

Staff Person for Submission: Ms. Jody Fortenberry

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Mississippi Department of Mental Health

Bureau of Behavioral Health Services

SUBSTANCE ABUSE BLOCK GRANT

Peer Recovery Coach Project

Request for Applications

Due Date: **June 9, 2023**

Please note that all grants are contingent on the funding by the Mississippi State Legislature and/or the Federal Government. The submission of this application to the Department of Mental Health is not a guarantee of funding.

The Department of Mental Health, Bureau of Behavioral Health Services/ Division of Peer Recovery and Support is now accepting funding proposals for the state fiscal year 2024. This proposal application is eligible to all Mississippi Department of Mental Health (DMH) certified providers in good standing. However, DMH certification is not a guarantee of funding. All submitted proposals will be evaluated by a panel of reviewers using the posted competitive grant scoring rubric. Not all submitted proposals may be funded, but comprehensive feedback will be provided to all providers, particularly if their application was not funded for the current fiscal year.

The funding associated with this grant opportunity is meant to defray a proportion of operational costs for the service.

Cash requests will only be signed and processed for payment after the Department of Mental Health has received required data outcomes and/or metrics specific to the respective grant.

PEER RECOVERY COACH

The Mississippi Department of Mental Health's Bureau of Behavioral Health Services

- I. is now accepting proposals for the Substance Abuse Block Grant – Peer Recovery Coach Position for state fiscal year 2024 (July 1, 2023 – June 30, 2024).**

II. Application Guidelines – Peer Recovery Coach

A. Required Forms

Please submit the following required forms which can be found in the MS Department of Mental Health's Service Provider Manual.

1. Proposed Budget Summary Form: 100-1
2. Proposed Budget Personnel Form: 100-2
3. Proposed Budget Line-Item Form: 100-3
4. Budget Narrative/Justification
5. Program Narrative (not to exceed 2 pages)

III. Grant Description

The Department of Mental Health (DMH) Bureau of Behavioral Health Services is offering a SABG funding opportunity to promote support of the Peer Recovery Support Project and Peer Bridger Project through technical assistance/training, evaluation, and certification needs. This grant will provide funding to establish Peer Recovery Coach staff to support peer support services throughout the state.

Primary Duties and Responsibilities:

1. Support the Division of Peer Recovery and Support in its mission to support all peer support service projects.
2. Assist peer support service training teams in the coordination and facilitation of CPSSP Trainings.
3. Work cooperatively as members of the training team to schedule and document all trained under the following designations/projects: Adult/Recovery, Recovery only, Forensic Peer Recovery Support, Peer Wellness Support, and Peer Bridger Project.
4. Assist in designation trainings of all potential peer support service programs/projects personnel.
5. Work closely with training staff in providing technical assistance, evaluation, and certification needs to all peer support service programs/projects staff.
6. Advocate on behalf of all peer support service programs/projects staff when appropriate.
7. Provide follow-up as appropriate.
8. Work cooperatively as a member of the training team.
9. Provide back-up assistance to agency programs, as necessary.
10. Maintain documentation and related data in accordance with agency standards and provide monthly and end year reports to DMH.
11. Work in compliance with all health and safety policies, procedures and guidelines, and the Occupational Health and Safety Act.
12. Follow all agency policies, procedures, and directives.

Outcome Measures Goals

- Comprehensive tracking of all trained on behalf of Adult/Recovery, Recovery only, Forensic Peer Recovery Support, Peer Wellness Support designations, and Peer Bridger Projects.
- Assist in the monitoring and submission of data detailing all trained in connection to Adult/Recovery, Recovery only, Forensic Peer Recovery Support, Peer Wellness Support designations, and Peer Bridger Projects.

Performance Measures

- Assist Project Coordinators in submitting supporting data of all trained in connection to Adult/Recovery, Recovery only, Forensic Peer Recovery Support, Peer Wellness Support designations, and Peer Bridger Projects as requested.
- Upon request, show tracking of trained peer support staff assisted in finding employment.
- Assist Project Coordinators in submitting training reports/spreadsheets and monthly tracking forms of all technical assistance provided to peer support services staff.

Reporting on Performance Measures

DMH grant recipients must review the performance of data submitted to DMH, assess the agency's progress, and use this information to improve the management the grant services. Grant recipients are also required to report on their progress addressing the goals and objective whether the agency is achieving the goal, objective, and outcomes in intended to achieve and whether adjustments need to be made.

IV. Requirements & Grant Criteria

- a. Provider approved to receive funding for this Peer Recovery Coach grant agrees to assist in providing data reports, service information, and fiscal information to the MS Department of Mental Health as required and requested.
- b. Services funded through grants and enhancements administered by the MS Department of Mental health must be in compliance with the most recent version of the MS DMH Operational Standards of Service.**
- c. All services must be provided non-discriminately regardless of race, sex, age, creed, national origin, disability, or the ability to pay (DMH Operational Standards, Rule 10.7.B.1).
- d. DMH requires this position be filled by a Certified Peer Support Specialist Professional (CPSSP) but will not allow these duties to be added to any current CPSSP already working at the provider agency. This is a new hire position that should only be tasked with the Primary Duties and Responsibilities listed above.
- e. A maximum funding amount of **\$204,000 per fiscal year** may be requested for Peer Recovery Coach grant.
- f. This grant funding allows for salaried Peer Recovery Coach staff within a provider agency or organization. Only salary at 100% Full-Time Equivalent (FTE) plus fringe can be reimbursed from the awarded amount. Should the salary fall below the suggested salary amount or not reach the maximum allowable salary amount, no other positions can be funded with the difference.

- i. Please be advised, this is a **COST REIMBURSEMENT** grant, and **no** fee-for-service billing is allowed.
- ii. The Peer Recovery Coach staff requires a minimum of one (1) year of related work experience.
- iii. **Only** Peer Recovery Coach staff salary (at 100% FTE) and fringe (not to exceed 28% of salary) are allowable for reimbursement. No special permissions allowed for this funding. In the event this position is vacant, 10% of the Executive Director's salary can be billed to this grant if services are being performed until position is filled.
- iv. No other DMH funding source can be used to supplement the Peer Recovery Coach staff.
- v. Providers approved for this SABG funding must have the Peer Recovery Coach position filled by **July 1, 2023** or the funding may be withdrawn.
- vi. The provider must provide the name, phone number, email address, and credentials of the agency's Peer Recovery Coach
- vii. The provider is required to notify the Peer Recovery & Support Director within 10 days of this position becoming vacant or a staff change, and the name and contact information for the person who will assume the role and responsibilities of the Peer Recovery Coach staff in the interim.
- g. The Peer Recovery Coach staff is a 100% salaried position therefore this is a cost reimbursement grant, and **no** fee-for-service billing is allowed.
- h. Travel: Travel reimbursement listed in the budget cannot exceed the current State of Mississippi mileage reimbursement rate, currently \$0.655 per mile. Mileage reimbursement rates are located on the Mississippi Department of Finance and Administration website: [Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates | GSA](#).
- i. Equipment Purchases: The purchase of equipment will be considered on a case-by-case basis.
- j. Furniture Purchases: The purchase of furniture is **not** allowed. No exceptions.
- k. Meal Purchases: The purchase of light refreshments and meals are **not** allowed. No exceptions.

SABG funding for Peer Recovery Coach Acknowledgements:

Initial Below:

_____ The agency will comply with all regulations set forth in this document.

_____ I understand that upon receipt of award announcement, the agency will sign an Assurances Agreement with the MS Department of Mental Health for funds received in fiscal year (FY) 24: July 1, 2023 – June 30, 2024.

Sign and Date Below:

Name of Agency:

Executive Director:

Date:
