



**Strengthening & Sustaining Ohio's Suicide Prevention Coalitions
(SSOSPC):**

**Community Coalition Action Theory (CCAT) Study Group Cohort 3
FFY22 Competitive Application for a Coalition Development Opportunity
+ Flexible Learning Stipend**

Application deadline: December 6, 2021, by 12:00 NOON

Background and Intent

In federal fiscal year (FFY) 2020, the [Ohio Department of Mental Health and Addiction Services \(OhioMHAS\)](#) partnered with the [Ohio Suicide Prevention Foundation \(OSPF\)](#), [Ohio University's Voinovich School of Leadership and Public Service \(Voinovich School\)](#), the [Pacific Institute for Research and Evaluation](#), and [You Thrive Training & Consulting, LLC](#) to create the Strengthening & Sustaining Ohio's Suicide Prevention Coalitions (SSOSPC) Initiative. Since then, two cohorts of suicide prevention coalitions have participated in [Community Coalition Action Theory \(CCAT\) Study Group](#).

For FFY 2022, OSPF, in partnership with the Voinovich School and You Thrive Training & Consulting and with support from OhioMHAS, is offering a funding opportunity for suicide prevention coalitions interested in strengthening their local coalition and networking with similar coalitions across Ohio by participating in the CCAT Study Group. The intent and spirit of this opportunity is for coalitions to ground their coalition work in the [Community Coalition Action Theory \(CCAT\)](#) by participating in the CCAT Study Group and receiving a **\$5,000 flexible learning stipend** as an incentive to participate.

CCAT Study Group

Building off the work completed by Cohorts 1 and 2 of the [Strengthening & Sustaining Ohio's Suicide Prevention Coalitions \(SSOSPC\) Initiative](#), OSPF is offering this opportunity to enhance the infrastructure and sustainability of local suicide prevention coalitions using the Community Coalition Action Theory (CCAT). **Up to five suicide prevention coalitions will participate in a nine-month series of virtual learning opportunities to engage in a collaborative learning process designed to enhance coalition capacity.**



In between learning opportunities, selected applicants will complete deliverables created to support their work. To complete these deliverables, selected applicants will:

- Utilize the *Ignite! Getting Your Community Coalition “Fired Up” for Change* book by Dr. Fran Butterfoss to engage in a book-club style workgroup where they will assess their coalition through a Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis, refine their coalition’s purpose, mission, and vision statements, and create a sustainability plan for their coalition. **This book will be provided to each study group participant.**

Note: Based upon feedback from the previous cohorts, we have added this feature to the CCAT Study Group for FFY22.

- Create and lead a CCAT Study Group, typically consisting of three to five coalition members, to study and apply the principals of the CCAT to their coalition. Key activities will include completing a CCAT Questionnaire, drafting two CCAT Narratives, creating a CCAT Graphic, and creating a Coalition Welcome Video.

Professional development and coalition development opportunities related to the CCAT Study Group is offered to participating coalitions at no cost. **Prevention Continuing Education Units will be available for sessions where the *Ignite!* book is used.** Please note that Dr. Butterfoss offers similar content on a [fee-for-service basis](#) through her company, [CoalitionsWork](#). **This is an opportunity to receive training and technical assistance on the CCAT and to develop concrete items to promote your coalition at no cost to you.**

Flexible Learning Stipend

Along with professional development, OSPF is pleased to offer a **\$5,000 flexible learning stipend** to coalitions selected to participate in the CCAT Study Group. Please see the section titled “Permissible Use of Flexible Learning Stipends” for more details.

Proposals are due Monday, December 6, 2021, at 12:00 p.m.

Eligible Applicants

All Ohio-based suicide prevention coalitions are eligible to participate. This competitive application does not specify a definition of “suicide prevention coalition” to honor the uniqueness that exists in local coalitions around the state of Ohio. Preference will be awarded to those coalitions that have a coalition leadership structure in place with dedicated roles that guide and direct the efforts of the coalition.



Note: Applicants may also apply under a separate competitive application through *OSPF's Strengthening & Sustaining Ohio's Suicide Prevention Coalitions (SSOSPC): Suicide Prevention Coalition Strengths-Based Transformational Leadership Initiative*. This grant will help suicide prevention coalitions build and utilize effective leadership skills to benefit their coalition's efforts. Applicants may only apply for both funding opportunities if current coalition capacity supports full participation in both opportunities and completion of all deliverables. Applicants planning to apply for both funding opportunities are encouraged to read the entirety of both applications to determine if their coalition's current capacity will satisfy the expected roles and responsibilities, project timeline, and deliverables.

Approach

The goal of the CCAT Study Group is to create a competitive opportunity through the SSOSPC Initiative to build coalition capacity at the local level and make a greater impact in suicide prevention across Ohio. Selected coalitions will engage in a virtual learning community with peers based on the Community Coalition Action Theory (CCAT). Selected coalitions can expect learning community activities to be focused on (1) developing the knowledge, skills, and attitudes for enhancing the infrastructure and sustainability of local suicide prevention coalitions; (2) collaborating with peers across the state to enhance suicide prevention efforts; and (3) participating in professional development and leadership skill-building opportunities.

Wraparound support services, including technical assistance and professional/leadership development, will be provided to the selected coalitions at no additional cost as they work to complete the deliverables associated with the CCAT Study Group.

Applicants should remember that this is a unique opportunity to receive funds associated with engaging in professional development. Therefore, selected coalitions will be expected to participate fully in every aspect of the initiative.

Funding, Fiscal Agent, and Timeframe

Applicants may apply for and receive a \$5,000 flexible learning stipend for this one-time, nine-month funding opportunity beginning January 1, 2022, and ending September 30, 2022.

Coalitions applying for this opportunity must have a fiscal agent in place that can accept funding from the Ohio Suicide Prevention Foundation.



Project requirements and deliverables with deadlines are outlined in the sections that follow. The final report template must be completed and submitted by 5:00pm on Friday, October 21, 2022.

Permissible Use of Flexible Learning Stipends (FLS)

Applicants may choose between two options for how to utilize the CCAT Study Group FLS: support personnel participating in the study group or increase coalition visibility in the community. The budget narrative will signal to the review committee how each applicant plans to allocate funds. Regardless of which option applicants choose, all applicants are required to:

- Complete all deliverables as outlined in the RFP,
- Attend an in-person celebration in Columbus, Ohio in September 2022, depending on health and safety concerns related to COVID-19. This event may require travel or overnight stay depending on participant location.

Funds may be expended on salary and benefits, travel, lodging, per diems, food/beverages (for programming purposes only), marketing, supplemental training aids, materials and supplies, participant group activities/incentives, meeting space rental, registration fees, and other items approved in writing by the SSOSPC Leadership Team.

Option 1: Utilize FLS to Support Personnel Participating in the CCAT Study Group. The primary costs associated with the CCAT Study Group are personnel (staff salary and benefits). As such, applicants may choose to use the FLS to support personnel costs (through salary and benefits or stipends) for individuals participating in the CCAT Study Group. We estimate that it will take, on average, two to four hours per person, per week to complete every deliverable. Because this is an estimate, some weeks may require minimal or no work, and other weeks may require more. It is difficult to assign a specific time commitment as tasks involve reading and writing, and the speed at which individuals engage in those tasks varies greatly. We strongly encourage applicants to visit the project [website](#) to learn about the final products and how they were developed for additional information.

Due to participant feedback, a new component has been added to the CCAT Study Group: a group read of the *Ignite! Getting Your Community Coalition “Fired Up” for Change* book by Dr. Fran Butterfoss. Because of this, we have increased funding for this opportunity from \$2,000 in FFY21 to \$5,000 in FFY22.

Option 2: Utilize FLS to Increase Visibility of the Coalition in the Community. Some coalitions may choose to cover costs related to personnel through their operating budget, a different funding source, or to utilize staff employed by another community partner’s organization. If funds are not



needed to support staff participation in this study group, applicants may allocate the \$5,000 FLS to activities that make the coalition visible in the community. For example, funds may be used to promote the coalition, including marketing or branding activities; for activities that build health awareness within the community; or other activities that demonstrate to the community that the suicide prevention coalition is present and actively engaged.

Coalitions that choose Option 2 must: (1) Fully engage in the CCAT Study Group and complete all deliverables as assigned. Failure to complete all deliverable requirements will result in the coalition re-paying any funds spent on activities to increase the visibility of the coalition to OSPF. Coalitions must also: (2) Attend the September 2022 face-to-face celebration in Columbus. If coalitions would like to allocate some FLS funds to attend the event, please include that in the budget and budget narrative.

Scope of Work

All selected applicants will be responsible for the following:

- Ensure that at least two staff or coalition members can fully and consistently participate in the initiative. Ideally, the same two individuals will attend the learning community meetings to ensure continuity of the work. Personnel changes must be approved by OSPF.
- Participate in virtual learning community meetings to further develop knowledge, skills, and attitudes for enhancing the infrastructure and sustainability of local suicide prevention coalitions. Learning community meetings will be held in a virtual format. Selected applicants can expect to participate in approximately eight 90-minute virtual meetings and an in-person celebration between January 2022 and September 30, 2022. Learning community meetings are mandatory and two people must attend. Proposed dates for learning community meetings are in the table below. **All meetings will be held virtually from 10:30 – 12:00 p.m. Applicants should place a hold on their calendars at this time.**

Learning Community Meeting	Date	Time
Virtual CCAT Session 1 <i>(Ignite! Book Club – Part 1 – SWOT Analysis)</i>	January 19, 2022	10:30 a.m. –12:00 p.m.



Virtual CCAT Session 2 <i>(Ignite! Book Club – Part 2 – Refining your Purpose, Mission & Vision)</i>	February 22, 2022	10:30 a.m. –12:00 p.m.
Virtual CCAT Session 3 <i>(Forming a CCAT Study Group & Studying the CCAT Model)</i>	March 22, 2022	10:30 a.m. –12:00 p.m.
Virtual CCAT Session 4 <i>(Studying the CCAT Model)</i>	April 26, 2022	10:30 a.m. –12:00 p.m.
Virtual CCAT Session 5 <i>(Drafting CCAT 3-page Narrative)</i>	May 24, 2022	10:30 a.m. –12:00 p.m.
Virtual CCAT Session 6 <i>(Drafting CCAT 1.5-page Narrative)</i>	June 22, 2022	10:30 a.m. –12:00 p.m.
Virtual CCAT Session 7 <i>(Ignite! Book Club – Part 3 & Creating CCAT Graphic & Coalition Welcome Video)</i>	July 26, 2022	10:30 a.m. –12:00 p.m.
Virtual CCAT Session 8 <i>(Ignite! Book Club – Part 4)</i>	August 23, 2022	10:30 a.m. –12:00 p.m.
CCAT Final Celebration Event	TBD	TBD

- Completion of activities and deliverables designed to support coalition work. Activities and deliverables will be completed in between monthly learning community meetings. Deliverables include the following:
 1. Coalition SWOT Analysis,
 2. Purpose, Mission, & Vision Statements,
 3. CCAT Questionnaire,
 4. 3-page CCAT Narrative,
 5. 1.5-page CCAT Narrative,
 6. CCAT Graphic,
 7. Coalition Welcome Video,



8. Coalition Sustainability Plan.

- Completion of any evaluation requirements.
- Participation in technical assistance (T.A.) and wraparound services provided by the SSOSPC Leadership Team, such as drop-in T.A. calls and asynchronous webinars.

Informational Webinar, Question & Answer Period, and Opportunity Updates

An informational webinar about this opportunity will be posted on the OhioMHAS Suicide Prevention [website](#). The video recording and PDF of the PowerPoint slides from the webinar will be made available by Friday, November 19, 2021.

The question-and-answer period is November 22 – December 3, 2021. Questions can be submitted to RFP@ohiospf.org no later than December 3, 2021, by 5:00 PM. No questions will be answered after that deadline. Answers will be posted weekly and may be accessed at <https://suicideprevention.ohio.gov/Communities/Funding-Opportunities>

Application Scoring and Awards

All proposals will be scored using the rubric on the last page of the RFP. Selected applicants will be notified via email by Friday, December 17, 2021, at 5:00 p.m.

Proposal Submission

Proposal due date: December 6, 2021, at 12:00 p.m.

Proposals must be received by this time to be considered. Risk of delay or failure of delivery rests with the applicant. It is highly encouraged that applicants completely review the application, along with the required responses, prior to beginning the application process.

Where to submit: RFP@ohiospf.org.

Submissions for this proposal **will only be accepted via email**. All proposals must be submitted in Word or PDF. No faxed, mailed, or hand carried proposals will be accepted. Supplemental documents (i.e., budget narrative, assurances) must be attached at time of submission.



Proposal Contents

Applicants must submit the following information:

1. Cover Sheet, including:

- a. Name of implementing agency/fiscal agent, phone number, address, Executive Director name and contact information, President of the Board of Directors name and contact information, fiscal officer name and contact information, organization federal tax ID number, mission and vision of organization, and any organization social media.
- b. Amount of funding being requested.

2. Program Specific Information. Please provide detailed information on the following:

- a. The name and a short description of your suicide prevention coalition. If any of the following documents are available, please include them as attachments to your submission:
 - i. Current membership list and any existing subcommittees,
 - ii. Schedule of coalition meetings from the past 12 months,
 - iii. Written strategic plan for your coalition if your coalition has created one.
- b. The names and qualifications of the two individuals who will participate in the learning community meetings.
 - i. Please also describe their willingness to learn with and from others in a collaborative environment as well as their openness to applying new strategies in their work.
 - ii. Additionally, please provide a back-up staffing plan in case of emergency or unexpected circumstances.
- c. Review the background information and resources on the Community Coalition Action Theory (CCAT) on the [OhioMHAS suicide prevention website](#). Examples of the CCAT deliverables are posted on the website (click on the tab for “Completed CCAT Narratives & Graphics”), accessible by clicking on the counties highlighted in blue.
- d. After reviewing the resources and examples, please answer the following questions:
 - i. Does your coalition currently have a document similar to the CCAT? If yes, please attach the document and describe the process of creating that document.



- ii. How would completing the CCAT benefit your coalition?
- e. Describe any anticipated obstacles or challenges with participating in the learning community.

3. Funding

- a. Total amount of funds requested,
- b. Description of matched funds, if any,
- c. Staff commitment,
- d. Sustainability plan,
- e. Budget narrative,

4. Conditions of Award and Assurances

- a. The applicant must accept all conditions of award and assurances (page 9) AND include a signed copy of the conditions of award and assurances with their proposal to be eligible.
- b. Note: signatures will not be accepted unless they are signed with a blue or black pen or submitted with an Adobe-certified digital signature.



Conditions of Award and Assurances

The undersigned grantee _____ makes the following representations and agrees to the following conditions in accepting funds from the Ohio Suicide Prevention Foundation through the Ohio Department of Mental Health and Addiction Services.

1. Grantee will utilize the funds solely for the purpose of participation as outlined in the grant application.
 - a. Funds CANNOT be used for equipment/furniture, or any product or publication purchased from OSPF.
 - b. Funds CAN be used for food/beverages related to or required by project work or for any travel purposes.
 - c. Funds will not be used to issue mini-grants or offer any other direct financial assistance to other organizations or individuals outside of the organization.
2. Grantee possesses the legal authority to apply for the grant and a motion resolution, or similar action has been adopted by Grantee and certified or executed by a duly authorized officer or representative of Grantee, authorizing the filing of the application for the Funds, including all understandings and assurances contained therein, and directing and authorizing the person identified below as the official representative of the Grantee to act in connection with the Application and to provide such additional information as may be required.
3. Grantee will comply with all applicable federal, state, and local laws prohibiting unlawful discrimination on the basis of race, ethnicity, age, color, religion, sex, national origin, sexual orientation or disability.
4. Grantee will acknowledge the source of the funds on all written materials generated from the Project, and in all advertising and media releases using the following language:

“The project was funded by the Ohio Suicide Prevention Foundation with grants and support from the Ohio Department of Mental Health and Addiction Services.”
5. Grantee will complete all activities and related expenses by September 30, 2022.



- a. Grantee will calculate fund expenditures and report any anticipated unspent funds to OSPF by Friday, September 23, 2022.
 - b. If the Grantee does not expend the entire portion of the awarded funds, the remaining funds will be returned to OSPF by Friday, November 4, 2022.
6. Grantee will not make budget changes without the prior approval of OSPF. If grant funds are used other than set forth in the application, without written approval, the applicant will repay the full amount of the grant.
 7. Grantee understands that failure to meet the parameters of 5 and 6 above will impact the grantee's ability to receive funding from OSPF for future projects.
 8. Grantee hereby agrees to indemnify, defend, save and hold harmless OSPF from any and all liabilities, obligations, claims, suits, actions, losses, damages, fines, penalties or any other costs which arise in whole or in part out of any authorized or unauthorized acts by Grantee, its representatives, agents, employees or affiliates, directly or indirectly related to the Project or the Funds.
 9. Grantee agrees not to accept sponsorship from or partnership with the alcohol or tobacco industry for any purpose within the scope of this project.
 10. The OSPF logo may not be altered.
 11. Grantee agrees to provide OSPF with an accurate accounting of grant expenditures for this grant accompanied by receipts upon request.
 12. Grantee is aware that Lobbying - Section 319 of Public Law 101-121 generally prohibits recipients of Federal grants and cooperative agreements from using appropriated funds for lobbying.

_____	_____	_____
Program Coordinator Name	Signature	Date

_____	_____	_____
Fiscal Officer Name	Signature	Date



Budget Table

Directions: Fill out the table below to show how funds will be used, then complete the budget narrative on the next page.

Budget Categories:	OSPF Funds	Other Funds (not required)	Total Funds
Category I: Personnel Costs			
Personnel			
Fringe Benefits			
Category II: Non-Personnel Costs			
Consultants			
Subscriptions/Publications			
Supplies			
Printing/Copying			
Rent/Lease Expenses			
Phone/Utilities			
Maintenance/Repair			
Rentals			
Insurance			
Motor Vehicle			
Travel-hotel			
Food			
Conference/Training/Registration			
Equipment/Computer			
Furniture			



Totals			
---------------	--	--	--

Budget Narrative

For each category, include the total value of funds devoted the project.

Personnel Salaries and Wages **Total Value of funds: \$** _____.

Explanation of how expenditures were calculated and the justification for the expended funds for the proposed project.

Fringe Benefits **Total Value of funds: \$** _____.

Explanation of how fringe expenditures were calculated and the justification for the expended funds for the proposed project.

Travel **Total Value of funds: \$** _____.

Explanation of how expenditures were calculated and the justification for the expended funds for the devoted project.

Equipment **Total Value of funds: \$** _____.

Explanation of how expenditures were calculated and the justification for the expended funds for the proposed project.

Supplies **Total Value of funds: \$** _____.

Explanation of how expenditures were calculated and the justification for the expended funds for the devoted project. This Study Group requires participation in video conferencing. If you do not own a webcam or other supplies to participate, include those costs in your budget. If you currently own equipment that enables participation in video conferencing, include a statement indicating that a webcam is not needed.

Contractual **Total Value of funds: \$** _____.

The cost of consultants and other independent contractors (including their invoiced support costs), temporary help, and task and deliverables based sub-contracts.

Other Expenses **Total Value of funds: \$** _____.

Insert explanation of how expenditures were calculated and the justification for the expended funds for the proposed project.

Indirect Costs **Total Value of funds: \$** _____.

Insert explanation of how expenditures were calculated and the justification for the expended funds for the proposed project.



Matched

Total Value of funds: \$ _____.

Insert explanation of how expenditures were calculated and the justification for the expended funds for the proposed project.



Rubric for Proposals

Scoring Key	Explanation
0-2	Is Not Addressed. Does not comply with the requirement and/or does not address expectations for the criterion.
1-3	Weak. Does not substantially meet the requirement and/or does not substantially meet expectations for the criterion.
4-6	Meets. Meets the requirements and meets expectations for the criterion.
7-10	Exceeds. Exceeds the requirement and exceeds expectations for the criterion.

Proposals will be scored on technical merit and budget. Point values are provided.	Possible Score	Actual Score	Total Score
1. Cover sheet a) Organization information including Executive Director and fiscal officer. b) Federal tax ID number. c) Mission and vision of organization. d) Any organization social media. Amount being requested.	10		
2. Program Specific Information a) Name and short description of suicide prevention community group or			

<p>coalition was provided. If applicable, the following were provided as attachments:</p> <ul style="list-style-type: none"> i. Current membership list and any existing subcommittees. ii. Schedule of group/coalition meetings from the past 12 months. iii. Written strategic plan for the group/coalition. <p>b) A list of names and qualification of the two individuals who will be participating in the learning community was included. Applicant also provided an emergency back-up staffing plan.</p> <p>c) Described willingness to learn with and from others in a collaborative environment and their openness to applying new strategies to their work.</p> <p>d) Applicant demonstrated that they reviewed the CCAT resources and examples by answering the following questions:</p> <ul style="list-style-type: none"> a. Does your coalition currently have a document similar to the CCAT? <i>(If yes, the document and process of creating it was attached.)</i> b. How would completing the CCAT be beneficial to your coalition? <p>e) Applicant described anticipated obstacles or challenges for participating in the learning community.</p>	<p>10 pts possible for a - e</p>		
<p>3. Funding</p> <ul style="list-style-type: none"> a) Total amount of funds being requested. b) Description of matched funds, if any. c) Staff commitment. d) Sustainability plan. e) Budget narrative. 	<p>10 pts total for funding</p>		
<p>4. Conditions of Award and Assurances: All accepted; applicant signed and attached a copy to application.</p>	<p>Y/N</p>		
<p>Total Score</p>	<p>70</p>		<p>_____/70</p>

