

**Paul Farrow**  
County Executive



**Elizabeth Aldred**  
Director

**Lisa A. Roberts**  
Deputy Director

**Waukesha County**  
*Department of Health and Human Services*

**Public Health CHIP Funding**

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

Item	Due Date	Time
Intent to Respond	April 5, 2024	4:30pm Central Time
Application with Supporting Documentation	April 24, 2024	4:30pm Central Time

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Human Services Center, 514 Riverview Avenue, Waukesha, Wisconsin 53188-3631  
Phone: (262) 548-7212 • Fax: (262) 548-7379 • TDD: 711  
E-mail: [hhs@waukeshacounty.gov](mailto:hhs@waukeshacounty.gov) • Website: [www.waukeshacounty.gov/HHS](http://www.waukeshacounty.gov/HHS)

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# 1 Introduction

## 1.1 Definitions

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

<b>Term</b>	<b>Definition</b>
Applicant	The legal entity that assumes the liability for the administration of the contract and is responsible for the performance of the project activities.
Basic Need	The absolute minimum resources needed for long-term well-being. In Waukesha this includes economic stability, reliable county-wide transportation, accessible and affordable housing, food security, and affordable healthcare.
CHAT	Community Health Action Team
CHIP	Community Health Improvement Plan
Contract Administrator	The Department's employee responsible for the implementation, administration, and completion of the contract.
Grantee	Person or entity that has been awarded the contract as a result of a successful application and who is required to provide the agreed upon goods and/or services.
Healthy Aging	One of the strategic health priorities identified. Optimizing opportunities to maintain and improve physical and mental health, independence, and quality of life throughout the life course.
HHS	Waukesha County Department of Health and Human Services.
Indicator	How we are measuring if a desired result has been obtained.
Mental Health	One of the strategic health priorities identified and includes our emotional, social, and psychological well-being.
Nonprofit Organization	An organization described in section 501(c)(3) of the internal revenue code.
Program Description	The official contract between awarded agencies and HHS. The grant funding announcement is anticipated to cover a one-year term.
Program and Project Analyst	The Department's employee responsible for analyzing program and ensuring it aligns with goals, policies, statutes, and county regulations.
Public Agency	A state, county, tribe, district, authority, or municipal office, or department, division, board, bureau, commission, or other separate unit of government created or established by law.
PH	Public Health
Root Cause (Analysis)	A factor that caused a nonconformance and should be permanently eliminated through process improvement. Root cause analysis can include brainstorming and/or the 5 why's to identify what those factors are.
Social Determinants of Health (SDOH)	The conditions in the environments where people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks. 5 groups include education, health care, environment, community context, and economics.
Social Issue	A problem that affects many people within a society or community.
Steering Committee	A diverse group of people that decides on the priorities or order of business of an organization and manages the general course of its operations.
Story Behind the Curve	The contributing and limiting factors that impact data on an indicator of an identified strategic health priority.

Substance Use	One of the strategic health priorities identified.
Subcontractor	A third party contractually engaged by the awarded grantee to assist in the provision of services as described in this grant funding announcement and for which an awarded grantee has a signed contract with the Department to provide or perform.

**1.2 Background**

The COVID-19 pandemic and the associated societal changes have elevated the stress felt by families by increasing change in their lives while decreasing resources. With many families losing income and access to institutional resources (school systems, daycare, mental health, and substance use services, etc.), individuals and families have had fewer coping resources to deal with the elevated stress and anxiety during this time of crisis. The federal government has appropriated American Rescue Plan Act (ARPA) funding to local and state governments to ensure communities have access to the resources necessary to mitigate the impacts of the pandemic while assuring that local systems will not be financially depleted. One of the ways in which Waukesha decided to invest these federal dollars was to fund Community Health Improvement Plan (CHIP) projects that aligned with CHIP action plans.

Wisconsin statutes have required counties to go through the CHIP process every five years since 1993. The CHIP is to be developed and implemented as efforts to address health conditions impacting local communities. Waukesha County, the steering committee, and a professional facilitator collaborated during year one to complete four community assessments and identify the county’s three strategic health priorities: healthy aging, substance use, and mental health.

Through 2023, year two of the CHIP, tri-chairs and their action teams gathered research, conducted root cause analyses, and identified strategies to improve conditions in their strategic health priority. Through 2024 and 2025, years three and four of the CHIP, the plans identified by the action teams will be implemented and documented. Finally, in 2026, the fifth year, the action teams will wrap up, look at the collected data, and suggest process improvements as the next five-year CHIP cycle commences.

This CHIP cycle is unique in that it is also the launch of Public Health 3.0. Currently, in Public Health version 3.0 systemic prevention efforts provided throughout communities is being implemented. Therefore, this CHIP process demands systemic level solutions and changes that will improve identified strategic health outcomes for all the residents of Waukesha County. The CHIP action teams have incorporated systems level thinking in their brainstorming activities and developed action plans that address the social determinants of health.

In order to attain equitable health, we must address historical and contemporary injustices, overcome economic, social, and other obstacles to health care, and eliminate preventable health disparities. Systemic and policy level change will be required in order to achieve health equity. However, even our health systems and communities can inadvertently perpetuate health disparities. Therefore, applicants are expected to incorporate diversity, equity, inclusion, and belonging (D.E.I.B.) when crafting their proposals.

**1.21 Healthy Aging**

Waukesha County is getting older, in fact, by 2040 it is estimated that 31% of the residents will be over 60 years old. Many systems have to be working well individually, as well as aggregately in order for someone to be able to age healthily. When considering healthy aging it is imperative to consider how being an older adult impacts daily life and quality of life. Similarly, to measure healthy aging it is important to consider the whole person. Therefore, this CHIP cycle is focused on fall prevention and social connectedness. The older a person gets, the more likely they are to experience a fall. Falls can be

severe and impact both daily life and the future quality of someone's life. Many older adults are afraid to report falls because they worry that their independence will be revoked. Of the reported falls, Waukesha County has an average of 1,000 hospital admissions every year. The second condition, social connectedness is just as important as physical health. Those who are elderly may experience increased rates of loss of loved ones, decreased physical ability and independence, and may be more likely to be isolated. Social connection is being defined through the number of people that report feelings of loneliness and isolation and "poor mental health days".

### 1.22 Substance Use

The substance use treatment field has seen more people attempting to access AODA services during and since the pandemic. Instances of use and overdose deaths are increasing for all classes of drugs. Opioid related deaths have been sharply increasing since 2019 in Waukesha County. As of recent, Waukesha County has declared an opioid crisis, and is intensely focused on reducing opioid related overdose deaths. This CHIP cycle is focused on making sure people with a substance use disorder have access to life saving interventions and stable housing. Lifesaving interventions is meant in its broadest application and is to include working with a Certified Peer Specialist (CPS). Anyone in Waukesha County that has an opioid use disorder should have access to quality peer supports. Additionally, people both in and not in recovery for a substance use disorder need access to affordable housing. Housing has been defined as a necessity that must be satisfied in order for a person to have the capacity to address their issues of opioid use. Data related to people both in and out of treatment is essential to have a full understanding of the scope of home instability for those who use opioids.

### 1.23 Mental Health

The pandemic has exacerbated feelings of social isolation and depression in all age groups. The Waukesha County Community Health survey shows that unmet mental health care has been increasing annually. To this point, Impact 2-1-1 attributes 50% of its call volume to requests for mental health services. Many of those calls were adolescents and their families. Youth were particularly hard hit during and since the COVID pandemic. Many youths were not able to attend school, recreational activities, sports, or other school events during the pandemic and it has shown to have a lasting impact on mental health. In addition, youth nowadays may have increased stress or anxiety about pandemics and school shootings. This is shown to be the case. In the Waukesha County 2021 High School Youth Risk Behavior Survey 50% of students felt anxious recently, 30% depressed, and 19% state they have self-harmed recently. Therefore, this CHIP cycle focused on youth mental health. To determine the ability for Waukesha County youth to access quality mental health services, this CHIP cycle is narrowed in on students that report feeling depressed, how many are accessing services, and how many visits are for anxiety and depression.

### 1.3 Purpose of Funding

The Public Health Division of Waukesha County Health and Human Services is seeking applications that propose systemic level interventions that are rooted in data, equity, and evidence-based practices. Any services or interventions proposed must be made available to Waukesha County residents. Given the restrictions of ARPA funding all grantees will be contracted 18 months and are expected to spend their award within 12 months (June 2025).

The ARPA funding is giving this CHIP process financial resources that are normally not available to CHIP partners. The infusion of these funds is to enhance the impact agencies are able to have on our community and the social determinants of health. Funds will be used to implement programs, educational campaigns, services, obtain data, and implement systemic policy changes that improve critical health inequities or gaps in Waukesha County. During the design of this project, equitable outcomes were prioritized by using qualitative and quantitative data to identify root causes of poor

health outcomes within the health priorities selected. It is desired that awarded organizations continue this by collecting, analyzing, and tracking valuable metrics to make data informed decisions, ensure implemented changes are effective, and have an impact on the source of contention.

There are \$300,000 in total funds available. Organizations may apply for a grant of any denomination within this amount. Organizations may only apply to one strategic health priority. Applications in excess of \$49,999 are to provide additional application and reporting requirements. The purpose of this funding is to give increased reach and impact to community partners that will result in systemic changes, health equity, and community improvements.

### 1.31 The Story Behind the Curve

Each strategic health priority (mental health, healthy aging, and substance use) has factors that influence the polarity and direction of the data. The story behind the curve is the narration of that data. To make data informed decisions we have to understand where we currently are, and how/why we are there. From numerous data points we were able to conduct a root cause analysis and narrow down to the strategies that would best impact the social determinants of health in each strategic health priority.

#### 1.31a Healthy Aging

Healthy aging is a condition of being that is impacted by many health factors and community environments. To age healthily means that all other life factors are in a positive place to converge into healthy lifestyles and choices. The healthy aging priority is focused on falls and social connectedness for this CHIP cycle. Ensuring the safety of individuals aged 60 and above from falls in Waukesha County is of utmost importance. Falls pose a significant risk to older adults, more often resulting in severe injuries and a decline in overall health. Multiple factors put seniors at risk of falling including but not limited to alcohol consumption, medication misuse, and lack of physical activity. Additionally, as seniors are living longer, many are living and spending more time within their homes. The resources needed to make home safety modifications can be a barrier that leads to falls. Finally, there is a great deal of stigma associated with falls. Many seniors are fearful to report a fall for fear of consequences that may follow, primarily a loss of their independence.

Equally important as falls to healthy aging is social connection. Social connections are the relationships you have with the people around you. Ensuring social connectedness among all individuals in Waukesha County is incredibly important, as it directly impacts the physical, mental, and emotional health of each of us. The need for connectedness, or the state of being socially engaged and supported, has been documented and studied for many decades. When communities can foster and maintain social connections, there can be seen a direct, positive impact on the community's health. Combating feelings of social isolation and loneliness with connectedness can maintain a strong sense of well-being, purpose, belonging, and emotional health. Social connections provide opportunities for companionship, active participation, support in times of need, they enable seniors to stay involved in their communities, and reduce the risk of a wide variety of health and mental health issues. Moreover, social connections allow seniors to share experiences, wisdom, and mutual assistance, fostering a sense of belonging and purpose. Prioritizing social connections for all of Waukesha County creates a more inclusive and thriving community, where everyone can age with better health and well-being.

#### 1.31b Substance Use

Substance use is a concern nationwide, making this issue salient in every county of Wisconsin, with Waukesha County as no exception. The importance of providing access to life-saving interventions for people who use opioids or are in recovery for opioid use in Waukesha County cannot be overstated. Opioid use and addiction have become a significant public health concern, with devastating consequences for individuals, families, and communities. Further, too often services are not made

available for those who are still active in their use, when they are likely to need the services most. For these reasons, the substance use action team knew life-saving interventions had to be broad in scope and encompass any service that can lead a person to their own defined recovery, and potentially save their life. By ensuring that residents have access to these interventions, Waukesha County can make a meaningful impact in addressing the opioid crisis. Access to life-saving interventions not only saves lives but offers hope and support to individuals and their families during challenging times. It helps to break the cycle of addiction, reduce the burden on emergency medical services, and promote a healthier and safer community overall. Therefore, ensuring access to life-saving interventions for residents who use opioids or are in recovery is crucial in addressing the opioid crisis and promoting the well-being of individuals and the community as a whole.

One of the tangible ways that opioid use impacts a person is financially. People who use or are in recovery for substance use are at an increased likelihood to have financial instability. Financial issues can result in housing insecurity. If a person is housing insecure, they will be focused on that higher level need over treatment for a substance use issue. Therefore, this CHIP cycle is focusing on addressing the housing needs of those who use opioids. Both people who are and are not in treatment need to have access to stable and affordable housing options. Data indicates that people who are in substance use treatment may be less likely to have access to stable housing. Some of this can be attributed to the affordability, availability, and accessibility of housing in the County. Further, there is a housing literacy threshold that needs to be met in order for a person to successfully navigate the housing system. In addition, volatile housing markets and a poor location often exacerbate housing issues. Behind many of these systems are zoning laws and ordinances that perpetuate affordable housing barriers. Waukesha County is one of the most expensive counties to live in. This is fueled by high income earners that wanted to move out of less desirable areas, because they were seeking a more positive environment. Some of these efforts are supported by zoning laws that keep high income earners coming in and pushing out lower wage earners.

### 1.31c Mental Health

The data on the mental health of adults differed greatly from the youth in Waukesha County. Adults had a lower likelihood of feeling that they were without purpose or considering suicide than youth. The youth in Waukesha County had high incidences of suicidal ideation, self-harm, depression, and anxiety. The percentage of students who self-report depression in Waukesha County has been on the rise since the COVID 19 pandemic. Youth may have a higher rate of reporting depression due to the toxic social media culture, stigma, lack of access, financial limitations, and from overwhelming high standards or expectations. Conversely, youth are less likely to report being depressed when they have access to care, an environment free from stigma, education on healthy coping skills, engaged families, positive school connections, and social acceptance. Also, to be considered are the accessibility and quality of services available to youth and their caregivers. People need different things at different times, therefore, the mental health system in Waukesha County must be a continuum wherein there is no wrong door for entry, and the appropriate amount of intensity and duration of services are provided.

### 1.4 Communications

All communication and/or questions must be made in writing and provided in accordance with the Applicant Questions and Clarification Section.

Any contact or communication with any employee or office of Waukesha County concerning this grant funding announcement except the ARPA Programs and Projects Analyst is strictly prohibited from the date this grant funding announcement is released until the date the notice of intent to award is issued. **Unauthorized contact with any County employee may be cause for rejection of the application.**



## 1.5 Accommodations

Public Health (PH) will provide reasonable accommodations upon request, including the provision of informational material in an alternative format for qualified individuals with disabilities. If an applicant needs accommodations at the outset of this grant funding announcement process, contact the ARPA Programs and Projects Analyst via email at [chiparpa@waukeshacounty.gov](mailto:chiparpa@waukeshacounty.gov).

## 1.6 Timeline

Date	Activity
February-April 2024	Q&A Posted
March 21, 2024	Virtual Information Session
April 5, 2024	Intent to Respond
April 5, 2024	Virtual T.A. Session
April 24, 2024	Application Submission Due Date
June 3, 2024	Private and Public Notification of Intent to Award
June 2024	Contract Start Date

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## 2 Applicant Qualifications

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

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

Public Health reserves the right to conduct background checks on the organization, its officers and employees, and subcontractors, if applicable, to determine whether any conviction exists that is substantially related to the service required, or if such conviction may otherwise adversely affect the applicant's ability to perform under the resulting contract. HHS is the sole determinant of whether the results of a background check(s) will negatively impact the grantee's ability to meet contract obligations and requirements.

Applicants must also have a sustainability plan that will continue programming after the grant funding has been exhausted. Finally, applicants will be required to have an accounting/data management system in place for expense and data tracking requirements.

### 2.1 Eligible Programs

Any agency can apply for funding. It is up to the agency to determine 1) if they desire to apply and 2) the amount of funding requested. An organization can only apply to one strategic health priority area. It is also recommended that applying organizations direct their proposals at system level changes, the social determinants of health, and health equity.

Although not required, applicants are strongly encouraged to satisfy the needs of underserved populations, provide services that are in greatest demand, or collaborate with other providers to extend the reach of available services. Additionally, any applicant to receive funding is to have an account

established in the Waukesha County's fiscal system and provide all required documentation (W-9) in order to accomplish this.

Applicants are required to provide specific details of the proposed approach for meeting the objectives and functional requirements in each process area listed below. Responses must be highly focused on PH's requirements and not generic or marketing descriptions of capabilities. Responses should be comprehensive and contain details of the full solution being proposed.

### 2.11 Alignment with CHIP Action Teams

A root cause is a systemic factor of a problem that we are hoping to eliminate through process improvements. It is a core issue or high-level cause that sets in motion the entire cause-and-effect reaction that ultimately leads to problems. It is essential for proposed programs to have services that address root causes. By addressing root causes, proposals will have a greater likelihood of having an impact on the chosen indicators for each strategic health priority. Each action team has identified root causes and social determinants of health to be addressed in the CHIP cycle. Applicants should clearly make this distinction of systemic change in their proposal.

### 2.2 Healthy Aging

The healthy aging action team utilized various brainstorming methods to narrow down to the root causes of falls and lack of social connection. They identified that there needs to be an easier way to access services that focus on fall prevention. Further, as the county is aging these programs will need to expand. Another method to accomplish this is to create and distribute resources, forge partnerships, and create sustainability with the Waukesha County Falls Prevention Coalition. These strategies will gather and disseminate information to the local community in order to increase awareness and reduce falls. The healthy aging action team also highlighted that social connections should begin earlier in life to guard against isolation later in life. Programs that have elements of social connection are vast and scattered. Therefore, the action team will gather this information and work with partners to expand and create new programming. Finally, they will launch a volunteer engagement campaign to recruit people to generate social connections.

### 2.3 Substance Use

The substance use action team went through a similar process that used various brainstorming activities to narrow down to the strategies for implementation. A key component to addressing substance use is to combat stigma. Substance use stigma prevents people from accessing services, or to utilize their wisdom and experience as peers in recovery. It is important that the community knows and respects the value of the work of Certified Peer Specialists. Further, more need to be recruited and employed. Employers will need to be made aware of the various benefits when hiring a peer. Another glaring issue the team felt they needed to address was housing. Essential needs such as housing need to be met in order for a person to have the capacity to work on their substance use issues. Those who use substances will be educated about the housing opportunities and connected to them through a housing navigator. Finally, the substance use action team will promote a substance use housing navigator best practice model to consider implementing in Waukesha County.

### 2.4 Mental Health

The brainstorming activities the mental health action team were conducted similar to the other two teams. The team realized the End the Silence NAMI campaign aligned well with their goals and they want to work alongside them and elevate their efforts. To directly address youth there will be targeted mental health education components. The mental health action team also thinks that a mental health worker model should be adopted in Waukesha County. This would include the employment of a community mental health worker. Another touchpoint for youth mental health is in schools. The action

team determined that a school mental health day that gave students the opportunity to take time for self-care and to be educated about mental health was important. The team strongly believed that youth needed to be empowered to take control of their mental health. To add more tools to the toolbox, the team decided to promote public crisis and warm lines. Finally, the team decided to create a data and evaluation team to track the progress and outcomes of these measures.

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### 3 Application Requirements

To provide increased opportunity and reach, the Public Health Department has decided to have two separate applications. Both applications will have the same basic structure and scoring. The shorter application has a maximum award of \$49,999. Agencies may apply to the more in-depth application which includes a logic model attachment. Both applications must be delineated into the sections below. Each application response will articulate how the organization will meet the defined requirements listed. There are points assigned for scoring the application for each section. The shared components of both applications include the following elements:

- Program Design
- Root Cause and CHIP alignment
- Organizational Experience, Capacity, & Sustainability
- Budget

Agencies that decide to apply for more than \$49,999 will also submit the following documentation:

- Logic Model
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#### 3.1 Program Design

The following are the elements of what Public Health would require for the program to meet our funding requirements and departmental goals. Within your program narrative, provide a concise description of how the agency will address each area. The program design should be clearly outlined and include the positions within the agency which will be doing the work.

##### 3.11 Proposed Services

The Public Health Division is seeking applicants capable of alleviating familial stressors that impact the healthy aging, substance use, and mental health outcomes of our county residents. The supports and interventions will help to improve mental health and substance use services, as well as how our county ages. Program services should directly impact the root cause of the identified indicators. Proposals should be equitable and accessible. Describe the program, service, or intervention to be accomplished and how it will be implemented. The narrative is to include the following elements some of which are described later in this document:

- Program description
- Population and area served
- D.E.I.B. components
- Alignment with CHIP
- Experience in service provision and work with population
- Tangible and intangible resources available and needed
- Sustainability
- Desired outcomes/goals

##### 3.12 Population & Area Served

Identify the target population and how the program will assure that it will meet the needs of the community. Describe how a typical person from the target population will access services, how their need(s) will be assessed, and how outcomes will be measured. Explain how the program services will be

adaptable for consumers of different ethnicities, socioeconomic strata, and cultural systems. Further, identify the geographic area to be served.

### 3.13 Partnerships

Describe the organization's current and intended partnerships with other service providers, nonprofit organizations, schools, and/or community stakeholders that will be contributors to the success of this program. Include a description of the process for communication, planning, reporting, and accountability. Also, provide a historical accounting of how partnerships have flourished in prior projects.

### 3.2 Organizational Experience, Capacity, & Sustainability

Provide a description of the experience accumulated serving the target population, goals and outcomes attained, as well as community needs that have been met. Provide a detailed description of the organization's ability to successfully implement the proposed services with the current level of experience and capacity. Include a description of agency capacity in terms of funding, staff, and other resources. Provide a description of how the organization will remain fiscally solvent after the funding is exhausted allowing the program to continue to be available. Finally, describe the organization's experience filing performance reports and using data collection systems.

### 3.3 Acceptable Uses and Limitations of Grant Funds

ARPA grant funds are flexible and able to be used in ways that many grant funds cannot, such as utilization for start-up costs. However, ARPA funds cannot be used in the following ways:

- Offset a reduction in net tax revenue resulting from a change in law, regulation, or interpretation
- Deposits into pension funds (except Tribal governments)
- Debt service or the replenishment of financial reserves
- The satisfaction of settlements and judgements

Grantees are expected to track and report all program expenditures and revenue. It is also required that all grant monies be spent by the end of 2025.

### 3.4 Required Attachments

Agencies are required to provide their last fiscal statement. Grants for \$49,999 and less will include this along with the budget. Agencies submitting an application for more than \$49,999 will include this along with a logic model and budget specifically for the proposed program or service. All awarded agencies will submit a final spending report in November 2025. Both applications will need to provide baseline data prior to the start of service provision/commencement.

#### 3.41 Templates

The logic model and budget templates are available to applicants on the CHIP website. Templates are not to be modified except in areas where input is required. Agencies are required to use these templates.

### 3.5 Data Tracking

Baseline and quarterly data reports will be required of funded programs. Organizations will be expected to track and provide information/data on the following points, additional data points may be added upon program award based on service provision:

- Demographic information of clients
  - Race, gender, age

- How often the new/improved service is used
- Average wait time for clients to begin receiving services
- The number of clients served
- Outcome data
- Service provision data
- Number of and what referrals are given to community supports
- Number of return clients
- Average length of time clients receive services
- Presenting need of clients
- Outreach events hosted
- Outreach events attended
- Printed materials made

Applicants are required to have a clear, efficient, valid, and reliable method for collecting, storing, retrieving, analyzing, and reporting consumer and program level data. Describe how the organization will evaluate the program and its outcomes.

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#### 4 Application Process

All applicants must follow the application process outlined here. Public Health reserves the right to reject any application not submitted properly.

##### 4.1 Intent to Respond

The due date for the intent to apply is listed in the timeline. The intent to apply email can be a brief statement of the organization's intention to apply, it is not part of the evaluation process, and does not obligate the agency to apply. If an agency wishes to withdraw, they are to submit an email stating this to the Programs and Projects Analyst.

##### 4.2 Application Questions/Correspondence

All correspondence from potential applicants must be in writing and directed to the Programs and Projects Analyst at chiparpa@waukeshacounty.gov. Please include the grant title: Public Health CHIP Funding in the subject line.

There is an optional technical assistance (T.A.) session to allow prospective applicants an opportunity to ask real-time questions about submitting an application, how to complete the application, or how to complete either the logic model or budget templates. All questions (both written and from the T.A. session) will be logged in a living Question and Answer document which will be updated on the public health website bi-weekly. The date of the technical assistance call is in the timeline.

##### 4.3 Submitting an Application

Complete applications will contain the sections identified in the Proposed Services section of this document. All submissions will adhere to the following guidelines:

- The number of pages in the program narrative of the application may not exceed 10 pages. Any content provided after the page limit has been exceeded will not be read, reviewed, or scored by the scoring committee
- Only the documents listed in the Required Attachments section are to be included with an application
- The logic model cannot exceed two pages
- The logic model pages are not part of the application narrative 10-page limitation
- The application is to be typed and submitted on 8.5x11 inch sized paper
- Fonts used in the application response must be easy to read. A 10- or 12-point font is

acceptable. Font sizes on charts, tables, diagrams, graphs, footnotes, etc. are allowed to be smaller in size, but must be easily legible

- Emailed submissions (including attachments) up to a size of 10 MB are able to be accommodated. Submissions in excess of this size are discouraged
- If the applicant is unable to send the application and all attachments in one email due to size limitations, the applicant must indicate how many emails are being sent
- Application submissions must be timely. The time and date stamp on the received email will be proof of timely submission. If more than one email is submitted, all of the emails must be received by or before the application deadline
- If the applicant does not receive a confirmation email within one business day (excluding weekends and holidays), the applicant should contact the Programs and Projects Analyst for follow up. Applicants are expected to reach out to HHS if the confirmation email was not received
- All questions, submissions, communications are to the attention of the Programs and Projects Analyst, Jamie Bauer, at [chiparpa@waukeshacounty.gov](mailto:chiparpa@waukeshacounty.gov)

Public Health reserves the right to disqualify any applications that do not follow the submission requirements. Application materials must be received by PH no later than the due date and time listed in the timeline. All applications received after the specified due date and time will be automatically rejected.

#### 4.31 Multiple Applications

It is not permissible for an applicant to provide multiple applications simply to provide different ideas for program design scenarios that address the services being requested. In this case, applicants should provide one application that outlines the program design which they believe best addresses the needs of those receiving the services. If an applicant chooses to implement more than one intervention or service a single application should be completed outlining the multiple avenues leading to a singular desired outcome.

#### 4.32 Costs Incurred

Public Health is not liable for any cost incurred by applicants in responding to this grant funding announcement.

#### 4.33 Withdrawing Application

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

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### 5 Award Process

The total amount of funds available is \$300,000. The amount requested is up to the agency and those who are requesting funding in excess of \$49,999 will have a more in-depth application. There is no limit to the amount of funding awarded to an agency, within the \$300,000 project budget. Further, the Waukesha County Department of Health and Human Services may negotiate the terms of the contract to ensure it is fiscally viable for the Department to fund.

#### 5.1 Award Statement

The amount awarded to each applicant is contingent on the total number of applicants and the amount

of funding each requested. Awards will be made to responsive and responsible applicant(s)

- That attain the highest scored application
- That best address the strategic health priorities identified, as determined by PH

## 5.2 Contract Term

Although the budget is one-year in length, the contract is 18-months and concludes at the end of November 2025.

## 5.3 Preliminary Review & Acceptance of Application

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

Public Health reserves the right to:

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

## 5.4 Evaluation Criteria

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

Applications over \$49,999 will be scored using the following criteria:

<b>Application Section</b>	<b>Points</b>
Program Design	30
Impact on Social Determinants of Health	30
Organizational Experience, Capacity, & Sustainability	25
Logic Model	10
Budget	5
<b>Total</b>	<b>100</b>

Applications within \$49,999 will be scored using the following criteria:

<b>Application Section</b>	<b>Points</b>
Program Design	30
Impact on Social Determinants of Health	30
Organizational Experience, Capacity, & Sustainability	25

Budget	5
<b>Total</b>	<b>90</b>

### 5.5 Intent to Award Notification

All applicants who respond to this grant funding announcement will be notified in writing of Public Health’s intent to award contracts as a result of this process.

### 5.6 Application Review Session

A robust team of public health and subject matter experts will comprise the scoring committee. Applications are scored based on their merit. It is the discretion of the scoring committee to allocate funding to each of the three strategic health priorities.

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## 6 Additional Information

Applicants will be required to provide completed invoices for services rendered/paid for with award funding on a monthly basis. The invoice template will be emailed to the awarded organizations. Contracted agencies may use any invoice template they prefer; however, it must include the following components: the Agency contact information, the Vendor’s contact information, the date the good/service was provided, a description of the good or service, how many were provided and the total cost, the date of payment, and confirmation of payment. From the submitted invoices, some agencies will be chosen for additional auditing through random sampling. The additional audit reporting will require agencies to provide supporting documentation or justification to verify expenses listed on a given invoice.

### 6.1 Modifications to the Grant Funding Announcement

Any changes made to this grant funding announcement as a result of a written request will be issued via an addendum, and, if necessary, an extension will be made to the application due date. Any addenda will be emailed to organizations that have submitted an intent to apply email. Applicants are responsible to ensure they are using the correct grant funding announcement.

### 6.2 Modifications to the Contract

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

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

Public Health reserves the right to negotiate any and all terms and conditions of the contract when it is in the best interest of the County to do so. Applicants may not submit their own contract document as a substitute for Public Health’s Terms and Conditions. A Program Description will be provided for review and signature to the grant awardees.

**Applicants must accept all terms, conditions, and funding offer amount or submit point-by-point exceptions along with proposed alternative or additional language for each point.** Public Health may or may not consider any of the applicant’s suggested revisions. Any changes or amendments to any of the terms and conditions will occur only if the change is in the best interest of the County. If a contract is executed as a result of this grant funding announcement, additional terms and conditions may be contained in that document and negotiated at that time.



### 6.3 Open records

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