

**ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES
BOARD OF CUYAHOGA COUNTY (ADAMHS BOARD)**

POLICY STATEMENT

**SUBJECT: FUNDING REQUESTS FOR NEW PROGRAMS MADE
OUTSIDE OF REQUEST FOR PROPOSAL PERIOD POLICY**

EFFECTIVE DATE: September 28, 2022

PURPOSE

To ensure that programs funded by the ADAMHS Board are considered in a fair and efficient manner, and to provide a clearly defined process and time period for consideration of funding.

POLICY

Periodically or when the need arises, the ADAMHS Board conducts a Request for Proposal (RFP) for mental health, addiction, prevention, treatment and recovery support services.

It is the policy of the ADAMHS Board that only proposals submitted, reviewed, and awarded during the Board's advertised and stated submission window of time shall be considered for funding. Requests for funding for new programs that are outside of this window will not be considered unless the Requestor can satisfy the following criteria:

- The proposed program must fill an identified service gap within the ADAMHS Board's funding priorities.
- The proposed program must have a clearly defined number of expected clients to be served and a concrete plan to reach that number.
- The proposed program and the organization must show evidence that it has been up and running for at least 12 months.
- The proposed program must be provided in a location within Cuyahoga County identified as an underserved location.
- The proposed program must be current with its licensing and/or certification requirements with OhioMHAS.

RESPONSIBILITY

It is the responsibility of ADAMHS Board Staff to determine if gaps in services exist and to identify these gaps. It is also the responsibility of ADAMHS Board Staff to identify underserved locations within the service area. If a request for funding is received outside of the RFP window of time, it is the responsibility of the Requestor to ensure that the proposed program satisfies the criteria listed above. Once it has been determined that the request for funding meets the criteria listed above, it will be the responsibility of the ADAMHS Board Chief Executive Officer to determine if the proposed program will be funded and to make a recommendation for funding to the Board of Directors.

Supersedes and retires: Not Applicable
Reference: Ohio Revised Code 340.036

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J. Robert Fowler, Ph.D.

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J. Robert Fowler, Ph.D.
ADAMHS Board Chair

DocuSigned by:

Scott S. Osiecki

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Scott S. Osiecki
ADAMHS Board Chief Executive Officer

September 28, 2022

Approval Date

September of 2025

Review Date