

Community Behavioral Health Early Warning System Index Partner Communities

Call for Proposals 2015

The Substance Abuse and Mental Health Services Administration, the USDA National Institute of Food and Agriculture, and the Regional Rural Development Centers are partnering to implement a national program of early warning systems with respect to community-level incidence of behavioral health issues (e.g. substance abuse, mental illness). Increasing behavioral health issues impose costs on communities via treatment, law enforcement, and long-term impacts on individual and family productivity. The incidence of these issues and how they are expressed varies by place and across time, so local monitoring and intervention techniques are important.

Opportunity Summary

The Community Assessment and Education to Promote Behavioral Health Planning and Evaluation Phase II (CAPE 2) project will fund Land Grant Universities and their partners to recruit a panel of thirty knowledgeable local individuals who will be compensated to participate in a nationally designed monthly community behavioral health survey. The CAPE 2 team will provide regular reports in executive summary/press release format back to the local team summarizing the results and providing comparisons with other communities. The monthly reports will carry the local land grant and partner agency logos. The CAPE 2 team will also be available on a per-request basis to provide interpretation of results for the community via webinar.

Funding

The CAPE 2 project will compensate survey participants and offset up to 0.15 FTE of local team member salary. (Details on page 3 of this document.)

Eligibility

Faculty and staff from any Land Grant University are eligible to apply to lead a local team. This includes 1862, 1890, and 1994 institutions as well as Extension Services associated with those institutions. Local team leaders are welcome to engage partners from the community in the process. Any US community is eligible. CAPE 2 prefers communities that are defined along county, multi-county, or tribal boundaries. CAPE 2 is especially interested in communities that fall into the following categories:

- Core urban communities
- Communities in the states of Washington, Oregon, or California

Additional Details

The main activity under this call for proposals is to establish a local panel of 30 knowledgeable individuals from different sectors who can supply perspectives on local community behavioral health (smaller communities with few knowledgeable individuals are welcome to submit multi-county proposals). The panelists will complete an initial intake survey and then be compensated for completing a short regular online survey every month over the course of a year (12 surveys) for a total time commitment of about two hours. Tabulations of the resulting data will be provided to the local CAPE 2 committee at regular intervals. There will be opportunities to compare across communities participating in the effort and new panel questions will be drawn in part from responses to open-ended questions embedded in the surveys. The intake survey and initial month surveys can be viewed at:

Intake part 1: https://survey.co1.qualtrics.com/SE/?SID=SV_2tMPuH1kIMP9rI9

Intake part 2: https://survey.co1.qualtrics.com/SE/?SID=SV_2icL3JK4W7kndVr

Monthly Survey: https://survey.co1.qualtrics.com/SE/?SID=SV_39HyL4QVbXe7CcZ

Expectations: Successful applicants will manage a panel of thirty knowledgeable local individuals who will commit to completing a monthly online survey for a year. Successful applicants will work to assure timely and high percentage of full completion.

Local knowledgeable individuals include but are not limited to:

- Health services agencies or NGOs that fund health services
- Local charitable and civic organizations
- Elected and appointed officials, including tribal leaders, if applicable
- Parks and recreation department staff
- Hospital staff
- Law enforcement agencies
- Substance abuse/mental health prevention and treatment agencies
- Community coalitions specifically working on behavioral-health issues
- School staff
- Intimate-partner violence shelters and agencies
- Military base leadership or veteran services providers
- Social services agencies

Timeframe & Available Support: Proposals are due February 27 2015 at 5:00 pm Eastern Time. Selections are expected to be announced at the end of March 2015. The monthly survey program is expected to run from April 2015 through March 2016. Communities selected for this program will receive funds to buy out up to 12 months of up to 0.15 FTE per selected community for current staff members to join the CAPE project. Funding will also be provided for the panelists at \$75/hour (up to two hours per member of the panel; time estimates will be based on the number of completed surveys). Funding will come in the form of a contract with the land grant institution leading the community effort.

For panelist payment, the local land grant institution is expected to invoice the project based on actual surveys completed after rounds 6 and 12 (two invoices for a maximum total of \$4,500).

Proposal Instructions

To be considered, proposals need to include the following elements.

1. Cover page. Include the team leader's contact information, including USPS mailing address, email and cell phone. **Briefly** identify the counties to be covered (including state). Do not provide a detailed description of the community or any local conditions. For example, "Kalamazoo County, Michigan," or "Fort Peck Reservation including Montana counties of Roosevelt, Valley, Daniels, and Sheridan" is sufficient.
1. Team capability statement. Describe current job description of the individual (or team members) who will execute the contract and how this activity relates to their current assignment. Describe local advisory groups that connect with the individual(s). The team capability statement should be no more than one page.
2. Team biosketches. Include a two page resume for each team member (up to five people), starting with the project leader. The project leader should be employed by a land grant institution and is expected to be available for the CAPE 2 committee web/conference call meetings.
3. Provide a list of 30 persons willing to participate in the monthly survey. Include first name, last name, email address, and job title.
4. **Budget Instructions.** Create a budget justification with the following elements:
 - a. Include salary and fringe benefits for each team member as separate line items (example: if the team has two members, there should be four lines). Indicate the FTE contributed by each team member, the salary rate and the fringe benefit rate. In cases where more than one individual is involved, list the lead individual first.
 - b. The total FTE across all team members should not exceed 0.15. This is estimated costs and payment may be reduced proportionately in cases of low response rates.
 - c. Include the compensation for survey participants (\$4,500) as a direct cost in your budget.
 - d. Include the lead institution's federally approved overhead rate, and if applicable, any cooperating institution's federally negotiated overhead rate.
5. Administrative approvals. Include approvals from the immediate supervisor of each team member. Include either a preliminary IRB approval or a statement saying your institution will accept the Michigan State University IRB approval.

6. Include a completed Michigan State University subrecipient form. As indicated on the form the MSU subrecipient form should be signed by your institution's federal grant/contract administration officer. The form is available at:
<https://www.cga.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0AMgA2ADAA>
7. Transfer your budget into a USDA subaward budget form (The form is available at:
<http://expeng.anr.msu.edu/uploads/files/133/budget%20template.pdf>

Everything except the subrecipient form and USDA budget form should be saved as a single PDF file. The subrecipient form and USDA subaward budget form should each be a separate PDF file.

The complete set of materials should be emailed to ncgrants@anr.msu.edu by 5:00 p.m. Eastern time on February 27, 2015.

Questions about this opportunity will be answered in the order received. Direct your questions to:
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