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DCTS Action Memo 2022-15

To: Subscribers of the DCTS Action Memo Email Distribution List

From: Rose Kleman, Administrator

## Workforce Development Technical Assistance Forum Request for Applications

### Summary

This memo outlines a funding opportunity for Wisconsin-based organizations that work directly with underserved populations to provide a technical assistance forum for community-based behavioral health professionals. The deadline to apply for a one-time grant of up to \$100,000 is November 7, 2022, at 11:59 p.m.

### Background

The Department of Health Services (DHS) is committed to supporting culturally appropriate community-based behavioral health services for underserved populations. Underserved populations are populations who face barriers in accessing and using mental health and substance use services. Those barriers in accessing mental health and substance use services for a population could correspond to, but need not correspond to geographic location, religion, sexual orientation, and gender identity; racial or ethnic status; or other special needs (such as language barriers, disabilities, alienage status, or age). There exists a need to improve the engagement of community-based behavioral health professionals with these populations, specifically children with severe emotional disturbance and adults with serious mental illness.

DHS intends to use this request for applications to award approximately 10 one-time grants of up to \$100,000 for the period of January 1, 2023, through December 31, 2023, to Wisconsin-based organizations to provide a technical assistance forum for community-based behavioral health professionals. This effort has three main goals:

- Promote and develop competencies within the behavioral health workforce in identifying unmet needs for mental health and substance use services among people from underserved communities.
- Improve the service delivery system to expand access to people in underserved communities.
- Develop behavioral health workforce competencies in the areas of diversity, equity, and inclusion.

The forum design is at the discretion of the applicant. The forum may be presented virtually, in-person, or both. If an in-person forum is planned, applicants should follow any COVID-19 public health guidance in place at the time of the event to ensure the health and safety of attendees. Use of culturally responsive evidence-based or evidence-informed strategies for working with underserved populations with mental health and substance use needs is highly encouraged.

## Eligibility for funding

- Applicants must be located in Wisconsin.
- Applicants may be a Wisconsin county agency, an agency from a federally recognized tribe, or nonprofit organization (proof of nonprofit status will be required prior to a contract being signed).
- Applicants must work directly with an underserved population as defined on page 1.
- Applicants must be committed to the three main goals of this effort listed on page 1.

## Application design

All narrative content created for the application must be typed in single-space format using 12-point Times New Roman font. All pages should have one-inch margins. Applications will be reviewed and scored by an evaluation committee. Applicants may not contact members of the evaluation team without the contract administrator's written approval.

- **Cover page (Pass/fail):** One page that lists the name of the vendor applying for funding with relevant contact information including subcontract contact information, if applicable.
- **Abstract (10 points):** No more than one page that includes a description of the project details with specific focus on the underserved population and the technical assistance forum design.
- **Project narrative (50 points):** No more than five pages organized according to the following headings:
  - **Organization purpose, experience, and capacity:** State the organization's purpose or mission. Describe the organization's experience in providing services to the identified underserved population. Describe the organization's capacity to fully execute this contract.
  - **Description of underserved population:** Describe the population the forum will address.
  - **Statement of need within underserved population:** Describe the specific mental health and/or substance use needs in the underserved population and how these needs are not being fully met by the current workforce. Applicants may find the dashboards and reports located on the DHS [Alcohol and Other Drug Use: Statistics](#) and [Mental Health: Statistics](#) webpages useful in completing this portion of the narrative. Additional information can be found on the DHS [Office of Health Equity](#) website and the SAMHSA [Behavioral Health Equity](#) website.
  - **Technical assistance forum design:** Present all of the details of the forum design including, if applicable, the method of delivery, including how any relevant COVID-19 safety protocols will be implemented if it is an in-person event; the name and expertise of the presenter(s); the curriculum being used; the intended audience; the frequency and duration of the forum; and the culturally responsive evidence-based or evidence-informed strategy that will be utilized.
  - **Forum objective:** Describe how the forum will meet the three main goals of this effort which are:
    - Promote and develop competencies within the behavioral health workforce in identifying unmet needs for mental health and substance use services among people from underserved communities.
    - Improve the service delivery system to expand access to people in underserved communities.
    - Develop behavioral health workforce competencies in the areas of diversity, equity, and inclusion.
  - **Evaluation:** Describe the evaluation strategies that will be used to determine if the intended objectives of the forum have been met.
  - **Logic model:** Present the proposed forum using the logic model components of inputs, activities, outputs, outcomes, and indicators. The outcomes must address the three main goals of

this contract. Helpful resources include the [W.K. Kellogg Foundation Logic Model Development Guide](#) and [UW-Madison's Division of Extension Logic Models webpage](#). The logic model does not count towards the five-page limit for the project narrative.

- **Contract application (20 points):** Complete the [DCTS Annual Grant/Contract Application, F-21276](#), utilizing SMART Objectives (Reference: [Performance Measures and SMART Objectives Handout, P-00620](#)).
- **Budget worksheet (20 points):** Complete the [DCTS Summary Line Item Budget, F-01601](#).

## Funding terms and conditions

- Approximately 10 contracts may be awarded from this request to 10 separate vendors. The contract period is expected to be one year (January 1, 2023, through December 31, 2023).
- Applicants should plan and budget for one year of funding. Carryover of funds into a second year may be possible based on the availability of funds and vendor performance.
- The contracts resulting from this request for applications will be stand-alone contracts and not part of any existing contract.
- There is no match requirement for this contract.
- Reporting requirements include a mid-contract and end-of-contract performance report, data on the participants, and a summary of expenditures as directed by the contract administrator.
- All grant recipients will be required to join periodic grantee forums and may be required to present at a statewide conference.
- All grant recipients will be required to incorporate the [National CLAS Standards](#) into the delivery of services related to this contract.

Questions about the terms and conditions of this grant funding opportunity must be submitted by email to the [Bureau of Prevention Treatment and Recovery](#) by October 14, 2022. Answers to the questions will be posted around October 21, 2022, on the [DHS website](#). Questions submitted by phone will not be answered.

## Application submission

Completed applications must be emailed to [Bureau of Prevention Treatment and Recovery](#) by November 7, 2022, at 11:59 p.m. An email confirming receipt of the application will be sent within three business days. Applicants who do not receive an email confirmation within three business days should contact Jason Cram at 608-261-9046.

DHS servers can accommodate an email (with attachments) up to a size of 10 MB. Emails and attachments over the 10 MB limit are discouraged. If the applicant is unable to send all attachments in one email due to attachment size limitations, the applicant must indicate how many emails DHS will be receiving.

Completed applications will include the following:

- Cover page
- Abstract
- Project narrative (including a logic model)
- Contract application (unprotected Word document version of [F-21276](#))
- Budget worksheet (unprotected Excel workbook version of [F-01601](#))

DHS reserves the right to reject any and all applications. DHS may negotiate the terms of the contract, including the award amount, with the selected applicants prior to a contract being signed. If contract negotiations cannot be concluded successfully with a recommended applicant, DHS may terminate contract negotiations with that applicant.

## **CENTRAL OFFICE CONTACT**

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