

FY 2016 Employment Opportunities within Housing Agencies/Departments Bidders Conference



September 3, 2015-10-11am

Roma Barickman, Manager Housing Policy and Resource Section
Ohio Mental Health and Addiction Services



<http://mha.ohio.gov/Default.aspx?tabid=725>



Purpose of RFP

- to support competitive integrated employment opportunities within housing agencies and divisions/sections/departments part of Alcohol, Drug Addiction, and Mental Health (ADAMH)/Community Mental Health (CMH) contract Agencies for individuals with a lived experience of mental illness and/or substance use disorders residing in permanent housing.
- **Provide opportunities for individuals residing in housing owned, managed, operated by agency, board or other housing provider contracted by Board and are individuals served by the MH system to increase income.**



WHY??

- OhioMHAS believes recovery supports, including permanent housing and competitive integrated employment, are critical in assisting individuals with mental illness and/or a substance use disorder on in their individual paths of recovery.
- Competitive integrated employment can positively impact the quality of life for individuals living in permanent housing.
- Employment within housing industry can provide opportunities for other positions in similar organizations. These organizations can hire individuals with a lived experience of mental illness and/or substance use disorders as part an integrated workforce.



DEFINITIONS



Permanent housing

- housing in a setting that does not dictate a time limit for the tenancy - length of stay determined by the individual rather than a program. Units may be scattered sites, or within a larger housing complex, and are located in the community of the individuals' choice. Services and supports are available when needed or desired, but are not mandatory if included in the housing. Supports can be on site or off site, depending on individual need and specific setting. Permanent housing may provide opportunities for rental subsidies that allow individuals to afford to live in housing of their choice.

Competitive integrated employment

- -work in the competitive labor market that is performed on a full-time or part-time basis, in an integrated setting, and for which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities.

Important Information

- ❖ FY 16- MH Block Grant Funds- \$350,000
- ❖ Applicant MUST be Board with identified housing partner
- ❖ NEW positions within Housing Agencies/ Departments

Eligible Applicants

- Applicants must be Alcohol, Drug Addiction, and Mental health Services Boards (ADAMHS) or Community Mental health Boards (CMH),
- or combinations of ADAMHS/CMH Boards and local partners that have a distinct housing function and capacity to assist individuals with lived experience obtain integrated competitive employment of their choosing in housing settings.
- Boards submitting a joint proposal must designate a single fiscal agent for the proposal.
- Applicants (Board) must have the agency for positions determined at time of application.

Available Funding

- ❖ up to \$350,000 for the period beginning September 1, 2015 (NOW November) through June 30, 2016.
- ❖ Intent is to fund approximately twelve proposals
- ❖ Positions should be hired within 45 days of award notice.

Funding (Con't)

- ❖ Intent is to fund positions up to three (3) years at a reduced rate and require a commitment to sustain the funded proposal for a period of at least three years as outlined below:
 - Decrease is based upon the total award for each proposal awarded -
 - Year 1- 100% of awarded funds for proposed positions
 - Year 2- 75%
 - Year 3- 50%
 - After year 3 positions will be sustained by local dollars

There is no cash match required in year one. Cash match to in year 2 and 3 to sustain position at 100% funding levels.

Use of Funds

Eligible Uses of Funds:

- Salary and fringe benefits for newly established part or full time positions within the housing agency
- Funds must be used for competitive wages
- Funds are to be used for employment opportunities that would be available to any individual (only exception is certified peer supporter positions)
- **Intent is to employ individuals who have resided within housing owned, managed, operated by agency, board or other housing provider contracted by Board and are individuals served by the MH system**

Examples of Positions:

- Peer Supporter
- Housing Quality Inspector (Train individual to perform HQS inspections for Permanent Housing Units)
- Front Desk Staff (in PSH properties or other residential facilities)
- Maintenance Staff
- Receptionist
- Property Manager or Assistant
- Resident Manager
- Critical Time Intervention Specialist
- Benefits Counselor
- Residential/group home staff

Examples of potential positions to consider, but are not limited to

Ineligible Uses

- Funds may NOT be used to supplant current positions or existing budgeted funding for position(s).
- Items such as equipment, materials, supplies or other related items needed when hiring employees (e.g. computers, or desks).
- Rental subsidies or rent in lieu of competitive wage Employment that is not integrated and competitive
- Requests that include construction/renovation
- Stipends, or incentives in lieu of competitive wage



Proposal Requirements



Proposal Requirements

Proposal Narrative:

- ❖ The proposal narrative is limited to (6), single-spaced pages in 12 point font.
- ❖ This page limit does not include the budget table and budget narrative, outcomes evaluation plan, or required attachments.
- ❖ The following items must be included the proposal narrative, in the order presented below:

1. Cover Page

- Name of Board, address, phone number; executive director name and contact information; fiscal officer name and contact information; Contact person for grant and, applicant's federal tax ID
- Name of housing agency and/or division/section/department part of Alcohol, Drug Addiction, and Mental Health (ADAMH)/Community Mental Health (CMH) contract Agencies within CMH Agencies that will employ the individual(s), address, phone number and executive director name and contact information; fiscal officer name and contact information; Contact person for grant and, applicant's federal tax ID
- Amount of funding requested; number of positions; names of positions; hours for each position requested

2. Required Attachments:

- Table of Organization for agency current and with position (s) added
- Job Description Pay scale and benefits (if applicable)
- Budget
- Budget Narrative

- 
3. Describe how this position fits in to the mission and work of the organization.(Include how the position will meet an agency need and improve outcomes for residents).
 4. Describe how these duties were accomplished prior to this position being created. (Describe the deficit in the outcomes of residents as a result of not having position)
 5. Describe the training and orientation provided to employees of the organization. What training will be provided to the new position(s)?
 6. Describe the organizations hiring process and include a plan on how will you ensure recruitment of individuals with lived experience? How does the hiring process ensure individuals are treated fairly? Include a description of the agency's ability to have positions hired within 45 days of award notice.

- 
7. Describe the organization's experience with employing individuals with lived experience that have resided in housing owned or managed by your agency.
 8. Describe the steps your organization will take in order to help individuals whose positions are being funded through this grant access benefit planning.
 9. Describe the sustainability plan of the position (s) as the funding is decreased.
 10. Describe 3-4 outcomes that will be tracked and measured to demonstrate value of position and improved resident outcomes.

Budget Table and Budget Narrative:

- ▶ Applicant must provide a project budget and include the following:
 - ▶ Budget Table and Budget Narrative using the forms attached as Exhibits. The budget narrative support budget items.
 - ▶ A signed statement of assurance that these grant funds will not supplant current local, state, and/or federal funds for existing positions.

RFP Questions and Updates

- ▶ All Questions must be submitted electronically to HousingAndEmploymentRFP2016@mha.ohio.gov and must be submitted no later than 12N on September 16th at 12N to ensure responses will be posted prior to RFP due date.
- ▶ All questions and answers will be posted to the website within two business days of receipt. Applicants may NOT contact any OhioMHAS staff member directly with questions regarding this RFP. Contacting staff directly could result in disqualification of a proposal.
- ▶ It is the responsibility of the applicant to check the website for updates and changes. Interested parties must check the website for any updates to the RFP.



Questions & Updates

- ▶ All documents will be posted to OhioMHAS website:

<http://mha.ohio.gov/Default.aspx?tabid=725>



Instructions for Submission of Proposal

- ▶ Proposals **must be submitted electronically to:**
HousingAndEmploymentRFP2016@mha.ohio.gov.
- ▶ **MAKE SURE** all documents are submitted together as attachments to one email,
- ▶ No faxed, mailed or hand carried proposals will be accepted.
- ▶ The submission must include the following documents: Proposal Narrative, Budget Template and Budget Narrative, Table of Organization, Job Descriptions, relevant policies and procedures, , and Outcomes Evaluation Plan.



The deadline for submission of proposals is Monday September 21, 2015 12 Noon



Factors and Criteria for Evaluation of Applications

- Proposals received after the deadline, or that do not include the required covered page, required attachments, budget table, and budget narrative or meet submission requirements, will not be evaluated. Qualifying proposals will be evaluated according to the following criteria, weighted as indicated:

Proposal Narrative	Rating	Score
Includes a complete description of duties and responsibilities of the position (s) requesting to be funded		
Provides a description of how new position(s) fits in to mission and work of the housing agencies and divisions/sections/departments and how this position meets agency need and will improve resident and agency outcomes,		
Provides details on the organizations hiring process, and recruitment of individuals with lived experience. Includes how fairness is a value of process. Includes ability to hire positions within 45 days of award notice.		
Description of training and orientation you give all employees of the organization and if applicable what specific training may be needed for the new position.		
Proposal includes a clear plan on how the organization will help the individual access benefit planning.		
Description of the plan of how funding will be sustained as funding is decreased over next 2 years as well as sustainability beyond the 3 year grant.		
Applicant is able to identify 3-4 outcomes that will be tracked and measured to demonstrate value of position to enhance resident or agency outcomes.		

Total Technical Score	
Rating	Explanation
0	Does Not Meet. Proposal does not comply with the requirement and/or does not meet expectations for the criterion.
1	Weak. Proposal does not substantially meet the requirement and/or does not substantially meet expectations for the criterion.
2	Moderate. Proposal generally meets requirement, but is weak in meeting minimal expectations for the criterion.
3	Meets. Proposal meets the requirement, and meets expectations for the criterion.
4	Strong. Proposal meets the requirement and exceeds expectations for the criterion.
5	Greatly Exceeds. Proposal meets the requirement and significantly exceeds expectations for the criterion.

Selection of projects for award will be based upon the technical score, budget, and how well the proposed position (s) related the need and ability to improve resident lives.

Conditions of Award

- OhioMHAS reserves the right to reject, in whole or in part, any and all proposals where OhioMHAS, taking into consideration factors including, but not limited to, cost and the results of the evaluation process, has determined that the award would not be in the best interest of OhioMHAS.
- OhioMHAS reserves the right to make no award, make an award for a lesser amount, make an alternative award for the specified project or make an award for a shorter duration. OhioMHAS reserves the right to ask clarifying questions, issue conditional awards, and negotiate a best and final proposal with one or more applicants(s). OhioMHAS reserves the right to waive errors and omissions that do not materially affect the proposal. Errors and omissions may result in lower evaluation scores or rejection of the proposal.
- Awardees must work with OhioMHAS to report outcome measures relating to the project.
- Awardees will be solely responsible for reporting, withholding, and paying all employment related taxes, payments, and withholdings for his/her self and any personnel, including but not limited to: Federal, State, and local income taxes, social security, unemployment or disability deductions, withholdings, and payments.
- Awardees must execute OhioMHAS' Agreement and Assurances upon notice of award. For reference, a copy is included on the Ohio Mental Health & Addiction Services website: <http://mha.ohio.gov/Default.aspx?tabid=725>

Questions & Answers Already Posted

- Can an ADAMH funded agency apply for this grant alone or does it need to apply for it jointly with their local ADAMH Board?

Answer: Applicants must be Alcohol, Drug Addiction, and Mental health Services Boards (ADAMHS) or Community Mental health Boards (CMH), or combination of ADAMHS/CMH Boards and local partners that have a distinct housing function and capacity to assist individuals with lived experience obtain integrated competitive employment of their choosing in housing settings. Applicant must be the Board with an identified contract agency.

- Can these funds be used to fund a development position within a shelter or transitional living program?

Answer: Not clear on the question regarding development position. The intent of the grant is to create positions for individuals with lived experience in housing agencies and divisions/sections/departments within mental health and recovery board contract agencies that will enhance resident or agency outcomes and increase the number of individuals with lived experience who are competitively employed and living in independently in the community in order to help individuals achieve an enhanced quality of life.

- Does the following mean that the competitive employment options listed in Section IV A have to be designated positions for peer specialists or that the open positions which are available in the organization are open to peer specialists, along with other applicants without lived experience as the need arises:

Applicants must be Alcohol, Drug Addiction, and Mental health Services Boards (ADAMHS) or Community Mental health Boards (CMH), or combinations of ADAMHS/CMH Boards and local partners that have a distinct housing function and capacity to assist individuals with lived experience obtain integrated competitive employment of their choosing in housing settings.

Answer: All positions must be filled by individuals with lived experience who reside in permanent housing within the community. Although the agency may create peer specialist positions that will enhance resident or agency outcomes it is not required to have certified peer specialist. Please see section IV. Of the RFP for examples of positions.

