



Eric Holcomb, Governor  
State of Indiana

**Division of Mental Health and Addiction**  
402 W. WASHINGTON STREET, ROOM W353  
INDIANAPOLIS, IN 46204-2739

**REQUEST FOR FUNDING ANNOUNCEMENT – RFF-2023-012**  
**FOR**  
***Capital Expenses for Recovery Residences***

**Introduction:**

This is a Request for Funding announcement (RFF) issued by the Family and Social Services Administration, Division of Mental Health & Addiction in conjunction with the Executive Director for Drug Prevention, Treatment and Enforcement. The date for this project is October 1, 2023, through September 30, 2024, for a period of 12 months.

This RFF is intended to publicize the availability of grant opportunities for services described herein. Neither the issuance of this RFF nor the receipt of any responses thereto, shall create any obligation to the State of Indiana to make any award pursuant hereto. The award of any grant(s) as a result of this RFF shall be at the sole discretion of FSSA. Neither this RFF nor any response (“proposal”) submitted hereto are to be construed as a legal offer.

**Submission Requirements:**

**Written Proposals** - Should be submitted by email no later than **4:30pm EDT on July 31, 2023**, to Mark Loggins’ email: [mark.loggins@fssa.in.gov](mailto:mark.loggins@fssa.in.gov)

- Proposals received ***after 4:30pm EDT will not be considered.***
- The email subject line must be: **RFF-2023-012**
- Email must include the following:
  - A cover letter indicating the principle contact name, telephone number and email are required for each proposal. **This must be the first page of the proposal.**
  - Must use Times New Roman 12-point font for all pages of the proposal.
  - All supporting documents for the proposal must be attached to the email as one PDF file.
  - Submit one proposal per project. If projects are similar in program and geographic location, they may be bundled into a single proposal. Agencies that are not the lead applicant may be included in multiple proposals.

**Questions Regarding this RFF:**



Questions regarding this RFF must be submitted via e-mail to Mark Loggins no later than 4:30 p.m. EDT on **July 10, 2023**.

- **Questions received after 4:30p.m. EDT** will not be included in the Q&A session, on the Q&A form posted on the website and may not be answered timely if at all.
- Email subject line for questions must be: **Questions for RFF-2023-012**

Questions received by the due date will be answered by **July 14, 2023**, and posted to the DMHA funding webpage (<https://www.in.gov/fssa/dmha/funding-information/>).

**All questions and inquiries must be directed to ONLY Mark Loggins at [mark.loggins@fssa.in.gov](mailto:mark.loggins@fssa.in.gov). Failure to follow this expectation disqualifies the application from this RFF.**

### **Project Description:**

The Indiana Family and Social Services Administration (FSSA) Division of Mental Health and Addiction (DMHA) is making available a one-time funding opportunity to qualified community organizations to support capital expenditures for recovery residences in the State of Indiana. Using the National Opioid Settlement Fund allotted to the State, DMHA is issuing grants for qualified community organizations to purchase, build, renovate, or otherwise sustainably acquire a suitable structure for a DMHA-certified recovery residence. Homes must be accepting of patients on all three (3) forms of FDA-approved medication for opioid use disorder (MOUD). All homes are expected to become certified as a [Level II, III, or IV residence](#) by DMHA within 90 days of opening and must be enrolled as a [Recovery Works](#) provider. DMHA utilizes the [National Affiliation of Recovery Residence \(NARR\) standards](#) for certification. Awardees will be required to sign a binding agreement to operate the recovery residence for at least five (5) years. All capital expenditures must be completed, and an open date secured by the end of the grant period.

Allowable costs may include the purchase of property, construction of a recovery residence, or renovation of a building to become an operational, DMHA-certified Level II, III, or IV recovery residence. The capital expenditures towards a recovery residence may not exceed **\$34,000 per added bed**. This funding opportunity is not applicable to staffing or operational costs. The maximum award amount for respondents is **\$750,000**.

Match funds are not required for this funding opportunity, however, DMHA will only award funds for capital costs. Funding for staffing, services, furnishings, bedding, food, and other costs must be secured by the respondent. Proposals will be judged based on the merits of the proposal AND the likelihood of the respondent being able to operate a successful recovery residence.

Proposals must include:

- 1) Independent quotes for at least one (1) identified property/building

- a. This should include independent quotes for any renovations and construction costs to bring the building into compliance with DMHA standards.
- b. This should include construction or renovation plans for the property/building with an itemized budget.
- c. DMHA reserves the right to request for additional quotes.
- 2) The number of beds added through capital expenses
  - a. This should include a calculation to ensure that the per bed rate does not exceed **\$34,000**.
  - b. This should include the target population of the bed (men, women, women w/children) and the level of recovery residence you plan to operate.
  - c. This should include dimensions of bedrooms and bathrooms to ensure adherence to DMHA standards.
- 3) Development Plan
  - a. This should include a timeline for property/building development, checklist of administrative and zoning procedures, and community buy-in activities.
- 4) Operation Plan
  - a. This should include a staffing and services plan to ensure service standards are met for DMHA certification.
  - b. This should include a statement attesting the recovery residence will be accepting of residents on all three (3) forms of FDA-approved medications for opioid use disorder (naltrexone, buprenorphine, and methadone). Letters of collaboration from providers who can offer all three (3) forms of medication for opioid use disorder are required. More than one (1) such letter is acceptable to meet this requirement.
- 5) Community collaboration and support
  - a. This should include collaboration from community partners to cover costs not being awarded in the RFF.

Community buy-in is vital to a successful recovery residence. Letters of support from neighborhood association, local government, and other key stakeholders are encouraged.

**RFF Timeline:**

*\*Subject to change\**

June 30, 2023	RFF Released
July 7, 2023: 10-11 a.m. EDT	Informational Session (Link: <a href="#">Microsoft Teams</a> )
July 10, 2023	RFF Questions Due
July 14, 2023	RFF Answers Posted to DMHA Funding Website
July 31, 2023	RFF Proposal Submissions Due
August 31, 2023	Notify Respondents of Award Determination

**Project Timeline**

October 1, 2023	Project starts
September 30, 2024	Project ends

## Funding

Applicants may be awarded up to \$750,000 each. The per bed rate may not exceed \$34,000 per added bed. Funds may only be used to add bed capacity in currently operational houses. Projects simply maintaining current bed capacity will not be considered.

FSSA/Division of Mental Health and Addiction encourages applicants to be as creative as possible in their proposals regarding costs. Cost efficiency will be considered when determining grant(s) awards.

### **Non-Authorized Activities: Such items may include, but not be limited to the following:**

- Food
- Promotional items
- Staffing or Services
- Furnishings, bedding, appliances, and other amenities

## Evaluation – Total Points Available: 100

Proposals will be reviewed and scored by a committee selected by the Division of Mental Health and Addiction. Proposals will be evaluated based upon the proven ability of the applicant to meet the goals of the project description in a cost-effective manner.

The following checklist is for your reference only as it indicates the maximum points available for each item required in your proposal. Each proposal should be broken down by each of the sections below.

### Organize Proposal Pages as Follows:

Proposal Content/Scoring Criteria	Maximum Points Available	Applicant Checklist
<b>1.) Cover Letter/Introduction: One (1) page maximum: Including items below:</b>	1	
a.) Primary program contact information, (name, email, and phone number):		
b.) Signature of Director/Authorized individual:		
c.) Total amount of funds requested:		
d.) Population(s) of focus:		
e.) Proposed catchment area:		
f.) Proposed numbers to be served:		
<b>2.) Organization/Agency Information: (1) page maximum:</b>	4	
a.) What is the make-up of your organization? Does the leadership/staff represent the population of focus?		

b.) Describe your mission, goals, and area(s) of focus:		
c.) What makes your agency unique in working with individuals from your Population of Focus:		
d.) Describe your ability to provide services to the Population of Focus (i.e., existing relationships):		
<b>3.) Cultural Competency/Cultural Humility: (1) page maximum:</b>	10	
a.) Describe how your organization strives to serve disparate populations or those who have not historically been served or engaged.		
b.) Describe the activities you will engage in to increase diversity, equity, and inclusion with the population being served.		
<b>4.) Current/Past Program Experiences: (2) page maximum</b>	20	
a.) Provide a thorough explanation of Organization/Agency experience in developing and operating a DMHA-certified recovery residence:		
b.) Highlight at least one program you are especially proud of and why. What outcomes were achieved?		
c.) Are any of the initiatives you've implemented considered evidence-based? If so, which ones?		
d.) What gaps exist and how will this funding help?		
e.) Identification of methods used to target services to address current gaps:		
f.) Demonstration of collaboration with community entities:		
<b>5.) Program Narrative/Plan for Operation/ Program Implementation: Five (5) page maximum</b>	30	
a.) Design/Description of the project: Please prepare a realistic timeline for implementation.		
b.) Provide at least one (1) obtained quote for capital expenditures, including identified properties, renovation & construction costs. <i>(Excluded from 5-page maximum)</i>		
c.) Provide operations plan for the recovery residence that aligns with the DMHA certification standards. Must identify the level of house being proposed.		
d.) Explain administrative and zoning steps needed to complete.		
e.) Description of further community collaboration to provide funding for costs not covered in this funding opportunity.		
<b>6.) Sustainability of the Program: (1) page maximum</b>	20	
a.) Describe how the service program will be sustained after the completion of the grant assistance. Include plan to become Recovery Works-certified.		

b.) Signed letter of commitment from fiscal agent ensuring the property will operate as a DMHA-certified Level II, III, or IV residence for at least five (5) years beyond the grant end date.		
<b>7.) Budget Template with Budget Justification: No page maximum</b>	10	
a.) Develop a budget for the selected project. Include the associated justification and the total amount requested. [Note: See below for link to access a budget template].		
<b>8.) Letters of Support: (3) total letters minimum</b>	5	
a.) Provide letters of support from partners that are fully committed to this project and the role they will play [Note: Letters of support must be on partner organization/agency letterhead] b.) Letters of collaboration from providers who can offer all three (3) forms of medication for opioid use disorder are required. More than one (1) such letter is acceptable to meet this requirement.		

**Sample Budget Template – RFF # 2023-012**

A sample budget template is available and can be used to assist you in completing your proposal. Visit this link to download: <https://www.in.gov/fssa/dmha/funding-information/>

**Confidential Information**

Potential respondents are advised that materials contained in proposals are subject to the Indiana Public Records Act, IC 5-14-3 et seq., and after the grant award may be viewed and/or copied by any member of the public, including news agencies and competitors. Potential respondents claiming a statutory exception to the Indiana Public Records Act must place all confidential documents in a sealed envelope clearly marked “Confidential” and must indicate on the outside of their proposal envelope that confidential materials are included and, in their cover letter, specify which statutory exception provision applies. The State reserves the right to make determinations of confidentiality. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to the Public Records Act, it may either reject the proposal or discuss its interpretation of the allowable exceptions with the respondent. If agreement can be reached, the proposal will be considered. If agreement cannot be reached, the State will remove the proposal from consideration for award and return the proposal to the respondent upon request. The State will not determine price to be confidential information.