



Attachment A

Track 1: Planning Grant Program Information, Requirements, Application Information, and Scoring Criteria

Track 1: Planning Grant

This attachment contains information essential to applying for a BHBH Program Tribal Entity Planning Grant. This includes program requirements, allowable uses of BHBH Program funds for Planning Grants, application questions, budget instructions, and scoring methodology. If you are interested in funding for both planning and implementation activities, please apply for a Track 2: Implementation Grant and include descriptions of planning activities.

Included Information

- A. Track 1: Program Requirements
- B. Track 1: Application Questions
- C. Track 1: Budget Instructions
- D. Track 1: Proposal Review and Scoring

A. Track 1: Program Requirements

The following chart provides a short description of the key details related to Planning Grants.

Funding amount	\$150,000
Time frame	July 1, 2024 – April 30, 2025 Grantees may complete Planning Grant activities earlier than March 31, 2025. Grantees that would like to request an exception to this timeline must provide a detailed written justification for the request, which DHCS will review.
Populations served	The purpose of the BHBH Planning Grant is to assist tribal communities in developing a plan for how to best serve individuals with a serious behavioral health condition who are experiencing homelessness. (See Attachment C for definitions of “serious behavioral health condition” and “homeless.”)

<p>Minimum requirements for grantees</p> <p><i>All Planning Grantees will be expected to meet all of these requirements.</i></p>	<ul style="list-style-type: none"> • Designate a program director, project lead, or other point of contact. • Provide an outline of partnerships that will support the Planning Grant. Those may include Tribally Designated Housing Entities, tribal nonprofits, community-based organizations, mental health and substance use disorder (SUD) service providers, local behavioral health departments, and other supportive partners. • Include people with lived experience of homelessness and serious behavioral health conditions—both serious mental illness (SMI) and SUD—as part of BHBH planning. • Develop and submit Planning Grant goals, objectives, and activities to be completed. • Submit midpoint and final reports. • Submit required documentation, ensure expenses are allowable, and retain sufficient backup documentation related to expenses. DHCS, Advocates for Human Potential, Inc. (AHP), or a designee may conduct desk or site audits that require grantee participation. • Participate in coaching calls, learning collaboratives, and other required training and technical assistance activities.
<p>Eligible uses</p> <p><i>For questions about eligible uses, please contact the Tribal Entities RFA Help Desk.</i></p>	<p>Applicants may seek a \$150,000 BHBH Program Planning Grant to provide support for predevelopment, relationship-building, strategizing, and/or capacity-building activities necessary to address the needs of members of their population who are experiencing homelessness and have a serious behavioral health condition, including SMI and/or SUD. Examples of funding uses include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Paying internal staff, including related supplies and equipment, to oversee the BHBH Program grant and engage in planning activities. • Conducting community needs assessment activities. • Hiring consultants and subcontractors to support development of a BHBH program plan and/or other grant activities. • Creating a strategy and plan to increase the availability of housing for people experiencing homelessness and serious behavioral health conditions and for those individuals’ families, including evaluating available federal, state, tribal, and other funding options. • Developing or improving a tribal homelessness documentation system or information sharing among partners. • Identifying potential sites for BHBH housing. • Training and cross-training to educate housing providers on behavioral health and behavioral health providers on housing, so that they may work together toward a common plan of action. • Conducting initial project site identification, evaluation, planning, predevelopment, and similar activities; acquiring Bureau of Land Management and other permits.

	<ul style="list-style-type: none"> • Identifying potential funding sources to complement BHBH Program funds, including for bridge housing and supportive services, and to sustain BHBH programs. • Conducting community outreach and education. • Conducting landlord and/or contractor recruitment to increase access to housing. • Creating a website or conducting other community outreach activities.
<p>Funding limitations</p>	<p>Track 1 awards are expressly intended for planning, predevelopment, and capacity building only. Planning grant funds may not be used for direct services or housing. <i>If seeking funds for direct services that include planning activities, apply through Track 2: Implementation Grants instead.</i></p> <p>Grantees will be responsible for submitting invoices, ensuring expenses are allowable, and retaining sufficient backup documentation related to expenses. DHCS, AHP, or a designee may conduct desk or site audits that require grantee participation.</p>
<p>Contracting and fund disbursement</p>	<p>Awarded applicants will contract with AHP, the BHBH Program administrative entity.</p> <p>Funding for Track 1 grantees will be distributed in three payments: upon contract execution (\$75,000), upon submission of a midpoint report (\$60,000), and upon submission of the final report (\$15,000). If an eligible applicant does not achieve its identified milestones or meet funding requirements, DHCS reserves the right to redistribute awarded grant funds elsewhere within the BHBH Program. Changes to the Track 1 payment distribution will be considered on a case-by-case basis.</p>

B. Track 1: Application Questions

Applicants will be required to submit all application materials through the SurveyMonkey Apply application portal, where there may be prompts for additional information. The application questions are provided here for reference only. Final questions in the application portal may differ slightly. In these questions, “you” and “your” refer to the applicant’s organization or Tribe.

Executive Summary (required, not scored)

Please provide a 200- to 250-word summary (for public use) describing your agency, key partners, and community, as well as what you hope to accomplish with BHBH Program funding.

Community/Need for Assistance (10 points)

- 1) Please describe your tribal community. Include location (county/city and/or tribal lands), service population information, if your organization is in a rural or urban area, housing availability, and any other information you feel is relevant to understanding your service area. (250-word limit)

- 2) How do behavioral health conditions (SMI and/or SUD) affect the ability of individuals to find and retain housing in your tribal community? (250-word limit)

Experience (30 points)

- 1) Provide a brief description of your organization and experience serving tribal communities. (250-word limit)
- 2) Describe your experience providing housing and working with populations experiencing homelessness. (250-word limit)
- 3) Describe your experience working with populations experiencing SMI and/or SUD. (250-word limit)
- 4) Does your proposed project include possible partnerships or subcontractors?
 - YES
 - NO
 - a) If yes, describe your subcontractors and other key partners, their role(s), and the expertise they will bring to the project. Specify all by name. (250-word limit)
 - b) If no, please explain your capacity to complete all planned activities, including plans to hire additional staff, if needed. (250-word limit)

Proposed Planning Process (35 points)

- 1) Provide a brief description of what you hope to accomplish and your project goals. (250-word limit)
- 2) Provide a brief timeline for the project using the table below or upload a document that provides the same information. (Note: In the application form, additional rows will be available.)

BHBH Program Planning Timeline		
Key Milestones	Responsible Party	Anticipated Completion Date

Project Management (20 points)

- 1) How will you ensure that this planning project is addressing your tribal community’s needs? (250-word limit)
- 2) How will you include persons with lived experience in this planning project? (250-word limit)
- 3) Provide a BHBH organizational chart that shows key staff and partners. (pass/fail)

Proposed Budget/Budget Narrative (pass/fail, 5 points)

Please provide a detailed BHBH Program budget and a narrative budget justification. The budget must be submitted using the BHBH Program Excel budget template, available online.

Once you have filled out the budget template and written the narrative budget justification, upload them with the application.

C. Track 1: Budget Instructions

Background

Applicants must use the approved Excel budget template and upload the budget spreadsheet into the SurveyMonkey Apply form. Any application submitted using an alternative budget template will be deemed insufficient. Applicants must also submit a budget narrative as a supplement to the budget spreadsheet. The budget narrative will provide details on the costs in each budget section on the spreadsheet.

This budget instructions resource has been developed to support all applicants in their successful application process. The proposal program design and the budget should align. The budget narrative must also provide sufficient information to explain the costs included in the budget. If some costs are estimates, please indicate this information in the narrative.

The budget that is submitted should include only funding requested for the BHBH Program, not funding from other sources or programs for which the BHBH Program is serving as match. If an applicant wishes to include information on alternative funding sources, they may include such information in the budget narrative.

See below for additional information on completion of the budget. Please submit all questions related to the budget or budget instructions to the BHBH Program [Help Desk](#).

Please note that the formulas in the Excel budget template are locked and will not allow any changes. If you have any issues with the formulas, please contact the BHBH Program [Help Desk](#).

Personnel

The personnel section is the description of the individuals who will be supporting the various BHBH program planning activities.

List the eligible applicant staff positions that will be involved and their full-time equivalent (FTE) for the BHBH Planning Grant. List the position title, followed in parentheses by the number of staff members who have that title (e.g., “Staff Services Analyst (5)”) and their names (if available), and provide the total cost information for the duration of the project. Identify the total salaries, calculate benefits, and provide the total cost for all personnel for each fiscal year. Provide a description of each position and contributions to the planning process as part of the budget narrative.

Note: Salaries for the participation of individuals with lived experience of homelessness and SMI and/or SUD in planning and implementation efforts are allowable expenses. Stipends for ongoing consultants should be included as Subcontractors or Consultants, and stipends for one-time or occasional participation should be included as Other Direct Costs.

Subcontractors or Consultants

The subcontractor/consultant section should be broken down by each agency or consultant you plan to contract with. Each subcontractor/consultant should have its own row. The budget narrative should briefly describe the subcontractor/consultant role and anticipated funding/expenses.

If you plan to hire a subcontractor or consultant but do not know the specific organization yet, please include a brief description (e.g., “housing expert”) in the budget template and the budgeted costs. Include a brief statement in the budget narrative describing the procurement process, anticipated amount to be awarded, and timeline.

Other Direct Costs

Direct costs are expenses incurred for activities linked directly to a specific project. Examples of direct costs may include printing, meeting space, travel, stipends for advisors with lived experience, communications, training, supplies, or minor equipment. Note that mileage, vehicle leases, taxis, and ride shares are allowable expenses, but the purchase of vehicles is *not* an allowable expense. Expenses must be in compliance with the state reimbursement requirements, as applicable.

Indirect Costs

Indirect costs consist of general management costs necessary for the general operation of the agency, such as accounting, budgeting, payroll preparation, personnel services, purchasing, legal fees, and centralized data processing. Tribal entities with a federally approved indirect rate may use these rates for indirect costs and provide a description in the budget narrative. (Documentation will be required at the time of award.) Agencies without a federal indirect rate may use an indirect rate of up to 10 percent of direct costs.

D. Track 1: Proposal Review and Scoring

Executive Summary: YES or NO

Proposed Budget/Budget Narrative: YES or NO

Narrative Questions (will be scored using the following):

Qualifier	Excellent	More Than Adequate	Adequate	Barely Adequate	Inadequate
Community/Need for Assistance (10 points)					
Experience (30 points)					
Proposed Planning Process (35 points)					

Project Management (20 points)					
Budget (5 points)					
TOTAL SCORE					

Excellent: Response and/or supporting information demonstrates a thorough, detailed, and complete understanding of the program requirement(s). Response demonstrates the ability and intent to exceed the requirement(s), provides evidence of current ability to comply with them, and proposes detailed plans or methodologies that further ensure the requirement(s) will be exceeded.

More Than Adequate: Response and/or supporting information demonstrates a thorough, detailed, and complete understanding of the requirement(s), provides evidence of current ability to comply with them, and/or provides detailed plans or methodologies to further ensure compliance with the requirement(s). The response is not considered excellent or outstanding but is above average and has no flaws, omissions, or defects.

Adequate: Response and/or supporting information meets the basic RFA requirement(s) and demonstrates an understanding of, and the ability and intent to, meet the requirement(s). There may be one or more omissions, flaws, and/or defects, but they are inconsequential and acceptable.

Barely Adequate: Response and/or supporting information just meets the RFA requirement(s), and/or the information is unclear. Response provides very minimal descriptive information to support the applicant’s claim that they understand and intend to meet the requirement(s). Response is lacking information, lacking depth or breadth, or lacking facts and/or details.

Inadequate: Applicant does not include a response and/or supporting information for the requirement(s) or does not commit to meet the RFA requirement(s).