INDIANA DISABILITY EMPLOYMENT INITIATIVE (IN-DEI) GRANT

REQUEST FOR APPLICATION

FOR

COMMUNITY MENTAL HEALTH SUB-GRANTS

PROGRAM YEARS 2014 AND 2015
(April 7, 2014 through September 30, 2015)
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>PURPOSE</td>
<td>3</td>
</tr>
<tr>
<td>BACKGROUND OF IN-DEI</td>
<td>3</td>
</tr>
<tr>
<td>GRANT AWARD</td>
<td>5</td>
</tr>
<tr>
<td>ELIGIBILITY INFORMATION</td>
<td>5</td>
</tr>
<tr>
<td>USE OF GRANT FUNDS</td>
<td>6</td>
</tr>
<tr>
<td>OUTCOMES FOR THE SUB-GRANTS</td>
<td>6</td>
</tr>
<tr>
<td>APPLICATION SUBMISSION AND REQUIREMENTS</td>
<td>6</td>
</tr>
<tr>
<td>CMHC APPLICATION</td>
<td>7</td>
</tr>
<tr>
<td>ATTACHMENTS</td>
<td>7</td>
</tr>
<tr>
<td>QUESTIONS REGARDING THE RFA</td>
<td>7</td>
</tr>
<tr>
<td>EVALUATION CRITERIA</td>
<td>8</td>
</tr>
<tr>
<td>REVIEW OF APPLICATIONS AND GRANT AWARD PROCESS</td>
<td>9</td>
</tr>
</tbody>
</table>
INTRODUCTION

On October 12, 2012, the Indiana Department of Workforce Development (DWD) was awarded funding by the U.S. Department of Labor to administer the Disability Employment Initiative (DEI) grant. The initiative is jointly funded and administered by the department's Employment and Training Administration (ETA) and its Office of Disability Employment Policy (ODEP).

Indiana’s disability grant, IN-DEI, aims to improve education, training and employment opportunities and outcomes for adults with disabilities (ages 18-64) who are unemployed, underemployed and/or receiving Social Security disability benefits. The grant supports extensive collaboration across multiple workforce and disability service systems, including vocational rehabilitation, mental health, intellectual/developmental disability agencies, independent living centers, business leadership networks, and other community and nonprofit organizations.

PURPOSE

The purpose of this Request for Application (RFA) is to solicit applications for funding (sub-grants) from potential Community Mental Health Centers (CMHC) that provide case management and supportive services to individuals with moderate to severe mental illnesses, a sub-group that experiences unemployment at higher rates than others with disabilities.

Working collectively with DWD, the pilot regions, and other service providers, the CMHC applicants will focus their work on innovative approaches to improve access to services, education and training, and employment for members of this population group.

Pilot sites will provide assistance with job development, job placement, and follow-up services, while the CMHC will provide expertise and support to the client relating to mental illness and addiction. Further, and in conjunction with DWD and the pilot site(s), the applicant will ensure goals align with the overarching IN-DEI goals.

BACKGROUND OF IN-DEI

Participating Regions

IN-DEI is operated within five pilot sites - 1, 2, 4, 7, and 9 (see Attachment #1). The pilot sites, referred to as regions, consist of a total of 39 WorkOne offices. WorkOne offices are where individuals can go to obtain information on a full array of employment-related services; receive help filing claims for unemployment insurance and evaluate eligibility for job training and education; obtain job search and placement assistance; receive career counseling; have access to up-to-date state and regional labor market information; and serve as a single point of contact for employers.
**Outreach Efforts**

The pilot regions will serve adult Hoosiers with disabilities, be it physical, developmental, psychiatric or other non-visible disabilities, in particular persons who have a Ticket to Work\(^1\), Disabled Veterans or eligible spouses, and persons with disabilities who have additional barriers to education, training, or employment success. Full-time staff members, Disability Resource Coordinators (DRC), are housed within each of the pilot sites to implement the grant at the local level.

The pilot regions will target adults with disabilities who lack a high school diploma or high school equivalency, are basic skills deficient, have a criminal record, and are homeless and/or receive Temporary Assistance for Needy Families (TANF) benefits. In addition, Community Mental Health Centers will provide enhanced services to participants with moderate to severe mental illness, a sub-group facing extreme levels of unemployment and poverty.

**Outcomes for the Regions**

IN-DEI is designed to blend in with current operations and programs/services offered within the WorkOne offices, while providing a support system to individuals with disabilities through various service delivery components. These components are Partnership and Collaboration; Integrated Resource Teams; Blending/Braiding of Funds and Leveraging Resources; and Asset Development.

Through the WorkOne offices, participants will have increased access to:

- Adult Basic Education and high school equivalency programs;
- Advanced training and credentialing opportunities;
- Asset Development, including counseling related to Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI) benefits, work incentives, financial literacy and budgeting, and tax credit and filing;
- Expanded opportunities to redeem Ticket to Work tickets through the WorkOne system;
- Integrated case management to coordinate services and support across service providers;
- Job readiness training and certification;
- Work experience, supported employment, and/or on-the job training; and
- Assistive technology equipment and software to better meet the needs of individuals with disabilities.

\(^1\) The Social Security Administration’s TTW program is a free and voluntary program available to people who are ages 18 through 64 and receiving Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI). The goal of TTW is to decrease the client’s dependence on their cash benefits by increasing their work effort and achieving self-sufficiency.
GRANT AWARD

CMHCs can apply for a maximum award amount of $403,239. DWD reserves the right to adjust the award amount to an amount below the requested award amount; therefore, not every CMHC may receive the amount for which they applied.

ELIGIBILITY INFORMATION

Community Mental Health Center (CMHC)

To be eligible for funding, the CMHC shall meet the following criteria:

- Operate as a state contracted health center;
- Be located within a pilot site (see Page 3 and Attachment #1); and
- Operate as an existing Employment Network (EN) or become an approved EN within 60 days of notification of grant award.

If the CMHC does not currently operate as an EN, or does not plan on doing so, the application should identify which of the below methods the CMHC will use, and clearly outline the plan on how the CMHC will work with community partners, the Workforce agencies, and other necessary partners to provide services.

1. Community Administrative EN Model – the Community Mental Health Center accepts the responsibility as the EN of Record for other local, regional, state, or national community providers. Examples include other Community Mental Health Centers and Rehabilitation Facilities, such as Easter Seals or Goodwill.

2. Workforce Administrative EN Model – the Workforce Agency within the specific pilot site/region accepts the responsibility as the EN of Record and develops partnership with other Community Rehabilitation Programs, such as Community Mental Health Centers, Rehabilitation Facilities, or other local agencies that provide vocational services to individuals with disabilities.

Contractual Agreements

The various EN models noted will require a Memorandum of Understanding or an executed contractual agreement to identify the participating partners and denote roles and responsibilities.

If concurrent services are provided by the EN of Record, then a revenue sharing agreement would need to be developed to define the roles and responsibilities, and identify how the payment structure will work – for example, will the payments be split evenly or will they be based on outcomes? How often will the EN of Record distribute funds to the other providers – on a quarterly basis?
Please note that Technical Assistant will be available to all parties involved when developing the agreements.

*Eligible Participants*

These projects will serve adults with moderate to severe mental disabilities, ages 18-64.

**USE OF GRANT FUNDS**

The applicant is required to submit an application that describes the proposed use of grant funds, timelines for completion, outcomes, and detailed narratives of costs for each activity. Administrative costs are limited to 7% of the award amount (see Attachment #2 for criteria).

**OUTCOMES FOR THE SUB-GRANTS**

The sub-grants are flexible, in that the CMHC will identify specific measurements/outcomes tied to specific projects – for example, list the number of placements for in/out-patient, number of employment placements, number of Ticket assignments, expenditures, outreach efforts, etc. It is up to the CMHC to decide how the funding will be utilized. However, the outcomes for the CMHCs need to align with and support the overarching IN-DEI goals.

**APPLICATION SUBMISSION AND REQUIREMENTS**

**SUBMISSION OF APPLICATION**

The application, including all required documents and attachments, must be sent via e-mail to KLBrown@dwd.IN.gov and received by 4:00 p.m. EST on February 7, 2014. Applications, including signatures, must be submitted in PDF format.

Applications received after the date and time listed above will be deemed non-responsive and will be rejected. Applications *may not* be sent via fax or mail. Applications sent via fax or mail will be deemed non-responsive and will be rejected.

**KEY DATES**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline to Submit Questions</td>
<td>January 24, 2014</td>
</tr>
<tr>
<td>IN-DEI State Lead Provides Responses to Written Questions</td>
<td>January 31, 2014</td>
</tr>
<tr>
<td>Submission Due Date for Applications</td>
<td>February 7, 2014  by 4:00pm EST</td>
</tr>
<tr>
<td>Anticipated Notice of Award Date</td>
<td>February 21, 2014</td>
</tr>
<tr>
<td>Anticipated Grant Start Date</td>
<td>April 7, 2014</td>
</tr>
<tr>
<td>Anticipated Grant End Date</td>
<td>September 30, 2015</td>
</tr>
</tbody>
</table>
CMHC APPLICATION

The application is limited to 20 double-spaced single-sided 8.5 x 11 inch pages with 12 point text font and 1 inch margins. Any materials beyond the specified page limit will not be read. Applicants should number the application beginning with page number 1.

ATTACHMENTS

In addition to the application, the applicant must submit the following attachments:

- An ‘Application Information Sheet,’ which shall contain the following:
  - Name of the organization;
  - Address / Phone Number; and
  - Contact person and contact information.

- A work plan and implementation schedule, including staff responsibility, expected milestones, and outcomes.

- A Budget and Budget Narrative (See Attachment 3 for a sample).

Please note the attachments will not count towards the page limit indicated above. The documents are required to be submitted together by the application deadline identified on Page 6.

In the event an application lacks the required documents listed below or the documents are incomplete, the application will be deemed non-responsive and will be rejected:

QUESTIONS REGARDING THE RFA

Applicants may submit questions via email to KLBrown@dwd.IN.gov.

All questions shall be clearly identified and marked "Questions Relating to CMHC sub-grant" in the subject line. To ensure a response prior to the submission of the Applications, questions must be received by January 24, 2014.

The listing of Questions and Answers will be posted by January 31, 2014 on the Indiana’s Department of Workforce Development website at www.in.gov.dwd/.


EVALUATION CRITERIA

This section identifies and describes the criteria that will be used for each category to evaluate the application. DWD will award points based on how well an applicant fully demonstrates its approach and/or qualifications. It is recommended that applicants structure their application around the evaluation criteria and sub-criteria in the same order in which they are listed and described below:

<table>
<thead>
<tr>
<th>CRITERION</th>
<th>TOTAL POSSIBLE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Management (Program Delivery)</td>
<td>45</td>
</tr>
<tr>
<td>(a) Strategic Approach – Primary Focus, Rationale, and Objectives</td>
<td>(35)</td>
</tr>
<tr>
<td>(b) Staff Capacity</td>
<td>(10)</td>
</tr>
<tr>
<td>2. Quality, including Demonstrated Experience</td>
<td>20</td>
</tr>
<tr>
<td>3. Partnership Commitment and Resources</td>
<td>20</td>
</tr>
<tr>
<td>4. Registration and Operation as an Employment Network or Description of Specific EN Model</td>
<td>15</td>
</tr>
<tr>
<td>5. Budget / Budget Narrative</td>
<td>0</td>
</tr>
</tbody>
</table>

1. Management – Program Delivery (45 points)
   a. Strategic Approach – Primary Focus, Rationale, and Objectives (Total of 35 points)
      • The applicant shall include a clear and concise, detailed descriptive plan which includes the organization’s mission and structure for working with adults (ages 18-64) with moderate to severe mental illness.
      • The application shall include a clear and compelling description of the need for funding. Describe the proposed use(s) of grant funds, timeline(s) for completion, persons responsible for implementation of each activity or phase(s) of an activity, and detailed cost(s) associated with each activity.

   b. Staff Capacity (Total of 10 Points)
      • List the professional and support positions and number of personnel in each position.
      • Define the knowledge in disability and mental health for those staff members assigned to oversee the implementation of the sub-grant. Include credentials of staff who will work with the target audience.
      • If the CMHC is creating a new position or positions to oversee the sub-grant, provide a plan to hire experienced and knowledgeable staff members, and identify the criteria that the applicant will use to assure that individuals possess expertise with disability and mental health.
3. Quality and Demonstrated Experience (Total of 20 points)
   - Include years of experience, expertise in working with target audience with specific grant products, and outcomes achieved (which include number of clients serviced, placed, and retained).

4. Partnerships and Commitments (20 points)
   Discuss the partners with which the applicant is planning to collaborate, and identify the nature of the partnership (including informal arrangements, such as cross-staff training, shared data, cross-referral, and formal agreements such as MOUs), and resources available to the partnership. Also, define how these partnerships will benefit the individual with a disability in achieving grant outcomes.

5. Registration and Operation as an Employment Network (EN) or Description of Specific EN Model (Total of 15 points)
   - Discuss how the CMHC currently operates as an EN, current number of tickets assigned, etc.
   - If the CMHC does not currently operate as an EN but elects to do so, the CMHC will need to submit the proper paperwork to operate as one within 60 days of notification of award. Technical Assistant will be provided when completing/submitting the information.
   - If the CMHC will be utilizing one of the EN Models identified on Page 5, the application will need to identify the specific model and provide a detailed description on how the CMHC plans to carry out the model.

6. Budget / Budget Narrative
   - Include a budget and budget narrative, which shall contain a concise narrative explanation to support the budget request.

REVIEW OF APPLICATIONS AND GRANT AWARD PROCESS

Each application will be checked for the presence or absence of required information. The review committee will be comprised of members from DWD, the Family and Social Services Administration’s Division of Mental Health and Addiction, and Vocational Rehabilitation. The committee will review and evaluate the applications to determine which sub-grants will be awarded. Upon award, a Notice of Grant Award and contracts will be distributed to CMHCs shortly after the Anticipated Award Date of February 21, 2014.
What Workforce Investment Act title I functions and activities constitute the costs of administration subject to the administrative cost limit?

(a) The costs of administration are that allocable portion of necessary and reasonable allowable costs of State and local workforce investment boards, direct recipients, including State grant recipients under subtitle B of title I and recipients of awards under subtitle D of title I, as well as local grant recipients, local grant subrecipients, local fiscal agents and one-stop operators that are associated with those specific functions identified in paragraph (b) of this section and which are not related to the direct provision of workforce investment services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.

(b) The costs of administration are the costs associated with performing the following functions:

1) Performing the following overall general administrative functions and coordination of those functions under WIA title I:
   i. Accounting, budgeting, financial and cash management functions;
   ii. Procurement and purchasing functions;
   iii. Property management functions;
   iv. Personnel management functions;
   v. Payroll functions;
   vi. Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;
   vii. Audit functions;
   viii. General legal services functions; and
ix. Developing systems and procedures, including information systems, required for these administrative functions;

2) Performing oversight and monitoring responsibilities related to WIA administrative functions;

3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;

4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIA system; and

5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.

(c)

1) Awards to subrecipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.

2) Personnel and related non-personnel costs of staff who perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.

3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.

5) Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:

   (i) Tracking or monitoring of participant and performance information;

   (ii) Employment statistics information, including job listing information, job skills information, and demand occupation information;

   (iii) Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities;

   (iv) Local area performance information; and

   (v) Information relating to supportive services and unemployment insurance claims for program participants;

6) Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.
Please Note: Applicant must provide a budget and detailed budget narrative that breaks down use of requested funds.

Administrative Costs:

Salaries/Benefits:

Contract Services:

Travel:

Materials/Supplies:

Miscellaneous:

Equipment Purchases:

Total $