

# **Request for Proposal for Lorain County Projects for Assistance in Transition from Homelessness (PATH)**

## **Table of Contents:**

Definitions	Page 1-3
Statement of Purpose	Page 1
Scope of Work	Page 4-5
Proposed Evaluation Criteria	Page 5
Deliverables	Page 6
Term of Contract	Page 6
Payments, Incentives, and Penalties	Page 6
Requirements for Proposal Preparation	Page 6
Evaluation and Award Process	Page 6
Process Schedule	Page 7
Points of contact for future correspondence	Page 5
Budget Instructions	Page 7-10

Projects for Assistance in Transition from Homelessness (PATH) program provides funds for flexible community-based services for persons with serious mental illnesses and co-occurring substance use disorders that are homeless or at imminent risk of becoming homeless.

### **PATH Program Definitions**

**Contact:** Contact: Actual face-to-face interaction between a worker and any homeless individual. For a contact to take place there must be an exchange, either mind to mind (meaning person does not verbally respond) or actual, such as the delivery and acceptance of a sandwich or article of clothing. Contact via telephone may not be counted as a contact. All homeless persons may be contacted and referred to appropriate services.

**Engagement:** A process (or a stage) post initial outreach contact in which the homeless individual has not yet been enrolled as a PATH client, but the outreach worker regularly interacts with him/her and provides some assistance. The primary goal during the engagement is for the PATH provider to develop a working alliance with the client. Some possible engagement activities are: outreach, practical assistance to facilitate relationship building, crisis intervention, stabilization of psychiatric or other healthcare symptoms, support and assistance with family/social networks, and assessment of PATH eligibility.

**Enrollment:** Occurs when a PATH worker makes contact with a PATH eligible individual and completes/opens a PATH client file including the individual's written consent to services, thus making the contacted individual a client. Clients cannot be open to any mental health agency at the time of opening in the PATH program.

**Literal Homeless:** An individual who lacks housing (without regard to whether the individual is a member of a family), including an individual whose primary residence during the night is a supervised public or private facility (such as an emergency shelter) that provides temporary living accommodations and an individual who is a resident in transitional housing.

**Imminent Risk of Homelessness:** An individual who, without direct intervention, will become literally homeless (as defined above) within the next 30 days. The individual's current living situation may include one or more of the following criteria: doubled-up living arrangement where the individual's name is not on the lease, living in a condemned building without a place to move, arrears, high rent/utility payments that places the individual at risk of eviction within the next 30 days, having received an eviction without a place to move, living in temporary or transitional housing that carries time limits, being discharged from a health care or criminal justice institution without a place to live.

**Homeless Management Information System (HMIS):** The U.S. Department of Housing and Urban Development (HUD) and other planners and policymakers use aggregate HMIS data to better inform homeless policy and decision making at the federal, state, and local levels. HMIS enables HUD to collect national-level data on the extent and nature of homelessness over time. Specifically, an HMIS can be used to produce an unduplicated count of homeless persons, understand patterns of service use, and measure the effectiveness of homeless programs. Data on homeless persons is collected and maintained at the local level. The PATH team must enter client data into HMIS. PATH providers are expected to participate in HMIS technical assistance and training activities.

**Housing Services:** Specialized services designed to increase access to stable housing for PATH clients who have significant or unusual barriers to housing. These services are distinct from and not part of PATH-funded case management, supportive and supervisory services in residential settings, or housing assistance referral activities. These services include:

- Security deposits: provision of funds for PATH clients who are in the process of acquiring rental housing but who don't have the assets to pay the first and last month's rent or other security deposits to move in.
- One-time rental payments: one-time rental payments made for PATH clients who cannot afford to make the payments themselves, who are at risk of eviction without assistance, and who demonstrate need, based largely on income.
- Costs associated with matching eligible homeless individuals with appropriate housing situations: expenditures made on behalf of PATH clients to meet the costs, other than security deposits and onetime rental payments, of establishing a household. These may include items such as rental application fees, furnishings, and moving expenses. These may also include reasonable expenditures to satisfy outstanding consumer debts identified in rental application credit checks that otherwise preclude successfully securing immediately available housing.

**Outreach:** The process of seeking out PATH eligible individuals and beginning efforts to bring them into services and/or housing. There are two forms of outreach:

- Active outreach involves face-to-face interaction with literally homeless people in streets, shelters, under bridges, and in other non-traditional settings. In active outreach, workers seek out homeless individuals.
  - In reach occurs when outreach staff is placed in a service site frequented by those experiencing homelessness, such as a shelter or community resource center, and direct, face-to-face interactions occur at that site. In this form of outreach, homeless individuals seek out outreach worker.
- Indirect outreach may include methods such as distribution of flyers and other written information, public service announcements, and other indirect methods.

Please Note: These methods would only count for reporting purposes if they lead to meaningful, face-to-face interaction with either a PATH outreach worker or agency representative.

**Severe Mental Illness:** Mental illness in persons ages 18 or over with a diagnosable mental disorder of such severity and duration as to result in functional impairment that substantially interferes with or limits major life activities. Note: the SAMHSA (PATH) Website does not define which diagnoses are considered to be a severe mental illness. However, Ohio Department of Mental Health and Addiction Services provides further guidance on the definition of severe mental illness to include any mental health diagnosis that has impacted an individual's functioning to the point of being unable to maintain housing, employment, etc. When determining whether or not a diagnosis is severe, outside of major thought and mood disorders, Ohio Department of Mental Health and Addiction Services advises PATH outreach workers to consider the entire picture of the person's life circumstances and history such as:

- Current level of symptom distress
- Current functionality in all life areas, including but not limited to duration of homelessness
- Possibility of improvement without intervention, including but not limited to medication
- Functionality in all life areas during the past 7 months
- Involvement with other systems of care or benefit/assistance programs

**Staff Training:**

**VI-SPDAT** is a pre-screening, or triage tool that is designed to be used by all providers within a community to quickly assess the health and social needs of homeless persons and match them with the most appropriate support and housing interventions that are available. The PATH team will need to complete this assessment tool and enter it into HMIS for enrolled clients. The VI-SPDAT has specific protocols when the assessment is completed depending on housing status of enrolled PATH client.

**Goals of the PATH Program:** PATH program will support the delivery of eligible services to persons who are not engaged into mental health services and have serious mental illnesses and/or co-occurring substance use disorders. PATH priorities are (a) adults, (b) persons who are literally homeless, (c) street outreach (d) case management and (e) services which are not supported by mainstream mental health programs. The goal for these priorities is to refer and link PATH enrolled clients to behavioral health services and appropriate housing opportunities.

**PATH-Enrolled Clients and Services:** All PATH enrolled clients must have a severe mental illness and not be connected with mental health services at the time of enrollment. In this case, the following services can be provided to open PATH enrolled clients.

- Outreach services as defined above
- Screening and diagnostic treatment services- A continuum of assessment services ranging from brief eligibility screening to comprehensive clinical assessment.
- Habilitation and rehabilitation services- Community based treatment and education services designed to promote maximum functioning, a sense of well-being, and personally satisfying level of independence for individuals who are homeless and have mental illness/co-occurring disorders.
- Staff training: Materials, packages or programs designed to increase the knowledge or skills of individuals who work in shelters, mental health clinics, and substance abuse programs and other sites regarding the needs of the target population, job related responsibilities and service delivery strategies to promote effective services and best practices.
- Case management services: Services that develop case plans for delivering community services to PATH eligible recipients. The case plans should be delivered in partnership with people who receive PATH services to coordinate evaluation, treatment, housing and/or care of individuals, tailored to individual's needs and preferences. Case Managers assist the individual in accessing needed services, coordinate the delivery of services in accordance with the case plan, and follow-up and monitor progress. Activities may include financial planning, access to entitlement assistance, representative payee services, etc.
- Referral for mental and primary health services, job training, educational services
- Security deposit and one time rent payment

\*\*\*Services to homeless individuals that are not PATH eligible include referral to appropriate services. This service is counted as a contact if provided face to face.

**Program Expectations:**

- The team must engage/contact 223 people a year.
  - Only 10% of contacts can be in reach or working with individuals at imminent risk of becoming homeless.
  - 90% of contacts need to be outreach.
- The team needs to enroll 168 people a year.

- The team will need to connect 126 people to community mental health services a year
- A designated team member is required to actively participate in the Continuum of Care process through the local Homeless Taskforce.
- The agency will need to complete and submit the following reports to the state PATH contact:
  - Annual Intended Use Plan (IUP) of proposed services for the following FY
  - Proposed Budget for the following FY
  - Quarterly PATH reports using HMIS data
  - Annual report summarizing HMIS data-reported

**Please note that the program expectations need to be met to maintain federal funding levels throughout the fiscal year: If standards are not met the PATH team is in jeopardy of having federal funding decreased during the current funding cycle.**

**PROPOSAL EVALUATION CRITERIA**

1. Describe the agency’s history working with literally homeless persons who have serious mental illnesses that are not in treatment and the number of years’ experience your agency has working with this population. Describe why the agency is the most appropriate and best qualified to implement this program in the target service area.	25--pts
2. Discuss how your organization plans to recruit, screen and train PATH outreach workers. Describe the characteristics you will seek in potential staff to work primarily in non-shelter locations with those who are literally homeless, including policies with regard to screening/background checks for employees. Include Proposed Staffing based upon the allocation of \$105,704 for the provision of eligible services.	15pts
3. Discuss your agency’s experience with entering data into HMIS and plans for and plans for ensuring all documentation and data entered into HMIS by the team is correct. Include information about how the supervisor will monitor that services are provided in accordance with the allowed PATH activities and that the community is aware of the services offered by the team.	15pts
4. Describe how enrolled individuals will be provided with or be linked to community mental health services.	10pts
5. Summarize the agencies administrative and organizational capacity to establish and implement sound administrative practices and successfully carry out the proposed program. Please provide contact information for references who can testify to the successful implementation of other (similar) granted programs by your agency.	20pts
6. Describe how your organization’s commitment to cultural competency is manifested in current hiring and training practices and will be manifested if your agency is awarded the grant.	5pts
7. Provide a realistic timeline beginning with notification of award and	5pts

spanning all activities that will be required for the program to be fully implemented.	
8. Provide a 12 month budget that does not exceed a maximum \$74,000 federal, and \$31,704 local for eligible services [not including \$21,114 for (C) Other-housing.] (See attached budget excel worksheet).	5pts
<b>TOTAL POSSIBLE</b>	<b>100pts</b>

**Deliverables:** It is anticipated that the recipient of this grant will make the following accessible for review:

- Verification that outreach workers have been through background checks, and other precautionary measures.
- Policies and procedures, including those related to boundaries and safety protocols when working with this vulnerable population.
- Evidence that all staff have completed training in cultural competence, trauma informed care and motivational interviewing (training will be provided by LCMHB if it is not available through the funded organization).
- Accurate completion of PATH quarterly reports and quarterly budget updates.
- Accurate completion of annual report.
- Accurate data entered into HMIS.
- Completed VI-SPDAT,
- Evidence of Participation in monthly Inter-Agency Housing Committee, Continuum of Care (CoC) and Coordinated Entry meetings.
- Participation in point in time count yearly through the CoC. The PATH team is responsible to perform count of literally homeless individuals on the night of the point in time count by visiting sites where homeless individuals are known to congregate-such as campsites under bridges.

**Terms Of Contract:** This contract will be valid for one year with renewal to be determined at the discretion of LCMHB Board of Directors and to be dependent upon outcomes produced.

**Payments, Incentives And Penalties:** LCMHB seeks proposals that outline how the services to be funded, the projected rate of these services and the likely productivity of these services.

**Please remember that the program expectations need to be met to maintain federal funding levels throughout the fiscal year: If standards are not meet the PATH team is in jeopardy of having federal funding decreased during the current funding cycle.**

**Requirements For Proposal Preparation:** Proposals should be no more that 10 pages of a typed text in a font of 12 or greater. Budgets, sample application and other supporting documents may be attached to the ten page document. Applications must be submitted in word format, allowing for LCBMH support staff to replace the

organization’s name with a generic title, enabling reviewers to objectively review applications.

**Evaluation And Award Process:** Proposals will be evaluated according to the stated criteria after the name of the applicant is removed. Proposals earning the most points as judged by the majority of the raters will be awarded the contract. If two proposals are scored equally, a list of questions will be submitted to the agencies with the highest scores with a request for further information. Responses to these questions that will assist LCBMH in determining the most appropriate recipient of funding.

**PROCESS SCHEDULE**

TASK	DEADLINES
A letter of intent should be submitted to Kathleen Kern <a href="mailto:kkern@lcbmh.org">kkern@lcbmh.org</a>	4:30 pm 7/7/17
Completed proposals should be emailed to <a href="mailto:vreyana@lcmhb.org">vreyana@lcmhb.org</a>	4:30pm 7/28/2017
If additional information is needed it will be requested	4:30pm 8/2/2017
Any requested additional information should be emailed to <a href="mailto:vreyana@lcmhb.org">vreyana@lcmhb.org</a>	4:30pm 8/8/2017
LCMHB staff will recommend a proposal for funding to the Board of Trustees during the August Board Meeting	8/24/17
Agency will be notified of reward within 48 hours of Board decision.	8/26/17
PATH Program will accept referrals	10/1/17

**POINTS OF CONTACT FOR FUTURE CORRESPONDENCE**

For information on the RFP or with any other questions please email:

Holly Cundiff at [hcundiff@lcmhb.org](mailto:hcundiff@lcmhb.org).

Questions regarding the RFP and the corresponding answers will be forwarded to all agencies that have completed a letter of intent by the deadline.

**Budget Specific Issues**

Neither federal PATH funds allocated to local boards nor local match funds may be used for costs associated with the administration of the grant. However, up to twenty-five percent (25%) of the federal PATH budget and up to 25% of the local match budget may be used for non-direct services such as travel, equipment, supplies, leasing of vehicles, and operating costs. The Travel, Equipment, Supplies, and Other categories are separated into A, B and C for this purpose. Categories “A” and “C” are direct cost; categories “B” are non-direct. All expenditures funded through PATH funds must be



excluded from the rates of other federal funding sources (e.g., Community Medicaid, Title XX). All federal PATH funds must be directly attributable to a derived benefit to the targeted PATH population.

Totals on Budgets Worksheets and Budget Narratives must exactly match the PATH Project Allocation. Budget Worksheets and Narratives that do not match will be returned and may put the Project at risk of losing part or all of their funding.

### **Personnel (Salaries and Wages)**

**Direct Cost:** Includes costs associated with the salaries of local PATH program staff, including outreach workers, nurses, psychiatrists, and project coordinators. Personnel may include portions of the salaries of administrative and support staff directly attributable to the costs of delivery of PATH services, such as planning, supervising, organizing and documenting the delivery of PATH services. The local narrative must provide a breakdown of each position funded by PATH, the annualized PATH funded salary for each position, and percentage of PATH funded FTE(s).

### **Fringe Benefits**

**Direct Cost:** Includes costs associated with the fringe benefits for local personnel described above. Costs may include, but are not limited to, social security, state unemployment insurance, workers compensation, medical/dental insurance, short and long term disability, life insurance, pension, payroll taxes. This expense is often expressed as a percent of the Personnel cost.

### **Travel**

**Direct Cost:** Includes costs associated with travel for the day-to-day activities of the personnel described above, such as mileage reimbursement in accordance with the local board's travel guidelines or the costs (gasoline, maintenance) for a vehicle dedicated to and used exclusively for outreach. This may also include the costs of leasing such a vehicle. The narrative should explain how the total for travel was derived.

**In-direct Costs:** Includes travel costs associated with the personnel listed above attending trainings, workshops and conferences in and out of state and travel to make presentations to community groups that result in a derived benefit to the PATH client, including transportation, meals and lodging reimbursement in accordance with the local Board's travel guidelines. The narrative should explain how the total for travel was derived. The travel for in-direct services must be included in the 25% limit.

### **Equipment**

**Direct Cost:** Equipment is defined as an article of nonexpendable, tangible personal property having a useful life of more than one year. This includes costs for equipment that increases the availability and accessibility of mobile homeless outreach staff to PATH clients, and results in a derived benefit to the PATH client, such as beepers, mobile phones, laptop computers, and other electronic equipment. The narratives must include

the specific equipment, how the total was derived, and whether the equipment is being rented or purchased.

**In-direct Cost:** May also include office equipment necessary to implement the PATH program that results in a derived benefit to the PATH client, or prorated costs associated with the sharing of such equipment, such as telephones and computers. The equipment for in-direct services must be included in the 25% limit.

### **Supplies**

**Direct Cost:** Federal and match funds under this category are to be used for items that enhance outreach services, such as food or emergency food vouchers, bus tickets and cab/tokens/vouchers. Supplies may also include personal items needed for basic survival such as, but not limited to, clothing and blankets.

Funds may not be used to provide groceries for a person or for food on a continuing long-term basis.

Allowable supplies also include items such as emergency medical supplies and medication for clients who refuse to engage in outpatient services, but are in need of and amenable to psychiatric treatment delivered as part of outreach.

Note: supplies of medication may be funded only *if all of the following criteria have been met:*

1. They are dispensed due to urgent need
2. Local boards have set up protocols addressing the length of time medications should be administered
3. Local boards have established appropriate caps on either the amount of medication administered per person or cost per person

The federal and local match narratives must include specific detail about what type of supplies are purchased and how the total was derived.

**In-direct Cost:** Includes office supplies for the PATH program. This type of supply needs to be included as part of the 25% limit on federal and match funds allowed to be used for in-direct services. The federal and local match narratives must include specific detail about what type of supplies are purchased and how the total was derived.

**Note:** The narratives for the federal and local match funds for supplies must specifically describe the fiscal controls in place for expenditures on supplies.

### **Contractual**

**Direct Cost:** Includes costs associated with contracts for non-salaried direct service PATH program staff, such as contract medical or mental health personnel and trainers and consultants. Costs may also include contracting with interpreters for clients who have hearing impairments or who are non-English speaking. Costs may also include reimbursement for expenses, such as travel for a consultant. The local narrative must include the kind of contract and specific amounts. Each board should review the

contract's proposal to ensure the contract incorporates clear goals and deliverables.

### **Construction**

No federal or local match PATH funds may be budgeted for construction.

### **Other**

**Direct Cost:** Includes costs associated with the delivery of PATH services that do not fall into the other listed categories and which result in a derived benefit to the PATH client. Such costs may include those associated with the space shared by PATH outreach workers and consumers, such as building space which jointly houses offices, laundry and shower facilities. The local narrative must provide detail that includes specifically what comprises this category and the associated amounts.

**In-direct Cost:** May include costs for office space for the PATH program and costs associated with audits and utilities. These costs must be included as part of the 25% limit on federal and match funds allowed to be used for in-direct services.

### **Housing**

**Direct Cost:** In accordance with the PATH guidelines, up to twenty percent (20%) of federal PATH funds may be used for housing such as minor renovation, expansion, and repair of housing, planning for housing, technical assistance in applying for housing assistance, improving the coordination of housing and services, one-time rental payments to prevent eviction, security deposits, and the costs of matching individuals with housing. Local match for PATH eligible housing activities may exceed 20% of the local budget as long as the total amount for housing for the entire program (i.e. federal plus match) does not exceed 20%.

**In-direct Cost:** May include costs associated with community planning for housing such as the development of local mental health housing strategies and involvement in the local Continuum of Care. These costs must be included as part of the 25% limit on federal and match funds allowed for in-direct services.

Federal PATH funds may not be used to operate emergency shelters. A limited amount of the twenty percent (20%) of the federal PATH dedicated to housing may be used for vouchers for hotels or lease of a safe place for a homeless person to stay in for a very short duration when there is no other alternative. This may only be used as a specific outreach service. An example is providing a hotel voucher to a person who, because of symptoms associated with their mental illness, is likely to be victimized in a local emergency shelter. In this example, a documented case-by-case review procedure will need to be implemented between the board and agency.