



— REQUEST FOR PROPOSALS —
Men’s Recovery House in Carlisle
Supporting Recovery from Addiction in South Central PA
Due: August 16, 2019 | Up to \$100,000 Grant

Background

An estimated twelve Pennsylvanians die each day as the result of drug-related deaths. Men comprise 70 percent of these deaths in our state, with younger men between the ages of 25 and 34 experiencing the highest number of fatalities. According to the Pennsylvania State Coroners Association, drug-induced death rates increased consistently between 2013 and 2016. Despite many actions being taken at the state and federal levels, the drug epidemic continues to evolve. For the first time in nearly a decade, 2018 drug death rates declined in Cumberland County by 40 percent. However, these rates continued on a relentless upward climb in Dauphin and Perry Counties.

Although alcohol addiction rarely captures the same number of news headlines, alcohol kills more Americans a year than drug addiction. According to the newest data from CountyHealthRankings.org, 20 percent of individuals in Cumberland County report binge or heavy drinking within the past 30 days, and 29 percent of all driving deaths in the county result from alcohol-impaired driving.

Since our founding in 2001, the Partnership for Better Health has been committed to addressing addiction throughout our service region of Perry County, Central and Western Cumberland County, Northern Adams County and Greater Shippensburg. In particular, our grant funding to organizations like Merakey/NHS Stevens, Gaudenzia, The RASE Project and community health centers has increased access to treatment and recovery services for individuals who are under- and uninsured. We have advocated for critical policies like Medicaid expansion and mental health parity. For the past three years, the Partnership for Better Health has also joined with the Cumberland-Perry County Drug & Alcohol Commission to convene a *Task Force on Opioid Prescribing*. Together, we are developing more effective ways of engaging the health care community in curbing the epidemic by increasing access to treatment and changing the culture and practice of pain management. Now, we seek to do even more by supporting the development of a Men’s Recovery House in Carlisle. Through this RFP, we invite proposals for up to \$100,000 in grant funding to launch the opening of a new men’s recovery house that supports individuals in their journey towards a healthy, sober lifestyle.

Rationale for a Men’s Recovery House

Research has identified a link between the length of time engaged in substance abuse treatment and the likelihood of remaining drug and alcohol free. Four separate national studies between 1983 and 1996 considered over 70,000 patients. Across all four studies, the length of time that a person spent in treatment was a reliable predictor of post-treatment performance. Treatment outcomes improved in direct relation to the length of time that a client was retained in treatment, with 90 days being a minimum threshold (Simpson & Curry; Simpson & Sells, 1983; Hubbard, et al., 1989; Center for Substance Abuse Treatment, 1996). Based on this research, the ability to extend the engagement of a member in support, through housing support services provided by a

recovery house should result in improved recovery of individuals with an addiction.

Staying away from “people, places and things” that are associated with a former addictive lifestyle is a key to sustaining recovery. Individuals who lack a home environment that includes significant others that actively support their recovery goals, as well as transportation to treatment and support group meetings, face a much greater risk of relapse. For people who may be homeless or for whom their previous living environment would undermine their ability to abstain from drug and alcohol use, recovery-focused housing can be essential. A high quality recovery house provides the chance for a fresh start when individuals return to the community after a period of residential treatment.

A women’s recovery house in Carlisle, operated by The RASE Project, provides valuable services to women seeking a supportive environment to recover from addiction and launch a fresh start. Although men experience higher rates of substance use disorders, and even though Carlisle is the county seat, Carlisle lacks a recovery house for men. With its close proximity to the Cumberland County Courts, employment opportunities and county-based support services, Carlisle is an optimal location for a men’s house.

This proposed recovery house will be specialized to serve men in early stage recovery from a substance use disorder.

Eligible Applicants

Organizations with significant experience providing treatment and recovery services in Pennsylvania are encouraged to apply.

1. Must be a Legal Entity, preferred but not required to be registered as a nonprofit, 501(c)(3);
2. Has a track record of success in providing recovery and/or treatment services to individuals entering recovery. Experience running recovery houses preferred but not required;
3. Has no past or current criminal or civil legal action that would bring question about the opening of a recovery house in a community;
4. Has no record of registration on the Medical Assistance exclusion list;
5. Can demonstrate adequate financial resources to develop and sustain the cost of running a recovery house; and
6. To ensure close proximity to county services, CAT transportation and employment opportunities, the proposed facility must be located within the Borough of Carlisle.

Proposals are due on August 16, 2019 to the Partnership for Better Health. A scope of work, proposal requirements, project timeline and application instructions are shared below.

Proposal Requirements & Contact Information

Proposals should be clear and compelling. Proposals **should not exceed twelve (12) pages**, excluding house rules, budget forms, organizational charts and biographies. Please include the key components below. Responses to key questions may be brief:

I. Qualifications: Provide a summary explaining why your organization is well qualified for to establish a men’s recovery house in Carlisle, Pennsylvania. Include organizational profile, length of time engaged in addressing substance use disorders, plus examples of relevant work. Provide your mission statement and founding date. Include the type of services you currently provide in the Drug and Alcohol field and Mental Health field and how long your agency has provided these services. Identify any licenses your

agency possesses. Identify all recovery houses that your agency currently operates, including the address, target population served, number of persons in each home and how long the site has been operated as a recovery house. Describe your agency's experience in working with the Medicaid population.

II. Facility Planning: What steps will be taken to identify, renovate and open the house? During the one-year project period, what will be achieved?

- A. Describe your site development plan, which could include but is not limited to the purchase and/or renovation of a property.
- B. As an attachment, please provide a timeline of all significant action steps that will be completed to open the recovery house and the associated projected dates to achieve each action step, up to full implementation.
- C. Your facility will be required to become licensed and comply with Pennsylvania's standards for recovery houses. How will you prepare to meet these pending requirements, which are anticipated to be released later this summer? <https://www.ddap.pa.gov/Pages/Recovery-House-Licensing.aspx>
- D. How will you ensure that your facility complies with the Borough of Carlisle's zoning requirements for regular residential housing or Group Housing? (Group Housing is permitted in zone C5 by right, zones C3 and C4 by special exception, plus all R-residential zones by right. See section "255-199" beginning on page 96 for more details: <https://www.carlislepa.org/wp-content/uploads/2013/03/Boroughofcarlislezoningordinance.pdf>)
- E. How will you ensure that the facility complies with the requirements of the Americans with Disabilities Act (ADA): https://www.ada.gov/2010_regs.htm
- F. Please describe if you would engage the public in the opening and/or oversight of the recovery house and, if so, how you would go about this process.
- G. Describe how the house will be sustained financially, beyond this opening year of operations. Please keep in mind that this is a one-time grant.

III. Population Served

- A. What is the planned capacity of your facility? How many residents would you serve?
- B. Please identify the intended target population (e.g., Medicaid eligible, persons with a mental illness and/or those persons who are being treated with medication for their illness).
- C. What is the minimum income expectation for a person who would reside in the facility? Will you accept persons who have SSI or Disability?
- D. Please note any additional criteria or qualities necessary for individuals wishing to reside at your facility that have not already been addressed in the previous questions. Are there any exclusionary criteria (e.g., medical or other issues) that may prevent you from accepting an individual at your facility.

IV. House Rules & Practices

- A. Please provide a written list of House Rules and a copy of any written agreements to be signed by residents upon arrival at your facility, if available. How will residents be made aware of the house rules? Who has authority to enforce the rules and what methods are used to ensure consistent enforcement of these rules?
- B. What steps will you take to establish and maintain a supportive environment for all residents? How will conflicts among residents be addressed?
- C. What safeguards will be in place to ensure the safety and protection of all residents?
- D. Please describe the purpose and frequency of house meetings. What issues are addressed at these meetings? Who runs the meetings?
- E. How long would an individual reside at your facility? Is there a maximum length of stay for a resident? If so, please describe.

- F. What fee is charged to reside in your facility and by what interval is this fee charged (e.g. daily, weekly, monthly)? Please list what is included in your fee (e.g. food, toiletries, linens).
- G. Recognizing that residents will be expected to participate in treatment and recovery support, how will your organization enforce and monitor these expectations?
- H. Some recovery communities are secular and others are faith-based. Please describe your organization's approach. Participation in faith-based activities may not be a requirement or expectation of residents.
- I. Please describe how any needed medications would be kept secure and monitored to prevent inappropriate use.
- J. How will your facility's policy to require abstinence from alcohol and illicit drug use among residents be monitored and enforced among residents?
- K. Will your facility make use of urinalysis or other drug testing procedures? If so, describe the circumstances under which such testing might be used.
- L. Share your organization's position on the use of Medication Assisted Treatment (MAT) as part of an individual's recovery and list the types of MAT that you will support in the recovery house.

V. House Management

- A. Will you employ staff members and, if so, please describe their responsibilities and describe the qualifications/hiring process that you take with employees.
- B. If you have a House Manager (or volunteers), will they live on-site? During what hours is your House Manager/staff present and available at the residence?
- C. How will criminal background checks be conducted prior to engaging house employees?

VI. Budget: Using the attached budget form, provide a detailed budget confirming plans for the use of funds. This award will total up to \$60,000 for an organization that plans to develop their men's recovery house at a property that they rent or lease, plus an additional \$40,000 to this same organization should they plan to purchase a property for the house (not rent or lease). Purchasing a permanent property is highly encouraged. Together, this creates a total grant funding opportunity of up to \$100,000, to be granted to one organization.

Budget expenditures should be well justified. These funds will be one time only funds that are to be expended within the designated 12 month period. The provider will be required to include a yearend accounting of expenses that may include but is not limited to the purchase of a home and the renovation of a property. The budget must also include the entire projected cost to operationalize the new men's recovery house, clearly distinguishing those costs that would be covered by the grant and the revenue source(s) that will cover the remaining costs. Include validation of the availability of the other funding sources or evidence of the capacity to finance these costs. Include a listing of any capital purchases that will be part of the start-up.

VII. Organizational Chart: Attach an organizational chart of your current structure and indicate where this project would fit within that structure.

VIII. Biographies

- A. Include brief bios for key individual(s) leading the project. Describe their professional and educational expertise, as well as their respective roles and responsibilities for the development of the men's recovery house. If you are selected as a finalist, you will be encouraged to bring key individuals to the interview.
- B. If your organization has an active oversight board or advisory group, please also include a complete list of members.

IX. Three References: Please include three references and a brief description of your organization's relationship with them. Include organization's name, address, phone number and contact person.

Timeline

Projects are expected to begin November 1, 2019. Applicants are encouraged to begin a property search process immediately, with the goal of securing a suitable property within six months. The project period is expected to include any necessary licensing and renovations. By the conclusion of the 12 month period, the property is expected to be open and accepting residents.

Proposed Project Timeline	
Release of RFP	June 6, 2019
Proposals Due	August 16, 2019
Finalists Notified	September 6, 2019
Finalist Interviews	September 9 to 27, 2019
Selection Announced	October 10, 2019
Anticipated Start Date	November 1, 2019
Completion Date	October 31, 2020

Application Process

Final proposals may be submitted on or before August 16, 2019, via email to Casandra Jewell at: CJewell@ForBetterHealthPA.org. Please feel free to direct possible questions about this RFP to Executive Director, Becca Raley (717-960-9009 x4) or Carol Thorton, Director of Grants & Public Policy (717-960-9009 x 7).

- **Confirmation:** You will receive an email confirming our receipt of your proposal within two business days. If you have not heard from us by then, please call so that we can ensure we have received all of your materials (Casandra: 717-960-9009 x0).

Proposal Review & Selection Process

A proposal selection committee comprised of members of the Partnership for Better Health and the Cumberland-Perry Drug & Alcohol Commission will consider each proposal carefully. Please keep in mind that the submission of a proposal does not entitle an organization to grant funding, even if only one response is received. The Partnership reserves the right to withdraw or modify this RFP based upon programmatic decisions, quality of responses and external changes that may substantially affect the nature of this funding opportunity.

The proposal selection committee will base their selection upon the following steps.

Step 1 — Review of Qualifications: We will determine which organization is best qualified to develop a men's recovery house in Carlisle based upon: quality of proposals, fit with *selection criteria featured herein* and demonstrated track record of success.

Step 2 — Follow up Q & A and Interviews with Finalists: Follow up questions will be issued to providers, as needed. We then anticipate inviting no more than 3 organizations to meet with us for an oral presentation of the proposal and interviews.

Step 3 — Calls to Listed References: The Partnership for Better Health will contact listed references to affirm capacity to deliver and sustain high quality recovery house services.

Step 4 — The Partnership for Better Health's **Board of Trustees will vote** to approve the final grant award.

ATTACHMENT: BUDGET FORM
Men's Recovery House in Carlisle

12-Month Budget Expense Categories	This Grant	Other Funding
Operating Expenses		
Property (Purchase, Rent or Lease?)		
Furnishings		
Utilities		
Miscellaneous Personnel Expenses		
Insurance		
Communications		
Other Operating Expenses		
Administrative/Indirect Costs		
Sub-Total: Operating Expenses		
Fixed Assets		
Equipment and Furniture ¹		
Sub-Total: Fixed Assets		
TOTAL ALL EXPENSES		

¹ Please provide a listing of all expected purchases.

Budget Narrative

Provide a brief narrative describing each line item, as needed.

This grant will total up to \$60,000 for an organization that develops a men's recovery house at a property site that is *rented or leased*, plus an additional \$40,000 to this same organization should the supplemental \$40,000 be applied to the ***purchase*** or mortgaging of a property for the men's recovery house (i.e., not rented or leased). Together, this creates a total grant funding opportunity of up to \$100,000. *The permanent purchase of a property is encouraged, and any amount of the proposed \$60,000 portion of this funding opportunity may also be applied to a permanent purchase, if needed. Grant funds for a property purchase will not be released by the foundation until the selected organization has identified their site for the men's recovery house. While there is some flexibility in the timing of this award, as noted previously a property search is expected to begin immediately, with the goal of identifying a suitable location within the first six months.*