APPENDIX A15

Department of Health and Human Services Division of Mental Health and Developmental Services Substance Abuse Prevention and Treatment Agency Funding Process

The Substance Abuse Prevention and Treatment Agency (SAPTA) competitive funding protocols are designed to focus on input received from an independent Objective Review Committee. The objective review meeting and funding recommendation meeting are open to the public. The final funding decisions will be made by the Administrator of the Division of Mental Health and Developmental Services.

The process is essentially the same regardless of funding type or source; Any exceptions will be noted below. It begins with the release of a multi-year Request for Applications (RFA). Please refer to the flow chart on page 6 of this document.

Request for Application: SAPTA uses the RFA to announce the availability of funding, specify the funding requirements and purposes of the funding, and provide instructions to guide in the preparation of an application. Project periods are for up to three years with non-competitive continuations granted to programs based upon availability of funding and successful progress of negotiated scopes of work in the intervening years.

RFA Contents: The RFA includes information such as the prevention or treatment Program Operating and Access Standards (POAS), Nevada Health Information Provider Performance System (NHIPPS) data reporting requirements, and funding priorities. Base state and federal funding requirements are addressed as well as suggestions to ensure the submitted applications are complete and deadlines met. Each subsequent RFA issued by SAPTA incorporates changes from prior RFA processes and reflects the Agency's commitment to continuous quality improvement. These changes and additions ensure that SAPTA continues to meet state and federal requirements and is able to report on the required federal National Outcome Measures (NOMs).

Bidders Conferences and Questions: The process may vary slightly between prevention and treatment programs. Along with explicit instructions on how to complete the RFA, the Agency generally conducts Bidders Conferences to provide technical assistance on responding to the RFA.

The conferences are made available to interested parties in Northern and Southern Nevada (videoconferencing) and can be up to two days in length. The conferences are open to new, returning, or previously unsuccessful applicants. A complete review of the RFA is provided, along with time provided for individual assistance to potential applicants. Any new requirements specific to the funding are discussed with all participants. Questions are accepted throughout the process and are answered by staff as they arrive at SAPTA with a commitment to respond to each inquiry within two days of the request. Additionally, once a week all questions and answers are sent to applicants who have filed a Letter of Intent. Questions and answers are accepted

through email only. If an interested party does not have email capability, other accommodations may be taken on a case-by-case basis.

Letters of Intent: A Letter of Intent (LOI) is required for all programs interested in applying for funding. This is done in order to identify the organizations that need the entire RFA packet which includes, among other things, numerous application forms and technical information. As noted above, this ensures that SAPTA knows who needs the questions and answers that are sent out weekly. Additionally, this allows the Agency to better anticipate the needs of the objective review process in terms of number of reviewers and number of days needed to complete the review.

Completeness Reviews: Prior to sending the applications on for Staff Technical Reviews and Objective Reviews, the Applications are reviewed for "completeness." It is highly recommended that applications are submitted prior to the deadline, as this allows time for any omitted items to be identified and submitted to SAPTA. If this occurs, the omitted information must be received prior to the deadline. This process identifies those applications that have not met the requirements of the RFA and/or were received late. Applications that do not pass the completeness review are returned to the applicant along with a letter of explanation. These applications are not reviewed.

Staff Technical Reviews: SAPTA staff meets as soon as the applications are deemed complete. The staff technical reviews are conducted by both the fiscal team and the team which has responsibility in the area being funded (treatment, prevention coalitions, prevention direct service, etc.). A summary review form is then completed which will be provided to the Objective Reviewers as part of their review packet.

For treatment applications, the Agency solicits clinical input from the Center for the Application of Substance Abuse Technologies (CASAT) at the University of Nevada Reno. CASAT helps review the treatment applications to determine the applicants' clinical effectiveness and use of Evidence- Based Practices. Reviews will be submitted to SAPTA and included in the information provided to the Administrator.

Objective Reviewers: Concurrent to releasing the RFA, the Agency will solicit community members to be reviewers. This is done using the attached form.

Advertisements for objective reviewers may be placed in local newspapers, if needed, soliciting responses to a specific RFA. Objective Reviewers can also be chosen directly from partner agencies and advisory committees. Conflict of Interest information is reviewed to ensure that no issues arise.

Objective Review Committee: Once applications have been deemed to be complete and SAPTA Staff Technical reviews are compiled into a summary review, the applications and technical review summary sheets are forwarded to the Objective Review Committee. SAPTA conducts a brief orientation and training telephone conference call for the Objective Review Committee members covering the review process and forms. The scoring sheets repeat the RFA instructions and allow for comments and scoring. The members receive the applications as well

as information on the performance of applicant agencies and programs that were funded in the past. The Objective Reviewers review the applications on their own and bring the completed score sheets to the meeting.

Review Meeting: The review is a public meeting and may be facilitated by an outside group facilitator who does not read or score the applications. The review begins with the facilitator discussing the type of review to be conducted. Funding is fully competitive and the applications must be scored and ranked. This meeting may be made available to other areas of the State through teleconference.

The review then moves on with the SAPTA analyst assigned presenting the Staff Technical Review to the objective reviewers. This is followed by the reviewer reading his or her review(s). A brief discussion then follows, at which time changes may be made. Following this phase of the meeting, completed review forms are collected from all the reviewers. This process continues until all the applications have been reviewed.

Funding Recommendations: SAPTA staff will prepare a unified list noting each application scored in rank order with its funding recommendation. The resulting funding recommendations are then taken to the Division Administrator.

Funding Decision: SAPTA staff will compile the information from the Objective Reviews and make the information available for the Division Administrator and for the applicants. The staff will meet with the Administrator and review all the information. Staff will make funding recommendations based on the objective reviews and in compliance state and federal guidelines. The Administrator will direct the staff on his/her decisions. Staff will schedule a public meeting during which the Administrator will announce the funding decisions.

Once the decisions have been announced, the Administrator will direct the Agency Director and SAPTA staff to contact successful applicants and complete scope of work and budget negotiations. Unsuccessful applicants will be contacted at this time. An explanation of how to appeal the decision will be included in the correspondence that conveys the funding decisions.

Appeals of Funding Decisions: Applicants who wish to appeal the funding decision may submit their request in writing to SAPTA's Agency Director within 10 business days of notification of the funding decisions. The Agency Director will then have 10 business days from receipt of the applicant request to review the request and make recommendations to the Administrator of the Division of Mental Health and Developmental Services. The Administrator will make the final determination based on a review of both the applicant request and the recommendations of the Agency Director.

<u>Public Record</u>: All information submitted in the RFA applications to SAPTA will become public record after the funding announcements have been made. Proprietary information may be redacted.

Prevention Funding Process: Under Revision

Department of Health and Human Services Division of Mental Health and Developmental Services Substance Abuse Prevention and Treatment Agency (SAPTA) Request to Serve as an Objective Reviewer Form

I respectfully request the opportunity to serve as an objective reviewer on the SAPTA Objective Review Panel for the following funding opportunities (check all that apply):

	Treatment-Large Program – Greater than \$500,000	
	Treatment-Small Program – Less than \$500,000	
I am aware that this commitment may require the following: attendance at a two-day <u>public</u> meeting in the Carson City area, and the reading and scoring of up to 40 applications. Each reviewer is responsible for fully disclosing all current affiliations. Conflicts of interest must be declared by reviewers prior to discussion of any matter that would provide direct financial benefit for that reviewer, or otherwise have the appearance of a conflict of interest. When funding or other decisions are made regarding an organization with which the reviewer has an affiliation, the reviewer shall state his intention to abstain from making specific motions or casting a vote, before participating in related discussion. The Agency or a majority of the Review Panel may also declare a conflict of interest exists for a reviewer, and ask that the reviewer be removed from the voting process. Please list any of the following affiliations in the lines below: 1) Employers; 2) Boards or Commissions; 3) Organizations in which you or any member of your immediate family has a substantial or material interest and, to your knowledge, the Agency has a grant, contract or cooperative agreement with; 4) Any allegiance or financial interest you or any member of your immediate family has that might affect or appear to compete with your duties on the SAPTA Objective Review Panel (Attach additional sheets as needed). 1. 2. 3. 4.		
5.	<u></u>	
Name	e (please print)	Signature
 Date		Contact Address, Phone Number, E-mail
Fax completed form to 775 684-4185, Attention: Office Manager, or mail completed form to 4126 Technology Way,		

2nd Floor, Carson City, NV 89706. Thank you