



HEALTHIER WORKFORCE CENTER of the MIDWEST

Promoting the Implementation of Recovery Friendly Workplaces Pilot Grant

The Healthier Workforce Center of the Midwest (HWC) is pleased to announce the availability of pilot funding to support the implementation of Recovery Friendly Workplace (RFW) programs, practices, and policies among small- and medium-sized enterprises. RFW programs are also referred to as Recovery Ready or Recovery Supportive Workplace programs. Funding is available for organizations serving multiple employers in Iowa, Kansas, Missouri, or Nebraska (e.g., Safety/Wellness Councils; Labor Organizations).

The HWC will provide a survey tool for successful applicants to use to identify employers that are ready to implement RFW programs, practices, and policies into their workplace. HWC will support the administration and analysis of the survey results.

Funding is available to assist employers with the implementation of RFW policies and programs. Successful projects will focus on organizational-level changes (e.g., policy changes, administrative controls, peer support programs, benefits changes).

Examples of qualifying projects could include plans to help employers:

1. Expand employment opportunities for people in or seeking recovery;
2. Facilitate help-seeking among employees with substance use disorder (SUD);
3. Ensure access to needed services, including treatment, recovery support, and mutual aid;
4. Inform employees in recovery that they may have the right to reasonable accommodations and other protections that can help them keep their jobs;
5. Reduce the risk of substance misuse and SUD, including through education and steps to prevent injury in the workplace;
6. Educate all levels of the organization on SUD and recovery, working to reduce stigma and misunderstanding, including by facilitating open discussion on the topic; and,
7. Ensure that prospective and current employees understand that the employer is recovery-ready and are familiar with relevant policies and resources.

Additional examples can be found on pages 13-21 of the Federal Recovery-Ready Interagency Workgroup's [Recovery-Ready Workplace Toolkit](#) and the National Institute of Occupational Safety and Health (<https://www.cdc.gov/niosh/topics/opioids/wsrp/default.html>).

Applications likely to be funded are those that demonstrate a commitment to (i) administering the HWC-developed [Assessment Checklist](#) before and after implementation of the applicant's RFW initiative, and (ii) promotion and evaluation of organizational resources for their members.

- Funds up to \$10,000 may be requested and can include costs for recruiting members to take surveys, developing Recovery Friendly Workplace content for their members that promote organizational solutions, and/or evaluation expenses. Potential formats include workshops,

webinars, toolkits, and peer training. Personnel costs for recruitment, development or adaption of materials, travel to member organizations, and survey incentives can be included.

- We will not review applications requesting funds for usual operating expenses.
- When requested, we will make efforts to link applicant organizations with appropriate academic specialists in TWH to promote collaboration between research institutions and community organizations and to assist in the development of successful applications.
- Evaluation metrics must include administration of the Assessment Checklist at the start and end of the project. Other metrics may include surveys, interviews, or case reports from employers describing the changes they have implemented, challenges, and success stories.

Eligibility

- Must be an organization serving multiple employers in Iowa, Kansas, Missouri, and/or Nebraska (e.g., Safety/Wellness Councils; Labor Organizations; Chamber of Commerce; HR/Safety/Health Groups; Unions)

Funding and Budget Considerations

Availability of funds for these proposals is conditional on continued funding of the HWC by NIOSH.

The maximum permitted budget is \$10,000 for direct costs and up to 10% for indirect costs, depending on the amount needed to achieve the desired aims.

Direct costs are those explicitly allocated to the project, including: salary and fringe for project team members, supplies, equipment, data collection and analyses, and travel associated with executing the project. However, no meeting/conference travel can be covered unless attendance is required to perform project activities.

Indirect costs (also referred to as “facilities and administrative” costs, or F&A) are infrastructure and/or overhead costs not directly related to the project itself. Institutions of higher education frequently have an indirect cost rate that has been negotiated with the federal government. Please use the following guidance:

- Project directors affiliated with organizations without a negotiated indirect cost rate should apply indirect costs at a rate of 10% of the project direct costs. For example, if the direct costs are \$10,000, then the indirect costs should be \$1,000, for a total cost of \$11,000.
- Project directors affiliated with organizations with a negotiated indirect cost rate are encouraged to discuss with appropriate officials the indirect cost rate that will be applied. Many applicants have received waivers or reductions in the indirect cost rate. In any case, please provide evidence supporting the indirect cost rate to be applied to the project, for example, by providing a link in the budget justification to the organization’s indirect cost guidelines or a letter from an official authorizing a waiver or reduction in indirect costs.
- To receive funding, successful applicants will need to register for an eRA Commons account and obtain a UEI number. See this link for instructions: <https://www.era.nih.gov/register-accounts/register-in-era-commons.htm>

Project directors are strongly encouraged to contact Mindy Sickels Sterbenz (mindy-sickels@uiowa.edu) for additional guidance in preparing budgets.

Application Deadlines and Review

Awards

Each award will be for a maximum duration of 18 months, assuming continued allocation of funds by NIOSH to the HWC. The release of funds to an applicant organization is contingent upon compliance with federal regulations. HWC personnel will provide support and technical assistance as needed during the duration of the grant.

Additional Assistance

Applicants are encouraged to contact Dr. Jon Davis (jonathan-a-davis@uiowa.edu), the HWC Pilot/Feasibility Projects Program Director and/or Dr. Shelly Campo (shelly-campo@uiowa.edu), the HWC Outreach Director, to discuss a proposal idea before initiating the application process.

Application Instructions

Before preparing and submitting an application, ask yourself:

- Does your organization have the experience or capacity to facilitate change in member organizations?
- Will the project increase your organization's or organizations' capacity for more comprehensive projects or delivery of services relevant to TWH?
- Is the funding amount adequate to complete your project objectives?
- Do you have adequate support from your organization(s) to conduct the project within the proposed timeframe?

If you would like to view the survey tool that successful applicants will use to identify employers that are ready to implement RFW programs, practices, and policies into their workplace, you can do so here:

https://hwc.public-health.uiowa.edu/wp-content/uploads/HWC-Recovery-Friendly-Workplace-Pilot-Grant_Pre-Assessment.pdf

Applying for a Recovery Friendly Workplace Grant

Download an application (a fillable pdf) here: <https://hwc.public-health.uiowa.edu/wp-content/uploads/HWC-Recovery-Friendly-Workplace-Pilot-Grant-Application.pdf>

Letters of support from organizational leadership can be included with the application.

Please email the application, along with any letters of support from organizational leadership, to jonathan-a-davis@uiowa.edu.

Additional Resources:

See the NIOSH resources below for useful information: Office for Total Worker Health®:
<https://www.cdc.gov/niosh/topics/opioids/wsrp/default.html>

Recovery Friendly Landscape Analysis
<https://archive.hshsl.umaryland.edu/handle/10713/20610>

Bureau of Labor Statistics' Recovery-Ready Workplace Toolkit
<https://www.dol.gov/agencies/eta/RRW-hub/Toolkit>

Informing the development of a recovery friendly workplace toolkit for small businesses https://injuryprevention.bmj.com/content/28/Suppl_1/A12.3

Strengthened workplace relationships facilitate recovery at work - qualitative experiences of an intervention among employees in primary health care
<https://bmcpriamcare.biomedcentral.com/articles/10.1186/s12875-021-01388-x>

The Importance of a Recovery Friendly Environment Following Treatment for Substance Use Disorder
[https://www.nursing.theclinics.com/article/S0029-6465\(23\)00008-7/fulltext](https://www.nursing.theclinics.com/article/S0029-6465(23)00008-7/fulltext)

Recovery Friendly Workplace Analysis - CDC, SAMHSA, NOSH
https://tools.niehs.nih.gov/wetp/public/hasl_get_blob.cfmID=14183&file_name=WTP_RFW_Report_07_2423_508.pdf

Recovery Friendly Workplaces on the Rise, Despite Limited Resources
<https://factor.niehs.nih.gov/2023/9/community-impact/recovery-friendly-workplaces>

NIEHS and NIOSH Explore the Expansion of Recovery Friendly Workplace Programs
<https://blogs.cdc.gov/niosh-science-blog/2023/08/07/rfw>

NIH - Recovery Friendly Workplace Programs
<https://tools.niehs.nih.gov/wetp/index.cfm?id=2621>