

# ANNOUNCEMENT OF FUNDING AVAILABILITY

## Consumer Operated Services Drop In Centers

(Region 1 and Region 6)

Proposal Guidance/Instructions

AFA-04-2012-AMH

West Virginia Department of Health and Human Resources  
Bureau for Behavioral Health and Health Facilities  
350 Capitol Street, Room 350  
Charleston, WV 25301-3702

For Technical Assistance  
Contact

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at

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Date of Release: 05/30/2012

Application Deadline: 07/02/2012- 5:00 PM

The following is a guide for submitting a proposal to the Bureau for Behavioral Health and Health Facilities (BBHFF) The document includes general contact information, program information, administrative, and fiscal requirements. Responses must be submitted electronically by Email to: [DHHR.BHFF.Grants@wv.gov](mailto:DHHR.BHFF.Grants@wv.gov) with the AFA number in the subject line. Notification that the proposal was received will follow. Paper copies of proposals will not be accepted. It is the sole responsibility of the applicant organization to ensure that the proposal is complete and submitted in accordance with the guidance provided in this document. Incomplete proposals or proposals submitted after the application deadline *will not* be reviewed.

**BUREAU FOR BEHAVIORAL HEALTH AND HEALTH FACILITIES (BBHFF)**

**SAMPLE APPLICATION COVER SHEET  
Consumer Operated Services  
Drop In Centers**

**Organization/Agency Name:**

**Project Name:**

**Address:**

**Telephone:**

**Fax:**

**Name of organization Director:**  **Phone**  **Email:**

**Name of organization Fiscal Officer/CFO:**  **Phone**  **Email:**

**Project Contact Name/Title:**  **Phone**  **Email:**

**Website Address:**

**Total of Funding Requested:**

Please provide a brief abstract of the proposal.

Abstract:

**Checklist for Proposal Submission:**

Notice: The following items are mandatory for application. Failure to complete and submit these items will result in the proposal not being considered for funding.

- Letter of Intent
- Application Cover Sheet\*
- Proposal Narrative\*
- Budget Narrative
- Target Funding Budget\*
- Attachment A: List of Collaborations and Partnerships describing roles/contributions of each collaboration or partner
- Attachment B: Non-profit status/Business License

\* These forms may be downloaded from the BHHF website:

<http://www.wvdhhr.org/bhhf/resources.asp>

## Key Dates and Timeline Requirements

|                                      |                      |
|--------------------------------------|----------------------|
| Release of AFA                       | 05/30/2012           |
| Letter of Intent Submission Deadline | 06/11/2012 – 5:00 PM |
| Proposal Submission Deadline         | 07/02/2012 – 5:00 PM |
| Notification of award:               | 07/13/2012           |

Responses must be submitted electronically by Email to: [DHHR.BHHF.Grants@wv.gov](mailto:DHHR.BHHF.Grants@wv.gov) with the AFA number in the subject line. Also reflect the AFA Number on all other required documents. Due to the critical review timelines and State fiscal timelines, applications that are incomplete and/or received after 5:00 PM on 07/02/2012 will not be considered for funding.

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### Letter of Intent (Mandatory)

All organizations planning to submit an application for an Announcement of Funding Availability (AFA) must submit a Letter of Intent (LOI) to the email address: [DHHR.BHHF.Grants@wv.gov](mailto:DHHR.BHHF.Grants@wv.gov) prior to submission of the AFA.

Please reflect in the subject line: Letter of Intent – AFA-4-2012-AMH Drop In Centers

These letters of intent shall serve to document the interest in providing each type of service (AFA) and will not be considered binding until documented receipt of the application.

## **Introduction:**

The West Virginia Bureau for Behavioral Health and Health Facilities (BBHFF) is seeking proposals for the establishment and operation of Consumer Operated Recovery and Wellness Drop-In Centers. For the purpose of this AFA consumer-operated services are peer-run service programs that are managed, administratively controlled, and operated by individuals with mental health and/or substance use issues and emphasize self-help as their operational approach.

Each Wellness and Recovery Center must have the ability to offer support through linkage and referral to resources in the community, educational opportunities, work opportunities, and social opportunities. Each site should make use of promising and Evidenced-Based Practices for peer support to build consumer capacity for self-help, recovery, and advocacy. The word “consumers” as used in this document refers to people with mental health and substance use issues. Grantees will be expected to use consumer and community input and support in the development of programs and outreach.

Each site will be expected to indicate a designee to participate on a State-wide advisory board, whose duty it shall be to maintain cohesion in programming, outcome measures, and reporting protocols as well as sharing ideas and resource information.

## **Description and Rationale:**

A Recovery and Wellness Drop-In Center is a convenient place in the community open to everyone in the surrounding area. The Drop-In Center offers a safe environment, space for groups and meetings, and follows ADA guidelines for accessibility and city, county, and/or State safety ordinances. Activities include, but are not limited to: personal and group recovery activities, such as Wellness Recovery Action Planning, Voyage to Wellness, and 12 Step programs; recovery topics; discussion groups; and opportunities for advocacy training, such as the West Virginia Leadership Academy. Educational opportunities should include mental and physical wellness, money management, job training, computer skills development, and classes for preparation for the General Education Diploma (GED). Information on seeking funding to attend state and national conferences should be made available to all participants.

Each Center must have computers and internet capability on site for the use of consumers participating in the drop-in center activities. The site will consider adding activities which may be requested by individuals making use of the Center. Transportation should be offered for necessary appointments and leisure activities as well as access to the Center. The Center should assist participants to identify and participate in community projects to develop meaningful relationships with neighbors. Social opportunities should be planned around the desires of the participants. Individuals using the Center should have the opportunity to apply for volunteer positions in the Center as they become available. The staff and volunteers must be honor, value, and promote recovery and wellness as evidenced by training and personal experience and be culturally competent for the area they serve.

Wellness and Recovery Drop-in Centers offer an opportunity for individuals receiving program and support services to learn additional skills, improve social connectedness, and practice wellness and recovery. Consumer-operated services are peer-run service programs that are managed, administratively controlled, and operated by individuals with mental health and/or substance use issues and emphasize self-help as their operational approach. Activities within Centers are based on the desires and needs of the individuals served by the Centers. Considerable literature and research concerning drop-in centers, clubhouses, and recovery supports the efficacy of adding this nontraditional service to traditional treatment and other supports.

## Funding Availability

Funding for Consumer Operated Services: Drop In Centers will be awarded based on accepted proposals that meet the required criteria contained within this document. Funding availability for this AFA is as follows:

| REGION | REGIONAL FUNDING AVAILABILITY |
|--------|-------------------------------|
| 1      | \$83,000                      |
| 6      | \$83,000                      |

**The total amount of funding for each Drop-In Center cannot exceed \$83,000.**

**The total amount of funding available is \$166,000**

### **REGIONS IN WEST VIRGINIA FOR DROP IN CENTERS**

BBHFF is currently utilizing the six region approach designated by the Governor's Advisory Council on Substance Abuse.

Region 1: Hancock, Brooke, Ohio, Marshall, and Wetzel Counties.

Region 2: Morgan, Berkeley, Jefferson, Mineral, Hampshire, Grant, Hardy, and Pendleton Counties.

Region 3: Tyler, Pleasants, Wood, Ritchie, Wirt, Jackson, Roane, and Calhoun Counties

Region 4: Monongalia, Marion, Preston, Doddridge, Harrison, Taylor, Barbour, Tucker, Gilmer, Lewis, Upshur, Randolph, and Braxton counties.

Region 5: Mason, Cabell, Putnam, Kanawha, Clay, Wayne, Lincoln, Boone, Mingo, and Logan Counties

Region 6: Webster, Nicholas, Pocahontas, Fayette, Greenbrier, Raleigh, Summers, Monroe, Wyoming, McDowell, and Mercer Counties.

## **FEDERAL BLOCK GRANT REGULATIONS/RESTRICTIONS**

Recipients of Federal Mental Health Block Grant funding cannot expend the grant for the following:

1. To provide inpatient services;
2. To make cash payments to intended recipients of health services;
3. To purchase or improve land, to purchase furniture, purchase, construct, or permanently improve (other than minor remodeling) any building or other facility, or purchase major medical equipment;
4. To satisfy any requirement for the expenditure of non-Federal funds as a condition of the receipt of Federal funds or;
5. To provide financial assistance to any entity other than a public or nonprofit entity.

## **RENEWAL OF AWARD**

BBHMF may renew or continue funding beyond the initial fiscal year award for a period not to exceed one additional fiscal year period beyond the stated AFA period (July 1, 2012 through June 30, 2013). As such, at the discretion of the BBHMF funding may be renewed for a period not to exceed June 30, 2014. Future funding will be contingent on successful implementation of goals and reporting of outcomes.

## **LEGAL**

All applicants must be able to provide proof of 501(c)3 status and possess a valid West Virginia business license. If the applicant is not already registered as a vendor in the State of West Virginia, this must be completed by the award notification date or the vendor must demonstrate proof of application. It is also required that the applicants have a Central Contractor Registration (CCR) number and have a DUNS number. For more information visit: <https://www.bpn.gov/ccr>

The Grantee is solely responsible for all work performed under the agreement and shall assume all responsibility for services offered and products to be delivered under the terms of the award. The State shall consider the Grantee to be the sole point of contact with regard to all contractual matters. The Grantee may, with the prior written consent of the State, enter into written sub agreements for performance of work; however, the grantee shall be responsible for payment of all sub awards.

## **Proposal Instructions**

The proposal must be prepared using Microsoft Word, 12-point Arial or Times New Roman font, with one inch (1") margins top, bottom, left, and right. The proposal must be single-spaced and include page numbers on the bottom of each page. All elements of Section One must be addressed and must be no longer than ten (10) pages in length. All elements of Section Two must be addressed and must be no longer than two (2) pages in length. All elements of Section Three must be addressed and must be no longer than four (4) pages in length. The entire proposal should not exceed sixteen (16) pages. When documenting collaborations or partnerships with other organizations who have committed to the proposal, that information may be listed on up to four (4) single spaced pages as an attachment and will not count toward page limits set forth herein. Please list full partner information including agency name, their responsibilities for the proposed project, address, phone, key contact person and email address.

|                      |                  |                |
|----------------------|------------------|----------------|
| <b>Section One</b>   | <b>50 Points</b> | <b>Page 9</b>  |
| <b>Section Two</b>   | <b>20 Points</b> | <b>Page 11</b> |
| <b>Section Three</b> | <b>30 Points</b> | <b>Page 12</b> |

## Section One (Up to 50 points)

### **Proposal Narrative – All Proposals must include the following:**

Applicants are encouraged to review *Consumer-Operated Services: Building Your Program* located at <http://store.samhsa.gov/product/SMA11-4633CD-DVD>

- I. Description of history and experience
  - Describe the history of the organization
  - Describe experience delivering/providing consumer operated services
  
- II. Area(s) to be served
  - Describe the area which will be served by the proposed Center including details such as geography, urban or rural area, and public transportation availability. Also include a description of the proposed center's proximity to community resources.
  
- III. Programs and supports/services provided
  - Describe strategies to provide individual and group recovery support programs for individuals experiencing mental health and/or substance abuse issues. Provide a brief description of specific interventions proposed
  - Describe strategies to provide Wellness Recovery Action Planning (WRAP ) © groups in each proposed center
  - Describe strategies to make 12 Step and other recovery groups available to the proposed center's participants, and how the applicant will support participation in these groups such as transportation, or linkage to available groups
  - Describe strategies to offer transportation services to center and community activities including scheduled appointments in the community
  - Describe strategies to provide skills development activities including but not limited to; money management, obtaining and maintaining employment, computer skill development, and preparation for G.E.D. and higher education opportunities
  - Describe strategies to link and support center participants with learning and networking opportunities in the community including but not limited to conferences and workshops relating to behavioral health and wellness topics
  - Describe strategies for soliciting center participant feedback and how the applicant will use the feedback to improve the supports/services available at each center
  
- IV. Description of facility
  - Describe what type of facility will be utilized for the drop-in Center and how it will be adapted/modified for the purpose of this program.
  - Describe the proposed applicants ability to ensure facilities utilized to provide services meet the requirements of the Americans with Disabilities Act (ADA) specifically in regards to accessibility
  
- V. Recovery Promotion
  - Describe how the applicant will assure and support consumer choice, self-direction, and self-determination and how these values will be integrated into support/services delivery

- Describe how the applicant will assure supports/services are delivered in a recovery oriented manner valuing each individual as the expert in their own recovery
- Describe strategies for promoting recovery in the center(s), and also involving the community in recovery activities at the center(s)

VI. Strengths based approach

- Describe specific strategies that the applicant will use to identify and utilize existing skills and strengths of individuals to increase self-sufficiency in the living, learning, working and social environments of the center participants

VII. Design, implementation, and evaluation of the program

- Describe specific strategies in regards to how individuals with mental health and/or substance use issues participating in center activities and members of the local community will be involved in the planning, implementation, and evaluation of the proposed center's activities
- Describe applicant's ability to incorporate the Fidelity Assessment Common Ingredient's Tool (FACIT) into program evaluation. The tool can be viewed at <http://store.samhsa.gov/shin/content//SMA11-4633CD-DVD/EvaluatingYourProgram-COSP.pdf>

VIII. Peer to peer support

- Describe specific strategies regarding how the applicant will support and encourage individuals with mental health and/or substance use issues to support one another.
- Describe how applicant will make available to individuals with mental health and/or substance use issues information on receiving training as a Peer Support Specialist
- Describe strategies the applicant will use to recruit individuals with mental health and/or substance use issues as staff and volunteers at the proposed drop-in center

IX. Target population and outreach

- Describe the target population for the center(s)
- Describe specific outreach activities to the target population for the center(s) to solicit participants and to educate the community at large.
- Describe specific outreach activities to minorities and other underserved populations
- Describe specific outreach strategies and activities for service members, veterans, and military families.

X.

XI. Implementation Timelines

- Describe proposed timeline(s) for implementation of the proposed center(s). If more than one center is proposed provide a separate timeline for each.
- Describe anticipated outcomes by the end of the anticipated funding period (June 30, 2013) and describe tentative plans for program development for the next fiscal year anticipating future funding

XII. Outcomes Measurement

- Describe your organizations process for collecting and evaluating corresponding data and measures.

- Describe your organizations process for ensuring consumer satisfaction with the delivery of services
- Describe your organizations process for increasing awareness and utilization of program within existing community supports.

XIII. Administration of supports/services

- Describe how the applicant will assure administration and management of the center is based on evidence based practice utilizing guidelines in *Consumer-Operated Services: Building Your Program* located at <http://store.samhsa.gov/product/SMA11-4633CD-DVD>
- Describe knowledge, training, skills, and attitudes of employees responsible for the day to day operations of the center
- Describe knowledge, training, skills, and attitudes of individuals responsible for the governance of the center
- Describe ability to assure governance as well as day to day operations of the center is consumer controlled

**Additional Service Components:**

- Describe any additional supports/services that the applicant proposes to have available along with a brief description of the support/service

|                                      |
|--------------------------------------|
| <b>Section Two (up to 20 points)</b> |
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**Expected Outcome/Products:**

Describe the specific outcomes expected from the planned activities and strategies.

1. Total number of duplicated and unduplicated individuals to be served
2. Number and types of services offered at the center
3. Number and types of self help peer support groups offered at the center
4. Number of individuals to be provided transportation
5. Number and types of skill building educational opportunities to be offered
6. Percentage of individuals who report satisfaction with the program
7. Total number of duplicated and unduplicated individuals:
  - Reporting positive social interaction
  - Reporting community involvement
  - Reporting interest in employment or volunteer work
  - Reporting increase in knowledge or exposure to self-advocacy issues
  - Reporting awareness of mental health services/issues

- Reporting improved self-management of psychiatric symptoms and less anticipated need for hospitalization.
- Reporting an increased sense of self-esteem.
- Reporting a decrease in their feeling of being socially isolated (less alone).
- Reporting that the Drop-In Center was helpful in moving them forward in their recovery.

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| <b>Section Three (up to 30 points)</b> |
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**Budget/Budget Narrative:**

1. Provide a proposed 2012 Target Funding Budget (TFB) with details by line item. (Form on website listed below)
2. Provide a budget narrative with specific details on how funds are to be expended.
3. Provide a description of any potential for other funds or in kind support. Provide in narrative format.
4. Clearly define startup costs and/ or expenses associated with project.