Request for Applications
May 1, 2019

A Joint Effort by the California Institute for Behavioral Health Solutions and Advocates for Human Potential, Inc., and funded by the California Department of Health Care Services Substance Use Disorder Compliance Division
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YOR California—At a Glance

The goal of the California Youth Opiate Response (YOR California) is to improve and expand access to a continuum of opioid use disorder (OUD) prevention, intervention, Medication-Assisted Treatment (MAT), and other treatment and recovery services for youth (ages 12–24) and their families, thereby preventing opioid overdose-related deaths. This request for applications (RFA) provides up to $11 million in funds for local and statewide efforts to reduce OUD among youth through increased access to enhanced youth-appropriate continuum of services, including but not limited to MAT.

Background

Most adults with OUD started using opioids before age 25: one-third of those before age 18, and in California, nearly 22% of youth have misused opioid pain relievers at least once by the 11th grade. In addition, across the United States, most youth (75%) who need MAT do not receive it. Factors contributing to the underuse of MAT for youth include misinformation and stigma, a lack of waiver-certified pediatricians, and limited training in addiction medicine.

Along with medication, youth need an age-appropriate and developmentally appropriate continuum of services, particularly for youth who are at higher risk of substance use disorders (SUDs), such as youth experiencing homelessness, trauma, or stigma/discrimination/bias (e.g., youth of color, LGBTQI2SA, youth exiting foster care, documented/undocumented immigrants, justice-involved youth). Services need to include culturally appropriate assessments normed for age groups, individual and group counseling using age-appropriate strategies and materials, and case management services designed for youth and their families. In addition, outreach and engagement activities to successfully reach youth and their families requires tailored communication vehicles and strategies that will resonate with youth.

YOR California is specifically designed to strengthen capacity and access to prevention, treatment, and recovery services; foster the coordination and strengthening of existing multi-system organizations; and encourage the development of new partnerships between systems that touch youth. Outreach efforts to engage youth with, or at risk of, an OUD will be tailored through the appropriate communication channels that resonate with youth.

YOR California

At the forefront of improving access to MAT, California has focused and advanced many interventions addressing the opioid epidemic through its first MAT Expansion Project (1.0), funded by the Substance Abuse and Mental Health Services Administration (SAMHSA) State Targeted Response (STR) grant, as well as through the MAT Expansion Project 2.0, funded by SAMHSA’s 2018 State Opioid Response (SOR) grant. MAT Expansion 2.0 creates significant new access points by assessing, identifying, and addressing

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gaps; creating partnerships; redesigning systems of care; and integrating efforts at the policy and practice level.

YOR California is supported through the California Department of Health Care Services (DHCS) Substance Use Disorder Compliance Division as a part of the MAT Expansion 2.0 program. DHCS has contracted with the California Institute for Behavioral Health Solutions (CIBHS) in collaboration with Advocates for Human Potential, Inc., (AHP), the YOR California team, to implement the project.

The purpose of YOR California is to reduce OUD among youth (ages 12–24) through increased access to OUD prevention, intervention, MAT, and other treatment and recovery services for youth and their families across California. The YOR California team recognizes that barriers and silos often prevent the comprehensive interventions youth require and the range of settings that can, and should, serve as access points for youth. Therefore, this project also focuses on the need for positive youth development, age-appropriate and targeted engagement, and the need to adapt adult interventions to meet the needs of youth.

To meet the goals of this project, the YOR California team will award $11 million in funds for a wide array of services for youth with, or at risk of, an OUD and their families. The project spans the continuum of prevention, intervention, treatment, and recovery services and includes available funding for successful applicants to use team-based, collaborative approaches in areas with the greatest need. Efforts to support YOR California subgrantee activities will include the development and dissemination of youth-specific materials, establishment of learning collaboratives for subgrantees to expand dialog and statewide coordination, and training and technical assistance in sustainability planning. Subgrantees participating in YOR California are required to participate in statewide activities, including learning collaborative in-person meetings, evaluation and data collection, cross-sharing, development of tailored communications, and dissemination of protocols, guidelines, and toolkits.

YOR California Key Principles
The YOR California project’s framework is based on the following key principles for successful outcomes:

- **Community partnerships**: Creating or enhancing community partnerships and collaboration efforts, including participating in learning collaborative meetings
- **Targeted outreach and engagement**: Designing outreach and engagement strategies that consider where youth are, as well as their unique experiences and priorities, for relevance
- **Stigma**: Addressing misinformation and stigma about MAT and youth with OUD
- **Data-driven**: Collecting and using data to make informed decisions
- **Evidence-based approaches**: Using age-appropriate, evidence-based interventions along the continuum of prevention, intervention, treatment, and recovery
- **Positive youth development**: Incorporating evidence-based practices, services, and supports to foster positive youth development (For more information, go to https://youth.gov/youth-topics/positive-youth-development.)
• **Innovation**: Fostering positive outcomes spanning the continuum with innovative solutions going beyond one service delivery system, including the medical system, community and adolescent health, schools, youth outreach-serving organizations, and the public

• **Co-occurring disorders**: Recognizing and addressing the high prevalence of co-occurring mental disorders and SUDs among youth with, or at risk of, an OUD

• **Families**: Involving families and taking family concerns and dynamics into consideration

• **Need**: Prioritizing and addressing high-risk youth populations

• **Sustainability**: Planning for sustainable change through YOR California

• **Accountability**: Maintaining fiscal, legal, and programmatic responsibility and operating with the highest degree of integrity

To advance this effort, the YOR California team is seeking applications for the purpose of enhancing services, as well as developing new services, for youth with an OUD in communities across the state. In this RFA, youth are defined as 12–24 years old. For more information on YOR California, please visit the website at [www.cibhs.org/yorcalifornia](http://www.cibhs.org/yorcalifornia).
YOR California Funding Opportunity

Request for Applications Overview
Through this RFA, the YOR California team (California Institute for Behavioral Health Services in partnership with Advocates for Human Potential, Inc.) seeks to identify up to 20 subgrantees to expand and enhance services for youth with, or at risk of, an OUD and their families. All funds must be expended by August 31, 2020. There is no rollover. Sustainability is important: consider how your proposed program will be embedded in the community service infrastructure.

Programs to Increase Access to Critically Needed Interventions for Youth
YOR California funds can be used to expand and enhance a continuum of OUD services for youth (ages 12–24). YOR California provides a rare opportunity to infuse new partnerships and innovations into local efforts to significantly improve future youth services.

YOR California is seeking applications for the implementation of activities increasing access to youth-relevant OUD continuum of services. Programs should address the YOR California key principles listed above and may serve a county, specific geographic area, region, the state, or a specific population of high-risk youth.

Funds can be used for a wide range of projects that remove barriers and fill gaps in service delivery. Below are some examples of services that would be considered.

- Increasing the availability or frequency of youth-specific tertiary prevention, early intervention (ASAM .5), and outpatient services (ASAM 1.0) to reduce unmet treatment needs and prevent overdose deaths among youth with, or at risk of, an OUD.
- Expanding access to medications for OUD for youth through increased Drug Addiction Treatment Act of 2000 (DATA 2000)-certified adolescent psychiatrists and pediatricians who are inducting patients and/or establishing the delivery of patient and family education programs to increase understanding and reduce stigma around MAT.
- Increasing access to evidence-based, youth-specific, or youth-population-specific MAT and other treatment services, including counseling, residential services, and recovery support services that are engaging to youth. This could include use of technological applications.
- Enhancing and expanding services, along with improving retention and preventing overdose deaths, through the integration of positive youth development, including youth leadership development and partnerships promoting youth pro-social and wellness activities, alternative activities, and recovery support services.
- Increasing availability of youth-customized technological treatment tools (e.g., virtual reality).
- Mobilizing schools, community partners, and youth to increase access points for at-risk youth.

IMPORTANT DATES*

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFA Release Date</td>
<td>May 1, 2019</td>
</tr>
<tr>
<td>Informational Webinar</td>
<td>May 14, 2019, 1:00–2:00 p.m. PT</td>
</tr>
<tr>
<td>Notice of Intent (Optional)</td>
<td>May 17, 2019</td>
</tr>
<tr>
<td>Question Submittal Deadline</td>
<td>June 3, 2019</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>June 7, 2019, 4:00 p.m. PT</td>
</tr>
<tr>
<td>Projected Award Announcement</td>
<td>June 28, 2019</td>
</tr>
</tbody>
</table>

* At the YOR California team’s discretion, these dates are subject to change to best meet programmatic needs and funder requirements.
Successful applicants must be able to meet federal and state funding restrictions, reporting, and compliance requirements. They are also required to participate in four 1-day learning collaborative in-person meetings, which will be scheduled between August 2019 to August 2020.

**Eligibility Criteria**

Any nonprofit or for-profit business entity in good standing and authorized to do business in California, including any California government entity, school, or school district, is eligible to apply. YOR California anticipates funding approximately 20 subgrantees who successfully demonstrate the ability to:

- Increase youth access to OUD prevention, MAT, and other treatment and recovery services; and
- Be responsible to contractual obligations and have a record of sound business integrity.

Each application must have one lead agency that is responsible for the funds, deliverables, and adherence to the program requirements. One of the goals of YOR California is to build community partnerships between youth-serving organizations, health, and behavioral health providers, so applicants are encouraged to establish community partnerships.

**Ineligible Organizations**

Any entity listed with the General Services Administration as debarred or suspended is ineligible to receive YOR California funds. Also, funds will not be issued to entities that would deny any eligible client, patient, or individual access to their program because of their use of U.S. Food and Drug Administration (FDA)-approved medications for the treatment of SUDs. In all cases, MAT must be permitted and continued for as long as the prescriber or treatment provider determines the medication is clinically beneficial. Subgrantees must ensure that clients will not be compelled to stop MAT as a condition of any programming when stopping is inconsistent with the licensed prescriber’s recommendation or valid prescription.

**Funding Information**

Awarded funds are to support activities to improve and expand access to prevention, intervention, MAT, and other treatment and recovery services for youth (ages 12–24) and their families. Funding can be used for staff working directly on the project, supplies, limited capital improvements, workforce development, and other start-up and service-related costs. Agreements are subject to the approval of the YOR California team, as authorized by DHCS.

Applicants are required to adhere to the budget guidelines included in this RFA and must submit their proposed budget using the California YOR budget template (see Attachment 3). 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. Following a technical review and scoring of the application, budgets will be reviewed to ensure costs are allowable, reasonable, and linked to the described objectives. Only programs that meet these criteria will be considered for funding. Applicants are required to submit a detailed cost budget to assist the YOR California team in establishing cost reasonableness of the final fixed price amount awarded to the site. YOR California anticipates that the selected subgrantees will be paid with cost reimbursement for the allowable costs incurred. Applicants
must abide by standard funding restrictions as determined by SAMHSA and DHCS and as described in Attachment 3.

Requirements

Learning Communities
Subgrantees will be required to participate in four learning collaborative in-person meetings: two in Los Angeles and two in Sacramento. Anticipate sending 4–5 team members to the 1-day (6-hour) collaborative meetings. (See Attachment 3 for budget details.)

42 CFR Part 2
To ensure maintenance of the appropriate data protocols, subgrantees shall comply with the regulations set forth in 42 CFR Part 2, including the responsibility for assuring the security and confidentiality of all electronically transmitted patient material. In the application, applicants will need to confirm that they have reviewed the HIPAA privacy and SAMHSA confidentiality rules and commit to operating in compliance with the regulations.

Quarterly and Final Reporting
Subgrantees will be required to submit quarterly and final reports responding to the performance measures identified in their subcontracts, including financial reports describing the actual expenditures of subcontract funding.

Government Performance and Results Act (GPRA)
Awarded agencies using subcontract funds to cover individual direct patient services will be responsible for complying with SAMHSA GPRA reporting requirements. Limited technical assistance on GPRA and reporting is available through YOR California. However, if ongoing training or consultation is needed, include this cost in the program budget. (See Attachment 3 for further details.)

Additional requirements may be added based on state and federal regulations and will be further described within the subgrantee contracts.

Application Checklist

- Notice of intent (optional)
- Online application form
- Attachments:
  - Program narrative
  - Budget and budget narrative
  - Implementation plan
  - Organization chart and project director’s resume (required) and other key staff resumes or bio sketches (optional)
  - Letters of commitment (optional)
Application Instructions
The application process is straightforward, but it does require time to prepare and complete all required documents. It also involves identifying a lead agency and choosing whether to collect letters of commitment from partners. Therefore, you are encouraged to begin the application process early and submit your application before the deadline, just in case you need help with any of the RFA components. Late applications will not be accepted.

Notice of Intent (Optional)
If your organization anticipates applying for a YOR California subgrant, please notify us of your intent by May 17, 2019, by completing a brief online form at www.surveygizmo.com/s3/4884497/YORCalifornia-Notice-of-Intent. Completing the Notice of Intent is a non-binding, optional prerequisite giving the YOR California team an idea of who is interested in applying. You will receive an email confirmation notifying the receipt of your completed Notice of Intent once submitted. Organizations completing the Notice of Intent will receive email notifications of any updates to the frequently asked questions on the YOR California website.

Application and Attachments
Complete the online application and upload the required attachments by June 7, 2019, at 4:00 p.m. PT at www.surveygizmo.com/s3/4860454/YOR-California-Application. Instructions to complete the form and upload the attachments will be included in the online application. You will be able to work on your online application and upload attachments, save your work, and return to it at your convenience. However, once submitted, no further changes can be made to your application or attachments. Upon submission, you will receive an email confirming your application’s receipt.

Proposal components are the following:

- **Project narrative**: Include a project narrative addressing your understanding of the needs of youth with, or at risk of, an OUD and their families; your capabilities to plan, expand, and/or enhance youth access; and your overall approach and/or methods to address youth needs. See the Project Narrative section below for more details.

- **Proposed budget and budget narrative**: See Attachment 3 for details.

- **Implementation plan**: Include an implementation plan on how the lead agency and its partners will address the needs of the community’s youth with, or at risk of, an OUD and their families. See the Project Narrative section below for more details. Complete the form provided in Attachment 4 (downloadable at www.cibhs.org/yorcalifornia).

Resources to Assist in the Application Process

- Join us for an informational webinar May 14, 2019, at 1:00–2:00 p.m. PT to learn more about YOR California and ask questions. Register at: https://ahpnet.adobeconnect.com/ei2u6cy9og7p/event/event_info.html.

- In addition to the information provided in this RFA, visit the YOR California website for background information, answers to frequently asked questions, and a recording of the informational webinar.

- For additional questions, email YORCalifornia@ahpnet.com. All questions must be received by June 3, 2019.
- **Resumes/bio sketches and organization chart:** Provide the project director’s resume (required; 2-page maximum) and other key staff resumes or bio sketches (optional; 2-page maximum for each). Also include an organization chart showing the distinct lines of authority and relationships between the lead agency, partners, and staff. All resumes and the organizational chart must be combined into one PDF file for submission.

- **Optional letters of commitment:** Upload any letters of commitment you may have acquired. This is optional to include with your application but required from all partners if your application is recommended for funding.

**Project Narrative Instructions**

**Statement of Understanding:** Maximum of 2 pages (15 points)
Describe the applicant’s understanding of the needs of youth with, or at risk of, an OUD and their families, including but not limited to the following:

- A description of the target population
- A description of the risks and barriers to program implementation and service provision for the target population
- A description of three indicators that OUD is a problem among youth in your community
- A brief description of existing services for youth and their families in the community you are proposing to serve*

**Capability:** Maximum of 4 pages (30 points)
Describe the applicant’s capabilities to plan and expand youth access to OUD prevention, intervention, MAT, and other treatment and recovery support services, including but not limited to the following:

- A description of the lead agency, key partners, and their roles in this project
- The applicant’s experience working with youth with, or at risk of, an OUD
- Experience of the project director and staff with the necessary ability to implement this program, including youth outreach; engagement of health, behavioral health, and youth services; addressing barriers to youth access; MAT; and use of evidence-based practices
- Experience creating and implementing a sustainability plan for continuing work when the funding ends

Applicants may provide references for the Narrative as endnotes and will not be included in the page limits for the Narrative sections.
Project Plan and Approach: Maximum of 6 pages, no page limit on implementation plan (40 points)

Describe the overall approach and/or methods that will be used to develop and implement a community plan to improve and expand access to a continuum of quality services for youth and their families, including but not limited to the following:

- Purpose of the project
- Goals and specific, measurable, achievable, relevant, and time-oriented (SMART) objectives and the methods for achieving them
- Number of youth served by service type
- Evidence-based practices to be used*
- Plan for community outreach
- Process for how project data and information is collected and reported*
- Plan for participation in learning collaborative meetings and other statewide collaborative efforts
- Ability to initiate services within 30 days of notification of award*
- Plan for implementation*

Please provide an implementation plan using the template in Attachment 4. It is a separate attachment but will be reviewed and scored as part of this section. This plan should include clear objectives and strategies to sustain youth services at the completion of the YOR California subgrant. The implementation plan will also serve as the foundation for the scope of work for the selected applicants.

Management Plan: Maximum of 2 pages (15 points)

Describe how the applicant will effectively coordinate, manage, and monitor the efforts of the assigned staff (including any subcontractors and/or consultants) to ensure all tasks, activities, and functions are completed effectively and in a timely manner.

- Applicant’s ability to start YOR California quickly*
- Staffing plan and project management approach
- Lead agency’s fiscal accounting processes and budgetary controls to ensure responsible use and management of project funds and accurate invoicing
- Experience meeting state and federal financial, data, and compliance requirements
- How the applicant will ensure YOR California funds do not supplant other funding.

There is no reimbursement for costs associated with the preparing or submission of applications in response to this RFA or costs associated with possible award negotiation. See Attachment 3 for allowable and unallowable expenditures.

* Not required for community-planning-only applications. (See pages 13–14.)
Selection Criteria

Each application will be reviewed for technical compliance, completeness, and budget reasonableness. The narrative section will be scored, and applications will be ranked. Successful applicants presenting the most complete and responsive applications demonstrating the most favorable mix of credentials, capacity, and potential to best meet YOR California’s needs and goals will be selected. In addition to the proposal score, additional factors may also be considered to select the most favorable mix of subgrantees across the state, such as the specific populations served, diversity of approaches, and geographically specific nonfatal and fatal opioid-involved overdose rates. Decisions are at the sole discretion of YOR California team and subject to the approval of DHCS. There are no appeals. Details of the evaluation criteria are included in Attachment 2.

Below are the point values for each rating category that will be scored in the narrative. Applications will be scored on a scale of 0 to 100 points as follows:

<table>
<thead>
<tr>
<th>Narrative Section</th>
<th>Number of Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Understanding</td>
<td>15 points</td>
</tr>
<tr>
<td>Capability</td>
<td>30 points</td>
</tr>
<tr>
<td>Project Plan and Approach</td>
<td>40 points</td>
</tr>
<tr>
<td>Management Plan</td>
<td>15 points</td>
</tr>
</tbody>
</table>

The YOR California team may:

- Issue 20 subgrants, or select more or fewer, as deemed necessary.
- Seek clarifications or recommend adjustments to applications or budgets as a condition of the award. Recommendations for funding and subgrantee agreements are subject to the final approval of DHCS.
Alternative: Community-Planning-Only Proposals
If you are part of a community interested in developing a YOR California program but are not prepared to submit a full proposal, you may submit a simplified application for a community planning award of up to $50,000.

Community-planning-only subgrantees will do the following:

- Convene a community planning group (or groups)
- Engage youth and families
- Establish partnerships
- Conduct an assessment
- Participate in statewide learning collaborative meetings
- Submit and implement a community action plan with strategies for improving access to OUD services for youth

Community-planning-only subgrantees must still meet the federal and state funding restrictions, reporting, and compliance requirements described above.

Community-Planning-Only Narrative Instructions
Organizations applying for the alternative option subgrant should address the following and do NOT need to complete questions with asterisks (*) in the narrative proposal instructions listed above.

Community-Planning-Only Statement of Understanding: Maximum of 2 pages (15 points)
Describe the applicant’s understanding of the needs of youth with, or at risk of, an OUD and their families, including but not limited to the following:

- A description of the target population
- A description of the risks and barriers to program implementation and service provision for the target population
- A description of three indicators that OUD is a problem among youth in your community

Community-Planning-Only Capability: Maximum of 4 pages (45 points)
Describe the applicant’s capabilities to plan and expand youth access to OUD prevention, intervention, MAT, and other treatment and recovery support services, including but not limited to the following:

- A description of the lead agency, key partners, and their roles in this project
- The applicant’s experience working with youth with, or at risk of, an OUD
- Experience of the project director and staff with the necessary ability to implement this program, including youth outreach; engagement of health, behavioral health, and youth services; addressing barriers to youth access; MAT; and use of evidence-based practices
- Experience creating and implementing a sustainability plan for continuing work when the funding ends
Community-Planning-Only Project Plan and Approach: Maximum of 6 pages (25 points)
Describe the overall approach and/or methods that will be used to develop and implement a community plan to improve and expand access to a continuum of quality services for youth and their families, including but not limited to the following:
- Purpose of the project
- Goals and specific, measurable, achievable, relevant, and time-oriented (SMART) objectives and the methods for achieving them
- Number of youth served by service type
- Plan for community outreach
- Plan for participation in learning collaborative meetings and other statewide collaborative efforts

Community-Planning-Only Management Plan: Maximum of 2 pages (15 points)
Describe how the applicant will effectively coordinate, manage, and monitor the efforts of the assigned staff (including any subcontractors and/or consultants) to ensure all tasks, activities, and functions are completed effectively and in a timely manner.
- Staffing plan and project management approach
- Lead agency’s fiscal accounting processes and budgetary controls to ensure responsible use and management of project funds and accurate invoicing
- Experience meeting state and federal financial, data, and compliance requirements
- How the applicant will ensure YOR California funds do not supplant other funding.

Community-Planning-Only—Narrative Scoring
Below are the point values for each rating category that will be scored in the community-planning-only narrative. Applications will be scored on a scale of 0 to 100 points as follows:

<table>
<thead>
<tr>
<th>Narrative Section</th>
<th>Number of Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Understanding</td>
<td>15 points</td>
</tr>
<tr>
<td>Capability</td>
<td>45 points</td>
</tr>
<tr>
<td>Project Plan and Approach</td>
<td>25 points</td>
</tr>
<tr>
<td>Management Plan</td>
<td>15 points</td>
</tr>
</tbody>
</table>
# Attachment 1: Application

Please complete the online application at [www.surveygizmo.com/s3/4860454/YOR-California-Application](www.surveygizmo.com/s3/4860454/YOR-California-Application) by **June 7, 2019, by 4:00 p.m. PT**. Incomplete or late applications will not be considered.

### Section 1: Lead Agency Applicant Information

<table>
<thead>
<tr>
<th>Lead Agency Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City, State, ZIP</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
</tr>
<tr>
<td>Website Address</td>
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<table>
<thead>
<tr>
<th>Lead Agency Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Mailing Address</td>
</tr>
<tr>
<td>City, State, ZIP</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
<tr>
<td>Telephone Number</td>
</tr>
</tbody>
</table>

**Lead Agency Category:**
- [ ] For-profit
- [ ] 501c3/nonprofit
- [ ] Government
- [ ] Other: Please specify

**Alternative: Community-Planning-Only Proposal**

Are you applying for community-planning-only ($50,000 maximum)?  
- [ ] Yes  
- [ ] No

### Section 2: Partner Agencies/Organizations

<table>
<thead>
<tr>
<th>Agency/Organization Name</th>
<th>Role in Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section 3: Geographic Area(s)

Please indicate the county or counties this project will serve:

<table>
<thead>
<tr>
<th>Is your project within a highly affected nonfatal and fatal overdose geographic area?</th>
</tr>
</thead>
</table>
| - [ ] Yes  
- [ ] No |
### Section 4: Populations to Be Served

#### Age Groups (check all that apply)

- [ ] 12–15 years old
- [ ] 16–17 years old
- [ ] 18–20 years old
- [ ] 20–24 years old
- [ ] Families

#### Specific Populations of High-Risk Youth (check all that apply)

- [ ] Youth with severe emotional disturbance (SED) or serious mental illness (SMI)
- [ ] Youth engaged in illicit or risky alcohol or other substance use
- [ ] Youth experiencing homelessness
- [ ] Youth involved in the child welfare/foster care system
- [ ] Youth involved with the juvenile or criminal justice system
- [ ] Youth with parents who have a substance use disorder (SUD)
- [ ] Youth with attention-deficit/hyperactivity/ADHD
- [ ] Pregnant and parenting youth
- [ ] LGBTQI2SA youth
- [ ] Culturally specific program: Please specify
- [ ] Other: Please specify

### Section 5: Attachments

Upload the following attachments in the online application:

- Program narrative
- Budget and budget narrative
- Implementation plan
- Organizational chart, program director resume (required), and key staff resumes/bio sketches (optional)
- Letters of commitment (optional)

You will receive an email confirmation that your application has been submitted. It is the applicant’s responsibility to ensure that the application is properly submitted.
**Attachment 2: Evaluation and Scoring Criteria**

**Project Narrative**

**Application**

The YOR California team will use the following scoring grid to assign points.

<table>
<thead>
<tr>
<th>Interpretation</th>
<th>General Basis for Point Assignment</th>
<th>Percent Range of Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inadequate</td>
<td>Applicant does not include a response and/or supporting information for the requirement(s) or does not commit to meeting the RFA requirement(s).</td>
<td>0–50% of available points for the section</td>
</tr>
<tr>
<td>Barely Adequate</td>
<td>Response and/or supporting information just meets the RFA requirement(s) and/or the information is unclear. Response provides very minimal descriptive information to support the applicant’s claim that they understand and intend to meet the requirement(s). Response is lacking information, lacking depth or breadth, or lacking facts and/or details.</td>
<td>60–70% of available points for the section</td>
</tr>
<tr>
<td>Adequate</td>
<td>Response and/or supporting information meets the basic RFA requirement(s) and demonstrates an understanding of, and the ability and intent to, meet the requirement(s). There may be omission(s), flaw(s), and/or defect(s), but they are inconsequential and acceptable.</td>
<td>70–80% of available points for the section</td>
</tr>
<tr>
<td>More than Adequate</td>
<td>Response and/or supporting information demonstrates a thorough, detailed, and complete understanding of the requirement(s); provides evidence of the current ability to comply; and/or provides detailed plans or methodologies to further assure compliance with the requirement(s). The response is not considered excellent or outstanding but is above average and has no flaw(s), omission(s), or defect(s).</td>
<td>80–90% of available points for the section</td>
</tr>
<tr>
<td>Excellent or Outstanding</td>
<td>Response and/or supporting information demonstrates a thorough, detailed, and complete understanding of the requirement(s). Response demonstrates the ability and intent to exceed the requirement(s), provides evidence of current ability to comply, and proposes detailed plans or methodologies that further assure how the requirement(s) will be exceeded.</td>
<td>90–100% of available points for the section</td>
</tr>
</tbody>
</table>
Application Scoring

<table>
<thead>
<tr>
<th>Statement of Understanding Rating Factors (15 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. How well does the applicant describe the target population?</td>
</tr>
<tr>
<td>2. How well does the applicant describe the risks and barriers to program implementation and service provision for the target population?</td>
</tr>
<tr>
<td>3. Does the applicant provide data on the prevalence of opioid and other substance use among youth and three indicators that OUD is a problem among the community’s youth?</td>
</tr>
<tr>
<td>4. To what extent does the applicant describe the existing services or gaps for youth and their families within the community? *</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capability Rating Factors (30 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. To what extent does the applicant clearly describe the lead agency, key partners, and roles in this project?</td>
</tr>
<tr>
<td>6. How well does the applicant describe their experience working with youth at risk of or with OUD?</td>
</tr>
<tr>
<td>7. How well does the applicant describe the project director’s and staff’s experience and ability to implement the YOR California project, including engagement of health, behavioral health, and youth services; addressing barriers to youth access; MAT; and use of evidence-based practices?</td>
</tr>
<tr>
<td>8. To what extent does the applicant describe their experience creating and implementing a sustainability plan for continuing work when the funding ends?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Plan and Approach Rating Factors (40 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. How well does the applicant describe the purpose of the project, along with the goals, objectives, and methods for achieving them?</td>
</tr>
<tr>
<td>10. To what extent does the applicant describe the number of youth served by type of service?</td>
</tr>
<tr>
<td>11. To what extent does the applicant describe the evidence-based practices to be used? *</td>
</tr>
<tr>
<td>12. To what extent does the applicant describe their plan for community outreach?</td>
</tr>
<tr>
<td>13. To what extent does the applicant describe their process for how project data and information will be collected and reported? *</td>
</tr>
<tr>
<td>14. How well does the applicant describe their willingness and experience participating in statewide collaborative efforts such as learning collaboratives, online resource portals, and newsletters?</td>
</tr>
<tr>
<td>15. How well does the applicant describe their ability to initiate services within 30 days of notification of award? *</td>
</tr>
<tr>
<td>16. To what extent does the applicant provide a clear, logical, and achievable implementation plan? *</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Management Plan Rating Factors (15 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>17. How well does the applicant describe their ability to start YOR California quickly?</td>
</tr>
<tr>
<td>18. Does the applicant describe a project management plan that will support the completion of the implementation plan?</td>
</tr>
<tr>
<td>19. To what extent does the applicant describe their fiscal accounting processes and budgetary controls to ensure the responsible use and management of project funds and accurate invoicing?</td>
</tr>
<tr>
<td>20. To what extent does the applicant describe their experience meeting state and federal financial, data, and compliance requirements?</td>
</tr>
<tr>
<td>21. How well does the applicant describe how YOR California funds will not supplant other funding?</td>
</tr>
</tbody>
</table>

**Total possible points: 100 points**

*Community-planning-only applications will not be scored on questions with asterisks (*) listed above. Refer to the scoring on page 14.*
Attachment 3: Funding Restrictions/Guidelines and Budget Instructions

The Substance Abuse and Mental Health Services Administration (SAMHSA) 2018 State Opioid Response to Grants (short title: SOR) aims to address the opioid crisis by increasing access to medication-assisted treatment (MAT) using the three U.S. Food and Drug Administration (FDA)-approved medications for the treatment of opioid use disorder (OUD), reducing unmet treatment need, and reducing opioid overdose-related deaths through the provision of prevention, treatment, and recovery activities for OUD (including prescription opioids, heroin, and illicit fentanyl and fentanyl analogs).

YOR California addresses all these aims, with special attention to the prevention and reduction of opioid overdose-related deaths through the provision of a comprehensive range of youth-specific prevention, intervention, MAT, and other treatment and recovery activities for youth at high risk of overdose. This includes youth with poly-substance use, youth with foster care or juvenile justice involvement, and those in communities with high overdose rates.

How Funds Can Be Used:

- Increase access to FDA-approved medications (methadone, buprenorphine, naltrexone)
- Reduce unmet treatment need (medication and psychosocial interventions)
- Reduce opioid overdose-related deaths through prevention, treatment, and recovery activities for OUD

Standard Funding Restrictions

The U.S. Department of Health and Human Services (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 is available at 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.

SAMHSA 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 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.
- Pay for any lease beyond the project period.
- Pay for the purchase or construction of any building or structure to house any part of the program. (Applicants may request up to $75,000 for renovations and alterations of existing facilities, if necessary and appropriate to the project.)
Provide residential or outpatient treatment services when the facility has not yet been acquired, sited, approved, and met all requirements for human habitation and services provision. (Expansion or enhancement of exiting residential services is permissible.)

Provide detoxification services until it is part of the transition to MAT with extended-release naltrexone.

Make direct payments to individuals to enter treatment or continue to participate in prevention or treatment services.

Note:
- A recipient or treatment or prevention provider may provide up to a $30 non-cash incentive for each individual to participate in required data collection follow-up. This amount may be paid for participation in each required follow-up interview.
- Meals are generally unallowable unless they are an integral part of a conference grant or specifically stated as an allowable expense in the RFA. Funds may be used for light snacks, not to exceed $3.00 per person.

Support non-evidence-based treatment approaches, such as short-term methadone or buprenorphine use (“detox” with initial treatment less than 1 year).

* SAMHSA funds were granted to the state, and all funding restrictions are applicable to this funding opportunity and all subcontracts.

Funding Availability
DHCS has made a total of $11 million available in award funding through YOR California. These funds are allocated in two separate expenditure periods. Two million must be expended prior to September 30, 2019. The remaining $9 million is allocated for expenditure between October 1, 2019, and August 31, 2020.

DHCS Allowable and Unallowable Expenses
DHCS has developed guidance on allowable expenses for the California Medication-Assisted Treatment Expansion Project. This guidance also applies to the MAT 2.0 Expansion Projects, including YOR California. (https://www.dhcs.ca.gov/provgovpart/Documents/Allowable_Expenditures_List.pdf)

Budget Instructions
Applicants are required to upload a proposed budget and budget narrative for YOR California activities through the online application. Download the budget template at www.cibhs.org/yorcalifornia. Applicants may add categories to the budget form, if needed.

Applications do not need to expend funds under each category. The budget and budget justification must be consistent with and support the project narrative. Use the budget template to complete the budget. Include the anticipated start and end dates. Provide cost information for Period 1 (June–September 30, 2019), Period 2 (October 1, 2019 to August 31, 2020), and the total funding request. Provide additional details in the narrative budget justification.
Although the budget is not scored as part of the total score, it will be reviewed to ensure that it links to the program narrative, costs are allowable and reasonable, and the program is cost-effective. YOR California may accept the budget as proposed or request revisions.

Individual direct patient services are defined as contract funds used to cover the specific fee-for-service charge tied to an individual uninsured or underinsured patient, such as the cost of an office visit or a medication. Individual direct patient services are only reimbursable for uninsured or underinsured patients. It is permissible to budget staff salary (for example case manager), but it cannot replace what Medi-Cal or other insurance might cover.

**Personnel:**

- All personnel must work directly on the YOR California project. Personnel may include the project director and clinical and other staff salaries, including peer specialists and related payroll taxes and benefits.
- Include the job title, estimated FTE, and salary for each position. Provide specific information for all staff described in the program capacity. For staff not yet identified, put to be determined and estimate their salary levels. Include their roles and responsibilities as they relate to the program objectives and implementation plan in the budget justification.
- Up to 5% of requested funds can be used to cover the costs associated with collecting GPRA data for patients/clients receiving direct treatment services.
- Provide the rate for all payroll taxes and employee benefits (e.g., health insurance). In the budget justification, include a clear description of how the fringe benefit rate was computed.

**Subcontractor/partners:** Provide the total amount for each subcontractor partner on the master budget form. Include a detailed budget for each subcontractor/partner with the roles and responsibilities as they relate to the program objectives and implementation plan as a part of the budget justification.

**Consultants:** Include all clinical and nonclinical consultants working directly on the project. Provide a description of their roles and responsibilities as they relate to the program objectives and implementation plan in the budget justification. If you anticipate needing consultation for workforce development/training or expanded training for physicians and do not yet know the source of these consultation services, a general line item and description in the justification will suffice.

**Other expenses:** Provide estimated costs for other treatment and operating expenses. All costs must align with SAMHSA and DHCS allowable funding guidelines.

- **Outreach**—allowable costs for meetings, events, and advertisements dedicated to the YOR California program.
- **Rent**—the portion of the rent dedicated to the YOR California project only. Provide rationale in the budget justification.
- **GPRA incentives**—up to $30 non-cash incentives per patient for completion of the GPRA forms.
- **Travel**—must use the California travel guidelines ([http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx](http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx))
There are four learning collaborative in-person meetings: two in Los Angeles and two in Sacramento. Anticipate sending 4–5 team members to the 1-day (6-hour) collaborative meetings. Include the costs for this travel separate from local travel.

**Miscellaneous (add line items for additional program costs):**
Costs may include direct patient services for uninsured/underinsured youth, treatment, and patient/participant costs, including transportation, FDA-approved medications, recovery support service expenses, limited telehealth infrastructure, curricula, limited infrastructure improvements, and other allowable expenses. Provide a rationale for costs that demonstrate how these costs are related to the project narrative, as well as the methods for ensuring the costs will be allowable.

**Indirect expense:** Agencies with a federally approved indirect rate may use these rates for indirect costs and provide a description in the budget narrative. (Documentation will be required at the time of award.) Agencies without a federal indirect rate may use an indirect rate of up to 10% of direct costs.

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For information or questions on the budget, please email YORCalifornia@ahpnet.com.
### Implementation Plan

<table>
<thead>
<tr>
<th>Purpose Statement</th>
<th></th>
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<tbody>
<tr>
<td>Values</td>
<td></td>
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</tbody>
</table>

#### Goals and Objectives

<table>
<thead>
<tr>
<th>Goal 1:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 1.1:</td>
<td></td>
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<tr>
<td>Objective 1.2:</td>
<td></td>
</tr>
</tbody>
</table>

| Goal 2: |  |

<table>
<thead>
<tr>
<th>Total Number of Youth Served</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unduplicated:</td>
<td></td>
</tr>
<tr>
<td>Per month:</td>
<td></td>
</tr>
<tr>
<td>By type of service:</td>
<td></td>
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</tbody>
</table>

(Use as many pages as necessary and add lines as needed.)
# Detailed Implementation Plan

Complete one sheet for each goal. Add or subtract lines for action steps as needed.

<table>
<thead>
<tr>
<th>Goal:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objectives</strong></td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>1.1: <em>(add objective here)</em></td>
</tr>
<tr>
<td>1.2:</td>
</tr>
<tr>
<td>1.3:</td>
</tr>
</tbody>
</table>