



Application Instructions

For

RECOVERY HOUSING EXPANSION PILOT

State Fiscal Year 2023 (July 1, 2022—June 30, 2023)

APPLICATION # 46412-23

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Introduction

The Department of Commerce (Commerce) is accepting applications for assistance with operating costs of new recovery residence projects.

Commerce reserves the right to reject, in whole or in part, any and all applications received. Commerce reserves the right to negotiate contract terms subsequent to the submissions of applications from the selected qualified applicants.

All applications are public information and subject to public disclosure.

Commerce is not liable for any costs incurred by applicants prior to entering into a contract. Costs associated with developing the application, preparing for oral presentations, and any other expenses incurred by the applicant in responding to the NOFA are entirely the responsibility of the applicant, and shall not be reimbursed in any manner by Commerce.

Recovery Residences

A recovery residence is housing for individuals recovering from substance use disorders. Recovery residences provide an alcohol and drug free living environment, peer support, and assistance with obtaining treatment and support services where the length of residency is not limited to a specific duration.

Recovery Housing is one aspect of a [Recovery Oriented System of Care](#), providing a safe, healthy, drug and alcohol free environment that supports community members in their road to recovery.

Purpose of Funding and Funding Levels

The Washington State Legislature recognizes the need to expand the capacity of this type of housing. The 2021 Legislature appropriated to Commerce funding for recovery residence expansion for state fiscal years 2022 and 2023. This application is for state fiscal year 2023 (July 1, 2022—June 30, 2023) only.

This funding opportunity is intended to stimulate the development of new staffed **Level II** or **Level III** recovery residences, as defined by the [National Association of Recovery Residences](#) (NARR). See Appendix A, NARR Levels of Care Summary.

Commerce was appropriated \$500,000 for state fiscal year 2022, and \$1,000,000 for state fiscal year 2023.

Funding Limits

Contracts arising from this funding opportunity will have maximum funding limits. Contracts for new Level II residences will be capped at \$75,000; contracts for new Level III residences will be capped at \$90,000

Eligible Applicant Organizations

Eligible applicants may apply for funding to create and implement new Level II or Level III recovery residences.

- **New Level II facilities** will require accreditation by the [Washington Alliance for Quality Recovery Residences \(WAQRR\)](#) **and** must have paid staff on-site. Proof of accreditation must be submitted to Commerce within six months of being placed in service.
- **New Level III facilities** will require licensure by the Washington State Department of Health (DOH) **and** must have paid staff on-site. Proof of licensure must be submitted to Commerce within six months of being placed in service.

Applicants may fall into one of two categories:

Applicant Option 1: Existing Level II recovery residence operator that is accredited with WAQRR **and** has paid staff on-site, that wishes to establish a new Level II or Level III recovery residence **or** Level III recovery residence operator that is licensed by the DOH **and** has paid staff on-site, that wishes to establish new Level II or Level III recovery residences;

OR

Applicant Option 2: Non-profit behavioral health providers or housing providers that wish to establish new Level II or Level III recovery residences, as defined by NARR.

Funded entities will be required to submit to Commerce proof of WAQRR accreditation or licensure by DOH. *At the sole discretion of Commerce, entities whose projects do not obtain WAQRR accreditation or DOH licensure, as appropriate, may face repayment of funds to Commerce.*

All applicants must meet the following minimum requirements:

- Organization must be able to comply with all applicable local, state, and federal laws;
- Organizations must be able to comply with all contract requirements of Commerce;
- Organizations must have qualified and responsible management and staffing resources necessary to implement the project, including any applicable permitting and accreditation processes;

- Organization must have sound financial management systems and financial capacity to operate programs on a reimbursement basis;
- Organization must be able to comply with the insurance requirement of the contract;
- Organization must have experience in operating the proposed project or program, or demonstrated knowledge and training necessary to operate the proposed project

Scope of Work

This funding is intended to foster the creation of new Level II or Level III recovery residences. Each new residence must accommodate a number of client-selected pathways to recovery that may include, but are not limited to, use of traditional treatment services, use of medication-assisted treatment, use of support groups, use of faith-based support, and use of recovery support services. Clients receiving medications for opiate use disorders may not be turned away based solely on their participation in this kind of treatment.

Applicants must identify the proposed population to be served.

New facilities may be purchased, owned, or leased. Applicants who own or purchase a residence must commit the structure to use as a recovery residence for a minimum of ten years.

Grantee must collect client-level data to track the following performance domains:

- Abstinence from substance use
- Reduction in criminal justice involvement
- Increase in social connectedness
- Increase in employment or education
- Stability in housing

Applicants chosen for award will be required to report outcomes to Commerce annually.

See Appendix B for a more detailed Scope of Work as it will appear in contracts arising from this funding opportunity.

Allowable Expenses

If awarded, allowable use of funds includes:

- Rent or mortgage payments on facility, and costs associated with acquisition
- Personnel costs (salaries and benefits) associated with the implementation or operation of the facility
- Utilities and utility deposits

- In-state travel for residents or staff
- Food for residents
- Equipment (excludes capital improvements)
- Liability insurance
- Maintenance, including landscaping
- Other costs as approved by Commerce

No capital expenses are allowable under this funding opportunity. Costs relating to rehabilitation, construction, or any capital improvements are prohibited under this opportunity. Funds may not be used for existing recovery residences.

Application Submission Requirements

Applications materials must be submitted electronically to SupportiveHousing@commerce.wa.gov no later than 4:00 Thursday June 16, 2022.

Applications will consist of the following submitted documents. *Any incomplete application may be cause for exclusion from funding consideration.*

- A. Certification and Assurances –Contact Form** (*download form*);
- B. Application Narrative** (*download form*);
- C. Budget Worksheet** (*download form*)

These documents are described below:

- CERTIFICATION AND ASSURANCES-CONTACT FORM**– Applicants must print, sign, scan, and submit the Certification of Application form
- APPLICATION NARRATIVE** – Applicants must use the downloaded form to provide answers to questions on the Application Narrative form.
- BUDGET WORKSHEET**– Budgets and budget narratives must illustrate a reasonable and coherent funding structure that supports the project as described in the Application Narrative. Other sources of funding necessary to bring new Level II recovery residences online must be identified on the Budget worksheet and described on the Budget Narrative.

All three documents must be attached to a single email and sent to SupportiveHousing@commerce.wa.gov no later than 4:00 Thursday June 16, 2022.

Contract Time Frame

Any contract resulting from this application process shall terminate on June 30, 2024. However, funding is only available for the fiscal year in which this competitive application is issued (July 1, 2022 through June 30, 2023). Any unspent funds as of June 30, 2023 will be forfeited.

The period under contract between July 1, 2022 and June 30, 2024 represents the reporting period for which annual reporting is due to Commerce. During this time, NARR certification or DOH licensure is due to Commerce, as well as annual reporting to Commerce regarding performance measures.

Application Evaluation

Commerce will select applications that best meet the intentions set forth in this application. Applications must fully address the specifications and descriptions called out in the Application Narrative, Budget worksheet, and Budget Narrative.

At its sole discretion, Commerce may request high-scoring applicants to give a brief presentation to an evaluation committee. The purpose of the presentation would be to address gaps in the narrative sections of the application, or to present additional evidence, as requested by an application committee. Commerce may also request additional documentation of an applicant.

Evaluation Criteria

Evaluations of applications will be based on the following weighted criteria:

Qualifications of applicant	20
NARR level of new residence described concisely	5
Target population and number served	5
Planning	10
Physical description of facility	5
Services	10
Quality assurance	15
Policies and procedures	15
Performance measurement	10
Proposal logic	20
Reasonableness of budget and budget narrative	15
Total possible points	130

Debriefing of Unsuccessful Applicants

Any applicant who has submitted a proposal and been notified that they were not selected for contract award may request a debriefing. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days after the Unsuccessful Applicant Notification is e-mailed or faxed to the applicant. Debriefing requests must be received by the Application Coordinator no later than 5:00 PM, local time, in Olympia, Washington, on the third business day following the transmittal of the Unsuccessful Applicant Notification. The debriefing must be scheduled within three (3) business days of the request.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of the firm's proposal;
- Critique of the proposal based on the evaluation;
- Review of proposer's final score in comparison with other final scores without identifying the other firms or reviewing their proposals.

Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

Protest Procedure

Protests may be made only by applicants who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the applicant is allowed five (5) business days to file a protest of the acquisition with the Application Coordinator. Protests must be received by the Application Coordinator no later than 5:00 PM, local time, in Olympia, Washington on the fifth business day following the debriefing. Protests may be submitted by e-mail or facsimile, but must then be followed by the document with an original signature.

Applicants protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to applicants under this procurement.

All protests must be in writing, addressed to the Application Coordinator, and signed by the protesting party or an authorized agent. The protest must state the Application Number, the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in the procurement document or COMMERCE policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, or 2) COMMERCE'S assessment of its own and/or other agencies needs or requirements.

Upon receipt of a protest, a protest review will be held by COMMERCE. The COMMERCE Director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.


In the event a protest may affect the interest of another Applicant that also submitted a proposal, such Applicant will be given an opportunity to submit its views and any relevant information on the protest to the RFP Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold COMMERCE’S action; or
- Find only technical or harmless errors in COMMERCE’S acquisition process and determine COMMERCE to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide COMMERCE options which may include:
 - Correct the errors and re-evaluate all proposals, and/or
 - Reissue the solicitation document and begin a new process, or
 - Make other findings and determine other courses of action as appropriate.

If COMMERCE determines that the protest is without merit, COMMERCE will enter into a contract with the apparently successful contractor. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

Appendix A—NARR Levels of Care Summary

		RECOVERY RESIDENCE LEVELS OF SUPPORT			
		LEVEL I Peer-Run	LEVEL II Monitored	LEVEL III Supervised	LEVEL IV Service Provider
STANDARDS CRITERIA	ADMINISTRATION	<ul style="list-style-type: none"> • Democratically run • Manual or P&P 	<ul style="list-style-type: none"> • House manager or senior resident • Policy and Procedures 	<ul style="list-style-type: none"> • Organizational hierarchy • Administrative oversight for service providers • Policy and Procedures • Licensing varies from state to state 	<ul style="list-style-type: none"> • Overseen organizational hierarchy • Clinical and administrative supervision • Policy and Procedures • Licensing varies from state to state
	SERVICES	<ul style="list-style-type: none"> • Drug Screening • House meetings • Self help meetings encouraged 	<ul style="list-style-type: none"> • House rules provide structure • Peer run groups • Drug Screening • House meetings • Involvement in self help and/or treatment services 	<ul style="list-style-type: none"> • Life skill development emphasis • Clinical services utilized in outside community • Service hours provided in house 	<ul style="list-style-type: none"> • Clinical services and programming are provided in house • Life skill development
	RESIDENCE	<ul style="list-style-type: none"> • Generally single family residences 	<ul style="list-style-type: none"> • Primarily single family residences • Possibly apartments or other dwelling types 	<ul style="list-style-type: none"> • Varies – all types of residential settings 	<ul style="list-style-type: none"> • All types – often a step down phase within care continuum of a treatment center • May be a more institutional in environment
	STAFF	<ul style="list-style-type: none"> • No paid positions within the residence • Perhaps an overseeing officer 	<ul style="list-style-type: none"> • At least 1 compensated position 	<ul style="list-style-type: none"> • Facility manager • Certified staff or case managers 	<ul style="list-style-type: none"> • Credentialed staff

Appendix B--Scope of Work

Purpose

This funding is intended to foster the creation of new Level II or Level III recovery residence facilities in Washington to provide residents with safe, healthy, drug-free environments, peer supports, and assistance with obtaining treatment and support services. Length of residency should not be limited to a specific duration. The recovery residences created under this contract must have paid staff on-site. Each new residence must accommodate a number of client-selected pathways to recovery that may include, but are not limited to, use of traditional treatment services, use of medication-assisted treatment, use of support groups, use of faith-based support, and use of recovery support services. Clients receiving medications for opiate use disorders may not be turned away based solely on their participation in this kind of treatment. New facilities may be purchased, owned, or leased. Applicants who own or purchase a residence must commit the structure to use as a recovery residence for a minimum of ten years.

Documents

All awardees must present the following documentation:

- Awardees creating Level II recovery residences, as defined by the National Association of Recovery Residences (NARR), must provide proof of accreditation by the Washington Alliance for Quality Recovery Residences (WAQRR) within six months of the date the residence is placed in service.
- Awardees creating Level III recovery residences, as defined by NARR, must provide proof of licensure by the Washington State Department of Health (DOH) within six months of the date the residence is placed in service.

Performance

Grantee must collect client-level data to track the following performance domains in a manner as described in the funding application (*Application Narrative form*):

- Abstinence from substance use
- Reduction in criminal justice involvement
- Increase in social connectedness
- Increase in employment or education
- Stability in housing

Grantees are required to report outcomes to Commerce annually, in a format to be created by Commerce.

Allowable Costs

Reimbursable costs under this contract shall be limited to those on the following list:

- Rent or mortgage payments on facility, and costs associated with acquisition
- Personnel costs (salaries and benefits) associated with the implementation or operation of the facility
- Utilities and utility deposits
- In-state travel for residents or staff
- Food for residents
- Equipment (excludes capital improvements)
- Liability insurance
- Maintenance, including landscaping
- Other costs as approved by Commerce

No capital expenses are allowable under this contract. Costs relating to rehabilitation, construction, or any capital improvements are prohibited under this contract. Funds may not be used for existing residences.

Invoicing

Contractors must bill Commerce **monthly** for reimbursement of allowable costs. Invoices are due on the 20th of the month following the provision of services. Final invoices for a fiscal year may be due sooner than the 20th. If the contractor fails to submit an invoice within a three-month period, without a reasonable explanation, Commerce may take corrective action resulting in withholding of payment or reduction in contracted amount. Exceptions to billing procedures can be negotiated with Commerce on a case-by-case basis.

Invoices must be submitted online using the Commerce Contract Management System (CMS) through Secure Access Washington (SAW). A Voucher Detail Form attached to each monthly invoice

Data and Reporting Requirements

Grantee must submit the following documents as a condition of receiving this award:

- Proof of purchase or ownership of house, or rental agreement if property is leased, *within three months* of start date on this contract. Documentation must show physical street address of the recovery residence benefitting from this contract.
- Proof of WAQRR accreditation (or application for accreditation) for Level II recovery residences, *within six months* of the start date of this contract.

- Proof of licensure by the Washington State Department of Health (or application for licensure) for Level III recovery residences, *within six months* of start date on this contract.
- Annual reporting on the following performance measures:
 - Abstinence from substance use
 - Reduction in criminal legal system
 - Increase in social connectedness
 - Increase in employment or education
 - Stability in housing