

Capacity Building Workshops

Program Design

Friday, November 11, 2022

12 – 1 p.m. CT

Introductions

Presenter: Chaille "shy-AY" Biddle, Senior Consultant



Guidehouse is an award-winning professional services firm that specializes in helping state and local governments achieve success in navigating challenges and delivering high quality services to residents, businesses, and visitors.

Capacity Building Workshops

CCDPH partner Guidehouse is facilitating optional capacity building workshops to provide general support on grant applications—**register and see recordings at BHCopencall.com**



Grant Applications

Friday, November 4, 2022
12 - 1 pm CT

- Grant application best practices
- Key Open Call components
- Common grant application elements



Program Design

Friday, November 11, 2022
12 - 1 pm CT

- Program design overview
- SMART Work Plans: goals, objectives, and outcomes
- Budget: Categories and Narrative



Monitoring, Reporting, and Legal Agreements

Friday, November 18, 2022
12 - 1 pm CT

- Tracking metrics and key performance indicators
- Federal compliance (ARPA)
- Legal Agreements

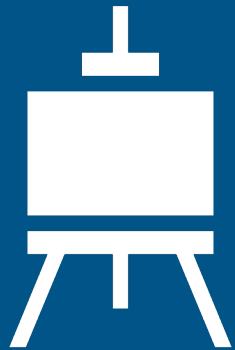
Program Design Workshop



AGENDA

1. Program Design Overview
2. Work Plan: SMART Goals, Objectives, and Outcomes
3. Budget: Categories and Narrative
4. Q&A

Program Design Overview



1. Program Design Structure
2. Mission Statement

Program Design Structure

Program Design Structure



Program Design Structure



Project Mission Statement

A **Mission Statement** is a one-sentence summary of a clear **challenge/need and solution**

- **Challenge/need** should focus on specific populations and communities
- **Solution** should be reflected in your goals
- For this grant, include your mission statement in the **Proposal Description***

Note: Check the recording and slides from the Grant Application Workshop on BHCopencall.com for more info on the Proposal Description

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Example:

“This program will improve mental health in X, Y, and Z neighborhoods.”

Note: Check the recording and slides from the Grant Application Workshop on BHCopencall.com for more info on the Proposal Description

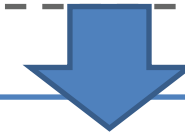
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- **Challenge/need** should focus on specific populations and communities
- **Solution** should be reflected in your goals
- For this grant, include your mission statement in the **Proposal Description***

Example:

“This program will improve mental health in X, Y, and Z neighborhoods.”



“The Mental Health Project will address insufficient mental health resources for residents of X, Y, and Z by increasing access to treatment and support through community engagement, outreach, and direct mental health services.”

Note: Check the recording and slides from the Grant Application Workshop on BHCopencall.com for more info on the Proposal Description

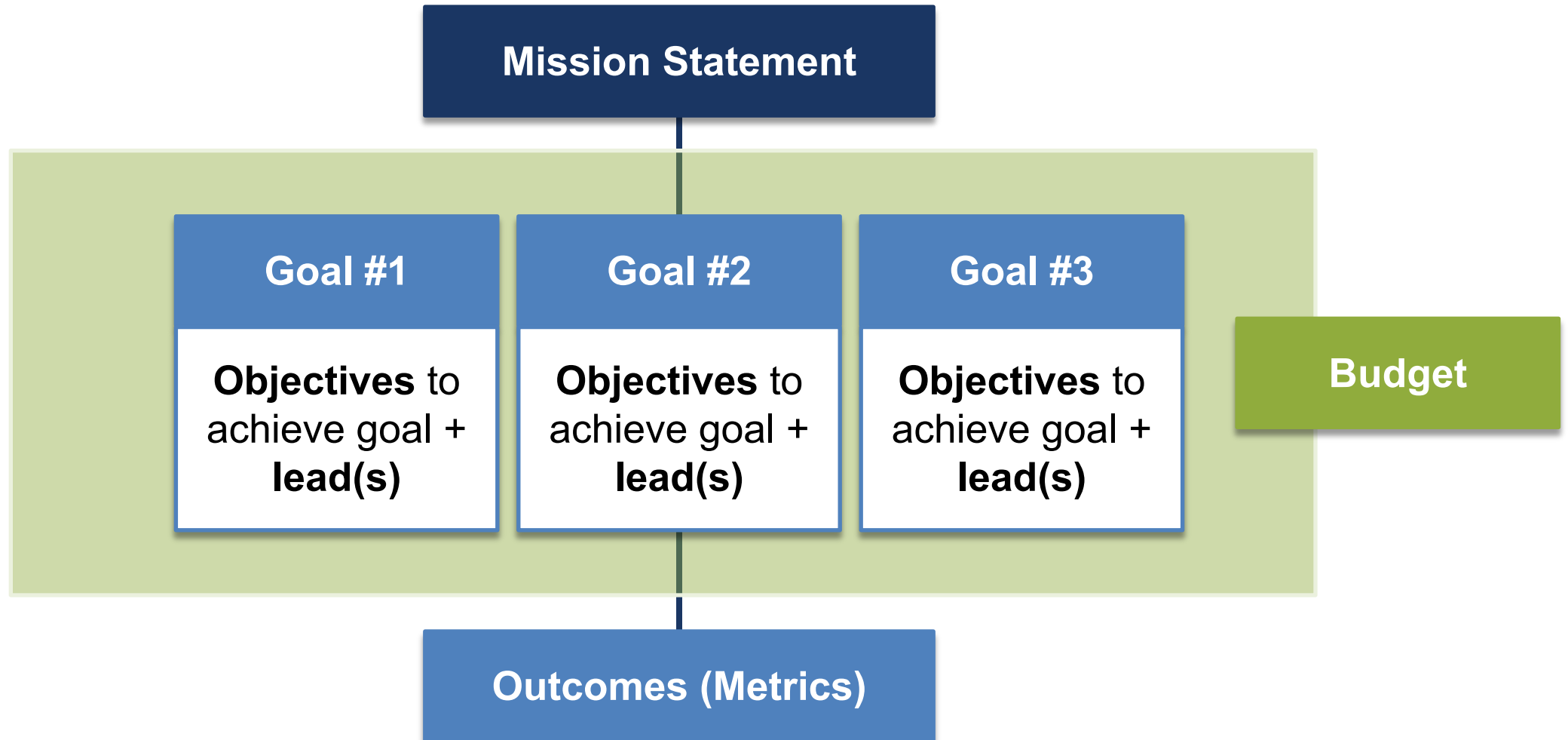
Program Design Structure



Program Design Structure



Program Design Structure



Work Plan: SMART Goals, Objectives, and Outcomes



1. SMART Meaning
2. Goals
3. Objectives
4. Outcomes

What Does SMART Stand For?

What Does SMART Stand For?

Specific

Measurable

Achievable

Relevant

Time-Bound

Use the SMART Framework as a Checklist



Specific



Measurable



Achievable



Relevant



Time-Bound

SMART work plans help:

- Grant funders **understand proposals**
- Grant recipients **prepare to start immediately** and **build a record of success**

Adding SMART Project Details

What details to include:

- ✓ **Specific** Who, what, where, and why
- ✓ **Measurable** Numbers to capture both progress and results
- ✓ **Achievable** Small, realistic (not lofty) steps towards goals
- ✓ **Relevant** Connection to mission statement challenges/needs
- ✓ **Time-Bound** Timelines and deadlines for project steps

Adding SMART Project Details

What details to include:

Where reviewers will look:

✓	Specific	Who, what, where, and why	Goals, Objectives, Leaders, Comments
✓	Measurable	Numbers to capture both progress and results	Outcomes
✓	Achievable	Small, realistic (not lofty) steps towards goals	Objectives, Outcomes
✓	Relevant	Connection to mission statement challenges/needs	Goals, Objectives, Comments
✓	Time-Bound	Timelines and deadlines for project steps	Timeline

Creating SMART Work Plans

Goal 1:				
Objectives	Timeline	Outcome	Person/Area Responsible	Comments

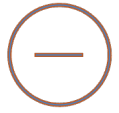
Goal 2:				
Objectives	Timeline	Outcome	Person/Area Responsible	Comments

We'll go through examples of how to include SMART details in your **goals, objectives, and outcomes**

Creating SMART Goals



Specific



Measurable



Achievable



Relevant

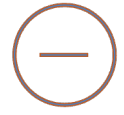


Time-Bound

Creating SMART Goals



Specific



Measurable



Achievable



Relevant



Time-Bound

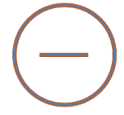
Goals are high-level statements describing what the proposal will accomplish

- High-level steps needed to make the solution in your mission statement a reality
- Focus on identified populations and communities

Creating SMART Goals



Specific



Measurable



Achievable



Relevant



Time-Bound

Goals are high-level statements describing what the proposal will accomplish

- High-level steps needed to make the solution in your mission statement a reality
- Focus on identified populations and communities

Example:

“Improve harm reduction service offerings.”

Creating SMART Goals



Specific



Measurable



Achievable



Relevant



Time-Bound

Goals are high-level statements describing what the proposal will accomplish

- High-level steps needed to make the solution in your mission statement a reality
- Focus on identified populations and communities

Example:

“Improve harm reduction service offerings.”

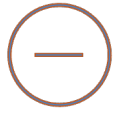


“Provide harm reduction services to 50 residents of X, Y, and Z neighborhoods through mobile outreach by 2026.”

Creating SMART Objectives



Specific



Measurable



Achievable



Relevant

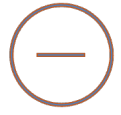


Time-Bound

Creating SMART Objectives



Specific



Measurable



Achievable



Relevant



Time-Bound

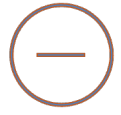
Objectives are the specific actions/steps taken to achieve a goal

- Include timeline, measurable outcomes, and person/ leader responsible for each objective
- Mention any partners and describe their role

Creating SMART Objectives



Specific



Measurable



Achievable



Relevant



Time-Bound

Objectives are the specific actions/steps taken to achieve a goal

- Include timeline, measurable outcomes, and person/ leader responsible for each objective
- Mention any partners and describe their role

Example:

“Increase mobile harm reduction.”

Creating SMART Objectives



Specific



Measurable



Achievable



Relevant



Time-Bound

Objectives are the specific actions/steps taken to achieve a goal

- Include timeline, measurable outcomes, and person/ leader responsible for each objective
- Mention any partners and describe their role

Example:

“Increase mobile harm reduction.”

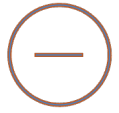


“Purchase and outfit one van by January 10, 2024 to provide harm reduction services and supports in X, Y, and Z neighborhoods.”

Creating SMART Outcomes



Specific



Measurable



Achievable



Relevant

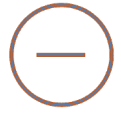


Time-Bound

Creating SMART Outcomes



Specific



Measurable



Achievable



Relevant



Time-Bound

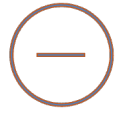
Outcomes are measurable results of objectives that capture progress towards goals

- Numbers, not just descriptions
- Capture progress over time for both the project and recipients/ participants

Creating SMART Outcomes



Specific



Measurable



Achievable



Relevant



Time-Bound

Outcomes are measurable results of objectives that capture progress towards goals

- Numbers, not just descriptions
- Capture progress over time for both the project and recipients/participants

Example:

“Serve more residents with a new harm reduction service van.”

Creating SMART Outcomes



Specific



Measurable



Achievable



Relevant



Time-Bound

Outcomes are measurable results of objectives that capture progress towards goals

- Numbers, not just descriptions
- Capture progress over time for both the project and recipients/ participants

Example:

“Serve more residents with a new harm reduction service van.”



- *# of participants served by new harm reduction van each month*
- *# of communities served by new harm reduction van each month*

Sample Work Plan with SMART Goals

Goal: Provide harm reduction services to 50 residents of X, Y, and Z through mobile outreach by 2026

Objective	Timeline	Outcome	Person/Area Responsible
Hire and train 5 additional harm reduction services staff	<p>January – July 2023: Joe, Kim, and Jose to interview and hire additional staff</p> <p>July – September 2023: Joe to create and execute training plan for new staff</p> <p>October – November 2023: New staff to shadow existing staff in areas X, Y, and Z</p> <p>December 1, 2023 – November 30, 2026: New staff to work shifts with existing staff</p>	<ul style="list-style-type: none"> • # of full-time staff hired and trained • # of part-time staff hired and trained 	Joe Brown
Purchase and launch one mobile harm reduction service van to serve residents in X, Y, and Z by January 10, 2024	<p>June – September 2023: Brianna to collect quotes for harm reduction van</p> <p>October – December 2023: Brianna and Joe to order and outfit new van with ABC entity</p> <p>January 10, 2024: Launch new van covering X, Y, and Z</p>	<ul style="list-style-type: none"> • # of participants served by new harm reduction van each month • # of communities served by new harm reduction van each month 	Brianna Cole

Work Plan Spotlight: Comments



Specific



Measurable



Achievable



Relevant



Time-Bound

Use the **Comments** section of the Work Plan to add details that don't fit into other columns

- Populations served
- Reasoning for unique details or obstacles

Why so much detail?

Reviewers want to understand all the Proposal Description details to score applications—see the scoring rubric in the Open Call Full Details PDF at **BHCopencall.com**

Budget Categories and Narrative

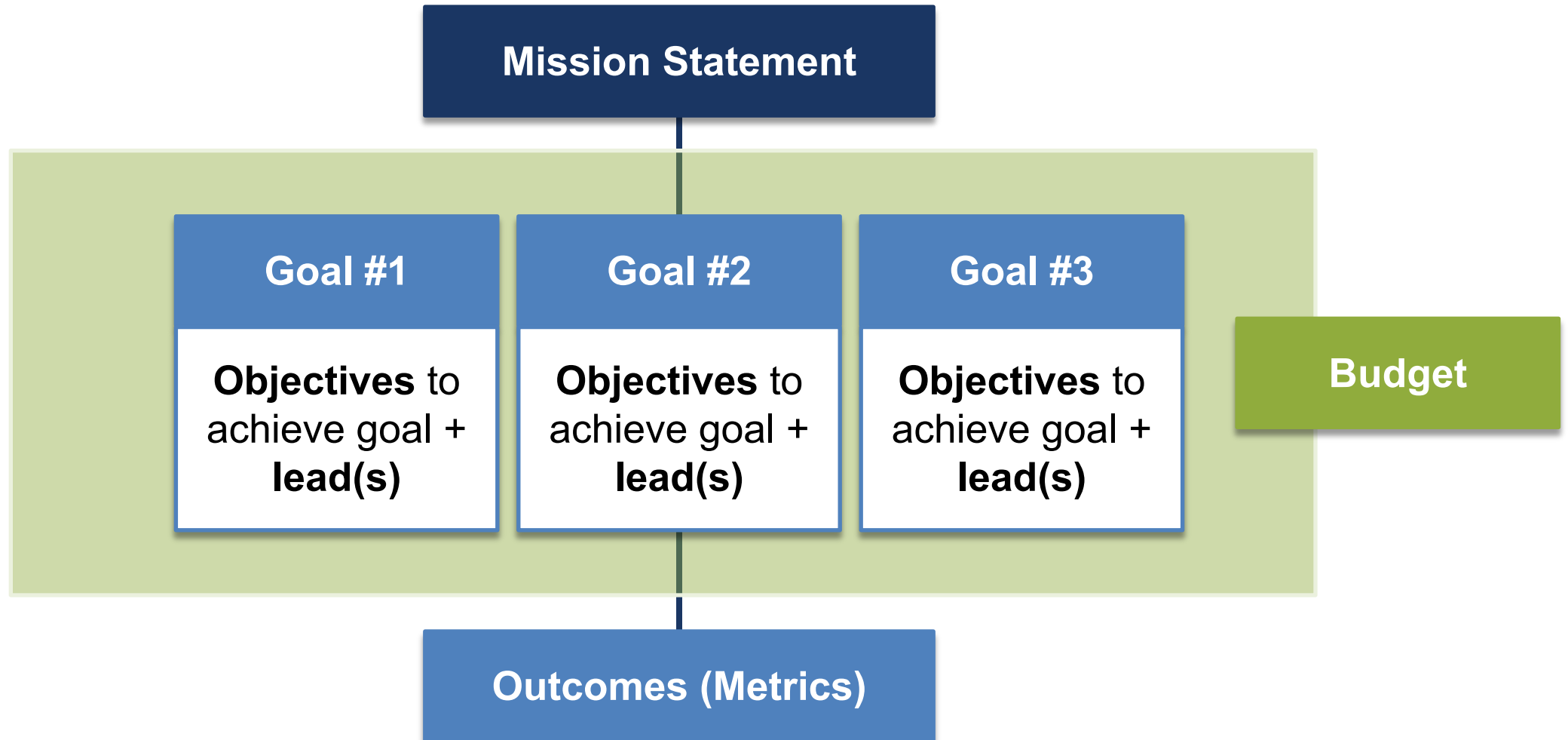


1. Budget Overview
2. Eligible and Ineligible Expenses
3. Spend per Category
4. Budget Narrative

Program Design Structure



Program Design Structure



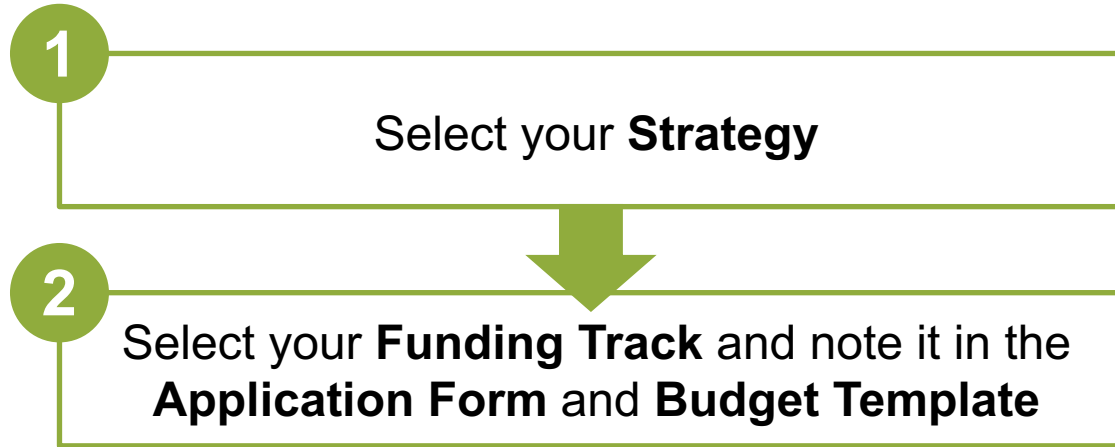
Budget Development Process

Budget Development Process

1

Select your **Strategy**

Budget Development Process



Funding Tracks

Mental Health and Positive Youth Development Strategies:

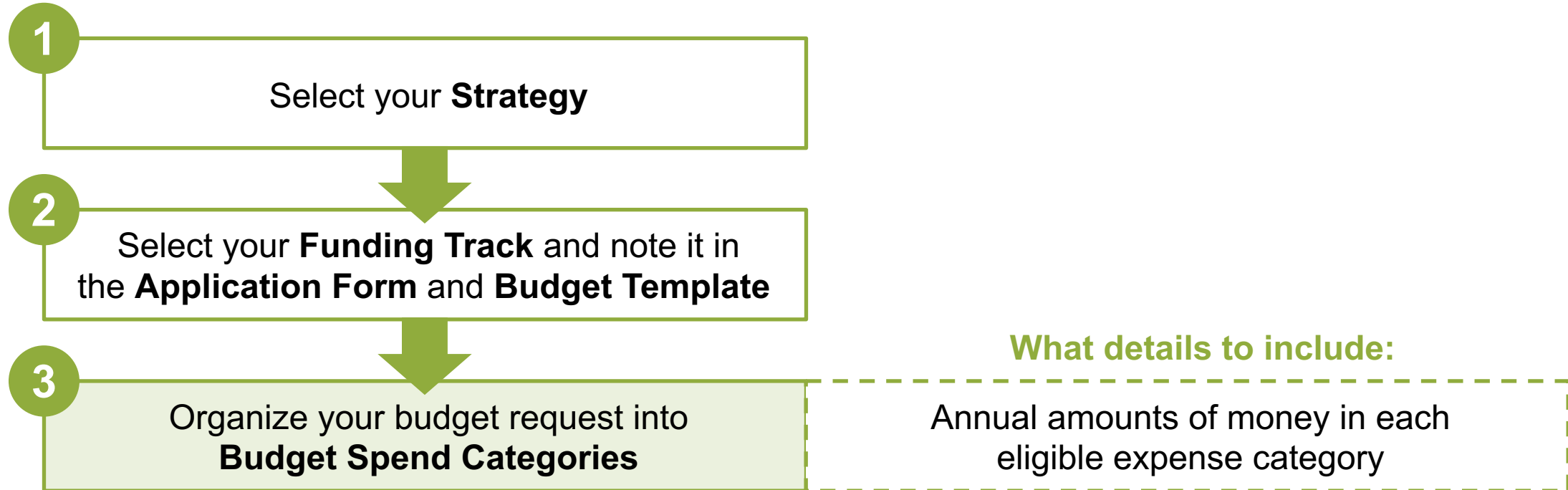
- ☐ Track One: Up to \$250,000 over four years
- ☐ Track Two: Up to \$1,000,000 over four years

Opioid-involved Overdose Prevention Strategy:

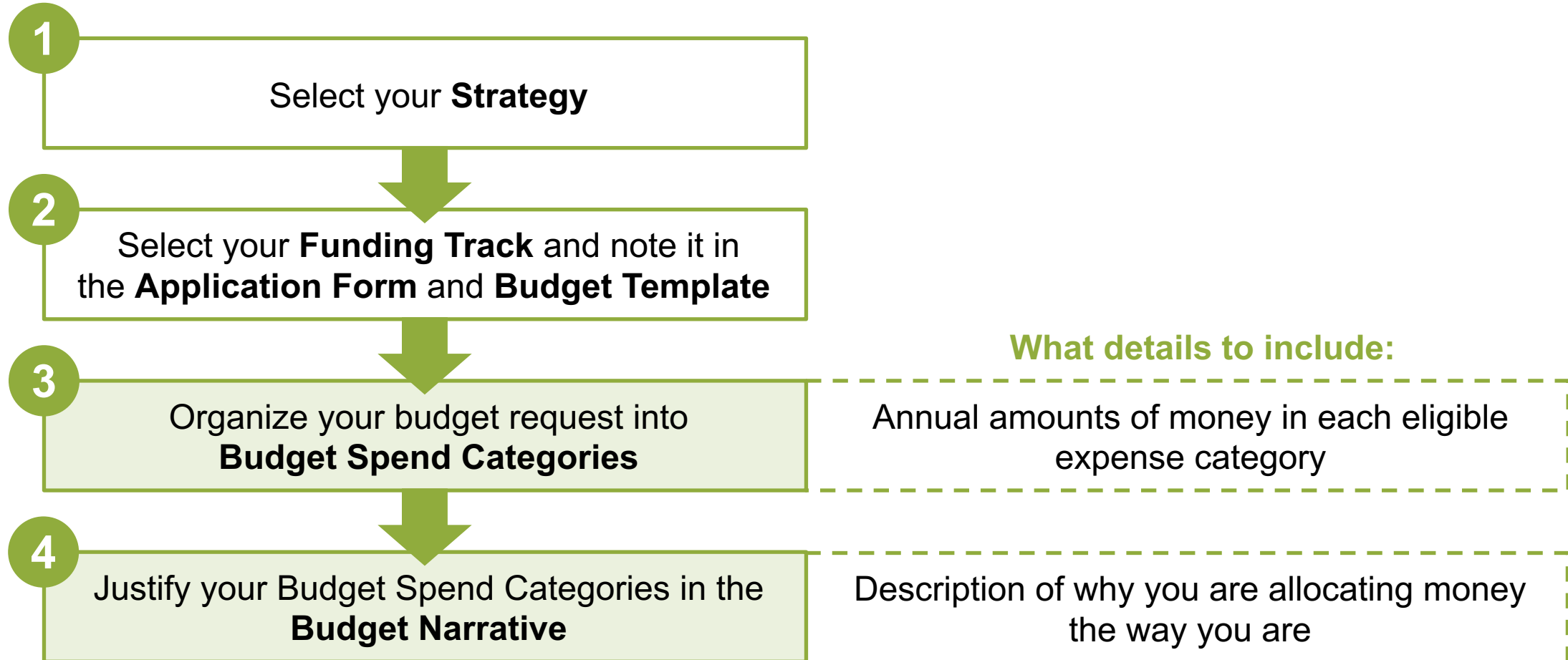
- ☐ Up to \$1,345,715 over four years

Note: The only difference between tracks is the total funding amount; amounts are total over four years, not per-year

Budget Development Process



Budget Development Process



Budget: Eligible Expense Categories

1. Salary & Wages (Personnel)	Staff time supporting project activities (existing and new staff)
2. Fringe Benefits	Leave, employee insurance, pensions, unemployment benefit plans, etc. (should be based on actual costs or an established formula)
3. Local Travel	Costs for local travel for project activities (mileage reimbursement rate is \$0.625/mile)
4. Equipment	Costs of any item with per unit cost over \$5,000 and expected life of over one year
5. Materials & Supplies	Costs of supplies (examples: computers, printers, software, educational materials, naloxone, fentanyl test strips, office supplies)
6. Consultants & Contractors	Costs for paying individuals for professional advice or services (not employees), or purchase of a product or service
7. Other Direct Expenses	Direct costs not covered elsewhere (examples: stipends and incentives)
8. Indirect Expenses	Capped at 10% of costs excluding equipment

Budget: Spend per Category

Applicant Organization Name:	Your Organization's Name				
Project Name:	Your Project Name				
Budget Contact - Name:	Your Name				
Budget Contact - Email:	Your Email				
Budget Contact - Phone:	Your Phone Number				
Strategy	[Select Strategy]				
Funding Track	[Select based on Strategy]				
	Year 1 Requested Grant Funds	Year 2 Requested Grant Funds	Year 3 Requested Grant Funds	Year 4 Requested Grant Funds	Total Project Cost
a. Personnel					\$0.00
b. Fringe Benefits					\$0.00
c. Local Travel					\$0.00
d. Equipment					\$0.00
e. Materials and Supplies					\$0.00
f. Consultants and Contractors					\$0.00
g. Other Direct Costs					\$0.00
h. Total Direct Costs (a to g)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
i. Indirect Costs*					\$0.00
j. Total Project Budget (h + i)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Project Years

- Year One: March 1, 2023 – November 30, 2023
- Year Two: December 1, 2023 – November 30, 2024
- Year Three: December 1, 2024 – November 30, 2025
- Year Four: December 1, 2025 – November 30, 2026

Note: Years based on Cook County Fiscal Years

Budget: Ineligible Expenses

Funding from this Open Call cannot be used on any of the following:

- ⊗ Political or religious purposes
- ⊗ Contributions, donations, fundraising, or legislative lobbying expenses
- ⊗ Membership fees or conference registration fees
- ⊗ Interest or financial payments, or other fines or penalties
- ⊗ Purchase, improvement, or construction of land or buildings
- ⊗ Payment of non-program related debts, fines, or penalties
- ⊗ Contributions to contingency funds or provision for unforeseen events
- ⊗ Food or beverages, including alcoholic beverages, except for program activities
- ⊗ Airfare or out-of-state travel costs
- ⊗ Bonus pay
- ⊗ Cash assistance
- ⊗ Research
- ⊗ Reimbursement for pre-award costs

Note: Food and beverages are eligible if tied to specific programming events or needs (Other Direct Expenses)—eligible and ineligible expenses are listed in the Open Call Full Details PDF at BHCopencall.com

Budget: Narrative

Budget Narratives are brief descriptions for each budget category

- Space for each category in each year with instructions
- Share formulas where relevant
- Tie to data and previous experience

Note: Each year has its own Narrative tab at the bottom of the budget template

1	Applicant Organization Name:	
2		
3		
4	PERSONNEL	
5	Name	Title
6		
7		
8		
9		
10		
11		
12	<i>BUDGET CATEGORY – PERSONNEL: List each position by title and name of employee if available. Explain each position the position is existing or new and when the position will be on-boarded.</i>	
13		
14		
15		
16		
17		
18	Narrative:	
19		
20		

Navigation tabs: Total Summary Budget Form | **Budget Narrative YEAR 1** | Budget Narrative Year 2 | Budget Narr...

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Example:

“Stipends will be used for adolescents.”

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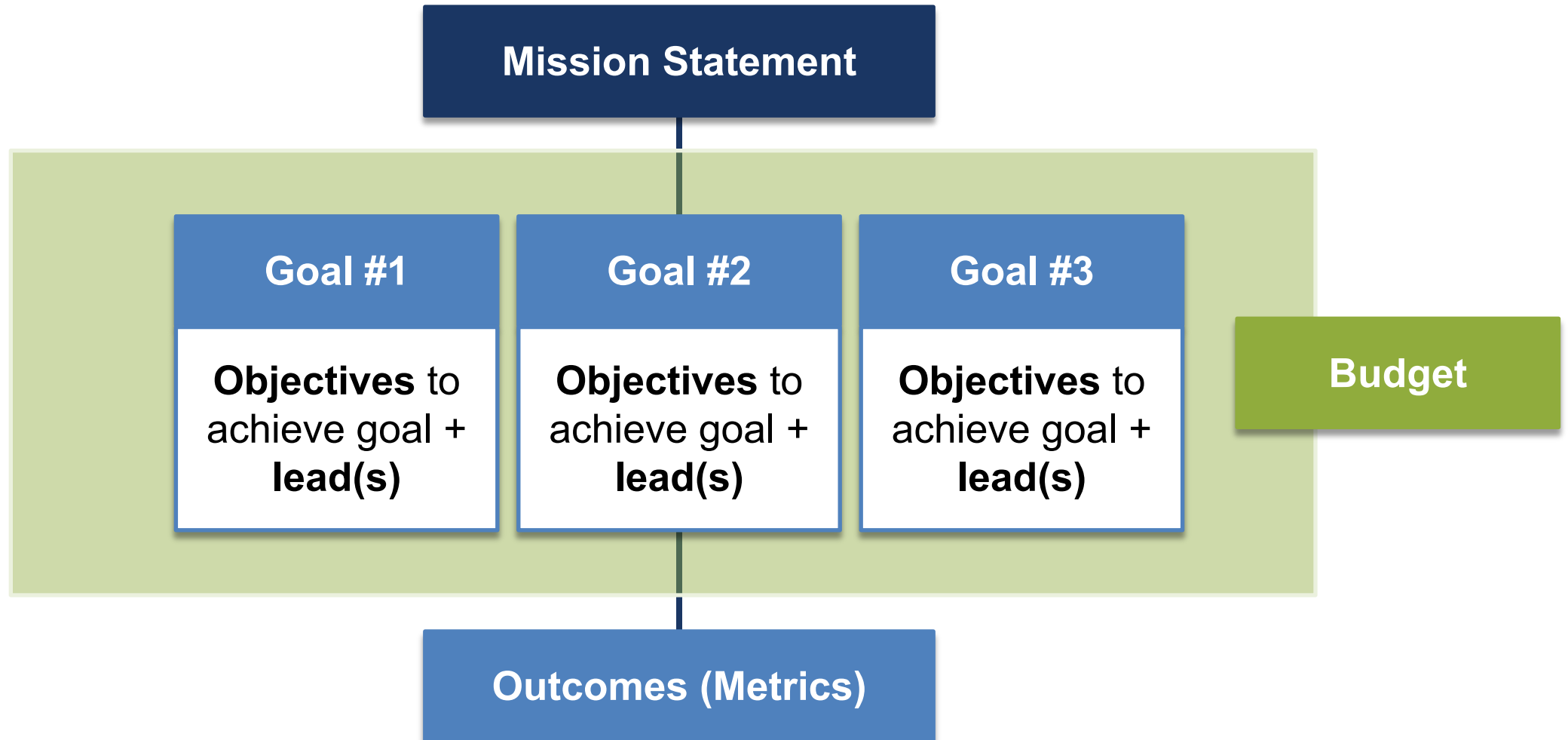
Example:

“Stipends will be used for adolescents.”



“Transportation is a commodity that many families and youth in the communities we serve do not have. Therefore, to increase inclusivity and equity and remove the transportation barrier, we provide a small stipend to our adolescents to pay for transportation to and from the workshops.”

Program Design Structure



How to Apply to the BHC Grants

1 Go to **BHCopencall.com**

The screenshot displays the website for the Building Healthy Communities: Behavioral Health Initiative. The header includes the title and a navigation menu with options: 'Building Healthy Communities', 'Required Application Materials', 'Relevant Downloads', and 'Information & Workshop Sessions'. A light blue banner states: 'Applications are now being accepted thru Dec. 7, 2022, and awards will be announced in January, 2023.' Below this, the 'Open Call Grant Opportunity' section provides details about the grant funding, mentioning the announcement by Cook County Board President Toni Preckwinkle and Cook County Department of Public Health (CCDPH) Chief Operating Officer Dr. LaMar Hasbrouck. It specifies that the grant funding will be over \$14 million across four years to expand mental health and substance use prevention, treatment, and support in suburban Cook County. A quote from President Preckwinkle highlights the commitment to the well-being of all Cook County residents and the holistic approach to healthcare. The text also mentions that grants will range from \$250,000 to over \$1 million each, funded under the American Rescue Plan Act (ARPA). A final quote from Israel Rocha, CEO of Cook County Health, expresses the vision of achieving health equity for all residents and supporting organizations in effecting positive change.

Building Healthy Communities: Behavioral Health Initiative

Building Healthy Communities

Required Application Materials

Relevant Downloads

Information & Workshop Sessions

Applications are now being accepted thru Dec. 7, 2022, and awards will be announced in January, 2023.

Open Call Grant Opportunity

On Oct. 26, 2022, Cook County Board President Toni Preckwinkle, Cook County Health Chief Executive Officer Israel Rocha, and Cook County Department of Public Health (CCDPH) Chief Operating Officer Dr. LaMar Hasbrouck, announced at a press conference that CCDPH will be awarding over \$14 million in grant funding across four years to expand mental health and substance use prevention, treatment and support in suburban Cook County.

"Today's announcement demonstrates our commitment to the well-being of all Cook County residents," said President Preckwinkle. "This investment in behavioral health as part of our Building Health Communities Initiative ensures that we're taking a holistic approach to healthcare that prioritizes mental health, as well as physical health."

Grants will range from \$250,000 to over \$1 million each, and are part of the Building Healthy Communities Behavioral Health Initiative, funded under the American Rescue Plan Act (ARPA).

"The vision of achieving health equity for all residents of Cook County drives all of our work. This grant program will allow us to support organizations in effecting positive change and implementing behavioral health strategies at the community level in areas where they are needed most," Israel Rocha, CEO, Cook County Health.

How to Apply to the BHC Grants

1 Go to **BHCopencall.com**

2 Download and complete the **Work Plan** and **Budget**



The screenshot shows the website for the Building Healthy Communities: Behavioral Health Initiative. A red arrow points to the navigation menu on the right side of the page. The menu includes a blue button labeled "Building Healthy Communities" and three dropdown items: "Required Application Materials", "Relevant Downloads", and "Information & Workshop Sessions".

Building Healthy Communities: Behavioral Health Initiative

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How to Apply to the BHC Grants

1 Go to **BHCopencall.com**

2 Download and complete the **Work Plan and Budget**

3 Submit the **Work Plan, Budget**, and questions on the **Application Form**

Cook County Public Health

Open Call Application

Building Healthy Communities: Behavioral Health Initiative

The **Building Healthy Communities: Behavioral Health Initiative** aims to reduce the community burden of mental health and substance use in Suburban Cook County by strengthening the capacity of organizations to increase and enhance access to a full continuum of integrated and equitable behavioral health and substance use services, support, and treatment.

This initiative, led by the Cook County Department of Public Health (CCDPH), is supported by funds from the U.S. Department of Treasury under the American Rescue Plan Act (ARPA).

Applications are due **Wednesday, December 7 at 5 p.m. CT**

Applicant Criteria

Organization Contact Name *

Organization Contact Email Address *

Organization Contact Phone Number *

Organization Contact Title *

Alternate Contact Name

Alternate Contact Email Address

Alternate Contact Title

Organization Name *

Organization Website Address (if applicable)

Organization Headquarter Address *

City *

State

Zip Code *

Deadline: Wednesday, December 7 at 5:00 p.m. CT

Questions?

Please submit questions using the chat feature
or by raising your hand and unmuting

- Visit **BHCopencall.com** for more information, FAQs, and Workshop and Information Session recordings and presentations
- Email questions to: BuildingHealthyCommunitiesOpenCall@cookcountyhhs.org
- Register for the last **Capacity Building Workshop**
 - Monitoring, Reporting, and Legal Agreements: Friday, November 18, 2022, 12 – 1 p.m. CT