



Recovery Community Operations Competitive Grant guide

Guidelines on eligibility and applying for funding

Recovery Community Operations Competitive Grant Guide

Published by Alberta Health

June 2022

This publication is issued under the Open Government Licence – Alberta (<http://open.alberta.ca/licence>).

This publication is available online at <https://open.alberta.ca/publications/recovery-community-operations-competitive-grant-guide>

Recovery Community Operations Competitive Grant Guide | Alberta Health

© 2022 Government of Alberta | June 24, 2022

Recovery Community Operations Competitive Grant Guide | Guidelines on eligibility and applying for funding




Table of Contents

• 1.	Purpose and Objectives	4
• 2.	Grant Process Overview	5
• 3.	Timelines	6
• 4.	Funding	7
• 5.	Eligibility Requirements	7
• 6.	Application Process	8
• 7.	Application Review	9
• 8.	Applicant Questions	10
• 9.	Notification	10
• 10.	Funding Conditions	10
• 11.	Legislation, Standards and Licensing	11
• 12.	Conflict of Interest	11
• 13.	<i>Freedom of Information and Protection of Privacy (FOIP) Act</i>	11
• 14.	General Terms	12
• 15.	Contact Information	12

1. Purpose and Objectives

Alberta Health is seeking qualified applicants to establish and operate addiction treatment and recovery programs at Recovery Community (i.e., therapeutic community) sites across the province. This competitive grant process will allow qualified service providers to apply to operate one or more of the Red Deer, Lethbridge, and Gunn Recovery Communities. The successful service providers may have the opportunity to operate the therapeutic components of new Therapeutic Living Units (TLUs) to be developed at Alberta correctional centres, providing strong continuity of care for those in corrections looking to begin their recovery journey.

Recovery Communities

Alberta is shifting to a recovery-oriented system of care (ROSC) for addiction and mental health. A ROSC is a person-centered, community-based system of care, which builds on the strengths and resilience of individuals, families and communities to achieve a life free of illicit substances and improves health, wellness and quality of life for those with or at risk of substance-related problems or mental health issues. The key to this approach is ensuring that Albertans struggling with addiction and mental health issues have access to treatment and recovery services when they are ready to embark on their recovery journey. Recovery Communities, also known as therapeutic communities, in development throughout the province will help provide this access.

Originally announced in Alberta in July 2020, the goal of Recovery Communities is to:

- serve as a focal point for the treatment and recovery system;
- fill significant system gaps;
- provide a higher standard of care; and
- boost the broader service continuum by enhancing continuity of care.

Recovery Communities are used in more than 65 countries around the world. Focusing on the whole person and overall lifestyle changes, Recovery Communities will provide opportunities for Albertans struggling with addiction to enhance their life skills and social competencies to help them return to full community living. The programming will link the health, justice and community/social service systems as part of an integrated support system and will be aligned with Alberta's ROSC system for addiction and mental health. Recovery Communities will use the "community as method" approach and connect structure, participation, responsibility, accountability, safety, respect, relationships and communication as part of the treatment process to help clients in their healing journey.

After completing the program at a Recovery Community, alumni can expect to have enhanced social functioning and employment skills and stronger, more positive community and family relations. Alumni will also serve as peer supports to help others on their journey at the Recovery Community.

Recovery Communities were announced in Red Deer, Lethbridge, the Blood Tribe First Nation, and Gunn. These new facilities will provide up to 300 treatment beds, which will enhance Albertans' ability to access treatment when they are ready. The Government of Alberta has begun construction on the Red Deer, Lethbridge, and Gunn Recovery Communities, and will own the facilities upon completion.

The Recovery Community Operations Competitive Grant process will be used to select service providers for Red Deer, Lethbridge and Gunn Recovery Communities only. The successful applicant for Red Deer will be required to assume responsibility for building operation beginning on September 9, 2022 and with acceptance of clients starting in October.

A process to select a service provider for the Blood Tribe Recovery Community will be released later this year. The below table shows key information for the Recovery Communities currently under competition for operating grants:

Recovery Community	Number of Beds	Projected Opening Date
Red Deer	75	October 2022
Lethbridge	50	January 2023
Gunn	75-100	July 2023

Therapeutic Living Units

In addition to the Recovery Communities, Therapeutic Living Units (TLUs) will be launched in late 2022 at some Alberta correctional centres. It is intended that TLU services and supports will use a similar therapeutic model to Recovery Communities, which recent research has confirmed is well-suited to a correctional environment.

For this reason, it is intended that therapeutic components of TLUs be seamlessly connected with Recovery Communities, potentially by sharing the same service provider, to improve continuity of care for those Albertans released from TLUs.

Alberta Health is developing a program model for TLUs that will build off of the Alberta Recovery Communities Provincial Manual, and will share that model with successful, interested service providers upon completion.

2. Grant Process Overview

Fund Overview	<ul style="list-style-type: none"> \$13.5M in total grant funding annually over three years. Operating grants for all three Recovery Communities currently under competition (Red Deer, Lethbridge, and Gunn) will be drawn from this funding.
Applicant Question Deadline	<ul style="list-style-type: none"> July 8, 2022 at 12:00PM Mountain Daylight Time.
Application Deadline	<ul style="list-style-type: none"> July 15, 2022 at 4:30PM Mountain Daylight Time.
Application Process	<ul style="list-style-type: none"> Interested, qualified applicants will download the Recovery Community Operations Competitive Grant Guide and a non-disclosure agreement from open.alberta.ca, and submit the NDA to Alberta Health. Upon receipt of the NDA, Alberta Health will send the application package, which includes the grant application/evaluation form, the Recovery Community Operations Grant Financial Profile Part A and B templates, and the Recovery Community Provincial Manual to the applicant. The applicant completes the required grant application documents and submits to Alberta Health by July 15, 2022. Applicants need to submit reference/stakeholder letters by July 22, 2022. Alberta Health, with the support of Ernst and Young (EY), will assess applications according to the evaluation rubric to determine applicant eligibility.

	<ul style="list-style-type: none"> • Alberta Health will ask shortlisted applicants to provide the Recovery Communities Financial Profile Part B template (a detailed budget document) that validates the per diem rate in the project proposal, to be submitted by July 26, 2022. • Successful applicants will be notified by August 3, 2022.
Grant Agreement	<ul style="list-style-type: none"> • Three-year operating grants for each Recovery Community, with possibility of a two-year extension based on performance evaluations.
Reporting Requirements (to be specified in the grant agreement)	<ul style="list-style-type: none"> • Applicants will be required to report on operations, outcomes and finances during the course of the grant agreement. The specific indicators and measures for operations and outcomes are under final development, but may be drawn from the following categories; <ul style="list-style-type: none"> ○ Aggregate patient demographic information ○ Interim recovery capital measures ○ Aggregate patient progress through the stages of the recovery program ○ Patient-reported outcomes measures • It is intended that this reporting be drawn bi-monthly from the applicant's electronic medical records system. • Applicants will also be expected to participate in a formative evaluation process as the Recovery Community is commissioned. The indicators from this formative evaluation will be aligned as much as possible to the bi-monthly evaluative reporting measures. The formative evaluation is currently under development. • Applicants will be asked to conduct follow-up surveys with patients three months after discharge.

3. Timelines

Recovery Community Operations Competitive Grant release date	June 24, 2022
NDA Deadline	July 6, 2022 at 4:30PM Mountain Daylight Time
Applicant Question Deadline	July 8, 2022 at 4:30PM Mountain Daylight Time
Application Deadline	July 15, 2022 at 4:30PM Mountain Daylight Time
Shortlisted applicants are notified to provide the Recovery Community Financial Profile Part B template	July 22, 2022 at 4:30PM Mountain Daylight Time
Deadline for submitting reference/stakeholder letters for inclusion in the application package.	

Shortlisted applicants submit detailed Part B of the Financial Profile template	July 26, 2022 at 4:30PM Mountain Daylight Time
Successful service provider notification	August 3, 2022

Note: Successful service provider for Red Deer will be required to assume responsibility for building operation on September 9, 2022.

4. Funding

The Government of Alberta has budgeted \$13.5 million annually for the operation of the three Recovery Communities in Red Deer, Lethbridge, and Gunn. Operating grants will be awarded out of this total, with specific grant values to be determined based on the applications received.

Recovery Community operating grants will have a term of three years, with a possibility of extension of an additional two years based on performance evaluations.

Applicants will not need to include building operations and maintenance or lease rates in their proposals, as these will be funded by the Government of Alberta.

Additional funding will be allocated beyond this total for operating the therapeutic components of the TLUs.

5. Eligibility Requirements

Competitive grant applications will be accepted from those applicants who currently operate similar recovery-oriented residential addiction treatment programs and facilities across Canada. In order to be eligible, applicants must:

- Currently operate facilities with at least half the beds of the Recovery Community they are applying to operate (e.g., 25 minimum for Lethbridge, 35 for Red Deer and 35-50 for Gunn).
- Have previous experience with an operating budget of at least \$3.5 million annually for a recovery/residential addiction treatment facility.
- Be willing to license their proposed Recovery Community program under the *Mental Health Services Protection Act* (MHSPA).
- Have demonstrated experience in providing innovative practices in recovery based models of care.
- Have a clear understanding of Alberta's addiction and mental health system and the Government of Alberta's vision and plan for ROSC.
- Have a proven track record of positive client outcomes and integration with community organizations and supports to help in clients' recovery journeys and have a vision for how this would be achieved and improved in Recovery Community operation.
- Recognize and accommodate treatment in prison populations and/or continuation of programming and support after release.
- Be able to obtain standard insurance as required by Government, including \$5 million in general liability insurance.
- Participate in formative evaluation and conducting bi-monthly evaluative performance reporting and financial reporting as required by Government.

Additionally, applicants must acknowledge their alignment, or willingness to align practices for Recovery Community operation with the below standards from Alberta Recovery Community Provincial Manual. Broadly, these include standards for:

- 1) Client Admission Inclusion & Exclusion
- 2) Resident Orientation
- 3) Treatment Planning
- 4) Evidence-Based Practices
- 5) Trauma-Informed Practice
- 6) Medical Services & Medication
- 7) Resident Records
- 8) Safety

- 9) Monitoring & Evaluation
- 10) Transition Planning
- 11) Licensing
- 12) Organizational Governance
- 13) Organizational Policies & Procedures
- 14) Staff Qualifications
- 15) Financial Management
- 16) Risk Management
- 17) Occupational Health & Safety
- 18) Infection prevention & Control
- 19) Food & Nutrition Services
- 20) Laundry Services

As Alberta is looking to leverage innovative practices and build local capacity for recovery and treatment operations, applications from partnerships (including with local communities) or consortia of service providers are welcomed.

6. Application Process

Qualified residential addiction treatment service providers interested in applying to operate one or more of the Red Deer, Lethbridge, or Gunn Recovery Communities will first download the Recovery Community Operations Competitive Grant Guide and a non-disclosure agreement (NDA), and submit the NDA to Alberta Health.

The deadline for submission of the NDA is July 6, 2022. Submissions must be emailed to: Health.SystemDesignandMonitoring@gov.ab.ca with the subject line, "Recovery Community Operations Competitive Grant" and the NDA included in the attachments.

Upon receipt of the NDA, Alberta Health will send the application package to the applicant, which includes:

- 1) Grant application/evaluation form
- 2) Recovery Community Operations Grant Financial Profile Part A and B templates
- 3) Alberta Recovery Communities Provincial Manual

The **Grant application form/evaluation** allows applicants to provide general corporate information as well as mandatory and desirable requirements. EY will use the evaluation rubric to conduct initial screening and assessment to determine applicant eligibility, and provide support to Alberta Health in their evaluation and scoring of the responses to mandatory and desirable requirements in order to select the successful applicants.

The **Recovery Community Operations Grant Financial Profile Part A template** provides a common tool for applicants to use to show estimates for staffing (full-time equivalents and total costs) and food service costs for the Recovery Communities they are applying to operate. Cells highlighted in yellow are user-modifiable; the locked cells include formulas that will auto-complete. Applicants are requested to fill out one financial profile template for each of the Recovery Communities they are applying to operate.

Alberta Health will provide shortlisted applicants with the **Recovery Community Operations Grant Financial Profile Part B template**, which will ask for more detailed budget estimates for major cost centres, including staffing, resident supplies and program materials, travel, housekeeping and maintenance, and food service, that support their per diem estimate. The Part B template must be completed and submitted to Alberta Health by July 26, 2022 (see Section 3 above).

The **Alberta Recovery Communities Provincial Manual** sets out key qualifications, accreditations and minimum standards to which Recovery Community service providers must adhere. Beyond these standards, service providers will have the flexibility to plan and operate the Recovery Community program to incorporate best practices from other centres they operate and/or the needs of the local community. The Manual is still under refinement, and Alberta Health will notify applicants as any standards are modified or added.

In addition to the application package required documents, **applicants are required to develop and submit a project proposal document**. This project proposal will outline the applicant's approach to establishing and operating a Recovery Community, informed by the standards and recommendations in the Provincial Manual and any current practices in use at the applicant's existing facilities. Applicants should also outline the therapeutic model/approach, staffing model and any capital expenditures (e.g., furniture, appliances, etc.) required for **Recovery Community Operations Competitive Grant Guide** | Guidelines on eligibility and applying for funding

Recovery Community operations, as well as an implementation timeline. Applicants are also welcome to propose and detail any additional services they would offer to clients at the Recovery Community beyond those outlined in the Provincial Manual (e.g. convenience store, etc.), although these would be ineligible for funding under the grants.

In order to be considered for an operating grant, proposals will need to clearly demonstrate an applicant's expertise in operating an addiction treatment and recovery program.

Should the applicant propose to operate more than one Recovery Community, only one grant application/evaluation form will need to be submitted. However, the project proposal and evaluation rubric needs to reflect that the service provider is applying for multiple locations and service provider will be required to provide financial profile templates for each site.

Applicants must ensure that their grant application package includes the following completed components to be considered complete:

- 1) Grant application form/evaluation
- 2) Project proposal
- 3) Recovery Community Operations Grant Financial Profile Part A template
- 4) Requested reference letters from partners and stakeholders, as per evaluation rubric (by July 22, 2022).
- 5) Other documentary evidence to support the application (e.g. accountant prepared financial records for current facilities). Alberta Health will not accept brochures or other promotional material without specific rationale and reference within the evaluation rubric.

Documents should be sent in PDF format to Health.SystemDesignandMonitoring@gov.ab.ca.

At any time an applicant may withdraw a grant application. If an applicant wishes to amend its grant application, the applicant should withdraw the grant application, amend the grant application as desired, and re-submit the grant application in the manner set out above by the deadline.

Alberta Health may seek clarification and supplementary information from applicants after the deadline. Any response received by Alberta Health from an applicant, if accepted by Alberta Health, shall form a part of the grant application.

Grant applications received by Alberta Health shall become the property of Alberta Health and shall not be returned to the applicant.

All communications with respect to the grant application process must be directed through the Alberta Health Addiction and Mental Health System Design and Monitoring Branch email ONLY: Health.SystemDesignandMonitoring@gov.ab.ca. Any communication with other individuals employed by or representing Alberta Health, any member of the Government of Alberta, or any elected official may result in the disqualification of the applicant.

Successful applicants will additionally need to enter into a facility lease agreement with the Government of Alberta for the Recovery Communities they propose to operate, with lease and building operations and maintenance funding to be provided by the Government of Alberta.

7. Application Review

The applicant must submit their application, including all required components listed in Section 6 above, to Alberta Health by July 15, 2022.

Applicants will be required to submit reference/stakeholder letters no later than July 22, 2022 at 4:30 PM Mountain Daylight Time.

Shortlisted applicants will be notified by July 22, 2022, and asked to submit Part B of the Recovery Community financial profile to Alberta Health by July 26, 2022 at 4:30 PM Mountain Daylight Time.

All applications will be reviewed by EY for completeness, as well as initial screening and assessment according to the evaluation rubric to determine applicant eligibility and scoring against mandatory and desirable criteria. These

results will be provided to Alberta Health for final evaluation and selection based on the established criteria. The recommendations for successful service providers will be given to the Minister of Health, who has final approval.

8. Applicant Questions

If you have questions, please contact Alberta Health at: Health.System.Design.and.Monitoring@gov.ab.ca
Please use "Recovery Community Operations Competitive Grant" in the subject line.

Questions and responses will be shared anonymously with all applicants.

9. Notification

Alberta Health will notify successful applicant(s) of funding approval by email by August 3, 2022, after which a grant agreement may be entered into for Recovery Community operations. All applicants will receive a decision regarding their application by email.

All decisions on grant applications are final and no appeals will be considered. However, Alberta Health reserves the right to consider shortlisted applicants should the successful applicant(s) not accept the terms of the grant agreement or be unable to fulfil the requirements.

Shortlisted candidates may also be considered for future Recovery Community sites.

10. Funding Conditions

In order to receive grant funding, the selected applicant will be required to enter into a formal grant agreement with Alberta Health outlining the terms and conditions of the grant funding prior to funding being released.

- Alberta Health reserves the right to modify the terms of the grant agreement to ensure the agreement is appropriate to the unique circumstances of the applicant.
- The grant agreement will be for a three (3) year term and will include requirements, for example, such as financial and progress reporting.
- Selection of an applicant does not bind Alberta Health to enter into a grant agreement or provide funding to an applicant and does not bind the applicant to enter into a grant agreement.

As part of the Recovery Community Operations Competitive Grant, only expenses that are directly related to project activities are deemed to be eligible. The following categories are considered eligible expenditures:

- **Compensation related expenses** - Expenses must be for individuals whose duties are directly and primarily related to activities undertaken as part of the project as set out in the grant agreement. Ineligible items include, but are not limited to:
 - Discretionary severance and separation packages
- **Travel and Subsistence costs** - Travel and subsistence costs include reasonable out-of-pocket expenses in accordance with standard Government of Alberta rates for fieldwork, research and other related activities directly related to and necessary to carry out the activities under the project as set out in the grant agreement. Travel and subsistence costs must comply with and must not exceed the maximums allowable under the directive applicable to Government of Alberta employees. Ineligible items include, but are not limited to:
 - Commuting costs between residence and place of employment
 - Passport and immigration fees
 - Reimbursement for airfare purchased with personal frequent flyer points
- **Equipment and supplies** - Expenses include reasonable costs for the purchase of equipment and supplies which are directly related to and will be used primarily for the project as set out in the grant agreement. Ineligible items include, but are not limited to:
 - Insurance costs for equipment
 - Costs of construction, renovation of laboratories, offices
- **Technology** - Reasonable expenses related to the purchase of information technology, including but not limited to computers, tablets, and smartphones that are directly related to and will be used for the project as set out in the grant agreement. Ineligible items include, but are not limited to:
 - Monthly telephone connection and rental costs (that are unrelated to the project)
 - Voicemail (if unrelated to the project).

- **Services** - Reasonable expenses for services that are directly related to the funded project activities as set out in the grant agreement. Expenses where a personal benefit could be derived are ineligible. Ineligible items include, but are not limited to:
 - Alcohol
 - Staff awards and recognition
 - Education or training unrelated to the project
 - Monthly parking fees (unless required for project field work)

11. Legislation, Standards and Licensing

Recovery Communities must operate in compliance with relevant federal, provincial and municipal laws, including but not limited to, standards, licensing legislation and regulations, as may be amended from time to time. Applicable legislation includes, inter alia, the *Mental Health Services Protection Act* and regulations.

12. Conflict of Interest

As part of the grant application, applicants must fully disclose in writing the circumstances of any actual, potential or perceived conflict of interest in relation to the applicant, all applicant team members or any employee, sub-contractor or agent, if the applicant were to be selected. Conflicts of interest exist where an individual's personal interest could improperly influence (or reasonably be perceived to influence) the applicant's duty to utilize the grant funds in a responsible and accountable manner.

Alberta Health will review any submissions by applicants under this provision and may reject any grant application where, in the opinion of Alberta Health, the applicant, any applicant team member, employee, sub-contractor or agent is or could be in an actual, potential or perceived conflict of interest if the applicant were to be selected. Alberta Health may also reject a grant application if an applicant fails to disclose a conflict of interest which later comes to Alberta Health's attention. Notwithstanding the foregoing, Alberta Health may accept an applicant if Alberta Health determines that an actual, potential or perceived conflict of interest is mitigated such that the identified issues are resolved and the applicant is, therefore, not in a conflict.

Conflicts of interest can be identified to Alberta Health in the general information tab of the grant application/evaluation form, or by email to Health.SystemDesignandMonitoring@gov.ab.ca

13. Freedom of Information and Protection of Privacy (FOIP) Act

The personal information provided on the grant application form will be used for the purpose of ensuring the accuracy and reliability of the information, evaluating the grant application, administering the Recovery Community grant, and advising the applicant of grant program updates and relevant ministry initiatives as it relates directly to, and is necessary for, Alberta Health's operations of its programs or activities. This personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be managed in accordance with part 2 of FOIP.

The FOIP Act applies to any personal information that is within the Department's custody or control. Personal information may be disclosed in response to an access request under FOIP, subject to any applicable exceptions to disclosure.

Please note, once an application has been approved and funding is issued to an organization, the grant recipient, funding purpose, amount funded, community/city, and fiscal year become a matter of public record. Information on grants awarded by Government of Alberta programs is published on the Government of Alberta Grant Payments Disclosure database at the following link: [Grant payments disclosure | Alberta.ca](#)

Only authorized contact representatives noted in the grant application may request specific information about grant applications from Alberta Health.

For questions about the collection and use of this personal information, please contact Alberta Health at Health.SystemDesignandMonitoring@gov.ab.ca.

14. General Terms

- a) The applicant acknowledges that by submitting a grant application, Alberta Health may:
- i. make public the names of any or all selected applicants and the nature and locations of the Recovery Community sites;
 - ii. verify with any applicant, or with a third party, any information set out in a grant application. However, Alberta Health is not obligated to verify or investigate any information it may receive, regardless of the source or nature of the information, or regardless of whether Alberta Health relies on such information;
 - iii. check references other than those provided by any applicant;
 - iv. disqualify any applicant whose grant application contains misrepresentations or any other inaccurate or misleading information, omits information, or fails to comply with the terms and conditions of this grant application process;
 - v. cancel this grant application process at any stage; and
 - vi. at the Minister's discretion without explanation, adjust, cancel or reallocate an approval for grant funding for any grant application approval, and such notice will be provided in writing.
- b) Successful applicants will not make any public announcement or issue any press release relating to the Recovery Community Operations Competitive grant except with prior approval of Alberta Health as to the contents and timing of the announcement or press release.
- c) In the event that Alberta Health and a selected applicant are unable to conclude a grant agreement within eighteen (18) months of the date of the grant application approval email, Alberta Health may:
- i. extend the period for entering into the grant agreement, or
 - ii. terminate the grant application process with respect to that applicant.
- d) Alberta Health is not responsible to pay any application-related costs or expenses of any applicant or to reimburse or compensate an applicant under any circumstances, regardless of the outcome of the grant application process.

15. Contact Information

If you have questions, please contact Alberta Health at: Health.SystemDesignandMonitoring@gov.ab.ca
Please use "Recovery Community Operations Competitive Grant" in the subject line.