

Increasing Access to Effective Substance Use Disorder Services

GRANT APPLICATION PROCESS

July 1, 2022 - June 30, 2023



West Slope Casa

RFP # 202 – FY 2023

Increasing Access to Effective Substance Use Disorder Services – Grant Program Application
(Senate Bill 16-202) WSC Reference WSC 202 – FY 2023

1. Overview and Timeline

1.1 About Senate Bill 16-202

This document will provide guidance to applicants on the grant application and contracting process supported by funds appropriated through Senate Bill 16-202. These funds are intended “Increase access to effective substance use disorder services.

A primary purpose is to increase substance use disorder capacity, services, and access in rural and frontier communities.

Eligible applicants include all agencies providing services to substance using individuals that assist them toward (or in) recovery. Applicants may be within or outside of West Slope Casa’s (WSC)s network of providers as long as the services to be provided are in SSPA 5 or 6.

1.2 Background and Goals

In June 2016, Governor John Hickenloper signed Senate Bill 16-202 which created a grant program that appropriated funds to the Office of Behavioral Health (OBH) to increase substance use disorder capacity and services in rural and frontier communities through the Managed Service Organizations. Funds are allocated annually from the Marijuana Tax Cash Fund.

Senate Bill 16-202 called for each Managed Service Organization to assess the sufficiency of substance use disorder services within its geographic region. All of the Managed Service Organizations chose to act in concert to provide one, state-wide report. That Assessment was published in February 2017 and may be found at <https://www.westslopecasa.com/request-for-proposals/>.

West Slope Casa (WSC) seeks to contract with agencies providing services to substance using individuals that assist them toward (or in) recovery (Applicants may be within or outside of the managed service organization's network of providers as long as the services to be provided are in SSPA 5 or 6.) to receive grant funds to increase substance use disorder treatment services and capacity.

Grants may be for either new, or continuation projects.

1.3 Timeline

This round of 202 the grant funding is for the state fiscal year beginning July 1, 2022 through June 30, 2023.

Total available funds for each WSC are subject to change based on legislative allocation and unallocated funds from the previous grant cycle.

Activity	Achieved by
Application published	June 1, 2022
Applications questions due	June 7, 2022
Application responses to questions posted	June 8, 2022
Application due	June 20, 2022
Projected start date	July 1, 2022

1.4 Eligible Applicants and Locations of Service Provision

West Slope Casa will manage the contracts for regions SSPAs 5 & 6. West Slope Casa seeks applications from agencies providing services to substance using individuals that assist them toward (or in) recovery. Applicant may be within or outside of the managed service organization's network of providers to provide services as long as services provided under this funding occur in SSPA 5 or 6.

MSO	Region	Eligible Counties (priority given to rural and frontier counties)
Signal	Region 1	Larimer, Weld, Morgan, Logan, Sedgwick, Phillips, Washington, Yuma, Elbert, Lincoln, Kit Carson, Cheyenne
Diversus Health	Region 3	El Paso, Teller, Park, Lake, Chaffee, Fremont, Custer
Signal	Region 4	Pueblo, Crowley, Kiowa, Huerfano, Las Animas, Otero, Bent, Prowers, Baca, Saguache, Mineral, Rio Grande, Alamosa, Conejos, Costilla
West Slope Casa (WSC)	Region 5	Archuleta, La Plata, Montezuma, Dolores, San Miguel, San Juan, Ouray, Hinsdale, Gunnison, Montrose, Delta
WSC	Region 6	Mesa, Garfield, Rio Blanco, Moffatt, Routt, Eagle, Pitkin, Summit, Grand, Jackson

Note: See Appendix A for the MSO Regional Maps

1.5 Requirements/Eligibility Rules

An applicant may receive funding consideration through this grant if it proposes to increase/sustain substance use disorder treatment and recovery support services and builds capacity in rural or frontier counties. This includes building a continuum of services, including, but not limited to, medical or clinical detoxification, residential treatment, intensive (or other) outpatient treatment, recovery support services, and capital investment.

In addition, applicants must materially meet the circumstances below:

- Other revenue sources to leverage requested grant funds for project, particularly for ongoing sustainability of services
- Local support/partnership for project

- Supports geographic areas that are unserved or underserved
- Responds to a local economic need

1.6 Submission Deadline and Instructions

The application deadline is June 20, 2022 at 5:00 p.m. Mountain Standard Time. Late proposals will not be reviewed. Applications must be submitted electronically to proposals@westslopecasa.org. Hard copies of proposals will not be accepted; proposals should not be mailed or dropped off. West Slope Casa will acknowledge receipt of each proposal via email using the email address from which the proposal was submitted.

Proposals should be submitted using Microsoft Word Open XML Format Document, produced in Word 2007 or later version (files with a file extension of .docx). Proposals must use 12-point Times New Roman font, single spacing, and one-inch margins. There is a **10-page limit** which does not include any attachments or information required in appendices of this Application. The proposed budget should use the OBH capacity budget template in Excel Open XML Format, created in Excel 2007 or later versions (files with an extension of .xlsx). See Appendix B for the OBH capacity budget template. **Do not submit proposals or budgets in a PDF format.**

Applications will be rejected if they do not meet the requirements noted above.

Applicants are invited to submit questions to proposals@westslopecasa.org by June 7, 2022. Questions should have the Application number (see the top of this document) in the subject of the email.

Questions and answers to the Application will be posted per the schedule above on the WSC website www.westslopecasa.com/request-for-proposals/. Any modifications made to this Application will be posted on WSC's website at www.westslopecasa.com/request-for-proposals/. In the event this Application is cancelled, notice of cancellation will also be posted at www.westslopecasa.com/request-for-proposals/.

Any requested restrictions on the use or inspection of material contained within the application must be clearly stated in the application itself. Written requests for confidentiality must be submitted by the respondent with the application. The applicant must state specifically what elements of the application are to be considered confidential/proprietary.

Confidential/proprietary information must be readily identified, marked with the solicitation number, and separated from the rest of the application. Co-mingling of confidential/proprietary and other information is NOT acceptable. Under no circumstances can an entire application, or proposal price information be considered confidential and proprietary. Any information that will be included in any resulting contract cannot be considered confidential/proprietary.

1.7 Term of Agreement

West Slope Casa expects the contract to begin July 1, 2022 and conclude June 30, 2023.

1.8 Application Validity and Disposition

Applicant's proposals will remain valid for ninety (90) calendar days from the final date proposals are due for submission. By submission of a proposal, Applicants guarantee that their offer is firm for ninety (90) calendar days from the proposal due date. If an award is not made during that period, each Applicant will automatically extend its offer for an additional ninety (90) days, unless Applicant indicates otherwise in writing to WSC at least thirty (30) days prior to the last day of the original ninety (90) calendar day validity period.

2. Business Proposal

Applicant should use the following template to complete the business proposal and compose a response to this application.

Executive Summary

- Provide an executive summary of the proposed project. Include the name of the entity submitting the proposal, the primary contact name, amount requested and three to four sentences about the project and if it will increase capacity, or sustain past funded projects.

2.1 Service Area (10 Points)

1. List the Region(s) (listed in section 1.4) and associated counties or municipalities where you will increase access to/sustain a continuum of substance use disorder treatment services, including but not limited to: medical or clinical detoxification, residential treatment, recovery support services, intensive outpatient treatment, and other outpatient services. Describe the priority population to be served, including any subpopulations and your organization's experience working with them.
2. Identify the organizations in the region that currently provide Substance Use Treatment similar in scope to your proposal, the type of services provided, hours and current challenges and gaps.

<u>County</u>	<u>Contractor/Entity/type of service</u>	<u>Hours/Day of Availability</u>	<u>Identified challenges/Gaps in Services (e.g., wait times, distance to nearest service)</u>

2.2 Approach (40 Points)

1. Describe the problem or problems your plan will address including how you have engaged your local partners and the data you have used to identify the problems.
 - a. Describe how you have approached mapping current assets and resources in the community? What qualitative or quantitative data have you used to develop the strategy?
 - b. List the counties you have identified as most in need of enhancements in priority order.

2. Describe your identified priorities and capacity enhancement plan. Identify the high priority communities that will be targeted in these efforts and an intended strategy to enhance or expand capacity including the following priorities:

a) **Proposed Capacity Enhancements:** Priorities are to increase access to a continuum of substance use disorder services, including (but not limited to) medical or clinical detoxification, residential treatment, recovery support services, and intensive outpatient treatment, as well as sustaining previously funded programs.

County	Plan to enhance or expand capacity	Rationale

b) **Staffing Plan:** Describe your staffing plan to include anticipated staffing levels that will increase the access to substance use disorder services, including (but not limited to) medical or clinical detoxification, residential treatment, recovery support services, and intensive outpatient treatment, as well as sustaining previously funded programs.

County	Plan to enhance or expand Staffing	Rationale

c) **Services:** Describe any NEW services that will be available to the communities that are going to be served.

County	Plan to enhance or expand Services	Rationale

3. Describe how you will implement the proposed capacity enhancements and provide a timeline for the implementation of all activities; indicate the start and end dates, milestones and deliverables for the grant year. Please provide an anticipated weekly schedule of travel for the region(s).

4. Provide endorsement of local partners and any letters of support or partnership. Please make sure if you reference support from an Agency or a Partner that you include a letter of support/partnership. Letters of partnership should include the specific role that the organization will play in the proposal and what resources will be dedicated to the project/proposal. Reference any revenue offsets from partnerships in the budget. Limit the number of letters of support to three and there is no limit to letters of partnership. Please provide letters of support or endorsements from community based organizations or partners that serve communities of color and marginalized populations referenced in section 2.2(1a).

a) Documentation of participation of key stakeholders				
County	Agency/Partner	Senior Official Title	Senior Official Signature	Date

5. Please describe any additional assistance (other than grant funds) that you may require from OBH or WSC to implement these plans.
6. Provide any other comments or information that should be taken under consideration for the project and funding need.

2.3 Quality Assurance (10 Points)

1. Describe how your organization will identify and establish deliverables (client count, quality of service).
 - a. Please include the number of current clients your organization serves and what the projected number of clients that will be served if your project is funded.
2. Describe your organization's quality assurance plan to monitor project performance, improvement, timelines, and quality of services.
 - a. If this is a capital project please include a clear timeline of major milestones.

2.4 Organizational Capacity (20 Points)

1. Describe your organizational structure and management.
2. Describe your organization's experience with working in underserved communities that need substance use treatment.
3. Identify any partnering agencies and their roles in the implementation of this project.
4. Describe your organization's experience with developing and maintaining community partnerships. Specifically include partners you may have that serve marginalized communities.
5. Provide a list of staff and a short (2 paragraph maximum) biography of required and other staff assigned to this project. If staff are to be hired, describe your organization's recruitment and hiring process, staff retention efforts and expected timeline for new hires.
6. If you intend to subcontract any services please describe the organization(s) and their services and how these subcontracts will be monitored.
7. If you will be providing treatment services, please describe how you will become licensed by OBH and then credentialed by WSC. It is recognized that some proposals may be for services that are not yet operational and licensed to practice.
8. If you will be providing recovery residency services, please describe how you will become Colorado Association of Recovery Residences-certified, or Oxford House chartered (House Bill 19-1009).

2.5 Sustainability Plan (10 Points)

1. Describe how your organization will continue services after the funding has ended. What will be your sustainability plan to continue services including revenue offsets (as noted in the attached budget)?

3. Budget and Budget Description (10 Points)

Total funding available will be determined by the current legislature's funding plus any carried over funds from the previous grant cycle. These grants funds are intended to increase access to a continuum of substance use disorder treatment services, including, but not limited to, medical or clinical detoxification, residential treatment, recovery support services, intensive outpatient treatment, and capital investment, or sustain preciously funded programs. This funding will be divided amongst all selected vendors in the region. Applicants should apply for the funding amount that best addresses the service access needs of its community, with consideration given to financial efficiency, sustainability, and impact in its community. Small and large dollar amount proposals will be considered. The proposed budget should use the OBH capacity budget template in Excel Open XML Format, created in Excel 2007 or later versions (files with an extension of .xlsx). See Appendix B for the OBH capacity budget template.

Budgets should show a clear understanding of costs associated with the program operation. The Budget should adhere to the timeline July 1, 2022 - June 30, 2023. The budget should include revenue offsets (private grant funds, private support or donations, in kind donations and local hospital funds, Medicaid, etc.) and a description of work in all budget line items.

3.1 Format

Applicant shall submit a budget in accordance with the Office of Behavioral Health's Capacity Budget. The budget, along with the budget documentation and guidelines can be found in Appendix B.

Applicant must follow the Behavioral Health Accounting and Auditing Guidelines published collectively by Colorado Healthcare Policy and Finance and the Office of Behavioral Health. A link to this document can be found in Appendix B.

An important requirement of the capacity budget format is that the Applicant should project and include other revenue sources (for example, Medicaid) that can be obtained to support the operation of the service.

If Applicant is not a current WSC Provider, Applicant must indicate insurance coverage in amounts equal to or exceeding those listed in Appendix D, as required by OBH.

Applicants must indicate in the proposal their ongoing sustainability plan for when the grant cycle has ended.

4. Submission Checklist

- Business Proposal (10-page limit) in Microsoft Word
 - Fully responds to the following sections:
 - Executive Summary
 - Service Area
 - Approach
 - Organizational capacity
 - Quality Assurance
 - Sustainability Plan
 - Insurance coverage if applicable
 - Appendix C if applicant is not a current WSC contracted provider
- Budget
 - Submit a budget in excel (using the OBH capacity budget template that was provided)
 - Submit a budget following the requirements in Section 3. The budget does not count against the page limit of the proposal. All items in the proposed budgets are subject to negotiation.
 - Budget includes description of work narrative.

5. Evaluation and Decision

WSC and the Grant Selection committee will conduct a comprehensive, fair, and impartial evaluation of all proposals. The Grant Committee will be comprised of two members appointed by the county commissioners in the relevant managed service organization service area, two representatives appointed by WSC, and two members representing the department (Colorado Department of Human Services) appointed by the executive director of the department. The award of a local grant must be approved by a majority of the members of the grant committee. In awarding a local grant, the grant committee shall prioritize geographic areas that are unserved or underserved. The grant award decision is a business judgement based on the merits of all proposals and their alignment with the required activities. Failure to provide a complete set of information requested in this document may result in exclusion from consideration. WSC may seek clarifying information as necessary to make an informed decision either from the Applicant or from other sources. Oral presentations will not be offered or required. After selection of a provider agency or provider agencies for these services, WSC will notify remaining Applicants of the decision.

WSC and the evaluation committee reserves the right to vary from this application process as necessary and appropriate, and delay any decision due to budgetary constraints.

At the time of contracting, WSC reserves the right to negotiate with the Applicant additional terms or reporting requirements. Technical support may be offered by WSC to all contracted parties.

Technical support will be determined by the needs of the Applicants but may include community collaboration, meeting facilitation, training around financial management (invoicing and budgeting), GPRA, DACODS, and upcoming OBH data collection system submission (as applicable), and operational process support.

6. Resources

Colorado Grant Writing Assistance for Prevention, Intervention, Treatment, and Recovery of Substance Use Disorders

The Opioid and Other Substance Use Disorders Interim Study Committee proposed funding from the Colorado General Assembly for a grant writing assistance program. This was approved as part of Senate Bill 2019-228, which allocated funds for the program and designated the University of Colorado, Center for Prescription Drug Abuse Prevention (the Center) as the program administrator. Additional funds were allocated to the Center through House Bill HB20-1411 (CARES/COVID Relief) to continue the program through December 30, 2020. The Colorado General Assembly then approved continued use of unspent funds through December 31, 2021. Federal funds from the American Rescue Plan Act in July 2021 designated funds to continue the program.

Per statute, the funds are intended to “aid local communities in need of assistance in applying for grants to access state and federal money to address opioid and other substance use disorders in their communities.”

Program web page <https://corxconsortium.org/grant-assistance/>

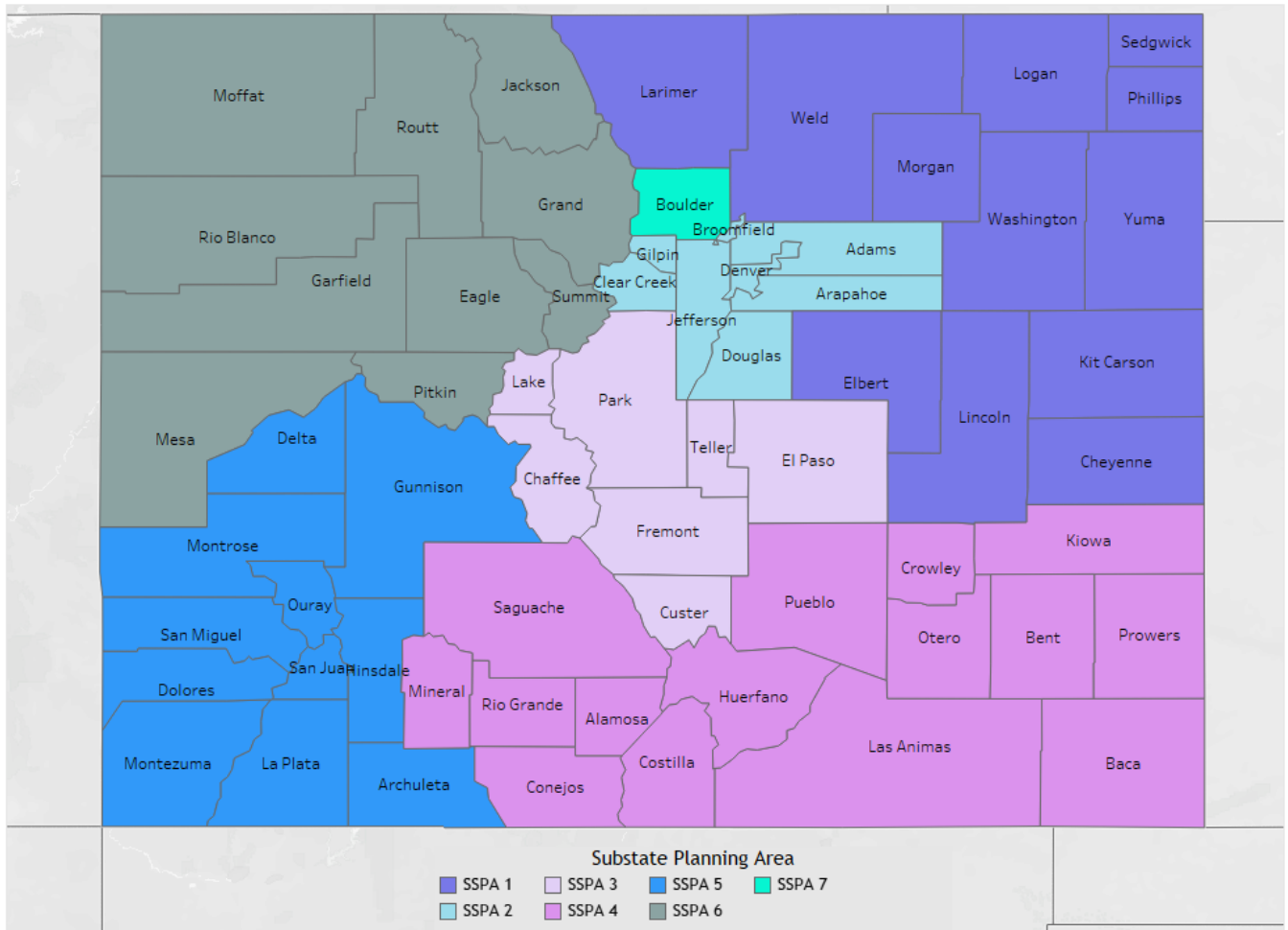
Program guide <https://corxconsortium.org/wp-content/uploads/Grant-Writing-Assistance-Guide-1.5.22.pdf>

Link to form https://ucdenverdata.formstack.com/forms/grant_writing_assistance_copy_2

Appendix A

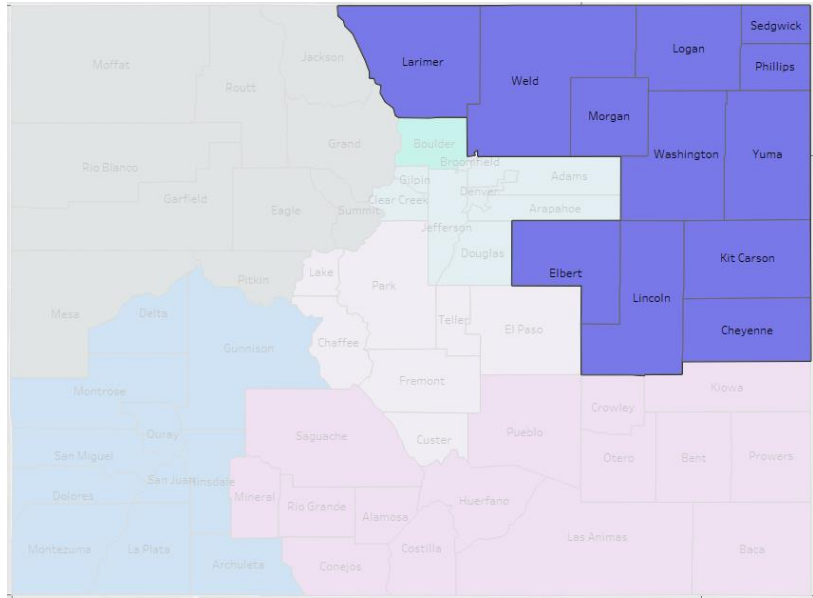
Sub-State Planning Area Maps

Substate planning area (SSPA)



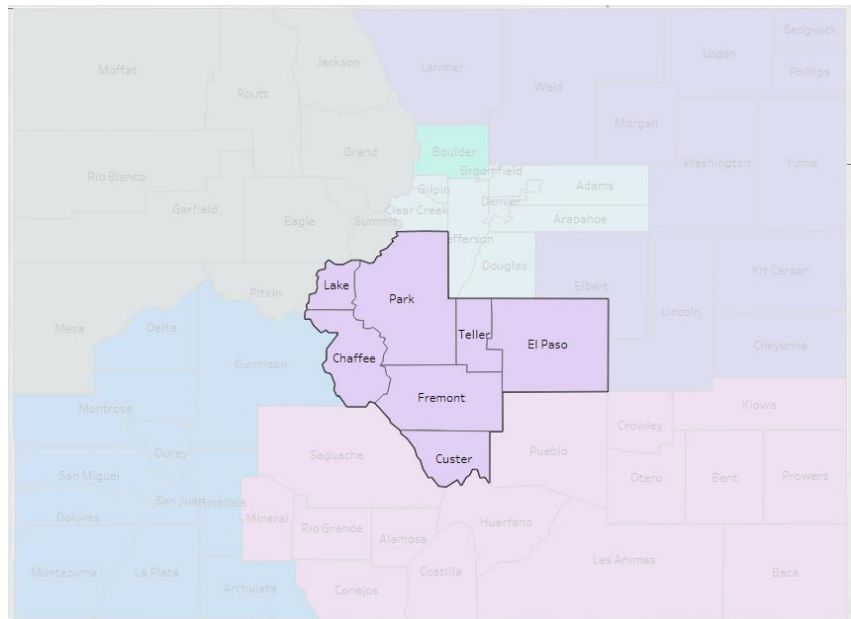
SSPA 1: NORTHEASTERN COLORADO

- Cheyenne
- Kit Carson
- Larimer
- Lincoln
- Logan
- Morgan
- Phillips
- Sedgwick
- Washington
- Weld
- Yuma



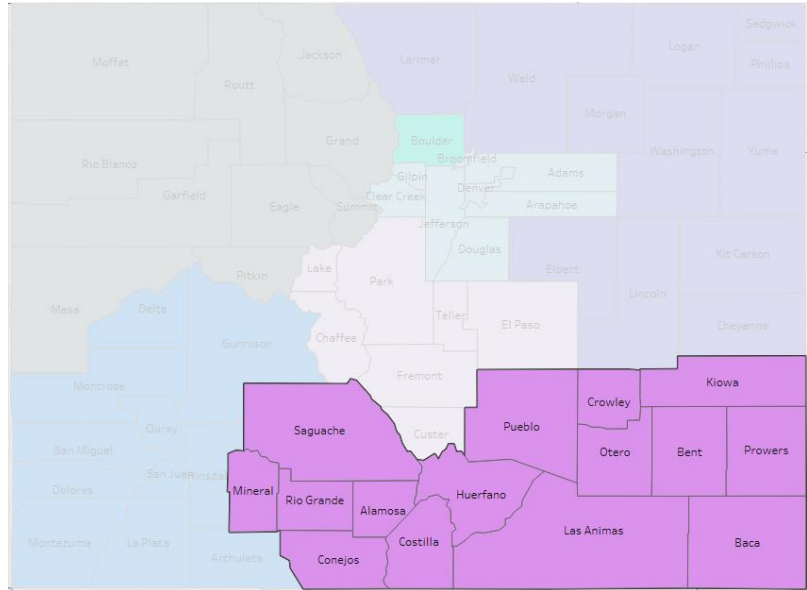
SSPA 3: COLORADO SPRINGS METRO AND SURROUNDING COUNTIES

- Chaffee
- Custer
- El Paso
- Fremont
- Lake
- Park
- Teller



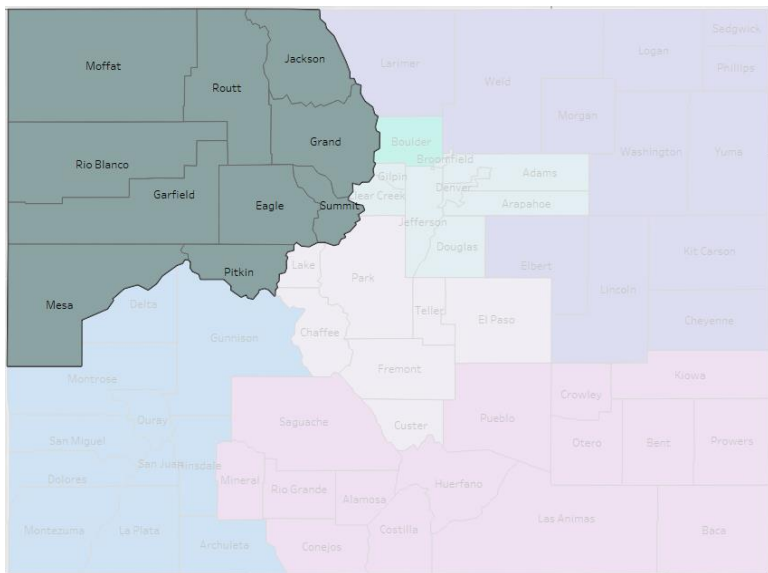
SSPA 4: SOUTHEASTERN COLORADO & SAN LUIS VALLEY

- Alamosa
- Baca
- Bent
- Conejos
- Costilla
- Crowley
- Huerfano
- Kiowa
- Las Animas
- Mineral
- Otero
- Prowers
- Pueblo
- Rio Grande
- Saguache



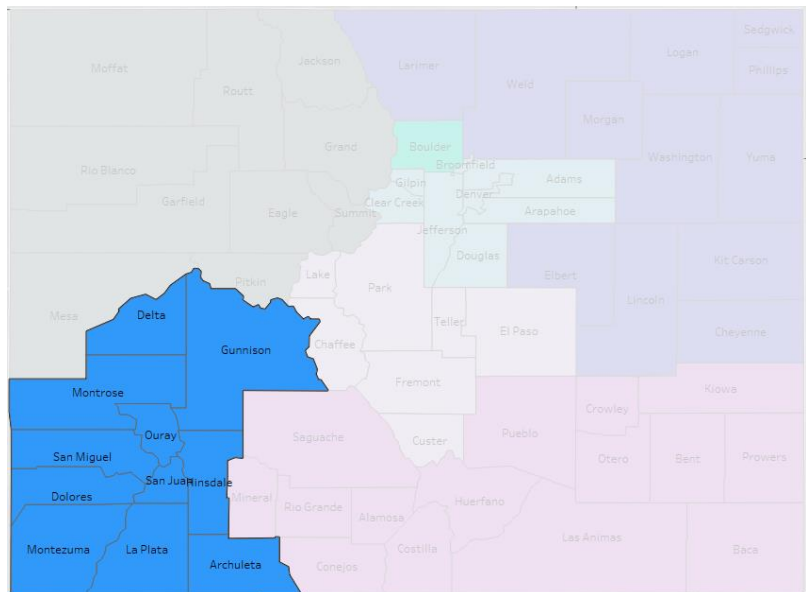
SSPA 6: North Western Slope

- Eagle
- Grand
- Garfield
- Jackson
- Mesa
- Moffatt
- Pitkin
- Rio Blanco
- Routt
- Summit



SSPA 5: South Western Slope

- Archuleta
- Delta
- Dolores
- Gunnison
- Hinsdale
- La Plata
- Montezuma
- Montrose
- Ouray
- San Miguel
- San Juan



Appendix B

FISCAL DOCUMENTATION

Applicants will find the **Colorado Office of Behavioral health capacity budget protocol** documentation on West Slope Casa's website as one of the resources listed with this Grant Application, or use the following link:
<https://www.westslopecasa.com/request-for-proposals/>

Applicants will find the **Colorado Office of Behavioral health capacity budget template** on WSC's website as one of the resources listed with this Grant Application, or use the following link:
<https://www.westslopecasa.com/request-for-proposals/>

Applicants may find the **HCPF and OBH Behavioral Health Accounting and Auditing Guidelines** on WSC's website as one of the resources listed with this Grant Application, or use the following link:
<https://www.westslopecasa.com/request-for-proposals/>

Appendix C

WSC Credentialing – RFP #202 – FY 2023

West Slope Casa

Eligibility for RFP #202 – FY 2023

Eligibility Attestation

In submitting this RFP application, I attest that the organization meets the eligibility criteria expressed in the RFP description and that we are able to meet all of the insurance requirements.

Organization Name: _____

Printed Name and Title: _____

Date: _____

Insurance Requirements : See Appendix D. Exceptions to these minimum coverage requirements will be considered on a case-by-case basis.

If your organization has not previously contracted with West Slope Casa, please be aware of the following requirements and be prepared to submit the required information if your proposal is selected for funding.

- a) Documentation of Medicaid Billing Practices, if applicable
- b) Copy of most recent financial audit and management letter
- c) Copy of most recent agency approved budget
- d) Completed attestation form
- e) Completed contact form
- f) Number of pregnant women and injecting drug users served in the past 18-months, if available

Provider Contact Information Fiscal Year 2023

Organization: _____

Tax ID #: _____

Address: _____

Chief Executive Officer/Executive Director:

Name: _____

Email: _____

Signing Authority if different than Chief Executive Officer/Executive Director:

Name/Title: _____

Email: _____

Grant/Contract Manager:

Name/Title: _____

Email: _____

Financial Contact:

Name/Title: _____

Email: _____

Appendix D

Insurance Requirements

INSURANCE

Provider shall obtain and maintain insurance as specified below at all times during the term of this Agreement. All insurance policies required by this Agreement shall be issued by insurance companies as approved by the State and will have an AM Best rating of A- VII or better. The limits outlined below are may not be appropriate for the exposures represented under this contract but rather represent the minimum limits acceptable. Providers should consult their insurance agent/broker for appropriate limits for the exposures under this contract and may carry higher limits as deemed necessary.

1. Workers' Compensation

Workers' Compensation insurance as required by State statute, and employers' liability insurance covering all Subcontractor's employees acting within the course and scope of their employment.

1.1. Employers Liability limit will be no less than \$500,000 each occurrence

2. General Liability

Commercial general liability insurance covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:

2.1. \$1,000,000 each occurrence;

2.2. \$3,000,000 general aggregate;

2.3. \$1,000,000 products and completed operations aggregate; and

2.4. \$50,000 any one fire.

3. Automobile Liability

Automobile liability insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit of \$1,000,000 each accident combined single limit.

4. Protected Information

Liability insurance covering all loss of State Confidential Information, such as PII, PHI, PCI, Tax Information, and CJI, and claims based on alleged violations of privacy rights through improper use or disclosure of protected information with minimum limits as follows:

4.1. \$1,000,000 each occurrence; and

4.2. \$2,000,000 general aggregate.

4.3. Notwithstanding sections 3.1 and 3.2 above, if Contractor has State Confidential Information for 10 or fewer individuals or revenues of \$250,000 or less, Contractor shall maintain limits of not less than \$50,000.

4.4. Notwithstanding sections 3.1 and 3.2 above, if Contractors has State Confidential Information for 25 or fewer individuals or revenues of \$500,000 or less, Contractor shall maintain limits of not less than \$100,000.

5. Professional Liability Insurance

Professional liability insurance covering any damages caused by an error, omission or any negligent act with minimum limits as follows:

5.1. \$1,000,000 each occurrence; and

5.2. \$1,000,000 general aggregate.

6. Crime Insurance

Crime Insurance including employee dishonesty coverage with minimum limits as follows:

6.1. \$1,000,000 each occurrence; and

6.2. \$1,000,000 general aggregate.

7. Additional Insured

The State and West Slope Casa, LLC shall be named as additional insured on all commercial general liability policies (leases and construction contracts require additional insured coverage for completed operations) required of Contractor and Subcontractors.

8. Primacy of Coverage

Coverage required of Contractor and each Subcontractor shall be primary over any insurance or self-insurance program carried by Contractor or the State.

9. Cancellation

The above insurance policies shall include provisions preventing cancellation or nonrenewal, except for cancellation based on non-payment of premiums, without at least 30 days prior notice to West Slope Casa, LLC and West Slope Casa, LLC shall forward such notice to the State within 7 days of West Slope Casa LLC's receipt of such notice.

10. Subrogation Waiver

All insurance policies secured or maintained by Contractor or its Subcontractors in relation to this Contract shall include clauses stating that each carrier shall waive all rights of recovery under subrogation or otherwise against West Slope Casa, LLC or the State, its agencies, institutions, organizations, officers, agents, employees and volunteers.

11. Public Entities

If Contractor is a "public entity" within the meaning of the Colorado Governmental Immunity Act (the "GIA"), Contractor shall maintain, in lieu of the liability insurance requirements stated above, at all times during the term of this Contract such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the GIA. If a Subcontractor is a public entity with the meaning of the GIA, Contractor shall ensure that the Subcontractor maintain at all times during the terms of this Contract, in lieu of the liability insurance requirements stated above, such liability insurance, by commercial policy or self-insurance, as is necessary to meet the Subcontractor's obligations under the GIA.

12. Certificates

Contractor shall provide to West Slope Casa certificates evidencing Subcontractor's insurance coverage required in this Contract within 7 Business Days following the effective Date. Not later than 15 days before the expiration date of Subcontractor's coverage, Subcontractor shall deliver to the West Slope Casa, LLC certificates of insurance evidencing renewals of coverage. At any other time during the term of this Contract, upon request by the West Slope Casa, LLC, Subcontractor shall, within 7 Business Days following the request by the West Slope Casa, LLC, supply to West Slope Casa, LLC evidence satisfactory to the West Slope Casa, LLC evidence of compliance with the provisions of this section.