor institutions, collaboration with justice systems, engagement centers, integrated care/treatment models, peer outreach and recovery services, programs addressing emerging substance trends, recovery support programs, recovery housing, and youth outreach.



FY25 CMHPSM FUNDING OPPORTUNITY- FUNDING SOURCES

The funding sources listed on the following slides are provided as an example of potential funding that awards may be funded through. Awarded programs may receive funding from multiple sources. Brief funding requirements are included on the following slides, however, if funded, CMHPSM will provide more detailed funding requirements and restrictions during the contracting process.



FY25 CMHPSM FUNDING OPPORTUNITY- FUNDING SOURCES

American Rescue Plan Act (ARPA)

The purpose of ARPA funding is to increase efforts to address behavioral health conditions related to the COVID-19 pandemic. This includes but is not limited to community-level efforts and health communication strategies. These efforts should prioritize young adults, health equity among identified underserved populations and plans on how to address health disparities in prevention, intervention, treatment and recovery support services. ARPA funding focuses on utilizing evidence-based treatment and practices for opioid use disorder, alcohol use disorder, and tobacco use disorder in combination with other substance use disorders.

ARPA Funding Requirements

- ARPA funds are considered supplemental SUBG funds and follow the guidelines of SAMHSA [Substance Use Block Grant \(SUBG\)](#) funding. Additional requirements can be found on the SAMHSA website.
- Engagement Centers with ARPA funding must follow these guidelines [Best Practice Toolkit](#)

FY25 CMHPSM FUNDING OPPORTUNITY- FUNDING SOURCES

PA2

Public Act 206 directs, under specified circumstances, that a portion of each county's state convention facility development fund and liquor tax revenue be distributed for substance abuse prevention and treatment programs within the county. Proceeds are known as PA2 Funds.

The purpose of PA2 Funding is to be used in treatment, intervention, and prevention programming related to substance use services.

PA2 Funding Requirements

- Use of PA2 funds within the CMHPSM region shall be authorized by the SUD Oversight Policy Board utilizing the standards outlined in the [CMHPSM Regional PA2 Procurement Policy](#) and are based upon the availability of per county PA2 funds.
- PA2 funds can be expended on programs and services within a single county or support a region wide initiative.
- This funding can be used for other opportunities that other funding sources can't be used for such as:
 - Food
 - Syringe Services

FY25 CMHPSM FUNDING OPPORTUNITY- FUNDING SOURCES

Substance Abuse Block Grant (SABG)

The purpose of SABG Funding is to be used in treatment, intervention, and prevention programming related to substance use services. This is now being referred to by SAMHSA as [Substance Use Block Grant \(SUBG\)](#). Funds can span the continuum of Recovery Oriented Systems of Care (ROSC).

SABG Funding Requirements

- Substance Abuse Block Grant (SABG) grantees should direct this funding to prioritize and address the unique SUD prevention, intervention, treatment, and recovery support needs.

FY25 CMHPSM FUNDING OPPORTUNITY- FUNDING SOURCES

State Opioid Response (SOR)

The purpose of this funding is to address the opioid overdose crisis by increasing access to FDA-approved medications for the treatment of opioid use disorder (MOUD), and for supporting the continuum of prevention, harm reduction, treatment and recovery support services for opioid use disorder (OUD) and other concurrent substance use disorders. SOR funding also supports the continuum of care for stimulant misuse and use disorders.

SOR Funding Requirements

- SOR funding requires evidence-based treatments, practices and interventions for OUD and Stimulant Use Disorders (StUD).
- Grant funds may not be used to supplant current funding of existing activities.
- Programs that receive SOR funding may have additional reporting requirements such as the Center for Substance Abuse Treatment (CSAT) [Government Performance and Results Modernization Act \(GPRA\)](#) data collection.

Please note, FY25 SOR funding is anticipated but has not been released by SAMHSA. All SOR requirements listed and in the SOR Sample Contract are subject to change.



Scheduled Break

The presentation will resume promptly at 10:20am for RFP#2025D- Strategic Initiatives.

Upcoming Schedule:

- 10:20am- RFP#2025D- Strategic Initiatives
- 10:45am- RFP#2025A- Prevention Programs
- 11:35am-RFP#2025B- Prevention Coalitions



**COMMUNITY MENTAL
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of **Southeast Michigan**

STRATEGIC INITIATIVES

Nicole Adelman, Substance Use Services Director

Danielle Brunk, Program Coordinator

Alyssa Tumolo, Grants Coordinator

RFP#2025D- STRATEGIC INITIATIVES

Examples of Recovery-Oriented Activities

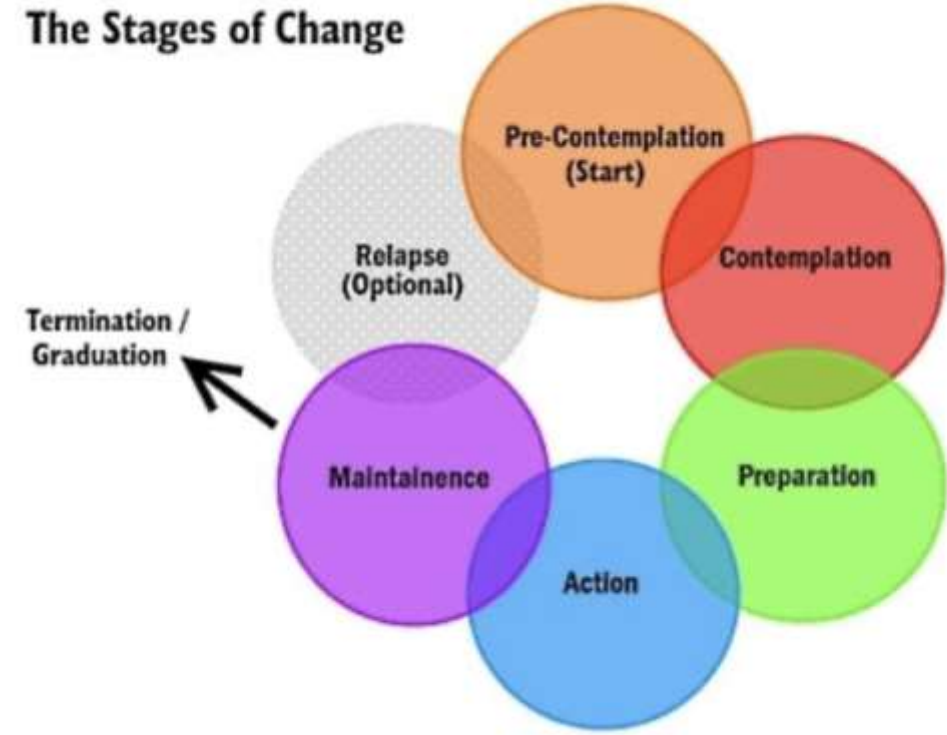
The CMHPSM is requesting proposals from respondents for substance use services to be provided within an array of services representing the [Recovery Oriented Systems of Care \(ROSC\) model](#), which includes prevention, harm reduction, treatment and recovery in Region 6 counties.

Examples of Recovery-Oriented Activities	Prevention	Intervention	Treatment	Post-Treatment
	<ul style="list-style-type: none"> • Early screening before onset • Collaborate with other systems, e.g., Child welfare, VA. • Stigma reduction activities • Refer to intervention treatment services 	<ul style="list-style-type: none"> • Screening • Early intervention • Pre-treatment • Recovery support services • Outreach services 	<ul style="list-style-type: none"> • Menu of treatment services • Recovery Support services • Alternative services and therapies • Prevention for families and siblings of individuals in treatment 	<ul style="list-style-type: none"> • Continuing care • Recovery support services • Check-ups • Self-monitoring

Source: https://www.samhsa.gov/sites/default/files/rosc_resource_guide_book.pdf

RFP#2025D- STRATEGIC INITIATIVES

CMHPSM Strategic Initiatives funding is intended to provide traditional and innovative services for approaches including harm reduction, treatment and/or recovery of substance use across the region. The CMHPSM is defining *Strategic Initiatives* as any usage of CMHPSM RFP funds requested by outside entities for harm reduction, treatment and recovery related substance use services and can address individuals within various [Stages of Change](#).



Source: <https://smartrecovery.org/the-stages-of-change>

RFP#2025D- STRATEGIC INITIATIVES

Identifying and understanding current and projected substance use related impacts and trends in the CMHPSM region is vital for implementing high quality programs and services. The CMHPSM recognizes the importance of identifying needs and strategies to promote healthy communities and individual well-being.

As such, respondents should use a data-driven approach, utilizing local and state-wide data to inform their proposal including but not limited to:

- [The CMHPSM FY24-26 Substance Use Services Strategic Plan](#)
- Local Epidemiological Data
- Existing Services and Opportunities for Collaboration
- Health Disparities
- Social Determinants of Health Impacting Individuals in the Region



RFP#2025D- STRATEGIC INITIATIVES PROGRAM CATEGORIES

The following program categories have been identified for funding:

- Anchor Institutions
- Collaboration with Justice Systems
- Engagement Centers
- Harm Reduction Services
- Integrated Care/Treatment Models
- Peer Outreach and Recovery Services
- Emerging Substance Use Trends
- Recovery Support Programs
- Recovery Housing
- Youth Outreach

Applicants may propose an alternative programming category by providing data within the Program Proposal Narrative that demonstrates regional/community need for programming.

RFP#2025D- STRATEGIC INITIATIVES SUBMISSION REQUIREMENTS

Proposal Documents and Required Submission Items can be found in the table on page 10 of the Strategic Initiatives RFP Main Document.

Proposals must be received by the RFP#2025 deadline and include all of the required submission items. All required attachments and any supplemental document files must be named as indicated in the instructions found on pages 8-10 in the Strategic Initiatives RFP Main Document.



RFP#2025D- SUBMISSION REQUIREMENT #1: APPENDIX A

Submission Requirement #1:

Document: CMHPSM RFP#2025D- Appendix A Cover Sheet

Points: Required to have proposal scored.

Required File Type: Signed PDF document

File Number: 1

File Name: 1-Cover Sheet- Agency Name- Program Name

Instructions: Complete and sign the CMHPSM RFP#2025D- Appendix A Cover Sheet and include in submission as PDF document

The form is titled "APPENDIX A: CMHPSM RFP#2025D COVER SHEET" and includes the logo of the Community Mental Health Partnership of Southeast Michigan. It is divided into several sections: "Organization Information" with fields for Organization, Mailing Address, City/State, Zip, Phone, Non-Profit Status (For-Profit and Non-Profit), and Counties Served (Lenawee, Monroe, Livingston, Washtenaw); "Organization Contacts" with fields for Signing Official Name, Contact Information (Phone, Email), and Finance Contact Information (Phone, Email); a "Total Funding Request for proposal" field with a dollar sign; a disclaimer paragraph; and a signature section with fields for Signed, Date, and Printed Name.

RFP#2025D- SUBMISSION REQUIREMENT #2: NARRATIVE PROPOSAL

Submission Requirement #2:

Document: Narrative Program Proposal

Points: 80

Required File Type: One Single Microsoft Word or PDF Document

File Number: 2

File Name: 2-Narrative-Agency Name-Program Name

Instructions: Please provide a detailed summary of your organization's proposal. This narrative proposal should include all aspects of your program which would be potentially funded by the CMHPSM. All proposals must follow the CMHPSM prescribed outline on pages 11-14 as applicable to your proposal and be no longer than 10 pages.

Submission Requirement #2 Narrative Program Proposal (80 points)

Please provide a detailed summary of your organization's proposal as an attached Microsoft Word or PDF document with your submission. This narrative proposal should include all aspects of your program which would be potentially funded by the CMHPSM. All proposals must follow the CMHPSM prescribed outline below as applicable to your proposal and be no longer than 10 pages:

A. Responding Organization Overview (5 points)

1. Organization Mission, Vision, Values, etc.
2. Describe how your organization provides services that are aligned with recovery oriented principles and elements.
3. List any accreditation or certification/association that ensures quality standards are followed or adhered to and expiration date.
4. List any licensure held by the program and expiration date.

B. Program Overview (75 points)

1. Brief Program Summary (4 points)

- a. Identify the program type/category (*please see pages 3-5 above*) and include a brief program overview in the five lines or less to be used in publications and reports if the program is funded.
- b. Total amount of funding requested for this program

2. Population of Focus (12 points)

- a. Identify and describe the population(s) of focus and service area within this region where the program will deliver services aligned with the identified population of focus.
- b. Why is this population selected for services?
- c. Provide a demographic profile of the population of focus to include the following: race, ethnicity, federally recognized tribe (if applicable), language, sex, gender identity, sexual orientation, age, and socioeconomic status.
- d. Describe the experience of your organization providing services to the population(s) of focus.

RFP#2025D- SUBMISSION REQUIREMENT #2: NARRATIVE PROPOSAL

The Narrative Program Proposal is the summary of your organization's proposal. The narrative should follow the CMHPSM outline on pages 11-14 and answer each question entirely to receive full points. Questions cover various topics including:

- Responding Organization Overview
- Brief Program Summary
- Population of Focus
- Special Populations
- Community Need
- Gaps and Disparities
- Staff Qualifications and Experience
- Collaboration and Care Coordination
- Sub-Contractors
- Implementation Strategy and Timeline
- Outcomes and Evaluation
- CMHPSM Strategic Plan Alignment
- Prior Program Performance (if applicable)

RFP#2025D- SUBMISSION REQUIREMENT #2: NARRATIVE PROPOSAL

Proposals are required to describe the goals and SMART* objectives of the proposed program and connect the goals/objectives to the level of effort and funding that is being requested (*Question 10, page 13*).

**SMART-Specific, Measurable, Achievable, Realistic, and Time-Phased*



Non-SMART Objective Example:

Staff will be trained on the selected evidence-based model.



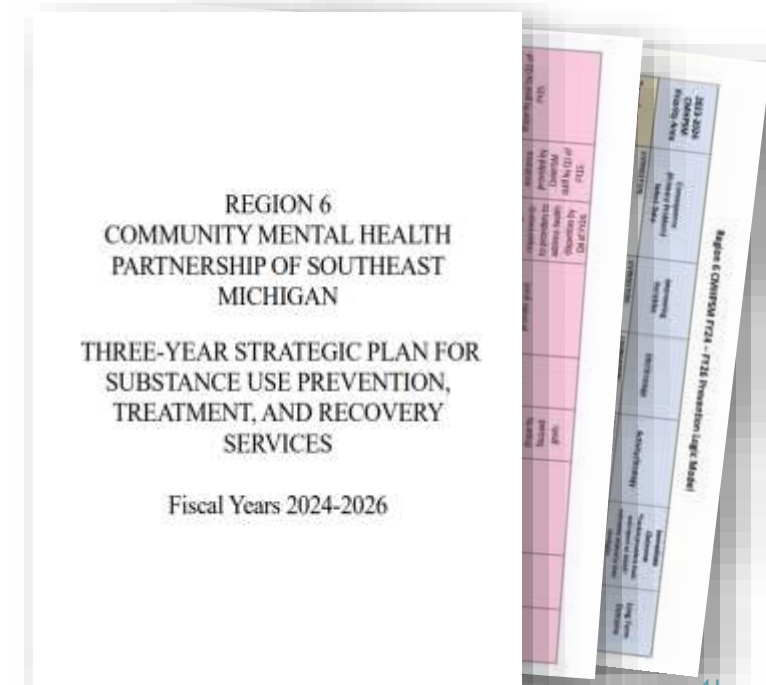
SMART Objective Example:

By quarter 2 (April 2025) of the fiscal year, Program Manager will have trained 75% (75/100) of agency staff in the evidence-based model, SBIRT.

RFP#2025D- SUBMISSION REQUIREMENT #2: NARRATIVE PROPOSAL

Proposals are also required to describe how the proposed program aligns with the FY24-26 CMHPSM Substance Use Services Strategic Plan priority areas (*Question 11, page 14*).

- [Region 6 CMHPSM FY24-FY26 Substance Use Services Strategic Plan](#)
- [Region 6 CMHPSM FY24-FY26 Treatment and Recovery Logic Model](#)
- [Region 6 CMHPSM FY24-26 Prevention Logic Model](#)



RFP#2025D- SUBMISSION REQUIREMENT #3: APPENDIX B

Submission Requirement #3:

Document: CMHPSM RFP#2025D-Appendix B Program Budget

Points: 10

Required File Type: One Microsoft Excel File

File Number: 3

File Name: 3-Budget-Agency Name-Program Name

Instructions: Utilizing the CMHPSM budget forms following instructions. Submit one budget per program funding request.

EXPENSE DETAILS	PROGRAM		
	AMOUNT	POSITION TITLES	FTE(s)
SALARIES & WAGES			
		\$ -	SALARIES & WAGES SUBTOTAL
FRINGE BENEFITS	AMOUNT	NOTES	
	\$ -	FRINGE BENEFITS SUBTOTAL	
TRAVEL	AMOUNT	NOTES	
	\$ -	TRAVEL SUBTOTAL	
SUB- CONTRACTS	AMOUNT	NOTES	
	\$ -	CONTRACTS SUBTOTAL	
OPERATING SUPPLIES/EXPENSES	AMOUNT	NOTES	
	\$ -	OPERATING SUPPLIES / EXPENSE SUBTOTAL	
OTHER	AMOUNT	IDENTIFY OTHER	

RFP#2025D- SUBMISSION REQUIREMENT #4: APPENDIX C

Submission Requirement #4:

Document: CMHPSM RFP#2025D-Appendix C Program Budget Narrative

Points: 10

Required File Type: One Microsoft Excel File

File Number: 4

File Name: 4-Budget Narrative-Agency Name-Program Name

Instructions: Completed CMHPSM Budget Narrative, following all instructions within the document and included with submission as a Microsoft Excel file.

CMHPSM 2025 RFP Narrative Budget Justification
Please complete the narrative for all categories your organization is requesting funds for on the CMHPSM Budget Worksheet, the fields will expand for responses.
Salaries & Wages Justification – Provide employee positions of the applicant/recipient organization Justification - Describe the role and responsibilities of each position and how they relate to this project
Fringe Benefits - List all components that make up the fringe benefits rate/costs. Justification - Detail Fringe reflects current rate(s) for agency.
Travel - Explain need for any travel related to this application. Justification - Describe the purpose of travel and how costs were determined.
Subcontracts - A contractual arrangement to carry out a portion of the programmatic effort or for the acquisition of routine goods or services under the grant. Such arrangements may be in the form of agreements or contracts. A consultant is an individual or organization retained to provide professional advice or services for a fee. The applicant/grantee must establish written procurement policies and procedures that are consistently applied. All procurement transactions shall be conducted in a manner to provide to the maximum extent practical, open and free competition. Justification - costs for contracts must be broken down in detail and a narrative justification provided. If applicable, estimated numbers of clients should be included in the costs.
Operating Supplies / Expenses - materials costing less than \$5,000 per unit Justification - Describe the need and include an adequate justification of how each cost was estimated.

RFP#2025D- SUBMISSION REQUIREMENT #5: ORGANIZATION FINANCE INFORMATION

Submission Requirement #5:

Document: Organization Financial Information

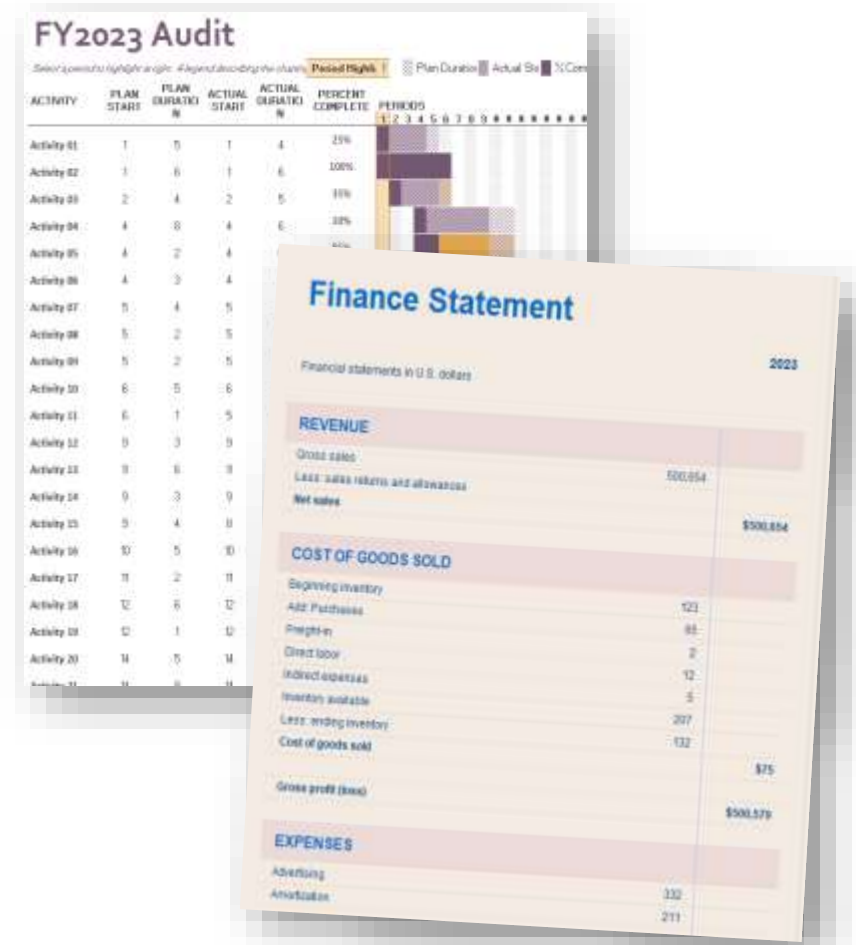
Points: Required to have proposal scored.

Required File Type: PDF document

File Number: 5

File Name: 5-Document Title-Agency Name-Program Name- Month/FY (as applicable)

Instructions: Attach the most recent six months of organizational financial statements and most recent organizational fiscal audit as PDF documents. If fiscal audit is not applicable, please provide the current fiscal year agency budget.



RFP#2025D- OPTIONAL SUBMISSION DOCUMENTS

Optional Submission Documents: Supplemental Information

Points: Not Scored

Required File Type: PDF documents

File Number: 6

File Name: 6-Document Title-Agency Name-Partner Name

Instructions: Attach with the submission any relevant letters of commitment, involvement or intent to partner and/or Memorandums of Understanding as PDF files.



RFP#2025D- REFERENCE DOCUMENTS

Reference Documents:

Provided for reference to RFP#2025D are the following documents

- **Appendix D-** Sample CMHPSM Contract
- **Appendix D2-** Sample ARPA-BG Contract
- **Appendix E-** Resources



RFP#2025D- STRATEGIC INITIATIVES RESOURCES (APPENDIX E)

Recovery Oriented Systems of Care (ROSC) Model:

https://www.samhsa.gov/sites/default/files/rosc_resource_guide_book.pdf

SMART Recovery Stages of Change:

<https://smartrecovery.org/the-stages-of-change>

Michigan Association of Recovery Residences (MARR):

<https://michiganarr.com/>

Government Performance and Results Modernization Act (GPRA):

<https://www.samhsa.gov/grants/gpra-measurement-tools>

CMHPSM Procurement:

<https://www.cmhpsm.org/procurement>

CDC Writing SMART Objectives:

<https://www.cdc.gov/healthyyouth/evaluation/pdf/brief3b.pdf>

FY24-26 CMHPSM Substance Use Services Strategic Plan:

<https://www.cmhpsm.org/strategicplan>



Scheduled Break

The presentation will resume promptly at 10:45am for RFP#2025A- Prevention Programs.

Upcoming Schedule:

- 10:45am- RFP#2025A- Prevention Programs
- 11:35am-RFP#2025B- Prevention Coalitions



**COMMUNITY MENTAL
HEALTH PARTNERSHIP**

of **Southeast Michigan**

RFP #2025A PREVENTION PROGRAMS

Nicole Adelman, Substance Use
Services Director

Jane Goerge, Prevention Coordinator
Rebecca DuBois, Grants Coordinator

CMHPSM PREVENTION PRIORITY AREAS (RFP PG. 3)

Reduce childhood and underage drinking

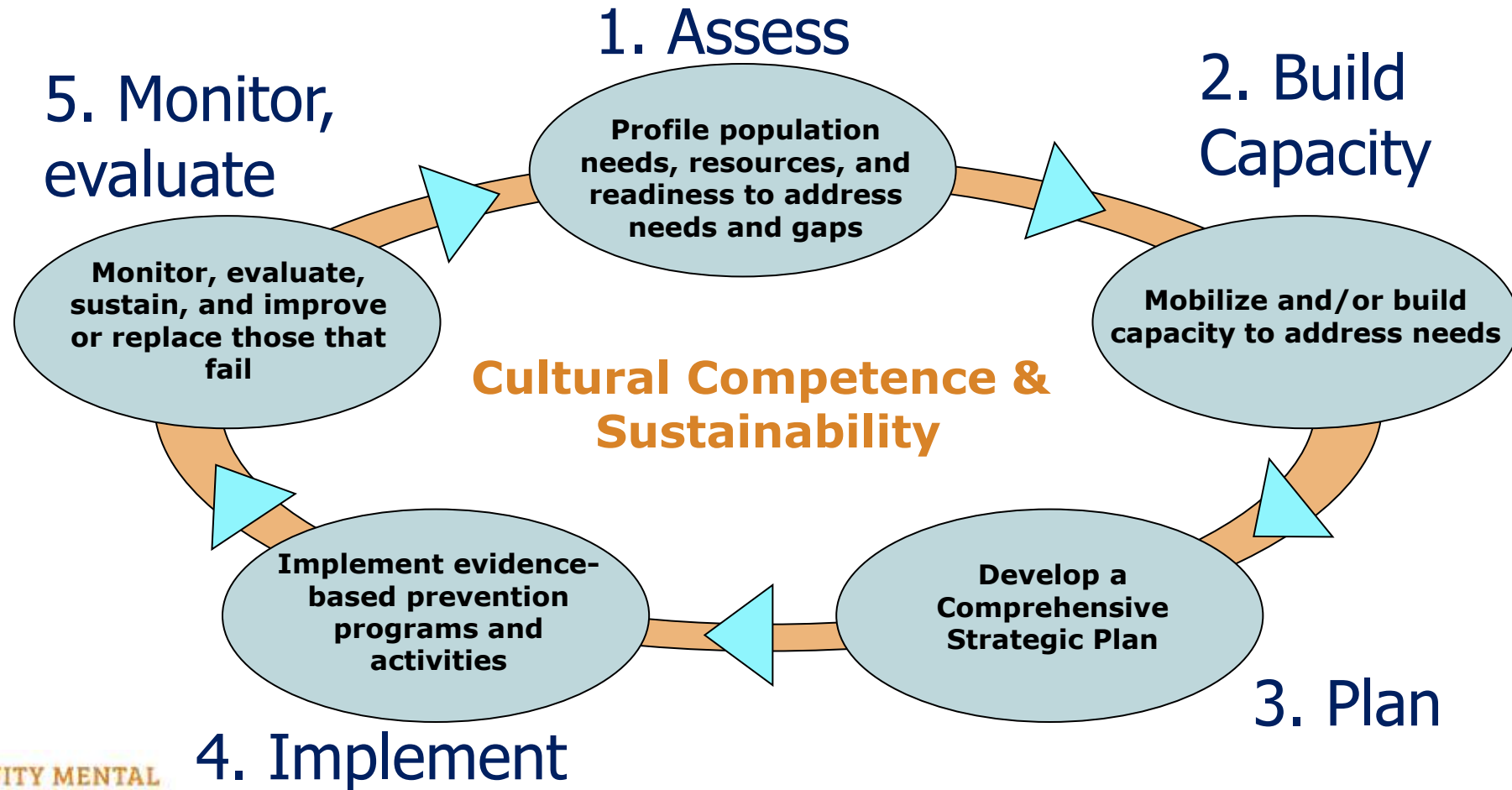
Reduce prescription and over the counter drug misuse

Reduce youth access to/use of tobacco and nicotine

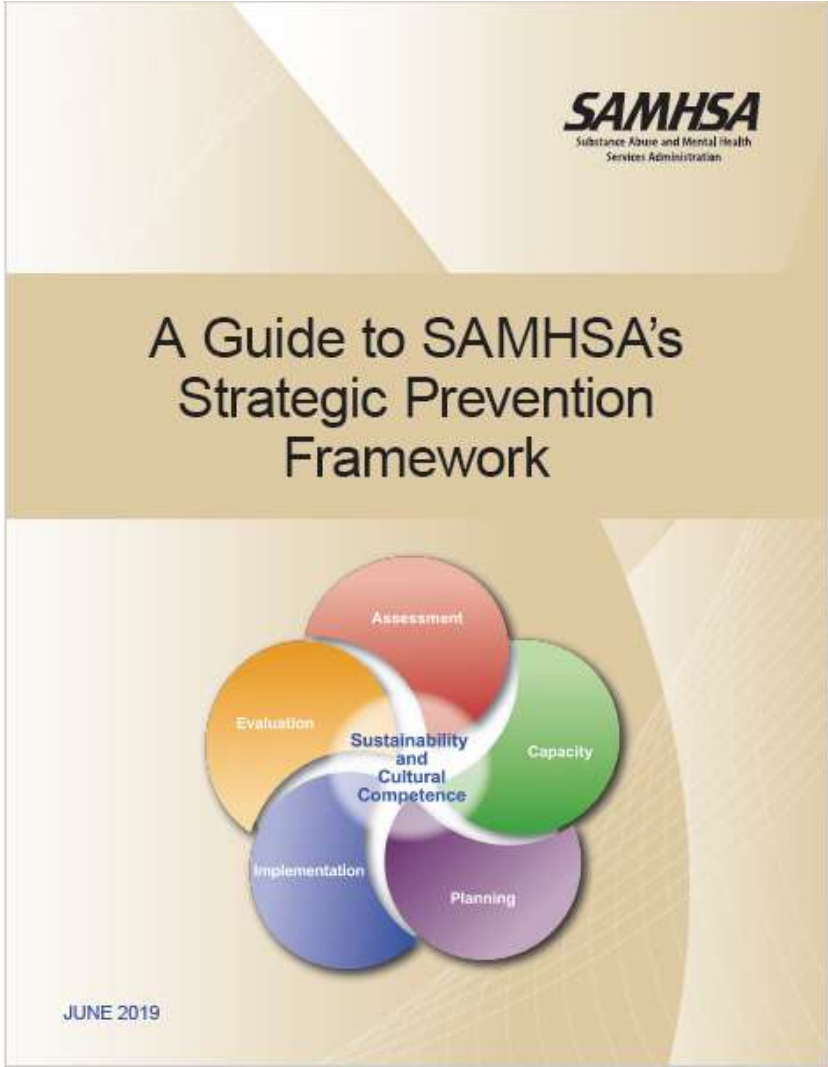
Reduce youth use of marijuana

Reduce illicit drug use

SAMHSA'S STRATEGIC PREVENTION FRAMEWORK (RFP PG. 9)



STRATEGIC PREVENTION FRAMEWORK RESOURCE (RFP PG. 9)



STRATEGIC PREVENTION FRAMEWORK (RFP PG. 10)

Using SPF to develop an **Implementation & Evaluation Plan**



SAMHSA



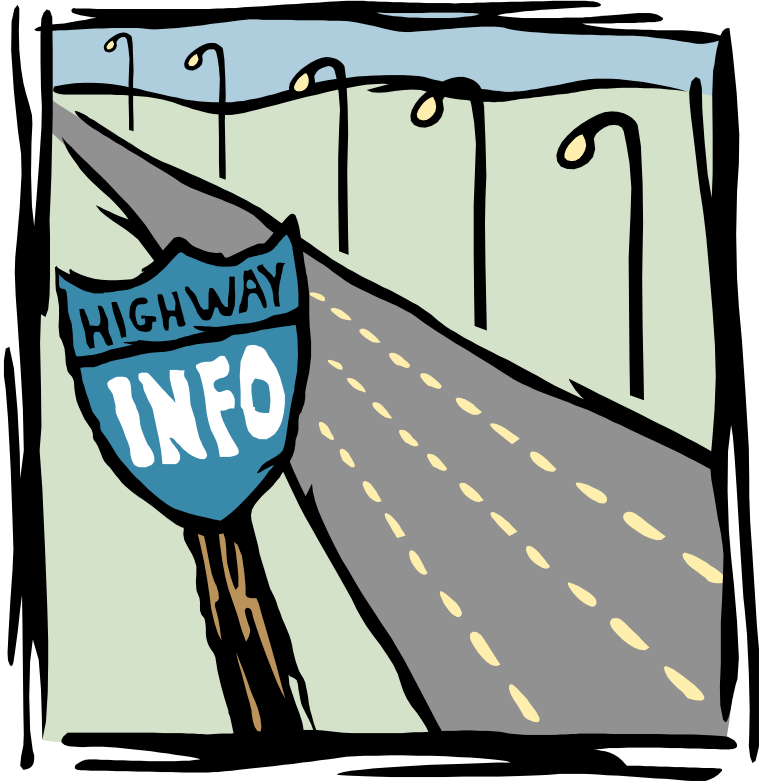
SPF STEPS 1 & 2 (RFP PG. 10 - 11)

ASSESSMENT & CAPACITY

LET THE DATA LEAD YOU

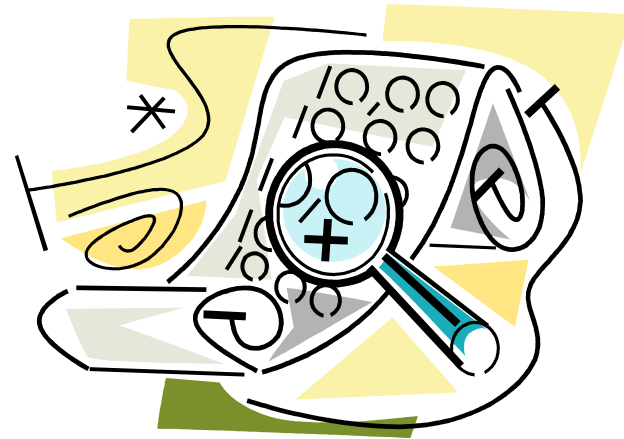


POTENTIAL DATA RESOURCES (RFP PG. 11)



- Michigan Substance Use Disorder Data Repository (MDHHS)
- Michigan School Health Survey System (MDE)
- Michigan Traffic Crash Facts (OHSP)
- National Survey on Drug Use and Health (NSDUH)

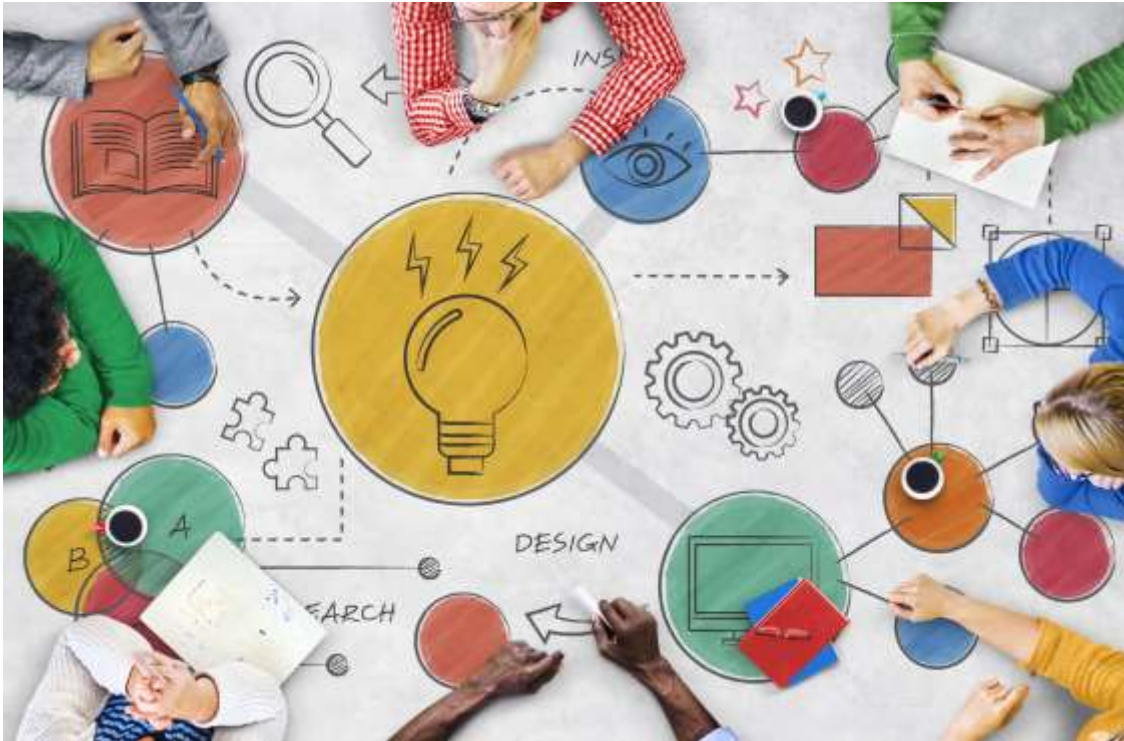
KNOWLEDGE & UNDERSTANDING OF YOUR COMMUNITY



What is the primary problem?
What substance?
Trends?
What are the consequences?
Demographics?



INTERVENING VARIABLES (MODIFIABLE RISK & PROTECTIVE FACTORS)



What is causing the substance-related problem/consequence?

What increases the likelihood OR decreases the likelihood of the problem/consequence?

RFP PG. 11 & **Appendix B for Examples**

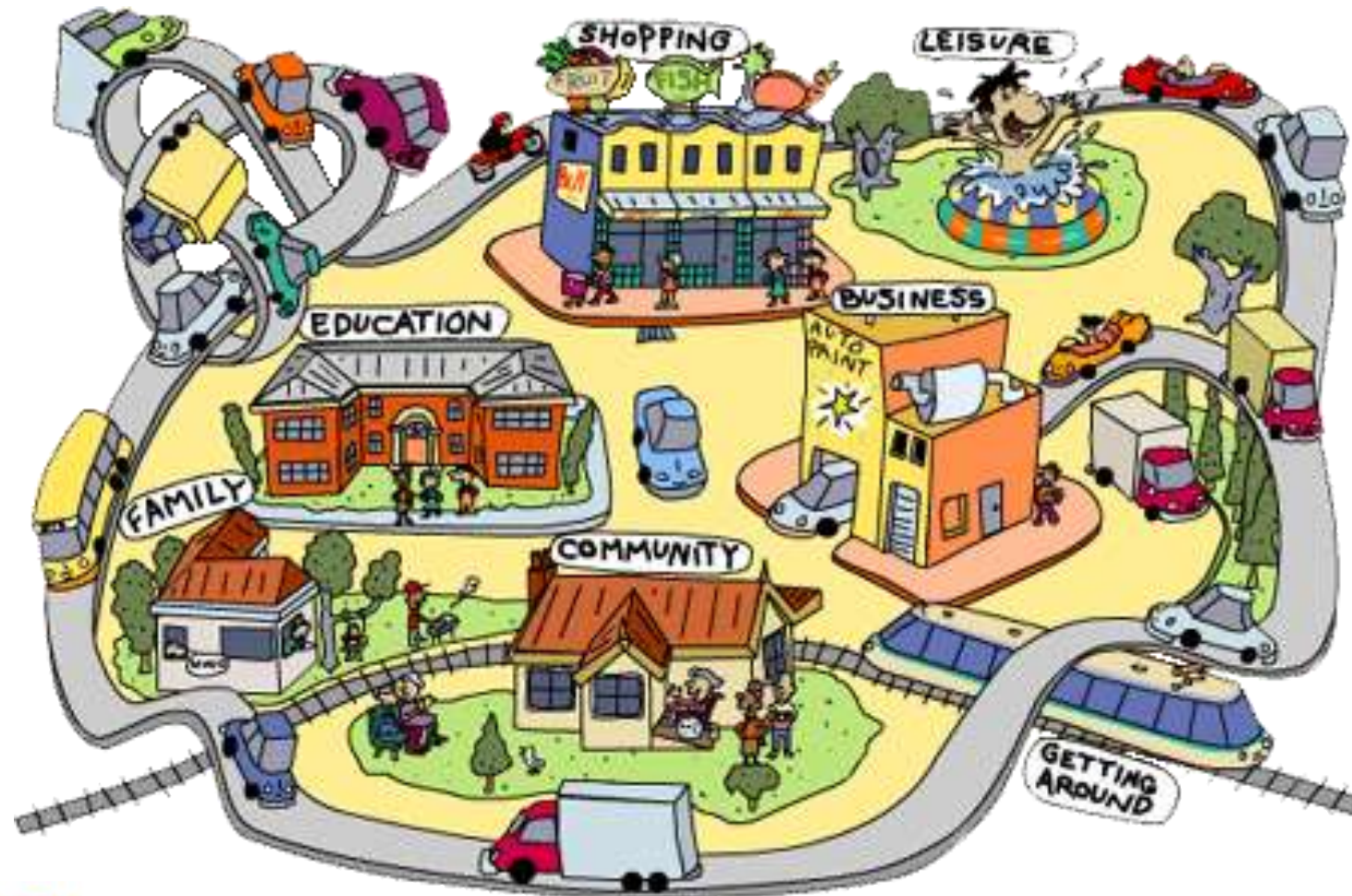
CAPACITY CONSIDERATIONS (RFP PG. 11)

Based on the data analysis consider:

- **Resources**
- **Potential gaps**
- **Readiness**

for addressing prevention needs within the community of interest.

COMMUNITY PARTNERS (RFP PG. 11)



SPF STEPS 3 & 4 (RFP PG. 11– 12)

PLANNING & IMPLEMENTATION

IDENTIFYING EVIDENCE-BASED PROGRAMS



...will impact the prioritized issue/consequence and underlying factors

...are appropriate to the target populations

...are evidence-based

RFP PG. 12 - Resource Links

CSAP STRATEGIES (APPENDIX C)

- Information Dissemination
- Education
- Alternatives
- Problem Identification and Referral
- Community-Based Process
- Environmental

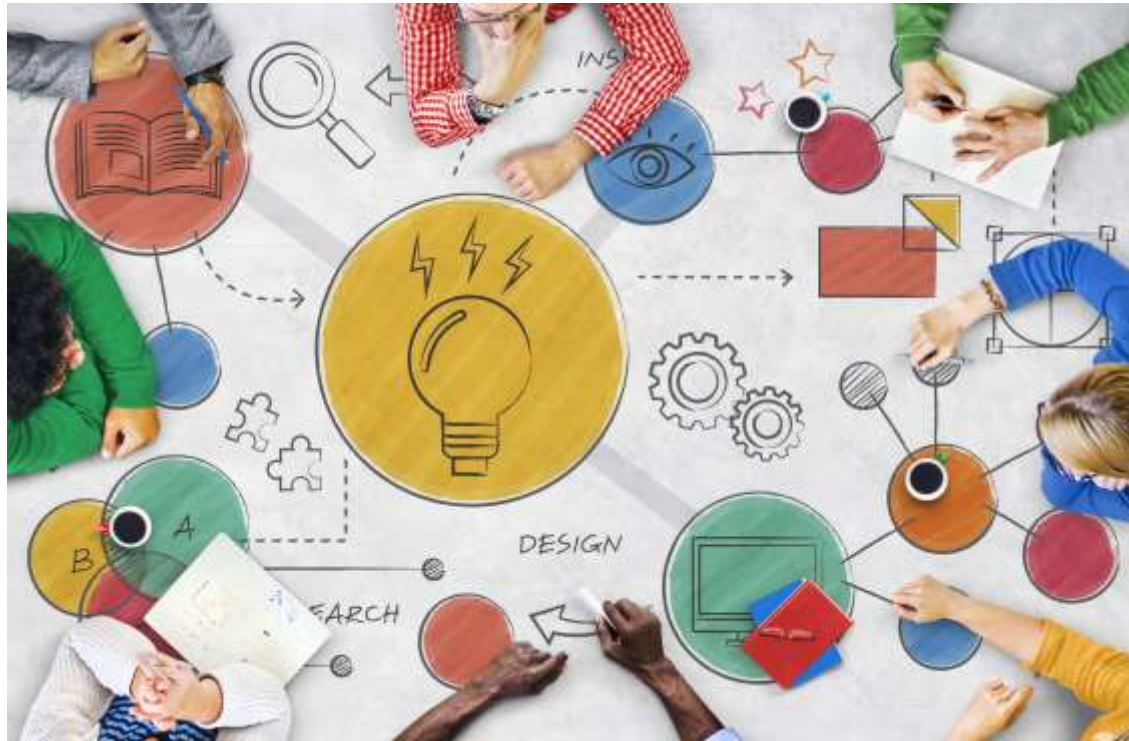
Center for Substance Abuse Prevention, Substance Abuse and Mental Health Services Administration

SPF STEP 5

EVALUATION



DEVELOPING OUTCOMES – DEFINE SUCCESS



- **S**pecific
- **M**easurable
- **A**chievable
- **R**ealistic
- **T**ime-phased

SMART – Centers for Disease Control and Prevention



MEASURING PROGRESS & SUCCESS

Q - Validity & Reliability?

Q - Will the program evaluation tool (i.e., survey, questionnaire, etc.) measure the results of your targeted **SMART** outcomes?

Q - Is your evaluation tool consistent with the domain in which you are targeting (individual, parent, community policy, environmental, etc.)

Q - Is your evaluation tool consistent with the condition you expect to change (knowledge, attitudinal, behavioral, etc.)?

PREVENTION PRIORITY AREAS

Reduce childhood and underage drinking

Reduce prescription and over the counter drug misuse

Reduce youth access to/use of tobacco and nicotine

Reduce youth use of marijuana

Reduce illicit drug use

SUMMARY OF SUBMISSION ITEMS- RFP #2025A

Submission Requirement #1:	Appendix A: Cover Sheet
Submission Requirement #2:	Narrative Program Proposal
Submission Requirement #3:	Appendix E: Program Budget
Submission Requirement #4:	Appendix F: Program Budget Narrative
Submission Requirement #5:	Organization Financial Information
Submission Requirement #6:	Partner Involvement



Scheduled Break

The presentation will resume promptly at 11:35am for RFP#2025B- Prevention Coalitions.

Upcoming Schedule:

- 11:35am-RFP#2025B- Prevention Coalitions*
- 12:20pm- Closing*



**COMMUNITY MENTAL
HEALTH PARTNERSHIP**

of **Southeast Michigan**

PREVENTION COALITIONS

Nicole Adelman, Substance Use
Services Director

Jane Goerge, Prevention Coordinator

Rebecca DuBois, Grants Coordinator

CMHPSM PREVENTION PRIORITY AREAS

Reduce childhood and underage drinking

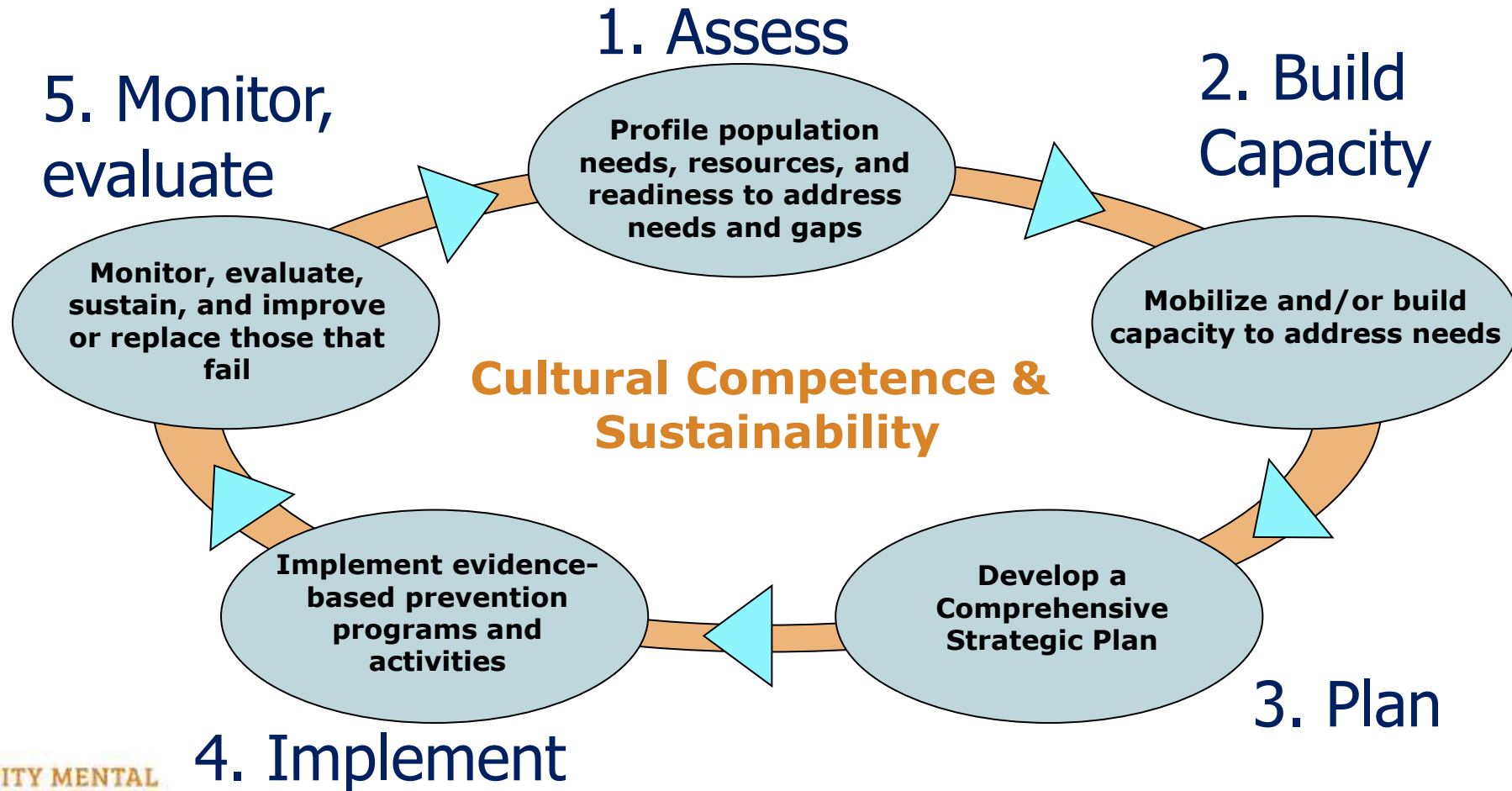
Reduce prescription and over the counter drug misuse

Reduce youth access to/use of tobacco and nicotine

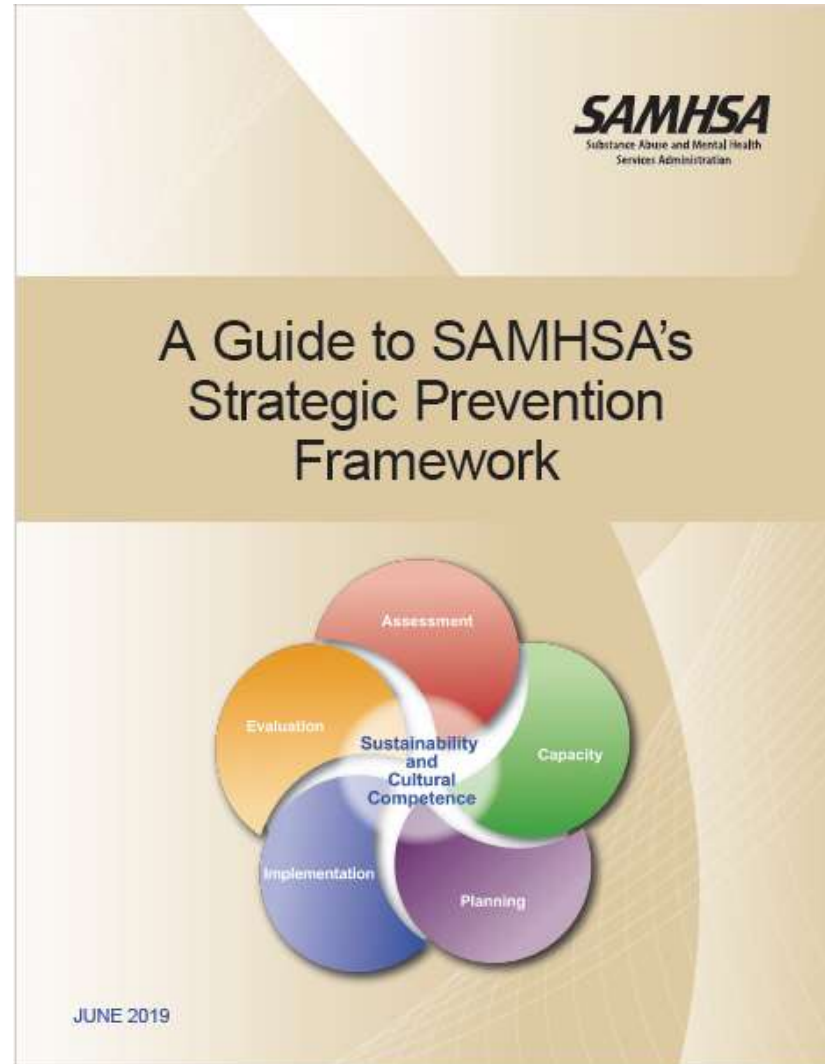
Reduce youth use of marijuana

Reduce illicit drug use

SAMHSA'S STRATEGIC PREVENTION FRAMEWORK (RFP PG. 9)



STRATEGIC PREVENTION FRAMEWORK RESOURCE (RFP PG. 9)



STRATEGIC PREVENTION FRAMEWORK

Using SPF to develop a **Coalition Strategic Prevention Plan**



SAMHSA



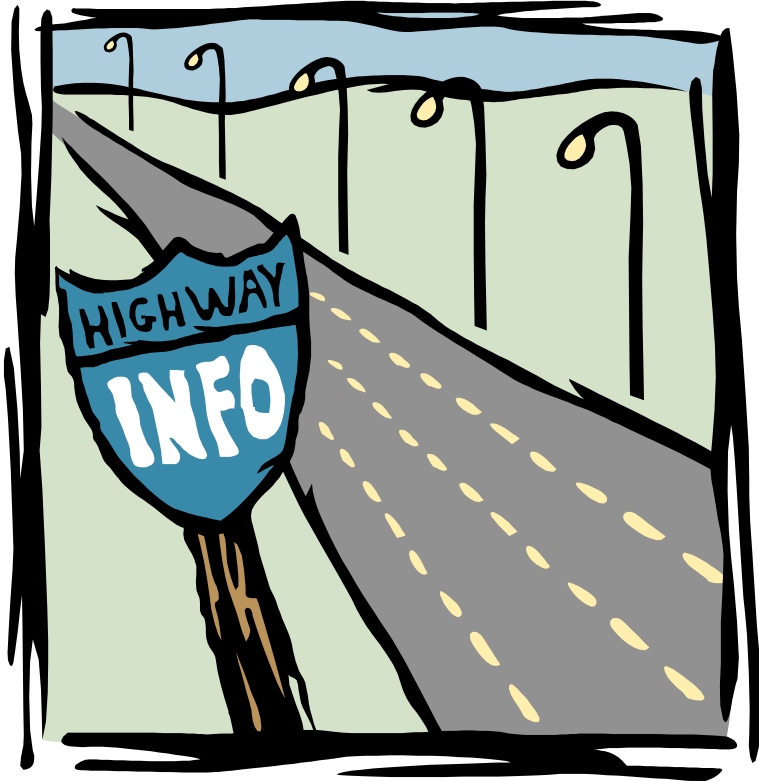
SPF STEPS 1 & 2 (RFP PG. 10-11)

ASSESSMENT & CAPACITY

LET THE DATA LEAD YOU



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KNOWLEDGE & UNDERSTANDING OF YOUR COMMUNITY



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What substance?
What are the consequences?
Demographics?



CAPACITY CONSIDERATIONS (RFP PG. 11)

Based on the data analysis consider:

- **Resources**
- **Potential gaps**
- **Readiness**

for addressing prevention needs within the community of interest.

COMMUNITY PARTNERS (RFP PG. 11)



SPF STEPS 3 & 4 (RFP PG. 12-13)

PLANNING & IMPLEMENTATION

IDENTIFYING CADCA STRATEGIES (RFP PG. 12)



...will impact the prioritized issue/consequence and underlying factors

...are appropriate to the target populations

...are an applicable assortment of strategies

Resource - Strategies for Community-Level Change (CADCA)

COALITION STRATEGIES (RFP PG. 12)

Seven Strategies for Community- Level Change (CADCA)

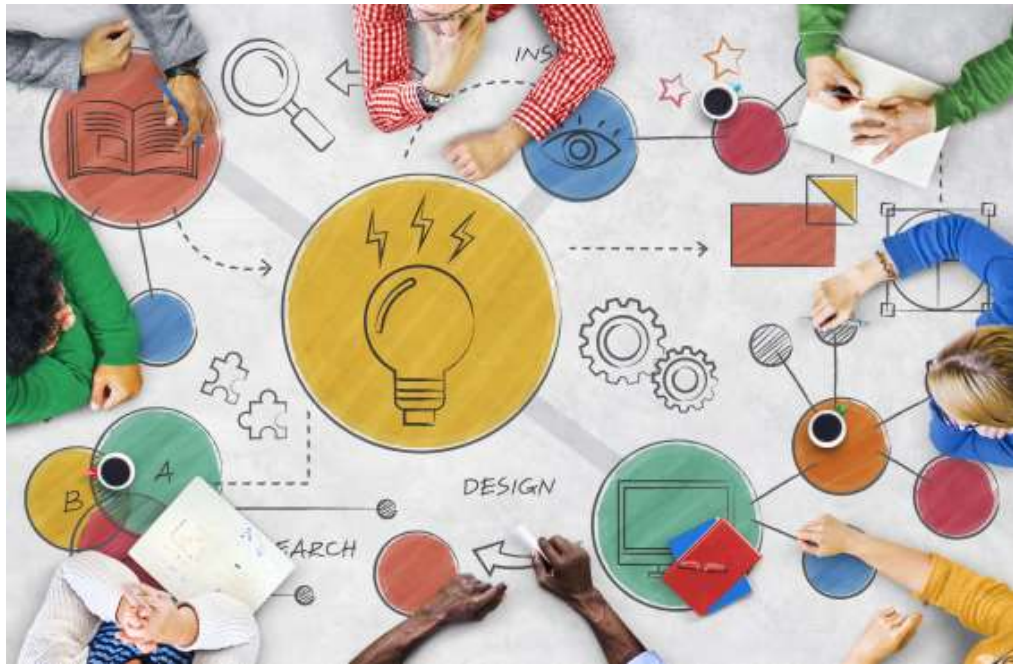
- Provide information
- Enhance Skills
- Provide Support
- Enhance Access/Reduce Barriers
- Change Consequences
- Change Physical Design
- Modify/Change Policies

SPF STEP 5 (RFP PG. 13)

EVALUATION



DEVELOPING OUTCOMES – DEFINE SUCCESS



- **S**pecific
- **M**easurable
- **A**chievable
- **R**ealistic
- **T**ime-phased

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Reduce youth use of marijuana

Reduce illicit drug use

SUMMARY OF SUBMISSION ITEMS- RFP #2025B

Submission Requirement #1:	Appendix A: Cover Sheet
Submission Requirement #2:	Narrative Program Proposal
Submission Requirement #3:	Appendix C: Coalition Twelve Community Sector Checklist
Submission Requirement #4:	Appendix E: Program Budget
Submission Requirement #5:	Appendix F: Program Budget Narrative
Submission Requirement #6:	Organization Financial Information
Submission Requirement #7:	Partner Involvement

Thank you!

All information regarding FY25 CMHPSM Funding Opportunities
can be found on our website:

<https://www.cmhpsm.org/procurement>