

Peer Run Wellness Center RFA Frequently Asked Questions

DMH/DD/SAS is extending the application due date for the Peer Run Wellness Center to June 15, 2020 due to the COVID-19 virus. (See RFA for instructions). Recipients will be announced at the end of July 2020 with implementation Fall 2020.

Below are FAQ's that were sent in to DMH/DD/SAS or asked during the Bidders Conference. No further questions will be answered regarding the Peer Run Wellness Center RFA.

Will we be able to use some of the funds for utilities?

Funds can be used for utilities just for the space the Peer Run Wellness Center operates in. If the Wellness Center shares space with other services, the agency should ensure that the utilities paid for reflect the space the Wellness Center occupies.

Will you be allowed to use funds for office equipment such as more computers, copiers, etc?

Funds can be used to purchase equipment for the PRWC only. Any one-time equipment purchases should be reflected as such, and the items purchased must be needed for operation of the PRWC.

Will the \$275,000 be used for one fiscal year or two?

The \$275,000 is for one fiscal year, with a proposed start date of July 1, 2020 through June 30, 2021.

If you're already set up in a location, can funds be used for work that needs to be done to upgrade issues in building?

No, funds cannot be used for capital improvements per MHBG fund use requirements/restrictions.

Are there to be designations of 1 rural and 1 urban setting to be awarded or is it just 2 centers with un-designated location at this time?

DMHDDSAS would ideally like to find an urban and a rural site to ensure we are addressing access in rural settings. If DMHDDSAS does not receive an application from a rural area, they will review the submitted applications and select the two best fits for the award.

From this section on page 10, do you intend the MH Block grant guidance or the Substance Abuse block grant guidance?

The language regarding fund usage is part of the form and covers all potential funding sources. This RFA is funded with MHBG funds only, and the funding standards and expectations for MHBG funds would apply.

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RFA states eligibility requirement that all employees must be CPSS's. Our peer center has operated with a volunteer (not employed) director whose certification is lapsed but because she does little direct peer to peer support with peer participants but is extremely busy otherwise has not re-applied. Should she re-apply even if she intends to continue directing only until another director may be hired in the event the program is awarded a grant?

Staff directly providing services need to have their CPSS, indirect staff (like director) must be a peer with direct lived experience and may have either current or lapsed certification.

Do all staff have to have lived experience?

It is preferred that all staff have lived experience, however positions such as an accountant/bookkeeping may not have lived experience or be a CPSS.

There are some existing peer operated centers that are substance use recovery centers previously funded at least in part by the SABG. Will these continue to be funded through that grant fund or will they be invited to apply as Peer Wellness Centers?

This RFA is for MH Peer Wellness centers. It will not be open to SU Recovery centers. The AMH team is not able to speak on what funding source those centers will be funded through.

Can an organization that does not meet the COSP requirements apply for the incubator role?

No, we feel it is important for new and developing peer run wellness centers to be mentored by a peer run wellness center. The incubator must meet the requirements identified in the COSP toolkit. A site that is applying for a Wellness Center only maybe be in the process of becoming a COSP.

Do board members of the COSP have to have lived experience with mental health only or can they have lived experience with substance use?

DMH/DD/SAS will not be getting into that the level of lived experience on the board. Per the COSP toolkit at minimum 51% of board members must have lived experience. This question can also be addressed as part of technical assistance.

Will there be preference given to agencies who have some experience. Will what has been done in the communities be looked at?

All information and experience submitted in the application will be reviewed. No preference will be given to agencies that have experience over agencies that have no experience.

Eligibility of peers for Board of Directors- having experience hiring and supervising peers. Can this be done with an outside agency, such as Daymark?

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Incubator would be helping with technical assistance for the hiring and supervising of staff. Board would not be doing the supervision or providing hiring guidance.

Page 8 states the need to already be a Peer operated center. Will the division be looking at already existing centers to expand or are people who haven't started an agency able to apply?

Anyone that applies for the peer run wellness center through this RFA must be a peer run entity. If an entity is applying that currently does not provide any services, they should have a plan to become a peer run entity. If applying for the Incubator, please see the requirements in section 2.0 on Eligibility.

On Page 16 can you clarify whose resume is needed in the application?

Any staff and/or subcontractors that have already been identified for the project as part of the application process.

Role of the incubator- What would the incubator role be as far as responsibility of liability, such as anything happening at the peer wellness center or problems that come up?

The incubator would help with types of insurance needed and policies that need to be in place. This would be done during the technical assistance as the peer wellness center was getting started. This technical assistance could be done through tele-communications with the 2 wellness centers so they can work together on this.

How will outcomes be determined?

Outcomes will be determined through a collaborative process with DHM/DD/SAS, the incubator and the 2 wellness centers.

What name goes on the application?

The name of the person who is the point of contact for the RFA.

Will the incubator be in charge of Human Resources and payroll for the wellness centers?

The incubator can start out as HR and payroll and then gradually hand those functions over to the wellness centers. If the incubator is handling payroll for the wellness center it would be coming out of the budget of the wellness center not the incubator's budget.

What if no incubator applies?

If no incubator applies DMH/DD/SAS will re-evaluate the incubator eligibility criteria. If no incubator is found after reposting the RFA DMH/DD/SAS will reconvene a workgroup.

What if there are no application for the wellness center?

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For this particular RFA, are you looking for a multiple year budget for 2 years, or do you want them to submit a budget for the first fiscal year?

We are looking for a multiple/2 year budget for both the incubator and the two Wellness Centers. There will be an opportunity to adjust the year 2 budgets if needed early 2021. We will need the final/confirmed 2021-2022 budgets completed and submitted prior to the fiscal year starting and will coordinate with the sites to ensure they have enough time to revise and submit their budgets.

Do you want a separate budget for startup costs/onetime expenses, or should it be embedded in year 1 budget?

Start-up/one-time costs can be included in the full budget and should clearly be marked as start-up/one-time costs.

There are 2 different dollar amounts for the incubator. On page 3 and 10 it says \$100,000 with 20% admin max and on page 16, it says \$135,000 with no more than \$60,000 used for admin. Which one is correct?

The total for the incubator is \$100,000 for year 1. We revised the original language to allow flexibility in the funds used for admin and technical assistance. We set a maximum to use towards admin but didn't establish a minimum.

What format do you want this in, being that it's asking for resumes and can only be one page?

A- Staff can use whatever resume format they prefer; we request that they not exceed one page.

How do we select which applicable terms and conditions go with a non-profit from the private sector Appendix A?

That will apply only to the sites and incubator that receive awards. This form is a One Step Contract and will be used to build the final contract for the incubator and two sites.

Can office furniture be purchased as part of start-up?

Yes, if office furniture is needed, this would be an allowable one-time expense. Any purchases should be directly related to the start-up and operation of the wellness center only.

Can technology equipment be purchased, such as a TV or projector?

Equipment needed to provide supports at the peer run wellness center can be purchased. These would be considered one-time costs. The budget narrative should identify how many items are requested to be purchased as well as how the wellness center will use those items.

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How do we know how much we should be putting into the budget for health insurance and benefits?

Fringe benefits should be figured at no more than 25% of the salary and should have a separate line within the budget that separates the fringe from the salary.

Do you want all resumes on 1 page or each resume should not be more than 1 page?

Each resume for staff should not be more than 1 page.

If we have volunteers that will stay on as volunteers and will not be paid staff at the wellness center should we include their resumes?

Yes, please submit resumes for staff that will be offering their services in kind.

Do we need to complete the section Appendix A?

No, at the time of completing the application. When awards are made Appendix A will be filled out and signed and will become the contract for the award.

In rural areas transportation can be the biggest barrier, can a van or vehicle be leased?

Yes, a vehicle or van can be leased as part of the Peer Run Wellness Center. It has to be a lease; a purchase will not be allowed. 3 quotes on the lease will need to be provided prior to approval of a lease.

Was the amount for the PRWC \$275,000 earlier and now it is \$257,500.?

The amount in the RFA is \$257,500. This was adjusted as the contract process can take time and we will not be starting this on July 1. The amount will now stay at \$257,500 for State Fiscal year 20-21. We will look at the budgets in early 2021 to assess if the amount is supportive of the PRWC's.

If we are already operating as a wellness center at some level and are looking at expanding access and explore ideas to do that and be sustainable, is that something that will be looked at with this project?

We will equally be looking at sites who are new and established sites. We will be looking at sustainability as part of the process.

We are operating in a small office and are not necessarily a wellness center, but we do teach some classes and we want to branch out to another county. Should we be applying for the Incubator or the PRWC?

Apply for the PRWC if you are looking to expand to another county. The incubator needs 5 years of experience and is expected to coach, offer TA and support 2 other new sites (not your own).

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Is there a list of exclusionary items for the budget?

DMH/DD/SAS does not have an all-inclusive list of exclusionary items. Mental Health Block Grant (MHBG) funds go by the same standards of State funded guidelines. Some items that are not allowed are the purchase of vehicles or property, capital improvements of property and any expenses for programs that are not part of this grant. An application that has unallowable expenses will still be considered, however those items will be discussed prior to a contract being executed.

Which budget does the salary and benefits come out of, the incubator or the wellness centers?

While the incubator will be helping the establishing payroll and benefits the funds will come out of the wellness center budgets and need to be figured into the \$257,500. The incubator will be paying for their own staff that will help with establishing the skill base of the PRWC and will conduct trainings and TA on those operations.