

## MEMORANDUM

**TO:** Executive Directors  
Recovery Support Organizations

**FROM:** Kenneth B. Batten, Director  
Office of Substance Abuse Services

**RE:** **RECOVERY SUPPORT RFP**

**DATE:** May 9, 2008

Last year with new funds allocated by the General Assembly, the Department funded a demonstration initiative to provide substance abuse recovery support services. This year due to changes in federal regulations, additional funds are available to expand this initiative. The Office of Substance Abuse Services invites proposals to develop two more recovery support demonstration models.

### **FUNDS AVAILABLE**

Approximately \$400,000 is available to fund two programs (up to \$200,000 each) that develop and/or augment treatment services for people with a history of alcohol and/or drug problems who are in or seeking recovery, along with their family members and significant others.

### **SELECTION PROCESS**

- A Pre-RFP Selection Conference will be held May 28, 2008. Although participation at this conference is not required, it is highly recommended. The meeting will be held at the Richmond Ambulance Authority, 11:00 until 1:00.
- The invitation to participate and a complete description of the Virginia Recovery Support RFP are distributed to CSBs on May 9, 2008.
- Using the attached RFP, CSBs submit proposals that address the criteria listed in

the RFP no later than close of business on July 31, 2008. Submissions should be sent electronically to Joe Stallings, Office of Substance Abuse Services: [joe.stallings@co.dmhmrzas.virginia.gov](mailto:joe.stallings@co.dmhmrzas.virginia.gov).

- The Review Committee reviews proposals on August 15, 2008.
- The Review Committee makes recommendations of proposed project sites to the Commissioner by August 20, 2008.
- The Commissioner reviews the recommendations of the Review Committee and selects project sites by August 27, 2008.
- Funds will be awarded to approved projects on September 1, 2008.
- All CSBs are eligible to submit proposals. In keeping with the regional approach adopted by the Department, however, and with the intention of seeding Recovery Support within all the regions, preference will be given to proposals from the two HPRs not initially awarded projects (HPR II and IV), if they are of sufficient quality to warrant funding.

## **SUBMISSION REQUIREMENTS**

- The Project Narrative (Sections A-E) together shall be **no longer than 15 pages**.
- Budget requests shall not exceed \$200,000 annually.
- Proposals must be received at the Department by close of business on July 31, 2008.
- Submissions shall be sent electronically to Joe Stallings, Office of Substance Abuse Services: [joe.stallings@co.dmhmrzas.virginia.gov](mailto:joe.stallings@co.dmhmrzas.virginia.gov)

Requests for additional information may be directed to Joe Stallings or Wayde Glover, Office of Substance Abuse Services, Department of Mental Health, Mental Retardation and Substance Abuse Services, at (804) 786-3906.

/ltb

Enclosure

pc: James S. Reinhard, M.D.  
Frank L. Tetrick