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DCTS Action Memo 2024-07

To: Subscribers of the DCTS Action Memo Email Distribution List

From: Gynger Steele, Administrator

## Urban Youth Primary Substance Use Prevention Request for Applications

### Summary

This memo outlines a funding opportunity for Tribal nations and counties to provide primary substance use prevention services for youth in grades K-12 in urbanized areas. Up to three grants of approximately \$50,000 each will be awarded. The deadline to apply for this funding is October 4, 2024.

### Background

The Department of Health Services (DHS) receives Substance Use Prevention, Treatment, and Recovery Services Block Grant funding from the Substance Abuse and Mental Health Services Administration. Grantees must spend at least 20% of their allotment on primary prevention strategies. Urban youth primary substance use prevention is one of the Wisconsin programs funded by this allotment. The purpose of this program is to provide primary substance use prevention services to youth in grades K-12. The current contracts have reached their maximum number of renewals. Up to three grants of approximately \$50,000 each will be awarded from this request for applications.

### Eligibility for funding

- A Tribal nation or county must in whole or in part contain an urbanized area as defined by the [U.S. Census Bureau](#) and the service being provided must target the urbanized area.
- The population being served must be youth in grades K-12.
- The service provided must adhere to one or more of the six primary substance use prevention strategies endorsed by [Substance Abuse and Mental Health Services Administration](#).
  - Information dissemination
  - Education
  - Alternatives
  - Problem identification and referral
  - Community-based process
  - Environmental
- A Tribal nation or county must use an evidence-based curriculum or model that enhances protective factors for youth in grades K-12 and reverses or reduces substance use risk factors for this population. The [Substance Abuse and Mental Health Services Administration Evidence-Based Practices Resource Center](#) and the [National Institute on Drug Abuse](#) are two sources for information regarding evidence-based practices.

## Funding terms and conditions

- The initial contracts resulting from this request for applications will be for a period of one year from January 1, 2025, through December 31, 2025.
- Each of the three one-year contracts will be about \$50,000.
- The contracts resulting from this request for applications will be stand-alone contracts for 2025. These awards will not be made as an appendix to the state-county or state-tribal contract for 2025.
- There is no carryover funding as part of this opportunity. All funds must be spent during the contract period.
- There is no match requirement for these contracts.
- The applicant must adhere to the Substance Use Prevention, Treatment, and Recovery Services Block Grant funding restrictions. (see: [Using Substance Use Prevention, Treatment, and Recovery Services Block Funds, P-01230](#)).
- The contracts resulting from this request for applications will be eligible for four additional one-year renewals by mutual agreement and based on performance for a possible total of five years of funding. Subsequent annual funding will require at a minimum a new contract application and budget.
- Tribal nations or counties awarded one of the contracts must report client-level data and expenditures through the Program Participation System and the Substance Abuse Prevention Services Information System.
- Tribal nations or counties awarded one of the contracts must submit semi-annual performance reports.

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 applicant prior to entering into a contract. If contract negotiations cannot be concluded successfully with a recommended applicant, DHS may terminate contract negotiations.

## Application design

All 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. 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 Tribal nation or county applying for funding with relevant contact information including subcontract contact information if applicable.
- **Abstract (10 points):** No more than two paragraphs that include a description of the project details with a specific focus on the target population and program design.
- **Project narrative (50 points):** No more than six pages organized according to the following headings:
  - **Organization experience and capacity:** Describe the experience the organization and, if applicable, any subcontracted organizations have in providing primary substance use prevention services. Additionally, provide a description of the organization's capacity to provide the intended strategy and practice.
  - **Geographic eligibility:** Describe how the service area meets the definition of an urbanized area.
  - **Target population:** Describe the specific target population intended to be served, including specific demographic characteristics. Describe how this target population resides in the urbanized area.
    - **Statement of need:** Provide statistical evidence of why the target population who resides in the urbanized area is in need of primary substance use prevention services. Possible sources of information include:

- [Mental Health: Statistics](#)
- [County Health Rankings](#)
- [National Survey on Drug Use and Health](#)
- **Primary prevention strategies:** State the specific primary prevention strategy/strategies selected and how they will be addressed.
- **Evidence-based practice:** Describe the evidence-based practice that will be used to address the primary prevention strategy with the target population. The evidence-based practice must be applicable to the target population. In the description, provide citations or links to the specific evidence-based practice.
- **Program design:** Describe how the program will be organized and implemented, including duration, projected enrollment, description of outreach activities, service locations, etc.
- **Evaluation:** Describe evaluation strategies that will be used to determine if the intended outcomes of the evidence-based practice are being met.
- **Contract application (20 points):** Complete the [DCTS Annual Grant/Contract Application, F-21276](#) using SMART objectives (see: [Performance Measures and SMART Objectives Handout, P-00620](#))
- **Budget worksheet (20 points):** Complete the [DCTS Summary Line Item Budget, F-01601](#)

## Application submission

To apply for this funding, send an email to the [Bureau of Prevention Treatment and Recovery](#) with the items listed in the application design section of this memo attached as a Microsoft Word document or a PDF as well as unlocked versions of F-21276 and F-01601 by 11:59 p.m. October 4, 2024. Late applications will not be considered.

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](#).

If you have a question or concern about this memo, email the [Bureau of Prevention Treatment and Recovery](#).