



REQUEST FOR PROPOSAL

PROGRAM DEVELOPMENT PILOT: RECOVERY FRIENDLY WORKPLACE INITIATIVE

Purpose

The purpose of this Request for Proposal (RFP) is to solicit proposals from organizations experienced with community-based recovery initiatives, recovery program development and mental health to take a lead role in developing programs under the Recovery Friendly Workplace Initiative.

The selected organization will serve as the pilot organization for the development of Recovery Friendly Workplace programs by dedicating a staff person on a part time basis to focus on raising public awareness about the Initiative; coordinating programming and information that supports health and safety for employees; promoting active community engagement in the Initiative to assist in reducing the negative impact of unaddressed substance misuse and untreated mental health; and helping to develop templates and guidelines for other organizations and businesses to utilize in establishing Recovery Friendly Workplace programs.

Background

Created in 1983, the NH Community Development Finance Authority (CDFA) supports community development, affordable housing and economic development activities that benefit low- and moderate- income people and communities in New Hampshire.

CDFA manages nearly \$25 million in funding resources, which includes a combination of state tax credits, federal Community Development Block Grant and energy funds. We support the development of vibrant and resilient communities by providing financial resources to nonprofits, community development organizations, counties, municipalities, and for-profit businesses. These organizations, in partnership with CDFA, see our work in revitalized downtowns, the building of high quality childcare facilities, supporting the expansion of business to provide job opportunities, the creation of new housing units, investments in clean energy projects and the support and development of a healthy nonprofit sector.

In June 2018, CDFA was allocated a one-time, \$1 million appropriation to administer grant funds to nonprofit organizations delivering recovery friendly workplace programs. According to the authorizing legislation (House Bill 1817 – Attachment A), “recovery friendly workplace programs” include programs that:

- Educate employers in evidence-based practices that demonstrably reduce substance misuse in the workplace;
- Create work environments that are conducive to enabling persons in addiction and mental health recovery to sustain and re-enter the workforce as productive members of society;
- Train employees, including specialized training for human resources personnel, on these matters;
- Raise public awareness and provide information that supports health and safety for employees; and
- Promote active community engagement that will assist in reducing the negative impact of unaddressed substance misuse and untreated mental health.

In the last two years alone, CDFA has awarded more than \$4 million in resources to organizations delivering services within the public health continuum of care, including those within the mental health and substance use disorder sectors (Listing of CDFA Investments in the Public Health Continuum of Care – Attachment B). These investments focused financial and technical assistance resources on bricks and mortar projects – purchase of property, construction, expansion, rehabilitation, renovations, etc. CDFA also has a long history of building the capacity of nonprofit organizations throughout the state, including the statewide Regional Development Corporation network and nonprofit housing sector.

Scope of Services

In reference to the background above and to help ensure that the Recovery Friendly Workplace Initiative is successful, the CDFFA is seeking a proposal to provide the services outlined below.

SERVICES REQUESTED:

The selected organization must propose a plan with specific deliverables that will accomplish the following: raising public awareness about the Initiative; coordinating programming and information that supports health and safety for employees; promoting active community engagement in the Initiative to assist in reducing the negative impact of unaddressed substance misuse and untreated mental health; and assisting in the development of templates and guidelines for other organizations and businesses to utilize in developing Recovery Friendly Workplace programs.

The proposal must describe how the organization will dedicate a staff person on a part-time basis whose responsibility will be accomplishing the objectives of the plan. A sample overview of responsibilities for the organization's selected part-time staff person is shown on Attachment C.

Eligible applicants include nonprofit organizations that are organized under the laws of the state, must be good standing with the Secretary of State, and have practices that are consistent with Substance Abuse and Mental Health Services Administration (SAMHSA).

Experience

Responsive proposals will demonstrate the entity meets the following qualifications:

- Excellent working knowledge of federal, state and local initiatives, funding and organizations involved in substance misuse and healthy work place programs.
- Experienced project management in behavioral health / substance misuse.
- Ability to create, modify and update program materials, manage staff and meet reporting requirements.
- Excellent writing and organization skills.
- Presentation skills and proven capacity to communicate with businesses and other stakeholders.

The proposal will include an explanation of the entity's experience, resume of the individual identified to lead the project activities and an hourly rate for services. Proposals should include qualifications, describe any recent project work in this or relevant field, and estimated total costs for engagement from November 2018 through June 2020.

Preference will be given to proposal in which the individual and entity has prior experience. Funding for this proposal shall not exceed \$100,000.

The proposal will include an explanation of entities and individuals experience, resume of individual identified for the position and an hourly rate for services.

Questions and Submission

New Hampshire Community Development Finance Authority
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Deadline

Proposals should be submitted by email or in hand no later than November 1, 2018.

ATTACHMENT A

House Bill 1817

(signed into law as Chapter 162)

Community Development Finance Authority; Recovery Friendly Workplace Initiatives.

- I. The sum of \$1,000,000 for the fiscal year ending June 30, 2018 is hereby appropriated to the community development finance authority for the purpose of supporting recovery friendly workplace programs offered by nonprofit organizations. The governor is authorized to draw a warrant for said sum out of any money in the treasury not otherwise appropriated.

- II. The authority shall use the appropriation exclusively for the purpose of investing or lending to nonprofit organizations that deliver recovery friendly workplace programs. In this section, "recovery friendly workplace programs" means programs that educate employers in evidence-based practices that demonstrably reduce substance misuse in the workplace and create work environments that are conducive to enabling persons in addiction and mental health recovery to sustain and re-enter the workforce as productive members of society. Such programs shall include the training of all employees, including specialized training for human resources personnel, and shall be consistent with Substance Abuse and Mental Health Services Administration (SAMHSA) standards. The term "recovery friendly workplace programs" also includes the propagation of public awareness and information that supports health and safety for employees, while promoting active community engagement that will assist in reducing the negative impact of unaddressed substance misuse and untreated mental health. On or by September 30, 2020, the authority shall make public on its website and provide a report to the governor, the president of the senate, and the speaker of the house of representatives concerning the disbursement of funds and the effectiveness of the recovery friendly workplace initiatives supported by the authority, including, but not limited to, how many workers in recovery were attracted to and retained in the workforce.



ATTACHMENT B

CDFA’S INVESTMENT IN NEW HAMPSHIRE’S PUBLIC HEALTH CONTINUUM OF CARE

In the last two years alone, CDFA has awarded more than \$4 million in state and federal resources to organizations delivering services within the public health continuum of care, including those within the mental health and substance use disorder sectors.

ORGANIZATION	INVESTMENT	RESOURCE	OVERVIEW
Easterseals NH (Manchester)	\$250,000	State Tax Credit Program	Tax credits will be used to help renovate a 60,000 square foot building which houses numerous programs and community-based services benefiting serving low-income individuals. Services to be housed in the renovated facility include those impacting children, seniors, veterans, individuals with developmental disabilities, as well as a workforce development program.
Families In Transition (Manchester)	\$300,000	State Tax Credit Program	Funds will assist the organization in developing additional space for individual and group therapy for the Family Willows Intensive Outpatient Program. The program serves low-income women dealing with substance use disorders with the new space significantly increasing its capacity to provide treatment services.
Granite State Children’s Alliance (Laconia)	\$325,000	State Tax Credit Program	The organization will use tax credits and Community Development Block Grant funds to purchase and make necessary modifications to its current location in downtown Laconia. The newly renovated building will enable the centralization of services for the Greater Lakes Child Advocacy Center (CAC) and develop a Model Child Advocacy Center. Having these services under one roof streamlines a very complicated support system, putting the child and family in the best position to be successful in recovery. The CAC supports child victims of physical and sexual abuse, as well children who have witnessed violent crimes with 76 percent of those served being of low- and moderate-income.
	\$455,000	Federal Community Development Block Grant	

HOPE for New Hampshire Recovery (Manchester)	\$615,000	State Tax Credit Program	Tax credits will be used to fund the build of a recovery community center in downtown Manchester. The new facility will create greater capacity and access to services for those suffering with addiction.
Lakes Region Mental Health Center, Inc. (Laconia)	\$300,000	State Tax Credit Program	Funds will be used to consolidate the organization's four mental health facilities to one centralized location. The move will help meet the growing demand for and improve access to mental health services, specifically among low-income individuals.
MAPS Counseling Services (Keene)	\$150,000	State Tax Credit Program	Tax credit and Community Development Block Grant funds will enable MAPS Counseling Services, the largest provider of out-patient mental health services in Cheshire County, to relocate. The new location will provide more space to accommodate staff, ADA access, as well as improved privacy and security for clients, many of whom come from low- and moderate-income households. The city of Keene received a grant of that will enable MAPS Counseling Services, the largest provider of out-patient mental health services in Cheshire County, to relocate. The new location will provide more space to accommodate staff, ADA access, as well as improved privacy and security for clients.
	\$455,000	Federal Community Development Block Grant	
The Triangle Club (Dover)	\$200,000	State Tax Credit Program	Funds will help expand and improve the organization's current facility. The expansion will increase its capacity to provide meeting space for drug and alcohol addiction recovery meetings, a growing and critical community need.
Friendship House Drug Rehabilitation Facility (Bethlehem)	\$1,000,000	Federal Community Development Block Grant	Funds will assist in the construction of the new Friendship House Drug Rehabilitation Facility, a residential 32-bed drug and alcohol treatment facility in Bethlehem. Founded in 1981, the Friendship House provides drug and alcohol treatment services including recovery support services, outpatient services and residential treatment. It is the only facility of its kind within a 65-mile radius with a minimum of 76 percent of those individuals served by the organization being from low- and moderate-income households.

ATTACHMENT C

PROGRAM DEVELOPMENT PILOT: RECOVERY FRIENDLY WORKPLACE INITIATIVE SAMPLE OVERVIEW OF DESIGNATED STAFF PERSON RESPONSIBILITIES

To lead the Recovery Friendly Workplace (RFW) Initiative.

The mission of the RFW Initiative is to promote individual wellness by creating work environments that further mental and physical well-being of employees; proactively preventing substance misuse and supporting recovery from substance use disorders in the workplace and community.

The designated staff person for the selected organization will raise public awareness about the Initiative; coordinate programming and information that supports health and safety for employees; promote active community engagement in the Initiative to assist in reducing the negative impact of unaddressed substance misuse and untreated mental health, and assist in the development of templates and guidelines for other organizations and businesses to utilize in developing Recovery Friendly Workplace (RFW) programs.

KEY RESPONSIBILITIES:

- Manage team of Recovery Friendly Workplace Business Advisors
- Assist in the development of templates and guidelines for other organizations and businesses to utilize in developing Recovery Friendly Workplace programs
- Work in close collaboration with CDFA and other State of NH departments and offices to ensure alignment and coordination of initiative with other efforts
- Develops and facilitates partnerships with key stakeholders, including: Governor's RFW Initiative Advisory Committee, NH workplaces, multistate workplaces, substance misuse provider community, recovery community, business community, and the government sector in NH and other states
- Develops recruitment strategies and outreach plans to grow and expand the RFW initiative in NH and across the country
- Develops strategic plan, program policies, standards, goals and objectives in partnership with key stakeholders
- Develops data collection tools and oversees data collection efforts
- Evaluates program operations for program effectiveness, cost effectiveness, and utilization
- Identifies grant opportunities, develops proposals and produces required reporting to funding sources
- Researches and develops resources and materials for communication, marketing, and program implementation
- Develops and delivers trainings and presentations to business leaders, workplaces, and other key partners

MINIMUM QUALIFICATIONS:

Education: Master's degree from an accredited institute of higher education with major study in public health, nonprofit management, business administration, social or physical sciences, or related field.

Experience: Five years of management experience in a business or nonprofit setting providing planning, project management, consultation, or direct services, one year of which shall be in a substance misuse prevention, treatment, or recovery setting.