



# Ohio Children's Alliance

*Leading change for child and family service providers*

## REQUEST FOR APPLICATIONS:

### SFY25 INFANT AND EARLY CHILDHOOD MENTAL HEALTH TRAINING DC:0-5

#### **Anticipated Timeline:**

Request for Application Issue Date:	February 10, 2025
Application Due Date:	March 14, 2025
Projected Award Notification:	March 24, 2025

The Ohio Children's Alliance ("Alliance"), on behalf of the Child and Adolescent Behavioral Health Center of Excellence (COE), is accepting applications from eligible organizations to promote expertise in infant and early childhood mental health. The Alliance will use approximately \$43,500 of total funding from the COE to award 50 clinical professionals from OhioMHAS certified CMHAs to complete the DC:0-5 clinical training program offered by Zero to Three.

#### **Anticipated Timeline**

RFA Issued	February 10, 2025
Deadline for Submission of Written Questions	February 14, 2025 at 12:00pm
Application Due Date	March 14, 2025 at 12:00pm
Award Notification	March 24, 2025

An electronic copy of the RFA can be obtained at <https://www.ohiochildrensalliance.org/coe> and <https://soco.io.org/> or by sending an e-mail requesting an electronic copy to [COE@ohiochildrensalliance.org](mailto:COE@ohiochildrensalliance.org).

**Please refer to the complete RFA for specific guidelines regarding how to apply for this grant.**

#### **I. Introduction**

The **DC:0–5 Clinical Training** offered by Zero to Three promotes an approach to diagnosis centering on culture and is developmentally sensitive and relationship-based. The training focuses on the importance of using a developmentally sensitive, relationship-based, contextually grounded, and empirically supported system of diagnostic classification with children from birth through 5 years old. The goal of this RFA is to provide a training opportunity for up to 50 clinical professionals from multiple OhioMHAS certified CMHA's.

## II. General Information

### Written Questions

All questions from prospective applicants must be submitted in writing via email to [COE@ohiochildrensalliance.org](mailto:COE@ohiochildrensalliance.org) with the RFA title specified in the subject line and will be answered via posting on the Ohio Children's Alliance website, with both the question and the answer displayed. Written responses to all questions received by the Ohio Children's Alliance will be posted only once during the open RFA period. Questions submitted in writing by February 14, 2025 at 12:00pm deadline will be answered and posted for viewing by applicants by 4:00pm on February 17, 2025. To ensure all prospective applicants have equal access to the information, questions submitted after the deadline will not be answered.

### Application Submission

For your application to be considered, the following must be received via email to:

[COE@ohiochildrensalliance.org](mailto:COE@ohiochildrensalliance.org) no later than **12:00pm** on Friday, **March 14, 2025**:

Section One: Agency Information (2-page maximum) and Project Narrative (3-page maximum)

Section Two: Budget in provided Microsoft Excel form

The applicant is responsible for ensuring the application is received prior to the deadline. Applicants are encouraged to consider the risk of technical difficulty and factor it into the timeline for submission. A return email will be sent confirming receipt of the application when received. *Applications may not be delivered by mail, facsimile transmission or submitted in person.*

No extensions of time will be given. Applications will be reviewed as received and must be complete at the time of submission. All applications and accompanying documents will become the property of Ohio Children's Alliance and will not be returned. All documents submitted to the Ohio Children's Alliance as part of your application may become public information. The Ohio Children's Alliance does not encourage the submission of confidential or proprietary information in response to this RFA. The submission of an application will be considered by the Ohio Children's Alliance as constituting an offer to perform the services indicated for the stated program costs.

## III. Considerations

This RFA does not constitute an offer. Acceptance of applications for review does not commit the Ohio Children's Alliance to make any award, nor is the Ohio Children's Alliance liable for any costs incurred in the preparation of applications. The Ohio Children's Alliance reserves the right to make awards to a single applicant, multiple applicants, or to reject any and all applications or parts of applications received. If the Ohio Children's Alliance elects to initiate negotiations, these negotiations cannot involve changes in State requirements or the applicant's application which would, by their nature, affect the basis of the source selection and the competition previously conducted. The Ohio Children's Alliance reserves the right to negotiate activities and costs on any and all applications or to cancel this RFA in part or in its entirety. Final awards will be subject to applicable rules and regulations under the funding requirements.

Applications submitted in response to this RFA must comply with the specifications stated herein. Failure to adhere to the formatting requirements may result in the application being determined non-responsive and may result in the elimination of the application from consideration. Applications should be written in Times New Roman 12pt font. The application should be single spaced with 1" margins.

Applications will be evaluated and awarded based upon their merit and geographical representation. The total amount per award and number of awards shall be determined by the number of applications received, the quality of the applications and alignment with the selection criteria. It is our goal to extend opportunities to a diverse array of community agencies throughout Ohio including in underserved areas.

#### **IV. Award**

The Ohio Children's Alliance will send a Letter of Intent to Award to the selected applicant(s) and will notify unsuccessful applicants as soon as they have been eliminated from consideration.

In the event State funds become unavailable to support this RFA, the award shall be cancelled in accordance with the RFA. Until the selected applicant receives a fully executed and approved written agreement from the Ohio Children's Alliance, there is no legal and valid contract, in law or in equity.

The Ohio Children's Alliance reserves the right to make no award, make an award for a lesser amount; make an alternative award for the project; or make an award for a shorter duration. The Ohio Children's Alliance reserves the right to ask clarifying questions, issue conditional awards and negotiate a best and final award with one or more applicants.

#### **V. Payment Process**

The Ohio Children's Alliance will pay for the training directly to Zero to Three. A certificate of completion will be required from those who attend as proof of completion.

Additional payment policies and instructions will be described in the contract between the Ohio Children's Alliance and agencies receiving this award.

#### **VI. Project Details**

##### **Program Requirements**

Minimum standards of qualification and requirements for completing the DC:0-5 curriculum have been established and can be found at: [Professional Early Childhood Training | Zero to Three](#)

The training will be held virtually on April 15, 16 and 17 from 12:00pm – 4:00pm.

### **Use of Funds**

- Registration fee – The training requires a registration fee of \$262.50 for each participant. This fee will be paid by The Alliance.
- CEUs – During registration, each participant can select to receive 12 CE hours which will be paid for by The Alliance if selected (\$45 per person)
- During registration, participants will have the option to select if they want to purchase the DC: 0-5 manual, which is required for the training. This will be paid for by The Alliance if selected (\$61.95 each)
- Completion incentive – Participants will receive a \$500 incentive upon completion and providing certificate to encourage participation and completion of the credentialing process.
- Maximum budget – Requested funds per participant shall not exceed \$869.45 (\$262.50 registration fee, \$45 CEUs, \$61.95 training manual and \$500 incentive). \$43,500 is the total budget of this RFA cycle across all awardee(s).
- Funding Restrictions – Funds may not be used for building, construction, or to purchase property. Funds may not be used to supplant existing federal, state, or local funds. The funding for State Fiscal Year (SFY) 2025 is contingent upon the availability of funds for that time period. Funds cannot carry over from one SFY to the next.

### **Scope of Work**

It is expected through this funding opportunity; awardees will successfully build or expand the infant/early childhood mental health expertise of their staff member(s) by providing opportunity and incentive to complete the DC:0-5 training offered by Zero to Three. The Scope of Work coincides with the Selection Criteria in the next section. It is expected awardees will:

- a. Identify clinical professionals to enroll and complete the DC: 0-5 clinical training program;
- b. Support staff members in completing the training by allowing attendance at training sessions during typical business hours;
- c. Hold staff members accountable to complete all agreed upon activities within established deadlines;
- d. Ensure staff members have received the DC 0-5 manual prior to the training; and
- e. Submit completion certificate

### **Selection Criteria**

*Agency Information*—maximum 2 pages (15 points) – This section must include:

- The applicant organization's name, physical address, and tax identification number.
- Name, title, phone number and email address of the person serving as primary contact for the grant.
- Name, title and email address of the agency staff person with authority to sign contracts.

*Project Description*—maximum 3 pages (70 points) – The project description must include each of the following elements:

- Describe how staff will be selected to participate in the training process and identify the number of staff being selected. A maximum of five (5) staff per agency may be selected.
- Identify selected staff member(s) participating in the training course and provide their name and email address.
- Provide the name and email address of each participant's direct supervisor.
- Describe how staff members will be supported during the process to allow for training attendance.
- Describe how staff members will be held accountable to complete the course within established deadlines.
- Describe how newly trained staff will utilize their training in the field/workplace.

*Budget*— (15 points) --The budget must be submitted on the provided form.