

Building Communities of Recovery

Short Title: BCOR

NOFO #: TI-24-003

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U.S. Department of Health and Human Services



SAMHSA
Substance Abuse and Mental Health
Services Administration

Objectives

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NOFO Overview

- Launched on SAMHSA's Website: February 28, 2024
- Applications due: **April 29, 2024**
- Anticipated Number of Awards: Up to 20
- Anticipated Award Amount: Up to \$300,000 per year
- Length of Project: Up to 3 years
- Anticipated Award Date: **No Later than September 29, 2024**
- Anticipated Project Start Date: September 30, 2024
- Cost Sharing/Match Required? Yes

Application Submission

- The first page of the NOFO contains a link to the 2024 Application Guide.
- The Application Guide provides detailed instructions on preparing and submitting your application.

FY 2024

FY 2024 Substance Abuse and Mental Health Services Administration (SAMHSA) Notice of Funding Opportunity (NOFO) Application Guide

FY 2024 APPLICATION GUIDE

UPDATED JANUARY 19, 2024

[FY24 Application Guide](#)

Purpose

- The purpose of this program is to mobilize and connect a broad array of **community-based resources** to increase the availability and quality of long-term recovery support for **persons with substance use disorders (SUD) and co-occurring substance use and mental disorders (COD)**.
- Recipients will be expected to support the **development, enhancement, expansion, and delivery of recovery support services (RSS)** directly to individuals as well as advance the promotion of, and education about, recovery at a community level.
- It is expected that project activities will be administered and implemented by **individuals with lived experience who are in recovery from SUD and COD** and **reflect the needs and population of the community being served**.

Eligibility

- Eligible applicants are **Recovery Community Organizations (RCOs)** - independent, non-profit organizations wholly or principally governed by people in recovery from SUD and/or COD who reflect the community being served.
- All non-profit entities must submit documentation of their non-profit status in Attachment 8.
- In Attachment 9, the applicant organization must document its eligibility as an RCO by providing a letter from the Board of Directors certifying that it has met the criteria of a RCO for a minimum of two years.
- **Recipients that received their initial funding in FY 2022 and FY 2023 under the Building Communities of Recovery NOFO #TI-22-014 are NOT eligible to apply.**

Cost Sharing & Matching Requirements

This program requires cost-sharing/match under Section 547(c) of the Public Health Service Act, as amended. You must provide matching funds (directly or through donations from public or private entities) from non-federal contributions that are not less than \$15 for each \$85 of federal funds provided in the award.

Required Activities (1 of 2)

Recipients are required to carry out each of these activities.

Recipients are expected to begin the delivery of services by the fourth month of the award.

- 1) Provide [Peer Recovery Support Services](#) (PRSS) designed and delivered by individuals with lived experience with SUD, COD, and recovery, such as **peer mentors, recovery coaches, or recovery support specialists from diverse backgrounds.**
- 2) Provide **supervision, training, and mentorship to individuals providing PRSS** and engage in **outreach to diverse populations to recruit both peer specialists and peer supervisors.** Peer workforce training and supervision should be based upon existing practices used by state and territorial certification entities.
 - Peer specialists conducting outreach should use **culturally appropriate and relevant strategies in historically underserved communities.**
 - Recipients are encouraged to review [SAMHSA's National Model Standards for Peer Support Certification](#) as a resource.

Required Activities (2 of 2)

3) **Provide culturally appropriate, trauma-informed, and evidence-based RSS** that directly assist individuals and families to recover from SUD and COD. RSS must incorporate a full range of services, such as **case management, connection to counseling, and community supports** that focus on long-term, sustainable recovery.

4) **Establish partnerships between diverse recovery networks, recovery community organizations, and other recovery community partners.** This may include:

- Substance use and/or mental disorder treatment programs and systems;
- Primary care providers and physicians;
- The criminal justice system;
- Faith-based initiatives and organizations emphasizing recovery;
- Prospective employers;
- Child welfare agencies;
- Other RSS that facilitate recovery-oriented systems of care; and
- Housing providers, including public housing agencies.

Allowable Activities (1 of 2)

Allowable activities are not required.

Applicants may propose to use funds for the following activities but must ensure that they can provide all of the required activities.

- Provide harm reduction services or collaborate with community-based harm reduction program efforts. (See SAMHSA's [Harm Reduction Framework](#)).
- Provide recovery housing. (See SAMHSA's [Best Practices for Recovery Housing](#)).
- Assess for and respond to the needs of individuals and families served by the program who are at risk for or experiencing homelessness.
- Implement activities designed to reduce discrimination and stigma for individuals with SUD, COD and in recovery.
- Conduct public education, workforce development for training peer recovery coaches, and community outreach on issues relating to SUD, COD, and recovery

Allowable Activities (2 of 2)

- **Collaborate with and/or make use of Health and Human Services (HHS)- funded Training and Technical Assistance (TTA) programs** to carry out efforts in the following areas: HIV, STI, and hepatitis elimination, behavioral health integration, harm reduction, recovery support, trauma-informed approaches, and advancing behavioral health equity. (See [Practitioner Training](#) for a comprehensive list.)
- Conduct a **community needs assessment** to understand the cultural and linguistic needs of the community being served.
- Develop and implement program-wide **tobacco cessation programs, activities, and/or strategies.**
- Educate, screen, provide care coordination, risk reduction interventions, testing and counseling for **HIV/AIDS, hepatitis, and other infectious diseases for individuals with SUD and COD.**

Data Collection and Reporting (1 of 2)

You must collect and report data for SAMHSA to meet its obligations under the Government Performance and Results (GPRA) Modernization Act of 2010.

You must collect and report in SAMHSA's Performance Accountability and Reporting System (SPARS) data using the [GPRA Client Outcome Measures for Discretionary Programs](#), a uniform data collection tool to be provided by SAMHSA.

Data will be collected at three points:

- **intake to SAMHSA-funded services,**
- **six-months post intake, and**
- **discharge from the SAMHSA funded services.**

Data Collection and Reporting (2 of 2)

The data you submit allows SAMHSA to report on **key outcome measures** such as **abstinence, employment, education, and stability in housing**. Performance measures are also used to show how programs are **reducing disparities in behavioral health access, increasing client retention, expanding service use, and improving outcomes**. Performance data will be reported to the public as part of SAMHSA's Congressional Budget Justification.

One key part of the performance assessment is determining if your project has or will have the **intended impact on behavioral health disparities**. You will be expected to collect data to evaluate whether the disparities you identified in your **Disparity Impact Statement (DIS)** are being effectively addressed.

Application Evaluation Criteria (1 of 3)

SECTION A: Population of Focus and Statement of Need (Up to 25 points – approximately 1 page)

- Ten additional (10) points will be given to applicants in states and territories that **have not previously received BCOR funding** with proposed projects that address the needs of underserved communities and/or rural populations greatly impacted by SUD and COD.
- List of States and Territories can be found on Pg 18 of the NOFO

Application Evaluation Criteria (2 of 3)

SECTION B: Proposed Implementation Approach (30 points- approximately 5 pages, not including Attachment 4 – Project Timeline)

| Number of Unduplicated Individuals to be Enrolled with Award Funds | | | |
|--------------------------------------------------------------------|--------|--------|-------|
| Year 1 | Year 2 | Year 3 | Total |
| | | | |

*If you are unable to achieve the numbers proposed, a reduction in funding may be considered.

SECTION C: Proposed Evidence-based, Adapted, or Community defined Evidence Service/Practices (20 points — approximately 2 pages)

Application Evaluation Criteria (3 of 3)

SECTION D: Staff and Organizational Experience (15 points – approximately 1 page)

SECTION E: Data Collection and Performance Measurement (10 points – approximately 1 page)

APPLICATION SUBMISSION REQUIREMENTS Submit your application no later than 11:59 PM (Eastern Time) on April 29, 2024.

Required Application Components (1 of 2)

- **SF-424** – Fill out all Sections of the SF-424
- **SF-424A BUDGET INFORMATION FORM** – Fill out all Sections of the SF-424A using the instructions below. The totals in Sections A, B, and D must match.
- **PROJECT NARRATIVE** – (Maximum 10 pages total)
- **BUDGET JUSTIFICATION AND NARRATIVE**
- **ATTACHMENTS 1 THROUGH 10**

Required Application Components (2 of 2)

- **Attachment 1:** Letters of Commitment
- **Attachment 2:** Data Collection Instruments/Interview Protocols
- **Attachment 3:** Sample Consent Forms
- **Attachment 4:** Project Timeline
- **Attachment 5:** Biographical Sketches and Position Descriptions
- **Attachment 6:** Letter to the State Point of Contact
- **Attachment 7:** Confidentiality and SAMHSA Participant Protection/ Human Subjects Guidelines
- **Attachment 8:** Documentation of Non-profit Status
- **Attachment 9:** Letter of Certification
- **Attachment 10:** Form SMA 170 – Assurance of Compliance with SAMHSA Charitable Choice Statutes and Regulations.

Grants Management Overview

Grants Management Specialist

Substance Abuse and Mental Health Services Administration

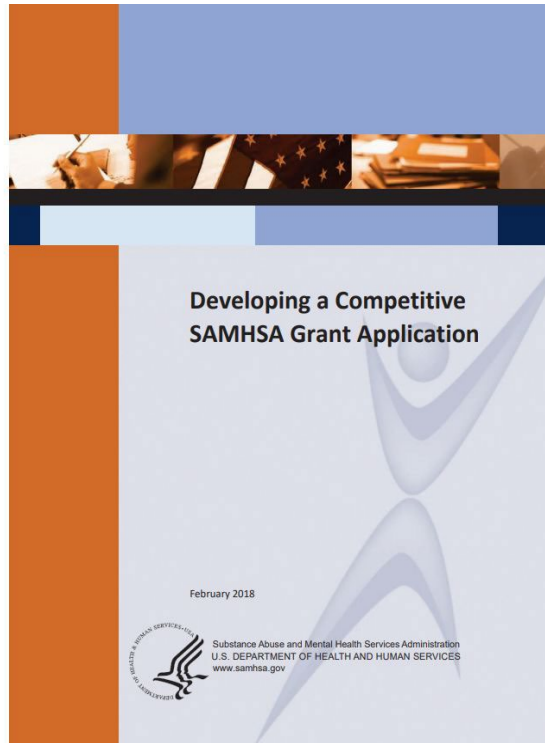
U.S. Department of Health and Human Services



Presentation Objectives

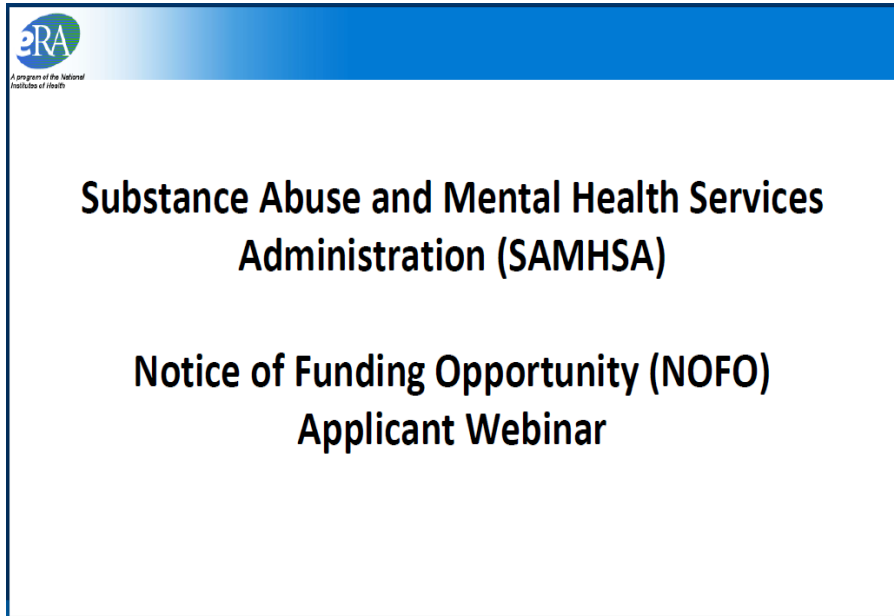
- Applying for a Grant - Available Resources
- Applicable Policies & Regulations
- Factors Affecting Allowability of Costs
- Budget Narrative & Justification
- Cost Sharing and Match Requirements
- Sample Budget Template
- SF-424A
- Key Personnel
- Indirect Cost Rate
- Funding Limitations/Restrictions
- Questions/Technical Support

Applying For A Grant - Available Resources (1 of 2)



- A manual is available for applicants: [Developing a Competitive SAMHSA Grant Application \(PDF | 1 MB\)](#).
- This manual will provide applicants with valuable information about how to prepare a strong grant application.

Applying For A Grant - Available Resources (2 of 2)



- View a [recording of the SAMHSA Applicant Webinar \(39 minutes\)](#)
- View the [NOFO Applicant Webinar Presentation \(PDF | 7 MB\)](#)
- For more information go to [Applying for a New SAMHSA Grant](#) on the SAMHSA Grants website.

- **Note:** Effective April 4, 2022, the Data Universal Numbering System (DUNS) Number will be replaced by a Unique Entity Identifier (UEI) assigned by the System for Award Management (SAM.gov). For more information, please refer to <https://sam.gov/content/duns-uei>.

Applicable Policies & Regulations (1 of 2)

45 CFR Part 75 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75>

HHS Grants Policy Statement - <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>

the HHS Grants Policy Statement document contains important information on the general terms and conditions for discretionary grants and cooperative agreement awards.

- Additional helpful resources HHS Grants Policies & Regulations- <https://www.hhs.gov/grants-contracts/grants/grants-policies-regulations/index.html>

Financial Management Requirements - the financial management control areas provide recipients with guidance for ensuring their existing accounting and personnel policies and procedures (P&P) include the necessary controls. *The guidance is also used by SAMHSA to complete Financial Capability Reviews (FCRs) of new and prospective grantees.*

Learn more about [grantee financial management requirements](#).

Applicable Policies & Regulations (2 of 2)

45 CFR PART 75—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR HHS AWARDS

| Recipient Type | Uniform Admin Requirements | Cost Principles | Audit Requirements |
|---------------------------|---------------------------------|---------------------------|---------------------------|
| State & Local Governments | 45 CFR Part 75, Subpart C and D | 45 CFR Part 75, Subpart E | 45 CFR Part 75, Subpart F |
| Colleges & Universities | 45 CFR Part 75, Subpart C and D | 45 CFR Part 75, Subpart E | |
| Non-Profits | | 45 CFR Part 75, Subpart E | |

Factors Affecting Allowability Of Costs

Proposed budgets must contain allowable, reasonable, and allocable costs, as defined under [45 CFR 75.403](#), [75.404](#), and [75.405](#).

- **Allowable** costs, unless otherwise authorized by program statute are necessary and reasonable for award performance and allowable under the cost principles.
- **Reasonable** costs are not in excess of what would normally be incurred by a prudent person under the circumstances prevailing at the time the decision was made, given market rates, effort and the organization's documented policies.
- **Allocable** costs can be charged to a federal award if the goods or services are chargeable in accordance with relative benefits received.

Budget Narrative & Justification (1 of 2)

- All applications must include a detailed budget with narrative justification that explains the federal and the non-federal expenditures.
- The detailed budget with narrative justification must be consistent with and support the Project Narrative.
- You must provide a description of existing resources and other support you expect to receive for the proposed project.
 - Other support is defined as funds or resources, whether federal, non-federal, or institutional, in direct support of activities through fellowships, gifts, prizes, in-kind contributions, or non-federal means.
- The federal and the non-federal expenditures should correspond to Item #18 on your SF-424, Estimated Funding.

Budget Narrative & Justification (2 of 2)

- The Budget Narrative and justification must be concrete and specific. It must provide a justification for the basis of each proposed cost in the budget and how that cost was calculated. Examples to consider when justifying the basis of your estimates can be ongoing activities, market rates, quotations received from vendors, or historical records.
- Detailed Breakdowns must be provided of the materials, quantities, number of persons, cost per unit/hour, number of hours/levels of effort, or other relevant basis to show how costs will be utilized towards achieving the grant's goals and objectives.

Cost Sharing And Match Requirements

- The NOFO for this grant specifies the following matching funds from non-federal sources:
 - You must provide at least **\$15 for each \$85 of federal funds.**
- Matching contributions must also meet the same test of allowability as costs charged to federal grants.
- Detailed Breakdowns must also be provided of the materials, quantities, number of persons, cost per unit/hour, number of hours/levels of effort, or other relevant basis to show how matching contributions will be utilized towards achieving the grant's goals and objectives.
- Sources of funds other than the federal request or non-federal matching contribution may be used for unallowable costs.

Sample Budget Template

To reduce errors and expedite review of your budget, it is highly recommended you use SAMHSA's PDF Budget Template to complete the Detailed Budget and Narrative Justification required for submission with your application.

- SAMHSA's Budget Template includes a wealth of helpful tooltips and resources to assist and guide you with preparation of your budget.
- The budget template was created with extensive recipient consultation and input and designed to avoid all the common budget preparation pitfalls.
- The budget template is available at: <https://www.samhsa.gov/grants/applying/forms-resources>

Note: For SAMHSA to view all your budget data, you must flatten/convert the PDF to a non-editable format by **PRINTING TO PDF** before submission.

The following resources provide guidance on use of the budget template:

- [Key Features of the Budget Template](#)
- [Budget Template Users Guide](#)
- [Budget Review Checklist](#) (For review of your Detailed Budget before submission)

Budget Information For Non-construction Programs (SF-424A)

- The total of your detailed budget must match the totals in Section A of the SF-424A and budget category totals must match each of object class cost categories in Section B of the SF-424A . Ensure the following:
 - A. In Section A Budget Summary, use Line 1 to enter the total federal request in the New or Revised Budget Federal (e) column.
 - B. In Section A Budget Summary, use Line 2 to enter the total non-federal request in the New or Revised Budget Non-Federal (f) column. If there are multiple sources of non-federal funds you may also use lines 3 and 4.
 - C. In Section B Budget Categories, use the Grant Program, Function or Activity column (1) to enter the total federal request for each Object Class Category.
 - D. Use Section B Budget Categories, use the Grant Program, Function or Activity column (2) to enter the total non-federal matching contribution for each Object Class Category. If there are multiple sources of non-federal funds you may also use columns (3) and (4).

Detailed Instructions for completing the SF-424A can be found at:

[SF424A-V1.0-Instructions.](#)

Key Personnel

1. The Key Personnel are the Project Director (PD) and the Project Coordinator (PC) The combined level of effort (LOE) must be at a minimum equal 100 percent
 - a) List both positions in your detailed budget (even if funded in kind or with matching contributions).
 - b) Provide the PD & PC resumes and job/position descriptions.
2. List the Principal Investigator (PI) or PD to be designated as “Contact” in section 8f and reflect their commons ID in Field #4 of the SF-424. Either the PI or the PD can be designated as “Contact” in eRA to take actions and receive notifications **but not both.**
3. If the PD position is being filled by a contractor/consultant, you must provide a copy of the formal written agreement tor that specifies the official relationship and addresses performance of all the required duties and responsibilities.

Indirect Cost Rate Agreement Or Cost Allocation Plan

- Ensure that you submit your organization's current negotiated Indirect Cost (IDC) rate agreement or cost allocation plan with HHS or any other federal agency which required to support the charge of indirect costs.
- If your organization is opting to use 10% of Modified Total Direct Costs (MTDC), then a clear statement must be made in your IDC narrative as follows: "XYZ Organization elects to use the de minimis rate of 10 percent of modified total direct costs (MTDC)".
- Ensure that you accurately calculate the MTDC base to which your IDC rate is applicable.
- Include calculations to show how you arrived at your IDC base and IDC total.

Funding Limitations/Restrictions

Refer to the program specific Funding Restrictions/Limitations in section IV, as well as to [45 CFR Part 75](#), for applicable administrative requirements and cost principles.

The funding restrictions for this project are as follows:

- Food can be included as a necessary expense³ for individuals receiving SAMHSA funded mental and/or substance use disorder treatment and recovery services, not to exceed \$10.00 per person per day. If food is an allocated expense, applicants should define internal mechanisms to reconcile costs.
- Recovery housing is an allowable cost. Funds may not be used to pay for nonrecovery housing, housing application fees, or housing security deposits.

Your proposed budget must adhere to the funding limitations/restrictions specified in Section IV-5 of your NOFO. Include a narrative and separate budget for each year of the grant that shows the dollar amount and the percent of the total grant award that will be used in the area where there is a limitation.

Recipients should maintain adequate documentation of which expenses are connected to the funding limitations/restrictions and the percent of the total grant award that will be used in each area where there is a limitation.

Grant Review Process

Peer reviewers evaluate the grant applications through a fair, equitable, and objective process to provide SAMHSA with a sound basis for making funding decisions. A summary statement of the peer review evaluation will be sent to the business official identified in the application.

- **Application Review and Scoring**

- The NOFO will ask that specific information be included in certain sections of the application. Peer reviewers give credit only for items addressed in those required sections.

- **Scoring**

- Peer reviewers score applications on a scale of 0-100. The priority score for each application is the mean of the committee members' total scores.

Grants Management Contacts

RA Contact:

Angela Houde

Phone:240-276-1091

Email: angela.houde@samhsa.hhs.gov

Office of Financial Resources, Division of Grants Management:

Phone:(240) 276-1940

FOACSAT@samhsa.hhs.gov

Thank You

SAMHSA's mission is to lead public health and service delivery efforts that promote mental health, prevent substance misuse, and provide treatments and supports to foster recovery while ensuring equitable access and better outcomes.

BCOR Point of Contact:

Jihane Ambroise, MPH

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240-276-1018

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