

**ST. MARY'S COUNTY HEALTH DEPARTMENT
BEHAVIORAL HEALTH DIVISION
RECOVERY HOUSING FOR PREGNANT WOMEN & WOMEN WITH CHILDREN (RHPWWC)
GRANT REQUEST FOR PROPOSALS (RFP)
FISCAL YEAR 2023
SMCHD RFP #23-33**

OVERVIEW

The St. Mary's County Health Department Behavioral Health Division is issuing this RFP #23-33 to procure a provider for Recovery Housing for Pregnant Women and Women with Children in St. Mary's County. The preferred location of the housing is St. Mary's County however, housing locations in Southern Charles or Southern Calvert County will be considered. The Awardee will provide services utilizing a grant award of up to \$248,000 for February 15, 2023 - June 30, 2023 and \$250,000 in startup funding.

ELIGIBILITY REQUIREMENTS

To apply for this RFP an organization must:

- Be a community-based organization or provider in St. Mary's County
- If nonprofit, have a current 501(c) 3 status
- Be in good standing with the Maryland Department of Assessment and Taxation <http://www.dat.state.md.us>
- Be in good standing with the Office of the Secretary of State's Charitable and Legal Services Division <http://www.sos.state.md.us/charity/charityhome.aspx>, if applicable
- Maintain general liability insurance of at least \$1,000,000 per occurrence and \$3,000,000 aggregate.
- Must be a member of M-SARR (www.m-rocc.org)
- Have 2 years' experience providing recovery housing or similar services
- If current DOH grantee, grantee must be in good standing with the Department of Health

GRANT PROGRAM EMPHASIS

This RFP is designed to provide recovery housing in the community to support pregnant women and women with children in early recovery from substance use and/or co-occurring disorders.

For more information contact:

Tammy Loewe, Behavioral Health Division Director
Local Behavioral Health Authority (LBHA)
St. Mary's County Health Department
21580 Peabody Street, PO Box 316
Leonardtown, Maryland 20650
Tammym.loewe@maryland.gov
301-475-4330 Main Number

PROGRAM BACKGROUND AND INFORMATION

SMCHD Behavioral Health Division is issuing this solicitation for the purposes of contracting with a provider for the Recovery Housing for Pregnant Women and Women with Children Program (RHPWWC). RHPWWC provides a safe, stable, and supportive environment for women who are in early recovery from a substance use disorder and have at least one child in their custody; pregnant women may also qualify. This temporary living arrangement offers residents a secure atmosphere to rebuild their lives while developing the necessary skills to embark on a life of recovery.

Recovery housing is an additional means of support for individuals that are recovering from substance use; recovery housing provides shelter to individuals that are in need of temporary living environments. This is an environment that allows individuals to sustain sobriety while working towards achieving fully independent living. Recovery housing provides individuals and/or families the opportunity to become acclimated back into society while achieving long-term recovery.

Specifically for Women and Children, recovery housing is crucial in safe-guarding the family nucleus. Families are able to reside in a safe environment that is conducive to one's recovery as well as the safety of the child(ren) while still being able to work towards achieving fully independent living.

Grantees will also allow residents access to Care Coordination services. Care Coordinators are employed by the Department of Health, and possess strong knowledge and understanding of resources available for the Women residing in the recovery homes. Once the grantee has been approved to provide recovery housing services, grantee will then be reimbursed an occupied bed cost of \$34.00 per night for up to 20 women for up to 365 days.

Services should be provided for persons who:

- Are 18 years or older
- Are pregnant OR have custody of at least one child under the age of 18
- Have a diagnosed substance abuse disorder and be in recovery
- Participate in Substance Abuse Treatment or aftercare as appropriate
- Have been authorized by the SMCHD Behavioral Health Division

To apply, an organization or service provider must:

- Meet the eligibility requirements listed in this document
- Attend the Pre-Application Meeting (details below)
- Submit an application (Instructions - attachment 1) with Cover Page (attachment 2)
- Designate one person (Program Director) to be the Liaison with SMCHD Behavioral Health Division to provide information for grant reporting and evaluating the services provided
- Commit to meet with the SMCHD Behavioral Health Division on a biweekly basis from the date of grant award to provide updates on project progress; schedule may be modified based on performance
- Demonstrate program sustainability beyond the life of this grant

PROGRAM REQUIREMENTS

All provider proposals for funding must be reviewed and approved by the Behavioral Health Division. Providers selected must meet the eligibility criteria described below to be considered for funding. Funds are to be used to pay for the employment of a Recovery Housing Coordinator, recovery house provider reimbursement and the purchase of supplies and equipment to maintain and operate recovery residences for residents referred by the Behavioral Health Division throughout the award period.

Proposals shall be aligned with the goals of the Behavioral Health Administration and the St. Mary's County Health Department, Behavioral Health Division, as identified below:

Overall Goal

Provide recovery housing for pregnant women and women with children; provide a safe, stable, and supportive environment for women who are in early recovery from a substance use disorder and are pregnant or have at least one child in their custody.

Provider Services

The grantee shall provide the following services for the RHPWWC program:

1. Employ (1) FTE Recovery Housing Coordinator to provide care coordination services to the RHPWWC residents (required services below)
2. Provide supervision and oversight for the Recovery Housing Coordinator.
3. Document the screening process that helps maintain a safe and supportive environment for women with children.
4. Allow the family to remain together during the recovery process.
5. Document a process that allows children from ages 0-18 to stay with their mother
6. Ensure that all recovery residences are free from alcohol use and/or illicit substance use.
7. Document housing outcomes for program participants upon discharge and up to 3 months thereafter.
8. Ensure that all recovery residences are certified through BHA's Maryland Certification Recovery Residences certifying body (MCOOR).
9. Confirm that all recovery residences meet the national recommendations for recovery housing identified by the National Alliance for Recovery Residences (NARR) and the BHA standards for Supportive Recovery Housing for Women with Dependent Children.
10. Ensure that each recovery residence has at least one house manager.
11. Ensure that admission to RHPWWC is not denied based on participation in medication assisted treatment (MAT), limited work history, or lack of income.
12. Participate in monthly reporting.
13. Ensure weekly census data is submitted to SMCHD Behavioral Health Division every Friday by noon.
14. Ensure implementation of a process between the Recovery Housing Coordinator and the recovery residence for notification of client admissions and discharges.
15. Participate in quarterly meetings with SMCHD Behavioral Health Division and BHA's Recovery Services Manager, the Recovery Housing Providers, and the Recovery Housing Coordinator to ensure that adequate services are being provided, and to discuss any programmatic issues.

The Recovery Housing Coordinator shall provide the following services:

1. Provide weekly contact in person, via telephone or email to each family enrolled.
2. Available to work a flexible schedule to accommodate the women/families on the caseload.
3. Assist each program participant with developing an individualized recovery plan.
4. Provide assistance with obtaining resources to move the family forward in the recovery process.
5. Provide information and referrals to rental assistance programs, income-based housing programs, and/or other housing related programs.
6. Assist residents with obtaining employment or enrolling in school/ job training programs.
7. Ensure that all residents are informed that they must remain in care coordination services for the duration of their participation in the recovery housing program.
8. Submit data reports to SMCHD Behavioral Health Division by the 10th day of each month.

DATA AND REPORTING

The Awardee will make any/all documents and records available for audit/evaluation to entitled Federal, State and County officials upon request. SMCHD LBHA will establish and conduct regular program monitoring site visits and record reviews that will include assessing compliance with all Federal, State, and Local conditions of award, health and safety reviews, fiscal and data information, and quality management of service processes. Program and Fiscal Reviews will occur at least biannually.

The Awardee will collect data and create and provide a monthly report to be submitted by close of business on the 10th day of the month for the prior month to the SMCHD Behavioral Health Division. SMCHD Behavioral Health Division reserves the right to adjust and change data reporting requirements as the project evolves and/or as MDH guidelines dictate.

INVOICING

Invoices for work, services and items not on the project timeline and/or not approved by the SMCHD LBHA may result in denial of further funding. Awardee must provide receipts and/or other documentation of expenditures. Receipts and proof of payment will be required for reimbursement.

Invoices are to be submitted monthly or quarterly as agreed upon in the grant agreement (referenced below) by the 10th of the month following the end of the invoicing period to:

Tammy M. Loewe, Behavioral Health Division Director

tammym.loewe@maryland.gov

With a copy to:

Stacy Del Vecchio, Grant Specialist; stacy.delvecchio@maryland.gov

GRANT AGREEMENT

The Awardee shall enter into a Grant Agreement with the SMCHD Behavioral Health Division.

Grant Auditing/Monitoring

Grant auditing/monitoring ensures compliance with applicable regulations, laws, and grant requirements. Sub-recipient agrees as per State of Maryland Department of Health Local Health Department Funding Systems Manual section 2180.04 to be audited by the MDH Chief, Audit Division or by the St. Mary's County Health Department Fiscal Chief at least once annually. Staff will conduct monitoring on an ongoing basis. Monitors may examine but not limited to: the review of monthly and/or quarterly reports as required to include financial reports, chart audits, organization operations, policies and procedures, internal and management controls, complaints, grant subaward-related activities and expenditures, and site visits.

Termination for Non-Performance

Any Grant Agreement resulting from this RFP may be terminated by either SMCHD Behavioral Health Division or the Awardee by giving thirty (30) days written notice to the other party.

If the Awardee shall fail to fulfill in a timely and proper manner its obligations under the Grant Agreement, or if the Awardee shall violate any terms of the Grant Agreement, within the sole discretion of the SMCHD Behavioral Health Division, the SMCHD Behavioral Health Division may immediately terminate the Grant Agreement by giving written notice to the Awardee.

APPLICATION DEADLINE AND SUBMISSION

Applications for the Recovery Housing for Pregnant Women and Women with Children must be submitted by **4:30 PM on February 1, 2023**; applications received after this date will not be considered for review. Faxed applications will not be accepted.

Submit via email, one copy of the cover page, application narrative, and any applicable supporting documents with the subject line "Response to RFP #23-33" to Tammy Loewe, tammym.loewe@maryland.gov.

To apply, an organization or service provider must:

- Meet the eligibility requirements listed in this document
- Attend the Pre-Application Meeting (details below)
- Submit an application (attachment 1) with Cover Page (attachment 2)
- Designate one person (Program Director) to be the Liaison with SMCHD LBHA to provide information for grant reporting and evaluating the services provided
- Commit to meet with the SMCHD Behavioral Health Division on a biweekly basis from the date of grant award to provide updates on project progress; schedule may be modified based on performance
- Demonstrate program sustainability beyond the life of this grant

PRE-APPLICATION MEETING

A pre-application meeting will be held via Google Meet (see date and time below). To register for the pre-application meeting, email stacy.delvecchio@maryland.gov with the subject line "RSVP Pre-Application Meeting RFP 23-33" by the RSVP date listed below. In the body of the email, please include the following information for all attendees: Full name and title, email, phone, facility/organization Name

APPLICATION TIMELINE

<u>STEP / ITEM</u>	<u>COMPLETION DATE</u>
1. Advertise/Email	12/16/2022 - 2/1/2023
2. RSVP DUE for Pre-Application Meeting *See instructions in "Pre-Application" Section	1/10/2023
3. Pre-Application Meeting	1/11/2023; 1:00-2:00 PM
4. Application Submission Deadline	2/1/2023; 4:30 PM
5. Review Committee	2/3/2023
6. Letters of Award Disbursed	2/5/2023
7. Services Begin	2/15/2023

REVIEW PROCESS

A panel of reviewers will conduct the application review process using the rating scale below. The decision to award funds of any amount will be final and based on the merits of the application. Applications will be examined for:

Category	Points Possible
1 Problem Description	15
2 Provider Expertise & Organization Capacity	15
3 Administrative Process Description	15
4 Project Description	15
5 Project Timeline	5
6 Sustainability Plan	5
7 Performance & Outcome Indicators	15
8 Budget & Budget Narrative	10
9 Formatting	5

Total Points Possible: 100

Attachment 1

APPLICATION INSTRUCTIONS
ST. MARY'S COUNTY DEPARTMENT OF HEALTH
RECOVERY HOUSING FOR PREGNANT WOMEN & WOMEN WITH CHILDREN

Fiscal Year 2023 Recovery Housing for Pregnant Women & Women with Children (RHPWWC) grant application narrative must not exceed 10 single-spaced pages using 12-point font in Times New Roman. Proposals exceeding the 10-page limit will not be considered. Please use headings that correspond to the evaluation criterion outlined below. The program line item budget/budget narrative and performance measures may be submitted as a separate attachment and will not count towards the 10-page limit. Please provide detailed information in your narrative to address all the elements in the evaluation criteria as listed below:

1. **Problem Description:** Description of the problem extent in the jurisdiction, including service gaps, and document the extent of the need for services for the program's target population(s).
2. **Provider Expertise and Organizational Capacity:** Description of provider expertise and organizational capacity to provide recovery housing for pregnant women and women with children to include at minimum the following:
 - a. Information about the project staff and their experience working with individuals with substance use disorder, specifically women and children
 - b. Organizational chart or description
 - c. Be a member of M-SARR
3. **Administrative Process:** Description of the administrative process including sub-grantee monitoring of contract deliverables, contracting for recovery residences. *Note: if awarded, a copy of the sub grantee contract and MOU/MOA agreements must be submitted to SMCHD Behavioral Health Division within 60 days of the award.*
4. **Project Description:** Provide a description of what this program will look like at your facility including at minimum:
 - a. Projected number of individuals to be served and level of support
 - b. Eligible functions that will be funded
 - c. How you will support the target population. This shall include a plan to support women affected by an opioid use disorder; description of how harm reduction principles will be incorporated into the program's structure; discuss how recovery-oriented activities will be person-centered; define how the program will continuously be mindful of residents' trauma and determine a strategy to address this through trauma-informed care; and discuss how the program will reduce behavioral health disparities.
 - d. Description of the expected outcome
 - e. How this program will integrate into current programming and facility structure

5. **Project Timeline:** Clear and concise timeline with descriptions for the implementation of services.
6. **Sustainability Plan:** Provide a plan for sustainability of services beyond the end of the grant award period, to include a transition plan to support residents once grant funding has been exhausted and plan to transition individuals to self-sufficiency within 6-9 months.
7. **Performance & Outcome Indicators:** Identification of performance and outcome indicators to be used to evaluate the program's effectiveness, including a description of the expected schedule for measuring performance and outcomes. *(may submit as an attachment and does not count towards page count)*
8. **Line Item Budget and Budget Narrative:** *(may submit as an attachment and does not count towards page count)*
 - a. **Line Item Budget** for February 15, 2023 - June 30, 2023) Budget should align with the proposed activities.
 - b. **Budget Narrative** describing the funding needed to support the proposed services.

Additional Documentation: *(may submit as an attachment and do not count towards page count)*

- A. Proof of nonprofit status (if applicable)
- B. Resumes for key staff and consultants
- C. Proof of liability insurance
- D. Letter stating that background checks will be performed on all program staff and provided to SMCHD Behavioral Health Division upon request
- E. Proof of good standing with the Maryland Department of Assessments and Taxation
- F. Proof of good standing with the Maryland Department of Charitable Organization (if applicable)
- G. Proof of M-SARR membership

Attachment 2
ST. MARY'S COUNTY DEPARTMENT OF HEALTH
RECOVERY HOUSING FOR PREGNANT WOMEN & WOMEN WITH CHILDREN
RFP APPLICATION COVER PAGE

Project Title: _____

Organization: _____

Amount of Grant Funds Requested: _____

(Please indicate amount for each year of grant, if applicable)

Address: _____	Email: _____
Address 2: _____	Phone: _____
City, State, Zip _____	Fax: _____
Email: _____	Phone: _____

Contact Person 1: _____	Title: _____
Email: _____	Phone: _____

Contact Person 2: _____	Title: _____
Email: _____	Phone: _____

Is Your Organization Community Based? (Y/N) _____

Does Your Organization have Nonprofit Status? (Y/N) _____

Date of Nonprofit Status: _____ **Federal Identification No.:** _____

I DO SOLEMNLY DECLARE AND AFFIRM THAT THE CONTENTS OF THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Printed Name

Title

Signature

Date

Attachment 3 - INTERNAL USE ONLY
 ST. MARY'S COUNTY DEPARTMENT OF HEALTH
 RECOVERY HOUSING FOR PREGNANT WOMEN & WOMEN WITH CHILDREN
RFP RATING SHEET / RFP 23-33

Organization/Facility Name: _____

Category	Possible Points	Score Given
1) Problem Description	15	_____
2) Provider Expertise & Organizational Capacity	15	_____
3) Administrative Process Description	15	_____
4) Project Description	15	_____
5) Project Timeline	5	_____
6) Sustainability Plan	5	_____
7) Performance & Outcome Indicators	15	_____
8) Budget & Budget Narrative	10	_____
9) Formatting	5	_____
Total:	100	_____

Notes

 Reviewer Name

 Date