

STATE OF WISCONSIN
DEPARTMENT OF HEALTH SERVICES



GRANT FUNDING OPPORTUNITY

Alliance for Wisconsin Youth
GFO #SU2024AWY

***** IMPORTANT *****

Item	Due Date	Time
Application Response and Application Materials	4/19/2023	11:59 pm Central Time

Failure to meet the above dates/times will result in your application and application materials to be rejected and your application will not be reviewed.

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1 Introduction

1.1 Calendar of Events

Listed below are dates and times of actions related to this GFO. The events with specific dates must be completed as indicated unless otherwise amended by the State. In the event that the State finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this GFO. There may not be a formal notification issued for changes in the estimated dates and times.

Date	Event
2/2/2023 <i>Estimated</i>	Date of Issue – GFO posted to website
3/9/2023	Written Questions Due prior to the Q&A Conference Call
3/14/2023 12:00 p.m. Central Time	<p>Question and Answer (Q&A) Meeting</p> <p>IMPORTANT: This is the last opportunity to ask questions.</p> <p>One tap mobile: US: +16692545252,1606421257# or +16468287666,1606421257#</p> <p>Meeting URL: https://dhswi.zoomgov.com/j/1606421257?pwd=TDFWMDI3VHIGZ2YrS3o0eE1NR3BTdz09 Meeting ID: 160 642 1257 Passcode: 599875</p> <p>Telephone: 551-285-1373 Meeting ID 160 642 1257</p>
3/21/2023 <i>Estimated</i>	Responses to Questions Posted on Public Notice Website
3/30/2023 Central Time	Intent to Respond Email
4/19/2023 11:59 pm Central Time	<p>Applications Due Late submissions will not be accepted.</p>
5/19/2023 <i>Estimated</i>	Notification of Intent to Award
7/1/2023 <i>Estimated</i>	Contract Start Date

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1.2 Acronyms and Definitions

For the purposes of this grant funding opportunity and resulting contract the following definitions of terms shall apply unless otherwise indicated.

Term	Definition
Applicant	The legal entity that assumes the liability for the administration of the contract and is responsible for the performance of the project activities.
AWY	Alliance for Wisconsin Youth Program
Coalition	Coalitions are local organizations which often include representation from many sectors of the community to plan and implement prevention strategies based on local needs.
Contract	The official title of the formal contract is called a “Grant Agreement.” For clarity throughout this document, the written agreement between the awarded applicant and the State covering the goods and services to be performed pursuant to this grant funding opportunity is called a contract. The grant funding opportunity is anticipated to cover a multi-year term and each contract covers a 1-year term.
Contract Administrator	The DHS employee responsible for the implementation, administration, and completion of the contract.
DCTS or Division	Division of Care and Treatment Services within the Wisconsin Department of Health Services.
Department or DHS	The State of Wisconsin Department of Health Services.
Grant Funding Opportunity (GFO)	An opportunity to apply for grant funds.
Grantee	Person or entity that has been awarded the contract as a result of a successful application and who is required to provide the agreed upon good and/or services.
Nonprofit Organization	An organization described in section 501(c)(3) of the internal revenue code.
Public Agency	Public agency means a state, county, tribe, district, authority, or municipal officer, or department, division, board, bureau, commission, or other separate unit of government created or established by law.
RPC	Regional Prevention Center
SAPTBG	Substance Abuse Prevention and Treatment Block Grant
SCAODA	State Council on Alcohol and Other Drug Abuse
State	The State of Wisconsin
Subcontractor	A third party contractually engaged by the awarded grantee to assist in the provision of services as described in this GFO and for which an awarded grantee has a signed contract with the Department to provide or perform.

1.3 Purpose of the Funding/GFO

The Wisconsin Department of Health Services (DHS) is seeking applications from qualified organizations seeking to serve as Regional Prevention Centers (RPCs) for the Alliance for Wisconsin

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Youth (AWY) program. AWY builds capacity and provides technical assistance to the coalitions under the RPC to support a framework for substance use prevention in Wisconsin. The RPC provides a link between DHS and the coalitions.

Coalitions are an effective way to address substance use and related harms in local communities. Coalitions have representation of many sectors of the community to plan and implement prevention strategies based on local needs. Coalitions working on substance use prevention apply to be part of the RPC and the RPC provides them with technical assistance, training, and resources to serve their region.

RPCs are the technical assistance providers and will provide coalitions access to networking, information dissemination, one-on-one coaching, and direct funding to assist with implementation of prevention strategies. RPCs will work with coalitions to ensure their strategic plans are aligned with state prevention priorities, are addressing local health inequities, and are making positive and sustainable changes in their community. State prevention priorities include:

- Increasing prevention services for pregnant women and/or decreasing substance use in pregnant women.
- Reducing underage drinking and binge drinking.
- Reducing adult binge drinking.
- Reducing opioid use for non-medical purposes and opioid harms.

This GFO has an increased focus on having the RPCs provide more customized coaching to coalitions to advance coalition effectiveness and align prevention strategies across the state. This new focus will make a bigger statewide impact in preventing use and related harms. The new goals of the program will ensure collaboration across all regional prevention centers, fill gaps, address health inequities, and ensure a focus on environmental and community-based prevention strategies. This will require applicants to align their training and technical assistance with the updated goals of the program.

Applicants can apply to serve multiple regions. Applicants should be located in the regions in which they are applying to serve. The counties that are contained in each region are listed below:

Region	Counties within Region
Northeastern	Brown, Calumet, Door, Fond du lac, Green Lake, Kewaunee, Manitowoc, Marinette, Marquette, Menominee, Oconto, Outagamie, Shawano, Sheboygan, Waupaca, Waushara, Winnebago
Northern	Ashland, Bayfield, Florence, Forest, Iron, Langlade, Lincoln, Marathon, Oneida, Portage, Price, Sawyer, Taylor, Vilas, Wood
Southeastern	Jefferson, Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, Waukesha
Southern	Adams, Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Juneau, Lafayette, Richland, Rock, Sauk, Vernon
Western	Barron, Buffalo, Burnett, Chippewa, Clark, Douglas, Dunn, Eau Claire, Jackson, La Crosse, Monroe, Pepin, Pierce, Polk, Rusk, St. Croix, Trempealeau, Washburn

1.4 Background / History

AWY is a grant program supported with Substance Abuse Prevention and Treatment Block Grant (SAPTBG) funding. Substance use prevention aims to prevent and reduce the risk of substance use before it occurs. It is a key component of Wisconsin's substance use continuum of care. The AWY program has created and sustained a statewide prevention infrastructure by supporting community coalitions through Regional Prevention Centers (RPCs) to accomplish strategies that align with DHS and AWY prevention priorities.

1.5 Communications

All communication and/or questions must be made in writing and provided in accordance with the [Applicant Questions and Clarifications](#) section.

Any contact or communication with any employee or officer of the State of Wisconsin concerning this GFO is strictly prohibited from the date this GFO is released until the date the notice of intent to award is issued. **Unauthorized contact with any Department employee may be a cause for rejection of the application.** Applicants who hold a current contract with DHS may continue to communicate with the appropriate Contract Administrator regarding the performance of that current contract.

1.6 Reasonable Accommodations

The Department will provide reasonable accommodations upon request, including the provision of informational material in an alternative format for qualified individuals with disabilities. If an applicant needs accommodations at the outset of this GFO process, please contact DHSDCTSBPTRFundingOpportunities@dhs.wisconsin.gov.

2 Applicant Qualifications

All applicant qualifications in this section are mandatory. Failure to meet a qualification will disqualify your application. DHS reserves the right to waive any qualification if no applicant is able to satisfy that qualification.

Before the award of a contract, the Department shall be satisfied that the applicant has sufficient qualified resources available for performing the work described in this GFO. This includes assigning work under the contract to workers that are skilled in the tasks to which they are assigned. DHS retains the right to require the reassignment or replacement of grantee personnel, as the Department deems necessary. The request for replacement is in no way a call for dismissal. It is just a request for the individual to be reassigned out of the DHS program or facility. It is the applicant's responsibility to acquaint the Department with these qualifications by submitting appropriate or supporting documentation.

DHS reserves the right to conduct background checks on the organization, its officers and employees, and subcontractors, if applicable, to determine whether any conviction exists that is substantially related to the service required, or if such conviction may otherwise adversely affect the applicant's ability to perform under the resulting contract. The State is the sole determinant of whether the results of a

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background check(s) will negatively impact the grantee's ability to meet contract obligations and requirements.

2.1 Eligible Applicants

Any tribal governing body, public agency, or non-profit agency within the State of Wisconsin is eligible to apply. The agency must be providing services or able to provide services that are regional to apply. Non-profit agencies must be listed as such on the IRS website at the time of application.

For-profit agencies are not eligible to receive funds directly; however, a for-profit agency may be listed as a subcontractor to an eligible applicant.

3 Application Response Requirements

This section contains an overview and description of the objectives and requirements for these grant funds.

Provide specific details of the proposed approach to meeting the objectives and functional requirements in each process area listed below. Responses must be highly focused on the DHS requirements and not generic or marketing descriptions of capabilities. Responses should be comprehensive and contain details of the full solution being proposed.

3.1 Organization of the Application Response

Applications must be delineated into the sections below. Each application response will articulate how the organization will meet the defined requirements listed. There are points assigned for scoring the application for each section. The application will be reviewed and scored according to the quality of the response in each of the following sections:

- Program Design
- Goals, Objectives, and Performance Expectations
- Organizational Experience and Capacity
- Work Plan
- Budget

3.2 Program Design

Below are the elements of what the Department would require for the program to meet the grant funding requirements and to meet the needs of those using these services.

Provide a concise description of how the agency will address the goals of the program. The program design should be clearly outlined and include the positions that will perform the work.

3.2.1 Proposed Services

Awardees will be required to provide technical assistance to member coalitions in their region as well as participate in statewide planning and alignment in prevention activities. RPCs will be responsible for the following:

Coalition Support and Technical Assistance

RPCs will be required to provide multiple levels of technical assistance strategies and support which may include:

- Recruiting and mentoring new and diverse coalitions focused on reducing risk factors and increasing protective factors to prevent substance use in Wisconsin.
- Providing training opportunities on evidence-based and emerging prevention strategies for coalitions.
- Promoting and encouraging best practices for environmental and community-based practices for sustainable community change.
- Providing coalitions with personalized coaching that addresses local conditions and needs.
- Providing quarterly opportunities for regional alignment and networking between coalitions.
- Guiding coalitions through the Strategic Prevention Framework (SPF) process.
- Managing and providing financial support for scholarships to conferences, including a minimum set aside of \$5,000 in their budget.
- Providing coalitions with funding to carry out prevention projects/strategies that align with WPC goals.

Strategic Planning, Alignment, and Identification of Priority Needs

RPCs will build the prevention infrastructure through activities that may include:

- Identifying priority needs and resources at the regional level to inform development of a statewide strategic plan with desired outcomes and strategies for the program, including strategies to advance health equity.
- Collaborating on training opportunities with all RPCs.
- Attending and actively participating in steering committee meetings and State Council on Alcohol and Other Drug Abuse (SCAODA) meetings to work with and align efforts with other regions and other key prevention partners.
- Collecting yearly information on coalition accomplishments and achievements related to this program and provide to the state.
- Maintaining a list of the region's local coalitions, contact information, and provide member coalition information to the state.
- Assisting in development of networking opportunities for coalitions.

Provide the following information in your application response:

- Describe what a “great program” would look like to coalitions that you serve. Include how your agency would fulfill the proposed services and best practices or evidence-based strategies your agency would use.
- Describe any other services your agency proposes that are not listed to fill gaps.
- Describe how your services will ensure that program efforts include a focus on health equity.
- Describe how the services will be accessed by coalitions.

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- If you are not currently under contract with the Department for these services, describe whether the agency is already operating a program to meet these needs and how that program currently functions.
- If you are already under contract with the Department and providing services for the AWY program, describe:
 - How the program will improve, enhance, or expand services, improve service quality, etc.
 - How your program will be adjusted to meet the new focus and goals described in this funding opportunity.

3.2.2 Area and Population to be Served

Regional prevention centers work directly with local coalitions in the outlined region/s below:

Region	Counties within Region
Northeastern (17 counties)	Brown, Calumet, Door, Fond du lac, Green Lake, Kewaunee, Manitowoc, Marinette, Marquette, Menominee, Oconto, Outagamie, Shawano, Sheboygan, Waupaca, Waushara, Winnebago
Northern (15 counties)	Ashland, Bayfield, Florence, Forest, Iron, Langlade, Lincoln, Marathon, Oneida, Portage, Price, Sawyer, Taylor, Vilas, Wood
Southeastern (8 counties)	Jefferson, Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, Waukesha
Southern (14 counties)	Adams, Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Juneau, Lafayette, Richland, Rock, Sauk, Vernon
Western (18 counties)	Barron, Buffalo, Burnett, Chippewa, Clark, Douglas, Dunn, Eau Claire, Jackson, La Crosse, Monroe, Pepin, Pierce, Polk, Rusk, St. Croix, Trempealeau, Washburn

Provide a description of the following as part of your application response:

- Identify which region or regions you plan to provide services to.
- Identify how your program plans to meet the needs of coalitions in the region or regions.
- Whether your program currently targets priority populations and how those priority populations are defined.

3.2.3 Partnership / Contractor Collaborations

Describe any potential contractors or partnerships that will be used to provide the services. Include:

- The extent of the services the contractor will be providing.
- Discuss whether the contractor/partner relationship has already been established.
- If the services of the contractor/partnership have not been established yet, describe how your agency plans to identify potential contractors/partners for the work to be performed and whether those agencies will have capacity to perform the work required.

3.3 Goals, Objectives, and Performance Expectations

Goals are typically broad statements of long-range intended purposes. The goals are meant to be accomplished over the multi-year term of this grant opportunity.

Objectives are much more specific in terms of accomplishments, quantifiable in terms of evaluation, and time sensitive. Objectives may also identify specific performance indicators, such as quantity or quality criteria. Objectives should be SMART:

SMART	
Specific	It should be clearly understood what is intended. Describes the “for whom” or “what result” is to be accomplished, what change took place, etc.
Measurable	Identify what criteria will be used to determine the specific objective has been accomplished. It must be a quantifiable goal (how much, how many, etc.). It provides a reference point (baseline or benchmark) from which the change can clearly be measured.
Achievable	The objective should be something that is possible to accomplish.
Realistic	It may be possible to achieve an objective, but it must also be realistic to attain using the available resources, personnel, and “know-how.” It outlines the effect that will be seen when achieving the desired goal.
Time Bound	Identify how long it will take to accomplish the objective.

Reference the required reporting requirements ([Form F-20389](#)) in the Reporting, Performance Measurement, and Quality Improvement section, as this provides a good suggestion for formatting of your application response. Form F-20389 will be completed by agencies awarded a contract and should not be submitted as part of the response to this GFO.

Grantees will provide a performance report no later than 30 days past mid-point of the contract period, and no later than 30 days past the contract end date unless otherwise stipulated in writing by DHS.

3.3.1 Goal 1

This goal is to increase coalition capacity through coaching and training for substance use prevention coalitions in Wisconsin.

Describe how your agency intends to provide coaching and training to substance use prevention coalitions in your region to encourage and empower coalitions to use evidence-based and emerging prevention strategies. Include a description of how you will identify coalitions that need coaching and how you will track your efforts.

3.3.2 Goal 2

Increase the use of best practice environmental and community-led prevention strategies used by coalitions to improve opportunities for healthy and equitable community conditions. Strategies will be focused on preventing initiation and reducing substance use based on objectives determined through AWY strategic planning and SAPTBG priorities.

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Describe how your agency plans to increase the use of environmental and community-led prevention strategies to empower coalitions to create healthy and equitable community conditions. Include how you plan to track coalition efforts and successes using these strategies.

3.3.3 Goal 3

Increase alignment of Wisconsin's prevention infrastructure to identify collaboration opportunities, eliminate duplication, fill gaps, and coordinate strategies between regions to make a greater statewide impact.

Describe how your agency will partner with other RPCs and statewide prevention partners to increase alignment of Wisconsin's prevention infrastructure. Include what goals and strategies your agency would like all regional prevention centers to align on to fill gaps to make an impact on prevention priorities statewide.

3.3.4 Additional Reporting Requirements

All awardees will be required to use the Substance Abuse Prevention Services Information System (SAP-SIS) reporting system. SAP-SIS is a helpful way to track what agencies do with the grant funding. Part of this involves tracking prevention interventions and strategies. The data gathered in SAP-SIS is used to complete federal reporting requirements. Additional information about the SAP-SIS reporting system is available at <https://www.dhs.wisconsin.gov/aoda/sapsis/index.htm>.

3.4 Organizational Experience and Capacity

Describe the agency's experience providing the services outlined including the following information:

- How many years of experience does your agency have with administering grants from the State of Wisconsin Department of Health Services?
- How many years of experience does your agency have with any type of grant funds?
- If you were previously awarded a contract under this program, how many years have you been providing services?
- Has your agency ever had audit findings on any Department of Health programs?

3.5 Work Plan

DCTS has developed a work plan template ([Form F-21276](#)) that must be completed and submitted with this application. On the work plan document, provide details of what will be accomplished during the *first year* of the contract. Form F-21276 will be subject to negotiation if the agency is awarded a contract under this GFO, and the final negotiated version will become part of the signed contract for the first year.

Form F-21276 must be submitted in Word. A PDF Adobe Acrobat copy of this document is unacceptable.

3.5.1 Use of Subcontractors

Applicants must identify any potential subcontractors in their application. The resulting contract will be between DHS and the awarded applicant. The grantee will be responsible for its subcontractors' performance of the pertinent contract obligations and ensure subcontractors abide by all terms and conditions of the GFO and resulting contract.

3.6 Budget

3.6.1 Budget Plan for Year 1

DCTS has developed a budget template (Form F-01601) that must be completed and submitted with this application. This document should contain the detailed costs to implement the *first year* of the work plan. This document will be subject to negotiation if the agency is awarded a contract under this GFO and it will become part of the signed contract for the first year.

Form F-01601 must be submitted in Excel. A PDF Adobe Acrobat copy of this budget document is unacceptable.

To complete the budget template:

- Complete the information on Part 2 of the form. The total costs from each section of Part 2 will automatically populate Part 1 of the form.
- Section H of the form allows the agency to provide the budgeted costs for the use of a subcontractor or consultant. If the expenses for payment of the subcontractor are not easily determined (e.g., its more than just salary), a breakdown of the costs may be provided on Part 4. The total costs from each section of Part 4 will automatically populate Part 3 of the form. The total costs shown on Part 3 should match the costs shown on Part 2, Section H.
- Contact DHSDCTSBPTRFundingOpportunities@dhs.wisconsin.gov if additional lines are required in any section of the budget template.

3.6.2 Acceptable Uses and Limitations of Grant Funds

All costs must comply with the DHS Allowable Cost Policy Manual. The Allowable Cost Policy Manual can be found on the DHS website at <https://www.dhs.wisconsin.gov/business/allow-cost-manual.htm>.

Grant funds must be used as a payment of last resort, where the grantee is responsible to assure that public and private insurance, and other payer options have been exhausted prior to utilization of grant funds. Grantees are expected to track and report program income. All program income must be used to plan for, expand, or enhance the grant-funded project services.

New construction of buildings is not allowed.

Any equipment purchase of \$5,000 or more may be required to be sold and the funds returned in the event a program does not become sustainable after the initial contract.

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Grant funds may not be used, directly or indirectly, to purchase, prescribe, or provide marijuana or treatment using marijuana. Treatment in this context includes the treatment of opioid use disorder. Grant funds also cannot be provided to any individual or organization that provides or permits marijuana use for the purposes of treating substance use or mental health disorders. See, e.g., 45 C.F.R. § 75.300(a) (requiring HHS to “ensure that Federal funding is expended . . . in full accordance with U.S. statutory . . . requirements.”); 21 U.S.C. §§ 812(c)(10) and 841 (prohibiting the possession, manufacture, sale, purchase, or distribution of marijuana). This prohibition does not apply to those providing such treatment in the context of clinical research permitted by the DEA and under an FDA-approved investigational new drug application where the article being evaluated is marijuana or a constituent thereof that is otherwise a banned controlled substance under federal law.

3.6.3 Payment Terms

Grantees must incur all expenses within the contract period. Final expenses for grant activities must be reported *no later than* 45 days after the end date of each 1-year contract period. Expenses reported later than 45 days after the end date will not be recognized, allowed, or reimbursed.

3.7 Required Attachments and Additional Documentation

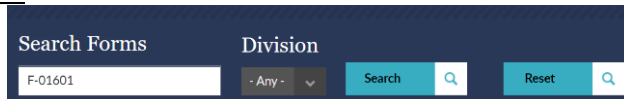
The following forms must be completed and submitted with the application:

Form #	Title
F-21276	DCTS Annual Grant/Contract Application (must be provided as an MS Word file)
F-01601	DCTS Summary Line Item Budget (must be provided as an MS Excel file)

DCTS forms may be downloaded by visiting our forms library.

- Visit <https://www.dhs.wisconsin.gov/forms/index.htm>
- Enter the form number in the “Search Forms” field and click “Search”.

Example:



Search Forms Division
F-01601 - Any - Search Reset

- Click on the form number to download the form.

F-01601	DCTS Summary Line Item Budget
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4 Application Submission

4.1 Intent to Respond

The applicant should submit an email to DHSDCTSBPTRFundingOpportunities@dhs.wisconsin.gov if they plan to submit an application response to this GFO. The due date for the intent to respond is in the [Calendar of Events](#). The intent to respond email:

- May be a brief (1 to 2-sentence) email stating the agency is planning on submitting an application,
- Will not be included as part of the evaluation process, and
- It does *not* obligate the agency to submit an application.

The intent to respond is *optional*. However, it is helpful because it allows the Department to appropriately plan for the evaluation and award processes, based on the number of anticipated applications that may be received.

If an agency provides an intent to respond email, but subsequently changes their decision, please provide a follow-up email to indicate that an application response will not be provided.

4.2 Applicant Questions and Clarifications

Written questions are preferred and may be submitted to DHSDCTSBPTRFundingOpportunities@dhs.wisconsin.gov.

- The subject line of the email should include the GFO number.
- The specific section of the GFO the question is regarding must be referenced.

The written questions that have been received will be read during the conference call along with answers to the questions. Attendees will also be provided an opportunity to ask additional questions. An addendum will be published to the Current Grant Funding Opportunities webpage that includes the written and verbal questions and their answers.

IMPORTANT: The Question and Answer conference call will be the last opportunity to ask questions.

The date, time, and conference call information are available in the [Calendar of Events](#).

If at any time prior to the due date an applicant discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this GFO, the applicant should immediately notify the DHSDCTSBPTRFundingOpportunities@dhs.wisconsin.gov of the issue in writing and request modification or clarification. In the event it becomes necessary to provide additional clarifying data or information or to revise any part of this GFO addenda will be posted to the Current Grant Funding Opportunities webpage.

The Current Grant Funding Opportunities webpage is located at:
<https://www.dhs.wisconsin.gov/business/solicitations-list.htm>

4.3 Submitting an Application

Complete applications contain the sections indicated in the [Organization of the Application Response](#) section.

The number of pages in the application may not exceed **15 pages**. **Any content that is provided after the page limit has been exceeded will not be read, reviewed, or scored by the evaluation team.**

The documents listed in the [Required Attachments and Additional Documentation](#) section would not be included as part of the application page limit and may be submitted separately.

The response should be typed and submitted on 8.5 x 11-inch size paper.

Fonts used in the application response must be easy to read. A 10-point or 12-point font is acceptable. Font sizes on charts, tables, diagrams, graphs, footnotes, etc. are allowed to be smaller in size, but must be easily legible.

Single-spaced type with one-inch margins is preferred.

Each page should be marked with a page number, the name of the responding applicant, and the GFO number.

The State reserves the right to disqualify any applications that do not follow the submission requirements.

Application materials must be received by the Department no later than the due date and time listed in the [Calendar of Events](#). All applications received after the specified due date and time will be rejected.

4.3.1 Emailed Responses

Strict adherence to page limitations is recommended for emailed responses due to attachment size limitations with this delivery method.

The following requirements must be met for emailed responses:

- DHS Servers can accommodate an email (with attachments) up to a size of 10 MB. Emails and attachments over the 10 MB limit are not recommended and 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.
- Applications must be received by the Department by or before the application due date and time in the [Calendar of Events](#). The time and date stamp on the email received by the Department will be proof of timely submission. If multiple emails are being sent due to size limitations, all of the emails must be received by the Department by or before the application due date and time.

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- If the applicant does not receive a confirmation email within one business day (excluding weekends and holidays), the applicant should contact:
DHSDCTSBPTRFundingOpportunities@dhs.wisconsin.gov for follow up.

The application response must be sent to DHSDCTSBPTRFundingOpportunities@dhs.wisconsin.gov.

4.4 Multiple Applications

It is not permissible for an applicant to provide multiple applications simply to provide different ideas for program design scenarios that address the services being requested. In this case, applicants should provide one application that outlines the program design which they believe best address the needs of those receiving the services.

4.5 Incurring Costs

The State of Wisconsin is not liable for any cost incurred by applicants in replying to this GFO.

4.6 Withdrawal of Applications

Applications shall be irrevocable unless the application is withdrawn. Applicants may withdraw a response at any time up to the application due date and time as listed in the [Calendar of Events](#). The written request must be signed by an authorized representative of the applicant. If a previously submitted response is withdrawn before the application due date and time, the applicant may submit another response at any time up to the application due date and time.

5 Award Process

5.1 Award Statement

The total amount of funds available is \$604,595. It is the intent of the Department to make awards to approximately 3-5 applicants for the services required in this GFO. Therefore, the Department anticipates awarding approximately \$120,919 to \$302,298 each successful applicant.

While a single grantee may have the ability to provide services across the entire State of Wisconsin, grantee(s) shall not have exclusive rights to provide all services covered during the contract term.

Awards will be made to responsive and responsible applicant(s):

- That attain the highest scored application.
- That best meet the needs of the people within the state of Wisconsin, as determined by the Department.

5.2 Contract Term

Contracts awarded to successful applicant(s) shall be effective from 7/1/2023 through 6/30/2024 with the possibility of four one-year renewals.

Renewal of the contract will be based upon the grantee's satisfactory performance, satisfactory completion of annual deliverables and federal grant expectations, audit findings, and the availability of funds. The successful applicant must demonstrate its plan for sustainability beyond the funding period.

Applicants are advised that should additional state or federal funds become available, the Division may utilize the results of this grant funding opportunity for additional awards. Moreover, the Department reserves the right to negotiate with the successful applicant(s) separate cost reimbursement for additional work that is related to other state or federal initiatives.

5.3 Preliminary Review and Acceptance of Application

The purpose of the preliminary evaluation is to determine if each application is sufficiently responsive to the GFO to permit a complete evaluation. Applications must comply with the instructions to applicants contained in this GFO. Failure to comply with the instructions may cause the application to be rejected without further consideration.

The Department reserves the right to:

- Reject any and all applications received in response to this request.
- Accept or reject all or part of any application submitted.
- Waive any minor irregularities in the application.
- Request clarification regarding any application.
- Make a single award, partial award, or not make any award.
- Negotiate the terms of the contract, including the award amount, with the selected applicant prior to entering into a contract.
- Utilize the results of this grant funding opportunity for additional awards to appropriately meet the needs of the citizens of the State or in the event additional state or federal funds become available.

5.4 Evaluation Criteria

Applications accepted through the preliminary review process will be evaluated by an independent committee. Evaluation committee members will be competent and knowledgeable in the field and have a sufficient knowledge base to appropriately score the applications received. They may be external or internal employees at the Department of Health Services. The evaluation process is conducted in an impartial, objective, and professional manner, and the same level of effort is extended to the evaluation of all applications.

Awards will be made in accordance with the award statement.

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Applications will be scored using the following criteria:

GFO Section	Points
Program Design	40
Goals, Objectives, and Performance Expectations	30
Organizational Experience and Capacity	20
Work Plan	5
Budget	5
Total	100

5.5 Intent to Award Notification

All applicants who respond to this GFO will be notified in writing of the Department’s intent to award contract(s) as a result of this GFO.

5.6 Appeals

This funding opportunity is through a grant award process and as such is not subject to Wis. Stat. ch.16, Subchapter IV. For this reason, the Wis. Stat. ch, 16, Subchapter IV appeals process is not included as part of this GFO process.

5.7 Application Review Session

Applications and the names of the responding agencies will be made available only after the intent to award notifications have been sent by the Department.

Applicants will be notified in writing of the date and time of the application review session as part of the intent to award notification process.

It is the intent of the Department to provide one *optional* review session for all applicants, rather than individual sessions with every applicant. The session typically includes a review of the awarded applicant(s) and tabulated scoring. Applicant attendance at the review session is optional.

6 Additional Information / Requirements

6.1 Addenda / Modifications to the GFO

Any changes made to this GFO as a result of a written request will be issued via an addendum, and, if necessary, an extension will be made to the application due date.

Any addenda will be posted to the Current Grant Funding Opportunities webpage located at <https://www.dhs.wisconsin.gov/business/solicitations-list.htm>.

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Applicants are responsible for checking this website for any future addenda, etc., prior to the GFO due date.

6.2 Modifications to the Contract

In the event of contract award, the contents of this GFO (including all attachments), GFO addenda and revisions, the application response from the successful applicant as accepted by the Department, and any additional terms agreed to in writing by the parties shall be incorporated into the contract. Failure of the successful applicant to accept these elements into the contract will result in the cancellation of the award.

The resulting contract must only be used to purchase services within the scope and intent of the original Grant Funding Opportunity. Any modifications made to the resulting contract must fall within the scope of the application. All modifications must be made in writing and signed by both parties.

The Department reserves the right to negotiate the terms and conditions of the contract when it is in the best interest of the State to do so. Applicants may not submit their own contract document as a substitute for the State's Terms and Conditions. See "Sample Grant Agreement" with this posting for contract terms and conditions.

Applicants must accept all terms and conditions or submit point-by-point exceptions along with proposed alternative or additional language for each point. The State may or may not consider any of the applicant's suggested revisions. Any changes or amendments to any of the terms and conditions will occur only if the change is in the best interest of the State.

If a contract is executed as a result of this GFO, additional terms and conditions may be contained in that document and negotiated at that time.

6.3 Open Records

The Wisconsin Public Records Law, also known as the Open Records Law, requires the Department to respond to requests to inspect or reproduce agency records. Application materials submitted to the Department in response to this GFO are considered agency records and are therefore subject to the provisions of the Wisconsin Public Records Law under Wis. Stat. §§ 19.31-19.39.