

The Community Mental Health Board (CMHB) of Oak Park Township



REQUEST FOR PROPOSALS

For FY 2010

Special Funding Opportunity for Service Expansion,
Enhancement, and Infrastructure Upgrades



May 20th, 2009

I. PROJECT OVERVIEW

This Request for Proposal (RFP) is for the purpose of program development, capital expenditures, or training opportunities. Requests must be in the areas of mental health, substance use disorder, or developmental disabilities, and follow evidence-based best practices. A demonstrated need and benefit (outcome) must be in all submissions, as well as plans for how the benefit will be sustained beyond the award period. All activities and related expenses must be initiated and expensed by March 31st, 2010. The total dollar amount for all initiatives is \$164,500. All final decisions will be made by the CMHB members at the July 21st Board meeting. These funds are for one-time requests only.

II. PROPOSAL IDEAS

- Best practices training curriculums, such as “Stages of Changes” and “Motivational Interviewing”
- Re-engagement efforts with the mentally ill and substance affected homeless population
- Supported employment or employment readiness services
- Transitional services
- Safe Haven expansions
- Family education (Stakeholder Education)
- Addressing waiting lists for OP clients
- System upgrades/equipment upgrades/trainings on upgrades
- Staff trainings/accreditations
- Systems cross-trainings (i.e., police, social service, schools)
- Leverage funding for federal funding
- Anti-stigma events/trainings
- Stipends for graduate students/consumer involvement in initiatives

III. PROPOSAL COMPONENTS

Proposals should include:

- Statement of need
- Brief description and data to support the project or expense
- Description of best-practices research and the relation of such research to the request
- Outcome(s) expected (format attached)
- Budget and budget narrative
- Timeline
- History of organization (if applicant is new to the CMHB)
- Summary of how this award will benefit Oak Park residents
- Cost/benefit Analysis (where appropriate)

SUBMISSION REQUIREMENTS

Please submit ten (10) hard copies, as well as one emailed version in Microsoft Word. The budget numbers may be submitted in Excel. Indirect/administrative cost allocations must be equal to the rate utilized across your organization, and cannot exceed 18%. A detailed cost allocation explanation may be required. **Only one RFP will be approved per agency. The budget per RFP should not exceed \$25,000.** Applicants will be notified.

The Board meets the third Tuesday of the month. To be considered for review at the July Board meeting, this special request must be submitted by **July 10th, at noon**. You will be notified upon receipt of your application, and may be asked to attend the board meeting to answer questions regarding your submission.

The CMHB of Oak Park Township Funding Guidelines will apply to all requests for funding. If you would like a copy of the Funding Guidelines, please contact us.

SUBMISSION DEADLINE:

The deadline for consideration at the July 21st Board meeting is July 10th. Once posted, the RFP will remain on the website until available funds have been awarded, and no further applications will be accepted.

CONTACT INFORMATION:

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Or

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ATTACHMENT A

Format for Outcome Objectives

(No more than two goals and two outcome objectives per goal)

Goal 1: _____

Objective 1: _____

Your outcome objective must contain the following information:

WHO? (Clients or client cohort)

WILL DO WHAT?(Expected change in behavior, attitude, or education)

BY WHEN?

BY WHAT AMOUNT/PERCENTAGE/TARGET?

MEASURED BY WHAT?