



Pre-Application Webinar RFA 2021HCA4

PROJECT SHORT TITLE: CPWI Cohort 7 Expansion

Applications due 05/24/21 at 9 a.m.

Welcome! ~We will begin shortly.

Technology

It is always a good idea to close other windows.

If calling into the webinar via phone,

click telephone button and

Be sure to enter your unique

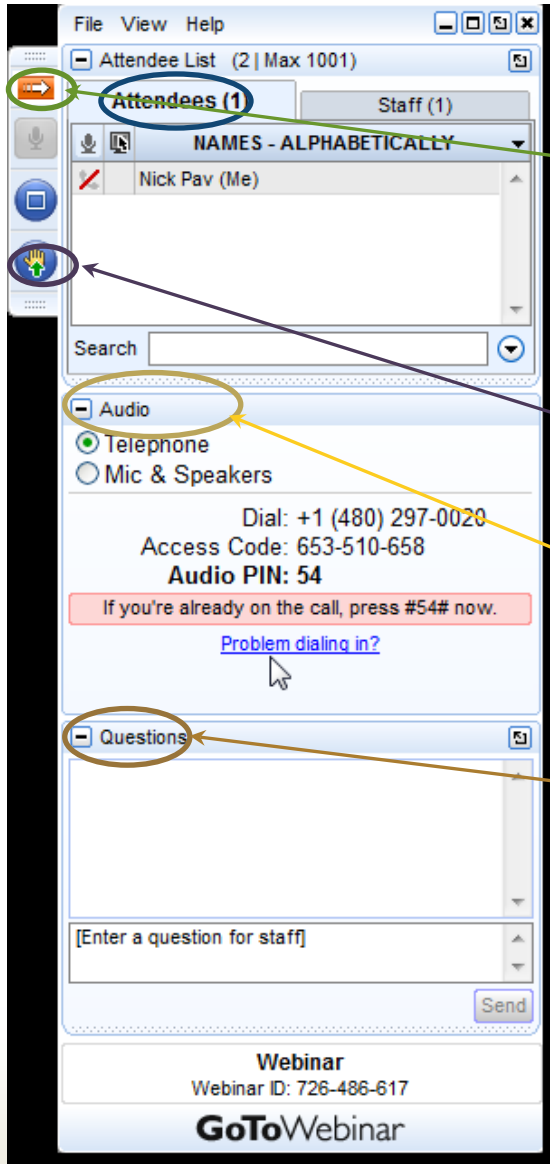
Audio PIN, if you haven't already.

Trouble with the webinar?

Email Cassie Bryden at cassie.bryden@hca.wa.gov

Reminder: The webinar questions and answers will be posted. Please do not share confidential information.

Webinar Controls



- **Grab Tab** – Allows you to open/close the Control Panel, mute/unmute your audio (if the organizer has enabled this feature) and raise your hand
- **Hand** – click to raise hand. Click again to lower.
- **Audio pane** – Displays audio format. Click Settings to select telephone devices.
- **Questions pane** – Allows attendees to submit questions and review answers (if enabled by the organizer). Broadcast messages from the organizer will also appear here.

How to Raise your Hand

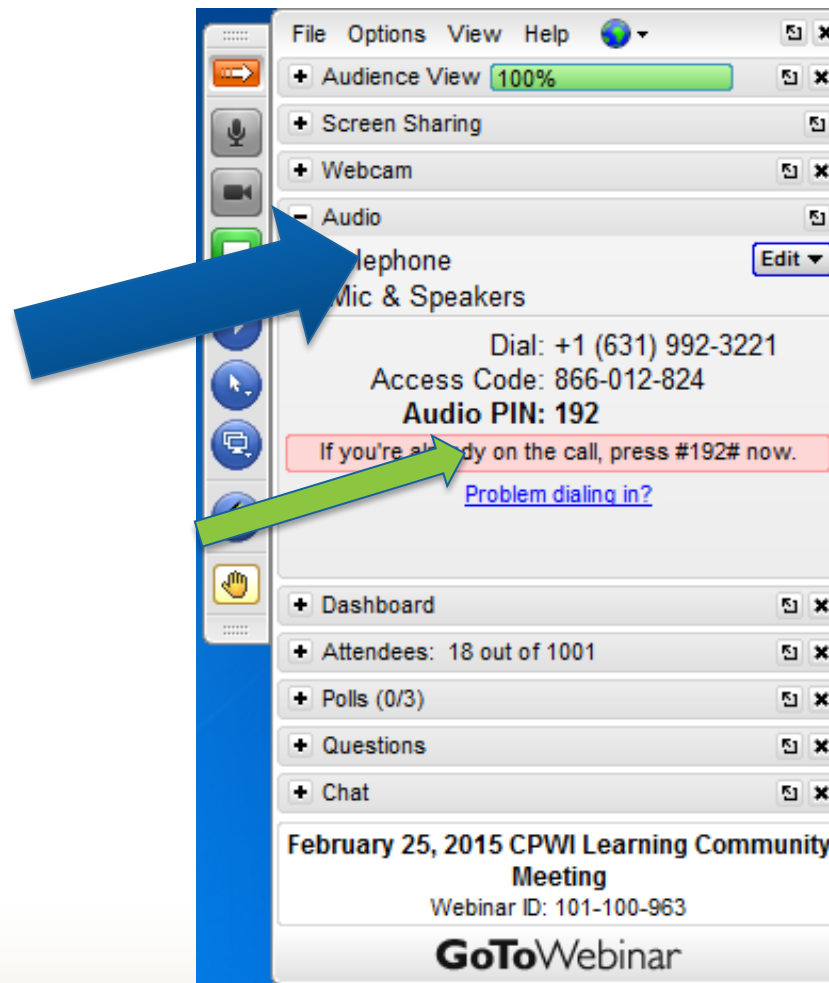


← This means that your hand is down and you want to raise your hand



← This means that your hand is up and you want to lower your hand

To make sure we can hear you today



Today's Webinar

- Describe the intention of the RFA
- Discuss work that will be carried out through the Community Prevention and Wellness Initiative (CPWI) grant allocation
- Required sections
- Questions and Answers

Purpose and Background

- Increase capacity for direct services and environmental strategies to prevent substance use disorders.
- Communities are selected based on local rates of substance use, related problems, and the community's need and readiness to address these issues; currently over 80 CPWI communities.
- Funding and training is provided to support coordination, assessment, strategic planning, implementation, and evaluation of prevention services provided by the coalition.

Timeline

HCA Release of Request for Applications	April 19, 2021
Pre-Application Webinar via GoToMeeting	April 26, 2021, 3-4:30 p.m. pacific time
Recorded Webinar & HCA Responses Posted	April 30, 2021
Questions Due from Applicants	Once per week, due by each Thursday at 4 p.m. pacific time: April 22 & 29 and May 6 & 13, 2021
HCA Responses Posted	To be posted each Tuesday following the Question Due dates by 5 p.m. pacific time: April 27 and May 4, 11, & 18, 2021
Applications Due Date	May 24, 2021 by 9 a.m. pacific time
Evaluate Applications	May 24, 2021 – June 4, 2021
Announce “Apparent Successful Applicant” and send notification via email to unsuccessful Applicants	June 10, 2021
Applicant Request for Debrief Due Date	June 15, 2021 by 4 p.m. pacific time
Hold Debriefing Conferences via Teams (if requested)	June 14-16, 2021
Begin Contract Negotiations	June 10-25, 2021
Estimated Contract Start Date	July 1, 2021

Eligible Entities

Tribal Governments

Tribal Organizations

Urban Indian Health Programs

Government Organizations

- County governments
- City or township governments
- Local governments
- Special district governments
- Law enforcement agencies

Education Organizations

- School districts
- Private schools approved by the State Board of Education
- Educational Service Districts (ESDs)
- Public and state-controlled institutions of higher education
- Private institutions of higher education

Non-Profit Organizations

- Nonprofits with 501(c)(3) status from the IRS, other than institutions of higher education, such as: youth service agencies, hospitals, faith-based organizations

Eligible High-Need Communities

County	Community/School District/HSAA** Name	ESD
Pacific	Raymond	113
County	Community/School District/HSAA** Name	ESD
Stevens	Colville	101
Thurston	Rainier	113
Thurston	Yelm	113
Thurston	Rochester	113
Walla Walla	Waitsburg	123
Whitman	Colfax	101
Yakima	Mabton	105
Yakima	Naches Valley	105
Yakima	Grandview	105
Yakima	Granger	105
Yakima	East Valley (Yakima)	105
Yakima	West Valley (Yakima)	105
Yakima	Selah	105
Spokane	West Valley (Spokane)	101
Spokane	Riverside	101
Spokane	Medical Lake	101
Spokane	Spokane: Ferris HS**	101

Type A Applicants

Applicant Types. There are two types of Applications included in this RFA, Type A and Type B .

A. Applicant Type A. Applicants looking to add a new CPWI coalition who identify with one of the following criteria:

1. Are a fiscal agent for an existing CPWI coalition or community-based organization (CBO); and/or
2. Have an existing subcontract under a CPWI who holds an existing contract with HCA/DHR.
3. Have previously held a contract or subcontract with HCA/DBHR.

Type B Applicants

B. Applicant Type B. Applicants looking to become a new fiscal agent for a new CPWI coalition who identify with one of the following criteria:

1. Have no existing contract and/or subcontract and are a new applicant to HCA/DBHR or
2. Have an agreement as a Tribal government or an Urban Indian program.

Before you begin, determine whether you are a Type A or Type B Applicant

Minimum Qualifications/Eligibility Requirements

- Licensed to do business in Washington state or provide a commitment that it will become licensed within 30 calendar days of being selected as the Apparent Successful Applicant
- Proposed services must be expanding and enhancing services in the identified community and applicant must not supplant existing funds for a project or activities.
- Applicant must be an eligible entity as defined by Section 1.1, *Purpose and Background*, Subsection 1.1.5, within Washington state
- A minimum of one (1) year' experience with providing Substance Use Disorder prevention, or behavioral health services

Overview of all projects

- HCA's Division of Behavioral Health and Recovery (HCA/DBHR) intends to award multiple contracts to provide quality and culturally competent Evidence-Based Programs, Research-Based Programs, and Promising Programs to address Substance Use Disorder Prevention.
- HCA intends to provide this funding to contractors to implement the CPWI model and associated deliverables.

Highly Valued Priorities

- HCA/DBHR highly values health equity and reducing health disparities by providing substance use disorder prevention services to **underserved communities or communities of color, veterans and military families, persons with disabilities, or members of LGBTQ communities.**

Other Information to Note

- HCA reserves the right, and intends to, distribute funds between Type A and Type B applications based on score, geographic representation, available funding, and other factors deemed appropriate by HCA. These can include:
 - Community geographic location(s) to ensure distribution of projects statewide
 - Overall Community risk ranking
 - Past performance of BCA/DBHR contracts
- HCA reserves the right, at its sole discretion, to adjust an applicant's funding amount awarded, reject any and all Applications received without penalty, and to not issue any contract as a result of this RFA if deemed to be in the best interest of HCA and the state of Washington.

Community Prevention and Wellness Initiative (CPWI) Grant Allocation

Both Type A and Type B Applicants will receive a total of \$220,000*:

- \$90,000 in year 1, July 1, 2021 – June 30, 2022
- \$130,000 in year 2, July 1, 2022 – March 14, 2023

*Contracts will not be executed until federal funding is secured. Extensions will be based on HCA's receipt of continued funding, successful implementation, and may be extended only through March 14, 2027.

Budget

- Applicants will not be required to submit a budget for this RFA. However, a budget will be developed and planned post-award with support of HCA contract manager through the coalition's strategic planning process.

Scope of Work

Required Community Coalition Strategies and Activities:

- 1.0 FTE for the Coalition Coordinator for capacity building, strategic planning, and may include program implementation.
- The Coalition Coordinator must be hired within 45 days of the Contract start date to adhere to the training plan timeline.
- Secure office space in designated community for the Coalition Coordinator.

Scope of Work

- Participate in contract and program orientation provided by HCA within first 30 days of being awarded funding.
- Hold first community coalition meeting by September 30, 2021.
- Hold at least nine (9) monthly coalition meetings per year.
- Follow CPWI guidelines to expand current coalition infrastructure and strategic plan or develop a coalition.
- By December 31, 2021, host at least one local Town Hall meeting to educate community about local substance use issues identified in needs assessment and engage expanded participation in coalition activities.
- Funds must be used to support program costs including staff for program planning, training, implementation, reporting and evaluation.

Scope of Work Continued

- Implement approved Action Plan beginning February 1, 2022.
- Enter coalition and prevention service data into the online reporting system designated by HCA in monthly schedule by the 15th of the month following the month of service.
- Complete monthly reporting in Minerva, including all required data, by the 15th of the month following the month of services, including required pre/post-test data. Resources on the Minerva system can be found at <http://theathenaforum.org/MKB>.

Scope of Work Continued

- Participate in HCA/DBHR learning Community meetings, usually held every other month.
- Participate in required trainings to be identified by HCA/DBHR.
 - Additional information can be found on The Athena Forum Calendar at <https://www.theathenaforum.org/event-calendar/month>
- Participate in monthly check-in phone calls with Contract Manager or designee.

School-based Services Component

- Type A and Type B Applicants have the option to choose to implement the Student Assistance Program (SAP) within the first year, or wait until the second year of the Contract term.
- This must be indicated on the Application Face Page as well as within your Project Narrative. Both Applicants will have a full-time Student Assistance Program Specialist (SAPS) position in the high school or middle school, employed by the Educational Service District (ESD) no later than September 30, 2022.

School-based Services continued

- For sites selected to begin SAPS services in Year 1, or the 2021-2022 school year, a 20% match is required.
 - For the first year in-kind match is allowed which may include office space, locking file cabinet, front office support, program supplies, and/or copies.
 - Second Year: **A 20% local funds-cash match is required** for the 2022-2023 school year, and must be secured by July 30, 2022.

Application Contents

- Application Face Page - Attachment 1
- Project Narrative
- Sector Support Statements Form - Attachment 2
- School District Readiness to Benefit and ESD Support Form - Attachment 3
- Letters of Support - optional-priority points possible
- Applicant Intake Form - Attachment 4

Mandatory Sections

- Must be included as part of the Application to be considered responsive, but are not scored:
 - Attachment 1: Application Face Page
 - Attachment 2: Sector Support Statements
 - Attachment 3: School District Readiness to Benefit & ESD Support
 - Attachment 4: Applicant Intake Form

Scored Section: Project Narrative

- Once the application passes all the mandatory requirements, the Project Narrative will be further evaluated and scored.
- Applicants will answer how requirements in each section of the Project Narrative have been addressed:
 - Organization History
 - Getting Started/Capacity Building
 - Assessment
 - Planning
 - Implementation
 - Evaluation
 - Sustainability
 - Health Equity
- The Project Narrative must not exceed 10 pages total, or else it may not be considered.

Sector Support Statements

I understand that the *[Insert name of selected high-need community]* community has been identified as a potential location for an increased focus of substance use disorder (SUD) prevention services. Signing this statement of support is a demonstration of my willingness to address SUD in my community should this community and school district be selected.

For that reason, I support the development of a community coalition with a SUD prevention focus to help keep our youth, young adults, and others free of alcohol and other drugs as they grow up in a healthier environment. As a demonstration of my commitment, I will actively participate in the coalition meetings, sub-committees, events, and training opportunities sponsored by the coalition. I will participate in the process of determining the root causes of the SUD problems that this community faces and engage in the development of a logic model and work plan that meets prioritized needs.

SECTOR REPRESENTING	AGENCY/ORGANIZATION	PRINTED NAME	SIGNATURE
Youth			
Parent			
Law Enforcement			
Civic/Volunteer Group			
Business			
Healthcare Professionals			
Media			
School			
Youth-Serving Organization			
Religious/Fraternal Organization			
State/Local/Tribal Organization			
Other Substance Use Disorder Organization			

School District Readiness to Benefit & ESD Support

ESD staff completing this form: (Name) (Title)

School District to be served: Community to be served:

1. Summarize the commitment of school administration and staff to participate in community coalition process.

2. Describe school district history of working with community partners relative to substance use disorder prevention/intervention programming.

3. Describe school district's history of providing or ensuring the delivery of successful behavioral health services.

4. Describe history of participation in Healthy Youth Survey (HYS).

5. School district will agree to the SAPS to be housed in the school building named below.

Middle School or High School

To begin in:

The Year 1 of the Contract, 2021-22 school year

OR

The Year 2 of the Contract, 2022-23 school year

School District Readiness to Benefit & ESD Support

6. If beginning in Year 1: The School District is confident that the commitment to the match will be made by August 15, 2021, if funded.

Yes No N/A, will begin in Year 2

7. Summarize the school district's commitment to support the Student Assistance Program Specialist to implement Project SUCCESS, including but not limited to the following key components: participation in the core team, delivering prevention presentations in the classroom, providing educational support groups, building an internal referral process, and providing staff training.

8. Please provide any other general comments about the readiness of the school district to with the community coalition.

9. Commit to participate in the Healthy Youth Survey implementation in October of odd years and provide school-level data results for Coalition/Community planning.

Yes No

By signing [below](#), _____, certify that should this application be successful, the ESD understands and agrees to provide and manage SAPISP services and support implementation as described within this application within the required timeframes.

SIGNATURE: _____

DATE: _____

Priority Points: Community Letters of Support

- Applicants can receive additional priority points through letters of support that show collaboration with an existing community coalition
 - Potential partners: entities that want to support SUD prevention and mental health promotion and suicide prevention opportunities in your local community including the provider's city's mayor, a local task force or coalition, or a business partner outside the coalition
 - Max of three letters, each worth one (1) point, for three (3) points total

Evaluation and Scoring

PROJECT NARRATIVE		POINTS POSSIBLE
4.2.1.1	Organization History	10
4.2.1.2	Getting Started/Capacity Building	20
4.2.1.3	Assessment	10
4.2.1.4	Planning	15
4.2.1.5	Implementation	10
4.2.1.6	Evaluation	5
4.2.1.7	Sustainability	5
4.2.1.8	Health Equity	10
PROJECT NARRATIVE TOTAL		85
LETTERS OF SUPPORT		PRIORITY POINTS
4.2.1.9	Community Letters of Support	3
TOTAL POSSIBLE POINTS		88

Questions and Answers

- Please submit ALL questions in writing via the question portal on the webinar and/or to the RFA Coordinator
- Questions Due by: Once per week, due by each Thursday at 4 p.m. during the RFA period.
- Answers to questions during RFA will be provided: Once per week, to be posted by the following Tuesday.

To	Cassie Bryden
Required Subject Line	RFA2021HCA4
E-Mail Address	HCAProcurements@hca.wa.gov