



# MENTAL HEALTH, COMMUNITY WELLNESS, AND VIOLENCE PREVENTION GRANT

Grant Program Design  
Updated February 5, 2024

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# MENTAL HEALTH, COMMUNITY WELLNESS, AND VIOLENCE PREVENTION GRANT

## Program Overview

**Program Name:** Mental Health, Community Wellness, and Violence Prevention

**Federal Funding:** American Rescue Plan Act, Coronavirus State and Local Fiscal Recovery (One-Time Funding)

**Program Funding:** \$500,000

**Applicants:** 501(c)(3) & 501(c)19 Non-Profit Organizations

**Grant Type:** Competitive

**Minimum Application Amount:** \$100,000

**Funding:** Request for Reimbursement

**Grant Period of Performance:** Date of Award to September 30, 2026

**Application Open Date:** Wednesday, February 14, 2024 at 9am CST

**Application Close Date:** Wednesday, March 13, 2024 at 5pm CST

**Anticipated Award Recommendation Date:** March 31, 2024

**Estimated Approval by Appleton Common Council:** April 17, 2024

# MENTAL HEALTH, COMMUNITY WELLNESS, AND VIOLENCE PREVENTION GRANT

## Program Eligibility

- 501(c)(3) ) & 501(c)19 Non-Profit Organizations
- Must demonstrate financial hardship or other impact from COVID
- Licensed program/facility where applicable, but not restricted
- Located in the City of Appleton and/or provides direct services to Appleton residents.
- In “Good Standing” or “Active” with the State of Wisconsin; no active violations with City of Appleton
- Must be in good standing with taxes, City bills, and obligations if applicable
- Programs serving disproportionately impacted communities and households including those located in a Qualified Census tract are encouraged. (See Slide 4 for the definition of disproportionately impacted).
- Must remain open for 2 years if approved for the grant.
- Separate business and personal bank accounts
- Must be registered in SAM.gov
- Must not be disbarred from receiving Federal funds

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## Disproportionately Impacted Households & Communities

### Disproportionately Impacted Households & Communities

- Low -income households and communities
- Households residing in Qualified Census Tracts
- Households that qualify for certain federal benefits (Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Free- and Reduced-Price Lunch (NSLP) and/or School Breakfast (SBP) programs, Medicare Part D Low-Income Subsidies, Supplemental Security Income (SSI), Head Start and/or Early Head Start, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), Section 8 Vouchers, Low-Income Home Energy Assistance Program (LIHEAP), and Pell Grants. )
- Households receiving services provided by Tribal governments
- Households residing in the U.S. territories or receiving services from these governments

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## General Eligibility Documentation

### Application Documentation - General

- Two most recent Form 990 tax returns
- Most recent Single Audit, if applicable
- Most recent Profit & Loss (Income) Statement
- Two most recent redacted bank statements
- Other supporting documentation, including statements, to demonstrate financial hardship and/or COVID impact.
- Verification of SAM registration (Screenshot)
- Facility license, where applicable
- Mortgage or lease agreement, where applicable
- Certificates or verification of good standing with the State of Wisconsin and Appleton
- W-9
- Certification that there are no outstanding liabilities, penalties, or other obligations to the owed to the City.

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## Programs

### **Mental Health Program**

Programs and services to support mental health impacts due to the COVID pandemic. Potential programs may include (if eligible activities):

- Prevention services and diversion programs, outpatient treatment, inpatient treatment, crisis care, outreach to individuals not receiving treatment, and support for other harm reduction and long-term recovery initiatives
- Support for community-based programs around social connectedness, suicide prevention hotlines, peer support groups, and educational materials on mental health support
- Capacity building for organizations working in mental health, including staffing increases, pay increases, training, and professional development opportunities

### **Community Wellness Program**

Programs and services designed to support capacity building for organizations working in community wellness, including staffing increases, pay increases, training, and professional development opportunities, to address disparities in these areas due to the COVID pandemic.

### **Violence Prevention Program**

Programs and services to support crime/violence prevention & reduction programs, gun violence prevention and reduction programs, especially those targeted toward mental health and reducing suicide-related gun deaths and injuries. Capacity building for organizations working in violence prevention/reduction, including staffing increases, pay increases, training, and professional development opportunities to address disparities in these areas due to the COVID pandemic.

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## Other Program Specific Requirements

- Excludes capital improvement projects such as new construction and acquisition of buildings and land.
- Includes purchases of equipment.
- Allowable expenses must be direct expenses to provide the program
- Can charge indirect costs (10% De minimis or federal rate)
- If program is to provide services to the public, must include eligibility criteria for participants. Services provided to impacted and disproportionately impacted households and communities are encouraged.

**Application Documentation:** Program documentation invoices, estimates, and quotes to support the submitted budget.

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## Training and Technical Assistance

**Application Informational Session.** February 21, 2024 12:00 PM CST

**Office Hours.** During the application period, grants specialists are available for personalized assistance every Monday and Friday from 11am to 12pm EST during "Office Hours."

**Project Email:** For questions and inquiries regarding application review, Applicants can email [AppletonARPATeam@bmc-llc.net](mailto:AppletonARPATeam@bmc-llc.net). BMC will respond within one business day. Applicants may also request a conference call.



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## Evaluation

- **BMC**
  - Review application submission for completeness
  - Complete the Pre-Award Risk Assessment and Budget Review
  - Recommend awards/non awards
  
- **Evaluators**
  - Coordinate the evaluation process with the evaluators including providing access to applications for a confidential evaluating process, tracking the final scores, and preparing award letters for City signature.
  - Complete the evaluations
  - Review the pre-award assessment and budget review
  
- **Legislative Approval**
  - Finance Committee
  - Common Council

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## Award Recommendation

- **Award/Non-Award – BMC will:**
  - Prepare the award and non-award letters for the City signature
  - Conduct a “Grant Execution Informational Session”
  - Prepare agreements for City review
  - Coordinate the execution of the agreements

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## Grant Closeout

### Closeout – Online Survey

1. Grant closeout document (1 document)
  - a. Certification that funds were used for the intended purpose
  - b. Final accounting of use of fund
  - c. Certification that the project is complete
2. BMC will send the survey 30 days after completion of the grant.