



WORKWELL MENTAL HEALTH 2023-2024

Request for Applications (RFA)

Application Guidance

Application Deadline: October 13, 2023 at 5:00 p.m. CT

2023-2024 WorkWell Mental Health RFA TIMELINE

October 2, 2023	Application release
October 13, 2023	<u>Submission Deadline for Application</u> Applications must be submitted by 5:00 p.m. (CT)
November, 2023	<u>Tentative Award Notification</u> Applicants will be notified of funding decisions by email
December 1, 2023- May 31, 2024	<u>Funding Period</u> All funds must be expended within the funding period
March 31, 2024 June 30, 2024	<u>Quarterly Reports Due</u>

OVERVIEW

Nearly one in five US adults report living with a mental illness. In addition, 71 percent of adults report having at least one symptom of stress, anxiety, or feelings of being overwhelmed. Worksites play an incredibly important role in their employees' mental wellbeing. Investing in a mentally healthy workforce pays dividends by lowering medical costs, absenteeism, and disability costs, while increasing productivity, job satisfaction, and overall happiness.

The South Dakota Department of Health (SD DOH) is the lead agency for the statewide prevention and management of chronic disease prevention and health promotion. The SD DOH is excited to release the WorkWell Mental Health RFA. All South Dakota businesses starting a mental health program or expanding a current program are eligible to apply. This is an opportunity for you to become a worksite that values mental wellness and fosters a supportive work culture through organizational, environmental, and individual interventions.

The WorkWell Coordinator will provide support for the WorkWell Mental Health RFA recipients throughout the funding period.

WorkWell Mental Health Interventions

The interventions listed below can be used to strengthen your mental health initiative. Worksites can apply for more than one tier.

Tier 1: Individual Level Interventions

Provide employees with various mental health wellness classes that allow them to integrate simple exercises into their daily lives. These classes can be in-person, virtual, or through phone apps (CALM, Headspace, Mindfulness app). Mindfulness, meditation, resiliency, self-care, or yoga classes enhance employee engagement, build resilience, manage stress, boost productivity, and increase overall wellbeing, happiness, and job satisfaction.

Other possible interventions at this level include:

- Make mental health self-assessment tools available to all employees.
- Provide teach-ins with mental health professionals to raise awareness and knowledge.
- Offer confidential screenings for depression, anxiety, post-traumatic stress, and substance abuse.
- Encouraging in-person or online peer-to-peer engagement and support.

Tier 2: Environmental Level Interventions

Provide presentations and training sessions for supervisors, leadership team, or management. For example, Mental Health First Aid trains the public on how to identify, understand, and respond to signs of mental illness. QPR (Question, Persuade, Refer) teaches staff how to recognize the warning signs of a suicide crisis and how to question, persuade, and refer someone to help.

See Appendix A to learn more about these training opportunities.

To learn more about other training opportunities available, visit the [South Dakota Suicide Prevention](#) webpage.

NOTE: If you are planning to host a training through the South Dakota Suicide Prevention webpage, you will not be charged for these trainings. However, the additional costs incurred for hosting these trainings (i.e., meeting space, printing, miscellaneous materials) will be supported with these funds.

Other possible Interventions at this level include:

- Provide mental health materials and messaging through various means (brochures, paycheck stuffers, intranet, listservs, posters, signs, or fact sheets).
- Encourage the use of mental health services provided by Employee Assistance Program (EAP), Helpline Center, 988, and other community resources.
- Offer stress reduction presentations on various topics, including conflict resolution, personal finance planning, managing multiple priorities, and self-care.
- Create a space within the worksite for employees to reduce stress.

Tier 3: Organizational Level Interventions

- [Pledging to NAMI's StigmaFree Companies](#)

Eight in ten workers say shame and stigma prevent them from seeking treatment for a mental health condition. NAMI's StigmaFree Company initiative encourages Corporate Social Responsibility (CSR), or business practices that take responsibility for a company's impact on employee's wellbeing. This **three-hour** module training builds a strong foundation to support mental health wellbeing in the worksite. This initiative combines CSR with employee engagement activities available in a [StigmaFree Company Toolkit](#).

Awarded organizations that pledge to be StigmaFree will be funded up to \$3,000.

*******Additional NAMI hours of services (up to two sessions) can be provided at \$500 a session.

Example of Additional Sessions: An organization with multiple work shifts and/or 100+ employees could potentially apply for up to \$4,000 in NAMI services.

Other possible Interventions at this level include:

- Create policies that provide guidance to supervisors on mental health consultation and information and improve their skills to intervene or supervise an employee with mental health issues.
 - Talk openly about mental health at staff meetings and encourage the use of Employee Assistance Programs or other mental health initiatives being offered.
 - Have a dedicated mental health wellness champion to lead organizational efforts.
 - Implement a crisis intervention and post-vention policy.
 - Develop a partnership and a referral process with a local behavioral health facility.
- [NAMI's Hearts+Minds](#) is a wellness program designed to educate and empower you to better manage your health — mentally and physically. Two-thirds of deaths are caused by chronic diseases that can be prevented or better managed. And these diseases impact people with serious mental illness at alarming rates.

The best possible mental health recovery requires attention to all aspects of your health. This 8 hr./module program will give you tools that can help you plan and achieve recovery goals and better overall health. These modules can be covered in an 8-hour class or one to two hours at a time. Awarded organizations of the NAMI SD Hearts+Minds program will be funded up to \$5,000.

Topics covered:

- Medical Self-Advocacy.
- Listening to Your Body- emotional and physical signals.
- Managing Prescriptions- effective methods for managing the side effects of medication.
- Self-Medicating.
- Make Your Diet Work for YOU- gain a greater sense of control over how you feel.
- Get Physical with Your Symptoms.
- Peer Wellness- positive social connections.
- Mental Health is Physical Health.

Tier 4: Naloxone Program

Opioid misuse and overdose deaths from opioids are serious health and mental health issues in the United States. Opioids are often initially prescribed to manage pain arising from a work injury. Some people who use prescription opioids may misuse them and/ or develop dependence. Overdoses are occurring in workplaces. Workplaces that serve the public may also have visitors who overdose while onsite. Anyone at a workplace, including workers, clients, customers, and visitors, is at risk of overdose if they use opioids.

Naloxone is a very effective drug for reversing opioid overdoses. Police officers, emergency medical services providers, and non-emergency professional responders carry the drug for that

purpose. The Surgeon General of the United States is also urging others who may encounter people at risk for opioid overdose to have naloxone available and to learn how to use it to save lives [USSG 2018]. South Dakota codified law allows employers to acquire and make Naloxone available on the employer's premises. <https://sdlegislature.gov/Statutes/34-20A-105.1>

- Implement a program to make naloxone available in the workplace in the event of an overdose. – Guidance can be found at <https://www.cdc.gov/niosh/docs/2019-101/pdfs/2019-101.pdf>
- Develop a policy for staff training and the transport, storage, maintenance, and location of Naloxone prior to purchasing Naloxone with awarded funds as required by SDCL 34-20A-105.1.
 - Staff training must be one that is developed by the South Dakota Department of Health available at <https://doh.sd.gov/health-care-professionals/ems-trauma-program/sd-naloxone-project/naloxone-for-business-training-and-resources/>
 - A sample worksite policy can be found at <https://doh.sd.gov/health-care-professionals/ems-trauma-program/sd-naloxone-project/naloxone-for-business-training-and-resources/> ?
- Purchase Naloxone to have on-hand for use by authorized, trained employees.

Awarded organizations will be funded up to \$2,000 to support Workplace Naloxone Program development and implementation, Workplace Naloxone Policy development and the purchase of Naloxone units.

APPLICATION GUIDELINES

The South Dakota Department of Health (SD DOH) will approve or deny applications. All decisions will be final.

1. Any workplace starting a mental wellness program or expanding a current program is eligible. Programs often focus on mental wellness interventions at the individual, environmental, or organizational levels.
2. Eligible projects for the WorkWell Mental Health RFA will be awarded **up to \$12,000**.
3. Funding will be based on points outlined within the guidance.
4. Funds may be applied to support existing or new projects. However, applicants must clearly demonstrate that the requested funds do not supplement/replace existing funding.
5. Prior performance of organizations who have previously received SD DOH funds will be considered when reviewing applications.
6. Late or incomplete applications will not be reviewed.
7. The SD DOH reserves the right to award less than the total amount requested.
8. Applications are approved for the funding period of December 1, 2023-May 31, 2024.

Application Submission – Please submit your completed application by 5 p.m. CT on **October 13, 2023**

Submit via mail or email to:

Enid Weiss
WorkWell Coordinator
Black Hills Special Services
PO Box 1840
Watertown, SD 57201
Phone: (605) 305-4522
Email: eweiss@bhssc.org

RFA REQUIREMENTS

The following components are required elements of a completed application and must be included to be eligible for funding consideration.

I. Required Information

A. Section A: Organizational Information (5 points)

This information will be used for follow-up communications and to develop contracts for successful applicants. Must include:

1. Full Organization Name
2. Application Contact Name
3. Preferred E-mail
4. Organization Address, City, State, Zip Code+4
5. Phone Number
6. Organization DUNS/Unique Entity Identifier Number
7. Organization's Fiscal Year
8. Fiscal Agent Name
9. Fiscal Agent Email

Proof of Organization (5 points)

Please provide:

1. W-9 Form
2. Proof of Insurance

B. Section B: Statement of Need & SUSTAINABILITY (10 points)

Complete the questions in Section B describing the need and sustainability of your project.

C. Section C: Workplan (50 points)

The application contains three intervention tiers: Organizational, Environmental, and Individual.

Using the template provided please submit a completed workplan with the following:

- 1. Intervention Tier:** Choose at least one tier to implement. Applicants can select **more than** one tier to implement.
- 2. Activity(s)** Describe in detail the proposed activity(s), how you plan to accomplish the activity(s) and identify a lead person responsible for each activity(s).
- 3. Timeline:** Provide detailed timeline for the activities within the workplan. Funding needs to be spent by end of project period.
- 4. Communication Strategies:** Describe how you plan to communicate the proposed activities in your workplan with employees.

D. Section D: Budget (25 points)

Using the template provided, formulate your budget request. Applicants must provide sufficient budget narrative to justify costs to achieve proposed activities. Funds needs to be expended by May 31, 2024.

E. Letter of Support (5 points)

One letter of support from leadership expressing the importance of employee mental health in your organization. Must be submitted with your application.

Applicants are encouraged to use as much detail as necessary to fully respond to the criteria yet be as succinct as possible. Weight will only be given to required materials. Additional materials may be attached for clarification but will not be part of your application final score.

The SD DOH reserves the right to reject, in whole or in part, any or all applications, to abandon the need for such services, and to cancel this funding opportunity if it is in the best interest of the SD DOH. The SD DOH reserves the right to award less than the total amount requested.

EVALUATION & PROGRESS REPORTING

Awardees will be required to report on activities outlined in their workplan to monitor compliance with funding objectives. A reporting schedule and template will be provided to all awardees. All reports will be submitted to Enid Weiss, WorkWell Coordinator at eweiss@bhssc.org The minimum reporting requirements are listed below:

1. Complete Quarterly Progress Reports
 - a. Report 1 (December, January, February) due **March 31, 2024**
 - b. Report 2 (March, April, May) due **June 30, 2024**
2. Submit one success story by the end of the funding period.

*A reporting template will be provided to awarded applicants

AWARD PROCEDURE

Applicants will tentatively be notified of funding decisions via email by **November 2023**. Successful applicants will then be required to work with Enid Weiss, WorkWell Coordinator to finalize workplan and budget. The funding period begins December 1, 2023, and ends May 31, 2024. The SD DOH reserves the right to award less than the total amount requested. All funding decisions by the SD DOH are final.

The WorkWell Coordinator will provide resources, technical assistance, and support for implementing intervention(s), and one virtual or on-site worksite visit.

The SD DOH will remit payment upon receipt of quarterly reports and a monthly itemized invoice.

FUNDING REQUIREMENTS AND LIMITATIONS

General Requirements:

- Sign a contract with SD DOH to receive funds.
- Submit quarterly progress reports and one success story.
- Ensure the deliverables outlined in application and agreement are met.

- Complete all activities funded by the SD DOH and outlined in the workplan as part of the agreement.
- Acknowledge SD DOH as the funding source for any funded material (brochures, posters, presentations).
- Obtain prior written approval from SD DOH for changes to the workplan and budget submitted if changes are requested during the funding period.
- Obtain written approval from the SD DOH prior to changing application facilitators or fiscal agents.
- The fiscal agent must carry commercial general liability insurance coverage, which cannot be paid for with award funds.
- Maintain phone and email capability. Notify the SD DOH of any information changes.

Funds WILL support:

Tier 1: Individual Level

- Offering onsite/virtual mental health-focused classes/trainings.
- Partnering with local businesses to help provide gift cards for relaxation and stress-reduction activities **(up to 20% of asking budget)**.

Tier 2: Environmental Level

- Building renovations strictly for classes (yoga, meditation, mindfulness) or a stress reduction room.
- Promotional & communication materials used on-site in break rooms etc.
- Expenses incurred from hosting Suicide Prevention State Plan trainings (i.e., meeting space, printing, miscellaneous materials)

Tier 3: Organizational Level

- [StigmaFree Pledge Initiative](#).
- NAMI SD Hearts+Minds

Tier 4: Tier 4: Naloxone Program

- Implement a program to make naloxone available in the workplace in the event of an overdose. – Guidance can be found at <https://www.cdc.gov/niosh/docs/2019-101/pdfs/2019-101.pdf>
- Develop a policy for staff training and the transport, storage, maintenance, and location of Naloxone prior to purchasing Naloxone with awarded funds as required by SDCL 34-20A-105.1.
 - Staff training must be one that is developed by the South Dakota Department of Health available at <https://doh.sd.gov/health-care-professionals/ems-trauma-program/sd-naloxone-project/naloxone-for-business-training-and-resources/>
 - A sample worksite policy can be found at <https://doh.sd.gov/health-care-professionals/ems-trauma-program/sd-naloxone-project/naloxone-for-business-training-and-resources/> ?

- Purchase Naloxone to have on-hand for use by authorized, trained employees.

Awarded organizations will be funded up to \$2,000 to support Workplace Naloxone Program development and implementation, Workplace Naloxone Policy development and the purchase of Naloxone units.

Funds CAN support: (up to 20% of the asking budget) promotional items for prizes or incentives such as *'How To Be Calm'* book, calming candle, adult coloring book, insulated tea mug and box of tea, *Be Kind to Your Mind* t-shirt, local gift cards that promote wellness. Other items upon request from WorkWell Coordinator.

Funds will NOT support:

1. Direct services (such as patient care, personal health services, etc.).
2. Food or beverages at meetings/events/activities.
3. Funds may not be used to purchase permanent electronic equipment, such as laptops, printers, TVs, furniture, etc. However, funding for other types of equipment may be approved on a case-by- case basis if ample justification is provided to describe the need and benefit for purchasing such equipment.
4. The SD DOH will not fund political parties, candidates, partisan political organizations, individuals, or "for-profit" businesses.
5. Funds may not be used for research, construction, or renovation.
6. Funds cannot be used to lobby for State of South Dakota laws or ordinances.
7. Funds may not be used for out-of-state travel.

APPLICATION TECHNICAL ASSISTANCE

The SD DOH is committed to providing quality technical assistance whenever requested. Please contact **Enid Weiss, WorkWell Coordinator**, to answer questions you have during the application process related to the WorkWell Mental Health RFA Guidance document. You can contact Enid via email at eweiss@bhssc.org or phone at (605) 305-4522.



Section A.

ORGANIZATIONAL INFORMATION:

Organization Name: _____

Applicant Contact Name: _____

Preferred Email: _____

Mailing Address: _____

City: _____

Zip Code: _____

Phone Number: _____

Organization DUNS/Unique Entity Identifier Number: _____

Organization's Fiscal year: _____

Fiscal Agent Name (if different than contact person): _____

Fiscal Agent Email: _____

Proof of Organization

Please submit along with your application:

1. W-9 Form
2. Proof of Insurance

Section B.

STATEMENT OF NEED & SUSTAINABILITY:

Please complete the following:

- 1. Describe your workplace's industry and what services you provide.**
- 2. Why does your workplace need funding?**
- 3. Are your employees invested in this plan or have identified need for mental health support?**
- 4. Your current workplace:**
 - a. Do you currently have a mental health program or initiative? Please describe.
 - b. If no, what are your plans to create a mental health program?
 - c. If yes, how is your current program/initiative funded?
- 5. Briefly describe how your organization will sustain funding for future or continuation of activities.**

Section C.

WORKPLAN

WorkWell Mental Health Intervention(s):

Tier 1: Individual Level Up to \$2,000	Tier 2: Environmental Level Up to \$4,000	Tier 3: Organizational Level \$3,000-\$6,000	Tier 4: Naloxone Program
<ul style="list-style-type: none"> • Mental health self-assessment tools. • Mental health professional teach-ins. • Confidential screenings. • In-person or online peer-to-peer engagement and support. <p>Other</p>	<ul style="list-style-type: none"> • Mental health communication and promotion materials. • Encourage the use of mental health services provided by EAP, Helpline Center, 211 and other mental health community resources. • Training courses related to mental health (i.e., mental health first aid training). • Offer stress reduction presentations. • Stress-reduction/relaxation rooms. • Other • 	<ul style="list-style-type: none"> • NAMI StigmaFree Pledge • NAMI SD Hearts+Minds • Create policies that provide mental health training to supervisors. • Dedicated mental health wellness champion to lead organizational efforts. • Implement a crisis intervention and post-vention policy. • Develop referral process with a local behavioral health facility. • Other 	<ul style="list-style-type: none"> • Implement a program to make naloxone available in the workplace in the event of an overdose. (See page 10) • Develop a policy for staff training and the transport, storage, maintenance, and location of Naloxone prior to purchasing Naloxone with awarded funds as required by SDCL 34-20A-105.1. (See page 10) • Purchase Naloxone to have on-hand for use by authorized, trained employees. (See page 10)
<p>Intervention(s): Please list Tier(s) and intervention in which your worksite is applying for.</p>			
<p>List ALL Activities: List Activities you plan to implement and/or utilize with explanations/descriptions.</p>			
<p>Timeline:</p>			
<p>Communication Strategies: (email, posters, staff meetings, newsletters, brochures)</p>			

**Section D.
BUDGET**

Provide an itemized budget proposal in the table below. Awardees may revise or adjust the budget after receiving the award; however, the SD DOH must approve any budget revisions before items can be purchased. The SD DOH will not reimburse any **purchases made prior to budget approval.**

Number of Employees: _____

Tier(s) Applying for: _____

Amount of funding request (\$): _____

INTERVENTION ACTIVITIES:	AMOUNT
TOTAL AMOUNT	\$

APPENDIX A

[South Dakota Suicide Prevention Trainings](#)

The following training courses are related to mental health and are available in South Dakota. Worksites can request training on the South Dakota Suicide Prevention (SDSP) website for their employees. Training costs depend on the number of individuals being trained and how many trainers conduct the training. Worksites will work with SDSP to determine training needs and costs.

Training	Description	Availability	Cost
Mental Health First Aid (MHFA)	Trains the public to identify, understand, and respond to signs of mental illness.	8-hour course, available in-person and virtually.	\$1,500-\$2,000
Applied Suicide Intervention Skills Training (ASIST)	Helps participants feel more comfortable, confident, and competent in helping prevent the immediate risk of suicide.	2-day course, available in-person only.	\$3,000-\$4,700
Question, Persuade, Refer (QPR)	Learn how to recognize warning signs of a crisis and how to question, persuade, and refer someone to help	1-2-hour training, available virtually only.	\$300-\$500

****NOTE: If you are planning to host a training through the South Dakota Suicide Prevention webpage, you will not be charged for these trainings. The additional costs incurred for hosting these trainings (i.e., meeting space, printing, miscellaneous materials) will be supported with these funds. To learn more about SDSP trainings and/or schedule a training visit the SDSP website [HERE](#).**