

# Request for Application

WORK FIRST PROGRAM

AUGUST 21, 2023

This announcement for funding should not be interpreted as a contract (implicit, explicit, or implied), nor does it imply any form of agreement to any potential candidate. In addition, no inference should be made that Trillium will purchase and/or implement in the future any of the programs or services proposed by the respondents.



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# Contents

STATEMENT OF NEED:.....	3
<b>FUNDING OPPORTUNITY DESCRIPTION.....</b>	<b>3</b>
PURPOSE.....	3
EXPECTATIONS.....	3
<b>AWARD INFORMATION.....</b>	<b>4</b>
<b>ELIGIBILITY INFORMATION.....</b>	<b>4</b>
ELIGIBLE APPLICANTS.....	4
<b>BUDGET INFORMATION.....</b>	<b>5</b>
<b>COST SHARING OR MATCHING REQUIREMENTS.....</b>	<b>5</b>
<b>EVIDENCE OF EXPERIENCE AND/OR CREDENTIALS.....</b>	<b>5</b>
<b>APPLICATION AND SUBMISSION INSTRUCTIONS.....</b>	<b>5</b>
FACT SHEET.....	5
ABSTRACT.....	5
PROJECT NARRATIVE AND SUPPORTING DOCUMENTATION.....	6
<i>Section A: Population of Focus and Statement of Need</i> .....	6
<i>Section B: Proposed Evidence-Based/Promising Practice</i> .....	6
<i>Section C: Proposed Implementation Approach</i> .....	6
<i>Section D: Staff and Organizational Experience</i> .....	7
<i>Section E: Data Collection and Performance Measurement</i> .....	7
BUDGET JUSTIFICATION, EXISTING RESOURCES, OTHER SUPPORT.....	7
APPLICATION SUBMISSION REQUIREMENTS.....	7
<b>APPLICATION REVIEW INFORMATION.....</b>	<b>8</b>
EVALUATION CRITERIA.....	8
<b>FOR QUESTIONS:.....</b>	<b>9</b>







## STATEMENT OF NEED:






Trillium Health Resources (Trillium) is seeking to identify mission-driven organizations that are interested in providing early identification of a substance use or mental health disorder(s) under the Work First/Child Protective Services (WF/CPS) Substance Use Initiative. The selected provider(s) would assist the Work First (WF) applicant/recipient's ability to secure and maintain employment through screening, assessment, referral and case coordination services to the eligible populations to be served. The WF/CPS Substance Use Initiative also facilitates substance use disorder services and mental health services to parents and caretakers of children where there has been substantiated child abuse, neglect and/or dependency with an indication of substance use disorders in order to better assure the safety, permanence and wellbeing of children. Trillium has identified an immediate need in the following counties: Dare, Beaufort, Hyde, Martin, Tyrell, Washington, Bertie, Camden, Chowan, Currituck, Gates, Halifax, Hertford, Northampton, Pasquotank, Perquimans, Craven, Pamlico and Jones. One or more providers may be awarded a contract to ensure all counties have coverage. This RFA is limited to the listed counties only.

## **FUNDING OPPORTUNITY DESCRIPTION**

### PURPOSE

-  The purpose of the WF program is to facilitate appropriate substance use disorder services and mental health services to parents and caretakers of children in order to better assure the safety, permanence and well-being of children when the need for CPS services has been identified and substance abuse or mental illness has been a factor in the maltreatment.
-  Trillium works with the Department of Social Services in every county within the Trillium Region to provide this program to identified referrals. The WF Program is funded under the federal Temporary Assistance for Needy Families (TANF) block grant.
-  These funds will be used in conjunction with Medicaid for services provided to the WF/CPS Substance Abuse Initiative target populations in the following counties: Beaufort, Bertie, Camden, Chowan, Craven, Currituck, Dare, Gates, Halifax, Hertford, Hyde, Jones, Martin, Northampton, Pamlico, Pasquotank, Perquimans, Tyrell and Washington counties.
-  Substance use and mental health issues are significant barriers to employment for a number of Work First applicants/recipients. To assist these families in becoming employed and maintaining employment, all WF adult applicants/recipients will be screened for possible substance use, and they may be voluntarily screened for mental health. Non-custodial parents and families with incomes at or below 200% of poverty may also volunteer to be screened for mental health, or substance use.

### EXPECTATIONS

-  Complete substance use disorder assessments.
-  Educate applicants/recipients about substance use disorder treatments and resources.
-  Refer to substance use disorder or mental health treatment.
-  Provide in-service training on substance use disorders.
-  Provide consultation to DSS staff.

- ▲ Participate in DSS case staffing and meetings.
- ▲ Provide feedback of the applicants/recipients compliance and cooperation.
- ▲ Complete and provide WF/CPS SU Initiative Quarterly Project Reports to the LME-MCO and Division of MH/DD/SUS and any other data requested by LME-MCO and/or NC DHHS;
- ▲ Participate in on-going WF/CPS SU Initiative meetings and trainings held by LME-MCO and/or Division of MH/DD/SUS.
- ▲ Share statistical reports with the DSS regarding the substance use and mental health services, as deemed necessary to maintain open communication and good administrative practices.

## AWARD INFORMATION

- ▲ The awarded provider(s) must have an active Medicaid Health Plan in NC Tracks and be willing to contract with Trillium to provide Medicaid services for assessments, mental health and substance use treatment referrals.
- ▲ The WF Program operates under the TANF block grant; therefore, the provider would receive funds through a non-UCR contract.
- ▲ Funding estimates for this announcement are based on an annualized Continuing Resolution and do not reflect the final fiscal year appropriation. Applicants should be aware that funding amounts are subject to the availability of funds.
- ▲ Grantees are responsible for managing the day-to-day operations of the grant. To fulfill Trillium's role in regard to the stewardship of Federal Funds, Trillium will monitor grants to identify potential problems and areas where technical assistance or termination of the contract might be necessary. This active monitoring is accomplished through review of reports and correspondence from the grantee, audit reports, site visits, and other information available.

## ELIGIBILITY INFORMATION

### ELIGIBLE APPLICANTS

- ▲ Eligible applicants are non-profit entities.
- ▲ The agency approved must be in compliance with all applicable rules of licensure and operation including but not limited to G.S. 122c, G.S. 108A-29.1 and the TANF block grant.
- ▲ Face-to-Face assessments/meetings must be an option for WF recipients.
- ▲ The eligible applicant cannot eject or reject any referral determined by DSS to be appropriate for an assessment.

**Applicants for funding must:**

- ▲ Be a contracted Trillium provider in good standing with Trillium
- ▲ Not have any type A and type B violations or pending sanctions with Division of Health Service Regulation (DHSR); and
- ▲ Not have a current investigation of Medicaid fraud or judgment involving Medicaid fraud within the past five (5) years that would constitute grounds for disqualification from the process.

**BUDGET INFORMATION**

- ▲ The total budget for all 19 counties is \$101,131. The amount per provider is dependent on the number of counties awarded.
- ▲ This funding is an ongoing yearly allocation through non-UCR contracts.
- ▲ Funding will be supplemented with Medicaid services.

**COST SHARING OR MATCHING REQUIREMENTS**

- ▲ There are no cost sharing or matching requirements for funding.

**EVIDENCE OF EXPERIENCE AND/OR CREDENTIALS**

- ▲ Substance Use Disorder treatment experience is required.
- ▲ A Qualified Substance Abuse Professional (QP in Substance Abuse) must be available to provide the WF services.
- ▲ At least one Licensed Practitioner must be available to provide Comprehensive Clinical Assessments.

**APPLICATION AND SUBMISSION INSTRUCTIONS****FACT SHEET**

Organizational information such as legal name, employer/taxpayer number, address, contact information for leadership, etc.

Complete the following information for the applicant organization. A copy of the organization's last fiscal year audit and financial statement should be uploaded as Attachment F. (See Attachment and Addendum Section)

**ABSTRACT**

Your total abstract must not be longer than 35 lines. The abstract should include:

- ▲ Project Name

- 🌱 Population(s) to be served (*demographics and clinical characteristics*)
- 🌱 Strategies/interventions proposed
- 🌱 Project goals and measurable objectives (*including number of people to be served annually and throughout the lifetime of the project*)

### PROJECT NARRATIVE AND SUPPORTING DOCUMENTATION

Page limits may not exceed 20 pages.

The Project Narrative describes your project. It consists of Sections A through E below.

Applicants must use the five sections/headings listed below. Sections A-E combined may not be longer than the stated number of pages. Detailed instructions for completing each section of the Project Narrative are provided below.

#### Section A: Population of Focus and Statement of Need

- 🌱 Include comprehensive demographic profile of population of focus.
- 🌱 Describes nature of the problem, service gaps and documentation as to the extent of the need.
- 🌱 Demonstrate an understanding of the target population consistent with the purpose of your program and intent of the RFA.

#### Section B: Proposed Evidence-Based/Promising Practice

- 🌱 Describe the purpose of the proposed project, including its goals and objectives. These must relate to the intent of the RFA and performance measures you identify in Section E (Data Collection and Performance Measurement).
- 🌱 Fully describe the practice you plan to implement and explain why it is appropriate for the population of focus.

#### Section C: Proposed Implementation Approach

- 🌱 Describe your project/program and how you will implement it.
- 🌱 Describe how your project provides/aligns with Trillium's mission and goals for the program.
- 🌱 Describe how you will ensure any input of community partners in the assessing, planning and implementation of your project.
- 🌱 List the counties where services or programs will be provided.
- 🌱 Provide a realistic timeline for the entire program/project which includes all activities required to begin the program. This will include target dates as well as staff and agencies responsible for the proposed activities, where appropriate. This timeline will serve as the basis for monitoring progress and adjusting activities as necessary. The timeline should contain information on the proposed start and completion dates of the key objectives and

activities needed to fully implement the program. The timeline is provided as a form within this section.

### Section D: Staff and Organizational Experience

- ▲ Discuss the capability and experience of the applicant organization.
- ▲ Demonstrate that the applicant organization has linkages to the population(s) of focus and ties to grassroots/community-based organizations that are rooted in the culture(s) and language(s) of the population(s) of focus (Attachment B).
- ▲ Provide a complete list of staff positions for the project/program, including the Project Director and other key personnel, showing the role of each and their level of effort and qualifications.
- ▲ Provide job descriptions (Attachment C) for identified key staff.
- ▲ Discuss how key staff has demonstrated experience and are qualified to serve the population(s) of focus and are familiar with their culture(s) and language(s).

### Section E: Data Collection and Performance Measurement

- ▲ Document your ability to collect and report on the required performance measures as previously specified in this RFA.
- ▲ Describe your plan for data collection, management, analysis and reporting.

### BUDGET JUSTIFICATION, EXISTING RESOURCES, OTHER SUPPORT

Attach a detailed budget to show how the funds will be utilized in FY2023, ending on June 30, 2024.

You must also provide a narrative justification of the items included in your proposed budget, as well as a description of existing resources and other support you expect to receive for the proposed project.

Finally, all applicants must provide the following:

1. Complete copies of the organization's last fiscal year's financials including the audit opinion, the balance sheet, statements of income, retained earnings, cash flow, management letters and notes to the financial statements OR
2. If independently audited financial statements do not exist, the provider/vendor should state the reason and submit sufficient information to be evaluated.

### APPLICATION SUBMISSION REQUIREMENTS

Applications are accepted until all counties are awarded and must be submitted electronically through the Trillium Website ([www.TrilliumHealthResources.org](http://www.TrilliumHealthResources.org)). The application is available and can be completed on the website under the Provider Network Participation Opportunities page.

Trillium's goal is to review all applications submitted for grant funding. However, this goal must be balanced against Trillium's obligation to ensure equitable treatment of received applications. For this reason Trillium has established the following formatting requirements. **If you do not adhere to these requirements, your application will be screened out of the review process.**

- 🌱 All proposals must be submitted electronically through [APPLICATION](#), Trillium's Solicitation Portal.
- 🌱 Ensure that all information provided **DOES NOT** include any Protected Health Information.
- 🌱 Information and pages submitted must be typed in black, single-spaced, using a font of Times New Roman 12, with all margins at least one inch each, excluding logos or data/graphs.
- 🌱 To ensure equity among applications, page or character limits cannot be exceeded.
- 🌱 You must use the five section/headings listed below in developing your Project Narrative. You must place the required information in the correct section.
- 🌱 Materials with printing on both sides will be excluded from the application.
- 🌱 Uploaded page/attachments should be numbered consecutively from beginning to end so that information can be located easily during review of the application.

## APPLICATION REVIEW INFORMATION

### EVALUATION CRITERIA

The application will be reviewed and scored according to the quality of your response to the requirements in Sections A-E. In developing the Project Narrative section of your application, use these instructions, which have been tailored to this program.

- 🌱 The Project Narrative (Sections A-E) together may be no longer than 20 pages.
- 🌱 You must use the five sections/headings listed below in developing your Project Narrative.
- 🌱 You must place the required information in the correct section, **or it will not be considered**. Your application will be scored according to how well you address the requirements for each section of the Project Narrative.
- 🌱 The Budget Justification and Supporting Documentation you provide will be considered by reviewers in assessing your response, along with the material in the Project Narrative.
- 🌱 All applications will be reviewed for compliance with the mandatory requirements stated within the RFA. Applications deemed non-responsive will be eliminated from further review.
- 🌱 The application will be reviewed and scored according to the quality of your response to the requirements in Sections A-E. The application(s) with the highest score(s) will be selected as the finalist based upon the applications submitted.
- 🌱 The application(s) which is most advantageous to Trillium and its constituents, taking into consideration the evaluation factors, will be recommended for contract award. Please note,



however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

- 🌱 Recommendations are made to Executive Management who has the final decision-making authority.

## FOR QUESTIONS:

FOR QUESTIONS ABOUT THE PROGRAM OR BUDGET ISSUES, USE THE [QUESTIONS](#) LINK.