

STATE OF WISCONSIN  
DEPARTMENT OF HEALTH SERVICES



**GRANT FUNDING OPPORTUNITY**  
**Consumer and Family Education**  
**GFO #MH2025-CFE**

**\*\*\* IMPORTANT \*\*\***

<b>Item</b>	<b>Due Date</b>	<b>Time</b>
Application Response and Application Materials	7/29/2024	11:59 p.m.

**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.**

# Consumer and Family Education

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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
6/5/2024 <i>Estimated</i>	Date of Issue – GFO posted to website
6/26/2024	Written Questions Due prior to the Q&A Conference Call
7/1/2024 11:00 a.m. – 12:00 p.m.	Question and Answer (Q&A) Meeting  <b>IMPORTANT:</b> This is the last opportunity to ask questions.  <u>Microsoft Teams Meeting</u> Meeting ID: 235 169 099 765 Passcode: gUWsTF
7/8/2024 <i>Estimated</i>	Responses to Questions Posted on Public Notice Website: <a href="https://www.dhs.wisconsin.gov/business/solicitations-list.htm">https://www.dhs.wisconsin.gov/business/solicitations-list.htm</a>
7/15/2024	Intent to Respond Email
7/29/2024 11:59 p.m.	<b>Applications Due</b> <b>Late submissions will not be accepted.</b>
9/12/2024 <i>Estimated</i>	Notification of Intent to Award
1/1/2025	Contract Start Date

### 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.
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.

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Term	Definition
	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.
Evidence-Based Practices (EBP)	Services for persons with mental illness (Consumers) and/or their Families that have demonstrated positive outcomes in multiple research studies for which the evidence of improvement in consumer and family outcomes is consistent.
Family / Families	Individuals or a group of individuals including adults and children with a continuing legal, genetic, and/or emotional relationship.
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, Tribal nation in Wisconsin, district, authority, or municipal office, or department, division, board, bureau, commission, or other separate unit of government created or established by law.
Recovery	The process in which a person experiencing mental illness or substance use disorder manages their lives in a manner that fosters health, wellness, and self-determination.
Recovery Center	A space in the community that provides peer support and an array of vocational and educational supports that are recovery-oriented.
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.
Systems Transformation	An approach to mental health care delivery which ensures that services and supports actively facilitate Recovery and hope and build resilience.
Wraparound	A process using strength-based, family-centered, community-based, collaborative practices to respond to an individualized plan of care created by a child and family team. The wraparound process utilizes informal supports, categorical services, and creative strategies to unconditionally support a child and family in the community.

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### 1.3 Purpose of the Funding/GFO

To have a positively transformed and effective behavioral health service system, it is necessary to have families and consumers actively and meaningfully involved in individual services and system transformation. This is the reason consumers and families are a central part of Wisconsin's mental health system transformation in partnership with State and local agencies. To achieve the level of consumer and family meaningful involvement needed in a transformed service delivery system, consumers and family members must be integrated into decision and policy-making bodies at both the local and state levels. Systems need to be integrated to include participants and increase collaboration among systems and organizations. This improves infrastructure, effectiveness, consumer and family satisfaction, individual and agency outcomes, and reduces barriers such as stigma.

The DCTS is seeking applications for a consumer and family education program that will support and create opportunities for consumers and families to be actively engaged in individual and system transformation efforts.

Goals for the program:

- Provide access to consumer and family support and education about mental illness and co-occurring substance use disorders treatment, services, and recovery supports available by developing a statewide consumer and family education and support program.
- Provide a quality statewide consumer and family education and support program that will offer education, support, and opportunities for engagement in meaningful consumer and family participation in system transformation efforts and education and support to use their lived experience to affect positive systems change.
- Provide statewide access to a variety of reliable, quality information, training, and tools in an array of formats to support consumers and families in an understanding of mental illness and co-occurring substance use disorders, the systems that serve them at the local and state level, and techniques for system transformation.

The total amount of funds available is \$307,000. It is the intent of the Department to make awards to approximately 1 applicant for the services required in this GFO. Therefore, the Department anticipates awarding approximately \$307,000 to each successful applicant.

### 1.4 Background / History

DHS is dedicated to transforming and sustaining a trauma-informed, person-centered, recovery-oriented mental health and substance use service system. Consumers and their families are central to Wisconsin's mental health system transformation efforts. Their willingness to collaborate with state and local agencies make them engaged agents for change in transforming services, program delivery, and policy.

It is essential for consumers and families to have reliable information on evidence based and best practices for treatments and services. When consumers and families participate in and are informed about these practices, system delivery becomes transformational.

## 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](mailto: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. DHS is the sole determinant of whether the results of a background check(s) will negatively impact the grantee's ability to meet contract obligations and requirements.

### 2.1 Eligible Applicants

Eligible applicants located in Wisconsin meet the following criteria:

- Tribal nation located in Wisconsin.
- Wisconsin county department.

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- A non-profit agency located in Wisconsin that is listed as a non-profit agency on the [IRS website](#) at the time of application. The non-profit agency shall have sufficient infrastructure to establish and operate a 24/7 facility.
- A community-based peer run organization that is owned, administratively controlled, and operated by individuals/veterans that are currently experiencing, or have experienced, mental health and/or substance use challenges. The peer run organization's board of directors must have representation of at least fifty-one percent individuals and/or veterans with mental health and/or substance use challenges. DHS defines a peer as an individual who has lived experience of mental health and/or substance use issues.

### 2.2 Previous Experience Requirements

Applicants must meet the following requirements to apply:

- The grantee should have previous applicable experience such as providing peer support, education, advocacy and information, and referrals to appropriate services for consumers and families seeking recovery from mental illness.
- The grantee has established (or has the ability to establish) relationships with individuals and communities across Wisconsin and the capacity to provide community education and referrals to community services.
- The grantee should have experience providing advocacy training.

## 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



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### 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.

#### 3.2.1 Proposed Services

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

Consumers and families need to be actively engaged in individual and system transformation efforts via three avenues.

1. Access to individual support and education about mental illness and co-occurring substance use disorders treatment and services available.
2. Access to quality information and tools in a variety of formats to support their comprehension of mental health and co-occurring substance use systems at the local and state level.
3. Opportunities for engagement in meaningful consumer and family participation in system transformation efforts and education and support to use their lived experience to affect positive systems change.

To accomplish the above, the awarded grantee will be responsible for developing and providing an infrastructure for the statewide consumer and family education program. This infrastructure must provide individual access, support, and assistance including referrals, leadership, advocacy training, and supports to the consumer and/or family by answering questions, providing information, offering support, and providing understanding to their situation. It will also need to provide opportunities for meaningful consumer and family involvement in systems transformation.

The grantee will need to provide well-rounded education and support to meet a variety of needs. The information will need to be current and relevant on mental illness and substance use disorders, evidenced-based and best practices for mental health and co-occurring substance use disorders, and providers, treatments, and service systems. Active outreach to the population to be served, including transition aged youth, adult and older adult consumers, and family members statewide.

Follow-up training should also be provided for consumers and families to increase their skills and develop networks with other trained persons. Technical assistance (TA) should be provided to consumers and families to increase their ability to influence systems transformation efforts. Education and support efforts need to develop a cadre of well-educated consumers and families who are prepared to speak regarding their experiences and engage communities in systems transformation.

Provide the following information in your application:

- Describe your agency's infrastructure for the statewide consumer and family education program, including access to current information, referrals, training and supports for the populations to be served.
- Describe the educational programs to be provided and how they will increase consumer and family understanding of mental illnesses, co-occurring disorders, and treatment options.

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- Describe how your agency will provide coordinated opportunities for consumers and families to have meaningful participation at targeted events and opportunities to promote recovery-oriented service delivery. It is through consumer and family participation that policies and practices are changed, stigma and barriers are broken down, and recovery is promoted.
- Describe how your agency will collaborate with other statewide agencies, tribal nations, counties, and communities to provide the statewide consumer and family education program.

### 3.2.2 Area and Population to be Served

Describe the following in your agency's response:

- How the program will engage and/or identify individuals who require these services.
- How the program will ensure the priority populations will be served statewide.
- How the program will engage and/or identify individuals from under-served population groups and how they will be served statewide.

### 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.
- 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.

## 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.

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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. Grantees will be required to complete a monthly cost tracking workbook and submit this to the contract administrator.

### 3.3.1 Goal 1

Goal 1: Provide access to consumer and family support and education about mental illness and co-occurring substance use disorders treatment, services, and recovery supports available by developing a statewide consumer and family education and support program.

Describe the activities the grantee will pursue to accomplish the following objectives. Include the expected timelines for each activity outlined in the objective and how you will measure the activity was accomplished/completed.

Objective 1: Provide a variety of consumers and families with timely and helpful information about mental illness and co-occurring substance use disorder, recovery, treatment and peer services.

Objective 2: With both information and support, consumers and families are able to actively participate and be meaningfully involved in their own recovery.

Objective 3: The infrastructure of the program must be flexible to provide a variety of information in a variety of methods to meet the needs of consumers and families, including those from underserved and marginalized communities.

As part of your application response:

- Describe the infrastructure of the consumer and family education and support program. Discuss the type and varieties of material to be shared, the variety of format(s) in which materials will be provided, and the types of access there will be for the information provided. For examples: website, phone and texting line, etc.
- Describe how the infrastructure will use peers (people with lived experience).
- Describe the outreach plan for targeting various populations, including transition-age youth, adults, older adults, and families as well as individuals from diverse racial/ethnic, cultural, rural/urban backgrounds.
- Describe how your agency will provide individual support to the consumer and family members, the type and breadth of support, and the hours of availability.
- Describe how your agency will measure satisfaction at all trainings and educational events.

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### 3.3.2 Goal 2

Goal 2: Provide a quality statewide consumer and family education and support program that will offer education, support, and opportunities for engagement in meaningful consumer and family participation in system transformation efforts and education and support to use their lived experience to affect positive systems change.

Describe the activities the grantee will pursue to accomplish the following objectives. Include the expected timelines for each activity outlined in the objective and how you will measure the activity was accomplished/completed.

Objective 1: It is essential that the program provides access to information and tools in a variety of formats.

Objective 2: Quality training that needs to be recovery-focused and person/family-centered to transition into system transformation and policy work at the local and State levels.

Objective 3: Training will provide knowledge and skills in leadership, meaningful participation and working with others to accomplish system transformation.

Describe how the agency will:

- Offer a variety of reliable, quality information and tools to consumers and families on leadership and meaningful participation.
- Develop quality training that educates consumers and families on mental health and substance use local and State systems, meaningful participation, and self and system advocacy.
- Provide consumers and families with training and education on how to work with state and local agencies on policy development and quality improvement.
- Provide consumers and families with **two** quality educational events focused on this goal within each of the **five** DHS regions each contract year. The DHS regions can be found at <https://www.dhs.wisconsin.gov/aboutdhs/regions.htm>.
- Develop a satisfaction survey for consumers and families to be distributed at all trainings and educational events.

### 3.3.3 Goal 3

Goal 3 is to provide statewide access to a variety of reliable, quality information, training, and tools in an array of formats to support consumers and families in an understanding of mental illness and co-occurring substance use disorders, the systems that serve them at the local and state level, and techniques for system transformation.

Describe the activities the grantee will pursue to accomplish the following objectives. Include the expected timelines for each activity outlined in the objective and how you will measure the activity was accomplished/completed.

Objective 1: providing education and support to consumers and families to use their lived experience will affect positive systems change through change opportunities.

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Objective 2: develop opportunities to encourage consumers and families to engage in meaningful consumer and family participation in system transformation efforts.

Describe how your agency will:

- Offer a variety of reliable, quality information and tools to consumers and families.
- Offer a well-rounded assortment of material in a variety of formats.
- Meet the needs of diverse individuals with accommodation for using the material.
- Develop a satisfaction survey for consumers and families at all trainings and educational events.

### 3.3.4 Reporting Requirements

Grantees will be required to 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. Grantees will be required to report satisfaction survey data on trainings and educational events on the performance report.

### 3.4 Organizational Experience and Capacity

The eligible applicant will have:

- Experience in working with individuals and families with lived experience in mental health.
- Experience and capacity in creating and providing training and technical assistance to consumers and families.

### 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.

#### 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 (1/1/2025 – 12/31/2025). 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.

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](mailto: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 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 purchasing of vehicles must have prior approval of the department. Applicant should not assume the department would be able to obtain approval to purchase a vehicle within the short timeline for the grant.

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.

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 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,

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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

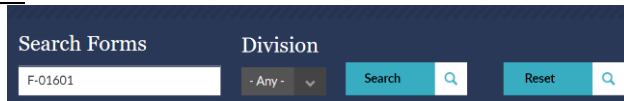
The following forms must be completed and submitted with the application:

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:



- Click on the form number to download the form.

<a href="#">F-01601</a>	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](mailto: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.

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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 via email to [DHSDCTSBPTRFundingOpportunities@dhs.wisconsin.gov](mailto: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 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 [DHSDCTSBPTRFundingOpportunities@dhs.wisconsin.gov](mailto:DHSDCTSBPTRFundingOpportunities@dhs.wisconsin.gov) of the issue 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

The application response must be sent to [DHSDCTSBPTRFundingOpportunities@dhs.wisconsin.gov](mailto:DHSDCTSBPTRFundingOpportunities@dhs.wisconsin.gov).

Complete applications contain the sections indicated in the Organization of the Application Response section.

**The number of pages in the application may not exceed 10 pages. Any content that is provided after the page limit has been exceeded will not be read, reviewed, or scored by the evaluation team.**



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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 is 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.
- Applicants are expected to reach out to DHS if the confirmation email was not received within one business day.

### 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 and submitted to [DHSDCTSBPTRFundingOpportunities@dhs.wisconsin.gov](mailto:DHSDCTSBPTRFundingOpportunities@dhs.wisconsin.gov). 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 \$307,000. It is the intent of the Department to make awards to approximately 1 applicant for the services required in this GFO. Therefore, the Department anticipates awarding approximately \$307,000 to 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 1/1/2025 through 12/31/2025 with four one-year renewals.

Renewal of the contract will be based upon the grantee's satisfactory performance, satisfactory completion of annual deliverables, federal grant expectations, audit findings, and the availability of funds.

Applicants are advised that should additional state or federal funds become available, the Department 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, a 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.

Applications will be scored using the following criteria:

<b>GFO Section</b>	<b>Points</b>
Program Design	30
Goals, Objectives, and Performance Expectations	30
Organizational Experience and Capacity	20
Work Plan	5
Budget	15
<b>Total</b>	<b>100</b>

### 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>.

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.

## Consumer and Family Education

**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.

### 6.4 Culturally and Linguistically Appropriate Services (CLAS) Standards

The purpose of implementing the Culturally and Linguistically Appropriate Services (CLAS) Standards is to make Wisconsin's behavioral health system more equitable and inclusive. The CLAS Standards are one way to improve the quality of behavioral health services provided to all individuals, which will ultimately help reduce health disparities and achieve health equity. The CLAS Standards are about respect and responsiveness: respect the whole individual and respond to the individual's health needs and preferences.

Agencies awarded a contract will be required to:

- **Learn about the CLAS Standards.** Use the "[Behavioral Health Implementation Guide for the National Standards for Culturally and Linguistically Appropriate Services](#)," a publication of the U.S. Department of Health and Human Services, as a reference to understand how the CLAS Standards can be incorporated into the work of your program/agency.
- **Form a team.** Consistent with CLAS Standards, create a team, either at the program level or agency level, dedicated to CLAS Standards implementation. Teams with a diverse membership that include program/agency leadership work best.
- **Complete the CLAS Standards Assessment Planning Tool.** Use [this tool](#) to assess the current application of CLAS Standards within your program/agency.
- **Create a CLAS Standards implementation plan.** Based on the results from the CLAS Standards Assessment Planning Tool, create an implementation plan that identifies up to two CLAS Standards to strengthen or implement in your program/agency.
- **Put the implementation plan in place.** Once the program/agency team and implementation plan are identified, begin your CLAS Standards implementation efforts.
- **Review the implementation plan.** The CLAS Standards Assessment Planning Tool should be reviewed periodically and completed each year. Your BPTR contract administrator will ask to review the completed CLAS Standards Assessment Planning Tool and your implementation plan during annual site visits.