

Request for Proposals

Improving Conditions of Community Health in Jefferson County:

2019 Access to Mental Health and Substance Use Disorder Treatment Grant Opportunity

Contents

Page Section

1	Background
2	What Community First Foundation Hopes to Accomplish
2	Key Terms/Definitions
2	Types of Activities the Foundation will Fund
3	Grant Awards
3	Eligibility
3	What the Foundation Will Not Fund
4	Other Important Information
4	Application and Submission Instructions
5	Grant Timeline
5	Application Questions

Background

Community First Foundation fuels the power of community for positive change. Our innovative leadership and trusted stewardship of financial resources energize giving, strengthen nonprofits, support donors and address community needs.

The Foundation has a history and relationship with Jefferson County (Jeffco) that is different from and deeper than our relationships with the other six Denver metro area counties. We honor our heritage in Jeffco by being a trusted and value-added partner in advancing healthy communities throughout the County. One of the ways we do this is by using our grantmaking resources to support collective impact and community-based efforts to improve the conditions of community health, or social determinants of health, in Jeffco.

We rely on input from the Jeffco community to determine how to prioritize our grantmaking efforts annually. In 2018, we followed the collaborative effort from Jefferson County Public Health, St. Anthony Hospital (Centura Health) and Lutheran Medical Center (SCL Health) to develop a comprehensive Community Health Needs Assessment and corresponding Community Health Improvement Plan (2019 – 2021) for Jefferson County. Among the highest priorities identified in the assessment and health improvement plan was improving access to mental health and substance use disorder treatment. The Foundation’s leadership in promoting mental wellness, and our history of supporting mental health efforts in Jeffco, compelled us to develop this 2019 grant opportunity to improve access to mental health and substance use treatment.

What the Foundation Hopes to Accomplish

A unique set of challenges impacts an individual's ability to access mental health and substance use disorder treatment services. Individuals often have greater difficulty overcoming these challenges when compared to accessing physical health care services. Access to mental health and substance use disorder treatment services is influenced by many factors, including, but not limited to:

- availability of providers, treatment centers and resources
- affordability of services
- screening and referral practices
- an individual's ability to recognize the symptoms of mental health or substance use issues

Community First Foundation hopes to fund activities in Jeffco that will help accomplish the County-level goal identified in the Community Health Improvement Plan, stated as:

Goal: Reduce the percent of individuals who report needing, but not receiving, mental health treatment from 8 percent (2017, 5 years and older) to 6 percent by 2021 and those needing, but not receiving, substance use treatment from 4 percent (2017, 18 years and older) to 2 percent by 2021.

Key Terms and Definitions

Access to Mental Health and Substance Use Treatment

Refers to cognitive, emotional and behavioral well-being. Concerns about the treatment for mental health and substance use disorder range from wellness activities to medications and therapy (e.g., counseling). In 2017, more than 16,000 Jeffco residents (18 years and older) needed treatment for substance use but didn't receive it. In the same year, 8.3 percent of those age five and older in Jeffco needed mental health care but did not receive it for various reasons. More information about this priority area is available at the [Access to Care page](#) in the 2018 Community Health Needs Assessment.

Type of Activities the Foundation Will Fund

Each applicant is limited to applying for a project or program in service to *only* one of the activity areas listed below:

1. Assessing access to services and facilities
2. Improving system entry and navigation
3. Increasing use of technology-based treatment methods
4. Increasing number of providers and/or community members trained and educated in mental health and substance use
5. Increasing screening for mental health and/or substance use issues
6. Decreasing transportation-related barriers
7. Providing direct outpatient or inpatient mental health or substance use disorder treatment

Grant Awards

Award Amounts

Awards will range from \$25,000 to an upper limit of \$250,000.

Award Considerations

The Foundation established this grant opportunity as a one-time funding event. Grant decisions will favor organizations that operate with diversified funding sources, especially for project or program requests that will continue beyond the one-year grant period.

Total Allocation

The total amount available for all grant awards is \$1,500,000. The Foundation anticipates making 25 to 30 awards.

Eligibility

Organizations wishing to apply for the 2019 Access to Mental Health and Substance Use Disorder Treatment grant opportunity must meet the following criteria:

Jeffco-Focused Work

The intention of this grant opportunity is to increase access to mental health and substance use disorder treatment for people residing in Jeffco. To be considered for this grant opportunity, applicants headquartered or who have a physical location in Jeffco must demonstrate a recent history (within the past year) of providing services or support to Jeffco residents. Organizations that are not headquartered and do not have a physical location in Jeffco must have a recent history (within the past year) of providing services in Jeffco and be able to demonstrate at least 50% or more of its clients served are Jeffco residents.

Registered 501(c)(3) nonprofit or government equivalent. Eligible applicants must be recognized by the IRS as tax-exempt under Section 501(c)(3), government equivalent or fiscally sponsored by a 501(c)(3) nonprofit entity.

Willing to share data. The Foundation intends to use the information about the organizations that apply to inform a broader collective impact approach that is in development in Jeffco. By submitting a grant request, applicants agree to allow the Foundation to use or share information contained in the grant application to inform community-level data initiatives and establish a network that will be accessible to a public audience.

What the Foundation Will Not Fund

- Individuals
- For-profit organizations
- Fundraising events
- Private foundations
- Other foundations or nonprofits that distribute money to recipients of its own selection
- Endowments
- Organizations that practice discrimination of any kind
- Organizations that do not have fiscal responsibility for the proposed project

Other Important Information

Read this RFP closely. Applicants who do not meet eligibility requirements or do not comply with the directions will not be considered.

- If an applicant has questions about eligibility, please contact Raymael Blackwell at rblackwell@communityfirstfoundation.org or 720.898.5915.
- Detailed information on the Jeffco Community Needs Health Assessment and the Community Health Improvement Plan are located at the following URLs:
 - Jeffco Community Needs Health Assessment
<https://insight.livestories.com/s/v2/cha-home-page/b08c9eba-221c-41de-b1fb-3540bcc51a76>
 - Community Health Improvement Plan
<https://www.jeffco.us/DocumentCenter/View/16041/2019-2021-Community-Health-Improvement-Plan?bidId=>

Application and Submission Instructions

Qualified applicants are encouraged to submit an online application for the Access to Mental Health and Substance Use Disorder Treatment grant opportunity through the Foundation's online application portal at <https://app.smarterselect.com/programs/59172-Community-First-Foundation>

Apply Now!

Grant Timeline

July 25, 2019 - Deadline

Proposals must be submitted by 5 p.m.(MDT). The online application system will not allow incomplete proposals or submissions after 5 p.m.

Mid-October 2019

All applicants will be notified of their status.

Application Questions

ColoradoGives.org Participation

Please note, if your organization does not have a profile on ColoradoGives.org, you will be required to answer a few additional questions. Please answer the first question before moving on to the rest of the application.

1. Does your organization have a profile on ColoradoGives.org?

Applicant Overview

Applicant Information

2. Grant Contact Prefix
3. Grant Contact First Name
4. Grant Contact Last Name
5. Grant Contact Job Title
6. Grant Contact Phone Number
7. Grant Contact Email Address
8. CEO/Executive Director Prefix
9. CEO/Executive Director First Name
10. CEO/Executive Director Last Name
11. CEO/Executive Director Job Title
12. CEO/Executive Director Phone Number
13. CEO/Executive Director Email Address

Organization Information

14. Organization Legal Name
15. Organization DBA Name
16. Organization Address
17. Organization City
18. Organization State
19. Organization Zip Code
20. Organization County
21. Organization Website
22. Organization Classification/Status
 - a. 501(c)(3)
 - b. Governmental Equivalent
 - c. Fiscally Sponsored by a 501(c)(3) Nonprofit Entity
23. Employer Identification Number (EIN)

Note: If program/organization is operating under fiscal sponsorship, provide fiscal sponsor's EIN.
24. Organizational Background - Provide a brief background of the organization requesting funding.
25. Board/Governance - Briefly describe the role of your board of directors in advancing the mission of the organization
26. Total Asset Size
27. Total Operating Expense for Last Fiscal Year (\$)
28. Total Operating Revenue for Last Fiscal Year (\$)
29. Has your organization been funded by a Colorado Foundation in the last 6 months?
 - a. If yes, please list funder name(s), date of grant award and grant amount(s).
30. Our organization's most consistent funding sources are:
 - o Business/Corporate
 - o Events (include event sponsorships)
 - o Fees/Earned Income
 - o Foundation grants
 - o Government contracts

- Government grants (federal, state, county, local)
- Individual contributions
- In-kind contributions
- Workplace giving campaigns
- Other _____

31. Does your board engage in fundraising?

Organizational Attachments

- 32. Year-to-date operating budget (please provide current fiscal year including budget vs. actual)
- 33. Audited or unaudited financial statements for prior fiscal year (must include a statement of activities/profit and loss statement and balance sheet).
- 34. Audited financial statements for the next most recent prior fiscal year. If audited statements not available, please provide IRS Tax Form 990)
- 35. Board of directors list (name and skills they bring to organization, ie. finance, legal, operational, consumer representative, etc.)
- 36. Proof of your organization's classification/status (e.g., 501(c)(3) letter, government information letter, or other similar supporting documentation)

Program or Project Information for Jeffco-Focused Work

37. The remainder of the application must be specific to your work in Jefferson County, whether it be a program, project, or the full scope of your organization’s work. If you provide a region-wide or state-wide program/project, please carve out the scope of work you expect to accomplish for the population you are serving in Jefferson County. Each applicant is limited to applying for a project or program in service to only one of the activity areas listed below. Please select one of the following activity areas your program/project will service:

- Assessing access to services and facilities
- Improving system entry and navigation
- Increasing use of technology-based treatment methods
- Increasing number of providers and/or community members trained and educated in
 - mental health and substance use
 - Increasing screening for mental health and/or substance use issues
 - Decreasing transportation-related barriers
 - Providing direct outpatient or inpatient mental health or substance use disorder treatment

38. Grant Request Amount

Jefferson County Effort Summary

39. Please provide a brief program/project description of your Jefferson County effort in which you are requesting funding. (i.e how it works and why the effort is designed the

way it is (e.g. existing proven model, research, evidence/practice-informed). (Maximum Number of Words: 500)

40. Service Area - Please list the geographic boundary where you serve the highest concentration of clients in Jefferson County (Required: List Jefferson County cities in which you serve the highest concentration of clients. Desired, but optional: List Jefferson County zip codes or neighborhoods in which you serve the highest concentration of clients.)
41. Constituents Served – How many unduplicated Jefferson County constituents (residents) did this effort serve in the previous year?

Evaluation and Anticipated Impact

The next three questions relate to the anticipated impact of your Jefferson County effort. Our intention with this section of the application is to capture what your organization expects to achieve during the grant period (from October 2019 to October 2020) specific to your Jefferson County effort. If funded, Community First Foundation will add your proposed performance measures into the grant agreement as the deliverables you expect to achieve during the grant period. Community First Foundation does not expect your performance measures to match this exact timeframe, but should overlap. For example, your organization may set annual goals on a calendar year basis, so you may choose to prorate your total 2019 goals and report on the first nine months. Please use your own judgment on what you believe is reasonable to report out as you establish your performance measures.

The performance measures you set must be specific to your work in Jefferson County and inclusive only of your Jefferson County reach.

Community First Foundation has adopted the Results-Based Accountability framework for measuring the performance of our grants. The Results-Based Accountability guide is a helpful tool in establishing clear performance measures and can be found here: <https://clearimpact.com/results-based-accountability/> and example performance measures can be found here: <https://clearimpact.com/results-based-accountability/example-performance-measures-can-use-program-service/>

Performance Measures

Please describe an overall total of 3-5 of the most important performance measures that will measure the success of your program/project. Each of the following performance measure types must be addressed in this section. Please state your performance measures using the future tense:

42. **Performance Measure Type 1: How much will we do?** For the timeframe of the next program year, list output measures such as # clients served, # activities performed, etc. Suggested format for answer: “By the end of [insert last program month] 2020, our organization will do/provide... in Jefferson County.”
43. **Performance Measure Type 2: How well will we do it?** For the timeframe of the next program year, list the most important quality measure(s) describing how well you will provide the output measures (stated under Performance Measure Type 1). Use measures such as % timely actions, % complete actions, client-to-staff ratio, staff

turnover rate, unit cost, satisfaction rate, etc. Suggested format for answer: “By the end of [insert last program month] 2020, our organization will ... in Jefferson County.”

44. **Performance Measure Type 3: Is anyone better off?** Once all output measures (Performance Measure Type 1) have been delivered, state the most important outcome measure(s) for clients who received output measures (Performance Measure Type 1) such as # and % who showed improvement in a specific skill/knowledge, attitude, behavior or circumstance. Suggested format for answer: “By the end of [insert last program month] 2020, our clients demonstrated ... in Jefferson County.”

Attachments Related to Jefferson County Effort

45. Budget (MUST include both anticipated revenue and expense) for Jefferson County effort that Community First Foundation grant dollars would be used to fund. The budget should consider the combination of operating and program expenses used to support Jefferson County residents.
46. Budget narrative for Jefferson County effort that Community First Foundation grant dollars would be used to fund. Please address everything included in budget for the Jefferson County program/project.
47. Key staff of Jefferson County effort (include short bios of your organization’s executive director/CEO and project/program director, and any other key staff)

Optional Additional Information

(Use this section to include any additional information relative to this grant application)

48. Additional information attachment

About Community First Foundation

Since 1975, Community First Foundation has been helping generous donors and innovative nonprofits come together to improve the quality of life and create positive change in Jefferson County, the Denver metropolitan area and beyond. We serve as a connector, partner, collaborator and resource to fuel the power of community for the greater good. We are proud to use our energy, leadership and trusted stewardship of financial resources to energize giving across our state, strengthen nonprofits, support donors and find new ways to address community needs. For more information, visit CommunityFirstFoundation.org.