

## **ATTACHMENT A: SCOPE OF GRANT PROJECT**

### **TEXAS GROUP HOMES (TGH)**

#### **I. PURPOSE AND GOALS**

The purpose of the Texas Group Homes (TGH) contract is to ensure continuity of care: first, by maintaining existing Level 1 Recovery Homes, and second, by establishing additional Level 1 Recovery Homes in areas of need. The TGH contract also provides Recovery Support Services for people in recovery living in substance free environments so they may maintain recovery without recurrence of use.

The primary objective of the TGH contract is to expand and enhance the Level 1 housing concept of care by integrating prevention, treatment, re-entry, and recovery support services for individuals with substance use disorders, specifically for those who utilize HHSC-funded treatment and recovery programs.

#### **II. TARGET POPULATION**

The TGH program serves adult men and women completing a substance use disorder residential treatment program, as well as those enrolled in outpatient, recovery support, and opioid treatment services, who need a place to live to support their recovery.

#### **III. GRANTEE RESPONSIBILITIES**

##### **A. STAFFING REQUIREMENTS**

Grantee will:

1. Recruit, hire, train, and supervise a minimum of seven (7) outreach workers, one (1) Education/Training Coordinator, one (1) Administrative Assistant, and one (1) part-time data specialist within 90 days of the effective date of the Grant Agreement.
2. Train staff to perform all activities prior to delivery of services within 90 days of the effective date of the Grant Agreement.
3. Develop procedures to ensure documentation of staff training within seven (7) days of the effective date of this Grant Agreement and make this documentation available for HHSC review upon request,
4. Develop procedures to ensure all Grant Agreement requirements are met by TGH program staff.

## **ATTACHMENT A: SCOPE OF GRANT PROJECT**

### **TEXAS GROUP HOMES (TGH)**

#### **B. RECOVERY SUPPORT SERVICES AND RECOVERY HOUSES**

Grantee will:

1. Ensure adherence with United States Code, Title 42, §300x-25 (Group Homes for Persons in Recovery from Substance Use Disorders).
2. Ensure priority for housing admission is given to persons who have completed an HHSC-funded residential treatment program, as well as persons who are continuing their participation in outpatient services (including Medication Assisted Treatment (MAT) services) and recovery support services. Additionally, ensure adult men and women with a history of opioid use disorder and opioid use are eligible.
3. Ensure continued maintenance and ongoing resident support of existing group homes.
4. Maintain an average annual occupancy rate in each Recovery House that is at least 80%.
5. Facilitate the establishment of no more than 12 new Recovery Houses and Recovery Support Services to support residents of the houses, as approved by HHSC, within each fiscal year of this Grant Agreement. Additional Recovery Houses above the required 12 may be opened upon written approval by HHSC.
6. Provide start-up costs that are comprised of (but not limited to) deposit, first month's rent, utilities, furniture, and appliances.
7. Focus on establishing houses in rural and urban areas.
8. Conduct Outreach efforts and collaborate with community service agencies pertaining to finding the location of safe, affordable, recovery housing to support the target population.
9. Develop and update at the end of each fiscal year, a list of resources in the local community such as peer support meetings, for use by the Recovery Support Services members.
10. Facilitate referrals to Recovery Houses by creating and maintaining linkages with:
  - a. HHSC;
  - b. HHSC funded treatment substance use Grantees;

## **ATTACHMENT A: SCOPE OF GRANT PROJECT**

### **TEXAS GROUP HOMES (TGH)**

- c. Local Recovery Support Services;
  - d. Local Medical Assistance Treatment providers;
  - e. Local Recovery-Oriented Systems of Care;
  - f. Local Mental Health Services;
  - g. Local Health Care providers; and
  - h. Other agencies in Texas.
11. Promote expansion within geographical area to meet the needs of newly recovering Persons.
  12. Organize a mutually supportive chapter of Recovery Houses.

### **C. REVOLVING LOAN FUND**

Grantee will:

1. Hold in trust a Revolving Loan Fund, provided by HHSC, in the amount of \$100,000.00.
2. Provide loan processing, and funds management services for Texas Group Homes.  
.
3. Establish loans to groups of people in recovery (Recovery Groups) .
4. Ensure loaned funds are -used only for start-up costs in establishing Recovery Houses based on Level I housing concept of care.
5. Ensure loans will not exceed \$4,000.00 per Recovery Group and must be repayable to the loan fund within 24 months.
6. Monitor and manage the funds provided in the Revolving Loan Fund by ensuring that each Recovery Group, which has obtained a loan for the new start-up costs, repays the loan within the required 24-month guideline.
7. Maintain access to GlobalScape EFT (electronic fund transfer) or in the format specified by HHSC at all times during the Grant Agreement term.
8. Ensure all funds provided through the Grant Agreement are returned by Grantee to HHSC in full upon non-renewal, termination, or expiration of the Grant Agreement. These funds include: the Revolving Loan Fund and any funds from the Revolving Loan Fund established under any prior Texas Group Homes Scope of Grant Practice between Grantee and HHSC, unused funds, and loan repayments

**ATTACHMENT A: SCOPE OF GRANT PROJECT**  
**TEXAS GROUP HOMES (TGH)**

(including any penalties collected and interest accrued).

9. Grantee will perform the following for Loan Management:
  - a. Establish and maintain a cost center for tracking expenditures and related activities.
  - b. Process and evaluate Recovery Group application for the Revolving Loan Fund.
  - c. Assign an account number for each loan.
  - d. Monitor each loan commitment and repayment and, upon request, provide documentation to HHSC.
  - e. Ensure that all loan payments are made by the 10th day of each month.
  - f. Provide technical assistance to Recovery Groups with loan repayment problems.
  - g. Be responsible for collecting any loan payment from Recovery Groups for which checks have been returned unpaid by the banking institution
  - h. Assess and collect a late charge of 20% of the monthly payment amount or \$25.00, whichever is less, on any past due loan payment.
  - i. Deposit all loan payments, late fees and other fees related to the loan to the Revolving Loan Fund.
10. Ensure that all loan documents, loan management documents, records, and files related to the Revolving Loan Fund are submitted to HHSC within 30 calendar days upon non-renewal, termination, or expiration of the Grant Agreement.
11. All funds collected under the Grant Agreement (late charges, additional fees charged to residents, etc.) are considered program income and will be utilized to supplement operational costs.

**D. STIPENDS**

Grantee will provide stipends to assist new Recovery Home residents only with the first month's expenses under the following terms:

1. Establish and provide upon request, written policies and procedures for new resident move-in stipends that utilize GR funds. Policies and procedures will include eligibility criteria, contain criteria for awarding move-in stipends to new residents, and address the other requirements of this Section.
2. Expend up to \$5,000.00 per fiscal year for the following:

## **ATTACHMENT A: SCOPE OF GRANT PROJECT**

### **TEXAS GROUP HOMES (TGH)**

- a. One-time stipends will not exceed \$150.00 per individual resident.
- b. Stipend will not be used to pay Revolving Loan Fund

#### **E. CRITICAL INCIDENTS**

Grantee will:

1. Submit a Critical Incident Report within 72 hours of Grantee receiving notice about any of the following:
  - a. Overdose
  - b. Fatality
  - c. Police Activity
  - d. Acts of violence
  - e. Injury; or
  - f. Property damage to Recovery House or neighboring property.
2. Complete all Critical Incident reports utilizing an HHSC-approved Critical Incident Reporting form.
3. Work with HHSC to create and carryout a comprehensive response plan to Critical Incidents.
4. Submit completed Critical Incident Reporting form(s) via email to the Substance Intervention Treatment Unit mailbox at [Substance\\_Use\\_Disorder@hhs.texas.gov](mailto:Substance_Use_Disorder@hhs.texas.gov). Upon receipt of the Critical Incident Reporting form, HHSC will notify HHSC Contracting Unit and HHSC Leadership.

#### **F. OUTREACH**

Grantee will:

1. Recruit and select appropriate individuals for consideration in Recovery Groups, from HHSC-funded treatment Grantees.
2. Provide operational support to existing Recovery Houses at regular intervals or more often when house operations are in need, as identified by Grantee's administration.
3. Perform due diligence to ensure residents are provided with a safe, affordable, and drug-free location when residents are displaced due to unforeseen events. HHSC approval is not required for these actions, but Grantee must notify HHSC in writing

## **ATTACHMENT A: SCOPE OF GRANT PROJECT**

### **TEXAS GROUP HOMES (TGH)**

if unable to assist displaced residents.

4. Work with HHSC-funded treatment Grantees, the recovery community, and other relevant community agencies (e.g., the criminal justice system) to provide education about the Level 1 housing model and to obtain referrals for residency in Recovery Houses.
5. Explain the benefits of living in a Recovery House.
6. Require, one-time, training on the Substance Abuse and Mental Health Services Administration (SAMSHA) Opioid Overdoses Prevention Tool kit located at <https://store.samhsa.gov/product/Opioid-Overdose-Prevention-Toolkit/SMA18-4742>. Certificate(s) of completion from this training must be kept in personnel files(s).
7. Require all outreach workers obtain and maintain designation as Certified Peer Recovery Coaches. In order to qualify for certification, outreach staff must receive one-time training on HHSC-approved 46-hour Texas Peer Recovery Coach Curriculum. Certificates of completion of this training must be kept in personnel file(s). Texas Peer Support information may be found at <https://www.hhs.texas.gov/providers/behavioral-health-services-providers/peer-support-services/about-peer-support-services>.

#### **G. HOUSING**

Grantee will, for each new Recovery Group seeking to establish a Recovery House:

1. Locate rental housing suitable for use as a Recovery House.
2. Obtain all necessary local governmental approvals for zoning and occupancy related to the establishment and location of the Recovery House.
3. Address all zoning and occupancy issues, in general, and obtain expertise on these issues, as needed, from the Grantee's administrative business office.
4. Obtain a federal employer identification number (FEIN) for the Recovery Group to open a checking account prior to submitting an application for the Revolving Loan Fund.
5. Negotiate with the landlord or property owner, if necessary, on behalf of the Recovery Group regarding the Recovery House.

## **ATTACHMENT A: SCOPE OF GRANT PROJECT TEXAS GROUP HOMES (TGH)**

6. Ensure that a legal lease is executed between the landlord and the Recovery Group.
7. Assist the Recovery Group with start-up costs in setting up the necessary residential utilities and obtaining home furnishings for the Recovery House within 10 calendar days of the Recovery House opening.

### **H. LEVEL I HOUSE CHARTER**

Grantee will:

1. Assist new Recovery Groups with completing the Level 1 house application forms and submitting the completed application to Grantee to obtain a conditional charter that is valid for up to six (6) months.
2. Assist each new Recovery Group with fulfilling the requirements of the conditional Level 1 House charter so that the Recovery Group can be granted a permanent charter.
3. Facilitate the merging of established Recovery Groups in Texas into the new awardee's system, to include the House Charter.
4. Provide HHSC (via [Substance\\_Use\\_Disorder@hhs.texas.gov](mailto:Substance_Use_Disorder@hhs.texas.gov)) with a written action plan for revoking a Recovery House Charter at HHSC's direction. HHSC maintains the right to make the final determination as to when a charter is revoked.

### **I. TECHNICAL ASSISTANCE AND TRAINING**

Grantee will:

1. Grantee will, as part of the establishment of each new Recovery House, provide the following training and/or technical assistance to Recovery Group members:
  - a. Training on the Level 1 Housing standard system of operations and its value to the recovery of individuals;
  - b. Training on the Level 1 Housing guidelines and standards;
  - c. Training on the Level 1 Housing self-governance structure, including the role of elected of each elected officer;
  - d. Technical assistance with the election of Recovery Group officers in accordance with Level 1 Housing guidelines;
  - e. Training on the importance of and procedures for weekly business meetings;
  - f. Technical assistance to ensure compliance with Level 1 Housing guidelines and standards;

## **ATTACHMENT A: SCOPE OF GRANT PROJECT**

### **TEXAS GROUP HOMES (TGH)**

- g. Training and technical assistance with establishing and monitoring of the budget;
  - h. Training on the loan repayment requirements and procedures;
  - i. Technical assistance regarding rules, democratic operation, and other related areas;
  - j. Technical assistance and support on conflict resolution;
  - k. Peer-based training on opioid overdose prevention and reversal;
  - l. Training on how to make presentations to substance use treatment providers for purposes of recruiting new members;
2. Grantee must also encourage the following:
- a. Attendance at mutual aid groups that support an individual's recovery; and
  - b. Frequent contact between Recovery Groups and Level 1 Housing services to resolve Recovery House issues.
3. Encourage frequent contact between Recovery Groups and Level I Recovery Housing services to resolve Recovery House Issues.

#### **IV. SUBMISSION SCHEDULE AND REPORTING REQUIREMENTS**

Grantee will:

- 1. Submit each Report and supporting documentation to HHSC using the system designated in Table 1 on the last page of this Attachment.
- 2. Submit all Reports as required until the termination or expiration of the Grant Agreement.
- 3. Ensure submissions adhere to the following:
  - a. All Reports will be submitted in a format approved by HHSC.
  - b. Each Report must be submitted to HHSC by the date designated in Table 1. If the due date of a Report falls on a weekend or holiday, the Report will be due on the following business day.
  - c. A copy of each Report must also be submitted to the Substance Intervention Treatment Unit mailbox at [Substance\\_Use\\_Disorder@hhs.texas.gov](mailto:Substance_Use_Disorder@hhs.texas.gov).
- 4. Follow the submission schedule for the following Reports as provided in Table 1:
  - a. Financial Status Report (FSR) –
  - b. General Ledger – Quarterly, which supports the funding information documented in the FSR and which includes only expenses related to the TGH Grant Agreement;
  - c. Recovery House Resident Status Report –, which must include the following:
    - i. Number of beds in each Recovery House;
    - ii. Number of admissions to each Recovery House;
    - iii. Number of bed vacancies in each Recovery House;



## **ATTACHMENT A: SCOPE OF GRANT PROJECT**

### **TEXAS GROUP HOMES (TGH)**

- iv. Reason why an individual vacated the Recovery House;
  - v. Number of new residents in each Recovery House;
  - vi. Number of new Recovery Houses opened per month;
  - vii. Number of Recovery Houses closed per month (and the location of each, if any);
  - viii. Description of change in Recovery House status such as from men-occupied to women-occupied or women-occupied to men-occupied;
  - ix. Number of residents referred from HHSC-funded treatment providers;
  - x. Number of residents admitted to each Recovery House who receive MAT services;
  - xi. Percentage of residents who were employed at departure;
  - xii. Percentage of residents reporting no substance use at the time of departure;
  - xiii. Average number of recovery meetings that the residents attend weekly;
  - xiv. Number of residents who are arrested while living in the Recovery House; and
  - xv. Number of new residents who received move-in stipends;
  - xvi. All Reports will be submitted in a format approved by HHSC.
- d. Project Status Report –which must include the following:
- i. Status of HHSC-funded Recovery Houses; and
  - ii. Training and technical assistance provided by the outreach workers;
- e. Revolving Loan Reconciliation Report –, which must include funding from GR and the Substance Abuse Block Grant;
- f. Each Annual Report –which chronicles activities performed by Grantee in fulfilling the requirements shown in the Statement of Grant Practice;
- g. Contract Closeout –
- h. Performance Measures –; and
- i. Security Attestation Form (Clinical Management for Behavioral Health Services (CMBHS)) –

## **VI. SERVICE AREA**

Services or activities will be provided to individuals from the following counties:

- All Texas counties

## **ATTACHMENT A: SCOPE OF GRANT PROJECT TEXAS GROUP HOMES (TGH)**

### **VII. CLINICAL MANAGEMENT FOR BEHAVIORAL HEALTH SERVICES (CMBHS) SYSTEM MINIMUM REQUIREMENTS**

Grantee will:

1. Designate a security administrator and a back-up security administrator. The security administrator is required to implement and maintain a system for management of user accounts/user roles to ensure that all the CMBHS user accounts are current;
2. Establish and maintain a security policy that ensures adequate system security and protects confidential information;
3. Notify the CMBHS Helpdesk *within 10 business days* of any change to the designated security administrator or the back-up security administrator;
4. Ensure that access to CMBHS is restricted to authorized users. Grantee will *within 24 hours* withdraw access privileges from users who are no longer authorized to have access to secure data;
5. Complete an Administrative Note to document any other activities; and
6. Attend HHSC training on CMBHS documentation.

### **VIII. OTHER REQUIREMENTS**

1. Attend quarterly and technical assistance meetings as scheduled by HHSC; and
2. Notify HHSC *within 48 hours* of all Texas-related complaints of all Texas Level 1 Housing.

**ATTACHMENT A: SCOPE OF GRANT PROJECT**  
**TEXAS GROUP HOMES (TGH)**

*** TABLE 1 ***		
Report Name	Due Date	Transmission Method
Financial Status Report (FSR)	Q1 Report – December 31st; Q2 Report – March 31st; Q3 Report – June 30th; Q4 Report – October 15th	CMBHS
General Ledger	Q1 Report – December 31st; Q2 Report – March 31st; Q3 Report – June 30th; Q4 Report – October 15th	GlobalScape*
Recovery House Resident Status Report	15th day of the month following the month being reported	GlobalScape*
Project Status Reports	15th day of the month following the month being reported	GlobalScape*
Revolving Loan Reconciliation Report	Q1 Report – December 31st; Q2 Report – March 31st; Q3 Report – June 30th; Q4 Report – September 30th.	GlobalScape*
Annual Report	No later than October 15th for previous State fiscal year (ending August 31st)	GlobalScape*
Contract Closeout	No later than October 15th for previous State fiscal year (ending August 31st)	GlobalScape
Security Attestation Form	No later than September 15th and March 15th of each State fiscal year	CMBHS

\* Or in the format specified by HHSC