
Request for Proposals, Narrative & Goals

To expand access to pediatric inpatient behavioral health services, the Michigan Health & Hospital Association (MHA) is issuing a competitive grant program for healthcare providers, using funds appropriated by the Michigan Legislature, to increase the number of beds available in long-term pediatric psychiatric inpatient hospitals, centers or psychiatric residential treatment facilities.

Hospitals are eligible to seek funding for any programs or strategies that will enhance or expand access to inpatient pediatric beds, including expansion of existing programs or development of new programs.

For the purposes of this grant, “pediatric” will encompass individuals up to 25 years old, in alignment with Michigan’s requirement to provide educational services for children and adolescents with disabilities.

To ensure equitable distribution and access to pediatric inpatient behavioral health services, every effort will be made to award grant dollars to organizations in different geographic regions. This does not mean that an individual proposal is required to work in numerous areas of the state, but rather the MHA will award funding in a geographically diverse manner.

Each entity can apply for up to \$25 million and **must identify 20% matching funds within their budget**. Program funds can be spent any time between when the grant is awarded and the program ends Sept. 30, 2027. All projects awarded through this RFP will operate on a reimbursement-based structure, meaning no funds will be issued until awardees submit substantiation for all money spent. Unsubstantiated funds will not be reimbursed.

Awarded facilities will be asked to submit deliverables to the MHA on a quarterly cadence, including a written narrative of program progress and budget documents for reimbursement.

Application Submission

- **The first round of applications is due to the MHA by June 1, 2023 at 11:59 p.m.**
- After the initial application round, additional applications will be accepted on a rolling basis, due quarterly on Sept. 1, Dec. 1, Mar. 1 and June 1, until the money is spent.
- Applications should be submitted to the MHA through an [online survey](#). No emailed or hard copy applications will be accepted.

Brian Peters, Chief Executive Officer

- All application documents (except the program budget) should be saved and submitted as PDF files. No Microsoft Word files will be accepted.
- The MHA will host a [webinar](#) for interested parties **from 11 a.m. to noon April 11** to discuss the grant application in further detail and answer any questions about the process.
- Applications will be reviewed by a multidisciplinary sub-committee comprised of MHA staff and third-party expert partners to ensure diverse representation and non-biased review when assessing distribution of funds.
 - Reviewers will be provided blinded applications to ensure fair scoring.
 - **All proposals will be evaluated using the same criteria, which can be found in Appendix A – Grant Scoring Criteria.**
 - Once a funding decision has been reached, organizations may request feedback on their application and a copy of the completed scoring rubric.

Required Application Documents

□ Cover Page

No template provided.

- Not to exceed one page. 1” margins, size 12 font, single spaced.
- To include:
 - Hospital or health system name.
 - Street address.
 - Project contact – name, title, email address and telephone number.
 - This individual will be the primary point of contact for the MHA with all questions related to the project, payments and ongoing activities.
 - Project lead, if different from the project contact – name, title, email address and telephone number.
 - This individual is responsible for project oversight and assuring completion of activities.

□ Project Proposal

Use template provided in Appendix B – Project Proposal & Workplan Template.

- Not to exceed five pages. 1” margins, size 12 font, single spaced.
- To include:
 - I. **A summary and brief description of proposed project.**
 - II. **Organizational Capacity**
 - a. Demonstrate the organization’s capacity to complete project activities, including relevant organizational history that positions the institution to successfully accomplish project goals.
 - b. Describe the organization’s ability to meet required grant deliverables.

- c. Address how the organization will share grant deliverables and/or lessons learned to other facilities across the state, either during or after completion of grant activities.

III. Health Equity

- a. Discusses how equity will be considered and/or incorporated into project activities.

IV. Expanding Access & Building Capacity

- a. Define how the project will, in alignment with activities outlined in the workplan, expand access or build capacity for serving inpatient, pediatric psychiatric patients, particularly those with:
 - Severe mental illness.
 - Comorbid diagnoses of autism and mental illness.
 - Developmental disabilities.
- b. Share how the project will support evidence-based treatment of pediatric inpatient psychiatric patients.

□ Workplan

- SMART goals:
 - Please include at least two SMART goals for the project.
 - SMART goals should be:
 - **Specific**
 - Consider the Who, What, Why, Where and How of the project.
 - **Measurable**
 - Include quantitative measurements to determine progress towards goal completion.
 - **Achievable**
 - Ensure goals are realistic, explain how they will be accomplished and/or steps necessary to achieve the goal.
 - **Relevant**
 - Does the goal match other organizational efforts?
 - **Time-bound**
 - Provide a “complete by” or end date.
 - **Example:** Add 10 inpatient psychiatric beds (*specific, measurable, achievable*) for pediatric patients to our hospital (*relevant*) by 12/31/2025 (*time bound*).
- Project objectives.
- Project activities.
- Project timeline.
 - Please ensure all projects conclude on or before Sept. 30, 2027.
- Project team composition. In addition to the *Project Contact and Project Lead* listed on the cover page, please list the core project

team. These are the key staff who will be leading or working on project activities to ensure successful completion of the scope of work.

- Please ensure the composition of the core project team composition is appropriate to accomplish activities and meet project goals.

□ Project Budget

Use template provided in Appendix C – Project Budget Template