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| Decorative2018-19 Mental Health & Alcohol and Other Drugs Facilities Renewal FUND |
| Year 4 2018/19 Guidelines |

## Background

The $10 million Mental Health and Alcohol and Other Drugs Facilities Renewal Fund for 2018-19 has been established as part of the Victorian Government’s commitment to improve quality and safety of care for both Mental Health and Alcohol and Other Drug service facilities.

The objective of the Fund is to support the delivery of mental health and alcohol and other drug services to the people in Victoria. Grants will be used to renew existing facilities to deliver contemporary models of care and address issues of Victorian state government funded facilities. The grants are designed to assist public Mental Health Clinical Services, Alcohol and Other Drugs services and Mental Health Community Support Services – Youth Residential Rehabilitation to:

* + Improve consumer, carer and staff safety through capital investments that balance safety with the need to provide services in a therapeutic and least restrictive environment into existing facilities
  + Improve amenity to enhance recovery, rehabilitation and therapeutic opportunities
  + Minimise the use of restrictive practices or clinically inappropriate environments
  + Improve treatment service quality and efficiency of outcomes.

**Specifically, each submission should demonstrate how the submission will:**

* + Improve safety of consumers, carers and staff
  + Improve the experience of service for consumers and carers
  + Promote least restrictive practices
  + Support the advancement of recovery, or rehabilitation and therapeutic opportunities
  + Assist improving consumer choice and freedoms
  + Increase quality and efficiency in treatment service outcomes and capacity.

## How will this money be allocated?

The Victorian Health and Human Services Building Authority (VHHSBA) will oversee a submission / evaluation process in a manner consistent with other departmental infrastructure grant programs.

## Who can apply?

Funding is available to Victorian public Mental Health Clinical Services and Mental Health Community Support Services – Youth Residential Rehabilitation and all state-funded Alcohol and Other Drugs Services as described in the attached schedule. Services must have a current long-term lease on any property for which funding is sought.

## What are the grants for?

* Victorian state government funded services
* Minor refurbishment / repairs / upgrades of ageing facilities.

## Timeline

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| **Applications open** | 9:00am Monday 1 April 2019 |
| **Applications close** | 5.00pm Monday 20 May 2019 |

## Submission requirements and process.

Submission will be made using the SmartyGrants online submission portal.

All applications must be:

* From an eligible agency
* Endorsed by the Chief Executive Officer
* Submitted via the online Mental Health and Alcohol and Other Drugs Facilities Renewal Application Portal and include relevant supporting documentation (e.g. business case, design drawings, photos, cost plans, quotations and other supporting information).

**At** [**https://dhhs.smartygrants.com.au/mhfrfyear4**](https://dhhs.smartygrants.com.au/mhfrfyear4) **by 5:00pm Monday 20 May 2019.**

## Consultation and advice

Applicants are encouraged to seek assistance when preparing applications from the following:

* Victorian Health and Human Services Building Authority, Asset Strategy Unit on (03) 9096 2644 or via email mhfrf@dhhs.vic.gov.au
* Design Services, Victorian Health and Human Services Building Authority, (03) 9096 5611
  + - Engage the services of an expert design adviser and cost consultant.

## Assessment of applications

Applications will be assessed against the grant criteria to meet the government’s objectives for contemporary person-centred Mental Health and Alcohol and Other Drug treatment in Victoria. Applications should demonstrate:

* How the proposed changes will improve mental health and alcohol and other drug services for people in Victoria
* Alignment with and supporting government legislation, commitments, policies, recommendations and findings will also be viewed favourably, including (but not limited to):
  + - Victoria’s 10-Year Mental Health Plan
    - The Mental Health Act 2014 (Vic)
    - The Framework for Recovery-oriented Practice
    - *Promoting Sexual Safety, Responding to Sexual Activity, and Managing Allegations of Sexual Assault in Adult Acute Inpatient Units*
    - *Victoria’s Ice Action Plan*
    - *Victorian Charter of Human Rights and Responsibilities Act 2006 (Vic).*
    - *Community Visitors Annual Report 2016-17*
    - *Health 2040. A discussion paper on the future of healtcare in Victoria.*
    - *Victorian Suicide Prevention Framework 2016-25*
    - *Analysis and evidence for the request e.g. building reports, incident data trends, master and service plans supporting the issue.*

# **Grants assessment criteria**

Project submissions must address the need for minor refurbishment / repairs / upgrades of ageing facilities. The objective of the projects should be to deliver services that meet contemporary environmental and functional standards, be fit for purpose and reflect quality and safety standards. The investment should deliver one or more of the following:

* + Improve safety of consumers, carers and staff
  + Promote least restrictive practices
  + Support the advancement of recovery, or rehabilitation and therapeutic opportunities
  + Assist improving consumer choice and freedoms
  + Increase quality and efficiency in treatment service outcomes and capacity.

***Alcohol and Other Drugs submissions are capped at 2 submissions per agency with a project minimum of $20,000 (excluding GST) per project and a maximum of $200,000 for minor construction, remodelling and refurbishment projects.***

***Mental Health submissions are capped at 2 submissions per agency with a project minimum of $10,000 (excluding GST) per project and a maximum of $500,000 for minor construction, remodelling and refurbishment projects.***

# **What will you report back?**

Successful applicants are required to:

* adhere to agreed scope of works,
* funding guidelines
* reporting requirements articulated in funding confirmation advice.

A final report should be submitted that includes summary of deliverables and funds expended upon completion of the project.

# **Appendices**

1. Criteria
2. Construction Projects in Victoria - References and Links
3. Eligible services

# **Conditions of funding**

1. The funds provided must not be used for any purpose other than that for which the grant was made.
2. The funds provided are based on your organisation’s submission to this fund. Any increased capital/project costs associated with the project will be the responsibility of the health service / agency.
3. No recurrent growth is required to deliver this infrastructure / capital works.
4. Funds are a one-off grant. Applicants should demonstrate that project viability is not dependant on continuing capital funds.
5. Funding will be provided in two stages. An initial payment of 80% and final 20% paid upon project completion.
6. Capital works shall not require additional recurrent funding from the department.
7. On completion of the project a final report must be provided to Victorian Health & Human Services Building Authority.
8. Projects should be fully acquitted by June 30, 2021 (end of Financial Year). Failure to complete the project within the specified time, may see a recall of allocated funds.
9. If other contributing organisations fail to provide funding, the Victorian Government is not obliged to provide this funding.
10. The project(s) will be directly managed by the health service / agency organisation in a manner that reflects government procurement and probity guidelines.
11. Project reports will be made to the department as required.
12. Asset registers and other related registers are required to be updated.
13. Capital development projects must be completed in accordance with, National Construction Code and relevant Australian Standards, regulatory requirements and guidelines (<http://www.capital.health.vic.gov.au>).

# **Appendix 1- Criteria**

The following criteria will be used to assess the application and will be considered with the evidence provided. Please note the criteria are also outlined in the application form.

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| **Criteria number** | **Criteria** | **Descriptor** | **Weighting** | |
| **Criterion 1** | Strategic Alignment | Alignment with Government commitments and policies | 15% |
| Alignment with the applicants’ strategic plans, Statement of Priorities, service plan and masterplans *(where relevant).* |
| **Criterion 2** | Consumer and carer engagement and leadership with proposal | Demonstrate how consumers and carers have been fully engaged in the project design, prioritisation and may be involved in project implementation. | 15% |
| **Criterion 3** | Facility improvement | Addresses poor quality aged amenity plus one or more of the following:  • Meets contemporary practice, such as the conversion of double bedrooms into single rooms, remodelling mental health high dependency areas.  • Improves safety, such as ligature risks, addressing gender safety needs  • Grants consumer swipe card access to rooms and/or facility  • Provides improved amenity, e.g., upgrading unsafe and degraded outdoor/indoor spaces,  • Improves the experience of service for consumers and carers.  • Creates adaptable spaces for family and carers of all ages to spend time engaging with staff for support and visiting  • Creates specific spaces for drug withdrawal to reduce distress to other consumers. | 30% |
| **Criterion 4** | Treatment outcomes | Effect on one or more of the following:  • Reduces restrictive or inappropriate environments for clients or staff.  • Improves consumer health and wellbeing and addresses the incidence of suicide / near misses  • Improves access to the “right care right time”  • Addresses service fragmentation  • Improves local service options to meet best practice, support individual recovery and reduce readmission rates  •Address client physical health needs, e.g., through exercise or mobility areas | 35% |
| **Criterion 5** | Project readiness and Governance | The degree to which health service/agency governance structures and processes are in place to oversee the proposed project readiness, development, implementation, monitoring and reporting. | 5% |

# **Appendix 2 - Construction Projects in Victoria - References and Links**

**Some Useful links:** The following sites provide an overview of the requirements for government funded projects in Victoria.

**1. Australasian Health Facility Guidelines**

<https://healthfacilityguidelines.com.au/>

**2. Australian Government Fair Work Building and Construction Code**

<https://www.fwbc.gov.au/building-code>

https://www.abcc.gov.au/building-code

**3. Department of Health and Human Services Website**

* **Capital Development Guidelines, Essential Services Guidelines, Property Management**

<http://www.capital.health.vic.gov.au/>

* **Design Guidelines for Hospitals and Day Procedure Centres**

<http://healthdesign.com.au/vic.dghdp/>

* **Fire Risk Management Unit**

<http://www.dhs.vic.gov.au/about-the-department/our-organisation/organisational-structure/our-groups/fire-risk-management-unit>

https://dhhs.vic.gov.au/fire-risk-management-unit

* **Medical Equipment and asset management**

<https://www2.health.vic.gov.au/about/publications/policiesandguidelines/medical-equipment-asset-management-framework-part-c>

**4. Department of Treasury and Finance website**

The Project Development and Construction Management Act 1994 provide the overarching legislation under which public construction in Victoria is carried out. Section 30 of this Act provides that *“The Minister may issue written directions, not inconsistent with any other Act or statutory rule, relating to public construction”.*

* **Delivery of government funded projects in Victoria**

<http://www.dtf.vic.gov.au/Infrastructure-Delivery/Public-construction-policy-and-resources>

* **Ministerial Direction 1: Tendering Provisions for Public Construction**

<http://www.dtf.vic.gov.au/Publications/Infrastructure-Delivery-publications/Public-Construction-Policy/Ministerial-Direction-No-1-Tendering-Provisions-for-Public-Construction>

* **Ministerial Direction 2: Contractual Provisions for Public Construction**

<http://www.dtf.vic.gov.au/Publications/Infrastructure-Delivery-publications/Public-Construction-Policy/Ministerial-Direction-No-2-Contractual-Provisions-for-Public-Construction>

* **Ministerial Direction 3: Bushfire provisions for buildings of a public nature**

<http://www.dtf.vic.gov.au/Publications/Infrastructure-Delivery-publications/Public-Construction-Policy/Ministerial-Direction-No-3-Bushfire-provisions-for-buildings-of-a-public-nature>