

# **Facilitation of Support Groups for Individuals Whose Loved One is Struggling with Active Addiction AND Individuals Affected by Overdose Death**

## **Considerations for Notice of Funding Availability**

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### **Notice of Funding Availability for Facilitation of Support Groups for:**

- **Individuals whose loved one is struggling with active addiction**
- **Individuals affected by the overdose death of a loved one**

**Description:** This document will serve as the public funding announcement and should be consistent with the requirements per [2 CFR 200.204](#)

**Program Title:** Facilitation of Support Groups for Individuals Whose Loved One is Struggling with Active Addiction AND Individuals Affected by Overdose Death

**Assistance Listing:** Assistance Listing Program Title is Coronavirus State and Local Fiscal Recovery Funds, and Assistance Listing Number is 21.027

**Key Dates:** Cost allowability period January 1, 2025 – September 30, 2026; application open 10/1/24, closing date of applications 10/14/2024 at 11: 59pm CST.

**Availability Period:** 14 days

**Funding Availability:** \$100,000.00 total. Each organization may apply for between \$20,000.00 and 100,000.00

**Program Description:** Substance use and overdose have long been issues plaguing our communities. The pandemic exacerbated these issues and continues to cause pain and devastation not only for the person struggling with addiction, but also for the families and loved ones closest to them. Many individuals are struggling with how to best support someone in their lives who is facing a substance use challenge while also establishing and maintaining their own healthy boundaries. In addition, many individuals are grieving the overdose death of a loved one and need support. The Kane County Health Department (KCHD) seeks to partner with organizations or certified individuals who can address these challenges through professional facilitation and support services.

KCHD is seeking proposals from qualified individuals/organizations to design and implement support groups for (1) individuals whose loved one is currently facing a substance use disorder and (2) individuals who have lost a loved one to overdose. The objective of this program is to provide emotional, psychological, and practical support to these groups, helping them cope with grief, trauma, and the challenges associated with substance use disorders.

- 1. Support groups for individuals with a loved one who is currently struggling with a substance use disorder.**

- a. Provide evidence-based support group practice models.
- b. Ensure support groups are accessible, safe, and in neutral spaces.
- c. Provide a mix of in-person and virtual options for accessibility.
- d. Offer resources and referrals for additional services as needed.

**2. Support groups for individuals who have lost a loved one to overdose.**

- a. Provide evidence-based support group practice models.
- b. Ensure support groups are accessible, safe, and in neutral spaces.
- c. Provide a mix of in-person and virtual options for accessibility.
- d. Offer resources and referrals for additional counseling or social services as needed.

This program is limited to a maximum possible award amount of \$100,000.00 and a minimum award amount of \$20,000.00 for eligible expenses detailed in the table in the table below. Kane County will determine what the grant amount of each organization is. All awards under this program shall be issued as grants and shall be disbursed to grantees on a reimbursement basis. Grantees will be expected to enter into a funding agreement with the County of Kane and shall be required to present appropriate documentation in order to substantiate their request(s) for reimbursement. All awarded grant funds must be spent before 9/30/2026. Documentation to request reimbursement should be submitted by 10/31/26. Any organization needing an extension for grant fund expenditure must submit such request to the Kane County American Rescue Plan Program Manager in writing forty-five (45) days prior to the 10/31/26 deadline. Any request for extension must be approved by the Kane County Board prior to the end of the funding agreement’s period of performance.

**Eligibility Criteria:** To be eligible to apply for assistance under this program, organizations must meet the following criteria:

- 1. The provider should demonstrate the ability to work with diverse populations, low-income groups, minorities, and individuals with limited access to these services.
- 2. Have demonstrated experience in providing support services to individuals and families impacted by addiction.
- 3. Have the capacity to deliver both virtual and in-person support services.
- 4. Must have incurred eligible expenses during this time: 1/1/25 – 9/30/26

**Evaluation Criteria:** The County will evaluate applications to determine if the applicants meet the eligibility requirements. Awards will be made at the County’s discretion based on the evaluation criteria.

Award amounts will be evaluated based on need demonstrated by budget information submitted as part of the application. Applications must be complete to be considered. Award amounts are subject to funding availability.

The County will consider the following evaluation criteria for applications.

Proposal Evaluation Criteria and Rating System:

### **1. Organizational Information (20 Points)**

- **Complete Organizational Details** (name, address, contact information, etc.):
  - 5 Points: All information is complete and accurate.
  - 3-4 Points: Most information is provided, but missing minor details.
  - 0-2 Points: Incomplete or missing information.
- **Relevant Experience (grief counseling, addiction support):**
  - 10 Points: Extensive experience in both grief counseling and addiction support.
  - 5-9 Points: Adequate experience in one or both areas.
  - 0-4 Points: Little or no relevant experience.
- **Licenses, Certifications, or Credentials:**
  - 5 Points: Fully licensed and certified professionals with demonstrated qualifications.
  - 2-4 Points: Some certifications or qualifications, but may be lacking in certain areas.
  - 0-1 Points: Missing or insufficient licenses/certifications.

### **2. Program Plan (30 Points)**

- **Clarity and Detail of Program Plan:**
  - 10 Points: Clear, comprehensive plan with all necessary details.
  - 5-9 Points: Adequate plan but with some missing details.
  - 0-4 Points: Incomplete or vague plan.
- **Support Services and Methods (e.g., group sessions, counseling, peer support):**
  - 10 Points: Wide range of effective services and methods are well-defined.
  - 5-9 Points: Some services provided, but lacks variety or detail.
  - 0-4 Points: Limited or unclear services and methods.
- **Frequency and Accessibility of Meetings:**
  - 5 Points: Appropriate and accessible frequency/locations of meetings.
  - 2-4 Points: Some information provided but lacks clarity on frequency/location.
  - 0-1 Points: No clear information on meetings.
- **Recruitment and Retention Methods:**
  - 5 Points: Strong and realistic plan for participant recruitment and retention.
  - 2-4 Points: Adequate plan but lacks specifics.
  - 0-1 Points: No clear plan for recruitment and retention.

### **3. Staffing Plan (15 Points)**

- **Qualifications and Roles of Staff Members:**
  - 10 Points: Highly qualified staff with clear roles and relevant experience.

- 5-9 Points: Adequate qualifications but some gaps in experience or unclear roles.
- 0-4 Points: Unqualified staff or roles are poorly defined.
- **Resumes or Bios of Key Personnel:**
  - 5 Points: Detailed and relevant resumes or bios provided for all key staff.
  - 2-4 Points: Resumes or bios provided but lack depth in relevant experience.
  - 0-1 Points: No resumes or bios provided or incomplete.

#### **4. Evaluation Plan (20 Points)**

- **Effectiveness Evaluation Plan:**
  - 10 Points: Clear and detailed plan for evaluating program effectiveness.
  - 5-9 Points: Adequate plan but lacks detail in some areas.
  - 0-4 Points: Vague or incomplete evaluation plan.
- **Outcomes and Metrics to Measure Success:**
  - 5 Points: Well-defined outcomes and metrics are appropriate and measurable.
  - 2-4 Points: Some outcomes and metrics provided but lack clarity.
  - 0-1 Points: No clear outcomes or metrics.
- **Data Collection and Reporting Plan:**
  - 5 Points: Strong plan for data collection and reporting, with clear processes.
  - 2-4 Points: Adequate plan but some details are missing.
  - 0-1 Points: No clear plan for data collection or reporting.

#### **5. Budget/Timeline (15 Points)**

- **Detailed Budget (personnel, materials, facilities, etc.):**
  - 10 Points: Comprehensive and well-organized budget covering all necessary areas.
  - 5-9 Points: Adequate budget, but some areas lack detail or clarity.
  - 0-4 Points: Insufficient or unclear budget.
- **Timeline for Implementation (milestones and dates):**
  - 5 Points: Clear and realistic timeline with milestones and completion dates.
  - 2-4 Points: Adequate timeline, but lacks some detail or realism.
  - 0-1 Points: No clear timeline or unrealistic goals.

**TOTAL: 100 Points**

## Eligible Expenses

Expense Type	Description	Detailed Description
Programmatic Expenses	Expenses related to the operation of behavioral health programs.	This may include costs associated with the operation of the programs that the County has approved grant funding for.
Operational Expenses	Expenses related to the operation of organizations	This may include non-C- suite payroll, contracted labor such as staffing agencies, and goods and services required for operation.
Rent/Mortgage	Rent/mortgage payments for the physical place of business, limited to unpaid rent/mortgage	Rent and mortgage payments at locations where your organization is serving Kane County clients. This may include, rent, lease, and mortgage payments. Acquisition of real property is not allowed.

### Application Preparation & Submission:

Proposals must be submitted electronically to Michelle Meyer, Assistant Director for Community Health, Kane County Health Department at: [meyermichelle@kanecountyil.gov](mailto:meyermichelle@kanecountyil.gov). Please include “Facilitation of Support Groups” in the subject line. Late submissions will not be considered.

For questions or more information, please contact Michelle Meyer at: [meyermichelle@kanecountyil.gov](mailto:meyermichelle@kanecountyil.gov).

Interested organizations must submit the following:

#### 1. Organizational Information

- o Name of the organization, address, phone number, and email.
- o Contact person(s) for the proposal.
- o Licenses, certifications, or credentials of facilitators
- o Relevant experience with grief counseling and/or addiction support

#### 2. Program Plan

- o A detailed plan describing how the organization or individual will develop and implement the support groups for both families and individuals.
- o The specific support services that will be provided and the methods used (e.g., group discussions, one-on-one counseling, peer-to-peer support).
- o The frequency and location of the meetings.
- o The proposed methods for recruiting and maintaining participation.

### 3. **Staffing Plan**

- o List of staff members, their qualifications, and their roles in the program.
- o Include resumes or brief bios of key personnel.

### 4. **Evaluation Plan**

- o A description of how the effectiveness of the support groups will be evaluated.
- o Identify specific outcomes and metrics that will be used to measure success.
- o Plans for collecting and reporting data.

### 5. **Budget/Timeline**

- o Detailed budget, including personnel, materials, facilities, and other necessary resources.
- o Identify potential sources of funding or in-kind contributions, if applicable.
- o Provide a timeline for the implementation of the program, including major milestones and anticipated dates of completion for each phase.

**Appeals:** If your application is deemed ineligible, an appeal may be submitted to the Kane County ARP Program Manager within three (3) calendar days of notification to [KaneARPA@co.kane.il.us](mailto:KaneARPA@co.kane.il.us). Appeals must be on organizational letterhead and signed by an authorized representative of the applicant. Information should include a description of how your organization meets the eligibility requirements and any supporting documentation you deem relevant. Awarded amounts are considered final and the County will not consider appeals requests for awarded amounts.