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| 2020-21 Mental Health and Alcohol and Other Drugs Facilities Renewal Fund  Frequently asked questions |

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# General

## What is the Mental Health and Alcohol and Other Drugs Facilities Renewal Fund?

### The Mental Health and Alcohol and Other Drugs Facilities Renewal Fund for 2020-21 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 key objectives of the Mental Health and Alcohol and Other Drugs Facilities Renewal Fund is to support:

* enhancement of service capacity and delivery of contemporary models of care
* improvement of consumer and staff amenity
* the effectiveness and efficiency of mental health and alcohol and other drug services
* the safe working environment for consumers and staff.

### The capital funding will result in delivery of renewal, reconfiguration and refurbishments across a range of projects and service delivery streams and deliver the key state government policy objective of ensuring safe and fit for purpose mental health and alcohol and other drug services to Victorian consumers.

## Scope

* The fund is designed to assist public Victorian Mental Health Clinical Services, Mental Health Community Support Services and Alcohol and Drug services to complete minor construction, remodelling and refurbishment capital works.

Grants can be used for the following

* **Construction:** minor infrastructure including, remodelling and refurbishment projects to address aged building fabric, compliance and demand issues;
* **Non construction:** equipment (standalone furniture, fittings, medical equipment, engineering infrastructure and plant);
* Information and communications technology and new technologies including systems to reduce usage and increase efficiencies of power and/or water.

## What types of projects will be prioritised under the Mental Health and Alcohol and Other Drugs Facilities Renewal Fund?

#### Priority will be given to applications that address the following initiatives:

* 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 and improve treatment service equality and efficiency of outcomes
* upgrade essential infrastructure such as plant equipment and addressing at risk asset failure.
* improve the asset’s environmental sustainability and indoor environment quality through implementation of applicable initiatives in the Environmental sustainability requirements and checklist.

The following are examples of projects which may be included in funding applications:

## Consumer and healthcare worker safety

* Funding to prevent and control high priority hazards and risks in the workplace and remediate these risks with minor capital works such as egress doors, room configuration / equipment (CCTV, duress alarms), appropriate signage and wayfinding that enhance the security and welfare of people in workplaces.

## Construction works

* remodelling and refurbishment projects to address aged building fabric, compliance and demand issues; and meet universal design standards
* need for buildings to be fit for purpose
* need for minor refurbishment / repairs / replacement / reconfiguration and upgrades of ageing facilities that reflect infrastructure risk mitigation strategies
  + kitchen upgrades or equipment
  + assets located underground and reticulation services
  + waiting room configurations (infection control and prevention)
  + tearoom configurations (infection control and prevention)
  + accessible paths and ramps, Changing Places toilets
  + additional consulting rooms.

## Equipment

* funding for minor medical equipment that is at end of life or new equipment needed to support contemporary models of care and improvement in patient outcomes; items such as ECT machines
* replacement of engineering infrastructure, including air conditioners and HVAC systems
* pathology equipment and medical fridges and freezers
* specialised furniture and fittings in procedure rooms
* dispensing units.

# Ineligible and excluded items

* operational funding
* fixtures, fittings and furniture not associated with a refurbishment project. Routine replacement of furniture and fittings that are worn is the responsibility of agencies to manage as part of their existing maintenance and replacement program
* motor vehicles
* planning funding for future redevelopment/growth projects
* projects that are additional stages of previously funded projects will be de-prioritised

## Can a health service / agency submit more than one application to the 2020 –2021 Mental Health and Alcohol and Other Drugs Facilities Renewal Fund?

Yes, health services may submit a maximum of two (2) applications for the fund in alignment with eligibility criteria. Each application should be prioritised (i.e. priority 1 and 2) and endorsed by the Chief Executive Officer.

## Should different proposals be combined in the same application?

No. Each project will require a separate application to the Mental Health and Alcohol and Other Drugs Facilities Renewal Fund. Health service/agencies are required to rank the relative priority of each application on the first page of the application form.

## Can I apply for projects that may be eligible under other funding sources?

Yes. Health services and agencies can still apply but should identify in their applications that they have submitted proposals to other funding sources. Note that under the conditions of funding, funding is not available for projects previously funded or already approved for funding from another source.

## When does my project need to be completed?

All projects must be completed within 18 months for the grant award date.

## Can funds be sought for projects to leased properties?

Projects that relate to capital works to property not owned or controlled by the State Government will be considered. However, it is preferred that such property should not be mortgaged nor encumbered. In such circumstances the Department will require a legally binding agreement with the mortgagee or charge of the property. Applications should clearly outline the lease term.

# Applications

## When do applications close?

5:00 pm on Monday, 19 July 2021.

## How do I submit an application?

Applications must be submitted though the SmartyGrants Portal.

<https://dhhs.smartygrants.com.au/MHAODFRF20-21>

The Application Form must be completed in its entirety. Further supporting information is to be provided as attachments.

## Will hard copies be accepted?

No. All submissions must be submitted via the SmartyGrants portal.

## What information should the application include?

Applicants should read the Mental Health and Alcohol and Other Drugs Facilities Renewal Fund 2020-21 Guidelines in full before submitting.

Please consider your eligibility and alignment of the proposal with the guidelines and criteria, prior to submitting your proposal.

The application form and the CEO declaration must be completed for each proposal to the Mental Health and Alcohol and Other Drugs Facilities Renewal Fund.

Relevant supporting documentation can be included as attachments to the application.

Applications should include the following information:

* How the proposed changes will improve Mental Health and Alcohol and Other Drug treatment services for Victorian people
* 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 healthcare 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.
  + Interim and Final Reports of the Royal Commission into Victoria’s Mental Health System.
* Anticipated key milestones data in accordance with the payment schedule milestones
* How any risks have been identified and mitigation strategies to address these
* Evidence to support the problem / issue / risk or opportunity:
  + Incident data
  + Reports from the Office of Chief Psychiatrist
  + Independent reports from specialists detailing current risks and or issues and how the project will address these
* Evidence how the proposed changes will improve the asset’s environmental sustainability and indoor environmental quality, including completion of the checklist in *Environmental sustainability requirements and checklist*.
* Describe the benefits your project is expected to achieve supported by metrics/ data to measure current performance and targeted outcomes, with timelines based on the successful delivery of the project.

## What file types and naming conventions should be used in applications?

The conventions and file types to be used in the submission are on the Mental Health and Alcohol and Other Drugs Facilities Renewal Fund 2020-21 SmartyGrants Application form.

## How will my application be assessed?

Applications will be assessed in a panel arrangement using a defined set of assessment criteria. Submissions should reflect agreed policy objectives and reflect how the proposed works will meet the objectives for contemporary person-centred Mental Health and Alcohol and Other Drug treatment in Victoria.

The following criteria will be used to assess the application and will be considered with the evidence provided.

* Applications that address multiple criteria are at a distinct advantage. It is expected that all design solutions will be consistent with VHBA’s design guidelines and Health Technical Advice.

| **Criteria number** | **Criteria** | **Descriptor** | **Weighting** |
| --- | --- | --- | --- |
| **Criterion 1** | **Project readiness** | Organisational readiness to implement the project, including key milestones and expected timeframe for completion. Relevant supporting documentation as outlined in the submission requirements section of this document must be provided.  All project dependencies must be listed including their potential impact on the project cost, schedule, scope and benefits. | Projects will be assessed as ready, partially ready or not ready |
| **Criterion 2** | **Governance** | The degree to which health service/agency governance structures and processes are in place to oversee the proposed project development, implementation, monitoring & reporting.  This relates to the governance framework supporting transparency, probity and accountability relating to the delivery of this proposal. | Project governance will be assessed as strong, good or inadequate |
| **Criterion 3** | **Strategic alignment** | Alignment with government commitments and policies including the Interim and Final Reports of the *Royal Commission into Victoria’s Mental Health System*.  Alignment with:   * strategic plan * statement of priorities and/or service agreements * service plan and master plan (where relevant). | 30% |
| **Criterion 4** | **Service efficiency and demand pressure** | Addresses one or more of the following:   * service capacity (for example, improved service options, reduced service fragmentation) * demand pressure * models of care (for example, contemporary models of care/improved services closer to home) * service efficiency of targeted services * efficiency (for example, new infrastructure, equipment and technology) * health care improvement to your health service. | 30% |
| **Criterion 5** | **Healthcare quality and safety improvement** | Addresses one or more of the following:   * regulatory compliance * standards compliance * patient and staff amenity * safety, quality * risk. | 30% |
| **Criterion 6** | **Environmental sustainability** | Alignment with the applicable environmental sustainability initiatives in environmental sustainability requirements and checklist. | 10% |

**Assessment of Applications will be assessed in three phases:**

* Initial review of application for compliance, eligibility and buildability readiness
* Internal departmental Program review
* Prioritisation and recommendations to the Minister for Health for endorsement.

## Can I make changes to my application after it has been submitted?

If you need to alter your application after it has been submitted but before the application period closes, please contact us via [mhfrf@health.vic.gov.au](mailto:mhfrf@health.vic.gov.au). Once the Round closes on Monday 19 July 2021 applications are unable to be altered.

## How will I know the outcome of my submission?

All applicants will receive written notification of the outcome of their submission following completion of the assessment process. Successful projects will be listed in due course on the Mental Health and Alcohol and Other Drugs Facilities Renewal Fund webpage.

# Further Information

## Where can I get further information or assistance?

If you require further information or assistance in relation to the requirements of the MHFRF – 2020-21 please contact us via email on [mhfrf@health.vic.gov.au](mailto:mhfrf@health.vic.gov.au)

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| To receive this publication in an accessible format phone Rob Knox on 0414 274 917 using the National Relay Service 13 36 77 if required, or email Mental Health and Alcohol and Other Drugs Facilities Renewal Fund [mhfrf@health.vic.gov.au](mailto:mhfrf@health.vic.gov.au)  Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.  © State of Victoria, Australia, Victorian Health Building Authority June 2021.  Available at [Mental Health & Alcohol and Other Drugs Facility Renewal Fund](https://www.vhba.vic.gov.au/mental-health/alcohol-and-other-drugs/mental-health-and-alcohol-and-other-drugs-facilities-renewal) <[Mental Health and Alcohol and Other Drugs Facilities Renewal Fund | VHBA (vhba.vic.gov.au)](https://www.vhba.vic.gov.au/mental-health/alcohol-and-other-drugs/mental-health-and-alcohol-and-other-drugs-facilities-renewal)> |

