



## BRINGING RECOVERY SUPPORTS TO SCALE Technical Assistance Center Strategy (BRSS TACS)

### Application for 2018 BRSS TACS Capacity Building Opportunity

#### Overview

The Substance Abuse and Mental Health Services Administration's (SAMHSA) Bringing Recovery Supports to Scale Technical Assistance Center Strategy (BRSS TACS) is pleased to announce the **2018 Capacity Building Opportunity**, a free intensive technical assistance (TA) opportunity for peer-run organizations (PROs), recovery community organizations (RCOs), family-run organizations, and youth- and young adult-run (YYA) organizations. This intensive TA will be provided between February and August 2018.

We will determine participation through a review that SAMHSA BRSS TACS representatives will conduct to identify intensive TA needs that are not addressed by any other source, a balance of recovery organizations focused on mental health and substance use disorders, as well as geographic diversity.

***Please note that previous recipients of the 2017 SAMHSA BRSS TACS Capacity Building Opportunity are ineligible to apply.***

Below is information about the purpose of this TA, eligibility requirements, and instructions on how to apply and the online application, which includes both demographic and narrative questions. We estimate it will take you 1-2 hours to complete the application.

You must answer all required questions at the same time to have a complete application. You may also obtain a [PDF copy of the Capacity Building Opportunity instructions and the application](#). We recommend that you compose answers to narrative questions offline, then copy and paste your answers into this online application.

To receive the application in Microsoft Word and complete it offline, please email [BRSS TACSCapacityBuilding@center4si.com](mailto:BRSS TACSCapacityBuilding@center4si.com) for the application and instructions for returning the completed copy.

All applications must be completed and submitted by **8:00 p.m. EST on Monday, November 27, 2017.**

Please email BRSS TACS at [BRSS TACSCapacityBuilding@center4si.com](mailto:BRSS TACSCapacityBuilding@center4si.com) or call 781-247-1711 with any questions.

## Benefits

This opportunity will offer access to national experts and support to help expand your organization's knowledge, expertise, sustainability, and capacity to carry out its mission. It also provides opportunities to connect with and learn from other PRO, RCO, family-run, and YYA-run organizations facing similar challenges. The intensive TA will support implementing and sustaining activities to engage peer leaders from mental health and substance use treatment/recovery communities and help achieve state implementation plans to expand capacity for recovery support efforts.

## Purpose

The 2018 BRSS TACS Capacity Building Opportunity will offer sustained, individualized consultation, training, and peer-to-peer support for up to 25 peer-run, recovery-community, family-run, and youth- and young adult-run organizations over the course of six months. National subject matter experts may offer virtual training and technical assistance, learning communities, webinars, products, and guidance on specific topics of interest to organizations that are committed to developing their own capacity in one of five areas below.. For additional assistance in determining your potential focus area, please refer to the **TA Examples Table** directly below the following focus areas:

1. Partnering With State Systems to Advance Recovery: TA will assist organizations to better partner with state, territorial, or tribal behavioral health systems to advance recovery and integrate peers.
2. Advancing the Peer and Family Support Workforce: TA will support organizations as they continue to develop and strengthen their peer and family support workforce.
3. Building Infrastructure and Organizational Capacity: TA will assist organizations to strengthen their infrastructure and build their organizational capacity to enhance their ability to provide peer and family support services.
4. Sustaining Recovery in Educational Settings: TA will support organizations to develop and sustain recovery programs in educational settings.
5. Supporting Re-entry: TA will support organizations to address re-entry challenges experienced by individuals in or seeking recovery who are transitioning from criminal justice or institutional settings to life in the community.

**Table of TA Examples**

Area of Focus	Partnering With State Systems to Advance Recovery	Advancing the Peer and Family Support Workforce	Building Infrastructure and Organizational Capacity	Sustaining Recovery in Educational Settings	Supporting Re-entry
<b>TA Provided</b>	<p>Collaboration and partnership development to advance recovery principles</p> <p>Leadership development</p> <p>Self-direct care</p> <p>Developing recovery support services</p> <p>Developing Medicaid billable services</p> <p>Sustainability plans</p> <p>Treatment efforts to address SMI and opioid use</p> <p>Increase access to crisis response services</p>	<p>Strengthening capacity of PROs/RCOs to partner with state entities to achieve an integrated workforce</p> <p>Integration of peers in behavioral health workforce</p> <p>Workforce development strategies/activities for caregiver/family involvement and supports when addressing issues related to SMI and opioid use disorders</p> <p>Addressing and exploring wage and compensation gaps</p> <p>Supporting organization to develop an Action Plan related to partnering/collaborating with state entities to advance recovery</p> <p>Integrating best practices to engage individuals experiencing a mental health crisis</p> <p>Expanding treatment services, integrating efforts that effectively activate treatment services for those with SMI or opioid use disorder</p>	<p>Strategic planning, business planning, financial planning, creation of by-laws</p> <p>Crafting a mission statement/vision and values</p> <p>Developing a one page value proposition</p> <p>Recruiting/maintaining an involved and effective board of directors</p> <p>Marketing to new and existing populations</p> <p>Workforce development</p> <p>Risk management and developing compliance programs</p> <p>Infrastructure development</p> <p>Contracting and developing network relationships</p> <p>Developing and tracking outcomes</p> <p>Strategies for developing and sustaining community partnerships</p> <p>Expanding efforts between systems that interfere with capacity to deliver treatment for those in most need</p>	<p>Reducing discrimination related to serious mental illness and substance use disorders</p> <p>Expanding access to educational services and recovery supports in collegiate environments.</p> <p>Integrating educational with community recovery supports</p> <p>Identifying and engaging underserved populations</p> <p>Increasing cultural awareness and competency</p> <p>Advocacy training and skill Development</p> <p>Sustainability of current or proposed collegiate recovery programs/recovery high schools</p> <p>Increasing recovery supports for youth and adults in collegiate recovery programs/recovery high schools</p> <p>Support development of integrated behavioral health treatment services in underserved collegiate environments</p> <p>Establishing sustainability plans for integrated behavioral health treatment services</p>	<p>Reducing discrimination</p> <p>Expanding access to treatment services and recovery supports</p> <p>Self-directed care</p> <p>Addressing system and community barriers</p> <p>Identifying and engaging underserved populations</p> <p>Cultural awareness and competency</p> <p>Supporting justice-involved individuals and veterans</p> <p>Sustainability plans</p> <p>Coordinating efforts to address gaps in support services that impede treatment services due to homelessness, behavioral health needs, etc.</p> <p>Specific challenges faced by persons with CJ histories</p> <p>Increasing caregiver/family involvement and supports when addressing issues related to SMI and opioid use disorders</p>
<b>Examples of TA</b>	<p>Organization may be interested in promoting Medicaid reimbursement for peer services or partnering to expand access to treatment options for Opioid Use Disorder</p>	<p>Organization may be interested in exploring avenues to expand access/capacity for recovery supports to support individuals experiencing SMI or SUD.</p>	<p>Organization may be interested in updating and refining mission, vision, and value statements, learning how to use board members more effectively, or expanding capacity to support individuals experiencing Opioid Use Disorder.</p>	<p>Organization is considering joining with a college or university to expand access to recovery support services on a college campus.</p>	<p>Organization may wish to implement peer support in jails/ prisons, support re-entry by addressing system or community barriers, promote medication assisted treatment pre-release or upon release; or develop advocacy approaches to raise awareness within community about challenges/barriers to reintegration.</p>

## Process

Participation in the BRSS TACS intensive TA opportunity is voluntary. TA delivery will consist of activities designed to reach agreed-upon goals and outcomes relevant to the shared goals of BRSS TACS and the recipient. TA delivery and participation will include monthly teleconferences and may also include virtual support as necessary. We will structure TA around sustained, ongoing relationships between the BRSS TACS TA team and selected PROs, RCOs, family-run organizations, and youth- and YYA organizations.

BRSS TACS will work with the TA recipient to create a customized TA package, which may include some combination of the following elements:

- webinars
- staff trainings/professional development
- virtual meetings
- support for data collection, validation, and reporting
- assistance in the development and revision of written processes and policies
- tools and templates
- resources
- learning communities

For example, monthly webinars or learning community participation, phone support, and resources provided as needed may follow a training.

## Roles and Responsibilities

The primary BRSS TACS TA task lead assigned to each individual category will

- negotiate and formalize activities between the BRSS TACS TA team and recipient organizations to achieve agreed-upon outcomes;
- co-create a TA plan with identified outcomes that is specific to the needs of organizations and results in measurable outcomes; and
- provide support as detailed in the TA plan through virtual assistance, phone calls, monthly web conferences, and e-mail communication.

The roles and responsibilities of participants will vary based on each organization's customized TA plan, but at a minimum each participant will

- complete an organizational self-assessment;
- participate in co-creating a tailored TA plan with measurable outcomes;
- submit a signed letter of commitment to participate in the TA process;
- ensure leadership support from any organization involved in the TA;
- designate a single point of contact to facilitate communication with the TA provider;
- demonstrate willingness and readiness to addressing the area of need and commitment to the organizational change process;
- provide staff to collaborate in creating the TA plan and implementing the activities; and
- provide the staff and resources necessary to support the TA engagement and to assess organizational progress toward agreed-upon outcomes on a regular basis.

## Questions?

Please send all questions to [BRSSTACSCapacityBuilding@center4si.com](mailto:BRSSTACSCapacityBuilding@center4si.com)

## Application for 2018 BRSS TACS Capacity Building Opportunity

Online  
Application

### Eligibility

The 2018 Capacity Building Opportunity is available only to peer-run organizations (PROs), recovery community organizations (RCOs), family-run organizations, and youth- and young adult-run (YYA) organizations. The opportunity will provide up to 25 successful applicants with intensive technical assistance (TA) over a 6-month period (February - August 2018). We strongly encourage applicants to review the "Overview" information and the **TA Examples Table** before applying for the Capacity Building Opportunity.

***Please Note: Previous recipients of the 2017 Capacity Building Opportunity are ineligible to apply.***

Potential applicants are PRO, RCO, family-run or YYA nonprofit entities that meet the following requirements:

- A majority of consumers/peers/people in recovery must manage the applicant program or organization.
- The majority of the organization's board of directors or advisory board must identify as consumers/peers/people in recovery.
- The Board of Directors or Advisory Board must have been in operation for at least six months before the date of issuance of this subcontract announcement.
- The organization must be dedicated to promoting wellness and recovery for people with substance use disorders, mental health issues, or co-occurring mental and substance use disorders.

## Instructions

To be considered for this opportunity, you must complete this application. **You must start and finish the application at the same time, so we recommend that you compose your answers offline and copy and paste them into this Survey Monkey application.**

You may print a [blank PDF copy of the questions in this survey](#) to review the questions prior to entering your answers here.

To receive the application in Microsoft Word and complete it offline, please email [BRSSSTACSCapacityBuilding@center4si.com](mailto:BRSSSTACSCapacityBuilding@center4si.com) for the application and instructions for returning the completed copy.

**Applications must be completed and submitted by Monday, November 27, 2017 at 8:00 pm EST.** We will not accept applications past the deadline. All applicants who successfully complete an application will receive a confirmation email.

The BRSS TACS team will review and assess the applications and notify each organization of the status of their application when decisions are made. We will make final decisions by January 12, 2018. Organizations selected for the Capacity Building Opportunity need to participate in a kickoff teleconference on Monday, January 29, 2018.

*If you are not selected for TA through this opportunity, you may apply for general TA related to your needs using the BRSS TACS webpage TA request form. We will provide a link to the TA request form in the email response informing you if you have not been selected to participate in the 2018 Capacity Building Opportunity.*

Please contact BRSS TACS with any questions about the application process. You may reach us at **(781) 247-1711** or [BRSSSTACSCapacityBuilding@center4si.com](mailto:BRSSSTACSCapacityBuilding@center4si.com)

The application begins below. This web-based program **does not allow** you to complete some answers, then save and return to complete the rest. **You will need to complete the application in its entirety in order to submit it.**

You may print [a PDF copy of the questions below](#), so that you may gather all required information before you begin. The application is two pages, and you must answer all questions on each page to advance to the next page.

**\* 1. Organization name:**

**\* 2. Organization location (city, state):**

**\* 3. Lead person for the Capacity Building Opportunity:**

**\* 4. Email and phone number for the lead person:**

Email:

Phone Number:

**\* 5. The best point of contact for this application:**

**\* 6. Email and phone number of application contact person:**

Email:

Phone number:

**\* 7. Are you currently a SAMHSA grantee?**

☐ Yes

☐ No

If yes, please include the title of your grant program and contact information of your Government Project Officer:

**\* 8. Are you currently receiving technical assistance?**

☐ Yes

☐ No

If yes, please describe the TA and identify the TA provider.



**\* 9. Have you previously received BRSS TACS technical assistance?**

☐ Yes

☐ No

If yes, please briefly describe.

**\* 10. What is your annual budget?**

**\* 11. How many paid and volunteer employees do you have?**

# of paid employees

# of volunteer  
employees

**\* 12. How many members are on your Board?**

**\* 13. Do you have a 501c3?**

☐ Yes

☐ No

If yes, when did you receive it?

**\* 14. Which most closely describes the organization's geographic location?**

- ☐ Rural
- ☐ Frontier
- ☐ Urban
- ☐ Suburban
- ☐ Other (please specify):

**\* 15. By checking this box, you confirm that you are a peer-run, recovery community, family-run organization, or YYA organization.**

- ☐ I confirm.

**\* 16. By checking this box, you agree to participate actively and regularly in the intensive technical assistance over the duration, including monthly learning calls with other organizations.**

- ☐ I agree.

**\* 17. Select Area of Focus**

**Please select a focus area closest to your interest from the list below. Please refer to the Capacity Building Opportunity Overview and TA Example Table for additional information. If you need additional clarification regarding your selected focus area, please use the comment box to provide additional information:**

- ☐ **1. Partnering With State Systems to Advance Recovery:** TA will assist organizations to better partner with state, territorial, or tribal behavioral health systems to advance recovery and integrate peers.
- ☐ **2. Advancing the Peer and Family Support Workforce:** TA will support organizations as they develop and strengthen their peer and family support workforce.
- ☐ **3. Building Infrastructure and Organizational Capacity:** TA will assist organizations to strengthen their infrastructure and build their organizational capacity to enhance their ability to provide peer and family support services.
- ☐ **4. Sustaining Recovery in Educational Settings:** TA will support organizations to develop and sustain recovery programs in educational settings.
- ☐ **5. Supporting Re-entry:** TA will support organizations to address re-entry challenges experienced by individuals in or seeking recovery who are transitioning from criminal justice or institutional settings to life in the community.

**18. Comments on Selected Focus (Optional):**



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*Technical Assistance Center Strategy (BRSS TACS)*

## **Application for 2018 BRSS TACS Capacity Building Opportunity**

### **Narrative Section**

Please respond to the following questions (maximum 700 words per question)

- \* 19. Organizational Description and Context. Provide a brief overview of your organization. Please include the services that you currently provide and the sources of funding for each service.**

**\* 20. Description of TA Request: Needs.** Provide a brief description of the needs that you want to address through this intensive TA. Please describe identified barriers or challenges your organization is currently facing, including both internal and external challenges.

**\* 21. Description of TA Request: Goals and Outcomes** Please provide a description of the goals and outcomes you hope to achieve as a result of intensive technical assistance. Tell us how you expect the intensive technical assistance to help you address the barriers or challenges you identified above.

**\* 22. Readiness and Commitment to Change: Please describe your agency strengths and the extent to which your organization is motivated to make changes, is willing to commit time and resources to implementing changes, and is likely to sustain and support these changes. How will you support the changes after the TA is complete?**

**\* 23. Additional Information: (Optional) Please share any additional information you would like the BRSS TACS team to know about your organization, your selected focus area, or your expectations for the intensive technical assistance.**