State Opioid Response (SOR) Grant Technical Assistance

AFA 1-2019 SA
AFA 2-2019 SA

January 2019
PURPOSE: To create an understanding of the standards and expectations of this Announcement of Funding Availability (AFA) cycle, as well as provide other useful guidelines and tips to be used during proposal preparation.
Technical Assistance Overview

- SOR Grant Highlights
- BBH AFA 101
- Fiscal and Legal Responsibilities
- Specialized AFA Support
WV has been awarded $28 million per year for 2 years.

How the Funds Can Be Used:

- Increase *access to Medication Assisted Treatment (MAT)* (methadone, buprenorphine, naltrexone)
- Reduce *unmet treatment need* (medication and psychosocial interventions)
- Reduce *opioid overdose-related deaths* through prevention, treatment, and recovery activities for Opioid Use Disorder (OUD).
SOR Required Activities - Part 1

- Implement service delivery models that enable a full spectrum of treatment and recovery services that result in:
  - Positive treatment outcomes
  - Long-term recovery

- Implement community recovery support services:
  - Peer supports
  - Recovery coaches
  - Recovery housing

- Implement prevention and education services including:
  - Training of peers and first responders on recognition and response to overdose
  - Community prevention efforts through messaging
  - Purchase and distribution of naloxone with training on usage
SOR Required Activities – Part 2

- Ensure that all applicable practitioners obtain a DATA waiver.

- Develop strategies to eliminate or reduce the treatment costs for the uninsured and underinsured.

- Provide treatment transitions and coverage for patients reentering the community from criminal justice or rehabilitative settings.

- Provide SAMSHA-funded Opioid Technical Assistance and Training (TA/T) on evidence-based practices to healthcare providers in the state who render services.
SOR Data Requirements

- Report client-level data (GPRA) on elements including but not limited to: diagnosis, demographic characteristics, substance use, services received, types of MAT received, length of stay in treatment, employment status, criminal justice involvement, and housing.

- Data will be collected via face-to-face interviews using this tool at four data collection points:
  - intake to services,
  - three months post intake,
  - six months post intake, and
  - at discharge.

- Recipients will be expected to do a GPRA interview on all clients in their specified unduplicated target number and are also expected to achieve a three-month follow-up rate of 80 percent and a six-month follow-up rate of 80 percent.
Person-Centered Care: Priority Populations

- People who inject drugs
- Pregnant and postpartum women (and their children)
- Justice-involved individuals returning to the community
- Individuals who identify as LGBTQ
- Veterans
Experience to Build On

- Cabell County experience
- OUD prevention in Strategic Planning Framework
- MAT Hub and Spoke, including Comprehensive Opioid Addiction Treatment (COAT)
- Quick Response Team (QRT) and Law Enforcement Assisted Diversion (LEAD)
- Provider Response Organization for Addiction Care and Treatment (PROACT), Project ENGAGE, (community-based treatment and recovery services)
- Motivational Interviewing skills (MI), Trauma-responsive Care & Systems, Mental Health First Aid (MHFA)
- Peers
Funding source: SAMHSA State Opioid Response Grant

Each AFA has a dedicated source of funds and a specific set of rules that may apply to each source of funds.

Refer to the Catalog of Federal Domestic Assistance (CFDA) or the Office and Management and Budget (OMB) circulars for questions pertaining to specific permissible and/or prohibited budgetary items considered for inclusion in proposed budgets.
Common Proposal Elements

- Organizational Information
- Elevator Message (paragraph)
- Abstract-1 Page Summary (may be included in Narrative)
- Narrative
- Budget and Budget Narrative
Purpose of the Narrative

- *Telling and selling your story*
- Conveying a concept-explaining an idea
- Convincing others
- Creating a roadmap from start to finish
- Convincing *strangers to invest in your project*
Parts of the Narrative

- Narrative establishes need or justification
- Goal/intent/program - What you are going to do with the money?
- Methodology/procedures for implementation
- Evaluation - How are we going to know you did what you said you were going to do?
- Timeline
- Dissemination of results
Budgets and Budget Narratives

- Common categories
- Personnel to include salary and benefits
- Travel details
- Equipment
- Supplies
- Contractual
- Other costs
- Facilities and administration (indirect)
Technology and Proposal Writing

- Online submission
- Downloading software
- Compressing large documents
- No last minute submissions!

Example: [www.grants.gov](http://www.grants.gov)
Rules for Writing

- Stay away from jargon.
- Avoid words that are trendy.
- Do not use abbreviations.
- Do not try to sound like an “intellectual” by using big words, but be “smart.”
- Don’t use phrases over and over.
- Watch for unclear inferences.
The Nasty Nine

1. Fragmentation
2. Reactive Mode
3. Prescriptive Programs (One Size Fits All)
4. Superficial Networking
5. Lack of Evaluation
6. Lack of Strategic Planning
7. Lack of Clear Leadership
8. Target Population Viewed/Treated as Objects
9. Diffused Mission
The Needed Nine

1. Creative Collaboration
2. Proactive Thinking
3. Developmental Initiatives
4. Transformational Networking
5. Practical Evaluation
6. System Level Planning
7. Nurtured Leadership
8. Target Population viewed as Resource
9. Clear Mission & Cultural Clarity
Beatitudes of Grant Writing

1. Blessed are they who write simple sentences, for they shall be understood.
2. Blessed are the realistic, for they truly know themselves.
3. Blessed are the competent, for they can make it without us.
4. Blessed are they who have a good reputation for they shall walk in sunshine.
5. Blessed are they who have community support, for they shall flourish.
6. Blessed are they who know how to manage money, for they shall never be sued.
2. Click ‘Funding Announcements’ Link on Homepage
State Opioid Response (SOR) Grant SAMHSA Funding Opportunity no. TI-18-015

Purpose: Address the opioid crisis by increasing access to evidence based medication assisted treatment; reducing unmet treatment need; and reducing opioid related overdose related deaths through provision of prevention, treatment and recovery activities for OUD.

Announcements of Funding Availability

AFA 2-2019-SA SOR Peer Recovery Support Services Statewide

AFA 1-2019-SA SOR Community Innovation Grants for Treatment Access and Retention Statewide

AFA Assurance Statement
AFA Proposal Template

Frequently Asked Questions (FAQs)
12.17.18 FAQs

SOR Projects Funded or In Process
12.17.18

Resources
WVSOR Grant Application to SAMSHA
SAMSHA SOR FAQs
Presentation: State Opioid Response (SOR) Grant: Building a Strategy for West Virginia November 2018

Click to access:
1. AFA Document
2. AFA Assurance Statement
3. AFA Proposal Template
4. AFA Frequently Asked Questions (FAQ)
**AFA Title:** Service Name

**AFA Number:** Unique code to identify AFA

**MUST USE** to submit additional AFA questions!

**AFA Deadlines:**
No exceptions granted
Any deadline changes will be posted to BBH website

**AFA Disclaimer:**
Submit completely, correctly and on time

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**AFA Title:** SOR Community Innovation Grants for Treatment
Access and Retention
Targeting Regions: Statewide
**AFA Number:** AFA 1-2019-SA

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West Virginia Department of Health and Human Resources
Bureau for Behavioral Health
For Technical Assistance please include the AFA # in the subject line and forward all inquiries in writing to: DHHRBHHFAnnouncement@wv.gov

<table>
<thead>
<tr>
<th>Key Dates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Release:</td>
<td>January 8, 2019</td>
</tr>
<tr>
<td>Technical Assistance Call</td>
<td>To be posted on BBH Website</td>
</tr>
<tr>
<td>or Informational Meeting:</td>
<td></td>
</tr>
<tr>
<td>Application Deadline:</td>
<td>February 11, 2019 5:00 pm</td>
</tr>
<tr>
<td>Funding Announcement(s) To Be Made:</td>
<td>To be posted on BBH Website</td>
</tr>
<tr>
<td>Funding Amount Available:</td>
<td>$4,000,000</td>
</tr>
</tbody>
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The following are requirements for the submission of proposals to the BBH:

1. Responses must be submitted using the required Proposal Template available at [http://www.dhhr.wv.gov/bhh/AFA/Pages/default.aspx](http://www.dhhr.wv.gov/bhh/AFA/Pages/default.aspx)

2. Responses must be submitted electronically via email to DHHRBHHFAnnouncement@wv.gov with "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.

3. A Statement of Assurance agreeing to these terms is required of all proposal submissions available at [dhhr.wv.gov/bh/hf/AFA](http://dhhr.wv.gov/bh/hf/AFA). This statement must be signed by the agency's CEO, CFO, and Project Officer and attached to the Proposal Template.

4. To request additional Technical Assistance, forward all inquiries via email to DHHRBHHFAnnouncement@wv.gov and include "Proposal Technical Assistance" in the subject line.
AFA Key Components

- Funding Availability: Outlines the specifications and guidelines for award money eligibility
- Introduction: Provides explanation of guiding principles for AFA
- Services Description: Provides service details, standards, and expectations to be used when developing a grant proposal
- Proposal Instructions/Requirements: Outlines applicant eligibility, proposal components, guidelines and required materials
- Proposal Outline: A content guide for the required portions of the proposal
Legal Requirements: Describes applicant eligibility and responsibility

Start Up Costs: Outlines how to submit a separate startup proposal

Funding Reimbursement: Outlines reimbursement guidelines

Allowable Cost: Outlines guidelines related to Federal grants management

Cost Principles: Statement to establish Subpart E of 2 CFR 200 principles

Cost Principles and Audit Requirements: Additional guidelines/standards relating to Title 2, Part 200 of the Code of Federal Regulations (2 CFR 200)
All applicants MUST provide proof of the following prior to being awarded grant funding:

- 501(c)3 status, if required

- Valid and active West Virginia business license
  
  If not already registered as a vendor in WV, this must be completed by the award notification date or the vendor must provide proof of such application.

- Valid Dun and Bradstreet or DUNS number

- Active System for Award Management (SAM) registration
  
  Formerly Central Contractor Registration (CCR) number, visit https://www.sam.gov/index.html for more details.
Budget Form and Budget Narrative:

- Proposed Target Funding Budget (TFB).

- Proposed Capital/Startup Budget (if applicable).

- Include budget narratives in Microsoft Word format for each TFB with specific details on how funds are to be expended:
  - The budget narrative clarifies and supports the budget. The narrative should clearly specify the intent of and justify line items in the budget.
  - Describe any potential for other funds of in kind support.

- Include expenses for attending trainings and meetings as required by BBH.
Current Funding Announcements

Please join the Bureau for Behavioral Health (BBH) for an informational call on Wednesday, January 23, 2019 at 3:00 PM to review AFA 1-2019-SA SOR Community Innovation Grants for Treatment Access and Retention and AFA 2-2019-SA SOR Peer Recovery Support Services Statewide. During the call, BBH staff will highlight important components of these announcements and key requirements of service delivery under the SAMHSA State Opioid Response (SOR) program. As a reminder, all questions must be submitted in writing to DHHRBBHFFundingAnnouncement@wv.gov with “Proposal Technical Assistance” in the subject line. Responses will be included in a Frequently Asked Questions (FAQ) document posted to the BBH website. To help assure consistent access to information, questions may be received during the call, but all responses will be included in the written FAQ Document.

Phone Number: (304) 558-6338
Meeting Password: 782542
Meeting ID: 3344

State Opioid Response (SOR) Grant SAMHSA Funding Opportunity no. TI-18-015

**Purpose:** Address the opioid crisis by increasing access to evidence based medication assisted treatment; reducing unmet treatment need; and reducing opioid related overdose related deaths through provision of prevention, treatment and recovery activities for OUD.

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- **Targeted Funding Budget (TFB) Template**
- Targeted Funding Budget Instructions

Frequently Asked Questions (FAQs)

12.17.18 FAQs
Targeted Funding Budget:

- Prepared by grantee & submitted to BBH Fiscal

- A separate Targeted Funding Budget for each program

- Each Targeted Funding Budget will have a coordinating budget narrative
Dun and Bradstreet’s Data Universal Numbering System (DUNS) Registration

System for Awards Management (SAM) Registration

Submit all requested budget forms in the appropriate format (TFB = Excel, Budget Narrative = Word Doc)

Budget documents are required for resubmission if awarded funds
Proposal Submission Guidelines

- Technical Assistance Request/Letter of Intent/Proposal Submission:
  - Email to DHHRBHFFAnnouncement@wv.gov

- AFA Proposal Template

- AFA Proposal Assurance Statement
State Opioid Response (SOR) Grant SAMHSA Funding Opportunity no. TI-18-015

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3. AFA Proposal Template
4. AFA Frequently Asked Questions (FAQ)
FIRST STEP:
DOWNLOAD TEMPLATE TO YOUR DESKTOP

Select ‘Comment’ to attach files to template

Will email directly to: DHHRBHHFAnnouncement @wv.gov
Instructions for Attaching Files:
1. File name must match ‘Required Document’ list
2. Select ‘Comment’ box
3. Select Paperclip icon
4. Select a Required Doc. box (Abstract, etc.)
5. Will be prompted to attach a file
6. An icon with the attached file will appear in/near box
7. Repeat for each file
8. ‘Save Form’ for record
9. ‘Submit by E-mail’ to email to BBH
AFA Proposal Assurance Statement:

- Purpose: Assure compliance with the administrative requirements set forth within the AFA
- **Must** be signed by Organization’s CEO, CFO, and Project Officer (varies, may be same person)
- **Must** be completed & submit with each AFA
Proposal Troubleshooting

- **Submission Preparation**
  - Test the ‘Announcement’ email account
  - Test the proposal template
  - Test proposal attachments prior to submission
  - Verify internet connectivity, etc.
  - Communicate issues to BBH ASAP

- **Submit Materials Correctly**
  - Use the correct email account
  - Prepare the *entire* proposal as instructed in the AFA
  - Include the AFA title/name in emails to ‘Announcement’ mailbox
  - Keep confirmation email received from ‘Announcement’ mailbox

- **Project Development: Don’t copy/restate the AFA**

- **The Deadline Crisis**
  - All things that can go wrong at 4:55pm will (see Submission Prep)
  - Don’t put *any* eggs in an ‘extension request’ basket

- **Take Advantage of Technical Assistance**

- **Don’t go on Vacation!**
Grant Review Process

- **Programs Administrative Review**
  - Responsible Party: BBH Programs Staff
  - Letter of Intent and Proposal Submission Deadlines
  - Proper Formatting (Proposal Template) and Page Counts
  - Legal Documents
  - Attachments

- **Fiscal Administrative Review**
  - Responsible Party: BBH Fiscal Staff
  - List of Debarred and High Risk Grantees (LDHRG)
  - West Virginia Secretary of State Registration
  - Dun and Bradstreet Number (DUNS)/System for Awards Management (SAM) Registration
  - Excluded Parties Listing System (EPLS)
  - Budgetary Requirements (Narrative, Amounts, Documentation/Forms, Permissibility)

- **Proposal Review**
  - Responsible Party: Independent Review Team
  - Task: To review and score Proposal Content only
  - Each reviewer to generate Independent Review Score(s)
  - Face-to-Face, Review Team Meeting to generate Final Proposal Score(s)
  - Scores and Recommendations submitted to Executive Leadership

*NOTE: Applicants must be available for proposal clarification through ‘Award Announcement Date’*
West Virginia Department of Health and Human Resources
Bureau for Behavioral Health
350 Capitol Street, Room 350
Charleston, West Virginia  25301

Phone: (304) 356-4811
Fax: (304) 558-1008