

## Grants Posting Request for Application (RFA) Template



# Department of Mental Health & Addiction Services

Office of Treatment Services Request for Applications  
Bureau of Behavioral Health

## **FY26 Bipartisan Safer Communities Act (BSCA) Behavioral Health Disaster Preparedness Projects**

RFA #: 84, BSCA Behavioral Health Disaster Preparedness Project  
MHA-FY26-Treatment Services

Funding Period: 10/1/2025 – 9/29/2026

Request for Applications Posting Date: August 1, 2025

Request for Applications Due Date: September 5, 2025 by 3 p.m. EDT

Mike DeWine, Governor

Jim Tressel, Lt. Governor

LeeAnne Cornyn, Director

# Grants Posting Evaluation Criteria for Request for Applications (RFA)

FY26 Bipartisan Safer Communities Act (BSCA) Behavioral Health Disaster Preparedness Projects

RFA #: 84

**Applications should be completed using the following information, guidance, and requirements:**

## **SECTION I. GENERAL PURPOSE & APPLICANT INFORMATION**

### **1.1 Purpose**

The Ohio Department of Mental Health and Addiction Services (OhioMHAS) releases this Request for Applications (RFA) for the purpose of soliciting applications from Ohio's county mental health and addiction services boards (ADAMHS boards) to conduct activities towards developing comprehensive behavioral health disaster preparedness plans for their board areas. This RFA seeks to select up to 50 grantees. This grant opportunity is a continuation of RFA #68, FY25 BSCA Behavioral Health Disaster Preparedness Projects. The responsibilities of the selected applicants will include oversight and implementation of activities that will result in a comprehensive behavioral health disaster preparedness plan. OhioMHAS will award funding only to qualified non-profit organizations or governmental entities that provide planning, evaluation, and funding towards mental health and addiction services locally.

For the purpose of this RFA, the term "applicant" is defined as a non-profit organization, governmental entity, or individual interested in this opportunity. The terms "application" and "response" may be used interchangeably to indicate materials submitted to OhioMHAS by an applicant in order to be considered for award of a grant for services described in this RFA. The terms "grantee" and "selected applicant" may be used interchangeably in reference to an organization selected by OhioMHAS through this RFA for award.

### **1.2 Overview of the Project**

The Bipartisan Safer Communities Act (BSCA) (P.L. 117-159) provides supplemental funding for the Community Mental Health Services Block Grant (MHBG) to enable states, the District of Columbia, and U.S. territories to expand access to mental health care. Overseen by the Substance Abuse and Mental Health Services Administration (SAMHSA), the BSCA supplemental funding seeks to support state behavioral health systems in examining what is needed to address the mental health needs in the aftermath of traumatic events and natural disasters within our communities. To address the massive disruption and loss of life caused by these crises, SAMHSA is recommending that states utilize this funding to strengthen and enhance behavioral health disaster preparedness and crisis response efforts. This funding provides a unique opportunity to develop improved and sustainable public behavioral health systems that are more adept at meeting the needs of vulnerable people, including those with more complex presentations. This opportunity will provide funding to assist Ohio's ADAMHS boards in their stages of developing comprehensive behavioral health disaster preparedness plans that enhance existing local emergency response systems.

### **1.3 Issuing Office**

The OhioMHAS Bureau of Behavioral Health, Office of Treatment Services is issuing this RFA and overseeing the resulting grants.

## Background

The BSCA provides states with funding opportunities to address behavioral health system preparedness in the event of a disaster to offset the traumatic experiences and lingering consequences of natural and human-made disasters that may occur within Ohio's communities. This multi-year funding opportunity is a continuation of the FY2025 OhioMHAS BSCA Behavioral Health Disaster Preparedness Projects grant.

A community's resiliency depends on a community's response. A community's response depends on its ability to develop and implement collaborative and strategic disaster preparedness plans. In 2023 alone, the United States experienced 114 federally declared disasters including 28 separate weather and climate disasters that each caused \$1 billion in damages (SAMHSA, 2024). The Federal Emergency Management Agency's (FEMA) analysis of long-term data showed that climate-driven disasters are becoming more common with 90 major disaster declarations in 2024, approximately one new major disaster every four days on average. In the event of a disaster, it is essential that Ohio's behavioral health care system build its capacity and knowledge to respond to the immediate and long-term behavioral health care needs of those adversely impacted by such events. To do so, we must recognize the prolonged implications of disasters on the behavioral health of those affected directly and indirectly. In disaster-affected communities, research has found increased rates of acute stress disorder, post-traumatic stress disorder (PTSD), major depressive disorder, and anxiety (Ustyol et al., 2023). Behavioral health is an essential component of community resilience in the aftermath of a disaster. Ohio has experienced a number of natural and human-made disasters. Such catastrophic events may overwhelm existing behavioral health care services, which supports the need to implement integrated disaster preparedness within Ohio's communities.

"Behavioral health disaster planning recognizes the unique ways mental health and substance use supports should be provided to people and communities after a natural or human-made disasters" both in the immediate and long-term (SAMHSA, 2024). Behavioral health disaster planning and response uses evidence-informed and evidence-based strategies and interventions to support all those affected. While behavioral health crisis services are focused on the psychological distress of an individual, behavioral health disaster planning and response is a coordinated effort to provide behavioral health support to large groups of people affected by disasters while focusing on managing the widespread effects of trauma on the community as a whole. Behavioral health service programs have a special obligation to prepare for disasters because they provide an essential service to all persons. Disasters are often violent, life-threatening events that affect behavioral health. In the aftermath, there can be significant demand for behavioral health services as a result of a disaster. In addition to an increase in demand for services, disaster response can also highlight inequities within Ohio's communities. Ohio has been fortunate that existing community provider systems and volunteer agencies often collaborate to assist Ohioans during disasters. However, continued development and integration of behavioral health within these partnerships is an essential component to assuring Ohio's readiness to address Ohioans immediate and long-term behavioral health needs in the aftermath of a disaster.

This programming opportunity takes steps to ensure that Ohio's county ADAMHS boards, behavioral health providers, and emergency management professionals have an equitable and accessible coordinated response plan that aligns with serving individuals across the care continuum, establishes the necessary statewide and local partnerships, policies, procedures, and protocols that create systemic changes necessary to respond to such tragedies, and enhances Ohio's robust disaster response system already in place. The following activities are grouped into stages. This is intentional and recognizes that Ohio's communities are in varying stages of their preparation, development, implementation, and maintenance of behavioral health disaster planning. Applicants should note their stage of implementation within their application and highlight any and all activities they plan on conducting during the grant period to move towards the next stage(s). This multi-year grant opportunity seeks to meet communities where they are at with the end goal being the creation and implementation of comprehensive and consistent behavioral health disaster plans and responses.

## 1.5 Scope of Work

This funding opportunity is to be utilized to develop and implement behavioral health disaster preparedness activities and plans led by Ohio's ADAMHS boards. The below activities and objectives have been developed with the understanding that Ohio's behavioral health systems may be varied in their readiness to develop behavioral health disaster preparedness plans. As a part of their application, applicants must:

- Provide information on what steps the ADAMHS board has taken prior to this application to create and implement a behavioral health disaster preparedness plan and integrate behavioral health within the existing local emergency response structure.
- Identify activities below that the applicant will complete within the grant period.
- Provide a timeline for completing these activities. The timeline **must** include the name of the activity, who will be responsible, and steps that will be taken to complete that activity within the grant period.
- Develop a Steering Committee comprised of ADAMHS board personnel, behavioral health provider representatives, emergency response personnel, and other relevant community representatives. This Steering Committee will oversee the creation and implementation of the behavioral health disaster preparedness plan work and help to integrate behavioral health services within existing local emergency response efforts.
- If a Steering Committee already exists from a previous BSCA Behavioral Health Disaster Preparedness Project grant, this Steering Committee can continue to meet during this funding opportunity to continue the work. Current grantees must include a list of organizations and their representatives who sit on the Steering Committee. Applicants must note any changes to the Steering Committee roster.
- If applicant has not received FY25 BSCA funding, a new Steering Committee must be developed. Applicants must provide names of organizations that will be participating in the Steering Committee with the application and provide three (3) Letters of Support from Steering Committee members with the application.
- Grantees must be able to provide evidence of completed activities and future plans towards the development and implementation of a comprehensive behavioral health disaster preparedness plan in March 2026. OhioMHAS staff will communicate to grantees with reporting instructions.
- As requested by OhioMHAS throughout the grant period, Grantees must meet and communicate with OhioMHAS staff.

The below activities will be funded through this opportunity. Other identified activities may also be funded if they align with the purpose of this RFA and are compliant with state and federal guidance for the funding source.

### Establish Disaster Equity

- Partner with peer organizations and invite individuals with lived experience to participate on the Steering Committee and/or develop an advisory council comprised of individuals with lived experience and representative of the local population to hold regular meetings and influence the development and implementation of a behavioral health disaster preparedness plan.
- Partner with youth-serving peer organizations and invite individuals with lived experience to participate on the Steering Committee and/or develop a youth advisory council comprised of youth with lived experience and representative of the local population to hold regular meetings and influence the development and implementation of a behavioral health disaster preparedness plan.
- Partner with organizations serving populations experiencing behavioral health disparities (e.g., persons living with disabilities, organizations serving historically underserved communities, homeless shelters, organizations serving immigrants and/or refugees, etc.) and invite individuals to participate on the Steering Committee and/or develop an advisory council to hold regular meetings and address disaster equity to influence the development and implementation of a behavioral health disaster preparedness plan.

### Preparation

- With a consultant/contractor, conduct a community needs assessment specific to behavioral health disaster preparedness that includes identifying gaps and assessing the capacity for managing behavioral health related risks associated with disasters.
- Create Memorandums of Understanding, Agreements, or like documents with external emergency response professionals, behavioral health organizations, county ADAMHS boards as part of the behavioral health disaster preparedness plan to ensure continuity of care in the event of a disaster.
- Create a voluntary emergency registry for members of the public, including particularly vulnerable groups such as people living with disabilities or older adults in collaboration with human service organizations so that special care can be provided in the event of a disaster (e.g., developmental disability boards, area agencies on aging, faith-based organizations, etc.)
- Partner with agencies providing substance use treatment to develop medication management protocols within the behavioral health disaster preparedness plans.
- With a consultant/contractor, develop policies and procedures that promote behavioral health disaster preparedness for all local actors, first responders, and emergency response personnel.
- Participate in disaster risk reduction by mitigating short- and long-term effects of disasters through the provision of trainings to the behavioral health field (e.g., NOVA Crisis Response, Psychological First Aid, CISM, Cognitive Behavioral Therapy, Cognitive Processing Therapy, grief modalities).
- Using an evidence-informed practice or model, develop readiness to respond to incidents of mass violence through education and training in order to develop preparedness to respond to these tragedies (e.g., school shootings, Behavioral Threat Assessment and Management).
- Provide disaster preparedness and response trainings to legal guardians of individuals with severe and persistent mental illness (SPMI).
- Provide disaster preparedness and response trainings to legal guardians of children and youth.
- Provide educational opportunities specific to disaster planning and response (e.g., mental health first aid, advanced directives, NOVA Crisis Response) to peers and peer-run organizations to increase equitable and accessible behavioral health services.
- Provide media training focused on confidentiality during and after disasters for behavioral health and substance use providers and emergency response teams.

### Action

- Contract with a consultant to assist in the development of a behavioral health disaster preparedness plan in compliance with federal, state, and local laws and credentialing, licensing, and/or accreditation bodies.
- Hire a contractor to ensure that the behavioral health disaster preparedness plan is culturally and linguistically competency specific to populations within the board service area(s) as well as accessible for persons with disabilities, children, and youth.
- Conduct community education opportunities to expand community knowledge of the importance and availability of behavioral health services in disaster response.
- Conduct community conversations with historically underserved populations with culturally and linguistically accessible materials and information.
- Hire a consultant to translate public facing materials and information to address the cultural and linguistic needs of the community.

- Hire a consultant to develop safety plans for persons living with SPMI and/or substance use that can be tailored and used in the event of a disaster.

#### Maintenance

- Hire a contractor to develop a webpage for public transparency of plans and centralized communication to increase knowledge of the behavioral health emergency preparedness plan.
- Hire a contractor to review an already established behavioral health disaster response plan and evaluate the plan for accessibility, disaster equity, and applicability in accordance with the current needs of the community

## **1.6      Eligible Applicants**

OhioMHAS seeks applications from Ohio's county ADAMH boards.

Only Ohio's ADAMHS boards that have the resources to complete each item under "Scope of Work" should apply.

## **1.7      Award**

The OhioMHAS has released this RFA with the intent of awarding up to \$20,500 to up to 50 ADAMHS boards, which will in turn support the development of behavioral health disaster preparedness plans within their board areas. Applicants must be a 501-C (3) or (4) entity.

Awards are expected to be announced for project implementation by 10/1/2025.

Future funding award years are contingent upon receipt of federal funds.

The actual dollar amounts awarded for selected applications will be based on the amount of state or federal funding made available to OhioMHAS, and the number of applications which are both qualified and selected for award. Applications are qualified if they are in accordance with the application submission requirements and earn at least the minimum score requirements for quality and completeness of applications, as specified in this RFA. Scoring and final selections will be completed by a team selected by OhioMHAS. To make its final selection of applications which will receive awards and to determine the size of those awards, OhioMHAS may, at its option, take into consideration application quality, reasonableness and appropriateness of the proposed budget, geographic diversity, local collaborations and funding available.

OhioMHAS may, at its option, make selections based in part on geographical and demographic criteria in order to provide a wide range of services around the state, and in both urban and rural areas. Applicants are encouraged to prepare and submit applications and budgets which are both practicable and capable of completing identified activities.

Applicants are to be aware that OhioMHAS may, at its sole discretion, negotiate with all technically qualifying applicants for a revised Project Budget, if the Project Budgets of all technically qualifying applicants are in excess of the available funding for this project. Please refer to Section 7.1 C. of this RFA for further information on OhioMHAS procedures to be implemented if this occurs.

## **SECTION II.**

### **Posting and Award PROCESS INFORMATION**

## 2.1 Anticipated Timetable

1. The RFA and any accompanying documents will be posted on the OhioMHAS website at:  
<https://mha.ohio.gov/supporting-providers/apply-for-funding/funding-opportunities>
2. All questions must be submitted electronically no later than **8/29/2025, by 3 p.m. EDT**, to OhioMHAS at:  
[bipartisansasafercommunityactrfi@mha.ohio.gov](mailto:bipartisansasafercommunityactrfi@mha.ohio.gov)
3. You may **NOT** contact any OhioMHAS staff member directly with questions regarding this RFA. Contacting staff directly with questions could result in disqualification of an application.
4. Applications must be submitted electronically to [bipartisansasafercommunityactrfi@mha.ohio.gov](mailto:bipartisansasafercommunityactrfi@mha.ohio.gov) by **9/5/2025 by 3 p.m. EDT.**
5. Application grant notification letters will be sent approximately fourteen days post grant application closure.
6. OhioMHAS agreements are not valid and effective until the issuance of an approved State of Ohio Notice of Sub-Award (NOSA). The NOSA will contain the start and end dates of the award.
7. The grantee(s) must be able to begin work no later than seven (7) working days after the time funds are encumbered and approved by the Office of Budget & Management. The grantee(s) will be notified by the OhioMHAS Agreement Manager when work may begin. Any work begun by the grantee prior to this notification may not be reimbursable by OhioMHAS.
8. All work must be completed and approved by the OhioMHAS Agreement Manager. All work must be completed by 3:00 p.m. of the last day of the programmatic period as it appears on the NOSA.

It is the responsibility of all applicants to check the webpage dedicated to this RFA on a regular basis for responses to all questions, as well as for any amendments, alerts, or other pertinent information regarding this RFA. OhioMHAS is not responsible for the accuracy of any information regarding this RFA that was obtained or gathered through a source different from the Q & A process described in this RFA.

Should applicants experience technical difficulties accessing the OhioMHAS website where the RFA and its related documents are published, they may contact the OhioMHAS Helpdesk at ([MHAHelpdesk@oha.ohio.gov](mailto:MHAHelpdesk@oha.ohio.gov)) for guidance.

## **SECTION III. APPLICATION GUIDELINES**

The applicant must submit an electronic response to [bipartisansasafercommunityactrfi@oha.ohio.gov](mailto:bipartisansasafercommunityactrfi@oha.ohio.gov). A copy of the grant *application* must be received by OhioMHAS no later than **3:00 pm on 9/5/2025**. *Applications* received after this date and time will not be reviewed. Materials mailed or submitted separately from the *application* packet will not be accepted or added to the application/proposal by staff of OhioMHAS. Faxed or mailed *applications* will not be accepted. Costs incurred in the preparation of this application are to be borne by the applicant; OhioMHAS will not contribute in any way to the costs of the preparation.

### **3.1 Page Limit**

The page limit for this application is **6 pages, single spaced, one-inch margins, 12-point Times New Roman**. The 6 pages do not include the Budget Expenditure Form, Budget Narrative, or the Letters of Support.

Please note that if the application is longer than 6 pages, OhioMHAS will evaluate the application based upon the first 6 pages, and the remainder of the application may be disregarded.

### **3.2 Application Components**

**A. Face-Sheet** - <https://oha.ohio.gov/supporting-providers/apply-for-funding/reporting-forms/funding-opportunity-face-sheet-template>

- a. Name of applicant organization, address, phone number
- b. Executive director name and contact information
- c. Project Director name and contact information
- d. Fiscal officer name and contact information
- e. Applicant's federal tax ID
- f. Specify whether applicant is a 501 C (3) or (4) non-profit or government entity
- g. Title of this RFA
- h. Amount of funding requested

**B. Applicant Qualifications:** Provide information on what steps the ADAMHS board has taken prior to this application to create and implement a behavioral health disaster preparedness plan and integrate behavioral health within the existing local emergency response structure. If no steps have been taken, provide reasoning as to why the applicant is qualified to receive these funds.

**C. Scope of Work:** Provide a detailed description of the identified activities and steps that will be taken to complete each activity. Applications must include a discussion of the evidence-based, evidence-supported, and/or other practices that will be implemented during the project.

**D. Timeline:** Provide a timeline for completing identified activities. The timeline **must** include the name of the activity, who will be responsible, and steps that will be taken to complete that activity within the grant period. The timeline should include objectives that are SMART (Specific, Measurable, Achievable, Relevant, and Time-bound). All key dates, activities, and responsible personnel should be outlined in detail and align with the proposed phases of the project.

- a. **Sub-Awardee:** If funds are to be used towards a subcontractor, provide detailed information on who the contractor is, why they are qualified to do this work, and what activities they will be completing.

**E. Steering Committee**

Development of a Steering Committee comprised of ADAMHS board personnel, behavioral health provider representatives, emergency response personnel, and other relevant community representatives is required of this grant opportunity. This Steering Committee will oversee the creation and implementation of the behavioral health disaster preparedness plan work and help to integrate behavioral health services within existing local emergency response efforts.

- a. If an applicant's Steering Committee already exists from the FY25 BSCA Behavioral Health Disaster Preparedness Project grant, this Steering Committee can continue to meet during this funding opportunity to continue the work. Current grantees with a Steering Committee must provide their Steering Committee roster with their application. Letters of Support are not necessary for current grantees.
- b. If applicant is **NOT** a grantee of the FY25 BSCA Behavioral Health Disaster Preparedness Project grant, a new Steering Committee must be developed. Applicants must provide names of organizations that will be participating in the Steering Committee with the application and provide three (3) Letters of Support from Steering Committee members with the application.

**F. Budget Expenditure Form and Budget Narrative**

- a. Applications must include a Budget Expenditure Form and Budget Narrative that identifies all costs to complete the project as described in the Request for Application. Forms can be found here: <https://mha.ohio.gov/supporting-providers/apply-for-funding/reporting-forms>
- b. Include a signed Notice of Award/Sub-awardee Statement of Assurances including budget and budget narrative for each sub-awardee. Forms can be found here: <https://mha.ohio.gov/supporting-providers/apply-for-funding/for-current-awardees/43-fy26-agreements-and-assurances>
- c. Include the Budget Checklist which can be found on the OhioMHAS Funding Opportunity Page. Checklist can be found here: <https://mha.ohio.gov/supporting-providers/apply-for-funding/reporting-forms/grantee-budget-checklist>

By submitting a budget expenditure form and budget narrative, the Applicant is confirming that the services and deliverables outlined within this RFA are encompassed within the budget expenditure form and budget narrative. The Applicant acknowledges that if their application is chosen as a result of this RFA, the Applicant will not be entitled to increase the original application's cost breakdown. OhioMHAS relies on the budget expenditure form and budget narrative to adequately evaluate and determine awards, and no Applicant shall be entitled to additional funds outside of the cost proposal.

## **SECTION IV. CRITERIA FOR APPLICATION SCORING**

### **4.1 Scoring Applications**

OhioMHAS will enter into agreement(s) with a grantee(s) that best demonstrates the ability to meet requirements as specified in the RFA. Applicants submitting a response will be evaluated based on the capacity and experience demonstrated in their Application and Project Budget. All applications will be reviewed and scored by a team from OhioMHAS.

OhioMHAS is under no obligation to issue an agreement as a result of this solicitation if, in the opinion of OhioMHAS and the Scoring Team, none of the applications are responsive to the objectives and needs of OhioMHAS. OhioMHAS reserves the right not to select any application should OhioMHAS decide not to proceed.

OhioMHAS may review the highest-ranking Applicants and/or its key team members to ensure that the Applicant is responsible. The award may not be made to an Applicant that is determined not to be responsible. OhioMHAS's determination of an Applicant's responsibility may include the following factors: the experience of the Applicant and its key team members; past conduct and past performance on previous contracts or grants; ability to execute this project properly; and management skill. OhioMHAS will make such determination of responsibility based on the Applicant's Application, reference evaluations, and any other information OhioMHAS requests or determines to be relevant.

Additionally, OhioMHAS reserves the right to review the Applicant's previous work or work product prior to awarding a grant.

All applications and any other documents submitted to OhioMHAS in response to any solicitation shall become the property of OhioMHAS. This RFA and, after the selection of an applicant for award, any applications received in response to a solicitation that have been opened, reviewed and considered by OhioMHAS are deemed to be public records pursuant to ORC 149.43. For purposes of this section, the term "application" shall mean both the Technical Application and the Project Budget submitted by an applicant and any attachments, addenda, appendices, resumes, letters of recommendation, or sample products.

#### **A. Criteria for Scoring**

All applications will be scored based on the available points per section according to the following scale, based on a proposed plan's ability to meet the objectives outlined in this RFA. The application scoring uses the following point values for rating each requirement:

#### **Technical Performance Scoring Definitions:**

- **DOES NOT MEET (0):** Response does not comply substantially with requirements or is not provided.
- **WEAK (1):** Response was poor related to meeting the objectives.
- **BELOW AVERAGE (2):** Response indicates the objectives will not be completely met or at a level that will be below average.
- **MEETS (3):** Response generally meets the objectives (or expectations).
- **ABOVE AVERAGE (4):** Response indicates the objectives will be exceeded.
- **STRONG (5):** Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

## Award

1. Awards are expected to be announced during the week of **9/29/2025**.
2. Grant award will not exceed **\$33,000** per grant recipient.
3. All grant funds must be expended by **9/29/2026**.
4. Renewals are subject to successful performance and the availability of future funds.

**Deadline for submission of all applications is 9/5/2025**

**by 3 p.m. EDT**

**and must be submitted to [bipartisansafercommunityactrfi@mha.ohio.gov](mailto:bipartisansafercommunityactrfi@mha.ohio.gov)**

**SECTION V.****CONDITIONS AND OTHER REQUIREMENTS**

\*According to requirements of Ohio Revised Code (ORC) 126.07, OhioMHAS agreements are not valid and enforceable until the Office of Budget and Management (OBM) certifies the availability of appropriate funding, as indicated by the approval of the Purchase Order (PO). The selected applicant(s) may neither perform work nor submit an invoice for payment for work performed for this project for any time period prior to the PO approval date. The OhioMHAS Agreement Manager will notify the selected applicant(s) when the requirements of ORC Section 126.07 have been met.

\* \* Subject to all applicable approvals, the agreement period is expected to run from approximately **10/1/2025 through 9/29/2026**. Renewal of the agreement(s) will be contingent upon availability of funding, satisfactory performance, the continued need for the services described herein, and all required approvals.

**5.1 Public Release of Records**

Public release of any evaluation or monitoring reports funded under this agreement will be made only by OhioMHAS. Prior to public release of such reports, OhioMHAS must have at least a thirty (30) day period for review and comment.

**SECTION VI.****ATTACHMENTS AND THEIR USES**

- A. Required Applicant Information and Certifications (*To be completed & included in the application as specified*)**
- B. Assurances**
- C. Application Score Sheet (*For applicant reference purposes*)**
- D. Project Budget Form (*To be completed and included in cost application packet as specified in Section 3.2, B.*)**

## **RFA Scoring Evaluation Instructions**

### **EVALUATION CRITERIA:**

Please note that if your office or bureau does not utilize weighting, a one (1) or N/A can be utilized in its place.

**EVALUATION TEAM:** The evaluation team shall be comprised of three to five individuals, with three being the absolute minimum, who are required to individually review and score each application. The team members should have some knowledge of the RFA's subject matter; however, every member does not need to be knowledgeable in every aspect of the RFA. After each individual separately reviews and scores each application, a consensus meeting will take place to discuss all applications and determine a consensus score on a separate scoring sheet for each application. All finalized scoring sheets must be submitted to the Agency Procurement Officer for review and verification, prior to an award being made.

**TECHNICAL REQUIREMENTS, EVALUATION, RATING, AND SCORING:** Each application will be scored, and numerical technical point values will be assigned according to the criteria listed below. The scale (0-5) will be used to rate each application response to the RFA on the technical evaluation sections:

DOES NOT MEET	WEAK	BELOW AVERAGE	MEETS	ABOVE AVERAGE	STRONG
0 POINTS	1 POINT	2 POINTS	3 POINTS	4 POINTS	5 POINTS

OhioMHAS will score the application responses by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's total technical score. Representative numerical values are defined as follows:

- DOES NOT MEET (0): Response does not comply substantially with requirements or is not provided.
- WEAK (1): Response was poor related to meeting the objectives.
- BELOW AVERAGE (2): Response indicates the objectives will not be completely met or at a level that will be below average.
- MEETS (3): Response generally meets the objectives (or expectations).
- ABOVE AVERAGE (4): Response indicates the objectives will be exceeded.
- STRONG (5): Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

Evaluation Criteria	Rating (0-5)	Score
Example 1	3	3
Example 2	5	5

Offeror's Total Technical Score: 7

## Scoring Rubric

1. Application Score Sheet (For applicant reference purposes). Note that this form may be modified to meet the needs of the project. The Scoring Rubric must be submitted with the RFA to the Legal Office for review.

DOES NOT MEET	WEAK	BELOW AVERAGE	MEETS	ABOVE AVERAGE	STRONG
0 POINTS	1 POINT	2 POINTS	3 POINTS	4 POINTS	5 POINTS

Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Review Criterion	Rating 0-5	Score
<b>Face Sheet</b> <i>Is the Face Sheet complete?</i>		
<b>Applicant Qualifications</b>  <i>Narrative explaining what steps the ADAMHS board has taken prior to this application to create and implement a behavioral health disaster plans and/or integrate behavioral health within the existing local emergency response structure. If the Board has not taken steps, reasoning is provided as to why they qualify to receive this grant.</i>		
<b>Scope of Work</b>  <i>A detailed description of the identified activities and steps that will be taken to complete each activity. Applications must include a discussion of the evidence-based, evidence-supported, and/or other practices that will be implemented during the project.</i>		

<b>Timeline</b>  <p>A realistic timeline for each activity and month of the project. The timeline should include objectives that are SMART (Specific, Measurable, Achievable, Relevant, and Time-bound). All key dates, activities, and responsible personnel must be outlined in detail and align with the proposed phases of the project.</p>		
<b>Steering Committee</b>  <p>The application includes current Steering Committee roster (Letters of Support not required)</p> <p>OR</p> <p>The application includes a new Steering Committee roster and three (3) letters of support from members of the Steering Committee.</p>		
<b>Budget Expenditure</b>  <p>Cost is reasonable, realistic, and is within the projected budget.</p>		
<b>Budget Narrative</b>  <p>Costs are allowable under the federal mental health block grant structure and are relevant to the project and this grant opportunity.</p>		
<b>Total Score</b>		

Comments:

Printed Name of Reviewer \_\_\_\_\_

Signature of Reviewer \_\_\_\_\_

Date \_\_\_\_\_