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DCTS Action Memo 2024-06

To: Subscribers of the DCTS Action Memo Email Distribution List

From: Gynger Steele, Administrator

**Request for Applications - Capital Projects to Expand Prevention, Harm Reduction, Treatment, and Recovery Services in Wisconsin**

## Summary

This memo outlines the process for community-based providers of prevention, harm reduction, treatment, and recovery services for people with an opioid use disorder to apply for funding for capital projects. The deadline to apply for this funding is 11:59 p.m. September 6, 2024.

## Background

On May 7, 2024, the state Legislature's Joint Committee on Finance approved a spending plan for the state fiscal year 2025 opioid settlement funds allocated to the Wisconsin Department of Health Services (DHS) through 2021 Wisconsin Act 57. The approved plan directs DHS to allocate \$7.7 million to fund capital projects that expand prevention, harm reduction, treatment, and recovery services for people in Wisconsin with an opioid use disorder. Specifically, the approved plan directs DHS to:

- Award this funding for capital projects that support the expansion of prevention, harm-reduction, treatment, and recovery services through the construction of new facilities, and to renovate existing facilities to improve services.
- Award at least \$2,310,000 to support capital projects in counties with fewer than 500,000 residents.

It is the intent of DHS to award up to three grants for brick-and-mortar construction projects through this request for applications. Applications for funding should not exceed \$5 million.

There is no match requirement for this funding. Funds provided through this request for applications may be combined with other funding sources to achieve capital projects unobtainable without a braided funding approach. These funds may not supplant other funding sources.

## Eligibility for funding

This funding opportunity is open to community-based providers currently offering prevention, harm reduction, treatment, and recovery services for people with an opioid use disorder.

Agencies awarded funding through a similar request for applications issued in 2023 are eligible to apply for funding under this request for applications if the funding is for a new project, not the project funded under the 2023 request for applications.

## **Funding terms and conditions**

The funds provided through this request for applications can only be used for brick-and-mortar work at the site of the proposed capital project. Other construction work is not an allowable expense. This includes the purchase of land, building of roads, and landscaping.

This funding may not be used for staffing, program supplies, or materials for the delivery of services.

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.

The anticipated contract period will be July 1, 2024, through June 30, 2025.

Funded projects are expected to break ground no later than June 30, 2025, with completion no later than December 31, 2026.

The contracts resulting from this request for applications will be between DHS and the awarded applicant(s). Grantees using subcontractors will be responsible for ensuring subcontractors abide by all terms and conditions of the grant.

DHS may negotiate the terms of the contract, including the award amount, with the selected applicant(s) prior to signing a contract. If contract negotiations cannot be concluded successfully with a recommended applicant, DHS may terminate contract negotiations with that applicant.

Selected applicants must follow all reporting requirements defined by DHS in the contract.

## **Application design**

All narrative content created for the application must be typed in single-space format using 12-point font. All pages should have one-inch margins. Applications will be reviewed and scored by an evaluation committee.

- **Cover page (pass/fail):** One page that lists the name of the organization applying for funding with relevant contact information, including the name(s) and contact information for any subcontractor(s), if applicable.
- **Abstract (10 points):** No more than one page that includes a summary of the capital project.
- **Project narrative (75 points):** No more than 10 pages organized according to the following headings:
  - **Organization purpose, experience, and capacity:**
    - List the organization's mission, vision, and goals.
    - Describe the opioid prevention, harm reduction, treatment, and recovery services provided by the organization.
    - Describe the organization's experience in providing these services and how the proposed capital project will expand these services.
    - Describe the organization's capacity to expand services.
  - **Population(s) of focus:**

- Describe the geographic area to be served, including the total population of the county where the project is located. (Note whether the proposed project(s) will be located in a county with fewer than 500,000 residents.)
- Describe the population(s) to be served.
- **Statement of need:** Describe the specific needs for the expanded service(s) in the geographic area to be served and in the population(s) to be served. Describe how these needs are not being fully met by current efforts.
- **Project design:**
  - Provide a comprehensive description of the proposed capital project. Explain the current state of the project. State whether the project is new construction or a renovation of an existing facility. State whether construction or renovation plans have been developed. State the status of municipal approvals for the project. Provide information on the length of time it will take to complete the capital project and begin delivering services in the new or renovated space. Documentation such as a location map, a site plan, and a floor plan may be included as an appendix. These pages do not count toward the 10-page limit. Documentation related to municipal approval also may be included as an appendix. These pages do not count toward the 10-page limit.
  - Describe how the proposed capital project will expand prevention, harm reduction, treatment, and recovery services for people in Wisconsin with opioid use disorder.
- **Evaluation:** Describe the data collection and evaluation strategies that will be used to measure the impact of the expanded services in the targeted geographic area and population following the completion of the capital project.
- **All funding sources for proposed capital project:** Provide a summary of the proposed capital project's total budget, including the name/title for each funding source and the total funds by provided by each funding source. This summary also should include information on whether the funding listed has been secured or is in the process of being secured and the timeline for spending the funds listed. If a funding source has been secured, provide documentation supporting this. This documentation does not count towards the 10-page limit. Provide information on each additional funding source needed to complete the proposed project. Describe whether additional funding will be needed but is not yet identified.
- **Contract application (10 points):** [Complete the DCTS Annual Grant/Contract Application: Condensed, F-21276C.](#)
- **Budget worksheet (5 points):** [Complete Exhibit A.](#)

**Letters of support:** Letters of support for the proposed capital project are encouraged, but not required. Letters of support do not count towards the 10-page limit.

## Application submission

Completed applications must be emailed to the [Bureau of Prevention Treatment and Recovery](#) by 11:59 p.m. September 6, 2024. Completed applications will include the following email attachments.

- The narrative covering items listed in the application design section as a PDF or a Microsoft Word document.
- A completed and unprotected [DCTS Annual Grant/Contract Application: Condensed, F-21276C.](#)
- A completed and unprotected [Exhibit A.](#)

Emails and attachments over 10 MB 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 should be receiving.

Applicants will receive an email confirming receipt of their application within three business days. If you do not receive an email confirmation within three business days, contact the [Bureau of Prevention Treatment and Recovery](#).

Questions about this grant funding opportunity must be submitted by email to the [Bureau of Prevention Treatment and Recovery](#). Answers to the questions will be posted on the [DHS website](#).