FORM F, PROJECT DESIGN

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| --- | --- |
| **Agency Name** |  |
| **Proposed Project Name** |  |

**Instructions:** Address all questions. Do not delete the question itself. Responses for Sections A through F are limited to 10 pages in total (12-point font, single-spaced, Times New Roman), not including any text within tables. For Section E, add additional rows to the table as needed.

**Section A. Program Goals**

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| **Based on the Statewide Behavioral Health Strategic Plan, please select gaps that the proposed project would address. More than one can be selected.** | Increase access to appropriate behavioral health services for underserved populations (Gap 1).  Decrease adverse impacts of behavioral health conditions on public-school students (Gap 2)  Enhance continuity of care and systemic coordination for justice-involved individuals (Gap 5)  Enhance timely access to appropriate crisis behavioral health services (Gap 6).  Support continued implementation of evidenced-based practices (Gap 7).  Increase access to Peer Services (Gap 8).  Enhance availability of mental health services specific to the needs of people with IDD (Gap 9).  Support expansion of Prevention and Early Intervention Services (Gap 11).  Increase access to behavioral health and employment services to promote employment and housing stability (Gap 12). |

**Section B. Project Activities**

1. Describe all project activities to be implemented as part of this project. Indicate if these activities are evidence-based or research-based. Applicants should include all clinical and non-clinical services and activities to be provided.
2. Describe strategies to serve specialized populations as outlined in **Section 2.3 Eligible Population** of the RFA.
3. Describe how the proposed project will be trauma-informed and support person-centered approaches.

4. Describe how the proposed project will ensure all services are implemented to reflect the cultural, racial, ethnic, and linguistic differences of the communities and individuals being served, as outlined in **Section 2.6** **Program Requirements**.

**Section C. Community Collaboration**

*It is mandatory for Applicants to include in Application submission a Letter of Support (LOS) from local mental or behavioral health authority(ies) operating in Proposed Project’s service area. Applicant should reference sections 2.6 and 3.1 of the RFA.*

1. Identify and describe partnerships with community organizations (outside of local mental or behavioral health authority(ies) and how community partners will actively participate in project activities. Letters of Support from community partners are required as part of the application and can be uploaded as a separate attachment.
2. Describe strategies to establish or enhance community partnerships throughout the project period.

**Section D. Project Oversight**

1. Describe how the applicant will facilitate oversight, quality assurance, and customer satisfaction of the proposed project.
2. Describe how the applicant plans to adhere to statute and Texas Administrative Code (TAC) Rule requirements based on program design.
3. Describe how the applicant will implement a disaster-response plan that provides a disaster response in the event of an emergency, incident, or disaster. Include plans to ensure the safety of staff and project participants, and communication strategies for staff and participants to ensure the continuation of services as feasible.

**Section E. Project Timeline and Milestones**

1. In the table below, provide a timeline including milestones and anticipated completion date associated with planning and implementing the proposed project. Include key activities related to achieving project goals outlined in Section A above. The timeframe should cover the initial Project Period.

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| **Key Project Activity / Milestone** | **Lead Person** | **Timeframe** |
| **Example:**   * Start-up and planning activities * Key staff hired * Trauma-informed care training completed * Service locations identified * MOUs with Partner Organizations finalized | Applicant | Months 1 and 2 |
| **Example:**   * Provide clinical and supportive services * Clients start to be seen * Assessment data collected and reported quarterly | Partner Organization X | Months 3 - 12 |
| **Example:**   * Implement Sustainability Plan * Regularly convene Community Collaborative * Identify continued local funding and in-kind resources options | Entire community partnership | Months 12 - 24 |

1. Describe how the applicant (and subcontractors if applicable) will ensure milestones and key activities are accomplished timely.

**Section F. Staffing Plan**

1. Provide a detailed staffing plan for the proposed project including the anticipated number of staff members needed. Staffing plan should include description of recruitment and retention efforts for staff positions requiring credentialed mental health professional, particularly if service area is located within federally designated Mental Health Professional Shortage Area.
2. Describe any plans for staff training and development to ensure their competency in addressing the identified goals or carrying out evidence-based service activities.