



Office on Mental Health

Core Service Agency of Harford County, Inc.

REQUEST FOR PROPOSAL

ADOLESCENT CLUBHOUSE PROGRAM

**Issued by the Office on Mental Health/Core Service Agency of Harford County, Inc.
(OMH/CSA) 10/2/20**

Project Title: Adolescent Clubhouse Program

RFP Original Issue Date: October 2, 2020

Period of Performance: There is an expectation that grant funds will be available for Federal Fiscal Year 2021 (September 30, 2020- September 29, 2021). However, the grant award and subsequent payments are subject to the availability of OMH/CSA and Maryland Department of Health (MDH) funds and the satisfactory achievement of program deliverables.

Proposal Due Date: Friday, October 30, 2020 NO LATER THAN 4:30 p.m.

Point of Contact for this RFP:

Angela Gray
2231 Conowingo Road, Suite A
Bel Air, MD 21015
410-803-8726
agray@harfordmentalhealth.org

Please submit an electronic version of the proposal via email to:

Angela Gray
agray@harfordmentalhealth.org

Anticipated Notification Date: Friday, November 20, 2020

INTRODUCTION

The Office on Mental Health/ Core Service Agency of Harford County, Inc. (OMH/CSA) is issuing a Request For Proposal (RFP) utilizing federal Substance Abuse and Mental Health Services Administration (SAMHSA) funding for the fiscal year (FY) 2021 State Opioid Response (SOR) grant.

The OMH/CSA is issuing an RFP to develop and operate an Adolescent Clubhouse in Harford County. The Awardee will develop and operate an Adolescent Clubhouse utilizing a grant award of up to \$300,000.00. Preference will be given to facilities that are not co-located with substance abuse treatment services.

The Adolescent Clubhouse must be located in Harford County, with preference given to proposals that incorporate multiple locations and/or virtual services for youth who cannot access the physical location. Locations must be an easily accessible, clean and welcoming public space, that will serve adolescents ages twelve (12) – seventeen (17) impacted by, affected by, or diagnosed with an opioid use disorder (OUD), or in recovery from an OUD as well as their families. These efforts are also aimed to decrease future opioid related deaths in this population at risk for and recovering from an opioid use disorder.

This funding will support the Adolescent Clubhouse through program expansion efforts, and by building needed infrastructure to support collaboration with schools and communities, and to expand the array of recovery-oriented services available to youth and families. The work done through this initiative will also help to build sustainable partnerships with critical stakeholders in the school and community settings in an effort to build upon an existing network aimed to advance the needs of youth impacted by, affected by, or diagnosed with an OUD.

This initiative supports the early identification of youth who are at risk of, diagnosed with, or in recovery from an OUD, as well as providing support to help engage their families. The funding intends to increase family involvement in the youth and family's well-being and recovery support network. This overarching principle is behind a wide variety of Evidence Based Practice (EBP) models. Increased family engagement has been shown to improve outcomes and to reduce youth substance use across multiple meta analytic reviews. Additional EBP programs will also be offered to the existing and new clubhouses in order to enhance their therapeutic programs.

The Adolescent Clubhouse will allow adolescents to assemble with their peers, in a safe and supportive alcohol and substance free environment that promotes recovery. The Adolescent Clubhouse will honor and respect all diverse pathways to recovery and promote person-centered and peer-based services.

The services including groups or trainings offered monthly should include, but not be limited to:

- Vocational and educational training,

- Self-care and social skills development,
- Peer recovery support,
- Age and developmentally appropriate recovery support groups,
- Resource linkage,
- Volunteer and service opportunities,
- Recovery related workshops, and
- Family engagement events.

The clubhouse shall employ a Young Adult Peer Recovery Support Specialist (YAPRSS) who will engage with youth at the Adolescent Clubhouse in an effort to improve hope and optimism, support symptom reduction, increase self-esteem, build overall health and wellness, reduce workplace stigma surrounding substance use and co-occurring mental and opioid use disorders, and to inform non-peer staff about recovery from a youth perspective.

There is an expectation that grant funds will be available for Federal Fiscal Year 2021 (September 30, 2020- September 29, 2021). However, the grant award and subsequent payments are subject to the availability of OMH/CSA and MDH funds and the satisfactory achievement of program deliverables. The performance measures are subject to change based on the condition of award from BHA.

The funding can be used to support efforts such as, but not limited to:

- Family engagement and availability of Family Peer Support Resources,
- Referral to, or availability of, case management resources/services for families in need of, and interested in, these services,
- Specific interventions supporting youth in families with, or at-risk for, opiate use disorders,
- Training participants and staff in evidence-based practices (EBP) and promising practices such as, but not limited to, Strengthening Families, Adolescent Community Reinforcement Approach (ACRA), Botvin Life Skills, Adverse Childhood experiences (ACES), Screening, Brief Intervention, and Referral to Treatment (SBIRT)/Teen Intervene and Car, Relax, Alone, Forget, Friends, Trouble (CRAFT), (*minimum of two EPB trainings per grant award period*)
- Education on resiliency strategies to help support abstinence, avoidance of triggers, and recovery,
- Recovery oriented services including engagement with certified peer recovery specialists,
- Smoking cessation and Sexually Transmitted Disease (STD) prevention/education activities,
- Training youth and families engaged in clubhouses on recognizing the signs/symptoms of opiate overdose, on the administration of Naloxone, and to provide information regarding how and where to access Naloxone kits,
- Education on resiliency strategies to help support abstinence, avoidance of triggers and recovery,

- Recovery staff will be training in a variety of evidence-based short- and medium-term intervention strategies to assist with promoting abstinence and recovery,
- Social activities and life skills that are designed to promote healthy social connection and reduce isolation,
- Trauma and or recovery related topics,
- Substance use/misuse psychoeducation,
- Naloxone education groups,
- Family support groups,
- These activities should include guidance regarding activities of daily living, independent living skills, group social activities and outings, as appropriate within the structure of the program,
- Recovery support groups that facilitate a conversation focused on a specific topic, including education around health risks, smoking cessation, and prevention of sexually transmitted diseases, and
- Development and start-up of a new clubhouse program, preference given to in an identified, underserved area.

The Clubhouse Model will be adapted for the Adolescent Clubhouse to focus on providing only non-clinical services, although participants will be expected to be in treatment, in the process of beginning treatment, or in aftercare. The Clubhouse Model's non-clinical services foster natural peer support and peer mentoring opportunities for adolescents, who traditionally look to their peers for advice, support, and modeling behavior.

The Clubhouse Model adopts a strengths-based, person-centered approach to recovery that is an integral part of peer recovery support services. The focus of the Adolescent Clubhouse is to support and promote recovery in a way that respects the adolescent's developmental stage and encourages independence and self-efficacy.

GENERAL INFORMATION

The organization or service provider wishing to apply must:

- Meet the eligibility requirements listed in this document,
- Submit an application (Attachment 1),
- Designate one person (Clubhouse Program Director) to be the liaison with the OMH/CSA to provide information for grant reporting and evaluating the services provided,
- Commit to meet with the OMH/CSA at a minimum of once per month from the date of grant award to provide updates on project progress. Schedule may be modified based on performance,
- Demonstrate sustainability of the Adolescent Clubhouse beyond the life of this grant, and

- Commit to meet monthly, by phone or in-person, with the MDH, and the Behavioral Health Administration Child, Adolescent, and Young Adult Services Unit (CAYA) to discuss the operation of the Adolescent Clubhouse.

ELIGIBILITY REQUIREMENTS

To apply for the Adolescent Clubhouse Grant, an organization must:

- Be a community-based provider that renders services to the population of adolescent youth impacted by opioid use disorders (OUD's) and/or co-occurring disorders (COD's), and their families,
- Develop and/or operate a community center in Harford County,
- Provide resiliency and recovery-oriented services to youth and their families,
- Plan to locate a facility that can feasibly meet the requirements for the program and be operational within 3 months of being awarded funds,
- Demonstrate how the activities and services of the organization will be separate and different from current activities and services at the existing facility,
- Be in good standing with the Maryland Department of Taxation and Assessment, the Office of the Secretary of State's Charitable and Legal Services Division (if applicable), the Harford County Health Department, Harford County Department of Planning and Zoning, and all other applicable Federal, State and Local requirements, and
- Maintain liability insurance of at least \$3,000,000/\$1,000,000.

ADMINISTRATIVE REQUIREMENTS

The Awardee must adhere to all grant requirements and comply with the Maryland Department of Health (MDH) Conditions of Award, and relevant local, state, and federal laws and regulations. The Awardee will demonstrate cultural and linguistic competence in the delivery of services to a diverse adolescent population.

The Awardee must establish an advisory board for the Adolescent Clubhouse to guide selection and implementation of services and programs, as well as, consult on issues that may arise. The majority of the board (51% or greater) will consist of representatives of the local community of recovery, including adolescents in recovery and their family members. The OMH/CSA will reserve the right to send a representative to advisory board meetings to monitor board operations and progress.

The Awardee will hire and maintain a paid staff consisting of no less than a full-time Adolescent Clubhouse Director and a full-time Young Adult Peer Recovery Support Specialist (YAPRSS). Other positions, which may be full or part-time, include but are not limited to Recreations Coordinator, Educational Coordinator, Vocational Coordinator, and Peer Support Specialist (these positions can be combined if deemed appropriate).

The Awardee's staff will participate in Peer Review Workgroups and scheduled project meetings with OMH/CSA staff and MDH as requested.

The Awardee will ensure all paid and volunteer staff are appropriately trained and have required certifications or licensures, as applicable. The Awardee will participate in trainings as deemed necessary by the OMH/CSA and/or MDH. The Awardee will ensure background checks are conducted and reviewed to determine appropriateness to interact with the population of focus.

The Awardee will create clear Policies and Procedures for all paid and volunteer staff. Policies and Procedures may be subject to review and approval by the OMH/CSA.

The Awardee will create clear Rules of Conduct for adolescents that promote tolerance, acceptance, and sensitivity to diverse pathways of recovery and diverse cultures. The Rules of Conduct will be clearly posted at the facility and may be subject to review and approval by the OMH/CSA.

The Awardee will utilize sign-in sheets for groups facilitated at the Adolescent Clubhouse to document the number of participants utilizing the services and facility. While acknowledging that even signing in with a first name and last initial may be problematic for certain groups because of issues of anonymity, we must have at least a daily head count of attendees to ensure accountability for support of the Adolescent Clubhouse.

The Awardee must obtain and maintain current knowledge of Harford County community resources. A broad network of referral sources, services, and supports must be established to ensure timely access to care.

FACILITY REQUIREMENTS

The Awardee will provide a safe, welcoming, and clean facility that is compliant with all Harford County building and environmental codes, including guidelines for accessibility established by the Americans with Disabilities Act (ADA). The Awardee will agree to monitoring and inspection by the OMH/CSA, in addition to all other inspections required by the County.

The Awardee will agree to have security for the Adolescent Clubhouse. Security will consist of, at minimum, an alarm system and sufficient outdoor lighting around the facility. Preference will be given to a facility that is a free standing, non-treatment service facility. If the chosen facility does provide treatment services, the Awardee must demonstrate how the Adolescent Clubhouse will be separate in space and ideology of the treatment services and must form or have an Advisory Board that is independent from the existing agency's Board.

The facility must be open for services at least 6 days a week. During the school week, the hours will begin after school between 2:00 and 3:00 pm and will end no earlier than 8:00 pm. During the summer months hours may vary with pre-approval from the

OMH/CSA, as long as the hours meet the needs of the individuals served. Exceptions may be made to hours of operation during the COVID-19 pandemic and Maryland State of Emergency, with the approval of the OMH/CSA, to provide appropriate hours of operation to meet the needs of the individuals served.

The facility itself should consist of, at minimum:

- Two offices, at least one of which is private and can be utilized for peer support sessions as needed,
- Meeting room (holds up to 30 people),
- Kitchen (microwave, sink and refrigerator),
- Open space for socializing and peer led activities, and
- Bathrooms (either private or separate for men and women).

Preference will be given to a facility that can provide the following on-site:

- Recreation areas/equipment (e.g. basketball court, pool table, tennis court),
- Transportation,
- Computer lab and computer equipment,
- Existing provisions for security, and
- Adolescent/youth programs.

The Adolescent Clubhouse will not, under any circumstances, provide overnight accommodations.

PROGRAM AND SERVICES REQUIREMENTS

The Awardee will use the funds to support staffing, operations, and recovery-oriented services for the Adolescent Clubhouse and the awardee will use funds to hire one YAPRSS, purchase a laptop, and for travel reimbursement for the YAPRSS.

The Awardee will agree that no subcontractor(s) shall be hired to provide services related to the Adolescent Clubhouse, unless and until prior approval has been given by the OMH/CSA. The Awardee will submit in writing any request for services to be provided by a subcontractor to the OMH/CSA. Work performed by a subcontractor that has not received prior approval from the OMH/CSA will not be eligible for reimbursement.

The Awardee will create a process for identifying adolescents at risk for or in recovery from an OUD, and a method of recruiting this population of focus for participation in the Adolescent Clubhouse. This process should include how the population of focus will be marketed to in an appropriate manner.

The Awardee will identify how the project will be integrated or incorporated into the existing structure and activities of the facility and organization.

The Awardee will describe how the Adolescent Clubhouse will partner with other community-based organizations to increase youth participation in community activities and avoid duplication of resources available to youth via other providers.

The Awardee will hire a YAPRSS for the Adolescent Clubhouse to provide peer recovery support services and care coordination to participants. The role of the YAPRSS includes but is not limited to the following:

- Engaging youth in evidence-based practices and recovery supports,
- Providing supervision on off-site outings,
- Maintaining clubhouse attendance records, and
- Maintaining any other required record through this award.

The YAPRSS will be required to possess the following:

- Have a minimum of a high school diploma or equivalency,
- The ability to pass a state and federal child background investigation,
- Driver's license preferred,
- Certification as a Peer Recovery Specialist within 12 months from the date of hire from the Maryland Addictions Professional Certification Board (MAPCB) located at 10807 Falls Rd., #1376, Brooklandville, MD 21202 to ensure those who are hired are seeking certification or recertification simultaneous to their employment, and
- The YAPRSS's job classification, description, and supervision will be decided by the Awardee.

The Awardee will incorporate programming to assist participants with preventing relapse and as needed, refer youth experiencing relapse to appropriate services.

The Awardee will strive for strong family engagement by providing activities and events focused on the family.

The Awardee will provide tutoring and job readiness services for adolescents in all stages of schooling and work preparedness. The Awardee can include an Education Coordinator and Vocational Coordinator. These positions may be combined.

The Awardee will promote healthy lifestyle habits at the Adolescent Clubhouse by providing educational, recreational, and social activities regarding healthy eating, physical fitness, stress reduction, coping strategies, resilience skills, and healthy sleep habits. A Recreational Coordinator can be hired to develop and deliver developmentally appropriate drug and alcohol-free activities.

The Awardee will provide age and developmentally appropriate self-help and support groups available several times a week. Groups may include, but not be limited to, Alcoholics Anonymous, Narcotics Anonymous, SMART Recovery, Al-Anon, etc. As needed, the Awardee will provide gender-specific groups that will be available to both the adolescent males and females. These will allow adolescents to achieve long-term recovery through a process of discovery without the distraction of members of the opposite sex. Gender issues as they pertain to Lesbian, Gay, Bisexual and Transgender (LGBT) adolescents should be addressed as well in support groups and/or individual peer support programming as needed.

The Awardee will utilize Trauma-Informed practices, with modifications made for recovery support. This approach will assist in developing a trauma-informed program that recognizes the presence of trauma symptoms and the role trauma plays in one's life while creating a safe and supportive environment. The Awardee will utilize ACE education and the role ACEs can play in one's life.

The Awardee will include presenters trained in Cultural and Linguistic Competence or specializing in cultural issues to come speak to the group as often as possible to educate and increase awareness of the culture issues that may arise in addiction and recovery. All staff members must also receive annual training in Cultural and Linguistic Competence.

The Awardee will agree to collaborate with the Harford County Health Department, Local Management Board (LMB), Department of Community Services, and the Office on Drug Control Policy to include additional services, such as HIV testing and education and anti-bullying education and support, as funds allow and as appropriate for the participants in the Adolescent Clubhouse.

Please see Attachment 2 for guidance regarding implementation of the Adolescent Clubhouse model as well as resources for evidence-based models.

DATA AND REPORTING

The Awardee will make any/all documents and records available for audit/evaluation to entitled Federal, State, and County officials upon request. OMH/CSA will establish and conduct regular program monitoring site visits and record reviews that will include assessing compliance with all Federal, State, and Local conditions of award, health and safety reviews, fiscal and data information, and quality management of service processes. Program and Fiscal Reviews will occur at least biannually.

The Awardee will collect data and provide a monthly report to be submitted by close of business on the 15th day of the month to the OMH/CSA. Funding for this award is from SAMHSA State Opioid Response Grants. Recipients will be required to report a series of data elements that will enable SAMHSA to determine the impact of the program on opioid use, and opioid-related morbidity and mortality. Recipients will be required to report client-level data on elements including but not limited to:

- Must ***serve a minimum of thirty (30) youth*** and families per clubhouse, engaged in services during implementation year grant cycle,
- Status of program expansion if applicable,
- Number of staff trained in any EBP with details regarding which program,
- Number of youth and families enrolled in any EBP with details regarding which program and percent completing EBP training program as defined,
- Number of youth and families trained in trauma and/or recovery related topics,
- Number and type of services provided by the family peer support specialist including number of youth and families served,
- Number of new recovery-oriented groups/activities,
- Total number of youth served in any capacity during grant period as well as percent retained in any program throughout entire grant period,
- Number of youth and families referred to higher level Substance Use Disorder (SUD) or Mental Health (MH) services and percent successfully engaged in those services,
- Number of youth and families educated about the signs/symptoms of opiate overdose, on the administration of Naloxone, and provided information regarding how and where to access Naloxone kits,
- Demographic characteristics,
- Substance use, diagnosis(es) services received,
- Types of Medication Assisted Treatment (MAT) received,
- Length of stay in treatment,
- Employment status,
- Criminal justice involvement, and
- Housing status.

Additional data elements will also be required and will be provided upon award. Recipients are required to ensure all data reported to SAMHSA are accurate.

Data will also be collected via a face-to-face interview at intake using BHA required tools. Recipients will be expected to complete a Government Performance and Results Act (GPRA) interview on all clients participating in services through this award. GPRA training and technical assistance will be offered to recipients.

The Awardee will conduct annual client and family satisfaction surveys. The Awardee and the OMH/CSA will determine the content of the surveys based on the information provided in the monthly reports. Results of the satisfaction surveys will be submitted directly to the OMH/CSA.

The Awardee must base any additional service development on results of focus groups, surveys of a cross-section of the population being served, including but not limited to the client satisfaction survey, and/or advisory board meetings, collaborations, and participant feedback.

The Awardee should be open to qualitative and quantitative evaluation by an outside evaluator/consultant hired by the State.

GRANT AGREEMENT AND TERMINATION FOR NON-PERFORMANCE

The Awardee shall enter into a Grant Agreement with the OMH/CSA. Any Grant Agreement resulting from this RFP may be terminated by either OMH/CSA or the Awardee by giving sixty (60) days written notice to the other party.

If the Awardee shall fail to fulfill in a timely and proper manner its obligations under the Grant Agreement, or if the Awardee shall violate any terms of the Grant Agreement, within the sole discretion of the OMH/CSA, the OMH/CSA may immediately terminate the Grant Agreement by giving written notice to the Awardee.

ELIGIBLE EXPENDITURES

Grant funds will be awarded for the time period of September 30, 2020 to September 29, 2021. A grant for FY2021 in the amount of up to \$300,000 will be awarded. Subject to availability of MDH and OMH/CSA funds, an additional grant award may be available in subsequent Fiscal years to the Awardee based on performance in FY2021 up to five years renewal.

Examples of eligible expenditures include, but are not limited to:

- Staff salaries,
- Minor building improvements,
- Information technology equipment,
- Sports equipment, and
- Program supplies (field trips, snacks, activity fees).

Expenditures not considered eligible include, but are not limited to:

- Donations to other organizations,
- Gift Cards,
- Political activity,
- Payment for fundraising activities,
- Capital purchases,
- Sales tax, and
- Indirect cost.

Grant funds cannot be used to offset money the organization is spending on services or activities not related to the Adolescent Clubhouse and the encompassing recovery support services, either inside or outside of the proposed facility.

As put forth in the above Grant Requirements, services and activities provided by the Adolescent Clubhouse must be separate and different than those already provided in the existing facility so that Grant funds are not used for these services and activities already in operation.

FISCAL REQUIREMENTS

As stated in the introduction this is a SAMHSA and SOR federal grant award therefore a pre-risk assessment and annual risk assessment will be conducted by BHA and the OMH/CSA. The Awardee will provide the OMH/ CSA with an independent fiscal audit of this program annually.

Special Terms of Award

Grant funds may not be used, directly or indirectly, to purchase, prescribe, or provide marijuana or treatment using marijuana. Treatment in this context includes the treatment of opioid use disorder (prevention of opioid use disorder in high risk youth). Grant funds also cannot be provided to any individual who or organization that provides or permits marijuana use for the purposes of treating substance use or mental disorders. See, e.g., 45 C.F.R. § 75.300(a) (requiring HHS to “ensure that Federal funding is expended . . . in full accordance with U.S. statutory . . . requirements.”); 21 U.S.C. §§ 812(c)(10) and 841 (prohibiting the possession, manufacture, sale, purchase or distribution of marijuana). This prohibition does not apply to those providing such treatment in the context of clinical research permitted by the Drug Enforcement Agency (DEA) and under an Food and Drug Administration (FDA)-approved investigational new drug application where the article being evaluated is marijuana or a constituent thereof that is otherwise a banned controlled substance under federal law.

Certain Federal Fund Requirements and Restrictions

The Awardee will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The Grantee agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Section 504 of the Rehabilitation Act of 1973, as amended (*29 U.S.C. Sec. 791 et seq.*) prohibits discrimination on the basis of handicap in all federally assisted programs and activities.

The undersigned certifies, to the best of his or her knowledge and belief, that: (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

Grant funds may not be used, directly or in affiliation with safe use sites.

Failure to comply with these Conditions of Award may result in the following, including but not limited to, loss of award, future audit exceptions, dis-allowance of expenditures, award reductions, and/or delay in payment of award funds, until such time that areas of non-compliance are corrected.

Invoicing and payment schedules will be determined during the contracting process with the OMHA/CSA. Invoices for work, services, and items not on the project timeline and/or not approved by the OMH/CSA may result in denial of further funding. Awardee must provide receipts and/or other documentation of expenditures and attach to invoices. Receipts and proof of payment will be required for reimbursement. The Awardee will use MDH Forms 432A thru 432H. The MDH Forms 432A thru 432H can be downloaded at www.harfordmentalhealth.org under News and Events.

Invoices are to be submitted to:

Angela Gray, Child and Adolescent Services Coordinator
Office on Mental Health/ Core Service Agency of Harford County, Inc.
2231 Conowingo Road, Suite A
Bel Air, MD 21015
agray@harfordmentalhealth.org
410-803-8726

TECHNICAL REVIEW PROCESS BY OMH/CSA

A panel of reviewers will conduct the application review process using the attached rating scale (Attachment 3). The decision to award funds of any amount will be based on the merits of the application. The decision of the reviewers will be final. Applications will be examined for:

- | | |
|---|-------------|
| 1. Organizational Capacity | (10 points) |
| 2. Approach to Service Delivery | (15 points) |
| 3. Project Description & Outcomes | (20 points) |
| 4. Implementation & Operations Strategy | (30 points) |
| 5. Budgets & Sustainability | (15 points) |
| 6. Appendices/Documentation | (10 points) |

APPLICATION DEADLINE

Applications must be submitted electronically to the Office on Mental Health/ Core Service Agency of Harford County, Inc. Please send an electronic application to agray@harfordmentalhealth.org by Friday, October 30, 2020 NO LATER THAN 4:30 p.m.

A proposal with original signatures should be mailed to:

Angela Gray, Child and Adolescent Services Coordinator
Office on Mental Health/ Core Service Agency of Harford County, Inc.

2231 Conowingo Road, Suite A
Bel Air, MD 21015
agray@hafordmentalhealth.org
410-803-8726

OFFICE ON MENTAL HEALTH/ CORE SERVICE AGENCY OF HARFORD COUNTY, INC.
ADOLESCENT CLUBHOUSE PROGRAM

Fiscal Year 2021 Adolescent Clubhouse grant applications must be typed in Arial 12-point font, single-spaced on 8½" by 11" paper and include page numbers. Applications must not exceed 15 pages, excluding appendices, and should include six labeled sections as identified under Review Process of this document. Applications MUST follow the format below.

- 1) Organizational Capacity
 - a. Cover Page (See Attachment 4)
 - b. Abstract/Summary Page
 - i. The abstract provides a brief overview of the entire grant. It provides information, which enables the reader to quickly identify the overall goal. The abstract should not exceed one page in length and should include:
 1. Name of applicant organization
 2. Type of organization
 3. Project description/title
 4. Demographics of population of focus
 5. Location of facility
 - c. Agency Description
 - i. Summary of relevant experience
 - ii. Brief overview of the applicant organization and previous work or capabilities with the targeted population
 - iii. Organizational structure, including where the Adolescent Clubhouse would fit into existing structure
 - iv. Staffing (both paid and volunteer)
- 2) Narrative
 - a. Approach to service delivery
 - b. Applicants philosophy of adolescent substance use and recovery support services
 - c. Importance of active participant involvement in service delivery
 - d. Importance of peer involvement in recovery support services
- 3) Project Description and Outcomes
 - a. Description of Adolescent Clubhouse project for Harford County, including how it will be incorporated into the existing structure and activities
 - b. Specific goals and objectives for the project
 - c. Efforts to encourage participation and create awareness of project through various media, including social media
 - d. Grievance procedure for participants
 - e. Supervision of Adolescent Clubhouse staff (both paid and volunteer)
 - f. Description of activities and services that will be provided, including facilities and other resources available for use by the Adolescent

Clubhouse project

- g. Confidentiality and record security, if applicable

4) Implementation and Operations Strategy

- a. Commitment and plan to adhering to the March 1, 2021 deadline
 - i. Plan of action that describes project implementation and how participation data will be tracked and reported
 - ii. Timeline for implementation, including staff (both paid and volunteer) recruitment and utilization, training and turnover that details the order in which work and/or services will be completed
 - iii. Significant delays in the approved project timeline will require notification and/or meeting between the Awardee and the OMH/CSA. The OMH/CSA reserves the right to cease funding of the project due to repeated significant or unnecessary delays.
 - iv. The majority of the project must be implemented by March 1, 2021
- b. Plan to include peer participation in the development and operation of project
- c. Problem solving, if encountered

5) Budget and Plan for Sustainability

- a. A budget proposal for Adolescent Clubhouse grant expenditures must be submitted. A budget narrative page should be included explaining how funds will be used in accordance with the Grant Requirements identified above. A FY2021 budget for the time period of September 30, 2020 to September 29, 2021 should be included. All available resources, such as in-kind contributions, other sources of support and volunteer labor hours, should be included.

6) Appendices

- a. Proof of nonprofit status, if applicable
- b. Resumes for key staff and consultants
- c. Proof of liability insurance
- d. Letter stating that background checks will be performed on all program staff
- e. Proof of good standing with the Maryland Department of Assessments and Taxation
- f. Proof of good standing with the Maryland Department of Charitable Organizations, if applicable
- g. Letters of Support from key partners, if applicable
- h. Copies of the organizations 2 most recent financial audits
- i. Timeline for implementation

Do not enclose any photographs, exhibits or other materials that you want returned. All materials submitted under the grant application become the property of OMH/CSA. All applications must follow the format described above.

EXPECTATIONS FOR A SUCCESSFUL ADOLESCENT CLUBHOUSE

The vision for the successful Adolescent Clubhouse includes a safe, clean, welcoming space that opens its doors to a diverse population of adolescents ages twelve (12) – seventeen (17) in recovery and their families and demonstrates a low recidivism rate among successive cohorts of adolescents. Peer-based services will be the heart of the Adolescent Clubhouse and will be an integral part of all activities and services provided at the Clubhouse. As a non-clinical program and facility, the focus will be on how adolescents will sustain recovery through education, skill building, recreation, and wellness, as well as many other services and activities.

A strong program of activities and/or groups may include, but not be limited to:

- Age and developmentally appropriate Substance and Alcohol Use 12-Step Meetings for both adolescents in recovery and their families (e.g. NA and AA, as well as Al-Anon and Nar-Anon),
- Trauma support Groups,
- Adverse Childhood Experience (ACE) Education,
- Peer-led support groups (with adult supervision),
- Mental health education and/or support groups,
- Gender specific groups,
- Parenting classes (for families or adolescent parents),
- Communication and social skills workshops,
- Educational and vocational workshops (e.g. Computer skills, tutoring, job readiness, how to enroll in college or GED courses),
- Recovery-related movie night/Family movie night,
- Potluck meals,
- Naloxone education groups,
- Trauma and recovery related topics,
- Substance use/misuse psychoeducation groups,
- Family support groups,
- Fitness and wellness classes (e.g. yoga, meditation, Zumba, healthy eating),
- Tobacco cessation classes, and
- Video game hour, Book Club, or other leisure activities.

A strong offering of services may include, but not be limited to:

- Peer Support Services (may be formal or informal),
- A minimum of two EBP trainings per grant award period,
- Resource linkage/Care Coordination,
- Referrals to age appropriate substance use and/or mental health treatment,
- Monthly HIV/STD testing and education (done by outside, qualified organization), and
- Community service opportunities.

The majority of time the Adolescent Clubhouse is open should be devoted to structured activities and services with scheduled time for “hanging out”. For example, an hour-long video game time may be scheduled in the morning or evening where participants get a chance to relax with fellow participants. It is important to not allow the Adolescent Clubhouse to become a place for adolescents to evade responsibilities, revert to substance use dependency or avoid being a productive and active part of their community, school or family outside of recovery.

For additional information regarding adolescents in recovery and the Clubhouse Model for adolescents in recovery, please see the following websites:

Publications on Adolescents and Recovery

- SAMHSA, Designing a Recovery-Oriented Care Model for Adolescents and Transition Age Youth with Substance Use or Co-Occurring Mental Health Disorders.
- <https://gucchdtacenter.georgetown.edu/publications/AdolescentRecoveryReport.pdf>
- William White, The Recovery Revolution: Will it include children, adolescents, and transition age youth?
<http://www.williamwhitepapers.com/pr/2009RecoveryRevolutionChildren%26Adolescents.pdf>

Georgia Adolescent Clubhouse Information

- <https://dbhdd.georgia.gov/prevention-clubhouses>
- <https://www.myviewpointinthehealth.org/the-clubhouse.da>
- <http://www.imaginehope.com/Adolescent-Recovery-Clubhouse/clubhouse-community-for-recovering-youth.html>

ADOLESCENT CLUBHOUSE GRANT RATING SHEET

- 1) Organizational Capacity Score _____
(0-10 TOTAL)
- a) Cover Letter
 - i) Cover letter signed by authorized official
 - b) Abstract/Summary Page
 - i) Organization name, type, location, project description/title, etc.
 - c) Agency Description
 - i) Summary of relevant experience
 - ii) Brief overview of applicant organization and previous work/capabilities with population of focus
 - iii) Description of organizational structure
 - iv) Table of organization/organizational relationships
 - v) Explanation of how the project will relate to the whole
 - vi) Description of staff assigned, names, and resumes for key staff and consultants
 - vii) Number and qualifications of staff indicates high probability of meeting project outcomes
- 2) Narrative Score _____
(0-15 TOTAL)
- a) Approach to service delivery
 - b) Philosophy about recovery support services
 - c) Knowledge of population of focus
 - d) Knowledge of Harford County Resources
 - e) Importance of active participant involvement in both service delivery and recovery support services
- 3) Project Descriptions and Outcomes Score _____
(0-20 TOTAL)
- a) Clearly stated project description, including hours/days of operation
 - b) Description of activities and services that will be provided, including facilities and other resources available for use by the Adolescent Clubhouse project
 - c) Description of population of focus and number served
 - d) Listed mission, goals, and objectives
 - e) Project clearly supports recovery support services
 - f) Description of Policy & Procedure development, including grievance for participants
 - g) Description of supervision efforts for staff, volunteers, and participants
 - h) Confidentiality and record security (if applicable)
 - i) Efforts or methods to identify and recruit population of focus, including use of social media

- 4) Implementation and Operations Strategy Score _____
i) Ability to meet March 1, 2021 deadline (0-30 TOTAL)
ii) Clear and concise work plan and timelines
iii) Plan reflects peer and participant involvement in development and operation of project
iv) Ability to cover staff turnover and leave
v) Data report requirements
vi) Problem solving, if encountered

- 5) Budget & Sustainability Score _____
i) Copy of proposed budget for FY21 (0-15 TOTAL)
ii) Justification (budget narrative) of funds requested
iii) Budgets adequate to support project
iv) Clear and concise timelines for spending of budget funds
v) Organization has demonstrated ability to manage large amounts of funds, population of focus
vi) Current and proposed sources for additional funding
vii) Any additional plans to sustain Adolescent Clubhouse beyond startup funds

- 6) Appendices/Documentation Score _____
a) Copy of 501C (3) status, if applicable (0-10 TOTAL)
b) Copy of liability insurance
c) Proof of good standing with Maryland Department of Assessments and Taxation
d) Proof of good standing with Maryland Department of Charitable Organizations
e) Copy of 2 most recent financial audits
f) Additional documentation including:
i) Recommendations
ii) Reports of outcomes from other Grants
iii) Testimonials of accomplishment
iv) Any additional documentation that may provide support for the organization's ability to fulfill the requirements of the Grant
g) Timeline for implementation

Total score _____

***MINIMUM OF 75 TOTAL POINTS TO QUALIFY**

**FY 2021 HARFORD COUNTY ADOLESCENT CLUBHOUSE
GRANT APPLICATION COVER PAGE**

PROJECT TITLE: _____

ORGANIZATION

AMOUNT OF GRANT FUNDS REQUESTED (Please indicate amount for each year of grant, if applicable) _____

CONTACT PERSON

(1) _____ TITLE _____

CONTACT PERSON

(2) _____ TITLE _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____ FAX _____

E-MAIL ADDRESS _____

IS YOUR ORGANIZATION COMMUNITY-BASED? YES NO

DOES YOUR ORGANIZATION HAVE NONPROFIT STATUS? YES NO

DATE OF NONPROFIT STATUS _____

FEDERAL IDENTIFICATION NUMBER _____

I DO SOLEMNLY DECLARE AND AFFIRM THAT THE CONTENTS OF THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

PRINTED NAME _____

TITLE _____

SIGNATURE _____ DATE _____