

# **Request for Proposals Adolescent Clubhouse Worcester County Health Department**

The Worcester County Local Behavioral Health Authority (WCLBHA), an agency of the Worcester County Health Department, is seeking proposals for the purpose of developing and operating an Adolescent Clubhouse in Worcester County, Maryland. It is desired for services to be incorporated in multiple locations and/or virtual services for youth who cannot access the physical location. Locations must be an easily accessible, clean and welcoming public space, that will serve adolescents ages 12 - 17 (or up to age 18 if youth is still in high school) at risk for and recovering from a substance use disorder. The Adolescent Clubhouse will allow adolescents to assemble with their peers, in a safe and supportive alcohol and substance free environment that promotes recovery. The Adolescent Clubhouse will honor and respect all diverse pathways to recovery and promote person-centered and peer-based services.

The services offered should include, but not be limited to, vocational and educational training, self-care and social skills development, peer recovery support, age and developmentally appropriate recovery support groups, resource linkage, volunteer and service opportunities, recovery related workshops and family engagement events.

The clubhouse shall employ a Young Adult Peer Recovery Support Specialist (YAPRSS) who will engage with youth at the Adolescent Clubhouse in an effort to improve hope and optimism, support symptom reduction, increase self-esteem, build overall health and wellness, reduce workplace stigma surrounding substance use and co-occurring mental and opioid use disorders, and to inform non-peer staff about recovery from a youth perspective.

Proposals will be accepted by the Office of the County Commissioners until **Monday, June 27, 2022 at 1:00 PM**. One (1) original, and five (5) copies should be in a sealed envelope marked "Worcester ACH" in the lower left corner of the envelope addressed and mailed or hand carried to:

**Office of the County Commissioners  
ATTN: Mr. Joseph Parker, Deputy Chief Administrative Officer  
Worcester County Government Center  
One West Market Street, Room 1103  
Snow Hill, MD 21863**

A pre-proposal conference will be held virtually through Google Meets, on **Thursday, June 2, 2022 at 1:00pm**. The Google Meets link is: [meet.google.com/jzo-jyec-gnm](https://meet.google.com/jzo-jyec-gnm). You can also contact Karen Waggoner at [Karen.Waggoner1@maryland.gov](mailto:Karen.Waggoner1@maryland.gov) to request being added to the virtual invitation.

All contact regarding this Request for Proposals (RFP) should be directed to Karen Waggoner at 410-632-1100, Ext. 1146 or [karen.waggoner1@maryland.gov](mailto:karen.waggoner1@maryland.gov). Thank you for your interest.

**Request for Proposals  
Adolescent Clubhouse  
Worcester County Health Department**

**Reissue Date:** 5/13/2022

**Requesting Agency:** Worcester County Health Department  
Local Behavioral Health Authority  
P.O. Box 249  
Snow Hill, MD 21863

The Worcester County Local Behavioral Health Authority (WCLBHA), an agency of the Worcester County Health Department (WCHD), is seeking proposals for the purpose of developing and operating an Adolescent Clubhouse in Worcester County, Maryland.

The Worcester County Local Behavioral Health Authority, an Agency of the Worcester County Health Department, is accepting proposals for State Fiscal Year 2022 to develop and operate an Adolescent Clubhouse in Worcester County utilizing a grant award of up to \$258,766.00. Preference will be given to facilities that are not co-located with substance abuse treatment services. The Adolescent Clubhouse site location must be in Worcester County.

Proposals will be accepted by the Office of the County Commissioners until **Monday, June 27, 2022 at 1:00 PM**. One (1) original, and five (5) copies should be in a sealed envelope marked "Worcester ACH" in the lower left corner of the envelope addressed and **mailed or hand carried** to:

**Office of the County Commissioners  
ATTN: Mr. Joseph Parker, Deputy Chief Administrative Officer  
Worcester County Government Center  
One West Market Street, Room 1103  
Snow Hill, MD 21863**

**LBHA Point of Contact:** Karen Waggoner  
Service Coordinator  
Karen.Waggoner1@maryland.gov

## **INTRODUCTION/GRANT PROGRAM EMPHASIS/BACKGROUND**

The Worcester County Local Behavioral Health Authority (WCLBHA), an agency of the Worcester County Health Department is requesting proposals through this RFP to develop and operate an Adolescent Clubhouse in Worcester County. The Awardee will develop and operate an Adolescent Clubhouse utilizing a grant award of up to \$258,766.00. Preference will be given to facilities that are not co-located with substance abuse treatment services.

The Adolescent Clubhouse must be located in Worcester County, and the provider is desired to incorporate services in multiple locations and/or virtual services for youth who cannot access the physical location. Locations must be an easily accessible, clean and welcoming public space, that will serve adolescents ages 12 - 17 (or up to age 18 if youth is still in high school) at risk for and recovering from a substance use disorder. The Adolescent Clubhouse will allow adolescents to assemble with their peers, in a safe and supportive alcohol and substance free environment that promotes recovery. The Adolescent Clubhouse will honor and respect all diverse pathways to recovery and promote person-centered and peer-based services.

The services offered should include, but not be limited to, vocational and educational training, self-care and social skills development, peer recovery support, age and developmentally appropriate recovery support groups, resource linkage, volunteer and service opportunities, recovery related workshops and family engagement events.

The clubhouse shall employ a Young Adult Peer Recovery Support Specialist (YAPRSS) who will engage with youth at the Adolescent Clubhouse in an effort to improve hope and optimism, support symptom reduction, increase self-esteem, build overall health and wellness, reduce workplace stigma surrounding substance use and co-occurring mental and opioid use disorders, and to inform non-peer staff about recovery from a youth perspective.

There is an expectation that grant funds will be available for State Fiscal Year 2023 however, the grant award and subsequent payments are subject to the availability of WCLBHA, WCHD, and Maryland Department of Health (MDH) funds and the satisfactory achievement of program deliverables.

The funding can be used to support efforts such as, but not limited to:

- Family engagement and availability of Family Peer Support Resources
- Referral to, or availability of, case management resources/services for families in need of, and interested in, these services
- Specific interventions supporting youth in families with, or at-risk for, opiate use disorders
- Training participants and staff in evidence-based and promising practices such as, but not limited to: Strengthening Families; Adolescent Community Reinforcement Approach (A-CRA); BOTVIN LifeSkills Training; Adverse Childhood Experiences (ACES); Screening, Brief Intervention, and Referral to Treatment (SBIRT); Teen Intervene; and Community Reinforcement and Family Training (CRAFT)
- Education on resiliency strategies to help support abstinence, avoidance of triggers, and recovery

- Recovery oriented services including engagement with certified peer recovery specialists
- Smoking cessation and STD prevention/education activities
- Training youth and families engaged in clubhouses on recognizing the signs/symptoms of opiate overdose, on the administration of Naloxone, and to provide information regarding how and where to access Naloxone kits
- Education on resiliency strategies to help support abstinence, avoidance of triggers and recovery. Recovery staff will be training in a variety of evidence-based short- and medium-term intervention strategies to assist with promoting abstinence and recovery.
- Social activities and life skills that are designed to promote healthy social connection and reduce isolation. These activities should include guidance regarding activities of daily living, independent living skills, group social activities and outings, as appropriate within the structure of the program
- Recovery support groups that facilitate a conversation focused on a specific topic, including education around health risks, smoking cessation, and prevention of sexually transmitted diseases
- Development and start-up of a new clubhouse program in an identified, underserved area

The Clubhouse Model will be adapted for the Adolescent Clubhouse to focus on providing only non-clinical services, although participants will be expected to be in treatment, in the process of beginning treatment, or in aftercare. The Clubhouse Model's non-clinical services foster natural peer support and peer mentoring opportunities for adolescents, who traditionally look to their peers for advice, support, and modeling behavior.

The Clubhouse Model espouses a strengths-based, person-centered approach to recovery that is an integral part of peer recovery support services. The focus of the Adolescent Clubhouse is to support and promote recovery in a way that respects the adolescent's developmental stage and encourages independence and self-efficacy.

### **GENERAL INFORMATION**

The organization or service provider wishing to apply must:

- Meet the eligibility requirements listed in this document
- Submit an application (Attachment 1)
- Designate one person (Clubhouse Program Director) to be the liaison with the LBHA to provide information for grant reporting and evaluating the services provided
- Commit to meet with the WCHD LBHA at a minimum of once per month from the date of grant award to provide updates on project progress. Schedule may be modified based on performance
- Demonstrate sustainability of the Adolescent Clubhouse beyond the life of this grant.
- Commit to meet monthly, by phone or in-person, with the Maryland Department of Health, Behavioral Health Administration Child, Adolescent, and Young Adult Services Unit to discuss the operation of the Adolescent Clubhouse.

## **ELIGIBILITY REQUIREMENTS**

To apply for the Adolescent Clubhouse Grant, an organization must:

- Be a community-based provider that renders services to the population of focus of adolescent youth impacted by substance use disorders (SUD's) and/or co-occurring disorders (COD's), and their families
- Develop and/or operate a community center in Worcester County
- Provide resiliency and recovery-oriented services to youth and their families
- Plan to locate a facility that can feasibly meet the requirements for the program and be operational within 3 months of being awarded funds
- Demonstrate how the activities and services of the organization will be separate and different from current activities and services at the existing facility
- Be in good standing with the Maryland Department of Taxation and Assessment, the Office of the Secretary of State's Charitable and Legal Services Division (if applicable), the Worcester County Health Department, Worcester County Department of Planning and Zoning, and all other applicable Federal, State and Local requirements

## **ADMINISTRATIVE REQUIREMENTS**

The Awardee must adhere to all grant requirements and comply with the Maryland Department of Health (MDH) Conditions of Award, and relevant local, state, and federal laws and regulations. The Awardee will demonstrate cultural and linguistic competence in the delivery of services to a diverse adolescent population.

The Awardee will hire and maintain a paid staff consisting of no less than a part-time Adolescent Clubhouse Director and a full-time Young Adult Peer Recovery Support Specialist. Other positions, which may be full or part-time, include but are not limited to Recreations Coordinator, Educational Coordinator, Vocational Coordinator, and Peer Support Specialist (these positions can be combined if deemed appropriate).

The Awardee's staff will participate in Peer Review Workgroups and scheduled project meetings with WCLBHA staff and MDH as requested.

The Awardee will ensure all paid and volunteer staff are appropriately trained and have required certifications or licensures, as applicable. The Awardee will participate in trainings as deemed necessary by the WCLBHA and/or MDH. The Awardee will ensure background checks are conducted and reviewed to determine appropriateness to interact with the population of focus.

The Awardee will create clear Policies and Procedures for all paid and volunteer staff. Policies and Procedures may be subject to review and approval by the WCLBHA.

The Awardee will create clear Rules of Conduct for adolescents that promote tolerance, acceptance, and sensitivity to diverse pathways of recovery and diverse cultures. The Rules of Conduct will be clearly posted at the facility and may be subject to review and approval by the WCLBHA.

The Awardee will utilize sign-in sheets for groups facilitated at the Adolescent Clubhouse to document the number of participants utilizing the services and facility. While acknowledging that even signing in with a first name and last initial may be problematic for certain groups because of issues of anonymity, we must have at least a daily head count of attendees to ensure accountability for support of the Adolescent Clubhouse.

The Awardee must obtain and maintain current knowledge of Worcester County community resources. A broad network of referral sources, services, and supports must be established to ensure timely access to care.

### **FACILITY REQUIREMENTS**

The Awardee will provide a safe, welcoming, and clean environment to provide Adolescent Clubhouse services. Preference will be given to an organization with a free standing, non-treatment service facility. If the chosen organization does provide treatment services, the Awardee must demonstrate how the Adolescent Clubhouse will be separate in space and ideology of the treatment services and must form or have an Advisory Board that is independent from the existing agency's Board. The facility should aim to be open for services up to 6 days a week, with evening and weekend availability.

Preference will be given to a facility that can provide the following:

- Two offices, at least one of which is private and can be utilized for peer support sessions as needed
- Meeting room (holds up to 30 people)
- Kitchen (microwave, sink and refrigerator)
- Open space for socializing and peer led activities
- Bathrooms (either private or separate for men and women)
- Recreation areas/equipment (e.g. basketball court, pool table, tennis court)
- Transportation
- Computer lab and computer equipment
- Adolescent/youth programs

The Adolescent Clubhouse will not, under any circumstances, provide overnight accommodations.

### **PROGRAM AND SERVICES REQUIREMENTS**

The Awardee will use the funds to support staffing, operations, and recovery-oriented services for the Adolescent Clubhouse and the awardee will use funds to hire one YAPRSS, purchase a laptop, and for travel reimbursement for the YAPRSS.

The Awardee will agree that no subcontractor(s) shall be hired to provide services related to the Adolescent Clubhouse, unless and until prior approval has been given by the WCLBHA. The Awardee will submit in writing any request for services to be provided by a subcontractor to the WCLBHA. Work performed by a subcontractor that has not received prior approval from the WCLBHA will not be eligible for reimbursement.

The Awardee will create a process for identifying adolescents in recovery and a method of recruiting this population of focus for participation in the Adolescent Clubhouse. This process should include how the population of focus will be marketed to in an appropriate manner.

The Awardee will identify how the project will be integrated or incorporated into the existing structure and activities of the facility and organization.

The Awardee will describe how the Adolescent Clubhouse will partner with other community-based organizations to increase youth participation in community activities and avoid duplication of resources available to youth via other providers.

The Awardee will hire a YAPRSS for the Adolescent Clubhouse to provide peer recovery support services and care coordination to participants. The role of the YAPRSS includes but is not limited to the following:

- Engaging youth in evidence-based practices and recovery supports
- Providing supervision on off-site outings
- Maintaining clubhouse attendance records
- Maintaining any other required record through this award.

The YAPRSS will be required to possess the following:

- Have a minimum of a high school diploma or equivalency.
- The ability to pass a state and federal child background investigation.
- Driver's license preferred.
- Certification as a Peer Recovery Specialist within 12 months from the date of hire from the Maryland Addictions Professional Certification Board (MAPCB) located at 10807 Falls Rd., #1376, Brooklandville, MD 21202" to ensure those who are hired are seeking certification or recertification simultaneous to their employment.
- The YAPRSS's job classification, description, and supervision will be decided by the Awardee.

The Awardee will incorporate programming to assist participants with preventing relapse and, as needed, refer youth experiencing relapse to appropriate services.

The Awardee will strive for strong family engagement by providing activities and events focused on the family.

The Awardee will provide tutoring and job readiness services for adolescents in all stages of schooling and work preparedness. The Awardee can include an Education Coordinator and Vocational Coordinator. These positions may be combined.

The Awardee will promote healthy lifestyle habits at the Adolescent Clubhouse by providing educational, recreational, and social activities regarding healthy eating, physical fitness, stress

reduction, and healthy sleep habits. A Recreational Coordinator can be hired to develop and deliver developmentally appropriate drug and alcohol free activities.

The Awardee will provide age and developmentally appropriate self-help and support groups available several times a week. Groups may include, but not be limited to, Alcoholics Anonymous, Narcotics Anonymous, SMART Recovery, Al-Anon, etc. As needed, the Awardee will provide gender-specific groups that will be available to both the adolescent males and females. These will allow adolescents to achieve long-term recovery through a process of discovery without the distraction of members of the opposite sex. Gender issues as they pertain to Lesbian, Gay, Bisexual and Transgender (LGBT) adolescents should be addressed as well in support groups and/or individual peer support programming as needed.

The Awardee will utilize Trauma-Informed practices, with modifications made for recovery support. This approach will assist in developing a trauma-informed program that recognizes the presence of trauma symptoms and the role trauma plays in one's life while creating a safe and supportive environment.

The Awardee will include presenters trained in Cultural Competence or specializing in cultural issues to come speak to the group as often as possible to educate and increase awareness of the culture issues that may arise in addiction and recovery. All staff members must also receive annual training in Cultural Competence.

The Awardee will agree to collaborate with the Worcester County Health Department Local Behavioral Health Authority to include additional services, such as HIV testing and education and anti-bullying education and support, as funds allow and as appropriate for the participants in the Adolescent Clubhouse.

Please see Attachment 2 for guidance regarding implementation of the Adolescent Clubhouse model as well as resources for evidence-based models.

### **DATA AND REPORTING**

The Awardee will make any/all documents and records available for audit/evaluation to entitled Federal, State, and County officials upon request. WCLBHA will establish and conduct regular program monitoring site visits and record reviews that will include assessing compliance with all Federal, State, and Local conditions of award, health and safety reviews, fiscal and data information, and quality management of service processes. Program and Fiscal Reviews will occur at least biannually.

The Awardee will collect data and provide a monthly report to be submitted by close of business on the 5th day of the month to the WCLBHA. Funding for this award is from SAMHSA Substance Use Federal Block Grant. Recipients will be required to report a series of data elements that will enable SAMHSA to determine the impact of the program on substance use including opioid use, and opioid-related morbidity and mortality. Recipients will be required to report client-level data on elements including but not limited to: demographic characteristics, substance use, diagnosis(es) services received, types of Medication Assisted Treatment (MAT)

received; length of stay in treatment; employment status, criminal justice involvement, and housing. Additional data elements will also be required and will be provided upon award. Recipients are required to ensure all data reported to SAMHSA are accurate.

The Awardee will conduct annual client and family satisfaction surveys. The Awardee and the WCLBHA will determine the content of the surveys based on the information provided in the monthly reports. Results of the satisfaction surveys will be submitted directly to the WCLBHA.

The Awardee must base any additional service development on results of focus groups, surveys of a cross-section of the population being served, including but not limited to the client satisfaction survey, and/or advisory board meetings, collaborations and participant feedback. The Awardee should be open to qualitative and quantitative evaluation by an outside evaluator/consultant hired by the State.

### **GRANT AGREEMENT AND TERMINATION FOR NON-PERFORMANCE**

The Awardee shall enter into a Grant Agreement with the WCLBHA. Any Grant Agreement resulting from this RFP may be terminated by either WCLBHA or the Awardee by giving sixty (60) days written notice to the other party.

If the Awardee shall fail to fulfill in a timely and proper manner its obligations under the Grant Agreement, or if the Awardee shall violate any terms of the Grant Agreement, within the sole discretion of the WCLBHA, the WCLBHA may immediately terminate the Grant Agreement by giving written notice to the Awardee.

### **ELIGIBLE EXPENDITURES**

Grant funds will be awarded for the time period of July 1, 2022 to June 30, 2023. A grant for FY23 in the amount of up to \$255,655 will be awarded. Subject to availability of MDH and WCLBHA funds, an additional grant award may be available in subsequent Fiscal years to the Awardee based on performance in FY23 up to five years renewal at a rate of \$255,655 pending availability of funding.

Examples of eligible expenditures include, but are not limited to:

- Staff salaries
- Minor building improvements
- Information technology equipment
- Sports equipment
- Program supplies (field trips, snacks, activity fees)

Expenditures not considered eligible include, but are not limited to:

- Donations to other organizations
- Political activity
- Payment for fundraising activities
- Capital purchases
- Sales tax
- See Attachment H for a full list of ineligible purchases

Grant funds cannot be used to supplant money the organization is spending on services or activities not related to the Adolescent Clubhouse and the encompassing recovery support services, either inside or outside of the proposed facility.

As put forth in the above Grant Requirements, services and activities provided by the Adolescent Clubhouse must be separate and different than those already provided in the existing facility so that Grant funds are not used for these services and activities already in operation.

### **INVOICING**

Invoicing and payment schedules will be determined during the contracting process with the LBHA. Invoices for work, services and items not on the project timeline and/or not approved by the LBHA may result in denial of further funding. Awardee must provide receipts and/or other documentation of expenditures and attach to invoices. Receipts and proof of payment will be required for reimbursement. \*Accommodations can be considered for start-up costs\*

Invoices are to be submitted to:

Worcester County Health Department  
ATTN: Accounts Payable  
P.O. Box 249  
Snow Hill, MD 21863

### **TECHNICAL REVIEW PROCESS BY WCHD LBHA**

A panel of reviewers will conduct the application review process using the attached rating scale (Attachment 3). The decision to award funds of any amount will be based on the merits of the application. The decision of the reviewers will be final. Applications will be examined for:

- |   |             |
|---|-------------|
| 1. Organizational Capacity              | (10 points) |
| 2. Approach to Service Delivery         | (15 points) |
| 3. Project Description & Outcomes       | (20 points) |
| 4. Implementation & Operations Strategy | (30 points) |
| 5. Budgets & Sustainability             | (15 points) |
| 6. Appendices/Documentation             | (10 points) |

### **PROPOSAL DEADLINE**

Proposals will be accepted by the Office of the County Commissioners until **Monday, June 27, 2022 at 1:00 PM**. One (1) original, and five (5) copies should be in a sealed envelope marked "Worcester ACH" in the lower left corner of the envelope addressed and **mailed or hand carried** to:

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**Snow Hill, MD 21863**

WORCESTER COUNTY HEALTH DEPARTMENT  
ADOLESCENT CLUBHOUSE PROGRAM

Fiscal Year 2023 Adolescent Clubhouse grant applications must be typed in Arial 12 point font, single-spaced on 8½" by 11" paper and include page numbers. Applications must not exceed 15 pages, excluding appendices, and should include six labeled sections as identified under Review Process of this document. One original and five copies should be submitted. Applications MUST follow the format below.

- 1) Organizational Capacity
  - a. Cover Page (See Attachment 4)
  - b. Abstract/Summary Page
    - i. The abstract provides a brief overview of the entire grant. It provides information, which enables the reader to quickly identify the overall goal. The abstract should not exceed one page in length and should include:
      1. Name of applicant organization
      2. Type of organization
      3. Project description/title
      4. Demographics of population of focus
      5. Location of facility
  - c. Agency Description
    - i. Summary of relevant experience
    - ii. Brief overview of the applicant organization and previous work or capabilities with the targeted population
    - iii. Organizational structure, including where the Adolescent Clubhouse would fit into existing structure
    - iv. Staffing (both paid and volunteer)
- 2) Narrative
  - a. Approach to service delivery
  - b. Applicants philosophy of adolescent substance use and recovery support services
  - c. Importance of active participant involvement in service delivery
  - d. Importance of peer involvement in recovery support services
- 3) Project Description and Outcomes
  - a. Description of Adolescent Clubhouse project for Worcester County, including how it will be incorporated into the existing structure and activities
  - b. Specific goals and objectives for the project
  - c. Efforts to encourage participation and create awareness of project through various media, including social media
  - d. Grievance procedure for participants
  - e. Supervision of Adolescent Clubhouse staff (both paid and volunteer)
  - f. Description of activities and services that will be provided, including facilities and other resources available for use by the Adolescent Clubhouse project
  - g. Confidentiality and record security, if applicable

- 4) Implementation and Operations Strategy
  - a. Commitment and plan to adhering to the September 1, 2022 deadline
    - i. Plan of action that describes project implementation and how participation data will be tracked and reported
    - ii. Timeline for implementation, including staff (both paid and volunteer) recruitment and utilization, training and turnover that details the order in which work and/or services will be completed
    - iii. Significant delays in the approved project timeline will require notification and/or meeting between the Awardee and the WCHD LBHA. The WCHD LBHA reserves the right to cease funding of the project due to repeated significant or unnecessary delays.
    - iv. The majority of the project must be implemented by September 1, 2022
  - b. Plan to include peer participation in the development and operation of project
  - c. Problem solving, if encountered
- 5) Budget and Plan for Sustainability (Attachment 4)
  - a. A budget proposal for Adolescent Clubhouse grant expenditures must be submitted. A budget narrative page should be included explaining how funds will be used in accordance with the Grant Requirements identified above. A FY23 budget for the time period of July 1, 2022 to June 30, 2023 should be included. All available resources, such as in-kind contributions, other sources of support and volunteer labor hours, should be included.
- 6) Appendices
  - a. Program Budget (Attachment 5)
  - b. Proof of nonprofit status, if applicable
  - c. Resumes for key staff and consultants
  - d. Proof of liability insurance
  - e. Letter stating that background checks will be performed on all program staff
  - f. Proof of good standing with the Maryland Department of Assessments and Taxation
  - g. Proof of good standing with the Maryland Department of Charitable Organizations, if applicable
  - h. Letters of Support from key partners, if applicable
  - i. Copies of the organizations 2 most recent financial audits
  - j. Timeline for implementation

Do not enclose any photographs, exhibits or other materials that you want returned. All materials submitted under the grant application become the property of the Worcester County Local Behavioral Health Authority. All applications must follow the format described above.

## EXPECTATIONS FOR A SUCCESSFUL ADOLESCENT CLUBHOUSE

The vision for the successful Adolescent Clubhouse includes a safe, clean, welcoming space that opens its doors to a diverse population of adolescents ages 12 – 17 (or up to age 18 if youth is still in high school) in recovery and their families and demonstrates a low recidivism rate among successive cohorts of adolescents. Peer-based services will be the heart of the Adolescent Clubhouse and will be an integral part of all activities and services provided at the Clubhouse. As a non-clinical program and facility, the focus will be on how adolescents will sustain recovery through education, skill building, recreation and wellness, as well as many other services and activities.

A strong program of activities and/or groups may include, but not be limited to:

- Age and developmentally appropriate Substance and Alcohol Use 12-Step Meetings for both adolescents in recovery and their families (e.g. NA and AA, as well as Al-Anon and Nar-Anon)
- Trauma support Groups
- Peer-led support groups (with adult supervision)
- Mental health education and/or support groups
- Gender specific groups
- Parenting classes (for families or adolescent parents)
- Communication and social skills workshops
- Educational and vocational workshops (e.g. Computer skills, tutoring, job readiness, how to enroll in college or GED courses)
- Recovery-related movie night/Family movie night
- Potluck meals
- Fitness and wellness classes (e.g. yoga, meditation, Zumba, healthy eating)
- Tobacco cessation classes
- Video game hour, Book Club or other leisure activities

A strong offering of services may include, but not be limited to:

- Peer Support Services (may be formal or informal)
- Resource linkage/Care Coordination
- Referrals to age appropriate substance use and/or mental health treatment
- Monthly HIV/STD testing and education (done by outside, qualified organization)
- Community service opportunities

The majority of time the Adolescent Clubhouse is open should be devoted to structured activities and services with scheduled time for “hanging out”. For example, an hour-long video game time may be scheduled in the morning or evening where participants get a chance to relax with fellow participants. It is important to not allow the Adolescent Clubhouse to become a place for

adolescents to evade responsibilities, revert to substance use dependency or avoid being a productive and active part of their community, school or family outside of recovery.

For additional information regarding adolescents in recovery and the Clubhouse Model for adolescents in recovery, please see the following websites:

#### Publications on Adolescents and Recovery

- SAMHSA, Designing a Recovery-Oriented Care Model for Adolescents and Transition Age Youth with Substance Use or Co-Occurring Mental Health Disorders.  
<https://gucchdtacenter.georgetown.edu/publications/AdolescentRecoveryReport.pdf>
- William White, The Recovery Revolution: Will it include children, adolescents, and transition age youth?  
<http://www.williamwhitepapers.com/pr/2009RecoveryRevolutionChildren%26Adolescents.pdf>

#### Georgia Adolescent Clubhouse Information

- <https://dbhdd.georgia.gov/prevention-clubhouses>
- <https://www.myviewpointhealth.org/the-clubhouse.da>
- <http://www.imaginehope.com/Adolescent-Recovery-Clubhouse/clubhouse-community-for-recovering-youth.html>

ADOLESCENT CLUBHOUSE GRANT RATING SHEET

- 1) Organizational Capacity Score \_\_\_\_\_  
(0-10 TOTAL)
- a) Cover Letter
    - i) Cover letter signed by authorized official
  - b) Abstract/Summary Page
    - i) Organization name, type, location, project description/title, etc.
  - c) Agency Description
    - i) Summary of relevant experience
    - ii) Brief overview of applicant organization and previous work/capabilities with population of focus
    - iii) Description of organizational structure
    - iv) Table of organization/organizational relationships
    - v) Explanation of how the project will relate to the whole
    - vi) Description of staff assigned, names and resumes for Key staff and consultants
    - vii) Number and qualifications of staff indicates high probability of meeting project outcomes
- 2) Narrative Score \_\_\_\_\_  
(0-15 TOTAL)
- a) Approach to service delivery
  - b) Philosophy about recovery support services
  - c) Knowledge of population of focus
  - d) Knowledge of Worcester County Resources
  - e) Importance of active participant involvement in both service delivery and recovery support services
- 3) Project Descriptions and Outcomes Score \_\_\_\_\_ (0-20 TOTAL)
- a) Clearly stated project description, including hours/days of operation
  - b) Description of activities and services that will be provided, including facilities and other resources available for use by the Adolescent Clubhouse project
  - c) Description of population of focus and number served
  - d) Listed mission, goals, and objectives
  - e) Project clearly supports recovery support services
  - f) Description of Policy & Procedure development, including grievance for participants
  - g) Description of supervision efforts for staff, volunteers and participants
  - h) Confidentiality and record security (if applicable)
  - i) Efforts or methods to identify and recruit population of focus, including use of social media

- 4) Implementation and Operations Strategy Score \_\_\_\_\_  
(0-30 TOTAL)
- i) Ability to meet September 1, 2022 deadline
  - ii) Clear and concise work plan and timelines
  - iii) Plan reflects peer and participant involvement in development and operation of project
  - iv) Ability to cover staff turnover and leave
  - v) Data report requirements
  - vi) Problem solving, if encountered
- 5) Budget & Sustainability Score \_\_\_\_\_  
(0-15 TOTAL)
- i) Copy of proposed budget for FY23
  - ii) Justification (budget narrative) of funds requested
  - iii) Budgets adequate to support project
  - iv) Clear and concise timelines for spending of budget funds
  - v) Organization has demonstrated ability to manage large amounts of funds, population of focus
  - vi) Current and proposed sources for additional funding
  - vii) Any additional plans to sustain Adolescent Clubhouse beyond startup funds
- 6) Appendices/Documentation Score \_\_\_\_\_  
(0-10 TOTAL)
- a) Copy of 501C(3) status, if applicable
  - b) Copy of liability insurance
  - c) Proof of good standing with Maryland Department of Assessments and Taxation
  - d) Proof of good standing with Maryland Department of Charitable Organizations
  - e) Copy of 2 most recent financial audits
  - f) Additional documentation including:
    - i) Recommendations
    - ii) Reports of outcomes from other Grants
    - iii) Testimonials of accomplishment
    - iv) Any additional documentation that may provide support for the organization's ability to fulfill the requirements of the Grant
  - g) Timeline for implementation

Total score \_\_\_\_\_

**Note:** Please highlight each item in each category that is provided and rate final points on line item.

FY 2023 WORCESTER COUNTY ADOLESCENT CLUBHOUSE  
GRANT APPLICATION COVER PAGE

PROJECT TITLE: \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

AMOUNT OF GRANT FUNDS REQUESTED (Please indicate amount for each year of grant, if applicable) \_\_\_\_\_

CONTACT PERSON

(1) \_\_\_\_\_ TITLE \_\_\_\_\_

CONTACT PERSON

(2) \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

IS YOUR ORGANIZATION COMMUNITY-BASED?                      YES                      NO

DOES YOUR ORGANIZATION HAVE NONPROFIT STATUS?    YES                      NO

DATE OF NONPROFIT STATUS \_\_\_\_\_

FEDERAL IDENTIFICATION NUMBER \_\_\_\_\_

I DO SOLEMNLY DECLARE AND AFFIRM THAT THE CONTENTS OF THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

PRINTED NAME \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PROGRAM BUDGET

PROGRAM ADMINISTRATION: \_\_\_\_\_  
 GRANT NUMBER: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_  
 CONTRACT PERIOD: \_\_\_\_\_ FISCAL YEAR: \_\_\_\_\_  
 ORGANIZATION: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 STREET ADDRESS: \_\_\_\_\_  
 CITY, STATE, COUNTY: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PROGRAM TITLE: \_\_\_\_\_  
 CHARGEABLE SERVICES (Y/N) \_\_\_\_\_ DHMH PROVIDES 50% OR MORE OF FUNDING (Y/N) \_\_\_\_\_  
 FOR DHMH USE ONLY \_\_\_\_\_

LINE ITEMS MAY NOT BE CHANGED	DHMH FUNDING REQUEST	SUPPLEMENTAL FUNDING REDUCTION	OTHER DIRECT FUNDING			PROGRAM BUDGET
			FED/STATE LOCAL & GOV'T	ALL OTHER AGENCY	TOTAL OTHER FUNDING	
SALARIES/SPECIAL PAYMENTS						
FRINGE						
CONSULTANTS						
EQUIPMENT						
PURCHASE OF SERVICE						
RENOVATION						
CONSTRUCTION						
REAL PROPERTY PURCHASE						
UTILITIES						
RENT						
FOOD						
MEDICINES & DRUGS						
MEDICAL SUPPLIES						
OFFICE SUPPLIES						
TRANSPORTATION/TRAVEL						
HOUSEKEEPING/ MAINTENANCE/REPAIRS						
POSTAGE						
PRINTING/DUPLICATION						
STAFF DEVELOPMENT/ TRAINING						
CLIENT ACTIVITIES						
ADVERTISING						
INSURANCE						
LEGAL/ACCOUNTING/AUDIT						
PROFESSIONAL DUES						
OTHER (ATTACH ITEMIZATION)						
TOTAL DIRECT COSTS						
INDIRECT COST						
TOTAL COSTS						
LESS: CLIENT FEES						
DHMH FUNDING						

DHMH 432B (Rev. Feb. 1997)