

**Behavioral
Health
Workforce
Development**



Expanding Peer Organization Capacity (EPOC) ROUND 2

**Request for Applications (RFA) Released
February 28, 2023**

**Application Due Date: April 11, 2023
5 p.m. Pacific Time (PT)**

*Advocates for Human Potential, Inc. (AHP),
funded by the California Department of Health Care Services (DHCS)
Community Services Division*



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Behavioral Health Workforce Development

EPOC Round 2 RFA

Funding Opportunity at a Glance

Who: Peer-run organizations established in California as nonprofits after June 1, 2020, OR peer-run organizations seeking nonprofit status and operating with a nonprofit fiscal agent that is authorized to do business in California. For-profit organizations are not eligible to apply.

What: Expand peer-run organizational capacity to provide peer services for mental health and substance use disorder (SUD) recovery supports and behavioral health (BH) services by providing up to \$200,000 per selected applicant organization responding to this RFA. Eligibility details are described on page 7.

When: This application is due on April 11, 2023, at 5 p.m. PT. Funding begins on June 1, 2023, and ends on December 31, 2024. Other notable deadlines are listed in the blue box to the right.

Where: Peer services are needed throughout California. A goal of this project is to help make BH peer services available in every county and community. The immediate priority is to ensure high-quality services in underserved and high-need communities.

Why: BH peer specialists can now seek state peer certification in California. Services provided by state-certified BH peer specialists are a benefit of Medi-Cal BH and are eligible for Medi-Cal billing via county contracts. Certified BH peer recovery specialists are critical extenders of care and retention in care and serve as critical supports for people in recovery and wellness maintenance. See the [peer support services timeline](https://www.dhcs.ca.gov/services/Pages/Peer-Support-Services.aspx) in detail on the DHCS website at <https://www.dhcs.ca.gov/services/Pages/Peer-Support-Services.aspx>.

How: For community-based peer-run organizations operating under a nonprofit fiscal agent, the entity must communicate with the selected fiscal agent about the organization’s intent to apply. The fiscal agent must agree to receive funding if the application is successful. A memorandum of understanding (MOU) is strongly encouraged between the community-based peer-run organization and nonprofit fiscal agent. BH peer-run organizations that have a nonprofit status must submit the application in a timely manner and act as the fiscal agent.

IMPORTANT DATES*

RFA Released
February 28, 2023

Informational Webinar
March 8, 2023
12 p.m. -1 p.m. PT

Question Submittal Deadline
March 15, 2023

Application Deadline
April 11, 2023
5 p.m. PT

Projected Award Announcement
May 19, 2023

Welcome & Orientation Webinar
June 6, 2023

*These dates are subject to change. Attend the informational webinar on March 8 to be enrolled for updates.



Introduction

This funding is part of the Behavioral Health Workforce Development (BHWD) effort. This RFA contains important information about the EPOC project, including background; legal, fiscal, and program requirements for applicants; as well as eligibility criteria and application instructions.

About the BHWD Initiative

DHCS is committed to statewide expansion of the BH peer-run workforce to improve consumer access to and productive participation in BH services throughout the state. As part of this effort, DHCS is making changes in Medi-Cal funding to permit billing for certified peer specialists. This RFA was developed to help ensure that peer-run programs are ready to take advantage of this new and ongoing funding source. AHP has been contracted to implement the BHWD Project, which includes support for the work of this EPOC, Round 2 RFA.

California's peer-run BH programs are well positioned to support the overall expansion of the state's BH workforce through the pivotal role of facilitating access to care, retention of services, delivery of recovery supports, and advocacy for fellow consumers throughout recovery.

Through program expansion and enhanced collaboration with health, social services, and other systems, peer-run programs can help California move closer to its goal of equity in BH services throughout every county in the state.

Goal

The overarching goal of BHWD is to expand, elevate, enhance, and empower BH peer-run programs in every California community. Through the EPOC, Round 2 RFA, AHP will award grants to accomplish the following:

- Expand peer-run BH programs' staffing and capacity.
- Elevate the profile of peer-run programs with other entities in communities and statewide through outreach and collaboration.
- Enhance the quality of peer-run programming through education, training, and improved monitoring and supervision.
- Empower peer-run programs to realize their full potential, including through organizational capacity building, specifically achieving nonprofit (501(c)(3)) status, strategic planning, and management support.

For purposes of this RFA, a peer is defined as an individual who has self-identified as having lived experience with the process of recovery from mental illness, SUD, or both, either as a consumer of services related to these conditions or as a parent/caregiver or family member. Peers with direct lived experience typically support other individuals with direct experience, and family/caregiver peers typically interact with and support other family/caregivers.



Objectives

California's peer-run BH programs are critically positioned to support the overall expansion of the state's BH peer-run workforce through the pivotal role of facilitating access to care, supporting retention in services, and advocating for others in the recovery process. Through program expansion and enhanced collaboration with health and social services and other systems, peer-run programs can help move California closer to its goal of equity in BH services in every community.

To help achieve these overarching goals, the EPOC, Round 2 grant has four interrelated objectives:

Objective 1. Expand the number of mental health and SUD peer staff through increased and targeted recruitment, including strategies to recruit peers in communities of Black, Indigenous, and Person of Color (BIPOC) and bilingual peers, training and education, and establishment of livable wages through salaries and viable career paths and/or stipends for peers in training.

Objective 2. Improve access to BH peer support services for individuals with mental health and SUD challenges, including through expansion of referral patterns and pathways from hospitals, emergency departments, correctional facilities, SUD treatment programs, collaborative treatment courts, and other key partners, and through increased outreach efforts with multifaceted engagement approaches, including in-person, online, and via telehealth, apps, and other strategies.

Objective 3. Expand peer-run programs' information technology (IT) and telehealth infrastructure. Expansion efforts could include purchase of equipment (i.e., laptops, tablets, desktop computers, computer monitors, webcams, cell phones, modems, wireless routers, hot spots, provider kiosks, data terminals and computer network equipment), as well as software licenses, internet subscriptions (e.g., broadband) and telehealth training.

Objective 4. Implement activities to develop peer-run programs' capacity and infrastructure, specifically achieving nonprofit (501(c)(3)) status in preparation for the new Medi-Cal peer support services benefit, including purchase of office equipment, furnishings, modular offices, telephone networks, copying and printing equipment, office/facility/clinical supplies, office equipment, and staff training.

EPOC, Round 2 Funding Overview

This EPOC grant provides a rare opportunity to build emerging peer organizations' infrastructure and capacity to deliver peer recovery supports for individuals with mental health and substance use disorders. Through selective funding, DHCS will help grow the potential and preparedness of emerging peer service providers to become thriving peer-run organizations, ready to deliver services under the upcoming Medi-Cal Peer Support Services benefit to every California community.

AHP seeks applicants that currently operate through nonprofit fiscal agents or are in the



start-up phase as a nonprofit organization established after June 1, 2020. Successful applicants will contract with AHP for a 19-month grant period, during which time they will be required to participate in training and technical assistance (TTA) as part of a network of emerging peer service organizations.

Eligibility Criteria

To be eligible for funding, an emerging BH peer-run organization must meet all of the criteria described below:

- Organization is located in and will provide peer services in California.
- Organization meets the definition of an “emerging peer organization” (see “EPOC Program Parameters” below) and is either a newly formed nonprofit established after June 1, 2020, or is seeking nonprofit status and operating under the auspices of a nonprofit fiscal agent authorized to operate in California. Information from the fiscal agent is required. For-profit organizations are not eligible to apply.
- Organization is peer-run. For purposes of this RFA, “peer-run” is defined as an organization where at least 51 percent full-time equivalent (FTE) of staff are peers, at least 51 percent FTE of management are peers, and, if a 501(c)(3), at least 51 percent of board members are peers. If operating under a fiscal agent, the board requirement is waived.

These funds are NOT intended to support a peer program or division of a BH or treatment agency.

EPOC Program Parameters

How is “emerging peer organization” defined?

Applicant entities must be peer-led, based in California, and either operate under a nonprofit fiscal agent authorized to do business in California or have a nonprofit (501(c)(3)) status that was established in California after June 1, 2020. For-profit organizations are not eligible for this funding. This RFA is intended for peer-led programs, groups, and coalitions of peers in California that, with the benefit of this start-up and infrastructure funding, can significantly contribute to BH services in the near future.

Any program or division of a BH or treatment agency that wishes to remain in the agency does not meet this definition and is therefore ineligible to apply. (See eligibility criteria above on pg. 5.) However, if a group of peers from a BH or treatment agency wishes to become its own nonprofit or assess how to achieve organizational autonomy, an application may be considered if the group meets all other eligibility criteria.



How is “peer” defined?

For the purposes of this RFA, a peer is defined as an individual who has self-identified as having lived experience with the process of recovery from mental illness, SUD, or both, either as a consumer of services related to these conditions, or as the parent/caregiver or family member of the consumer. Peers with direct lived experience typically support other individuals with direct experience, and family/caregiver peers typically interact with and support other family/caregivers.

What is the contract period?

The contract period will begin June 1, 2023, and end December 31, 2024 (19 months). All deliverables must be completed and all funds expended by December 31, 2024; there is no fund rollover.

How much funding is available?

All eligible organizations may apply for up to \$200,000 total. Awards will be granted based on the quality of the application as scored by independent reviewers.

What is required of selected applicants?

Selected applicants are required to adhere to the legal, fiscal, reporting, and programmatic requirements as described in the Requirements section on pages 13 through 15. Selected grantees will need to assign an EPOC coordinator within the organization to serve as a point of contact for grant-related activities. The coordinator must ensure all appropriate staff have log-ins to the site and attend live mandatory events, manage travel forms and subcontract forms, ensure data and progress reports are completed on time, and manage implementation plans and TTA activities for the organization. Depending on the size of the organization, this may be at least a 0.50 FTE position.

What activities does EPOC funding support?

These funds may be used to cover personnel, subcontracts, and direct expenses required for capacity building, with some limitations and restrictions. Examples of capacity building and program development efforts include the following:

- Start-Up and Development of Peer-Run Organizations
 - Strengthen operational infrastructure and service capacity.
 - Develop strategic and/or business plans.
 - Develop diversity, equity, and inclusion plans.
 - Implement ongoing organizational development activities.
 - Assess whether to become an independent nonprofit, 501(c)(3) — ONLY for applicants with a fiscal agent and, if proceeding to nonprofit status, assistance with legal filing fees and operational infrastructure development.

- Outreach, Collaboration, and Improvement of Service Accessibility
 - Develop an outreach plan.
 - Identify and develop referral and service pathways or networks with treatment providers and other providers/stakeholders (e.g., homeless shelters, hospitals, jails, emergency departments, law enforcement, treatment courts).
 - Develop formal and informal partnerships for streamlined referrals and potential funding.
 - Elevate the organization's profile among networks and counties.
 - Expand targeted outreach in specific underserved populations.
 - Develop a website to house outreach and educational materials and improve accessibility.

- Development of Peer Workforce and Enhancement of the Quality of Peer-Run Programming
 - Recruit and train peer staff.
 - Provide opportunities for peer staff to achieve peer specialist certification.
 - Provide salaries for staff working directly on the project.
 - Develop policies, procedures, and protocols for peer services and peer supervision.
 - Identify, select, and implement best practices in peer services and for the target population.
 - Establish metrics for peer services evaluation.
 - Develop documentation procedures.
 - Deliver peer services.

- Systems Management and Operations
 - Creation of billing procedures and associated software.
 - Access to telehealth capability and IT infrastructure.
 - Purchase of software, laptops, etc. for documentation and information management.

- Creation of Supportive Peer Facilities
 - Rent for program facility.
 - Minor improvements of facilities to make them more usable and accessible.

The above list is not exhaustive; other start-up and capacity-building efforts may also be funded.



Funding Information and Requirements

Available Funding and Project Timeline

Maximum Application Funding Amounts

All eligible organizations may apply for up to \$200,000 total. Award amounts will be determined by the quality of the application. DHCS is under no obligation to award the full amount requested by any applicant.

Award Period

The award period is June 1, 2023, through December 31, 2024.

All funds must be expended by December 31, 2024. Due to federal restrictions, carry-over of funds is not allowed. All unused funds will be forfeited by the peer-run grantee and DHCS. It is therefore critical for applicants to develop realistic projects that can achieve timely objectives and expend the full budget within the 19-month grant period.

Project Budget

Applicants are required to adhere to the budget guidelines included in this RFA and must submit a proposed budget using the BHWD budget template included in the online application. Applications that do not conform to this template will not be considered. All items budgeted must be inclusive of all costs, including taxes and fees, in U.S. dollars. The budget will assist the application review team in establishing cost reasonableness for specified deliverables in the final fixed price amount awarded to the site. Agreements are subject to the approval of AHP as authorized by DHCS.

Grantee Billing and Payment

Contingent on funds being made available to AHP by DHCS, grantees will be awarded a deliverable-based contract. Both grantee invoicing and payments will be based on contract-specified deliverables (not itemized invoices), with grantees paid 50 percent of the first quarter budget upon contract execution and the remaining 50 percent upon demonstrating completion or successful progress toward the quarterly deliverable tasks at the end of the quarter. Thereafter, payments are made at the end of each quarter after invoices are received and approved by AHP.

Payment for allowed durable goods, such as IT equipment, furnishings, etc., and minor facility improvements, will be made upon AHP's receipt of evidence of purchase (paid receipts) at any time during any quarter.

Deliverable-based contracts mean that grantees must demonstrate progress on agreed-upon tasks in the scope of work (SOW) and data reporting of process measures (e.g., number of staff and peers trained, development of a strategic business plan for becoming a nonprofit, etc.) on a quarterly basis to have quarterly invoices approved for payment. No itemized invoices are required. However, programs must maintain auditable financial records demonstrating appropriate use of funds.



All awarded funds must be expended no later than December 31, 2024.

Allowable Costs

Applicants must abide by standard funding restrictions as determined by DHCS.

Funding may be used to pay staff working directly on the project, as well as a wide range of activities that address project objectives. Below are examples of activities this RFA will fund:

- Costs for strategic planning, developing a business plan, and establishing quality management practices for the successful operation of a sustainable nonprofit organization.
- Related legal and filing fees associated with obtaining nonprofit status.
- Improvement of peer-practice delivery systems, including electronic note taking, referral systems, and record-keeping, following best practices and community standards of care. This may include purchasing software and hardware (laptops, desktops, tablets, etc.) to enable or improve the support of people and record management services.
- Recruitment and training of peer staff, especially those who are bilingual and/or in communities of color.
- Staff training and workforce development in areas related to BH peer-run program best practices.
- Development of outreach, training, mutual referral patterns, and opportunities to collaborate with other systems, including medical and social services (including housing), law enforcement and judicial systems, to educate them about the availability of and benefits of engaging with peer supports for the demographic.
- Rent for facility, facility supplies, and other start-up costs.
- Minor capital improvements, including minor facility remodeling necessary for improved BH peer-run program functioning and improved care, including items such as a modular office installation, Americans with Disabilities Act compliant entries, new signage, and furnishings.
- Development of a website and new print or online educational materials about the BH peer-run program services.
- IT and telehealth infrastructure and equipment, including cell phones, hot spots, provider kiosks, internet subscriptions, etc.



Funding Restrictions

Substance Abuse and Mental Health Services Administration (SAMHSA)/U.S. Department of Health and Human Services (HHS) funds were granted to DHCS to support this RFA, and all funding restrictions are applicable to this funding opportunity and all grant contracts.

HHS codified the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, 45 Code of Federal Regulations (CFR) Part 75. All components of 45 CFR Part 75 are applicable to all subgrantees. In Subpart E, cost principles are described and allowable and unallowable expenditures for HHS recipients are delineated. [45 CFR Part 75 information](http://www.samhsa.gov/grants/grants-management/policies-regulations/requirements-principles) can be found at <http://www.samhsa.gov/grants/grants-management/policies-regulations/requirements-principles>. Unless superseded by program statute or regulation, follow the cost principles in 45 CFR Part 75 and the standard funding restrictions below.

EPOC funds must be used for purposes supported by the program and may not be used to exceed the salary limitation. The Consolidated Appropriations Act, 2014 (Pub. L. 113-76) signed into law on January 1, 2014, limited the salary amount that may be awarded and charged to SAMHSA grants and cooperative agreements. Award funds may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary can be found in [SAMHSA's standard terms and conditions for all awards](https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions) at <https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions>. This amount reflects an individual's base salary exclusive of fringe and any income that an individual may be permitted to earn outside of the duties of the Applicant. This salary limitation also applies to subcontracts/subgrants under a SAMHSA grant or cooperative agreement.

Funds shall not be used for services that can be supported through other accessible sources of funding, such as other federal discretionary and formula grant funds, (e.g., from HHS, Centers for Disease Control and Prevention, Centers for Medicare & Medicaid Services, Health Resources and Services Agency and SAMHSA), Department of Justice (Office of Justice Programs/Bureau of Justice Assistance) and nonfederal funds, third-party insurance, and sliding scale self-pay, among others.

DHCS will not fund the following:

- Debt retirement.
- Operational deficits.
- Partisan activities.
- Religious organizations for explicit religious activities.
- Activities that exclusively benefit the members of sectarian or religious organizations.

- Purchase or lease of vehicles.
- Purchase or improvement of land.
- Purchase, construction, or permanent improvement (other than minor remodeling) of any building or other facility or purchase of major medical equipment.
- Out-of-state travel.

Only organizations using the de minimis rate of ten percent (10%) of modified total direct costs, as defined in 45 CFR Part 75, will be selected for this funding opportunity. This means that indirect costs may not exceed 10 percent of direct costs. Travel costs must fall within the [California travel guidelines](https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx).

<https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>

Grant Requirements and Mandatory Participation

Implementation Plan

Grantees must submit an Implementation Plan for approval by the end of the first quarter. The Implementation Plan should use a SMART goal format (identifying specific objectives, action steps, timelines, assigned personnel, and measurable outcomes). A template for the Implementation Plan and TTA to complete the Implementation Plan will be provided to successful grantees by AHP.

Training and Technical Assistance

In addition to funding, EPOC provides TTA. TTA is a collaborative, dynamic, capacity-building process for designing or improving the quality, effectiveness, and efficiency of specific programs, research, services, products, or systems. This can take the form of coaching, consulting, training, or development and delivery of tools and resources such as eLearning, webinars, written materials, podcasts, websites, online learning communities, and more.

Participation is required at TTA events. Two representatives from each grantee organization must attend the live events in order to receive payment and stay in compliance with the program. Grantees will participate in coaching and training opportunities to establish and/or improve operating and business practices and to help ensure sustainability of California's peer-run BH workforce. These opportunities will be specified by AHP throughout the grant period with DHCS authorization and at a minimum will include the following:

Training Events

Grantees are required to participate in live virtual training events throughout the funding period. Training is a process whereby participants are taught new skills, processes, or behaviors (i.e., how to do something). Training events in this grant are expected to be entirely online in virtual learning settings.



Learning Collaborative Meetings

Grantees will participate in a combination of online and in-person regional learning collaborative (LC) meetings, public health guidance permitting. LC scheduling for the grant period will be specified after grantee awards are issued. At least two peer-run program members must attend each LC, therefore applicant budgets must include funds for travel, at least one-night of lodging, and per diem for a minimum of two persons.

Webinars and Coaching Calls

In addition to the LC meetings, grantees will participate in individual and/or regional coaching calls no more than once per month and attend a minimum of four webinars. AHP may also schedule in-person site visits.

Compliance with Confidentiality Regulations

Selected applicants shall comply with the regulations set forth in 42 CFR Part 2, to ensure maintenance of the appropriate data protocols as part of infrastructure development and staff training, including the responsibility for assuring the security and confidentiality of all electronically transmitted patient material. Applicants should review [the 42 CFR Part 2 privacy and the SAMHSA confidentiality rules](https://www.samhsa.gov/sites/default/files/how-do-i-exchange-part2.pdf) at <https://www.samhsa.gov/sites/default/files/how-do-i-exchange-part2.pdf>. Programs selected for funding must commit to operate in compliance with the regulations.

Progress and Data Reporting Requirements

Grantees shall comply with any federal or state data reporting requirements. Grantees must submit quarterly progress and data reports documenting progress in completing the activities in the Implementation Plan, accomplishments, barriers encountered, and next steps as identified in the contract.

Additionally, AHP/DHCS may request additional reports regarding peer staff, grant-funded peer service provision, total agency staff and community demographics, and outreach to underserved communities. Potential performance measures may include, but are not limited to, the following:

- Start-Up and Development of Peer-Run Organizations
 - Percent of each Implementation Plan objective completed.
 - Percent of board of directors (or advisory board if have fiscal agent) with lived experience, over and above the required 51 percent minimum.
 - Percent of management with lived experience, over and above the required 51 percent minimum.

- Outreach Conducted and Collaborations Established That Expand Access to Planned or Offered Services
 - Percent of Implementation Plan objectives completed.
 - Outreach plan developed, implemented, modified, etc.



- Number of community events participated in and number of people reached.
 - Number of outreach/potential partner meetings held.
 - Number of community meetings attended.
 - Number of outreach materials developed.
 - Number of outreach materials distributed.
 - Number of MOUs, partner agreements, and referral agencies engaged.
 - Number of community members/stakeholders trained.
- Develop the Peer Workforce and Enhance the Quality of Peer-Run Programming
 - Percent of Implementation Plan objectives completed.
 - Number of peer staff and volunteers.
 - Percent of peer staff and volunteers that meet certification requirements.
 - Number of peer staff delivering Medi-Cal billable peer services.
 - Number of hours of participation by training peer staff.
 - Peer demographic data.
 - Percent of peer personnel retained each quarter.
 - Percent of individuals retained in services each quarter.
 - Number of new people served each quarter.
 - Number of people continuing services each quarter.
 - Percent of participants rating services as excellent or good.
 - Create Supportive Peer Facilities
 - Percent of Implementation Plan objectives completed.
 - Percent of participants rating facility as excellent or good.
 - Number of people coming to facility per month.
 - Systems Management and Operations
 - Percent of Implementation Plan objectives completed.
 - Sustainability plan developed and implemented.

Performance measures may be revised as needed to address current situations and high-priority challenges.

Progress reports will follow the timeline below:

Quarter	Reporting Period	Report Due
1 st & 2 nd Quarter	6/1/2023 – 12/31/2023	1/15/2024
3 rd Quarter	1/1/2024 – 3/31/2024	4/15/2024
4 th Quarter	4/1/2024 – 6/30/2024	7/15/2024
5 th Quarter	7/1/2024 – 9/30/2024	10/15/2024
6 th Quarter	10/1/2024– 12/31/2024	1/15/2025



Application Instructions

Preparing to apply

Below are suggested steps to help you determine whether to apply and how to prepare the application.

1. Print the RFA and application worksheet on pages 20-24.
2. Consider these questions:
 - a. Does the organization meet all the Eligibility Criteria on page 7?
 - b. Is the organization able to effectively use these funds and technical assistance opportunities?
 - c. If the answers are “yes,” work with your fiscal agent and/or board to determine whether you can apply.
3. Attend the informational webinar on March 8, 2023 (or listen to the recording).
4. Identify any questions that you have and submit the questions no later than March 15, 2023.
5. Identify who is going to work on the application and develop a timeline for how to respond to the questions and requirements.
6. Work across the team to identify and prioritize capacity-building activities, costs, and timeline. Be sure they fit within the scope and funding restrictions described in this RFA.
7. Review the application questions and use the worksheet to prepare the answers. Start early.
8. Copy and paste the answers within the word limit into the online application and remember to SAVE the work. Do NOT press “submit” until you are ready to submit. Save often.
9. Submit the online application no later than 5 p.m. PT on April 11, 2023. Allow time for unexpected technical difficulties. Do not wait until the last minute; late applications cannot be accepted.

Application Resource Box

Join us for an informational webinar on March 8, 2023, from 12 p.m. to 1 p.m. PT, to learn more about the PWI, Round 2 RFA and ask questions.

[Register for the webinar](https://us06web.zoom.us/join/register/WN_pK3HrFTySFWauhoiYyaGhw) at https://us06web.zoom.us/join/register/WN_pK3HrFTySFWauhoiYyaGhw

For additional questions, email: ca_bhwd@ahpnet.com

All questions must be received by March 15, 2023. Answers to all questions received by that date will be sent to all who attended the informational webinar and/or submitted questions.

Online Application

The entire EPOC application is contained in an online fillable form. Instructions to complete the fillable form are included in the online application. [The online application](https://buildingcaldata.smapply.us/prog/expanding_peer_organization_capacity_round2) must be completed in full and submitted by 5 p.m. PT on April 11, 2023, at https://buildingcaldata.smapply.us/prog/expanding_peer_organization_capacity_round2.

NO ATTACHMENTS ARE PERMITTED AS PART OF THIS APPLICATION.

You will be able to work on the online application, save work, and return to it at your



convenience. However, once submitted, no further changes can be made. Upon submission, you will receive an email confirming the application's receipt.

It is the applicant's sole responsibility to ensure that the application has been successfully submitted and received.

Application Components

The online application includes five components, four of which are scored (Sections 2 through 5) for a total of 100 possible points. Item 1 is not scored, but it must be completed accurately and truthfully in order to submit the application. Responses to these application components will be used in the application scoring and selection process. The scoring criteria description can be found on pages 18 and 19 of this RFA.

1. Application Form, including information on Fiscal Agent if applicable, see Attachment A below (no points)
2. Who is the applicant organization? (describe who you are) (30 points)
3. What are you requesting funding for (proposed capacity-building activities)? (30 points)
4. What is the current management and staffing situation? (20 points)
5. How reasonable and realistic is the proposed budget? (20 points)

NOTE: There are word limits for each section. It is acceptable to use bullets, lists, and incomplete sentences to simplify the application process.

Application Scoring

Following a technical review and scoring of each application, budgets will be reviewed to ensure costs are allowable, reasonable, and linked to the described objectives. Only applicants that meet these criteria will be considered for funding. Funding awards are merit-based with no guarantee that applicants will be awarded the full requested amount. As described below, priority scoring considerations may factor into applicant awards to ensure an optimal distribution of grantees statewide. Funding decisions are at the sole discretion of AHP and subject to DHCS approval. There is no appeal process. AHP staff are not available to discuss the merits of any proposal not recommended for funding.

Application Priority Scoring

Priority will be given to the following:

- BH emerging peer organizations operating in regions with high rates of overdose, SUD, suicide, and attempted suicide, and/or underserved communities.
- Culturally specific and culturally responsive emerging peer organizations that address the needs of underserved populations.

Section I: Applicant Agency Form and Attestations (0 pts)
This section with information about the emerging peer-run organization and fiscal agent is required and must be complete to be considered.
Section II: Who is the applicant organization? (30 pts)
1. How well does the organization describe its mission, vision, and brief history?
2. How well does the applicant explain the current infrastructure, boards, and organization status as a nonprofit or operations under a fiscal agent other than themselves?
3. How well does the applicant describe the availability of services, or lack thereof, in the catchment area overall? What is the need for peer services in the community? Are they in a high-need community? For example, is the incidence of overdoses or survivors of suicide high in the service area?
4. How well does the applicant describe the target population and community? Who are the people being served? For example, do they focus on a specific age group, self-identified group at high risk (e.g., LGBTQIA+, veterans, etc.)?
5. Does the application provide other relevant information about the program? For example, if they are currently providing services, what kind? To whom?

Section III: Proposed capacity-building activities (30 pts)
6. To what extent does the applicant clearly describe the overall infrastructure, capacity-building, and organization development goals?
7. How well does the applicant explain how the funds will be used to achieve the goals and objectives? To what extent does the applicant lay out the goals on a quarterly basis in an understandable and realistic timeline?
8. Do they explain the interest in becoming eligible to bill Medi-Cal for peer services when this benefit becomes available?
9. How well do they describe the current or future services to underserved individuals?
Section IV: What is the current management and staffing situation? (20 pts)
10. To what extent does the applicant describe who will be involved in organizational capacity building? E.g., do they specify if this will be existing employees, consultants, new hires, volunteers?
11. How well do they describe who will manage this project to ensure successful achievement of deliverables?
12. To what extent does the applicant describe the personnel capability to undertake and achieve the goals for this project?
Section V: How reasonable and realistic is the proposed budget? (20 pts)
13. How well does the applicant describe the expected personnel, other expenses, and indirect costs using the online budget template?



Application Worksheet for the Online Application

The online application includes the following pages for you to complete. THIS IS A WORKSHEET, NOT THE REAL APPLICATION. YOU MUST CLICK ON THE LINK ON PAGE 16 FOR THE ONLINE APPLICATION.

Section I. Applicant Information

Please note: All applicants must complete parts A, B, C, and D. If your emerging peer organization is a California nonprofit, you serve as your own fiscal agent.

Part A. Emerging Peer Organization	
Name of Peer-Run Organization	
Street Address of Peer-Run Organization	
City, County, State, ZIP	
County Where Peer-Run Services Will Be Provided (catchment area)	
Representative Name	
Representative Title	
Email Address	
Telephone Number	
Alternative Contact Name	
Alternative Contact Email	
Website Address (If none, write N/A)	
Is the Peer-Run Organization a California Nonprofit?	
If Yes, Incorporation Date	
Peer-Run Nonprofit Tax ID #	This item is <i>not required</i> if your organization is operating with a fiscal agent.
Part B. Fiscal Agent for the EPOC Application (emerging peer organizations that are California nonprofits may be their own fiscal agent)	
Name of Nonprofit Fiscal Agent	



Street Address of Fiscal Agent	
City, County, State, ZIP	
Authorized Representative Name <i>(authorized to submit application and sign contract)</i>	
Representative Title	
Email Address	
Telephone Number	
Mailing Address	
Website Address <i>(If none, write "N/A")</i>	
How long has this nonprofit served as fiscal agent for this peer-run group? Please cite the DD/MM/YYYY when this relationship began.	
Is there an agreement between the emerging peer organization and the fiscal agent? Briefly describe the fiscal agent's roles, responsibilities, and services (if any) provided to the peer-run applicant.	
Fiscal Agent Applicant Tax ID #	
Fiscal Agent Applicant's Annual Budget Amount over Past Three (3) Years:	2021: 2022: 2023:
Does fiscal agent applicant organization have an annual financial audit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Part C. Emerging Peer Organization Financial Information	
Does the peer-run applicant organization have an annual financial audit?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments



What was the emerging peer organization’s annual budget for 2023? (briefly describe funding sources; do not include EPOC funds)

What was the emerging peer organization’s income and expenses (budget) in 2022? (briefly describe funding sources)

What was the emerging peer organization’s income and expenses (budget) in 2021? (briefly describe funding sources)

Part D: Attestations (The application will not be considered without completion of the appropriate Attestation below; either a. or b.)

a. Fiscal Agent

By checking the box, you verify that the fiscal agent listed above has attained 501(c)(3) status in California and is currently operating under this tax status.

Verification of fiscal agent nonprofit status, authorized to do business in California.

Use b. below if your peer organization is its own nonprofit.

b. Peer-Run Applicant (already a nonprofit)

By checking the box below, I verify that our peer-run applicant organization attained 501(c)(3) status in California on the following date and is currently operating under this tax status. mm/dd/yyyy

Use a. above if your peer organization is using a fiscal agent.

c. Operating in a High-Need Area

Is the peer-run group operating within a highly affected SUD/overdose geographic area and/or a particularly underserved community? Please specify where this highly impacted area is located and/or which underserved community you are serving/intend to serve.

Yes



No

By checking this box, we attest this statement is true.

Section II. Applicant Organization Description

Describe the peer applicant and community. Be sure to address the scoring criteria on page 18 of the RFA.

Up to 500 words

Section III. Proposed Capacity Building

Describe how you plan to use these funds to build capacity, what you hope to achieve. Be sure to include goals, objectives, and a timeline. (See scoring criteria on page 19 of the RFA.)

Up to 500 words

Section IV. Management and Staffing

Describe the current and planned management and staffing for the emerging peer organization. (See scoring criteria on page 19 of the RFA.)

Up to 250 words



Section V. Budget

For this section, complete the budget template on the following pages.

Note: Applications are NOT required to request funds under each budget category. The budget request must be consistent with and support the activities described in Section III of your application.



Itemized Project Budget and Instructions

Complete the budget template below. Applications are NOT required to request funds under each budget category. The budget request must be consistent with and support the project narrative described in Section #3 above. A separate page must be completed for each quarterly budget, with the final page summarizing the total requested funds for all six quarters.

Please do not use symbols or words in the FTE or Cost columns. Decimals are acceptable (e.g., "2.5 FTEs") for the FTE field. Cost should indicate the total cost for all FTEs in this role. Use only whole numbers for all cost fields. You do not have to fill out every row in every table; use what you need and leave the rest blank.

Quarter 1 Budget Tables

Quarter 1: Personnel Budget Table

Line Item	Personnel Role	FTE	Cost
Role 1			
Role 2			
Role 3			
Role 4			
Role 5			
Role 6			
Role 7			
Role 8			
Role 9			
Role 10			
Total		0	0



Quarter 1: Additional Items Budget Table

Line Item	Cost
Payroll and taxes, etc.	
Employee benefits	
Total	0

Quarter 1: Subcontractors and Consultants Budget Table

Line Item	Subcontractor or Consultant Function	Cost
Row 1		
Row 2		
Row 3		
Row 4		
Row 5		
Row 6		
Row 7		
Row 8		
Row 9		
Row 10		
Total		0

Quarter 1: Direct Expenses Budget Table

Line Item	Cost
Outreach Materials	
Program Supplies	
Staff Training	
Travel (local travel and, learning collaboratives, etc.)	



Rent	
Equipment	
Infrastructure Support	
Total	0

Quarter 1: Other Direct Expenses Budget Table

Line Item	Specify Direct Expenses	Cost
1. Other (specify):		
2. Other (specify):		
3. Other (specify):		
4. Other (specify):		
5. Other (specify):		
6. Other (specify):		
7. Other (specify):		
Total		0

Quarter 1: Indirect Expenses (up to 10% of direct costs) Budget Table

Line Item	Specify Indirect Expenses	Cost
1. Other (specify):		
2. Other (specify):		
3. Other (specify):		
4. Other (specify):		
5. Other (specify):		
6. Other (specify):		



7. Other (specify):		
Total		0

Quarter 1 Budget Total (reflects totals from each table above):

THESE PAGES ARE ONLY A WORKSHEET. APPLICANTS MUST GO TO:
https://buildingcaldata.smapply.us/prog/expanding_peer_organization_capacity_round2
to complete the online application.



Quarter 2 Budget Tables

Quarter 2: Personnel Budget Table

Line Item	Personnel Role	FTE	Cost
Role 1			
Role 2			
Role 3			
Role 4			
Role 5			
Role 6			
Role 7			
Role 8			
Role 9			
Role 10			
Total		0	0



Quarter 2: Additional Items Budget Table

Line Item	Cost
Payroll and taxes, etc.	
Employee benefits	
Total	0

Quarter 2: Subcontractors and Consultants Budget Table

Line Item	Subcontractor or Consultant Function	Cost
Row 1		
Row 2		
Row 3		
Row 4		
Row 5		
Row 6		
Row 7		
Row 8		
Row 9		
Row 10		
Total		0



Quarter 2: Direct Expenses Budget Table

Line Item	Cost
Outreach Materials	
Program Supplies	
Staff Training	
Travel (local travel and, learning collaboratives, etc.)	
Rent	
Equipment	
Infrastructure Support	
Total	0

Quarter 2: Other Direct Expenses Budget Table

Line Item	Specify Direct Expenses	Cost
1. Other (specify):		
2. Other (specify):		
3. Other (specify):		
4. Other (specify):		
5. Other (specify):		
6. Other (specify):		
7. Other (specify):		
Total		0



Quarter 2: Indirect Expenses (up to 10 percent of direct costs) Budget Table

Line Item	Specify Indirect Expenses	Cost
1. Other (specify):		
2. Other (specify):		
3. Other (specify):		
4. Other (specify):		
5. Other (specify):		
6. Other (specify):		
7. Other (specify):		
Total		0

Quarter 2 Budget Total (reflects totals from each table above):

THESE PAGES ARE ONLY A WORKSHEET. APPLICANTS MUST GO TO:
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to [complete the online application](#).



Quarter 3 Budget Tables

Quarter 3: Personnel Budget Table

Line Item	Personnel Role	FTE	Cost
Role 1			
Role 2			
Role 3			
Role 4			
Role 5			
Role 6			
Role 7			
Role 8			
Role 9			
Role 10			
Total		0	0



Quarter 3: Additional Items Budget Table

Line Item	Cost
Payroll and taxes, etc.	
Employee benefits	
Total	0

Quarter 3: Subcontractors and Consultants Budget Table

Line Item	Subcontractor or Consultant Function	Cost
Row 1		
Row 2		
Row 3		
Row 4		
Row 5		
Row 6		
Row 7		
Row 8		
Row 9		
Row 10		
Total		0



Quarter 3: Direct Expenses Budget Table

Line Item	Cost
Outreach Materials	
Program Supplies	
Staff Training	
Travel (local travel and, learning collaboratives, etc.)	
Rent	
Equipment	
Infrastructure Support	
Total	0

Quarter 3: Other Direct Expenses Budget Table

Line Item	Specify Direct Expenses	Cost
1. Other (specify):		
2. Other (specify):		
3. Other (specify):		
4. Other (specify):		
5. Other (specify):		
6. Other (specify):		
7. Other (specify):		
Total		0



Quarter 3: Indirect Expenses (up to 10 percent of direct costs) Budget Table

Line Item	Specify Indirect Expenses	Cost
1. Other (specify):		
2. Other (specify):		
3. Other (specify):		
4. Other (specify):		
5. Other (specify):		
6. Other (specify):		
7. Other (specify):		
Total		0

Quarter 3 Budget Total (reflects totals from each table above):

THESE PAGES ARE ONLY A WORKSHEET. APPLICANTS MUST GO TO:
https://buildingcaldata.smapply.us/prog/expanding_peer_organization_capacity_round2
to [complete the online application](#).



Quarter 4 Budget Tables

Quarter 4: Personnel Budget Table

Line Item	Personnel Role	FTE	Cost
Role 1			
Role 2			
Role 3			
Role 4			
Role 5			
Role 6			
Role 7			
Role 8			
Role 9			
Role 10			
Total		0	0



Quarter 4: Additional Items Budget Table

Line Item	Cost
Payroll and taxes, etc.	
Employee benefits	
Total	0

Quarter 4: Subcontractors and Consultants Budget Table

Line Item	Subcontractor or Consultant Function	Cost
Row 1		
Row 2		
Row 3		
Row 4		
Row 5		
Row 6		
Row 7		
Row 8		
Row 9		
Row 10		
Total		0



Quarter 4: Direct Expenses Budget Table

Line Item	Cost
Outreach Materials	
Program Supplies	
Staff Training	
Travel (local travel and, learning collaboratives, etc.)	
Rent	
Equipment	
Infrastructure Support	
Total	0

Quarter 4: Other Direct Expenses Budget Table

Line Item	Specify Direct Expenses	Cost
1. Other (specify):		
2. Other (specify):		
3. Other (specify):		
4. Other (specify):		
5. Other (specify):		
6. Other (specify):		
7. Other (specify):		
Total		0



Quarter 4: Indirect Expenses (up to 10 percent of direct costs) Budget Table

Line Item	Specify Indirect Expenses	Cost
1. Other (specify):		
2. Other (specify):		
3. Other (specify):		
4. Other (specify):		
5. Other (specify):		
6. Other (specify):		
7. Other (specify):		
Total		0

Quarter 4 Budget Total (reflects totals from each table above):

THESE PAGES ARE ONLY A WORKSHEET. APPLICANTS MUST GO TO:
https://buildingcaldata.smapply.us/prog/expanding_peer_organization_capacity_round2
to complete the [online application](#).



Quarter 5 Budget Tables

Quarter 5: Personnel Budget Table

Line Item	Personnel Role	FTE	Cost
Role 1			
Role 2			
Role 3			
Role 4			
Role 5			
Role 6			
Role 7			
Role 8			
Role 9			
Role 10			
Total		0	0



Quarter 5: Additional Items Budget Table

Line Item	Cost
Payroll and taxes, etc.	
Employee benefits	
Total	0

Quarter 5: Subcontractors and Consultants Budget Table

Line Item	Subcontractor or Consultant Function	Cost
Row 1		
Row 2		
Row 3		
Row 4		
Row 5		
Row 6		
Row 7		
Row 8		
Row 9		
Row 10		
Total		0



Quarter 5: Direct Expenses Budget Table

Line Item	Cost
Outreach Materials	
Program Supplies	
Staff Training	
Travel (local travel and, learning collaboratives, etc.)	
Rent	
Equipment	
Infrastructure Support	
Total	0

Quarter 5: Other Direct Expenses Budget Table

Line Item	Specify Direct Expenses	Cost
1. Other (specify):		
2. Other (specify):		
3. Other (specify):		
4. Other (specify):		
5. Other (specify):		
6. Other (specify):		
7. Other (specify):		
Total		0



Quarter 5: Indirect Expenses (up to 10 percent of direct costs) Budget Table

Line Item	Specify Indirect Expenses	Cost
1. Other (specify):		
2. Other (specify):		
3. Other (specify):		
4. Other (specify):		
5. Other (specify):		
6. Other (specify):		
7. Other (specify):		
Total		0

Quarter 5 Budget Total (reflects totals from each table above):

THESE PAGES ARE ONLY A WORKSHEET. APPLICANTS MUST GO TO:
https://buildingcaldata.smapply.us/prog/expanding_peer_organization_capacity_round2
to [complete the online application](#).



Quarter 6 Budget Tables

Quarter 6: Personnel Budget Table

Line Item	Personnel Role	FTE	Cost
Role 1			
Role 2			
Role 3			
Role 4			
Role 5			
Role 6			
Role 7			
Role 8			
Role 9			
Role 10			
Total		0	0



Quarter 6: Additional Items Budget Table

Line Item	Cost
Payroll and taxes, etc.	
Employee benefits	
Total	0

Quarter 6: Subcontractors and Consultants Budget Table

Line Item	Subcontractor or Consultant Function	Cost
Row 1		
Row 2		
Row 3		
Row 4		
Row 5		
Row 6		
Row 7		
Row 8		
Row 9		
Row 10		
Total		0



Quarter 6: Direct Expenses Budget Table

Line Item	Cost
Outreach Materials	
Program Supplies	
Staff Training	
Travel (local travel and, learning collaboratives, etc.)	
Rent	
Equipment	
Infrastructure Support	
Total	0

Quarter 6: Other Direct Expenses Budget Table

Line Item	Specify Direct Expenses	Cost
1. Other (specify):		
2. Other (specify):		
3. Other (specify):		
4. Other (specify):		
5. Other (specify):		
6. Other (specify):		
7. Other (specify):		
Total		0



Quarter 6: Indirect Expenses (up to 10 percent of direct costs) Budget Table

Line Item	Specify Indirect Expenses	Cost
1. Other (specify):		
2. Other (specify):		
3. Other (specify):		
4. Other (specify):		
5. Other (specify):		
6. Other (specify):		
7. Other (specify):		
Total		0

Quarter 6 Budget Total (reflects totals from each table above):

THESE PAGES ARE ONLY A WORKSHEET. APPLICANTS MUST GO TO: https://buildingcaldata.smapply.us/prog/expanding_peer_organization_capacity_round2 to [complete the online application](#).

Thank you for your interest in becoming a grantee of the Expanding Peer Organization Capacity (EPOC) program of the Behavioral Health Workforce Development initiative of DHCS.

Based on your quarterly budget tables, your total budget request is: _____

Checking this box affirms that this total matches your total budget request amount. If these do not match, adjust the quarterly budget tables as needed before checking this box.