



## Expanding Peer Organization Capacity (EPOC)

**Request for Applications  
Announced  
July 21, 2021**

**Application Due Date:  
August 25, 2021  
5:00 p.m. 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

## Expanding Peer Organization Capacity (EPOC) RFA

### Funding Opportunity at a Glance

**Who:** Peer-run organizations established in California as nonprofits **after July 1, 2019**, OR peer-run organizations operating with a nonprofit fiscal agent that is authorized to do business in California.

**What:** Expand peer-run organizational capacity to provide peer services for mental health and substance use disorder recovery supports and behavioral health services by providing up to \$200,000 per selected applicant organization responding to this RFA. Eligibility details are described on page 5.

**When:** This application is due on **August 25, 2021, at 5:00 p.m. PT**, with funding commencing on September 1, 2021, and ending on February 14, 2023. Other notable deadlines are listed in the blue box to the right.

**Where:** Peer services are needed throughout California, with the goal of having behavioral health peer services available in every county and community. The immediate priority is to ensure high-quality services in underserved and high-need communities.

**Why:** Behavioral health peer specialists will be able to seek certification in California as soon as the guidelines are released in summer 2021. As of January 2022, services provided by certified behavioral health peer specialists will become a benefit of Medi-Cal and eligible for billing to Medi-Cal. Certified behavioral health peer specialists are critical extenders of care and support for people in recovery and wellness maintenance.

**How:** Community-based peer-run organizations operating with a nonprofit fiscal agent must communicate with their fiscal agent about their intent to apply and the fiscal agent must agree to receive funding if the application is successful. Behavioral health peer-run organizations that have nonprofit status must submit their applications in a timely manner and act as their own fiscal agent.

#### IMPORTANT DATES\*

**RFA Released**  
July 21, 2021

**Informational Webinar**  
July 29, 2021  
12:00 – 1:00 p.m. PT

**Question Submittal Deadline**  
August 9, 2021

**Notice of Intent (Optional)**  
August 13, 2021

**Application Deadline**  
August 25, 2021  
5:00 p.m. PT

**Projected Award Announcement**  
September 2021

**Welcome & Orientation Webinar**  
September 2021

*\*These dates are subject to change. Attend the informational webinar on July 29 to be enrolled for updates.*



## Introduction

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

## Background

### About the Behavioral Health Workforce Development (BHWD) Initiative

The California Department of Health Care Services (DHCS) is committed to statewide expansion of the behavioral health peer-run workforce to improve consumer access and productive participation in behavioral health 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. Advocates for Human Potential, Inc. (AHP), has been contracted to implement the BHWD Project, which includes support for the work of this RFA, Expanding Peer Organization Capacity (EPOC).

California's peer-run behavioral health programs are well positioned to support the overall expansion of the state's behavioral health workforce through their 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 behavioral health services throughout every county in the state.

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, substance use disorder (SUD), or both, either as a consumer of services related to these conditions, or as the parent or family member of the consumer.

### Expanding Peer Organization Capacity (EPOC) 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 Services benefit to every California community.

AHP seeks applicants that currently operate through nonprofit fiscal agents or are in the start-up phase as their own nonprofit organization established after July 1, 2019. Successful applicants will contract with AHP for one 17-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 behavioral health peer-run organization must meet **all** of the criteria described below.

- Are located and will provide peer services in the state of California.
- Meet the definition of an Emerging Peer Organization. Are either a newly formed nonprofit established after July 1, 2019 or are operating under the auspices of a nonprofit fiscal agent authorized to operate in California. (Information from the fiscal agent is required.)
- Are peer-run. For purposes of this RFA “peer-run” is defined as an organization where at least fifty-one percent (51%) full-time equivalent (FTE) of staff are peers, at least 51% FTE of management are peers, and, if a 501(c)(3), at least 51% 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 behavioral health or treatment agency; a future RFA is planned to support those efforts.

## 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 their own nonprofit 501(c)(3) status that was established in California after July 1, 2019. 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 emerge to significantly contribute to behavioral health services in the near future as entities.

Any program or division of a behavioral health 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 p. 5.) However, if a group of peers from a behavioral health or treatment agency wishes to become its own nonprofit or assess how to achieve organizational autonomy, their application may be considered if they meet all other eligibility criteria.

### **How is “peer” defined?**

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, substance use disorder (SUD), or both, either as a consumer of services related to these conditions or as the parent or family member of the consumer.

### **What is the contract period?**

The contract period will begin September 1, 2021 and end February 14, 2023 (17.5 months). All deliverables must be completed, and all funds expended by February 14, 2023; 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 9 through 11.

### **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 (DEI) 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:

September 1, 2021, through February 14, 2023.

**All funds must be expended by February 14, 2023.** 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 their full budgets within the 17.5-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 fifty percent (50%) of their first quarter budget upon contract execution and the remaining fifty percent (50%) upon demonstrating completion or successful progress toward their 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 their scope of work (SOW) and their 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 their 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 February 14, 2023.**



## 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 behavioral health 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, to educate them about the availability of and benefits of engaging with peer supports for their demographic
- Rent for facility, facility supplies, and other start-up costs
- Minor capital improvements, including minor facility remodeling necessary for improved behavioral health peer-run program functioning and improved care, including items such as a modular office installation, Americans with Disabilities Act (ADA)–compliant entries, new signage, and furnishings
- Development of a website, new print or online educational materials about the behavioral health peer-run program services
- IT and telehealth infrastructure and equipment, including cell phones, hotspots, provider kiosks, internet subscriptions, etc.

## Funding Restrictions

The 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 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 can be found at [Grant Administration Policies and Regulations](#). 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, 2016 (Pub. L.113-76) signed into law on January 1, 2016, 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 at [SAMHSA Standard Terms and 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., HHS, CDC, CMS, HRSA and SAMHSA), DOJ (OJP/BJA) and non-federal 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

Only organizations utilizing the de minimis rate of ten percent (10%) of modified total direct costs (MTDC), as defined in 45 CFR Part 75, will be selected for this funding opportunity. This means that indirect costs may not exceed 10% of direct costs. Travel costs must fall within the California travel guidelines. [Californian Travel Reimbursements](#)

## 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 will identify specific objectives, action steps, timelines, assigned personnel, and outcomes/measures. A template for the Implementation Plan and TTA to complete the Implementation Plan will be provided to successful grantees by AHP.

### Technical Assistance and Learning Collaboratives

In addition to funding, EPOC provides TTA opportunities. 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 behavioral health workforce. These opportunities will be specified by AHP throughout the grant period with DHCS authorization and at a minimum will include:

#### 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 (2) peer-run program members will attend each LC, therefore applicant budgets must include funds for travel, at least one-night lodging, and per diem for a minimum of two (2) 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 (4) 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 at [Disclosure of Substance Use Disorder Patient Records: How Do I Exchange Part 2 Data?](#) Programs selected for funding must commit to operate in compliance with the regulations.

## **Data and Reporting Requirements**

Grantees shall comply with any federal or state data reporting requirements. Grantees must submit quarterly progress reports documenting progress in completing the activities in their Implementation Plan, accomplishments, barriers encountered, and next steps as identified in their contracts. Additionally, AHP/DHCS may request additional data reports in regard to peer staff, peer services planned for with grant funding, staff and community demographics, and outreach to underserved communities as needed. 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% minimum
  - Percent of management with lived experience, over and above the required 51% minimum
- Outreach Conducted and Collaborations Established That Expand Access to Planned or Offered Services
  - Percent of Implementation Plan objectives complete
  - 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, 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 complete

- Number of peers
  - Percent of peers 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 peer 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 complete
    - 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 complete
    - 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 <sup>st</sup> & 2 <sup>nd</sup> Quarter	9/1/2021 – 12/31/2021	1/15/2022
3 <sup>rd</sup> Quarter	1/1/2022 – 3/31/2022	4/15/2022
4 <sup>th</sup> Quarter	4/1/2022 – 6/30/2022	7/15/2022
5 <sup>th</sup> Quarter	7/1/2022 – 9/30/2022	10/15/2022
6 <sup>th</sup> Quarter	10/1/2022 – 12/31/2022	1/15/2023
7 <sup>th</sup> Quarter & Final Report	1/1/2023 – 2/14/2023	2/28/2023



## Application Instructions

### Preparing to Apply

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

- 1) Print the RFA and application worksheet on pages 15–20.
- 2) Consider these questions:
  - a. Does our organization meet all the Eligibility Criteria on page 5?
  - b. Is our organization able to effectively use these funds and technical assistance opportunities?
  - c. If the answers are “yes,” work with the fiscal agent and/or Board to determine whether you can apply.
- 3) Attend the informational webinar on July 29 (or listen to the recording).
- 4) Identify any questions that you have and submit the questions no later than August 9.
- 5) Identify who is going to work on the application and develop a timeline for how to respond to the questions and requirements.
- 6) If you plan to submit an application, complete the Notice of Intent by August 13. This is optional.
- 7) Work across your 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.
- 8) Review the application questions and use the worksheet to prepare your answers. Start early.
- 9) Copy and paste your answers within the word limit into the online application and remember to SAVE your work. Do NOT press “submit” until you are ready to submit. Save often.
- 10) Submit the online application no later than 5:00 p.m. Pacific Time (PT) on August 25, 2021. Allow time for unexpected technical difficulties. Do not wait until the last minute; late applications cannot be accepted.

### 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](#) must be completed in full and submitted by **5:00 p.m. PT on August 25, 2021**, at [Expanding Peer Organization Capacity \(EPOC\) RFA Online Application](#).

#### **NO ATTACHMENTS ARE PERMITTED AS PART OF THIS APPLICATION.**

You will be able to work on your online application, save your 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 your application’s receipt.

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



### Notice of Intent (Optional)

If you plan to submit an application, please notify us of your intent by **August 13, 2021**, by completing a brief online form at [EPOC Notice of Intent](#).

Completing the [Notice of Intent](#) (NOI) is a non-binding statement to give the reviewing team an idea of who is interested in applying. You will receive an email confirmation receipt of your completed NOI after it has been received. Peer-run groups completing the NOI will also receive email notifications of any updates to the Frequently Asked Questions.

### Application Components

The online application includes five components, four of which are scored (2–5) for a total of 100 possible points. Item 1 is not scored, but it must be completed accurately and truthfully in order to submit your application. Your responses to these application components will be used in the application scoring and selection process. The scoring criteria description starts below on page 13 and continues on page 14 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? (30 points)
- 4) What is your current management and staffing situation? (20 points)
- 5) How reasonable and realistic is your proposed budget? (20 points)

**NOTE:** There are word limits for each section. It is acceptable to use bullets, lists, and incomplete sentences to simplify your 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 their full request 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 Resource Box

Join us for an informational webinar **July 29, 2021, at 12:00–1:00 p.m. PT** to learn more about the **EPOC** RFA and ask questions.

#### Register at:

<https://us06web.zoom.us/meeting/register/tZMudOqorzoiHdZSNNS8KdCI9UlrDBLUt87n>

- Complete the [Notice of Intent](#) (optional) by **August 13, 2021**.
- For additional questions, email: [CA BHWD](#)

All questions must be received by **August 9, 2021**. Answers to all questions received by then will be sent to all who have submitted an NOI.



## Application Priority Scoring

Priority will be given to:

- Behavioral health 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

<b>Section I: Applicant Agency Form and Attestations (0 pts)</b>
This section with information about the Emerging Peer-Run Organization and Fiscal Agent is required and must be complete to be considered. (see page 15)
<b>Section II: Who is the applicant organization? (30 pts)</b>
1. How well does the organization describe its mission, vision, and brief history?
2. How well do they explain their 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 their catchment area overall? What is the need for peer services in their community? Are they in a high-need community? For example, is the incidence of overdoses or survivors of suicide high in their service area?
4. How well does the applicant describe their 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 their program? For example, if they are currently providing services, what kind? To whom?
<b>Section III: Proposed capacity building activities (30 pts)</b>
6. To what extent does the applicant clearly describe their overall infrastructure, capacity building, and organization development goals?
7. How well does the applicant explain how the funds will be used to achieve their goals and objectives? To what extent does the applicant lay out their goals on a quarterly basis in an understandable and realistic timeline?
8. Do they explain their interest in becoming eligible to bill Medi-Cal for peer services when this benefit becomes available in 2022?
9. How well do they describe their current or future services to underserved individuals?
<b>Section IV: What is your current management and staffing situation? (20 pts)</b>
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 their personnel capability to undertake and achieve the goals for this project?
<b>Section V: How reasonable and realistic is the proposed budget? (20 pts)</b>
13. How well does the applicant describe their expected personnel, other expenses, and indirect costs using the online budget template?



## Attachment 1: Application Worksheet

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 20 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 Information	
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 #	<b>This item is <i>not required</i> if your organization is operating with a fiscal agent.</b>
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 (authorized to submit application)	



and sign contract)	
Representative Title	
Email Address	
Telephone Number	
Mailing Address	
Website Address (If none, write "N/A")	
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:	2019: 2020: 2021:
Does Fiscal Agent applicant organization have an annual financial audit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>PART C. Emerging Peer Organization Financial Information</b>	
Does the peer-run applicant organization have an annual financial audit?	<input type="checkbox"/> Yes <input type="checkbox"/> No  Comments:
Emerging Peer Organization annual budget for 2021: (briefly describe funding sources; do not include EPOC funds)	
What was the Emerging Peer Organizations Income and Expenses (budget) in 2020? (briefly describe funding sources)	
What was the Emerging Peer Organizations Income and Expenses (budget) in 2019? (briefly describe funding sources)	





**PART D: Attestations (Your 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.**

By checking the box, you verify that the Fiscal Agent listed above is aware and supportive of this application.

**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 \_\_\_\_\_ and is currently operating under this tax status.

dd/mm/yyyy

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

**c. Operating in a High-Need Area**

Is your 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 that this statement is true.

**Section II. Applicant Organization Description (up to 500 words)**

Describe the peer applicant and community. Be sure to address the scoring criteria on pages 13–14 of the application.



**Section III. Proposed Capacity Building (up to 500 words)**  
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 pages 13–14 of the RFA.)

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**Section IV. Management and Staffing (up to 250 words)**  
Describe your current and planned management and staffing for the emerging peer organization. (See scoring criteria on pages 13–14 of the RFA.)

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**Section V. Budget**  
Complete the budget template below.

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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.

<b>Budget Template</b>				
<b>Budget Summary</b>	<b>Period 1: Ramping Up: 9/1/2021– 12/31/2021 (4 months, quarters 1–2)</b>	<b>Period 2 Project Activities: 1/1/2022– 12/31/2022 (12 months, quarters 3–6)</b>	<b>Period 3: Wrap-Up &amp; Final Report 1/1/2023- 2/14/2023 (1.5 months, quarter 7)</b>	<b>Total Budget</b>
<b>I. Salaries</b> <b>(For each position include job title, FTE, and salary)</b> 1. 2. 3.				
<b>II. Payroll taxes, benefits, etc.</b>				
<b>III. Subcontractor and consultant costs</b> <b>List each projected subcontractor/ consultant separately by function (e.g., marketing consultant, IT, strategic planning, fund development)</b>				
<b>IV. Other Direct Expenses</b> <b>Other Direct Expenses</b> - Outreach Materials - Program Supplies - Staff Training - Travel* (local travel and travel to learning collaboratives, conferences, etc.) - Rent - Equipment				



- Infrastructure support - Other (specify):				
<b>V. Indirect Expenses (up to 10% of direct costs)</b>				
<b>TOTAL Budget</b>				

**PLEASE GO TO THE ONLINE APPLICATION HERE:**

[Expanding Peer Organization Capacity \(EPOC\) RFA Online Application](#)