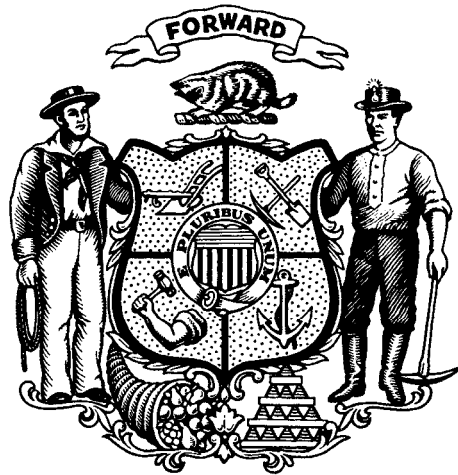


REQUEST FOR PROPOSAL (RFP)

Intoxicated Driver Program Enhancement Grant

Short title: IDP Grant

RFP # DMHSAS- FHBG201



Issued by:

**STATE OF WISCONSIN
DEPARTMENT OF HEALTH SERVICES
DIVISION OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES
BUREAU OF PREVENTION TREATMENT AND RECOVERY**

**Applications must be submitted
no later than 4:00 P.M. CDT
September 15, 2011**

**For further information regarding this RFP contact
LeeAnn Cooper
leeann.cooper@wisconsin.gov
(608) 266-2453**

LATE APPLICATIONS WILL BE REJECTED

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**Intoxicated Driver Program (IDP) Grant
REQUEST FOR PROPOSALS TIMELINE**

DATE

08/05/2011	Release Date of RFP
08/11/2011	IDP Informational Meeting
08/15/2011	Optional Letter of Intent to Apply Due
09/15/2011	Due Date for Applications
09/30/2011	Issue Intent to Award Notices
10/01/2011	Contract Start Date

PART I

I. GENERAL INFORMATION

1.0 INTRODUCTION AND BACKGROUND

Wisconsin currently ranks number one among states in self-reported intoxicated driving making this a serious public health and safety concern. The purpose of this document is to provide Wisconsin County Intoxicated Driver Programs (IDPs) with information to enable them to prepare and submit responses to this RFP.

This RFP is to solicit applications from counties to enhance their IDPs by implementing evidence-based strategies to improve their services to intoxicated drivers. The Division of Mental Health and Substance Abuse Services (DMHSAS) is aware that funds may be used to implement programs and strategies and may or may not be used to provide treatment services to IDP clients. The Division intends to use the results of this process to award one or more contract(s) for enhancements to county IDPs.

Target Population

The target population for programs and/or services are individuals convicted of Operating While Intoxicated (OWI) offenses who are referred for IDP assessment and alcohol and other drug abuse (AODA) treatment and/or education per s. 343.30(1q)5(c), Wis. Stats, and DHS 62, Wis. Admin Code.

Priority Populations

Intoxicated drivers, especially those defined as Hard-Core Drunk Drivers (HCDD) by the National Highway Traffic Safety Administration (NHTSA).

1.1 AVAILABLE FUNDS

The Department of Health Services will make available \$500,000 for the period of October 1, 2011, to September 30, 2012. **Applicants are encouraged to apply only for an amount sufficient to meet the needs of their proposed program and not necessarily for the maximum.** At present, these funds are available for one (1) year with two one (1) year renewals. Continuation of awarded grants beyond this initial period will be based upon satisfactory performance, timely and accurate data reporting, and availability of funds. Continued funding may also be based upon the county's demonstrated ability to attract other funding to sustain the program when the grant funds under this solicitation are no longer available. Maximum awards will be up to \$50,000 for a single agency or up to \$200,000 for a consortium of two or more agencies that meets the requirements under 1.7. Depending on the project, additional Act 100 funds may be available through the Department of Corrections to pay for treatment costs for indigent individuals on probation for OWI-2nd or OWI-3rd convictions.

NOTE: Programs must exhaust other governmental and private resources (e.g., Medicaid, BadgerCare, private health insurance, etc.), and collaborating agencies are required to utilize existing resources to pay for treatment and other services before using funds provided by this grant.

1.2 ISSUING AGENCY

This RFP is issued for the State of Wisconsin by the Department of Health Services, Division of Mental Health and Substance Abuse Services (DMHSAS). The Division is the sole point of contact for the State of Wisconsin during the selection process.

1.3 DEFINITIONS

The following definitions are used throughout the Request for Proposals:

- a) **Agency** means the applicant agency.
- b) **AODA** means alcohol and other drug abuse.
- c) **Applicant** means the legal entity submitting an application that assumes the liability for the administration of the grant funds and is responsible to DHS for the performance of the project activities.
- d) **Bureau** means the Bureau of Prevention Treatment and Recovery (BPTR).
- e) **Department** means the Department of Health Services (DHS).
- f) **Division** means the Division of Mental Health and Substance Abuse Services (DMHSAS).
- g) **Grant Recipient** means the county awarded funds for direct benefit of the community.
- h) **Hard Core Drunk Drivers** as defined by the National Highway Traffic Safety Administration (NHTSA) are those who drive with a blood alcohol level of 0.15 or higher or those who are repeat OWI offenders who have been arrested for drunk driving at least once within the past 10 years.
- i) **IDP** means the Intoxicated Driver Program
- j) **Proposal/Application** means response to Request for Proposal (RFP).
- k) **Program** means designed plan for carrying out the applicant's proposal.
- l) **State** means State of Wisconsin.

1.4 PROGRAM GOALS

IDP grant has three (3) primary goals and all IDP projects must meet one or more of these goals:

- 1. Improve client and program outcomes through identification and implementation of effective interventions, education, treatment and supervision of all OWI offenders by implementing evidence-based strategies.
- 2. Prevent intoxicated driving and reduce recidivism (re-arrests for subsequent OWIs) in order to increase roadway safety for all residents and visitors of Wisconsin.
- 3. Maximize positive outcomes through the provision of cross training and education to law enforcement and treatment professionals who traditionally work in different systems.

1.5 PROGRAM DESIGN

The Division is soliciting Wisconsin county IDPs that propose the use of evidence-based approaches for expanding and/or enhancing their current services to OWI offenders, including but not limited to:

Potential Elements:

- a) **IDP Assessment:** Funds may be used to enhance assessment services and interviewing skills by implementing and maintaining motivational interviewing.
- b) **Education/Treatment:** Funds may be used to implement evidence-based strategies as determined by the Substance Abuse and Mental Health Services Administration's (SAMHSA) National Registry of Evidence Based Practices, such as, *Prime for Life*, for clients with a finding of "Irresponsible Use-Borderline" where both education and treatment are recommended.
- c) **Alcohol and Other Drug Abuse Treatment:** Funds may be used to implement medication-assisted treatment by offering clients injectable Naltrexone. Funds may be used to implement the use of biomarkers to support clients' treatment and recovery.

- d) **Staff Development Training:** Funds may be used for staff development training of evidence based strategies, including design, delivery, quality assurance, and evaluation of the IDP program being proposed, co-occurring disorders, corrections, public health, care coordination, culturally competent assessment and treatment, cultural sensitivity, or neuroscience of addiction.
- e) **OWI Treatment Court:** Funds may be used to implement or expand an OWI treatment court involving the Judge, DA, Public Defender, Defense Attorney, Case Manager, Treatment Provider, Probation agent, and Clinical Coordinator.
- f) **Other evidence-based practices:** Funds may be used to implement other effective strategies as supported through appropriate evidence. The applicant must submit documentation to support such evidence.

1.6 OUTCOMES

Grant recipients receiving funds shall report data on federally required National Outcome Measures (NOMS) in accordance with guidelines provided through the Human Services Reporting System (HSRS). NOMS reporting is required in order to receive the full allocation of funds. All agencies receiving grant funds through this RFP are required to have in place the mechanisms to report timely, accurate, and complete NOMS data through the County's HSRS reporting system. Data on all program participants in the project must be entered into HSRS utilizing a unique identifier provided by the Department, even if public funding is not utilized to provide treatment services. Federal NOMS outcome measures include:

1. Reduced Alcohol/Drug Use
2. Improved Employment/Education
3. Reduced Crime and Criminal Justice
4. Reduced Homelessness
5. Improved Social Supports for Recovery
6. Retention in or Completion of Treatment

1.7 WHO MAY SUBMIT AN APPLICATION

Any Wisconsin county IDP is eligible to apply for an IDP Enhancement Grant. IDP assessments must be completed by a trained IDP assessor. Substance abuse treatment services must be provided by certified substance abuse treatment agencies under the appropriate section(s) of DHS 75, Wisconsin Administrative Code, before the applicant is eligible to receive funding.

Consortium applications are allowed under this solicitation when the following conditions are met and maintained: Consortiums are defined as the formation of two or more individual counties combined to undertake an enterprise beyond the resources of any one county in order to better meet the needs/goals of the IDP Grant as described in the RFP.

Consortium applications are permitted with the following conditions:

1. Consortiums must have the capacity to serve all IDP clients.
2. The formation of a consortium of providers offers a stronger and more effective program.
3. A consortium would realize more efficient administrative cost benefits and would be evaluated accordingly.
4. A consortium application must identify the member organizations and their specific roles and the lead agency to whom the grant will be awarded, with letters of commitment from each of the subordinate agencies indicating their agreement to award to the identified lead agency responsible for administering the grant funds.

5. A consortium application will be reviewed and evaluated as a single application so it is necessary for individuals/agencies within the consortium to clearly identify in the single application their respective areas of responsibility.
6. The consortium can demonstrate how the program would prevent a duplication of services.
7. The lead agency is considered the grant recipient and is solely responsible for program activities and fiscal and data reporting requirements.

1.8 REASONABLE ACCOMMODATIONS

The Department will provide reasonable accommodations, including the provision of informational material in alternative format, for qualified individuals with disabilities. For special needs contact:

Jamie McCarville, Disabilities Coordinator
 Division of Mental Health and Substance Abuse Services
 Bureau of Prevention Treatment and Recovery
 1 W. Wilson Street
 Madison, WI 53703
 Telephone: (608) 267-7712
 Fax: (608) 261-7800
 E-mail: Jamie.McCarville@wisconsin.gov

1.9 CALENDAR OF EVENTS

Listed below are specific dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed 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 a supplement to this RFP. There may or may not be formal notification issued for changes in the estimated dates and times.

August 5, 2011	Date of issue of the RFP
August 11, 2011	Bidders Conference (see 4.2 for details)
August 15, 2011	Letters of Intent Due (optional)
September 15, 2011	Applications Due
September 30, 2011	Notification of intent to award sent
October 1, 2011	Contract start date

II. SPECIAL PROGRAM REQUIREMENTS

2.0 INTRODUCTION

The following is a list of the obligations counties will be expected to fulfill during the grant period. Failure to fulfill these obligations will result in the withdrawal and reallocation of funding.

2.1 PROGRAM CONDITIONS

Applicants will need to meet the specific conditions described below.

2.1.1 PROTECTION FROM POTENTIAL RISKS

- a) Identify and describe any foreseeable physical, medical, psychological, social, legal, or other risks or adverse effects, besides the confidentiality issues addressed below that are due either to participation in the project itself or to the evaluation activities.
- b) Where appropriate, describe alternative treatments and procedures that might be advantageous to the participants and the rationale for their non-use.

- c) Describe the procedures that will be followed to minimize or protect participants against potential risks, including risks to confidentiality.
- d) Where appropriate, specify plans to provide needed professional intervention in the event of adverse effects to participants.

2.1.2 ABSENCE OF COERCION

Explain whether participation in the project is voluntary or mandatory. Identify any potentially coercive elements that may be present (e.g., court orders mandating individuals to participate in a particular intervention or treatment program).

2.1.3 PRIVACY AND CONFIDENTIALITY

Specify the procedures that will be implemented to ensure privacy and confidentiality, including by whom and how data will be collected, procedures for administration of data collection instruments, where data will be stored, who will/will not have access to information, and how the identity of participants will be safeguarded (e.g., through the use of a coding system on data records; limiting access to records; storing identifiers separately from data).

Grant recipients must maintain the confidentiality of alcohol and other drug abuse client records in accordance with the provisions of Title 42 of the Code of Federal Regulations, Part 2 (42 CFR, Part 2), Health Insurance Portability and Accountability Act (HIPAA) 45 CFR Parts 160 and 164, Wis. Stat. 51.30, and DHS 92.

2.1.4 RISK/BENEFIT DISCUSSION

Discuss why the risks to participants are reasonable in relation to the anticipated benefits to participants and in relation to the importance of the knowledge that may reasonably be expected to result.

2.2 MINIMUM REQUIREMENTS

Applications are required to meet the following criteria before they will be considered:

- a) The program design must meet the program requirements specified in DHS 62, Wis. Admin. Code.
- b) Funds may not be used for construction or to improve grounds or buildings.
- c) Funds may not be used for hospital-based inpatient treatment services.
- d) Funds may not be used for religious instruction or for the purchase of materials for religious instruction.
- e) Substance abuse treatment services must be provided by certified alcohol and other drug abuse facilities under the appropriate section(s) of DHS 75, Wis. Admin. Code.
- f) The applicant must include at least three letters of support (references) from coordinating and collaborating organizations.
- g) The applicant must verify that it had an independent financial audit (and a compliance audit, if applicable) completed within the past 12 months, that its accounting principles are sound, and its financial statements are free of any material misstatement. If applicable, there is a corrective action plan for any exceptions, variances, or issues of noncompliance.
- h) Pursuant to section 51.42, Wis. Stats, the applicant must accurately report the grant recipient's clients and services in the Human Services Reporting System (HSRS).
- i) The applicant must ensure that IDP Enhancement Grant funds are being use to serve only IDP clients.
- j) The applicant must ensure that IDP Enhancement Grant funds will not be used to provide cash assistance to clients.

III. GENERAL PROGRAM REQUIREMENTS

The following items are required to assure the continuation of funds. These requirements will form part of the contract awarding these funds. Failure to comply with these requirements may result in disallowances and/or termination of the agreement for funds.

3.0 ACCEPTANCE OF APPLICATION CONTENT

Grant recipients receiving awards will be mandated to meet all requirements of this RFP.

3.1 ALLOWABLE COSTS

A grant recipient will be required to comply with the Department of Health Services Allowable Cost Policy Manual, <http://www.dhs.wisconsin.gov/Grants/Administration/AllowableCost/ACPM.htm>

3.2 CAPITAL EQUIPMENT

Funds may be used to purchase capital equipment with prior written approval from the Division. Capital equipment costs are defined as all costs associated with the acquisition of assets having a value in excess of \$5,000 and a useful life in excess of one year. Funds may be used to purchase/rent supplies such as adaptive and communication equipment.

3.3 SALARIES

Funds may not be used to supplant current salaries for duties unrelated to this grant. In addition, no more than 15 percent of grant funds may be used for administrative costs.

3.4 REPORTS

Reports of both programmatic, evaluation and fiscal activity will be required for the purpose of documenting the satisfactory meeting of project objectives, in accordance with the application. Reporting requirements will be specified in the agreement between the successful applicant and the Division but will be required at least every six (6) months. Failure of the successful applicant to accept these obligations may result in cancellation of the award.

The grant recipient shall, at the option of the Division, appear before DHS administrators to clarify findings and to answer any questions at any time during the grant agreement or after the grant agreement is completed.

3.5 NEWS RELEASES

News releases pertaining to this award or any part of the application shall not be made without the prior written approval of the Division.

Copies of any news releases regarding this grant during the contract year(s) shall be submitted to the Division.

A copy of this RFP and a question and answer site will be maintained on the DHS Internet web site for the duration of the grant application period. You may access this site at www.dhs.wisconsin.gov/substabase.

3.6 LEGAL SERVICES

Use of these funds is restricted under federal law and regulation including federal Office of Management and Budget (OMB) Circulars A-87, A-102, A-110, A-122, and A-133.

3.7 EMPLOYMENT

The grant recipient will not engage the services of any person or persons now employed by the state, including any department, commission or board thereof, to provide services relating to this agreement without the written consent of the employer of such person or persons and of the Division.

3.8 DUAL EMPLOYMENT

Section 16.417, Wis.Stats. prohibits an individual who is a state employee or who is retained as a consultant full-time by a state agency from being retained as a consultant by the same or another agency where the individual receives more than \$12,000 as compensation. This prohibition applies only to individuals and does not include corporations or partnerships.

3.9 SUBCONTRACTING

If the applicant plans to use subcontractors, this should be clearly explained and budgeted separately in the application; however, the applicant will be responsible for contract performance whether or not subcontractors are used.

3.10 TERMINATION OF AGREEMENT

The Division may terminate this agreement at any time at its sole discretion by delivering thirty (30) days written notice to the grant recipient. Upon termination, the Division's liability will be limited to the pro rata cost of the services performed as of the date of termination plus expenses incurred within the prior written approval of the Division. In the event that the grant recipient terminates this agreement, for any reason whatsoever, it will refund to the Division within fourteen (14) days of said termination, all payments made hereunder by the Division to the grant recipient for activities not completed. Such termination will require written notice to that effect to be delivered by the grant recipient to the Division not less than thirty (30) days prior to said termination.

3.11 INCURRING COSTS

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

3.12 WAIVER OF TECHNICALITIES

The RFP Evaluation Committee reserves the right to accept or reject any or all responses to the RFP and waive minor technicalities. The determination of whether an RFP condition is substantive or a mere technicality shall reside solely with the RFP Evaluation Committee.

3.13 PROPRIETARY INFORMATION

Any restrictions on the use of data contained within an application must be clearly stated in the application itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable State of Wisconsin procurement regulations. Data contained in the application, all documentation provided therein, and materials and innovations developed as a result of this grant award can not be copyrighted or patented without written authorization from the Department of Health Services.

All data, documentation and innovation become the property of the State of Wisconsin, Department of Health Services. The grant recipient agrees that the Division shall have royalty free, non-exclusive and irrevocable rights to reproduce, publish, or otherwise use and authorize others to use any materials and innovations developed as a result of this grant award. Any

copyright material authorized by the Department or distribution of materials developed through this agreement will acknowledge use of DHS funds.

3.14 AFFIRMATIVE ACTION

Grant recipients who are awarded contracts of twenty five thousand dollars (\$25,000) or more shall have included in their contracts the following clause:

"A written affirmative action plan is required as a condition for the successful performance of the contract. Excluded from this requirement are grant recipients whose annual work force amounts to less than twenty five employees. The affirmative action plan shall be submitted to the state agency within fifteen (15) working days after the award of the contract."

3.15 NON-DISCRIMINATION AGAINST EMPLOYEES OR APPLICANTS FOR EMPLOYMENT.

In connection with the performance of work under this contract, the grant recipient agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, marital status, physical condition, arrest or conviction record, developmental disability, as defined in s. 51.01 (5), sexual orientation or national origin.

This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the grant recipient further agrees to take affirmative action to ensure equal employment opportunities.

The grant recipient agrees to post in conspicuous places, available for employees and applicants for employment, notice to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

3.16 TOBACCO SMOKE FREE ENVIRONMENT

Public Law 103-227, also known as the Pro-Children Act of 1994, prohibits tobacco smoke in any portion of a facility owned or leased or contracted for by an entity that receives federal funds, either directly or through the State, for the purpose of providing services to children under the age of 18.

3.17 PATIENTS/CLIENTS RIGHTS POLICY

Each grant recipient shall have a written policy stating that the service will comply with patient rights requirements as specified in DHS 94, Wisconsin Administrative Code.

3.18 ELIGIBILITY CRITERIA

Applicants shall state clearly in writing the criteria for determining the eligibility of individuals for services in the project or program.

3.19 STAFF SELECTION POLICY

Each applicant shall develop written policies and procedures stating that in the selection of staff, consideration will be given to each applicant's sensitivity toward and training in the characteristics of the service's patient population, including gender, age, cultural background, sexual orientation, developmental, cognitive or communication barriers, and physical or sensory disabilities.

IV. CLARIFICATION AND/OR REVISIONS TO SPECIFICATIONS AND REQUIREMENTS NOTICE OF INTENT TO APPLY

4.0 NOTICE OF INTENT

Prospective applicants are requested, but not required, to submit a Notice of Intent to apply to Division of Mental Health and Substance Abuse Services. The Notice of Intent should be returned to the Division (see mailing information below) by 4:00 PM CDT on August 15, 2011. Submittal of the Notice of Intent does not commit an agency to submitting an application.

Any supplemental written information related to this RFP developed by the Division will be provided only to those agencies who have filed a Notice of Intent, or to agencies who request such information. Notices should be mailed, e-mailed, faxed, or hand delivered to:

LeeAnn Cooper, IDP Coordinator
Division of Mental Health and Substance Abuse Services
Bureau of Prevention Treatment and Recovery
1 West Wilson Street, Room 850
Madison, WI 53703-3445
Fax: (608) 266-1533
E-mail: leeann.cooper@wisconsin.gov

4.1 CLARIFICATION AND/OR REVISIONS TO SPECIFICATIONS AND REQUIREMENTS

Any questions concerning this RFP should be addressed in writing and sent by mail, email or fax to:

LeeAnn Cooper, IDP Coordinator
Division of Mental Health and Substance Abuse Services
Bureau of Prevention Treatment and Recovery
1 West Wilson Street, Room 850
Madison, WI 53703-3445
Fax: (608) 266-1533
E-mail: leeann.cooper@wisconsin.gov

Email is the preferred method of communication

COLLECT CALLS WILL NOT BE ACCEPTED.

Applicants are expected to raise any questions, exceptions, or additions they have concerning the RFP at this point in the RFP process. If an applicant discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the applicant should notify, immediately, the above named individual of such error and request modification or clarification.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted on the Department's website: www.dhs.wisconsin.gov/substabuse to all recipients of this initial RFP.

Each application shall stipulate that it is predicated upon the requirements, terms, and conditions of this RFP and any supplements or revisions thereof.

Any contact with State employees concerning this RFP is prohibited, except as authorized by the RFP manager during the period from date of release of the RFP until the notice of intent to award contract is released.

4.2 BIDDERS CONFERENCE

A bidders' conference will be held on August 11, 2011, from 10:00 AM to 12:00 PM, at the Department of Health Services, 1 W. Wilson Street, Room 850A, Madison, WI 53703-3445. The purpose of this conference is to provide an opportunity for potential applicants to ask questions of Division of Mental Health and Substance Abuse Services staff about the application procedures, and grant requirements. Web conferencing will be available. Information will be available on our website at <http://www.dhs.wisconsin.gov/substabus> prior to the conference. Applicants are not required to attend this conference.

V. SUBMITTAL OF APPLICATION

5.0 APPLICATION FORMAT

All applications must be typed. All narrative sections are to be completed using an 11-point or larger font, with 1" or greater margins, typed single space. Applications are not to exceed 10 pages, not including the budget and justification, appendices and/or letters of commitment. Charts that support narrative sections may be included in a smaller font than 11 point.

5.1 NUMBER OF APPLICATIONS PER APPLICANT

Applicants may only submit one application.

5.2 NUMBER OF COPIES

The applicant must submit 1 (one) signed original and 5 (five) copies of the application to the Division.

5.3 CLOSING DATE

The closing date for the receipt of all applications under this solicitation will be **Thursday, September 15, 2011**. Applications may be mailed or hand delivered. An application will be accepted and considered received on time if:

- a. The application is received by the DHS mail room by 4:00 p.m. CDT on Thursday, September 15, 2011, addressed to:

LeeAnn Cooper, IDP Coordinator
Division of Mental Health and Substance Abuse Services
Bureau of Prevention Treatment and Recovery
PO Box 7851
Madison, WI 53707-7851

- b. The application is hand delivered to the Division of Mental Health and Substance Abuse Services by 4:00 p.m. CDT on Thursday, September 15, 2011, to:

LeeAnn Cooper, IDP Coordinator
Division of Mental Health and Substance Abuse Services
Bureau of Prevention Treatment and Recovery
1 West Wilson Street, Room 850
Madison, WI 53703-3445

NO FAXES, EMAIL, OR ELECTRONIC APPLICATION WILL BE ACCEPTED.

Applicants are cautioned to allow sufficient time for delivery by the U.S. Post Office, because it can sometimes take several days to receive mail from outlying areas. Applicants are cautioned that receipt of the RFP by the United State's Postal Service, the State of Wisconsin mail system or a commercial courier does not constitute receipt of a RFP by the Division of Mental Health and Substance Abuse Services for the purposes of this RFP. All responses to this solicitation which are received after the closing date and/or time will not be reviewed and will be returned to the respondent/applicant. **No exceptions will be allowed.**

- c. Supplemental and clarifying information. Unless requested by the Division, no additional information will be accepted from an applicant after the deadline for submittal of applications.

VI. AWARDING FUNDS INFORMATION

6.0 EVALUATION CRITERIA, POTENTIAL POINTS TO BE AWARDED AND PROCEDURES

All applications received will be reviewed by an evaluation committee and ranked accordingly. The evaluation committee will evaluate all applications against stated criteria. Applications from eligible applicants will be scored according to the following competitive criterion that is described under Part Two Technical Specifications.

Maximum Points (100 Total)

EVALUATION CRITERIA	MAXIMUM POINTS
• Organizational Experience including Staffing and Qualifications	5 points
• Problem/Need Statement	10 points
• Goals and Performance Expectations	10 points
• Target Population(s)	10 points
• Work Plan	10 points
• Care Coordination Service Delivery	10 points
• Data Collection and Evaluation	10 points
• Program Design	15 points
• Evidence based strategies	15 points
• Cultural Competence	5 points
TOTAL	100 POINTS

6.0.1 ORGANIZATIONAL EXPERIENCE INCLUDING STAFFING AND QUALIFICATIONS (5 Points):

The applicant has fully documented experience in providing IDP assessments and effectively coordinated education and/or treatment for the target population and is qualified to carry out the proposed program in a cost-effective manner.

The narrative should include at a minimum:

- a) A documented discussion of the organization's ability to provide timely IDP assessments and referrals to carry out the provisions of the grant.
- b) The proposed budget is clearly targeted to achieving the project outcomes. The budget

should be appropriate for the scope of the program, other agency's involvement, and the financial contribution is well defined.

- c) A clear description of the criteria used to measure the successes of the organization in providing IDP services to OWI offenders.
- d) If a subcontractor is to be used, documentation of the subcontractor's qualifications and experience.
- e) The applicant agency (or subcontractor, if applicable) either has existing qualified personnel or has proposed a functional staffing or volunteer pattern that is capable of supporting program activities.
- f) Staff costs that will be charged to the grant have been fully justified and are reasonable and necessary for carrying out the program.
- g) For those programs with significant minority populations within the service area, the agency has made or will make an effort to recruit, hire, and train minority staff/volunteers and provide in-service sensitivity training about gender responsive treatment, cultural competence, language and sexual orientation for all staff/volunteers.
- h) For those programs that have Native American Tribes within the service area, the agency has made or will make regular and meaningful efforts to coordinate with identified Tribal leadership in order to provide culturally competent treatment and referrals.
- i) An organizational chart that indicates current and proposed positions that will implement this program.

6.0.2 PROBLEM/NEED STATEMENT (10 Points)

The applicant's response shows that they have an excellent understanding of the programs and unmet needs in their community related to providing services to OWI offenders. The application fully documents with statistical data, where available, the extent of the problem and fully demonstrates the inadequacy of existing programs in the program area to deal with the problem. This may include inadequate resources and other unmet assessment, treatment or other needs.

The narrative should include at a minimum:

- a) A clear discussion of how this project will enhance the existing IDP services.
- b) A full discussion of the exact unmet needs the program will address.
- c) Any data available to document the problems or unmet needs the program intends to address.
- d) A full discussion of how grant funds would expand/enhance service delivery and not supplant state and federal funds currently in use, if this is not a new program.

6.0.3 GOALS AND PERFORMANCE EXPECTATIONS (10 Points):

The goals and objectives are clearly stated and consistent with the goals and performance expectations of the RFP as reflected in this RFP. The goals are stated for clients as well as the service delivery and system goals. The applicant has made it very clear how these grant funds will be utilized in the development of a new program or to strengthen the current program so that it meets these goals. The strategies described are logical and appropriate responses to the description of the problems and unmet needs. The discussion indicates an excellent understanding of how this program will impact target populations and/or enhance current service delivery with clear timelines, identified outcomes and effective strategies to achieve these outcomes.

The narrative should, at a minimum, include:

- a) A statement of goals and objectives for the organization's proposed program regarding specific offender outcomes and service systems outcomes (e.g. Reduced Alcohol/Drug Use; Improved Employment/Education; Reduced Crime and Criminal Justice; Reduced

- Homelessness; Improved Social Supports for Recovery; Retention in or Completion of Treatment) and how grant funds will be used to measure the stated outcomes.
- b) A discussion of strategies the program will use to achieve outcomes and performance expectations, and address the problems and unmet needs identified; state why these strategies will be effective; discuss how you plan to overcome obstacles or barriers to service delivery; and state what you anticipate as the overall impact of your program.
 - c) Statement of the organization's ability to meet the integrated service provision philosophy of care in all aspects of its program service delivery, design, and treatment and its plan to measure progress in this practice in day-to-day operations.

6.0.4 TARGET POPULATION (10 Points):

The target populations described in the application in Section 1 must be consistent with the stated goals of the RFP. If the application is for funds to develop a new program or expand or enhance the scope of existing programs, the application must identify the program's new target population. The applicant will identify a reasonable number of new individuals to be served by the program. The applicant will provide specific demographic information about the target population. In general, the composition of the target group should reflect the demographics of the community including adequate representation of racial/ethnic minorities.

The narrative should, at a minimum, include:

- a) A description of the target population(s) that the program will serve.
- b) An estimated number of participants that will be served annually with the grant funds
- c) If expanding and/or enhancing an existing program, clearly specify the increase in participants who will be served through these grant funds.
- d) If appropriate, a description of how participant eligibility will be determined.

6.0.5 WORK PLAN (10 Points):

The work plan described in the application is related to the goals of the program listed in Section 1.4, will facilitate the program accomplishing what has been proposed, and includes a reasonable timetable for implementation. Activities in the work plan are clearly assigned to personnel. The work plan is consistent with the objectives and can be accomplished given the time frames, staffing, and the budget proposed. Time frames for all tasks and activities in the work plan are appropriate to ensure that sufficient effort is planned.

When writing narrative for this section, keep in mind that:

- a) The work plan must detail all tasks, activities and procedures in a logical progression that will be used to achieve the goals.
- b) The work plan includes the assignment of responsibility to specific personnel and the timetable for each task or activity to be started and to be completed.

6.0.6 CARE COORDINATION SERVICE DELIVERY (10 Points):

The applicant demonstrates that necessary community agencies have been or will be involved in the planning and execution of the program to achieve a coordinated approach to meet the needs of OWI offenders involved in various service systems. The application includes a description of how the applicant will work with appropriate law enforcement agencies, court system, treatment agencies and providers, probation/parole agents and others to achieve multi-system coordination at the direct service worker level, and a detailed explanation as to how these coordination efforts will relate to the application.

The application must include letters of cooperation, memorandums of understanding or inter-agency agreements from all agencies whose involvement is essential for the success of the program; these should be included in the attachments.

The narrative should, at a minimum, include:

- a) A description of how the agency and direct service staff will work with appropriate community agencies (e.g., court system, treatment providers, law enforcement, technical colleges, corrections, mental health services, etc.).
- b) A detailed explanation as to how these community support systems will assist in achieving the proposed goals for the OWI offenders and service system including discussion of how joint service plans are developed and how various fiscal resources are shared or assigned to this project.

6.0.7 DATA COLLECTION AND EVALUATION (10 Points):

The applicant will evaluate the grant program by use of outcome measurements that the Department approves.

The applicant's evaluation plan should follow the Goals and Work Plan. The applicant will discuss criteria of measurement that will demonstrate if the intended results have or have not been achieved. The applicant will be required to enter additional data fields into HSRS to identify clients receiving new or enhanced services.

The narrative should, at a minimum, include:

- a) How the NOMS data (see Section 1.6) will be collected.
- b) Who will be responsible for collecting and analyzing these data?
- c) Who will be responsible for supervising the data collection and for taking corrective actions based on the results of the evaluation?
- d) Preparation, distribution, and use of reports summarizing program results.
- e) Procedures to be implemented to ensure privacy and confidentiality

6.0.8 PROGRAM DESIGN (15 Points):

The applicant thoroughly describes the program design with emphasis on evidence-based strategies that ensure effective services to OWI clients.

6.0.9 EVIDENCE BASED STRATEGIES (15 Points)

The applicant describes in detail how it intends to incorporate evidence-based strategies into its existing Intoxicated Driver Program. Applicants who propose implementation of strategies defined by the Mental Health and Substance Abuse Services Administration (SAMSHA) are not required to submit documentation other than to note SAMHSA's approval. If an applicant proposes strategies not listed by SAMHSA as evidence-based, it must include research documenting the strategy's efficacy.

The narrative should, at a minimum, include:

- a) A description of how the applicant will incorporate the strategy into its existing IDP.
- b) Who will be responsible for assuring the implementation of the strategy
- c) Reputable research showing the strategy's efficacy
- d) Other states or programs that have implemented the strategy and their outcome data

6.0.10 CULTURAL COMPETENCE (5 Points):

All applicants are required to incorporate cultural competence as they work through the elements of the IDP Grant. Cultural Competence means “A set of congruent behaviors, attitudes and policies that come together in a system, agency or among professionals and enable that system, agency or those professionals to work effectively in cross-cultural situations.” (HRSA/DHHS,2002). See the National Center for Cultural Competence at: <http://www.ncccurricula.info/>.

The narrative should, at a minimum, include:

- a) **Organizational Experience:** The organization should have a documented history of positive programmatic involvement with the population or community to be served. The organizations' staff, its board, and volunteers should have a history of involvement with the target population or community to be addressed that is verifiable by the general cultural group and by the specific community to be served.
- b) **Language:** If an organization is providing services to a multi-linguistic population, there should be multi-linguistic resources, including use of skilled bilingual and bicultural translators whenever a significant percentage of the target community is more comfortable with a language other than English. There should be printed and audio/visual materials sufficient for the program.
- c) **Materials:** It should be demonstrated that audio/visual materials, training guides, print materials, and other materials to be used in the program are culturally appropriate or will be made culturally consistent with the community to be served.
- d) **Screening and Assessment Tools:** Additional program instruments used should be appropriate to the population/community being served. There should be a rationale for the use of instruments that are chosen, including a discussion of the validity of the instruments in terms of the gender/age/culture of the group or groups targeted.

6.1 APPLICANT RESPONSES

Applications submitted in reply to this RFP shall respond to the specifications stated herein. Failure to respond to the specifications may be a basis for an application being eliminated from consideration during the selection process.

In the event of an award, the contents of this RFP (including all attachments), RFP addenda and revision and the application from the successful applicant(s) will become contractual obligations. The Division reserves the right to negotiate the award amount, the programmatic goals, and the budget items with the selected applicant(s) prior to entering into an agreement.

Justifiable modification may be made in the course of the agreement only through prior consultation with and written approval of the Division. Failure of the successful applicant to accept these obligations may result in cancellation of the award.

6.2 WITHDRAWAL OF APPLICATIONS

Applications may be withdrawn by written notice. Applications may be withdrawn in person by the applicant or his/her authorized representative, providing his/her identity is made known and he/she signs a receipt for the application.

6.3 AWARD PROCEDURES

The Evaluation Committee's scoring will be tabulated and applications will be ranked according to the numerical score received. The evaluation committee has the option to conduct interviews and/or on-site inspections of the top ranked applications to include those results in the consideration of the evaluation points. The Division Administrator will make a final decision if a

contract will be awarded. The Division reserves the right to reject any or all applications and to negotiate the award amount, authorized budget items, and specific programmatic goals with the selected applicant(s) prior to entering into an agreement. No more than one application per county will be funded.

6.4 NOTICE OF INTENT TO AWARD A CONTRACT

Each applicant whose application is reviewed by the Evaluation Committee shall receive written notice of the determination of approval or non-funding of the proposed project.

Each applicant whose application has not been approved shall be given an opportunity to discuss with the Division representative the reasons for non-funding or may write the Division representative requesting the reason for the decision.

Upon request, the Division representative will clarify non-funding reasons verbally or will respond in writing explaining the reasons for the project not being funded.

6.5 PUBLIC INFORMATION

It is the intention of the state to maintain an open and public process in the submission, review, and approval of awards. All material submitted by applicants will be made available for public inspection after notice of intent to award or not to award a contract based on the evaluation(s) of the application, which were submitted. No entire application submitted to the state may be marked as confidential, and any materials so marked, by being included in the application, will be considered public information.

6.6 ASSURANCES

An authorized official must sign the Assurances of Compliance with the Department of Health Services regulations form, and comply with all the requirements contained therein. This signed form is to be included in this section of the applicant's application.

PART II
TECHNICAL SPECIFICATIONS (APPLICATION INSTRUCTIONS)

1.0 GENERAL INSTRUCTIONS

Please read this section carefully. Applicants are cautioned that in completing the following Technical Specifications they are to provide complete information as possible. The only information evaluators will be given about a program is that which is contained within the application. For that reason, each copy must be a duplicate of the entire original, including any attachments.

The focus of the funding is for counties to enhance services to OWI clients through evidence-based strategies designed to prevent or reduce recidivism of intoxicated driving. In order to determine the potential for a proposed program to achieve this aim, applications must fully address the program requirements and specifications that follow.

Applications must include the following items submitted in the order listed.

- I. Outline and Table of Contents (checklist form)
- II. Application Summary
- III. Abstract
- IV. Narrative
 - Section A - Administration
 - Section B - Program
- V. Detailed Budget Request
- VI. Assurance
- VII. Attachments

2.0 APPLICATION SUMMARY FORM INSTRUCTIONS

Complete the Application Summary following the instructions below. The Application Summary should be the second page in your application.

Section A - Agency Information

- | | |
|--------|---|
| Item 1 | Enter the Project Title |
| Item 2 | The "Applicant Agency" is defined as the legal entity which assumes the liability for the administration of the grant funds and is responsible to DHS for the performance of the project activities. |
| Item 3 | Enter name, address, and telephone number of project director. |
| Item 4 | Enter name, address, and telephone number of project fiscal agent. The fiscal agent is the individual who is responsible for the receipt and administration of the project funds and for the submission of all fiscal reports to DHS. |
| Item 5 | Enter the Internal Revenue Services number assigned to the agency which is responsible for the employees hired under these project funds. |
| Item 6 | Enter the geographic boundaries. If the application is for coalition programming, indicate the other counties served. |
| Item 7 | If all or parts of the project will be subcontracted, fill in the name and address of the subcontractor. |

Item 8 Budget Summary

The budget summary contains the total projected costs by cost category. All figures on this form should be rounded to the nearest dollar.

Item 9 Enter the name, title, telephone number and signature of official.

II. IDP ENHANCEMENT GRANT APPLICATION SUMMARY

Section A - AGENCY INFORMATION

1. Project Title

2. Applicant Agency

Telephone

Street Address

City

State Zip

3. Project Director

Telephone

Street Address

City

State Zip

4. Fiscal Agent

Telephone

Street Address

City

State Zip

5. Employer Identification No.

6. Describe Geographic Area Being Served including Cities and Tribes

7. Provide or attach (Identify attachment number below) names and addresses of all sub-contractors funded through this project

8. Annual Budget Summary (January 1, 2010 through December 31, 2010)

Budget Item

Amount

- 1. Salaries
- 2. Fringe
- 3. Travel
- 4. Equipment
- 5. Supplies and Operating Expenses
- 6. Contractual and Consultant Costs
- 7. Training
- 8. Evaluation
- 9. Other
- 10. TOTAL

9. NAME, TITLE AND TELEPHONE NUMBER OF OFFICIAL AUTHORIZED TO COMMIT APPLICANT ORGANIZATION TO THIS AGREEMENT

Typed Name of Official

Telephone Number

Title

Signature

Date

APPLICATION FOR INTOXICATED DRIVER PROGRAM ENHANCEMENT GRANT

Agency Name: _____

Application Title: _____

Applicants are required to number all pages and to organize their application according to the following format. This form serves as a checklist of application contents and facilitates application evaluation. This page must be completed and attached to the front of the completed application as the first page.

I	Outline and Table of Contents (This page)	Page 1
II	IDP Grant Application Summary	Page 2
III	Abstract	Page
IV	Narrative	Page
	Administration	Page
	Organizational Experience including Staffing and Qualifications	Page
	Program	Page
	Problem/Need Statement	Page
	Goals and Performance Expectations	Page
	Target Population	Page
	Work Plan	Page
	Care Coordination and Service Delivery	Page
	Data Collection and Evaluation	Page
	Program Design	Page
	Evidence-based Strategies	Page
	Cultural Competence	Page
V	Budget	Page
	Budget Request	Page
	Budget Justification	Page
VI	Assurance of Compliance	Page
VII	Attachments	Page
	Letters of Support	Page
	Letters of Commitment	Page

Abstract (One Page)

Narrative

- A. Administration
 - 1. Organizational Experience including Staffing and Qualifications

- B. Project
 - 1. Problem/Need Statement
 - 2. Goals and Performance Expectations
 - 3. Target Population
 - 4. Work Plan
 - 5. Care Coordination and Service Delivery
 - 6. Data Collection and Evaluation
 - 7. Program Design
 - 8. Evidence-based Strategies
 - 9. Cultural Competence

Budget

- 1. Budget Request
- 2. Budget Justification

3.0 ABSTRACT

The abstract must be one page only. The information in the abstract should provide a brief description of your IDP and provide documentation that you are clearly expanding the scope of your current program to serve OWI clients, highlighting the main points from the Detailed Budget Request and Narrative Sections of your application.

4.0 NARRATIVE

A. ADMINISTRATION

1. Organizational Experience including Staffing and Qualifications (5 Points)

The applicant has fully documented experience in providing services for intoxicated drivers and is qualified to carry out the proposed program in a cost-effective manner.

The narrative should address all the elements in 6.0.1

B. PROGRAM

1. Problem/Needs Statement (10 Points)

The applicant's response shows that they have an excellent understanding of the programs and unmet needs in their community related to providing intoxicated driver services. The application fully documents with statistical data, where available, the extent of the problem and fully demonstrates the inadequacy of existing programs in the program area to deal with the problem. This may include caseload information and unmet treatment need. If an agency has an existing program, documentation is provided that an expanded program is needed.

The narrative should address all the elements in 6.0.2

2. Goals and Performance Expectations (10 points)

The goals and objectives of the applicant's program are clearly stated and consistent with the goals and performance expectations of the RFP. The goals are stated for offenders as well as the service delivery and system goals. The applicant has made it very clear how these grant funds will be utilized in the development of a new program or to strengthen the current program so that it meets these goals. The strategies described are logical and appropriate responses to the description of the problems and unmet needs. The discussion indicates an excellent

understanding of how this program will impact target populations and/or expand/enhance current service delivery.

The narrative should address all the elements in 6.0.3

3. Target Population (10 Points)

The target populations described in the application in Section 1 must be consistent with the stated goals of the RFP. If the application is for funds to develop a new program or expand or enhance the scope of existing programs, the application identifies the program's new target population. The applicant will identify a reasonable number of new individuals to be served by the program. The applicant will provide specific demographic information about the target population. In general, the composition should reflect the demographics of the community including racial/ethnic minorities where appropriate.

The narrative should address all the elements in 6.0.4

4. Work Plan (10 Points)

The work plan described in the application is related to the goals of the program listed in Section 1.4, will facilitate the program's accomplishing what has been proposed, and provides a timetable for implementation. Activities in the work plan are clearly assigned to personnel. The work plan is consistent with the objectives and can be accomplished given the time frames, staffing, and the budget proposed. Time frames for all tasks and activities in the work plan are appropriate to ensure that sufficient effort is planned.

The narrative should address all the elements in 6.0.5

5. Care Coordination Service Delivery (10 Points)

The applicant demonstrates that necessary community agencies have been or will be involved in the planning and execution of the program to achieve a coordinated approach to meet the needs of OWI offenders involved in various service systems. The application includes a description of how the applicant will work with appropriate treatment agencies, court systems, and/or corrections to achieve multi-system coordination at the direct service worker level, and a detailed explanation as to how these coordination efforts will relate to the application.

The narrative should address all the elements in 6.0.6

6. Data Collection and Evaluation (10 Points)

The applicant will evaluate the grant program by use of NOMS outcome measurements identified in Section 1.7 that the Department approves.

The applicant's evaluation plan should follow the Goals and Work Plan. The applicant will discuss criteria of measurement that will demonstrate if the intended results have or have not been achieved.

The narrative should address all the elements in 6.0.7

7. Program Design (15 Points)

The applicant thoroughly describes the program design emphasizing evidence-based strategies and will include all aspects described in Section 2.1.

The narrative should address all the elements in 6.0.8

8. Evidence-based Strategies (15 Points)

The applicant must describe the evidence-based strategies and describe how they will enhance their current IDP services.

The narrative should address all the elements in 6.0.9

10. Cultural Competence (5 Points)

All applicants are required to incorporate cultural competence as they work through the elements of the IDP Grant. Cultural Competence means “A set of congruent behaviors, attitudes and policies that come together in a system, agency or among professionals and enable that system, agency or those professionals to work effectively in cross-cultural situations.” (HRSA/DHHS, 2002). See the National Center for Cultural Competence at: <http://www.ncccurricula.info/>.

The narrative should address all the elements in 6.0.10

5.0 BUDGET

All applicants are required to attach a detailed budget and narrative budget justification that supports the proposed program. A sample budget template is attached for assistance. It is not necessary to use the attached budget; an applicant may use a budget template of their choice as long as it addresses the elements in the attached sample template.

6.0 ASSURANCE OF COMPLIANCE

All applicants are required to complete the attached Assurance of Compliance form and include it in their application.

7.0 APPLICANT’S ATTACHMENTS

All applicants are required to submit letters of support and letters of commitment from collaborative agencies.

ANNUAL BUDGET DETAIL (sample)
 Period: October 1, 2011 – September 30, 2012

1. Project Personnel

(a) Position Title	(b) % of Time Budgeted	(c) Hr. Rate or Monthly Salary	(d) Hrs. Per Week	(e) No. of Months Budgeted	(f) Annual Cost (Sub-Total)
	%	\$			\$
	%	\$			\$
	%	\$			\$
	%	\$			\$
	%	\$			\$

SUB-TOTALS TOTALS

(g) Project Personnel Total Salary (Total from Column (f) above)					\$
--	--	--	--	--	----

2. Fringe Benefits (List percentage of total Salary Cost in box)	%	\$
--	---	----

3. Travel		\$
(a) In-State Travel	\$	
(b) Out-of-State Travel	\$	
(c) Other	\$	

4. Equipment	\$	\$
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5. Supplies and Operating Expenses	\$
------------------------------------	----

6. Consultant and Contractual Costs		\$
(b) Training – Technical Assistance	\$	
(c) Other	\$	

7. Training		\$
(a) Internal - Staff Development	\$	
(b) Other	\$	

8. Advertising	\$
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9. Other Expenses	\$
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10. Total	\$
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NOTE: BUDGET DETAIL IS TO BE PROVIDED IN THE BUDGET JUSTIFICATION FOR (1) PROJECT PERSONNEL, (2) FRINGE BENEFITS, (3) TRAVEL, (4) EQUIPMENT, (5) SUPPLIES & OPERATING EXPENSES, (6) CONSULTANT AND CONTRACTUAL COSTS, (7) TRAINING, (8) ADVERTISING AND (9) OTHER EXPENSES

ASSURANCE OF COMPLIANCE

Assurances of Compliance with Department of Health Services Regulations

(Completion of this form is consistent with the intent of Title VI, Civil Right Act & 45 CFR Part 80)

(Name of Applicant Agency, hereinafter called the "Applicant") **HEREBY AGREES THAT** it will comply with the following assurances:

The undersigned possesses legal authority and capacity to enter into this contract and a motion has been duly passed as an official act of the governing body of the application, authorizing the execution of this agreement, including all understandings and all assurances contained therein, and authorizing the person identified as the official representative for the Applicant to act in connection with the Applicant and to provide such additional information as may be required.

The Applicant agrees that (a) funds granted as a result of this request are to be expended for the purposes set forth in this application and in accordance with all applicable laws, regulations, policies and procedures of the State of Wisconsin or the Federal Funding Agency, as applicable; (b) no expenditures will be eligible for inclusion if occurring prior to the effective date of the grant; funds awarded by the Wisconsin Department of Health Services may be terminated at any time for violation of any terms and requirements of this agreement.

The Applicant ensures compliance with the Title VI of the Civil Rights Act of 1964 (P.L. 88-342), and all requirements imposed by or pursuant to the regulations of the Department of Health and Human Services (45 CRF Part 80) issued pursuant to that title. To that end, and in accordance with Title VI of that act and the regulations, no person in the United States shall, on the grounds of race, color or national origin, be excluded from participating in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the designated agency received federal assistance, or financial assistance from the Department; and **HEREBY GIVES ASSURANCE THAT** it will immediately take any measures necessary to effectuate this agreement.

The Applicant ensures compliance with Title IX of the Education Amendment of 1972 which state that no person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefit of, or be otherwise subjected to discrimination under any education program or activity for which the Applicant receives or benefits from Federal financial assistance.

The Applicant shall comply with Section 504, Rehabilitation Act of 1973 which prohibits discrimination on the basis of a physical condition or handicap and the Age Discrimination Act of 1975 which prohibits discrimination because of age.

The Applicant shall ensure the establishment of safeguards to prevent employees, consultants, or members of governing bodies from using their position for purpose that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business, or other ties as specified in Wisconsin Statutes 946.10 and 946.13.

(Type Name of) Applicant Organization: _____

(Type Name of) Authorized Representative: _____

(Signature of) Authorized Representative: _____ Date: _____