

Megan Marasco

From: Lindsey Manfrin
Sent: Friday, July 8, 2022 10:37 AM
To: Ken Huffer; Mary Starrett
Cc: Christina Ferguson; Justin Hogue; Carolina Rook; Megan Marasco; Chelsea Randall
Subject: Board Consideration: Permission to Apply I/DD ARPA Infrastructure Contracted Case Management
Attachments: ARPA-CME-innovation-grant-guidelines.pdf
Categories: Upcoming BOC Meeting

Hi Mary and Ken,

I would like permission to apply for ARPA Infrastructure Funding for Contracted Case Management Entities administered by the Oregon Department of Human Services (ODHS). ODHS is making one-time ARPA funds available to agencies contracted to provide case management to consumers of ODDS services for developing infrastructure to consumers of Developmental Disabilities services. Our goal in applying for these funds is to hire 1.0 FTE (full-time equivalent) HS Specialist I for foster care outreach and engagement. Our estimated amount for the grant application is \$115,000. While the total amount is not included in our HHS 2022-2023 budget, we anticipate we will have sufficient additional state grant expense authority to receive the funds if awarded.

If our grant application(s) are successful, I will return to the Board to request approval for the actual amount awarded. Please let me know if you have any questions.

Carolina/Megan, please place this request on the next Board Agenda for approval. Suggested Board Agenda language:

“Authorize Yamhill County Health and Human Services to submit application(s) for ARPA Infrastructure Funding for Contracted Case Management Entities administered by the Oregon Department of Human Services (ODHS).”

Thanks,

Lindsey Manfrin, DNP, RN

Health and Human Services Director

Public Health Administrator

Pronouns: she/her/hers

Yamhill County Health and Human Services | 638 NE Davis St McMinnville, OR 97128

Phone: 503-434-7525 | Cell: 971-237-2412 | Ext. 4719

Fax: 503-474-4907 | manfrinl@co.yamhill.or.us

Yamhill County Crisis Line (1-844-842-8200)



*****CONFIDENTIALITY NOTICE*****

This electronic mail may contain confidential information that is being transmitted to and only for the use of the recipients named above. Reading, disclosure, discussion, dissemination, distribution or copying this information by anyone other than the intended recipients or his or her employees or agents is strictly prohibited. If you have received the electronic mail in error, please immediately destroy it and contact me at 503-434-7575.



Oregon

Kate Brown, Governor

Oregon Department of Human Services

Office of Developmental Disabilities Services

ODDSARPA.funding@dhsosha.state.or.us



GRANT APPLICATION: ARPA Infrastructure Funding for Contracted Case Management Entities

In response to the negative impact of the COVID-19 pandemic faced by Office of Developmental Disabilities (ODDS) case management entities (CMEs), Oregon Department of Human Services (ODHS) is making one-time American Rescue Plan Act (ARPA) grant funding available to agencies contracted to provide direct case management to consumers of ODDS services for developing infrastructure at the local level. The anticipated total funding for these grants is \$3 million.

Applicant eligibility: Only case management entities with a current contract with ODDS are eligible to apply.

All contracted case management entities are encouraged to apply to this rare opportunity for innovative proposals to develop infrastructure to meet local need. Collaborative proposals that identify a primary applicant and list partner agencies are encouraged if feasible. Only one application may be submitted by any agency or collaboration of agencies.

ODDS plans to issue an award for each eligible application. Award amounts will be determined based on proposals and budget amounts requested to meet local infrastructure need.

Grant timeline

Application opening date	May 16, 2022
Application closing date and time	July 18, 2022, at 5 p.m.
Tentative date for award notices	August 1, 2022

"Safety, health and independence for all Oregonians"
An Equal Opportunity Employer

B.O. 22-234

Grant process

- To apply, case management entities must submit this online application <https://forms.office.com/g/b8GpKqz6Xi> no later than 5 p.m. on July 18, 2022. Due to the funding structure, late submissions will not be accepted.
- Submit only one application for collaborative proposals that identify a primary applicant and list partner agencies, for a single combined application.
- In order to ensure all funding is allocated, ODDS will determine grant award amounts after all applications have been reviewed. Once all applications are evaluated, ODDS will allocate funding based on budget proposals.
- Applicants are advised to include budgets that separate and highlight funding priorities, in the event that only partial award amounts can be granted, due to the limited funds available.
- Applications will be reviewed for responsiveness to all application requirements. If the application is unclear, ODDS may request clarification from applicant.
- Applications will be evaluated for allowability of proposed activities to build infrastructure at the local level and the proposed budget.
- A second round of applications may be considered if the full funds are not awarded in the initial round.

- **Examples of eligible activities:**

Grants to develop infrastructure at the local level may include but are not limited to the following activities:

- Hiring limited duration staff for:
 - Provider capacity building efforts
 - Provider recruitment, training and onboarding
 - Support for provider quality improvement and retention
 - Support to individuals and families new to the ODDS service system, including support navigating and accessing local resources
 - Supports to individuals who need assistance in finding and maintaining housing
- Community involvement, including events and activities

- Funding small grant projects with community organizations
- Increase partnerships to better support individuals with complex needs, including but not limited to support navigating, accessing and engaging:
 - Mental health
 - Behavioral health
 - Emergency responders
 - Housing supports
- **Ineligible expenses:**
 - Grant funds **cannot** supplant existing funding and services that can be billed to Medicaid or other insurance.
 - Grants are **not allowed** to fund:
 - Rent or subsidize direct housing
 - Capital gains
 - Wage increases
- **Grant award disbursement:** Grant funds are estimated to be disbursed in August 2022 through eXPRS service element 57 Special Projects for CMEs.
- **Grant expenditure period:** Grant funds may be spent upon receipt of award and must be allocated no later than March 31, 2024.
- **Grant reporting schedule:** Final outcome and expenditure report due: December 31, 2024.

Grant agreement requirements

If your agency chooses to participate in this grant and is awarded funds, your agency will be required to:

- Maintain records for audits
- Allocate grant funds by March 31, 2024
- Return to ODHS any unspent grant funds at the time of final reporting through an accounts receivable request that will be sent from ODHS

- Submit a report of the outcomes and a financial accounting for this project
 - Final reporting to ODDS will be due no later than December 31, 2024 and will be submitted to ODDSARPA.funding@dhsosha.state.or.us.
 - If final reporting is not submitted by December 31, 2024, ODDS reserves the right to recover all funding awarded for this grant.

Grant application questions

To apply for this grant, please complete this online application:

<https://forms.office.com/g/b8GpKqz6Xi>. You are encouraged to save your responses in a Word document or other location to avoid losing your work in the event you encounter technical issues while completing the application. For your reference, the application questions are listed below.

1. Agency applying for grant
2. Agency contract #
3. Agency representative (full name)
4. Agency representative title or position
5. Agency representative email
6. Agency representative phone number
7. This application is a collaborative request to support more than one case management entity
 - No
 - Yes (list all collaborative partners)
8. County or counties served under this proposal
9. **Proposal:** describe how your agency proposes to use grant funds to build infrastructure based on local need. Please limit details to no more than one page.
10. **Budget proposal:** include personnel and non-personnel costs for the purpose of the grant activities described above in the previous question. Applicants are encouraged to separate and highlight funding priorities in the event that only partial award amounts can be granted due to the limited funds available.

11. **Outcomes:** describe the outcomes expected from the proposed activities and anticipated data to include in reporting. Please limit details to no more than one page.
12. **Sustainability considerations, if any:** describe how these efforts may be sustained beyond the limited funding timeline. Please limit details to no more than one page.

Additional information

- All grant applications must be submitted no later than 5 p.m. on **July 18, 2022**. No late submissions will be accepted.
 - **Important note:** You will receive an email confirming receipt of your application. If you do not receive that email within two business days of submission, please send a follow-up email to ODDSARPA.funding@dhsosha.state.or.us and kristina.m.dimatteo@dhsosha.state.or.us.
- Grant project funds must be allocated no later than **March 31, 2024** (project activities may continue beyond this date).
- Grant outcomes and accounting records must be submitted no later than **December 31, 2024** to: ODDSARPA.funding@dhsosha.state.or.us
- If you have unexpended funds, please indicate in your outcome reporting, so that Oregon Department of Human Services (ODHS) can submit an Accounts Receivable (AR) for payment.

I, representing the agency stated in this application, the following statement: This agency is a case management entity, contracted with Office of Developmental Services (ODDS). This agency is applying for ARPA grant funding due to the negative impact caused by the COVID-19 pandemic. I understand that the amount of the grant the agency receives will be determined by ODDS based on proposals and budget amounts requested to meet local infrastructure need.

The statements contained in this application are true and complete to the best of my knowledge and I accept as a condition of the Grant, the obligation to comply with the applicable state and federal requirements, policies, standards, regulations and contract number listed in this grant application, question #2. The undersigned recognizes that this is a public document and open to public inspection.

Furthermore, I acknowledge that the money received for the grant activities must be allocated no later than March 31, 2024 (activities may continue beyond this date). Grant reports must be submitted to: ODDSARPA.funding@dhsosha.state.or.us. Grant outcomes and expenditure final report is due December 31, 2024 and any unspent funds must be returned to ODHS.

I agree to the above statement.

- I agree
- I do not agree (your application will be incomplete)

Please type your name as a digital signature for this application.

If you have questions regarding this grant, including timeline concerns, agency eligibility, or eligible activities and expenses please contact the ODDS Special Projects Unit at ODDSARPA.funding@dhsosha.state.or.us.

Accepted by Yamhill County
 Board of Commissioners on
7-14-2022 by Board Order
 # 22-234