

UNITY of Greater New Orleans
New Orleans-Jefferson Parish-City of Kenner Homeless Continuum of Care
REQUEST FOR PROPOSALS #19-1
Transforming Lives Through Supported Employment

April 10, 2019

Purpose of RFP

The Substance Abuse and Mental Health Services Administration (SAMHSA) has issued a Funding Opportunity Announcement (FOA) for 2019 Transforming Lives Through Supported Employment (Short Title: Supported Employment Program). UNITY of Greater New Orleans, the lead agency for the Continuum of Care, is preparing a local funding application that will leverage the greatest resources for the New Orleans community and is seeking project sponsors for this initiative.

The purpose of the SAMHSA program is to support state and community efforts to refine, implement, and sustain evidence-based supported employment programs and mutually compatible and supportive evidence-based practices for young adults (ages 16-25) with serious emotional disturbance (SED), and adults with serious mental illness (SMI) or co-occurring mental and substance use disorders (COD). The program will increase community capacity to implement and sustain Supported Employment Program (SEP) models and integrated supports to improve competitive employment outcomes for individuals with SED, SMI, or COD.

The primary focus of this RFP will be the integration of supported employment for clients being served in existing PSH and RRH programs to assist homeless persons to obtain and maintain employment income, thereby assisting the goal of housing stability. All participants will be individuals with serious mental illness, serious emotional disturbance, or co-occurring mental and substance use disorders. Eligible programs must be participants in the CoC Coordinated Entry System. The service provider will be responsible for hiring and maintaining staff who will use evidence-based practices for supported employment.

UNITY is seeking 2-4 project sponsors to serve 15-60 clients at any moment with supported employment services. Project sponsors must agree to:

- Hire staff within 45 days of project start date.
- Staff and supervisor complete supported employment training.
- Attend mandatory meetings and trainings to reinforce the evidence-based practices.
- Timely complete and submit client assessments and reassessments (GPRA) as required by SAMHSA.
- Implement a sustainability plan to transition the project to other funding sources within four years of project start date.
- Increase employment of participants to reach over 50% employment rate.
- Achieve successful employment outcomes within 3-6 months of client enrollment.

If awarded through SAMHSA, project activities are expected to begin September 30, 2019 and end September 29, 2024.

Nonprofit or governmental agencies are eligible to apply; agencies that are currently members of the UNITY Service Providers and Professionals Association as well as those agencies not currently receiving funds through the CoC are equally encouraged to apply. If selected, project sponsors will be expected to provide the services over a 5-year period. **For more information about this RFP, please contact Valerie Coffin, Director of CoC Programs, at vcoffin@unitygno.org. Please check www.unitygno.org periodically for posts on answers to questions being asked about the RFP.**

-----Proposals are due to UNITY by NOON on Thursday, April 18, 2019-----

Expectations of Providers

Experienced service providers are being sought to provide supported employment evidence-based services that are responsible to the population(s) of focus and adhere to practice fidelity or standards. Services must be individualized and tailored to the needs of the client and address the needs of homeless individuals with serious mental illness, serious emotional disturbance, or co-occurring mental and substance use disorders. Providers should have at least two years of experience with the target population.

Services under the grant must include the following:

- Provide pre-employment services and counseling as necessary with the goal of identifying appropriate employment opportunities.
- Establish linkages and coordination with labor and vocational rehabilitation departments, businesses and education institutions that serve the population of focus.
- Establish relationships with local employers to provide employment opportunities for program participants.
- Provide staff to use SOAR to increase client access to Social Security Benefits. Staff must have completed the SOAR on-line training and input data into the OATS data system.
- Provide transportation for clients.
- Comprehensive case management based on evidenced-based practices provided through other funding sources (which can include CoC funds or Medicaid funded services).
- In conjunction with vocational services, provide comprehensive mental health services (psychiatric services including medication, psychotherapeutic interventions, family therapy(ies), case management, physical healthcare, social service supports including housing, legal services assistance, assistance accessing benefits).
- Housing coordination and recovery support services.
- Conduct SAMHSA’s GPRA client assessments at intake, 6 months, and 18 months. Timely submission of assessments must be no less than 90%.
- Project staff must successfully complete Certification training for Supported Employment, attend refresher trainings scheduled by UNITY, and participate in a fidelity review.
- Project staff may include a Certified Peer Support Specialist.

Expected Budget

Although no matching funds are required, providers must be able to provide case management supports using non-SAMHSA funding.

| Estimated Yearly Budget For Project Sponsor | Homeless Transition Age Youth | Homeless Adults |
|---|----------------------------------|-----------------------------|
| Budget Category | 15 clients at any moment | 30 clients at any moment |
| Staff Salaries 1 FTE Supported Employment Specialist/Job Developer (per 15 clients) Supervisor (part-time) | \$ 50,000 | \$ 138,000 |
| Fringe | \$ 11,500 | \$ 31,750 |
| Travel - Staff Mileage | \$ 1,000 | \$ 2,225 |
| Travel - Client Transportation | \$ 3,600 | \$ 7,200 |
| Case Management Supplies (including phone, copier, laptop, office supplies) | \$ 4,540 | \$ 9,080 |
| Client Supplies – IDs, clothing | \$ 2,000 | \$ 4,000 |
| Total Direct Costs | \$ 72,640 | \$ 192,255 |
| Indirect Costs | \$ 5,085 | \$ 13,458 |
| Total SAMHSA Budget | \$ 77,725 | \$ 205,713 |

Proposal Contents

Please limit your proposal to no more than five pages (not including attachments). Proposals must be emailed no later than **Noon on Thursday, April 18, 2019** to proposals@unityvgn.org. Agencies will be notified no later than Tuesday, April 23, 2019 whether they were selected as a project sponsor for the SAMHSA application.

1. Target Subpopulation (not scored)

Indicate whether you propose to serve Adult Homeless Individuals or Young Adults (age 16-25). Indicate your proposed caseload (at any moment) and the expected number of clients to be served over the entire 5 years of the project. Identify the project(s) that will be providing the housing for the clients in this program. Provide agency contact information.

2. Experience and Capacity (30 points)

- Relevant experience and past performance serving the target population with case management and housing supports. Describe experience using supported employment as an evidence-based practice. Describe your organization's licenses and certifications.
- Indicate EBPs used in your organization and describe how your organization supports fidelity to the models used by your agency.
- If applicable, describe past performance with SAMSHA-funded projects.
- Indicate whether your organization participates in the Department of Labor Employment First State Leadership Mentoring Program.
- Include specific outcome data related to housing stability, access to mainstream resources, and employment outcomes.
- Indicate your lead SOAR staff person, the number of clients assisted with SOAR in the past 12 months, and the outcomes as reported in the OATS system.

3. Housing First Approach to Serving Homeless Individuals, particularly those resistant to services (20 points)

- Describe your agency's commitment to a "Housing First" philosophy in working with your target population to provide housing assistance without requiring compliance with substance use treatment or mental health treatment or medication.
- Describe the special needs and challenges presented by individuals with serious mental illness or co-occurring disorders and particular challenges for your proposed target population.
- Describe your organization's strategies and experience in assisting homeless persons to voluntarily accept and access treatment and supportive services as needed to increase independence and housing stability.
- Describe a situation where a client is resistant to obtaining employment and the strategies that would be employed by your staff.

4. Program Design and Timeliness (20 points)

- Briefly describe how your agency will design and implement the program if funded.
- Describe the staffing pattern proposed for the project indicating position titles, level of effort, and qualifications (including certifications, languages and cultural competencies).
- Describe which evidenced-based practices are already being utilized by your agency or that you plan to utilize with this program, if funded.
- Describe your agency's ability to hire staff within 45 days and complete training the Supported Employment within 90 days of notification by SAMHSA that the project has been funded.
- Implementation plan should include a timeline for the first 12 months of the project indicating key activities including hiring of staff, staff training, client enrollment benchmarks, assessments, and post-employment follow-up activities.

5. Program Enhancement (10 points)

Describe what your agency will "bring to the table" to enhance the performance of this program. Describe what existing collaborations with relevant agencies your agency has developed that could be beneficial to this project. Relevant agencies include but are not limited to those dealing with substance use, mental health,

child welfare, juvenile justice, and primary care providers. No match is required, however, the program must bill Medicaid for any eligible services provided to clients with Medicaid. Primary case management services must be provided through a different source (which could be CoC funding). For any partnerships described with other organizations, indicate whether these partnerships are formalized through an MOU or other type of written agreement.

6. Cultural Competence (15 points)

Describe your organization’s cultural competence. Include experience, in serving with cultural sensitivity, people who are racially, ethnically and religiously diverse; who speak languages other than English (CLAS standards); who have a range of physical and mental disabilities; who are lesbian, gay, bisexual or transgender, who range in age from youth to elderly; and who are living on the street and extremely low-income. Describe your agency’s system to measure and prevent disparities in the provision of services. Indicate the diversity of management staff and board members and how your organization obtains client input about service delivery.

7. Other Scoring Considerations (5 points)

Each proposal is eligible for an additional 5 points to be determined by an independent review committee which will consider other factors in deciding which proposers would make a good project sponsor. These areas include:

- Contract compliance with previous projects regarding spending, timely billing, data quality, submission of required reports, findings and concerns, etc.
- Performance results from CoC and ESG Annual Progress Reports and monitoring reports.
- Consumer Feedback and Collaboration with CoC Coordinated Entry

Required Attachments (not counted towards page limit)

- Nonprofit documentation
- Copies of two most recent financial audits (including A-133 audit if applicable)
- Provide a resume of key personnel who will be responsible for the implementation and oversight of the program.
- Job Description(s) of proposed project staff

Optional Attachments (not counted towards page limit)

- Implementation Timeline Chart (optional)
- Budget Narrative (optional)

You may submit a detailed line-item budget and/or budget narrative that provides additional information regarding the proposed staffing pattern and costs for the proposed program. If your agency is selected to be included in the proposal to SAMHSA, you will be required to provide a detailed budget.

For more information about this RFP, please contact Valerie Coffin, Director of CoC Programs, at vcoffin@unitygno.org. Please check www.unitygno.org periodically for posts on answers to questions being asked about the RFP.

-----Proposals are due to UNITY by NOON on Thursday, April 18, 2019-----