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Owner: *Donna Coulter*  
Policy Area: *Office for Peer-Participant  
Advocacy (OPA!)*

References:

## GEORGE GAINES & ROBERTA SANDERS FUND FOR COMMUNITY INCLUSION

### POLICY

It is the policy of the Detroit Wayne Mental Health Authority (DWMHA) to offer the George Gaines and Roberta Sanders Fund for Community Inclusion (“the Fund”).

### PURPOSE

The purpose of this policy is to outline the award and administration process for the Fund.

### APPLICATION

This policy applies to the award and administration of the George Gaines & Roberta Sanders Fund for Community Inclusion. Applicants from all DWMHA specialty behavioral health services populations are eligible. DWMHA staff, direct and subcontracted providers will adhere to this policy.

### KEY WORDS

1. **George Gaines & Roberta Sanders Fund (“the Fund”):**
2. **Constituents’ Voice:**
3. **Peer Review Team:**

### STANDARDS

1. The DWMHA maintains a discretionary account for the Fund of any or all proceeds received for the George Gaines and Roberta Sanders Fund for Community Inclusion (hereafter referred to as “the Fund”).
2. The Constituents’ Voice (CV) is responsible for accepting and reviewing applications for the Fund.
3. The annual conference hosted by the CV is the primary means of raising funds for the Fund. Awards are per individual, and issued annually as funds are available. The Fund is a resource of last resort.
4. The application is available online, and can be accessed via the [DWMHA website](#) and the [weblink](#) which will be widely distributed across the provider network. Applicants may get assistance completing the form. The Arc Detroit has partnered for this purpose. Individuals may also request support from their individual resources, i.e., staff, friends or family. Paper copies of the application are not accepted.

5. Grant applications are reviewed annually. Incomplete or late applications are not be considered.
6. Award recipients must be active (i.e., received services within the last twelve months) DWMHA beneficiaries living in Wayne County. An individual may only receive funding every other award cycle. Individuals are considered ineligible for the Fund for up to 12 months from the time they receive an award. Groups or organizations do not qualify; only individuals may apply.
7. Award recipients and non-recipients are notified of the decision via email and/or standard mail.
8. Funds must be used to advance community inclusion in at least one of the following areas:
  - a. HOUSING: housing first initiatives, community development agencies, home ownership programs
  - b. EMPLOYMENT: training programs, supported employment
  - c. EDUCATION: community and career colleges, supported education
  - d. HEALTH/WELLNESS: community health clinics, gym memberships, nutrition classes
  - e. ARTS/SPORTS: such as knitting classes, marathon entry fee and equipment, music or acting lessons
  - f. CITIZENSHIP/CIVIC ROLES: voting, volunteering, driving, mobility, transportation
  - g. VALUED SOCIAL ROLES: relationships, marriage and child rearing, typical social roles
  - h. PEER SUPPORT: meet-ups, community meetings, peer to peer support gatherings
  - i. SELF-DETERMINATION: Advocacy group membership, leadership training, money management course
9. Individuals employed by the DWMHA and/or on the CV are not eligible to apply.
10. Applications are reviewed by a subgroup of the CV membership who formerly or currently receive services through the Detroit Wayne system. The subgroup is known as the Peer Review Team.
11. Members on the Peer Review Team must sign a Nondisclosure and Confidentiality Agreement. Peer Review Team members must further sign a Conflict of Interest Statement, as well as on an ongoing basis, disclose and recuse themselves from evaluating any applications with which there is a perceived or real conflict of interest.
12. The assigned DWMHA liaison to the CV pre-screens all proposals to ensure completeness. Only complete applications are forwarded to the Peer Review Team. Identifying information (e.g., names, birth-dates, service provider, etc.) is removed from all applications before they are sent to the Peer Review Team to be scored.
13. All applications are reviewed by at least two members of the Peer Review Team.
14. All applications are judged based on a point system or scoring rubric per application instructions.
15. After the awardees are nominated by the Peer Review Team, the CV makes a final recommendation of the award recipients and amount to the DWMHA President and CEO before funds are distributed. Request for award payments must be provided in writing by the assigned DWMHA liaison to the CV. Request for funds must have three signatures:
  - a. Constituents' Voice Chairperson,
  - b. the Mini-Grant Subcommittee Chair, and
  - c. the DWMHA liaison to the CV.
16. Financial awards must be used as described in the application. Awards cannot be used to purchase,

support, or participate in any illegal activities. Applicants must request to make changes from the approved application in writing and in advance. Official notification occur via standard and/or via email using the information provided in the application.

17. Recipients must sign a release authorizing the DWMHA to use their name, image, and story for promotional purposes.
18. Individuals are encouraged to include the project goal in their Individual Plan of Service (IPOS) which is a possible mechanism for getting additional supports toward goal obtainment.
19. Grant funds are disbursed in a single payment. Successful applicants are required to sign an agreement to comply with its terms and conditions prior to the release of funds, which includes an authorization to use their name, award amount and story for promotional purposes.
20. Projects must be implemented and completed within one year of receiving the funds.
21. Applicants are encouraged to provide an account or brief report of what was accomplished with the funds.
22. Award recipients are encouraged to share information about the process and/or outcome of their project during scheduled DWMHA forums and other outlets (e.g., website, blogs, articles, news releases, story boards, etc.). Credit for funding must be given to the DWMHA and the CV.

## **QUALITY ASSURANCE/IMPROVEMENT**

1. The DWMHA shall review and monitor contractor adherence to this policy as one element of its network management program, and as one element of the QAPIP Goals and Objectives.
2. The goals and objectives of the Fund should align with and be included in the Strategic Plan and QAPIP Performance Improvement (PI) Annual Action Plan goals and objectives and accomplishment would be reported annually in the QAPIP Report.

## **COMPLIANCE WITH ALL APPLICABLE LAWS**

DWMHA staff, MCPNs, contractors and subcontractors are bound by all applicable local, state and federal laws, rules, regulations and policies, all federal waiver requirements, state and county contractual requirements, policies, and administrative directives, as amended.

## **LEGAL AUTHORITY**

## **RELATED POLICIES**

## **RELATED DEPARTMENTS**

Administration, Finance, Clinical Practice Improvement, Compliance, Customer Service, Information Technology, Integrated Health Care, Legal, Managed Care Operations, Management & Budget, Purchasing, Quality Improvement, Recipient Rights, Substance Use Disorders

## **CLINICAL POLICY**

No

# INTERNAL/EXTERNAL POLICY

EXTERNAL

## EXHIBIT(S)

Mini-Grant Guidebook

### Attachments:

[Mini Grant Guidebook - 2017 GGRSFCI manual](#)

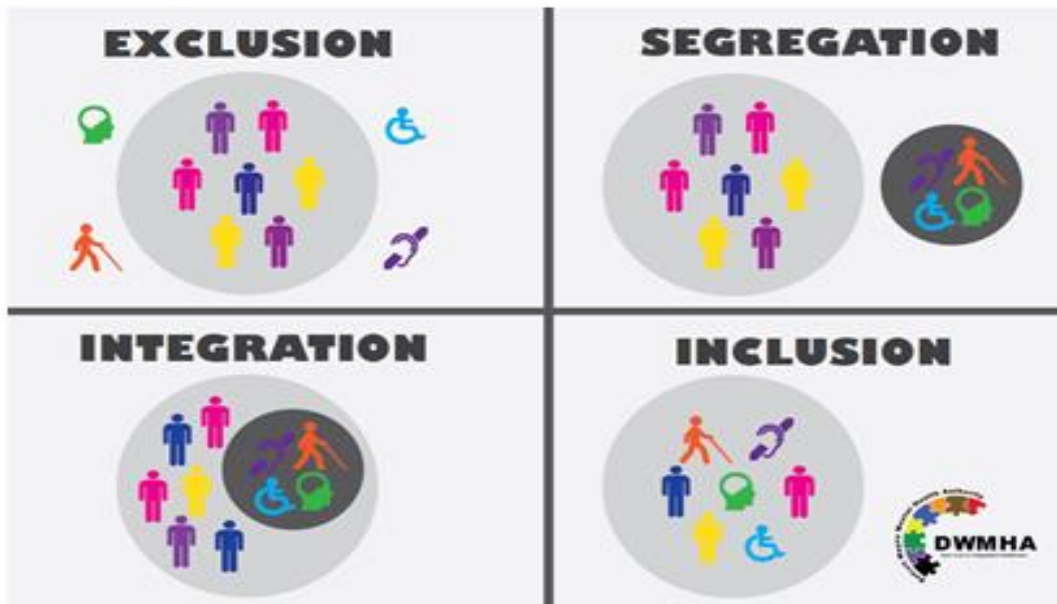
### Approval Signatures

Approver	Date
Ronald Hocking: Chief Operating Officer [DL]	07/2017
Dana Lasenby: Deputy Chief Operating Officer	05/2017
Allison Smith: Project Manager, PMP	05/2017
William Sabado	04/2017
Muddasar Tawakkul: Director of Compliance/Purchasing [AS]	04/2017
Tracey Lee: Director Claims Management [AS]	04/2017
Darlene Owens: Director, Substance Use Disorders, Initiatives	03/2017
Jody Connally: Director, Human Resources	03/2017
Michele Vasconcellos: Director, Customer Service	03/2017
Julia Kyle: Director of Integrated Care	03/2017
Kip Kliber: Director, Recipient Rights	03/2017
Bessie Tetteh: CIO	03/2017
Mary Allix	03/2017
Rolf Lowe: Assistant General Counsel/HIPAA Privacy Officer	03/2017
Maha Sulaiman	03/2017
crystal Palmer: Director, Children's Initiatives	03/2017
Stacie Durant: CFO Management & Budget	03/2017
Corine Mann: Chief Strategic Officer/Quality Improvement	03/2017
Sarah Sharp: Consultant	03/2017
Diana Hallifield: Consultant	03/2017
Carmen McIntyre: Chief Medical Officer	03/2017
Donna Coulter	03/2017



**George Gaines &  
Roberta Sanders  
Fund for Community Inclusion**

*Knitting Together Dreams*



**The Detroit Wayne Mental Health Authority  
Constituents' Voice (CV)  
Last updated 4/28/2017**

**List of Topics**

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# Introduction

The George Gaines and Roberta Sanders Fund for Community Inclusion (“the Fund”) was envisioned by Tom Watkins, the President/CEO of the Detroit Wayne Mental Health Authority (DWMHA). Mr. Watkins wanted to see a peer-led mini-grant by and for people who receive Detroit-Wayne services. The Fund was designed to increase the community presence and participation among people served. The Fund was named for former DWMHA board members George Gaines and Roberta Sanders due to their demonstrated commitment to service recipients being more meaningfully included in the larger community.

The Constituents’ Voice, which is the DWMHA advisory group for persons served, has been charged with overseeing the award and administration process. Early in its work, the CV was inspired by the story of one beneficiary who wanted to again play drums professionally. The individual, however, lacked the money to buy a new set of drums and while included in his treatment plan, his dream could not be covered using the typical community mental health resources. Awards are up to \$500 per individual, and sufficient to support people like the drummer access their unfunded dreams.

To qualify, applicants must live in the Detroit-Wayne County region and be active recipients of its community mental health services. Because the Fund is a resource of last resort, applicants must first determine that their community mental health provider is not able to cover the service using its resources, e.g., Medicaid, General Fund, grants, etc. Qualifying applications will be scored by at least two members of the Constituents’ Voice Peer Review Team. Applications must have at least 24 of the possible 30 points to be recommended for an award and selection decisions are final.

# Grant Application Timelines

APPLICATION DEADLINE: MAY 31, 2017 BY 5:00PM

Application Submission Period

May 1 – May 31, 2017

Grant Review Period

May 24 – June 30, 2017

Public Announcement of Award Recipients

August 18, 2017

You may access the application for the *George Gaines & Roberta Sanders Fund for Community Inclusion* by entering in your browser, the link that follows: <https://form.jotform.com/70945534660157>

Applicants may get help completing this form using their own personal contacts, or by reaching out to our community partner, The ARC Detroit at:

The ARC Detroit | 51 West Hancock | Detroit, MI 48201

313-831-0202 (o) | 313-831-3693 (f)

Email: [thearcdetroit@aol.com](mailto:thearcdetroit@aol.com) | Website: <http://www.arc-detroit.org/>

*Incomplete or late applications will not be considered.*



## Grant Administration

- The Constituents' Voice annual conference is the primary means of raising funds for this effort. Funds are generated through sponsorship, vendor table, and registration fees during the event. Donations are accepted all year long, however.



- Awards are up to \$500 per individual, and issued annually as funds are available.
- The application is available online, and can be accessed via the DWMHA website. Paper copies of the application are not accepted.
- Grant applications are reviewed annually.

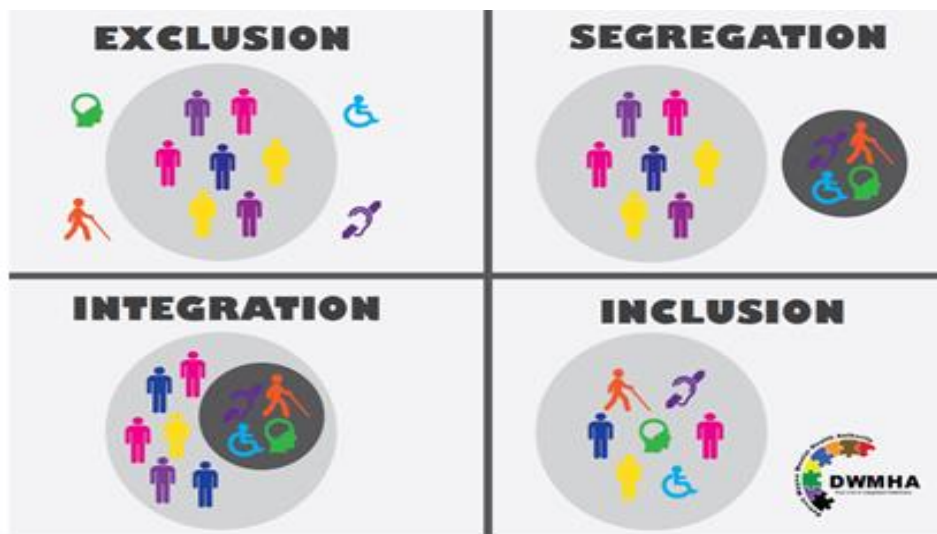
All applicants are notified of the decision within 90 days of the submission close date. Incomplete or late applications will not be considered.

# Selection Criteria

- Award recipients must be active (i.e., received services within the last twelve months) DWMHA beneficiaries living in Wayne County. An individual may only receive funding every other award cycle. Once funding has been received, individuals are considered ineligible for a mini-grant for up to 12 months from the time they received their award. Groups or organizations do not qualify, only individuals.



- The Constituents' Voice has defined community inclusion as “having a personal sense of meaningful participation and interaction in everyday life.” This ideal state, in comparison to an exclusionary, segregated, or integrated states can be further understood by examining the image that follows.



Through this grant, funding is available in the dimensions of community inclusion that follow:

1. HOUSING: e.g., housing first initiatives, community development agencies, home ownership programs
  2. EMPLOYMENT: e.g., training programs, supported employment
  3. EDUCATION: e.g., community and career colleges, supported education
  4. HEALTH/WELLNESS: e.g., community health clinics, gym memberships, nutrition classes
  5. ART/SPORTS: e.g., knitting classes, and sports teams intramural sports, music competition, marathon entry fee and civic groups
  6. CITIZENSHIP/CIVIC ROLES: e.g., voting, volunteering, driving, mobility, transportation
  7. VALUED SOCIAL ROLES: e.g., relationships, marriage and child rearing, typical social roles
  8. PEER SUPPORT: e.g., meet-ups, community meetings, peer to peer support gatherings
  9. SELF-DETERMINATION: e.g., Advocacy group membership, leadership training, money management course
- Individuals employed by the Authority, Constituents' Voice members, and immediate family members in either category are not eligible to apply.

# Evaluation Process

- Applications are reviewed and scored by members of the Constituents' Voice known as the Peer Review Team. The Peer Review Team is made up, 100%, of people with lived experience. Members on the Peer Review Team must sign a Nondisclosure and Confidentiality Agreement. Peer Review Team members must further sign a Conflict of Interest Statement, as well as on an ongoing basis, disclose and recuse themselves from evaluating any applications with which there is a perceived or real conflict of interest.
- Identifying information (e.g., names, birthdates, service provider, etc.) is removed from all applications before they are scored.
- All applications are judged based on a point system or scoring rubric. The maximum score is 30 points, and applications must have a score of 24 points or higher to qualify for an award. Rubric areas and corresponding scores follow: Specific (4 points), Measurable (4 points), Attainable (4 points), Relevant (4 points), Time-oriented (4 points), and the Personal statement (10 points).
- The DWMHA liaison pre-screens all proposals to ensure completeness. Only complete applications are considered by the Peer Review Team.



- Once submitted, an application undergoes a multi-step review process. All applications are first pre-screened for completeness, and then forwarded to members of the Peer Review Team to determine eligibility for funding.
- The Peer Review Team makes a formal recommendation to the Constituents' Voice which carries it forth to the President/CEO The Final decision cannot be appealed.

## Disbursements

- Funds are distributed in amounts up to \$500 per individual.
- Recipients must have a valid state ID and social security number to receive the funds.
- Financial awards must be used as described in the application. Awards cannot be used to purchase, support, or participate in any illegal activities. Applicants must request to make changes from the approved application in writing and in advance. Official notification will occur via standard and/or via email using the information provided in the application.
- Recipients must sign a release authorizing the DWMHA to use their name, image, and story for promotional purposes.
- Individuals are encouraged to include the project goal in their Person-Centered Plan (PCP) which is possibly a mechanism for getting additional supports toward goal attainment.
- Grant funds are disbursed in a single payment. Successful applicants are required to sign an agreement to comply with its terms and conditions prior to the release of funds, which includes an authorization to use their name, award amount and story for promotional purposes. Awards will be disbursed during the annual conference sponsored by the Constituents' Voice.
- Projects must be implemented and completed within one year of receiving the funds.

- Applicants are encouraged to provide an account or brief report of what was accomplished.
- Award recipients are encouraged to share information about the process and/or outcome of their project during scheduled DWMHA forums and other outlets (e.g., website, blogs, articles, news releases, story boards, etc.).
- Credit for funding must be given to the DWMHA and the Constituents' Voice.



# Questions and Answers

*Can individuals submit more than one application per year?*

No. Only one application may be submitted per person.

*If someone gets an award, can they apply again the following year?*

An individual may only receive funding every other award cycle. Once funding has been received, individuals are considered ineligible for a mini-grant for up to 12 months from the time they received their award.

*What if I don't have all of the information requested?*

To be considered, all applications must be complete. Gather all of the necessary information before going online to apply. As well, consider engaging a staff person, family members or friends to help you complete the form. You may also contact our community partner, The Arc of Detroit for assistance. Contact information for the Arc of Detroit is:

The ARC Detroit

51 West Hancock

Detroit, MI 48201

313-831-0202 (o) | 313-831-3693 (f)

Email: [thearcdetroit@aol.com](mailto:thearcdetroit@aol.com)

Website: <http://www.arc-detroit.org/>

*What can I do if I am having trouble completing the Grant Application?*



For technical assistance using the online form, applicants may use their own personal resources (e.g., family members, friends, staff, etc.) or contact our community partner, The Arc of Detroit. The ARC Detroit

51 West Hancock

Detroit, MI 48201

313-831-0202 (o) | 313-831-3693 (f)

Email: [thearcdetroit@aol.com](mailto:thearcdetroit@aol.com)

Website: <http://www.arc-detroit.org/>

*What if I don't have a computer to submit the form?*

As one option to gain computer access, you can visit your neighborhood library.

For a list of Michigan libraries, follow this link:

<http://www.publiclibraries.com/michigan.htm> But again, you may contact the Arc of Detroit for assistance.