



Bureau for Behavioral Health  
Office of Adult Substance Use Disorder

## Announcement of Funding Availability: Certified Recovery Residence Operational Costs



# Short Form Proposal Guidance and Instructions

**AFA Title: Certified Recovery Residence Operational Funding**  
**Targeting Region(s): Statewide**  
**AFA Number: AFA – 03 – 2023**

West Virginia Department of Health and Human Resources’  
Bureau for Behavioral Health  
Office of Adult Substance Use Disorder

*For Technical Assistance please include the AFA number in the subject line and forward all inquiries in writing to:*

**DHHRBBHAnnouncements@wv.gov**

Key Dates:	
Date of Release:	March 31, 2023
Technical Assistance FAQ Deadline:	April 14, 2023, 5:00 PM
Application Deadline:	April 21, 2023. 5:00 PM
Funding Announcement(s) To Be Made:	TBD based on number of submissions
Funding Amount Available:	\$50,000 one-time funding for up to 20 sites, plus additional \$10,000 if focus population served

The following are requirements for the submission of proposals to the BBH:

**NEW PROCESS FOR APPLICATION SUBMISSION:** All proposals must be submitted through the WVOASIS Vendor Self Services (VSS Portal) at <http://www.wvoasis.gov> For more information and training on application submission, please use visit the following links.

- [Search VSS for Grant Funding Opportunities \(GFO\)](#)
- [Completing a Grant Funding Application \(GFA\) in VSS - \(Part 1\)](#)
- [Completing a Grant Funding Application \(GFA\) in VSS - \(Part 2\)](#)
- To request Technical Assistance, forward all inquiries via email to [DHHRBBHAnnouncements@wv.gov](mailto:DHHRBBHAnnouncements@wv.gov) and include the AFA Number and “Proposal Technical Assistance” in the subject line.

## FUNDING AVAILABILITY

The focus of the current Announcement of Funding Availability (AFA) by the West Virginia Department of Health and Human Resources (DHHR), Bureau for Behavioral Health (BBH), is to disperse funding for the following purposes:

- Ensure access to high-quality, safe recovery residences for West Virginians
- Increasing access to medication assisted treatment (MAT) using the three FDA-approved medications for the treatment of opioid use disorder (OUD).
- Increasing access to contingency management/cognitive behavioral therapy programs for those with stimulant use disorder.
- Increasing access to treatment programs for any other substance use disorder (SUD).
- Reducing unmet treatment needs and those with complex services needs such as co-occurring disorders, trauma, and high-relapse risk.
- Reducing OUD/SUD related deaths through the provision of prevention, treatment and recovery activities for OUD/SUD, including prescription opioids, heroin, and illicit fentanyl and fentanyl analogs.

The specific purpose of this AFA is to provide operational support for recovery residences that:

- Are inclusive of individuals engaged in treatment utilizing medication assisted treatment.
- Improve the safety, health, and wellness of individuals with OUD or stimulant use disorder and their families/loved ones, which provides them the opportunity to reach their full potential; complete recovery housing and avoid relapse.
- Reduce overdose deaths by engaging those with complex service needs in treatment and recovery services and strengthening coordination with evidence-based OUD or stimulant use disorder treatment providers and other community resources.
- Increase the management capability to service those with complex service needs such as co-occurring disorder(s), trauma and a demonstrated high-risk for relapse.

DHHR's mission is to join with communities and families in providing opportunities for citizens to achieve health and independence, in part, by providing resources that deliver an array of SUD treatment services through a variety of providers. DHHR is requesting proposals from WVARR certified Recovery Residences as part of a statewide plan to provide operational support to recovery-oriented substance use and co-occurring mental health services for adults.

The Bureau for Behavioral Health is allocating this **one-time funding** for only those recovery residences currently certified by the West Virginia Alliance of Recovery Residence (WVARR). This limited funding opportunity will provide up to 20 WVARR certified recovery residences with a one-time \$50,000 operational grant with an additional \$10,000 if the recovery residence specifically serves children, pregnant and parenting women (PPW), or veterans. Recovery residences or organizations with more than one WVARR certified location, may submit an

application for each of those location. These Funds may only be used for operational costs such as rent, utilities, food, staffing, and administrative costs tied to the awarded residence. **Capital expenditures for the purchase or renovation of real estate are not allowable costs under this Announcement of Funding Availability.**

**Total Funding Available: \$1,000,000 (\$50,000 each for up to 20 residences, plus an additional \$10,000 if the residence specifically services a population of focus).**

These funds may not be used to overlap or add on to currently awarded BBH grant funds for recovery residences. If a provider’s recovery residence location is currently receiving funding of any type from BBH/ODCP these funds may only be used to extend those grants and not to coincide or supplement.

Should additional or recurring funding become available in the future, these grants may be evaluated for continued or ongoing funding.

## Section One: **INTRODUCTION**

The West Virginia DHHR envisions healthy communities where integrated resources are accessible for everyone to achieve wellness, personal goals, and a self-directed future. The goal of the DHHR is to collaborate with stakeholders to promote, protect, manage, and provide appropriate health and human services for the people of West Virginia, in order to improve their health, well-being, and quality of life. Programs will be conducted in an effective, efficient, and accountable manner, with respect for the rights and dignity of the employees and the public served. The State of West Virginia is committed to finding solutions to the drug epidemic that has plagued the state and to helping people help themselves by expanding treatment and recovery opportunities across West Virginia.

It is critical that providers address fragmentation in client services and enable better coordinated and more continuous care, meet individual needs, and maximize state and federal dollars to meet the demand for these specific services. Successful proposals will add to and connect pieces of the continuum of SUD and OUD care in West Virginia to improve patient outcomes, as well as strengthen the quality of evidence-based services.

## Section Two: **SERVICE DESCRIPTION**

### **Grantee Eligibility**

BBH is soliciting proposals from only those recovery residencies currently certified or provisionally certified by WVARR. Eligible applicants must also have support from the local government/community. Please include a current letter of support (written within the AFA

application timeframe) in Attachment 2 from the local government demonstrating their commitment.

Eligible applicants must also adhere to standards for recovery housing set forth by the National Alliance of Recovery Housing (NARR), as well as becoming a certified member of the WV Alliance of Recovery Housing (WVARR). NARR standards can be found here: <https://narronline.org/> and WVARR information can be found at <https://www.wvarr.org/>. Applicants must provide documentation of WVARR certification.

### **Focus Population**

Certified recovery residences that focus on veterans, pregnant and parenting women, and children will be eligible to receive an additional \$10,000 award. All applicants must be WVARR certified. The population of focus is adults, ages 18 and over, with an OUD, stimulant use disorder or SUD, which may include co-occurring mental illness and/or polysubstance use.

### **Expected Results**

The work of the grantees funded by this AFA shall result in:

1. Serving more clients with more effective OUD/stimulant disorder recovery services that will help mitigate the negative impacts of opioid use, stimulant use and/or other substance use, including but not limited to associated overdoses.
2. Reducing or eliminating the waitlist for OUD recovery housing services for individuals receiving MAT.
3. Continuing the operation of the WVARR certified recovery residence.

### **Program Sustainability**

Whereas funding for this AFA is **one-time**, providers should explain, in detail how this funding will improve the current outcomes/services for the provider or how the organization will be able to sustain operations after these funds are expended.

## **Section Three: PROPOSAL INSTRUCTIONS/REQUIREMENTS**

All proposals for funding will be reviewed by the BBH staff for minimum submission requirements and must comply with the requirements specified in this AFA to be eligible for evaluation: (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) follow the required Proposal Outline; and (4) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further.

A review team will review all complete proposals. Applicants must use 12-point Arial or Times New Roman font, single line spacing, and one-inch margins. Page numbers must also be included in the footer. Proposals must contain the following components:

- ✓ A cover sheet that includes the following information: (not included in any page counts)
  - AFA Number - AFA Title
  - Total Amount of Funding Requested
  - Applicant Organization Name
  - Applicant Organization Contact Information to include primary contacts with title and relevant contact information (i.e. Phone, address and email)
- ✓ A Proposal Narrative consisting of the following sections:

Statement of Need and Population of Focus (2 pages): Briefly describe the extent of the problem in your region, including service gaps, and document the extent of the need (i.e., current prevalence rates, incidence data, recovery data from your organization) for individuals served by your recovery residence (include focus population if they are served by your organization). Identify data sources. Please include why this grant funding is needed and how it will enhance or expand upon current activities. How do you plan to leverage other resources for maximum service provision? Include which, if any, focus population you serve and if you are applying for the additional \$10,000.

- ✓ Sustainability Plan (1 page): Describe how you will the proposed program/facility operations beyond the one-time funding provided through this AFA, including establishing or maintaining eligibility for reimbursement through Medicaid and other third - party payors.

In addition, the following attachments are required to be submitted as part of the application package but do not count toward the 3-page limit:

- ✓ **Attachment 1: WVARR Certification:** A copy of your locations active WVARR certification.
- ✓ **Attachment 2: Letter of Support:** Must include a letter of support for the recovery residence seeking funds from local government.
- ✓ **Attachment 3: Targeted Funding Budget(s) and Budget Narrative(s):**
  - Targeted Funding Budget (TFB) form includes sources of other funds where indicated on the TFB form. This form and instructions are located at [Applying for Funding \(wv.gov\)](http://www.wv.gov).
  - Budget Narrative for each 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 BBH Fiscal form. This narrative would be more specific and detailed than the narrative included in the proposal narrative as this would list out each line item separately and justify the calculations and amounts.

## Section Four: **CONSIDERATIONS**

### **LEGAL REQUIREMENTS**

Eligible applicants are public organizations (e.g., units of local government) or private organizations with a valid West Virginia Business License. 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 to be the sole point of contact about all contractual matters. The Grantee may, with the prior written consent of the State, enter written sub agreements for performance of work; however, the Grantee shall be responsible for payment of all sub awards.

All capital expenditures for property and equipment shall be subject to written prior approval of DHHR and must be included as a separate budgetary line item in the proposal. Upon award, regulations regarding the acquisition, disposition and overall accounting for property and equipment will follow those delineated in federal administrative requirements and cost principles. Additionally, the Grantee may be bound by special terms, conditions or restrictions regarding capital expenditures for property and equipment determined by the Department as to best protect the State's investment.

### **FUNDING METHODOLOGY**

After receipt of the fully executed Grant Agreement, the Grantee will submit invoices pursuant to the Schedule of Payments. Requests by the Grantee for payment shall be limited to the minimum amount needed and be timed to be in accordance with the actual, immediate cash requirements of the Grantee in carrying out the purpose of the approved program. The timing and amount of the cash payment shall be as close as is administratively feasible to the actual disbursements by the Grantee for direct program costs and the proportionate share of any allowable indirect costs. Reports reconciling payments received and actual expenditures incurred will be submitted in accordance with reporting requirements.

### **ALLOWABLE COSTS**

Please note that Departmental Policies are predicated on requirements and authoritative guidance related to federal grants management and administrative rules and regulations. Grantees shall be required to adhere to those same requirements when administering other DHHR grants or assistance programs, the source of which is non-federal funds (e.g., state-appropriated general revenue and appropriated or non-appropriated special revenue funds) unless specifically provided direction to the contrary.

### **COST PRINCIPLES**

Subpart E of 2 CFR 200 establishes principles for determining the allowable costs incurred by non-federal entities under federal awards. The Grantee agrees to comply with the cost principles set forth within 2 CFR 200 Subpart E, regardless of whether the Department is funding this grant award with federal pass-through dollars, state-appropriated dollars or a combination of both.

**GRANTEE UNIFORM ADMINISTRATIVE REGULATIONS (COST PRINCIPLES AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS)**

Title 2, Part 200 of the Code of Federal Regulations (2 CFR 200) establishes uniform administrative requirements, cost principles and audit requirements for federal awards to non-federal entities. Subparts B through D of 2 CFR 200 set forth the uniform administrative requirements for grant agreements and for managing federal grant programs. The Grantee agrees to comply with the uniform administrative requirements set forth within 2 CFR 200 Subparts B through D, regardless of whether the Department is funding this grant award with federal pass-through dollars, state-appropriated dollars or a combination of both.

**WEST VIRGINIA CODE §12-4-14:**

West Virginia Code Chapter 12, Article 4, Section 14 (§12-4-14) sets forth grant-related accountability requirements enacted by the West Virginia Legislature. West Virginia Code §12-4-14 requires any person, corporation, partnership, association, individual or other legal entity that receives one or more State grants in the amount of \$50,000 or more in the aggregate in a State's fiscal year to file with the grantor(s) a "report" of the disbursement of the State grant funds.