



Bureau for Behavioral Health and Health Facilities

Unsolicited Proposal for Funding: Guidance and Instructions



Section One: **INTRODUCTION**

The West Virginia Department of Health and Human Resources' Bureau for Behavioral Health and Health Facilities (BBHFF) envisions healthy communities where integrated resources are accessible for everyone to achieve wellness, personal goals and a self-directed future. The mission of the Bureau is to ensure that West Virginians with mental health and/or substance use disorders, intellectual/developmental disabilities, chronic health conditions or long term care needs experience quality services that are comprehensive, readily accessible and tailored to meet individual, family and community needs.

Within the Bureau, the Programs and Policy Section provides oversight and coordination of policy, planning, development, funding and monitoring of statewide community behavioral health services and supports. Emphasis is placed on function rather than disability, and improving planning and cooperation between facility and community-based services. Programs and Policy includes the Division on Alcoholism and Drug Abuse, Division of Adult Mental Health, Division of Child and Adolescent Mental Health, Division of Intellectual and Developmental Disabilities, and the Office of Consumer Affairs and Community Outreach.

Partnerships and collaboration among public and private systems, as well as with individuals, families, agencies and communities, are important components of the systems of care surrounding each person. The role of the Bureau is to provide leadership in the administration, integration and coordination of the public behavioral health system. The work is informed by results of a multi-year strategic planning process that includes critical partners in planning, funding and delivering services and supports.

The following Strategic Priorities guide services and service continuum development:

Behavioral Health Prevention, Treatment and Recovery System Goals	
<i>Priority 1 Assessment and Planning</i>	<i>Implement an integrated approach for the collection, analysis, interpretation and use of data to inform planning, allocation and monitoring of the WV behavioral health service delivery system.</i>
<i>Priority 2 Capacity</i>	<i>Build the capacity and competency of WV's behavioral health workforce and other stakeholders to effectively plan, implement, and sustain comprehensive, culturally relevant services.</i>
<i>Priority 3 Implementation</i>	<i>Increase access to effective behavioral health prevention, early identification, treatment and recovery management that is high quality and person-centered.</i>
<i>Priority 4 Sustainability</i>	<i>Manage resources effectively by promoting good stewardship and further development of the WV behavioral health service delivery system.</i>

Section Two: **UNSOLICITED PROPOSAL REQUIREMENTS**

This document supports interested applicants to apply for / submit proposals to the Bureau for Behavioral Health and Health Facilities (BBHFF) for consideration outside of any formal funding announcement period. Proposals submitted outside of a formal announcement are subject to funding availability with no guarantee of award. Such proposals will be maintained on file to support consideration as funding may permit. It is essential that Applicants provide updates to the applications on file to reflect any status changes from the time of submission.

The following are requirements for the submission of unsolicited proposals to the BBHFF:

- ✿ Responses must be submitted using the required Unsolicited Proposal for Funding Application available at dhhr.wv.gov/bhhf/afa/UnsolicitedProposals
- ✿ Responses must be submitted electronically via email to DHHRBHHFAnnouncement@wv.gov with “Unsolicited Proposal for Funding” in the subject line. Paper copies of the proposal will not be accepted. Notification that the proposal was received will follow via email from the Announcement mailbox.
- ✿ To request Technical Assistance forward all inquiries via email to DHHRBHHFAnnouncement@wv.gov and include “Unsolicited Proposal Technical Assistance” in the subject line.

Section Three: **UNSOLICITED PROPOSAL INSTRUCTIONS**

All unsolicited proposals for funding will be reviewed by the BBHFF staff for administrative compliance, service need, and feasibility. Unsolicited proposals must contain the following components:

- ✿ A completed Unsolicited Proposal for Funding Application, available at dhhr.wv.gov/bhhf/afa/UnsolicitedProposals.
- ✿ A Proposal Narrative consisting of the following sections:
 - ✓ Statement of Need and Population of Focus,
 - ✓ Proposed Evidence-based Service/Practice,
 - ✓ Proposed Implementation Approach,
 - ✓ Staff and Organization Experience, and
 - ✓ Data Collection and Performance Measurement.

Together these sections may not exceed **five (5)** total pages. The Reference/Work Cited Page will not count towards this page limit. Applicants must use 12 point Arial or Times New Roman font, single line spacing, and one (1) inch margins. Page numbers must also be included in the footer. The following is an outline of the Proposal Narrative content:

- ✓ Statement of Need and Population of Focus: Describes the need for the proposed service(s). Applicants should identify and provide relevant data on the target population to be served, as well as the geographic area to be served to include specific Region/county(ies) and existing service gaps.
- ✓ Proposed Evidence-Based Service/Practice: Clearly delineates what program / service is being proposed and sets forth goals and objectives for the proposed project listing all evidenced-based practices (EBPs) that will be used.
- ✓ Proposed Implementation Approach: Describes how the Applicant intends to implement the proposed service(s) to include:
 - *Description of the strategies/service activities proposed to achieve the goals and objectives identified above, who is responsible for action, and a one (1) year/ twelve (12) month timeline for these activities. Including all project initiation phases such as planning/development, training/consultation, implementation, and data management;*
 - *A table listing any organization(s) that will participate in the service including specific roles and responsibilities of each; and,*
 - *The unduplicated number of individuals proposed to be served annually.*
- ✓ Staff and Organization Experience: Describes the Applicant's existing capacity to carry out the proposed service(s) to include its experience and qualifications to reach and serve the target population.
- ✓ Data Collection and Performance Measurement: Describes the information/data the Applicant plans to collect, as well as the process for: using data to manage and improve quality of the service, ensure each goal is met and assess outcomes within the target population.
- ✓ References/Works Cited: All sources referenced or used to develop this proposal must be included on this page. ***This list does not count towards the five (5) page limit*** for the Proposal Narrative.

✎ Attachment 1: Targeted Funding Budget(s) and Budget Narrative(s).

- ✓ Targeted Funding Budget (TFB) form, includes sources of other funds where indicated on the TFB form. A separate TFB form is required for any capital or start-up expenses. This form and instructions are located at dhhr.wv.gov/bhhf/forms/Pages/FinancialForms

- ✓ Budget Narrative for each Targeted Funding Budget (TFB) form, with specific details on how funds are to be expended. The narrative should clearly specify the intent of and justify each line item in the TFB. The narrative should also describe any potential for other funds or in-kind support. The Budget Narrative is a document created by the Applicant and not a BBHFF Fiscal form.

📎 Attachment 2: Applicant Organization’s Valid WV Business License

Section Four: CONSIDERATIONS

LEGAL REQUIREMENTS

Eligible applicants are public or private organizations with a valid West Virginia Business License and/or units of local government. If the applicant is not already registered as a vendor in the State of West Virginia, registration must either be completed prior to award or the vendor must demonstrate proof of such application.

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 designated Grantee applicant 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.

START UP COSTS

Applicants who wish to request reasonable startup funds for their programs must submit a separate “startup” target funded budget (TFB) and budget narrative along with their proposals. For the purposes of this funding, startup costs are defined as non-recurring costs associated with the initiation of a program. These include costs such as fees, registrations, training, equipment purchases, renovations and/or capital expenditures.

For the purposes of proposal review, all startup cost requests submitted by the applicant will be considered to be necessary for the development of the proposed program. If, when taken together, the startup costs and program costs exceed funding availability BBHFF will contact the applicant organization and arrange a meeting to discuss remedial action.

FUNDING REIMBURSEMENT

All grant funds are awarded and invoiced on a reimbursement basis. Grant invoices are to be prepared monthly and submitted with and supported by the Financial Report and Progress Report to receive grant funds. The grant total invoice should agree with amounts listed on the Financial Report and reflect actual expenses incurred during the preceding service period. All expenditures must be incurred within the approved grant project period in order to be reimbursed. Providers must maintain timesheets for grant funded personnel and activities performed should be consistent with stated program objectives.

REGIONS IN WEST VIRGINIA

The WV Bureau for Behavioral Health and Facilities utilizes a six (6) Region approach:

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

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

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

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

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

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

