Request for Applications – Tribal Mental Health Promotion Projects 18/19-007
Washington State Department of Social and Health Services
Division of Behavioral Health and Recovery (DSHS/DBHR)
Funding for August 1, 2017 through June 30, 2018

Appendix D - Mental Health Promotion Project
Scope of Work August 1, 2017 – June 30, 2018

1.   Consolidated Agreement Guidelines

(1) As part of the Consolidated Contract, all other requirements of the Intergovernmental Agreement funding shall be followed under the Guidelines for Indian Nation Consolidated Tribal Social and Health Services Plan August 2017-June 2018.

2.   Mental Health Promotion Guidelines

(1) The Tribe will deliver Mental Health Promotion services, which includes choosing from a list of Evidence Based Practices with mental health promotion outcomes from the SAMSHA's National Registry of Evidence-Based Programs and Practices.

(2) Limited adaptations to EBP program curriculum in number of sessions, duration of sessions or any other core elements will be allowable. Cultural adaptations will be accepted upon review and approval of description of such adaptations.

(3) Facilitator of the MHPP project should be trained or receive training in the chosen program.

(4) Tribe will implement the MHPP project with the maximum consideration amount of up to $10,000.

   a. No more than 8% of the maximum budget may be expended for Administrative Costs.

(5) Projects for the Mental Health Promotion Project funds shall be completed and expenses shall occur in the current fiscal year August 1, 2017 to June 30, 2018.

(6) Only approved projects shall be implemented using MHPP funds within the fiscal year stated above.

3.   Reporting

(1) Follow reporting guidelines under the Guidelines for Guidelines for Indian Nation Consolidated Tribal Social and Health Services Plan page 7

   (a) Complete all Quarterly Expenditure Reports each quarter as according to timeline outlined in The Guidelines for Indian Nation Consolidated Tribal Social and Health Services Plan.

   (b) Complete Annual Narrative each year according to timeline schedule outlined in The Guidelines for Indian Nation Consolidated Tribal Social and Health Services Plan.

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Quarterly Expenditure Reports		
Quarterly Period	Report Due	Due Date
July 1 – September 30	Quarterly Expenditure Report	October 31
October 1 – December 31	Quarterly Expenditure Report	January 31
January 1 – March 31	Quarterly Expenditure Report	April 30
April 1 – June 30	Quarterly Expenditure Report	September 30
Annual Reports		
Annual Period	Report Due	Due Date
July 1 – June 30	Annual Reports	September 30

(2) If implementing a prevention program the Tribe will document the following in the Substance Use Disorder Prevention and Mental Health Promotion Online Reporting System: Typical types of service entries are listed below.

  (a) Each training completed is entered into the Substance Use Disorder Prevention and Mental Health Promotion Online Reporting System.

   i. Information for training includes participants in attendance, and funding amounts spent on the training. Demographic information of attendees will be included in the Substance Use Disorder Prevention and Mental Health Promotion Online Reporting System.

  (b) Ensure that all service data is entered into the Substance Use Disorder Prevention and Mental Health Promotion Online Reporting System.

   i. Information for all program participants involved in reoccurring services, including service date, participant attendance and demographic data.

   ii. Service data on one-time only events including service data, participation number data, and attendee demographic information.

(3) Complete a 4-question Annual Narrative and provide information on project and outcomes of the program.