



NATIONAL CONSUMER SUPPORTER TECHNICAL ASSISTANCE CENTER

CONSUMER/PEER-RUN PROGRAMS FOR MENTAL HEALTH SYSTEM TRANSFORMATION REQUEST FOR PROPOSALS FOR GRANTS

The National Mental Health Association's National Consumer Supporter Technical Assistance Center (NCSTAC) is funded through a grant from the Center for Mental Health Services (CMHS) within the federal Substance Abuse and Mental Health Services Administration (SAMHSA). NCSTAC announces the availability of grants to aid consumer organizations in the planning, implementing and/or advocating for recovery-oriented treatment and support services.

NCSTAC is dedicated to improving the functioning and effectiveness of consumer organizations. A Consumer is defined as an individual 18 years of age or older with severe mental illness. CMHS recognizes that some consumers may choose to identify themselves with other terminology. Consumer Organizations are those controlled and managed by consumers and dedicated to the transformation of mental health services. They have boards of directors comprised of more than 50 percent consumers.

NCSTAC strengthens consumer organizations by providing technical assistance in the forms of:

- Assisting consumer/peer-run groups to obtain needed resources;
- Facilitating referrals to consumer/peer-run programs;
- Providing the necessary training, expertise and knowledge to consumers;
- Facilitating in the collection and dissemination of research findings, evaluation and data related to consumer/peer-run programs;
- Identifying, disseminating and applying best practices on consumer/peer run programs.

In previous years, NMHA's National Consumer Supporter Technical Assistance Center provided mini-grants that addressed such issues as cultural competence and coalition building. In 2004, NCSTAC provided one-year mini-grants to entities wishing to become established, consumer organizations.

Background

In July, 2003 the President's New Freedom Commission on Mental Health issued its report, "Achieving the Promise: Transforming Mental Health Care in America". A main

recommendation in the report was that services and treatments for persons with psychiatric disabilities must be consumer and family centered. The report boldly asserts:

Local, State and Federal authorities must encourage consumers and families to participate in planning and evaluating treatment and support services. The direct participation of consumers and families in developing a range of community-based, recovery-oriented treatment and support services is a priority.

Keeping this in mind, NCSTAC has developed grants to aid consumer-run organizations in planning, implementing and/or advocating for recovery-oriented treatment and support services.

Project Description

NCSTAC will offer three grant awards totaling thirty-five thousand dollars each for consumer-run organizations to conduct a community assessment, educate stakeholders and implement systems change resulting in recovery oriented services. The duration of the grant is up to three years. Grantees will receive up to fifteen thousand dollars in year one and ten thousand dollars in year two and three.

Each year will have a specific focus.

- **Year One:** Identifying and convening stakeholders and conducting a community assessment which will identify areas of need regarding mental health systems change.
- **Year Two:** Developing strategies for implementing and advocating for recovery-oriented services.
- **Year Three:** Implementation of strategies which will result in a recovery-oriented mental health system.

After three years, grantees should have implemented strategies/programs resulting in a recovery-oriented system.

Examples of acceptable uses for the grant money include but are not limited to:

- a. Conducting a community assessment
- b. Convening stakeholder meetings
- c. Conducting a training on an evidence-based or promising practice
- d. Developing and printing educational materials about proposed change in mental health service delivery.
- e. Hiring a facilitator for coalition meetings.

Memorandum of Understanding (MOU): Upon announcement of the grant awards, NCSTAC staff will work with grantees to develop a Memorandum of Understanding which outlines the proposed activities, protection of human subjects, how and when grant moneys will be dispensed and any technical assistance needs to be addressed. In years two and three, the MOU will be modified and revised, if necessary.

Application process

Any consumer organization that exists within the United States and its territories may apply for the grants. Applicants may be mailed or faxed. In order to be scored, applications must include a cover sheet, application and letter(s) of recommendation. Additional information on what to include in the application can be found in the following section, "Guidelines for Applicants".

Applications will be reviewed and scored based on the applicant's knowledge and ability to achieve long-term recovery-oriented systems change, proposed process for achieving such change and documentation of the need for engaging in system change. Applications will also be scored according to the content as well as the format (i.e. page number, font etc) of the application. Applications will be reviewed and scored by a panel of representatives from consumer and consumer-supporter organizations.

All applications must be received by Friday, February 4, 2005.

Grantee Responsibilities

Memorandum of Understanding: All approved grantees are responsible for signing a Memorandum of Understanding which outlines the proposed activities, protection of human subjects, how activities will be accomplished and a timeline for when the activities will occur.

Community Assessment: In year one, NCSTAC grantees will be required to conduct an assessment in order to ascertain specific community needs.

Reports: All grantees are required to submit to NCSTAC a quarterly progress report and a final report after three years. In addition, it is a requirement to submit quarterly financial reports describing all expenses incurred to achieve the approved grant objectives outlined in the scope of work. Adequate justification for all grant related expenses must be maintained by the grantee for review by the NMHA upon request. Reports must also describe outcomes related to grant goals and objectives.

Independent Audit Requirement

Please be advised that as instructed by Federal regulations, any organization that has incurred more than \$300,000 in expenditures through all Federal grant or cooperative agreement funding instruments during one fiscal year is required by law to have a Federal A-133 Audit for the same period. This includes both federal awards made directly to an entity and sub-awards made through a direct grantee.

Protection of Human Subjects Regulations: Successful applicants will need to adhere to federal requirements and regulations regarding protection of human subjects. This subject will be described in detail in the Memorandum of Understanding. Additional information about Protection of Human Subjects Regulations can be obtained on the web at <http://ohrp.osophs.dhhs.gov>.

NCSTAC Responsibilities

Grant money: Upon written request by the grantee, NCSTAC will reimburse the grantee for expenses incurred that meet all of the following requirements:

- Expense was incurred to further the approved objectives defined in the scope of work
- Expense is allowable under Federal OMB A133 guidelines
- Expense is reflected as part of the approved grant budget and budget expense line items have not been exceeded
- Appropriate justification is attached to the written request to show support for this expense as grant related and allowable
- The grantee is eligible to receive a direct Federal grant or contract award

These reimbursement requirements will also be restated as part of the agreed upon MOU for all successful grantees. If necessary, MOUs plans will be revised in years two and three.

Record Keeping: The designated NMHA Program Project Officer will be responsible for keeping records of applications, evaluations, notifications, and all other documents related to this grant process, including grantee reports during and after implementation. Therefore, if auditors request information regarding a grant process, they can go directly to the designated NMHA Program Project Officer.

On-Site technical assistance: When deemed necessary, NCSTAC staff along with NMHA staff (as necessary or appropriate) will provide on-site consultation for grantees.

Conference calls: NCSTAC will offer periodic conference calls during the grant cycle for grantees to receive peer-to-peer assistance and support.

On-going technical assistance: NCSTAC staff will provide on-going technical assistance through phone-calls, emails and written materials.

GUIDELINES FOR APPLICANTS

Applications should be **no more than eight pages** (typed, single-spaced, 12-point font, 1 inch margins) and should adhere to the following outline:

Organizational Establishment Grants

- I. Cover Sheet (not included in page count):**
 - A. Proposed organization name
 - B. Contact person and title
 - C. Mailing address and phone, fax, and email contact
 - D. Summary (no longer than 10 lines) describing the proposed activities of the project.

- II. Organizational Information (up to 2 pages)**
 - A. Description of the applicant organization
 - B. Explanation of need for the transformation activities in applicant's community.
 - C. Proof of 501 C 3 status

- III. Knowledge and Capacity for Engaging in Systems Change (1 page)**
 A. Describe applicant's past experience in engaging in systems change activities.
- IV. Approach/Plan for Implementing Activities (up to 4 pages)**
Due to the structure of the grant, the applicant's proposed systems change activities are contingent upon the results of a community assessment, which will be conducted after the grant is awarded. Therefore, we ask that applicant describe, in this section, a general process for engaging in a systems change.
 A. Description of the applicant's proposed process for conducting a community assessment (i.e. timeframe, who would be involved, how information will be gathered and analyzed, etc.).
 B. Proposed process for engaging in systems change (stakeholders involved, format of meetings, how to deal with potential conflict, etc.).
 C. Description of how local resources/stakeholders will be used to engage in systems change.
 D. Description of the capacity and experience of the individuals who will be responsible for implementing proposed work.
- V. Budget (1 page)**
 A. Budget with total yearly expenses and income
 B. Description of how grant money will be used
 C. Description of any other funds that may be used with grant funds for the purposes of the grant.
- VI. Independent Audit Requirement**
 Did your organization incur expenses that in total exceeded \$300,000 through federal grants, cooperative agreements or sub-awards during the last fiscal year?
 _____ YES _____ NO
- VII. Letters of Recommendation (not included in page limit)**

Submit applications to:

Sara Thompson

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National Mental Health Association

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All applications must be received by Friday, February 4, 2005

Award announcement will be made by February 25, 2005

