|  |  |
| --- | --- |
| **Applicant Name** |  |
| **Proposed Project Name** |  |

**Instructions:** Address all questions. Do not delete the question itself. Responses for Sections A through G are limited to 10 (ten) 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. Statewide Behavioral Health Strategic Plan Gaps**

|  |  |
| --- | --- |
| **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. Please describe the Project activities to be implemented as part of this Project. Indicate if these activities are evidence-based or research-based.
2. Describe how the Applicant will ensure all services are implemented to reflect the cultural, racial, ethnic, and linguistic differences of the communities and individuals being served.
3. Describe the approach that will be utilized to engage new participants including strategies that will be used to ensure engagement of underserved populations.

**Section C. Community Collaboration**

*It is mandatory for Applicants to include in the Application submission a Letter of Support (LOS) from local mental or behavioral health authority(ies) operating in the Applicant’s service area.*

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 will actively participate in Project activities to provide employment, housing, and education support services to Clubhouse members including the nature of past and/or current collaborations as well as future plans.

**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 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 time frame should cover the initial Project Period.

|  |  |  |
| --- | --- | --- |
| **Key Project Activity / Milestone** | **Lead Person** | **Timeframe** |
|  |  | Quarter 1 |
|  |  | Quarter 2 |
|  |  | Quarter 3 |
|  |  | Quarter 4 |
| PLEASE ADD ROWS AS NECESARY |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

1. Describe any anticipated implementation barriers and how the Applicant will address them.

**Section F. Staffing Proposal**

1. Describe how peer support services will be utilized.
2. Describe the proposal to train and certify all peer specialists to ensure their competency in the delivery of peer support.

**Section G. Sustainability**

1. Describe the Applicant’s sustainability plan beyond the Grant Term including plans to maintain accreditation, a service location, and diversify funding sources to support Clubhouse operations.