



## **Request for Proposals for COVID-19 Relief Mini-Grants**

### **I. Introduction:**

Mental Health/Disability Services of the East Central Region (hereinafter, ECR) announces this Request for Proposals (RFP) for the following counties in Iowa: Benton, Bremer, Buchanan, Delaware, Dubuque, Iowa, Johnson, Jones and Linn. The Applicant must certify and provide evidence that this funding is not duplicating other funding received for COVID-19 relief.

### **A. Service Description:**

This RFP is specifically for expenditures that were not accounted for in the applicant's budget approved before March 1, 2020. Successful applicants may submit one proposal only for an amount up to but not exceeding \$10,000.

### **B. Conditions:**

ECR shall follow a non-competitive selection process to identify the applicant's needs and determine, to the best of its ability, if the proposal meets current and forthcoming guidelines set by the Federal and State governments. The applicant shall identify how the funds shall enhance or allow continuance of services using the attached application.

### **C. Establishment, Development, or Expansion Allowances:**

Proposals may request compensation for the purchase of equipment or items, additional staff expenses, or other one-time or ongoing expenditures that are related to COVID-19, directly or as a second-order effect of the pandemic, and development or expansion costs necessary for the purpose of continuing to provide services that would not otherwise be reimbursable by other funders. A list of allowable expenditures is attached. This list is not exhaustive, and proposals that address creative measure and actions will be considered.

## **II. Proposal Requirements:**

The funds through this grant are to be used for COVID-19 related expenditures only.

### **A. Eligible Applicants:**

Applicants must be a public or private school district whose district office is located within the East Central Region's nine counties or any MH/DS provider whose main office is located within in the region and meets the following criteria:

- Has a current contract with ECR
- Employees >5 people
- Provides the following MH/DS Services
  - ◊ Outpatient mental health services
  - ◊ Crisis response and management
  - ◊ Support for Community Living
  - ◊ Support for Employment
  - ◊ Recovery Services
  - ◊ Sub-acute Services
  - ◊ Evidence-Based Services
  - ◊ Justice Involved Services
  - ◊ RCF services



#### **B. Use of Funds:**

Applicants must address specific uses of the requested funds. Proposals that address creative measures and actions are encouraged.

#### **C. Planned Activities:**

Describe how the expenditures shall allow the contractor to continue to serve individuals:

1. Explain why the grant is necessary.
2. Describe the proposed population(s) to be served by the Funds (i.e. mentally ill, intellectually disabled, student population, etc.)

#### **D. Budget and Budget Narrative:**

The budget must provide line item costs for each of the allowable costs noted, the rate of match, if any (although not required), date the expenditure/activity will be completed, and justification and rationale for the funds requested.

#### **E. Contract Period:**

The contract shall start upon approval of the Proposal and end December 30, 2020, based upon outcomes and availability of funds. The contractor shall refund to ECR **BY DECEMBER 28, 2020** any dollars not expended by December 11, 2020.

### **III. Contracting Clauses:**

#### **A. Monitoring, Review and Payment:**

The following summarizes the expectations and timeframes for monitoring:

1. The contractor shall receive 90% of requested funds when the proposal is approved.
2. The contractor shall receive the remaining 10% of funds when the project has been completed, and a request for the remainder of the funds, with supporting documentation (not including receipts), is received by ECR no later than **December 11, 2020**.
3. The contractor shall submit invoices and billings on a monthly basis, if needed.
4. The contractor shall keep detailed records and receipts for five years that demonstrate use of the funds.
5. The contractor shall provide detailed records and receipts, if requested, to ECR by the end of the next business day or sooner, if necessary, due to a state or federal audit.
6. The contractor must agree to participate in on-site regional reviews, if any, as well as participate in a federal audit of the Office of Inspector General should one be conducted.
7. The contractor must agree to return any authorized COVID-19 Relief funds should it be determined through the course of an audit that it was found to be an unauthorized use of such funds.
8. The contractor must confirm that this funding is not duplicating other funding received for COVID-19 relief or CARES Act funds, or used for items/activities budgeted or executed prior to March 1, 2020.
9. The contractor shall make every effort to expend funds received under this mini-grant.



**B. Contract Specifics:**

The contractor agrees to indemnify and hold harmless ECR, shall maintain insurance, and shall be an independent contractor according to the terms of the contract.

The contractor, its employees, agents and subcontractors shall comply with all applicable federal, state, and local laws, and rules, including without limitation, all laws applicable to the prevention of discrimination in employment and the use of targeted small businesses as vendors or suppliers. The contractor, its employees, agents and vendors shall comply with all federal, state and local laws regarding business permits and licenses that may be required to carry out the work performed under this project.

**C. Purchasing Requirements:**

The Recipient agrees that any items purchased under this mini-grant shall be done as efficiently and effectively as possible and every reasonable effort shall be made to ensure the commitment of public funds obtains the most value for the money spent. Competition for the purchase of equipment should be fair, open and objective. Misappropriation or abuse of this process shall result in the contractor reimbursing ECR for the funds used.

**D. Persons Served:**

The contractor agrees to provide mental health and disability services, or services related to individuals' brain health or disability to residents of ECR that are the result of or exacerbated by COVID-19. School districts shall use the funds to alleviate brain health issues caused or related to COVID-19 including issues related the general mental well-being of the district.

**IV. Proposal Process:**

Proposals must be submitted to:           Mae Hingtgen, CEO  
  MH/DS of the ECR  
  [Mae.hingtgen@dubuquecounty.us](mailto:Mae.hingtgen@dubuquecounty.us)  
  210 Jones Street  
  Suite 203  
  Dubuque, Iowa 52001

**V. Standards for Review of Applications:**

Each proposal shall be reviewed according to the requirements set forth in this RFP. The CEO has the right to request additional information in order to determine appropriate use of CARES Act funds. Regional staff will provide technical assistance, as needed.

ECR reserves the right to decline any and all applications and choose to not award any or all grants. If COVID-19 dollars are not available, this RFP shall be null and void and no grants shall be awarded.