

# FAQ's for Recovery Residences for Emerging Adults (RRH-EA)

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## General Questions

- Who is [Be Well Texas](#)?
  - TXMOUD is now Be Well Texas a program of UT Health San Antonio dedicated to providing compassionate substance use disorder (SUD) treatment to all Texans by removing barriers such as access and affordability.
- Who do we contact with questions regarding this grant?
  - Email your team:
    - Richard Hamner – [hamnerr1@uthscsa.edu](mailto:hamnerr1@uthscsa.edu)
    - Tammy Jones – [jonest1@uthscsa.edu](mailto:jonest1@uthscsa.edu)
    - Paul Salinas – [salinasp2@uthscsa.edu](mailto:salinasp2@uthscsa.edu)
- When will we know if our application has been approved?
  - Be Well Texas will commence reviewing applications upon receipt.
  - Expect award notification within two weeks of application closure.
- If our application is approved will we be assigned someone for support?
  - Yes. Staff from Be Well Texas will provide ongoing support.
- How long does the funding last?
  - Funded grant period is March 1<sup>st</sup> through August 31<sup>st</sup>, 2023
- Is Be Well Texas partnering with Recovery People on this grant?
  - Be Well Texas is contractually obligated to require grantees to work with [Recovery People](#), the fiscal agent for the Texas Recovery Oriented Housing Network ([TROHN](#)), which is the Texas statewide affiliate of the National Alliance for Recovery Residences (NARR) to receive Level II and Level III Recovery Housing certification.
- How often do we apply for funding?
  - This is a one-time application, however there may be this type of funding in the future.
- Will Be Well Texas re-open this RFA?
  - Yes, if necessary, to meet contract requirements and ensure funds are utilized effectively.

## Application Requirements

- Can I apply for more than one grant?
  - No. You apply for one grant even if it's for multiple residences.
- What is the deadline for applying?
  - February 4, 2022, via [RedCap](#)
- What happens if the application is late?
  - Unfortunately, the application will not be accepted beyond 11:59 PM on February 4, 2022.
- Will there be an extension to submit application after deadline?
  - Not currently.
- What happens if we're not able to obtain the NARR certification?
  - Your residence may be at risk of not receiving the funding you applied for.

## **REQUEST FOR APPLICATION QUESTIONS AND ANSWERS BY SECTION**

## **SECTION 1. PURPOSE**

- Why do homes have to meet the criteria for Level II or Level III?
  - To meet contract requirements.
  - To align with the state of Texas’s intention of providing safe and affordable housing for this population.
  - To increase the number of NARR certified Level II/Level III homes to further the advancement of recovery housing in Texas.

## **SECTION 2. TARGET POPULATION AND SERVICE AREA**

- Why only ages 18 – 25?
  - Emerging adults are ages 18-25 have been identified as vulnerable population in need of recovery support, especially housing.
- What is the “gender self-identified by the potential program participant” mean?
  - This means the individual seeking housing can determine what gender they identify as and find the housing situation that may work best for them.

## **SECTION 3. GOAL**

- What is the goal of this program?
  - To provide safe and affordable housing for emerging adults in recovery.

## **SECTION 4. GRANT AWARD AND TERMS**

- How long is the grant?
  - Grant term is from March 1, 2022, through August 31, 2023, covering FY2022 and FY2023.
- How much funding will each residence receive?
  - Specific dollar amount awarded depends on the merit and scope of the proposal and other best value considerations.
- Is there a maximum amount of funding we can apply for?
  - No.
- Who is eligible?
  - Recovery housing providers currently operating at least one recovery residence in Texas.
- What does NARR Certified mean?
  - NARR Certification is a national standard for recovery residences and becoming certified works towards the advancement of recovery housing nationwide.
    - [National Alliance for Recovery Residences Standards](#)
- How long does it take to become certified?
  - The length of certification may depend on each residence and is a question for [Recovery People](#).

## **SECTION 5. PROGRAM CONSIDERATIONS**

- What is SAMHSA’s ten guiding principles?
  - [SAMHSA’s Ten Guiding Principles](#)

## **SECTION 6. APPLICATION REQUIREMENTS**

### **Executive Summary and Program Narrative**

- What do you mean by targeted approaches?
  - In other words, how do you let others know what you do and who you serve?
  - How will you attract emerging adults to your program(s)?
- What if our residence isn't near public transportation?
  - Describe the location of your residence and why there may not be public transportation nearby.

### **Project Work Plan (Administrative and Staffing)**

- What if my staffing roster changes after I've applied?
  - Provide the current staff roster at the time of application and if any changes are made in the future, you can let Be Well Texas know.
    - Per RFA, credentials/certifications and training documentation need to be available at the request of Be Well Texas but do not need to be included in the application.
- When do I provide proof of certification for each residence?
  - If you have multiple homes with NARR certification, please merge those pdfs into one document and upload when you complete the online application on [RedCap](#)
- What if we are in the process of NARR certification? Can we apply for that part of the funding?
  - Yes! In the Project Work Plan section of the application request the total amount needed to upgrade your certification/TTA package with Recovery People.
    - This should be the total for all homes you want to upgrade to the Premium Plus package.
      - For example, if you have 3 homes in the process, and you have paid a total of \$1500 (\$500 per home for Basic Package) to Recovery People, and upgrading would be \$1000 per home, then your request is for \$3000.
- Will there be further assistance from Be Well Texas in establishing the required 2 MOUs?
  - Absolutely! The Be Well Texas team is here to help you with the MOU process as necessary.
    - Include in your plan which entities you plan to establish MOUs with and the intended purpose of the MOU.
      - For example, an MOU with local collegiate recovery programs may be a great referral source if your residence is near or around local academic institutions
- What if we don't have a toll-free number?
  - Provide a plan to get one! Potential residents and referrers need a toll-free number to call.
    - Here is a resource to begin: <https://www.fcc.gov/consumers/guides/what-toll-free-number-and-how-does-it-work>
- Is there a maximum number of Vouchers we can apply for?
  - No. However, you may only apply for one **Voucher for Certification** per residence you intend to certify.
- What if our current Level III Coordinator is not an LPC, LCSW, or a LMSW?
  - Per contract requirements, the Level III Coordinator must be licensed.
    - Your application must include a plan to have this person either licensed or have a hiring plan in place by grant start date.

### **Sustainability Plan**

- Are we able to receive technical assistance from Be Well Texas on the Sustainability Plan?

- Yes. Once approved and contract is signed, the Be Well Texas team can provide technical assistance as it pertains to the Sustainability Plans for each house.
  - Training and Technical Assistance will also be provided by Recovery People as part of the NARR certification.

### **Reporting Requirements**

- Why do we need to include all residents in the Resident Status Report and not just the residents receiving voucher assistance?
  - Be Well Texas is contractually obligated to provide a monthly Resident Status Report for all residents in a residence, therefore reporting for your entire residence is required as part of this grant as well.
- What does “demographics of residents as described by Be Well Texas” mean?
  - Demographics for this may be age, race, ethnicity, gender, income, education.

### **Programmatic Requirements**

- Are we required to do every single item listed in the Outreach, Housing, and TTA section?
  - These are expectations of approved residences and Be Well Texas can and will assist you in meeting them.
  - They are a part of your program, not part of your application for this grant.

## **SECTION 7. VOUCHER PROGRAM**

- Do we create our own Voucher Receipt?
  - Yes. Voucher Receipts are created and maintained within your program.
    - They are the supporting documents for the Voucher Invoice you submit to Be Well Texas every month.
    - Refer to [RFA Section 7 Table 2 Voucher Receipt](#) for what shall be included.
- What if NARR certification takes over 6 months, are we not able to use our Vouchers until the residence is certified?
  - Correct. Once a residence is NARR certified you are then able to utilize the approved voucher funds, but not until certification is complete.
- Can we use voucher funds to hire staff?
  - No. Eligible voucher expenditures are outlined in the RFA and are to be used for rent, lease, and relocation for eligible voucher recipients.
- Could “house fees or associated costs” include the monthly grocery bill that residents owe in addition to their monthly rent?
  - Yes. As long as payments “result in either a new service and/or a quantifiable increase in the level of an existing service” ([RFA Section 1.9.1 Eligible Voucher Expenditures](#)).
  - If a resident is not able to be housed unless they pay their monthly “rent and grocery fee” and any other itemized and tracked expenses residents are required to pay, then the voucher funds shall be utilized to ensure the purpose of the grant and the target population requirement are met.
- Is there a maximum amount of voucher funds we can use when helping with relocation assistance for temporarily displaced individuals?
  - No. However, the individual must be connected to the recovery residence.
    - For example, this individual might be temporarily displaced from the recovery residence because the house is not the right fit for the individual at this time, but this individual needs some short-term assistance until they figure out the next

steps. That might look like using the voucher funds to pay for a week in a motel for this individual in which case all receipts for this transaction would be kept and utilized as supporting documents for the voucher receipt (your record) and the voucher invoice sent to Be Well Texas for the month.

- Another scenario could be your recovery residence does not have a bed for an individual that meets the voucher recipient requirements ([RFA Section 1.9.2 Eligible Voucher Recipients](#)), and this individual is in need of temporary housing assistance, then voucher funds may be used at your discretion for this individual.
- Where did the “eligible voucher recipients” requirement come from?
  - These requirements, and their order of priority, are contract obligations Be Well Texas is required to meet.
- How do we get reimbursed? And how often?
  - Funds are reimbursed monthly from Be Well Texas following proper submission of a monthly Voucher Invoice.
- Where do we submit our Voucher Invoice?
  - Voucher Invoices will be submitted along with all other reporting requirements in REDCap.

## **SECTION 8. DATA USE AND REPORTING**

- What is REDCap?
  - REDCap is a secure web platform for building and managing online databases and surveys.

## **SECTION 9. PERFORMANCE MEASURES**

- How often do I need to report our residence performance?
  - Monthly. Be Well Texas will monitor the performance of contracts awarded under this RFA.
- Are these measures reported for every residence we operate?
  - No. Only report for the residences you have approved voucher funds for.
- What are the Performance Measures?
  - For this grant they are:
    - Number of emerging adults (18-25 years old) served
    - Number of newly certified NARR residences
    - Average occupancy rate

## **SECTION 10. SUBMISSION**

- When is the application due?
  - Deadline for submission February 4, 2022
- Will there be an application extension if necessary?
  - Not currently.

## **SECTION 11. EVALUATION AND AWARD PROCESS**

- What criteria will be measured during the evaluation / screening process?

- A three-step selection process will be used which includes eligibility, evaluation, and selection criteria.
- What evaluation scoring tool will be used?
  - A Likert scale tool will be used to evaluate criteria identified on the RFA
- Who is on the selection committee?
  - Be Well Texas will make all final funding decisions based on eligibility, geographic distribution across the state, state priorities, reasonableness, availability of funding, and cost-effectiveness.
- When will I be notified of selection?
  - Be Well Texas will commence reviewing applications upon receipt. Expect award notification within two weeks of grant closure.