Washington State Health Care Authority

Substance Use Disorder Prevention and Mental Health Promotion Services Grants

Funding Opportunity Announcement: Q&A

	Question	Answer
1	Will you post the slides on Athena website?	Yes! Slides from the Pre App Webinar are located on the Athena Forum at https://theathenaforum.org/funding-opportunities/substance-use-disorder-and-mental-health-promotion-services-funding-opportunity-announcement-foa-0.
2	Is this FOA only open to direct service providers. We provide training, consultation, and TA (including fidelity adherence) to service providers who then implement EBIs in their community -- this approach relieves a significant barrier (training cost) to many organizations, thereby increasing capacity.	This funding opportunity is specifically for direct services.
3	Do the DCA or SOR funds allow for innovative programming (like parent education nights, classroom lessons on opioids) or is it only EBP/Promising programs?	Applicable programs can be found on pages 8-10 under implementation.
4	Thinking of passing services through to our community partners to be the service providers. Is this allowed?	Yes, subcontracting is allowed. Plans for subcontracting should be clearly identified in the application. Note, should you be awarded funds any subcontracts must be approved, and you are responsible to ensure all language required with federal or state funding is included.
5	As a current CPWI Coalition would we be able to use any of these fund sources to hire a sort of co-coordinator part-time or stipends for funding source required and other Coalition program implementation?	CPWI Coalitions may apply for this opportunity to expand service delivery. For CPWI Coalitions, activities funded by this FOA can be an extension of the approved CPWI Strategic Plan but must not supplant funding. Awarded grantees shall only use award funds to supplement existing funds and shall not use them to replace (supplant) funds that have been budgeted for the same purpose.
		Funds may be used to pay for the specific coordination and implementation related to the programs and strategies selected in the application. Staffing, facilitator fees. training, and program costs are all allowable costs for

		programs and strategies identified in an applicant's program selection (questions 34-36) and Action Plan overview (question 47). It is the responsibility of the applicant to estimate the percentage of FTE required to support implementation. Programs and strategy selection is limited in this funding opportunities, as defined by Funding Specific Implementation Requirements found on pages 8-10.
6/7	I don't see Youth Prevention Group or similar wording on any of the funding source specific lists, but I imagine that it could be possible as an additional promising program after other requirements are met. I may also be missing any language related to this but our main obstacle at the moment is finding someone who would be willing to take on the part and at the moment no-one is willing to do it for no compensation. An additional question if this is possible is, would we be able to have Youth Prevention Group funds allocated for travel expenses so that some members and the youth group coordinator/chaperone could attend some conferences/events like Spring Youth Forum, Prevention Summit, CADCA, etc.?	Funds may be used to pay for the specific coordination and implementation related to the programs and strategies selected in the application. Staffing, facilitator fees. training, and program costs are all allowable costs for programs and strategies identified in an applicant's program selection (questions 34-36) and Action Plan overview (question 47). Travel expenses must also be related and necessary to program implementation. It is the responsibility of the applicant to estimate the percentage of FTE required to support implementation. Programs and strategy selection is limited in this funding opportunities, as defined by Funding Specific Implementation Requirements found on pages 8-10.
8	Can we use any of this to help pay salary of any additional staff to take on organizing and doing these programs?	Yes. Staffing, facilitator fees. training, and program costs are all allowable costs for programs and strategies identified in an applicant's program selection (questions 34-36) and Action Plan overview (question 47).
9	Is there a limit on how many letters of support are allowed per funding source?	No limit, but ensure letters of support are applicable.
10	Is there any opportunity for expansion on program selection for any different fund source? Our community is looking to expand out Too Good For Drugs program but I am not seeing it on any list?	Applicable programs can be found on pages 8-10 under implementation.
11	With many of these programs being only school based, or very difficult to effectively do even if they have an option to adapt the program for out of school implementation is there an opportunity to modify the amounts requested or at least what they are used for if say agreements with schools fall through and/or new opportunities for possibly different approved programs come available between the time where we apply and when we have to submit our budget?	Eligible programs and their implementation guidelines are listed on pages 8-10. Any adjustments to submitted programs post application would require HCA approval.
12	Is Youth Mental Health First Aid a required component to receive this funding?	Required programs and strategies can be found on pages 8-10 under implementation.
13	Question about staff pay: Does that mean that in the budget narrative section we would estimate the number how hours worked per week for the additional staff and then if there were saw hourly just calculate that amount and include it in the budget?	HCA does not require a specific method for how staff pay is calculated. Applicants should provide the method that accurately reflects their method and justification for how FTE is calculated.

14	To confirm, the narrative section (Qs 38-52), it looks like you are asking for a single answer even if we are applying to all three fund sources (DCA, MHPP, SOR)?	Correct, an answer is required for each fund source, separated with a header.
15	Are there programs approved that address disordered eating?	Applicable programs can be found on pages 8-10 under implementation.
16	Are there character limits for questions?	No character limits, however, be mindful that the question is answered specifically.
17	Should we select more than one risk/protective factor if our innovative program may address multiple? Or just one?	The applicant should select the related risk/protective factors. The application has multiple drop-downs, as well as a type in field.
18	Where are the EBPs?	Applicable programs and related links can be found on pages 8-10 under implementation.
19	Can one organization submit multiple applications? For example, can the University of Washington submit multiple applications from different people/departments?	Yes. Nothing in the FOA prohibits multiple applications from the same organization. Please note: this was stated incorrectly in the webinar talking points.
20	I didn't see in the application where to put references. Are references expected to justify things like need for the program itself and, if so, where do these go and how formatted?	Include references within the related question(s).
21	Would indicated programs be responsive to the call?	Applicable programs can be found on pages 8-10 under implementation.
22	How much detail is expected in describing all of the outcome measures? Citations? Examples?	Applicants should answer all questions completely to have an application considered for an award. Include references within the related question(s).
23	For the DCA FOA, would alternative research supported programs not listed under the Youth Cannabis List be appropriate?	Applicable programs can be found on pages 8-10 under implementation.
24	Is there an expected minimum scope or impact? Like how broadly should the program be implemented?	Implementation scope varies from community to community.
25	Is there a budget for part 1 and how different from part 2	Part 1 is a narrative, while part 2 is a formal spreadsheet.
26	Should we select more than one community if our program(s) may address multiple? Or just one?	Applications should include any and all communities intended to be served. The application has multiple drop downs, as well as a type in field for communities being served. Current CPWI communities and high Needs Communities by Fund Source are listed in Appendix 1 and 2.
27	How many applicants will go from part 1 to part 2?	HCA outlines the anticipated budget starting on page 5 of the FOA. Contracts may be awarded up to that amount.
28	I just came across the FOA for Substance Use Disorder and Mental Health Promotion Services and I see that there were three different webinars that have already occurred. Is it possible to have access to the recordings of those webinars so that I can receive the information that was shared there. If not, is there an FAQ area that I	Pre application webinars were not recorded. Pre application webinar slides and a Q&A are posted on the Athena forum at https://theathenaforum.org/funding-opportunities/substance-use-disorder-and-mental-health-promotion-services-funding-

	can learn more about this opportunity outside of what is listed in the FOA?	opportunity-announcement-foa-0, where the rest of the FOA documents can be found.
29	Is there any way we can still watch a copy of the pre application webinar? If we have missed those opportunities, does this mean we cant apply?	Pre application webinars were not recorded. Pre application webinar slides and a Q&A are posted on the Athena forum at https://theathenaforum.org/funding-opportunities/substance-use-disorder-and-mental-health-promotion-services-funding-opportunity-announcement-foa-0, where the rest of the FOA documents can be found. Yes, you may still apply. Applicants are not required to have participated in the webinars to be eligible.
30	I am applying for the FOA grant, and I do not know what my UEI (Unified Entity Identification) number is??	We recommend you check with your Fiscal agent. UEI can also be found by searching SAM.gov.
31	I'm very new to applying for grants. I'm the coalition coordinator for [REDACTED]... I'm an independent contractor for DBHR. So, do I use my legal business name [REDACTED] and list [REDACTED] as the DBA? Or can I list [REDACTED] as the organization with no DBA? My fiscal agent is located at the [REDACTED], I'm guessing I need to contact my FA for the UEI, and SWV? For contact information, is that me, and the contract signatory my fiscal agent?	Coalitions that are not an organization that is a legal entity able to accept and mange contracts and funds, will need to identify a fiscal agent as the official applicant. Based on the information you've provided, it appears, in this case, the fiscal agent for the coalition would be the applicant for this funding opportunity. The contract signatory must be the person authorized on behalf of the legal entity to sign contracts. Organizations that are eligible to apply for this grant can be found on pages 6 and 7.
32	We are reviewing this funding opportunity and would like clarification on a date. The deadline throughout the document states April 1, 2025, by 11:59 p.m. Pacific. However, on page 14, Scoring and Evaluation – Process – Part 1 states "At the closure of the Initial Application deadline of March 12, 2025, all Applications will be processed..." Is the March 12 date a typo?	An amendment was posted on February 2, 2025 offering clarification. The application is due April 1, 2025 by 11:59 pm.
33	We had a question regarding the grant application word document. For question #38, it asks for (500 words) yet the template/word doc will not allow for more than ~250 words. Would you like applicants to complete the question on a separate document?	The word requirement for question 38 is 500 words maximum. Please keep an eye out for an amended application document with the corrected formatting on the Athena forum by EOD March 14.
34	For the Action Plan Overview, are you looking for a complete action plan template that is provided be filled out for this question or do you want it in narrative form?	The program selection options are available for reference on pages 8-10 of the application. Funding is only provided for Evidence-based Programs on the identified program lists, however, there are opportunities to propose programs. You will notice DCA funding allows for EBP & PP on the predefined list, SOR funding allows only for EBP on the predefined list and, MHPP fund source allows for

		innovative programming proposals, which can be viewed on page 9.
35	Were the informational sessions recorded for viewing?	The pre application webinars were not recorded, however the slides and the Q&A can be located on the Athena forum at https://theathenaforum.org/funding-opportunities/substance-use-disorder-and-mental-health-promotion-services-funding-opportunity-announcement-foa-0.
36	Is it possible to apply for funding for an Evidence Based Best Practice program that is not on the list? I want to ask for funding for ASIST (Applied Suicide Intervention Skills Training) support.	The program selection options are available for reference on pages 8-10 of the application. Funding is only provided for Evidence-based Programs on the identified program lists, however, there are opportunities to propose programs. You will notice DCA funding allows for EBP & PP on the predefined list, SOR funding allows only for EBP on the predefined list and, MHPP fund source allows for innovative programming proposals, which can be viewed on page 9.
37	I am working with the school district on grant writing to fund a Student Assistance Professional (SAP). I'd like clarification on the Single Source Funding. Even though the salary for the position is more than any single funding source, we can only apply to one fund specific to the salary for the position. Can we apply for salary under one fund and benefits under another fund? For example, the school district hires an SAP, and they implement SPORT Prevention Plus Wellness with support from ESD189. The school district applies for $60,000 from DCA toward the cost of salary. The SAP is also going to implement Coping and Support Training (CAST) or Guiding Good Choice and the school district applies for $60,000 from MHPP for program implementation – training, materials, and if there is anything left, can part of this also go to benefits?	A school district may apply for this opportunity to expand service delivery. Staffing salary and benefits, and program costs are all allowable costs under each program and strategies identified in an applicant's program selection (questions 34-36) and Action Plan overview (question 47). This means staffing FTE must be split out amongst the programs selected for funding. Awarded grantees shall only use award funds to supplement existing funds and shall not use them to replace (supplant) funds that have been budgeted for the same purpose. For a school district with a SAP, activities funded by this FOA can be an extension of the approved SAP plan but again must not supplant funding. Funds may be used to pay for the specific coordination and implementation related to the programs and strategies selected in the application (as noted above), and staffing salary and benefits (FTE%). If applying for DCA a program selected from the DCA list must be selected. If applying for DCA and MHPP programming, staffing costs may not be duplicated in billing, and only time working on programs and services specific to that grant may be billed (ie staffing time and benefits for when a SAP does an MHPP program may not be billed to DCA)
38	We are applying for the Substance Use Disorder Prevention and Mental Health Promotion Services Grant. We are implementing a youth mentoring program, this is listed under two of the funding sources. Are we able to apply for the same program using 2	Applicants are able to apply for multiple fund sources, as long as the programs and services being applied for are not duplicative a delineation of funding and programing /

	different funding sources? Or does each funding source need its own unique program?	numbers reached proposed must be clearly articulated.
39	Just wanting to double check... for submission of the FOA application all that is needed is the application and letters of support? If awarded, then we do action plans and budgets, correct?	The FOA application only requires the application document and letters of support for submission. Only applicants determined to be apparent Successful Applicants will be required to do an Action Plan and Budget.
40	On the application, question #36, I am not finding Guiding Good Choices on the program selection drop down although it is on the EBP list for opioid use prevention. I am using the most recently amended application posted March 13. Please let me know if this is not an eligible program for the SOR funds.	Guiding Good Choices is an eligible SOR program, an amended application has been uploaded to the Athena Forum.
41	I have a multitude of questions about this FOA. I was wondering if someone could take a moment to call me and talk me through a few things on here. I have never applied for anything like this before and could use a hand.	We are unable to schedule meetings to walk applicants through their applications, or to answer questions one on one. The slides from our pre-application webinar, as well as the Q&A, are located at https://theathenaforum.org/funding-opportunities/substance-use-disorder-and-mental-health-promotion-services-funding-opportunity-announcement-foa-0. You are also welcome to submit your questions in writing to the inbox.
42	I was reading through the FOA for the SUD Px and MHPP Services grant and wanted to ask about the budget. I appears as if only a budget narrative is required during submission, and not a line item budget. Is that correct? Also, should we include letters of support?	You are correct, there is only a budget narrative required for Part I of this application. A line item budget will be required during Part 2 of the application process as outlined on page 14 of the FOA. Information regarding letters of support, and their submission, can be found on pages 7 and 12.
43	If the requirements are met for any fund sources associated with this FOA (MHPP/SOR/DCA), could a grantee use these funds to support site-based mentoring? Would site-based mentoring qualify as an innovative design as listed on the "Prevention Programs and Strategies" lists specific to DCA/SOR funding? If so, could you provide guidance on obtaining approval for this program through Mentoring Works WA?	Both Big Brothers Big Sisters Mentoring and Community-based Mentoring: Innovative are found on each program list. Note, the drop down did only read Big Brothers Big Sisters: Community-based in the MHPP application which was an error on our part. An amended application (amendment 3) has been posted, so you should now see both Big Brothers Big Sisters: Community-based and Community-based Mentoring: Innovative as program selections for all 3 funding sources. If a provider selects mentoring program and are not implementing Big Brothers Big Sisters, they are required to obtain approval Mentor WA for their innovative design. Apparent Successful Applicants from Part 1 will be provided a link to begin the assessment with Mentor WA.
44	Since this is not a federal grant do we need to follow the guidelines of the President's executive orders on diversity equity and inclusion?	This funding opportunity does include SOR VI, which is a federal grant. That being said, the state of Washington at this time has not changed the direction of our efforts related to

		diversity, equity and inclusion efforts at this time.
45	I notice that SOR and DCA both have "Community-based Mentoring* (Big Brothers Big Sisters: Community-Based or innovative design-all must be approved by Mentoring Works WA)" as approved Evidence Based Programs. MHPP has similar wording with "Big Brothers Big Sisters: Community-based*". Is this a mistake that Mental Health Promotion does not have innovative design approved by Mentor WA? Or does MHPP only allow for Big Brothers Big Sisters?	This was an error and is corrected in the most recent amendment posted today 3/27/2025 for the FOA and on 3/25/2025 for the application. In the application currently posted you should find drop down programs under MHPP which includes language for both Community-based Mentoring Big Brothers Big Sisters or innovative design.
46	We intend to conduct a mentoring program and use these grants to fund it. When we conduct our curriculum/standards, do we need to include things specific to the funding source? Example: SOR is for opioids prevention, so do we need to have an opioid prevention element to the program in order to qualify? What other specifications do we have to have in our program?	All community-based mentoring programs with an innovative design must be vetted by Mentor Washington to follow their Elements of Effective Practice for Mentoring. As long as these procedures are followed and Elements incorporated, no substance-specific information tied to funding sources, such as opioid educational materials for opioid fund sources, would need to be incorporated into the mentoring program.
47	The Boys and Girls Club in Clarkston is also applying for this. They have asked us to sign a letter of support for DCA funding, but we are concerned that signing this letter will be us essentially forfeiting the opportunity to them, which we want to avoid. They are claiming that they would come out of different pools and there is DCA funding set aside for CPWI coalitions and for community organizations. That doesn't sound right to me, as I was under the impression it was one bucket and would be divvied up based on the merits of the applications solely. We also are concerned that the selection board will not award us both, despite us doing very different selected programs. Does only one DCA award go to Asotin County? Can there be multiple? Is that likely?	HCA/DBHR encourages local collaboration on prevention efforts. The decision to write a letter of support is a local decision. Each application received will be independently reviewed and scored. The review of applications includes the Reservation of Rights to Award found on page 17. In the reservation of rights, it does outline additional priorities including "equitable distribution of services across the state". The CBO grant funds available through this funding opportunity are one pool or bucket of funds. Though HCA/DBHR does reserve the right to assess for equitable distribution, it is possible multiple applications could be awarded for service in the same county.
48	I'm under the impression that if we were to be awarded this grant, we would receive a new PSM for this specific pool of money. Is this always the case, or is there any opportunity to have the same PSM as we do for CPWI?	There are a number of factors that may influence contract manager (PSM) assignments. We will take into consideration other contracts you may have with HCA/DBHR and when it makes sense our team tries our best to align contract manager assignments.
49	When it refers to describing the "strategies" that will be used, is this referring to the CSAP strategies? We are applying for the "mental health promotion" category and weren't sure how to match it with the strategies. If you could point me to a webpage or resource with a clear definition/description of the strategies that are referred to in the grant application, that would be most helpful	When the word "strategies" is utilized in the guidance and application, it is meant as a general reference to a strategy that may be selected or required for implementation that is not a curriculum program. This is not reference to CSAP strategies.
50	I just noticed on the website that there was an amendment to the application on 3/25. Can you tell me what the amendment was? I'm wondering if we need to start over with the new application or if there is a way we can modify the one we've been working on as it is almost complete.	The most recent amendment corrected a naming convention in the program selection drop down under MHPP funding from "Big Brothers Big Sister: community-based" to read "Community-based Mentoring: Big Brothers Big Sisters or Innovative design". You do not

		need to start over with the most updated application form, we corrected the issue to prevent further confusion.
51	I have a question about the distinction between Type A applicant and Type B applicant. I can see the distinction listed in the funding announcement. It says has never held a contract with HCA/DBHR. Does that mean has never held a contract with HCA at all or just the DBHR arm of HCA? A few years ago our agency received an HCA contract for Uninsured Care Expansion. It was for two years of funding and we do not have a current contract relationship nor was it part of this initiative or priority of funding. Based on this information, would it be appropriate for our agency to apply as a Type A or Type B organization?	Please respond as directed in the application, and include the past contract with HCA. Our team will review and confirm contracts with HCA/DBHR and ensure proper alignment takes place for Type A and Type B. With the information you provided is sounds like you may be a Type B, if you provide the past contract and assume Type A we will reassign upon review and confirmation.
52	Since the FOA before 3/27 did not include the innovative design option for community based mentoring, we filled out the application assuming DCA and SOR were our only options. I notice question 18 on the application gives us an option to indicate if we are willing to be considered for another funding source. Does this mean that should DCA or SOR funding not be awarded, we would automatically be considered for MHPP, or do I need to fill out something in this first application? We would love to receive MHPP as a backup option, but I fear there will not be enough time to change my application to include it.	Question 18 does allow an applicant to indicate that they would be willing to have your application considered for another funding source. If you wish to be considered an applicant for MHPP funds up front, all questions must be answered for MHPP Funding
53	Although only a budget narrative is required for Section 3 of this application, may we submit our budget narrative with the budget template and line item amounts to support the narrative (recognizing that the line- item budget binding agreement as stated in the budget template instructions)?	The application requires that the response to Section 3, question 53 Budget Narrative is a narrative included on the application form. A budget template is not required to be submitted, as it will be completed and negotiated during Part II of the application process, though you may find it helpful to utilize while drafting your narrative for Part I. Any budget documents included in the submission of the application will not be reviewed as part of scoring, so if you wish to have question 53 scored, a narrative must be included on the application.
54	Is it acceptable to enter the Action Plan Overview information in a table format?	The response to question 47 is required to be answered on the application form provided. An Action Plan template is not required to be submitted, as it is in Part II of the application. Any Action Plan documents included in the submission of the application will not be reviewed as part of scoring, so if you wish to have question 47 scored, a narrative must be included.
55	May we submit appendices with this application? (referring to p. 12 under submission of application that states "only the application Form and Letter(s) of Support will be accepted")	No appendices are allowable to be submitted, as you referenced, page 12 only indicated that the application and letter(s) of support are allowable documents for submission.
56	Is it acceptable to single space the narrative text	Applications may be submitted in single space, however my not exceed 25 pages.

57	FYI this link to the Mental Health Promotion and Suicide Prevention List worked before but when I tried it again today it was broken: https://theathenaforum.org/sites/default/files/2024-11/MHPP%20List%20September%202024%20-%20FINAL%2011.8.pdf page 9 of the FOA.	This link was corrected in the Amendment that was posted Friday, March 28.
58	I already filled out the application Amendment version 1. Do I need to copy and paste everything over into the Application Amendment #3 version?	You do not need to move your responses onto the most recent posted application. Amendment V3 corrected a formatting error in the MHPP program selection drop downs to align mentoring program selection language across all 3 funding sources. There were no other changes to the Application Form.
59	I am having trouble putting my graphic signature on the last page. How do I do this?	Guidance on how to create a digital signature in Adobe can be found HERE and Electronic Signature Set Up guidance can be found HERE
60	Can you please provide some clarification about required attachments? Q: Is an application considered complete with 4 components: 1) Application 2) Action Plan 3) Budget Template 4) Letter of Support	The only required forms are the Application and any relevant Letter(s) of Support. Action Plans and Budgets will be completed as part of Part II, should your application be determined successful, and are not required in Part I's submission.
61	Our application is nearly finished and ready to submit, but the very last question, the box for the image of my signature is not working, and I am concerned that if the application is submitted without a signature, it would be found unresponsive. Please advise how to proceed.	Guidance on how to create a digital signature in Adobe can be found HERE and Electronic Signature Set Up guidance can be found HERE