



## **TECHNICAL ASSISTANCE – RECOVERY FRIENDLY WORKPLACE INITIATIVE**

### **Purpose**

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The purpose of this Request for Proposal (RFP) is to solicit proposals from consultants experienced in community-based recovery centers, recovery program development and mental health to help guide the Community Development Finance Authority through the process of administering a new program to support organizations in these sectors. In addition, the consultant will engage with CDFA in the development of evidenced-based Recovery Friendly Workplace materials which align with the best practices outlined by the Substance Abuse and Mental Health Services Administration.

### **Background**

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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) (Exhibit 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 – Exhibit 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**

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In reference to the background above and to ensure that CDFA meets its goal to successfully administer the Recovery Friendly Workplace Initiative, the organization is seeking a consultant to provide the services outlined below.

### **SERVICES REQUESTED:**

1. Funding will be administered in accordance to a CDFA Recovery Friendly Workplace Initiative Application and Program Guide. The consultant will provide limited technical assistance to grantees throughout application and the grant period, to include but not be limited to:
  - a. Evaluation of applicant organizations during CDFA's review process;
  - b. Monitor for appropriate administration of grant funds in compliance with the Application and Program Guide and governing legislation;
  - c. Instruction and sharing of information and expertise to assist in the success of applicants and awardees; and
  - d. Troubleshooting potential issues during the grantee period of performance.
  
2. Development of evidenced-based Recovery Friendly Workplace materials which align with the evidence-based best practices outlined by the Substance Abuse and Mental Health Services Administration. Materials will be used by nonprofit organizations to deliver recovery friendly workplace programming to businesses and will include, but not be limited to:
  - a. Training modules for employees, supervisors and human resources professionals on substance misuse, behavioral health and addiction.
  - b. Training modules that provide education on existing alcohol, tobacco and other drug policies.
  - c. Training modules on best practices for the development of a Recovery Friendly Workplace Task Force or how to incorporate these practices into an existing health, wellness or safety committee.
  - d. Training modules on best practices or key considerations for workplace policy and/or programs for a Recovery Friendly Workplace.
  - e. Training modules and materials on topical issues, to include but not be limited to:
    - i. What is addiction & early signs of misuse;
    - ii. Signs and impacts of substance misuse in the workplace;
    - iii. Family and parenting focused prevention education; and
    - iv. Prescription medication safety.
  - f. Information and resource guides to promote health, well-being and recovery for individuals and their family members.
  - g. Information on how businesses can create connections with local organizations that can serve as a resource for employees and their family members.

Materials will also align with the legislative intent of this funding to support recovery friendly workplace programming that:

- Educates employers in evidence-based practices that demonstrably reduce substance misuse in the workplace;
- Creates 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;
- Trains employees, including specialized training for human resources personnel, on these matters;
- Raises public awareness and provide information that supports health and safety for employees; and
- Promotes active community engagement that will assist in reducing the negative impact of unaddressed substance misuse and untreated mental health.

3. Continued, long-term collaboration with the organizations engaged in the program to develop a report for this investment and New Hampshire's continuum of care, specifically as it relates to the initial

Recovery Friendly Workplace Initiative funding. The report may include, but not be limited to evidence-based models for sustainable recovery supports ecosystem, statewide policy and investment recommendations.

The report must be delivered on or by September 30, 2020 to the Governor, the President of the Senate, and the Speaker of the House of Representatives. CDFA is also required to make the final report available via its website.

## **Experience**

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Responsive proposals will demonstrate the individual or entity meets the following qualifications:

- Excellent working knowledge of federal, state and local initiatives, funding and organizations involved in this work.
- Experience providing the requested services, Substance Abuse and Mental Health Services Administration standards and best practices.
- Ability to create, modify and update program materials, provide technical assistance and meet reporting requirements.
- Excellent writing and organization skills.
- Presentation skills and ability to convey material in everyday terminology.

The proposal will include an estimate of hours to be expended on technical assistance and an hourly rate for services, as well as an estimate of hours to be expended on creation of materials, list of proposed materials to be developed, and hourly rate for services.

Preference will be given to the individual or entity with prior experience.

## **Questions and Submission**

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## **Deadline**

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Proposals should include qualifications, describe any recent project work in this or relevant field, and estimated costs. Proposals should be submitted by email or in hand no later than December 31, 2018.

## **EXHIBIT 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.

**EXHIBIT 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.

<b>ORGANIZATION</b>	<b>INVESTMENT</b>	<b>RESOURCE</b>	<b>OVERVIEW</b>
<b>Easterseals NH (Manchester)</b>	\$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.
<b>Families In Transition (Manchester)</b>	\$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.
<b>Granite State Children’s Alliance (Laconia)</b>	\$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	
<b>HOPE for New Hampshire Recovery (Manchester)</b>	\$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.
<b>Lakes Region Mental Health Center, Inc. (Laconia)</b>	\$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.
<b>MAPS Counseling Services (Keene)</b>	\$150,000	State Tax Credit Program	Tax credit and Community Development Block Grant funds will enable MAPS Counseling

	\$455,000	Federal Community Development Block Grant	<p>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.</p> <p>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.</p>
<b>The Triangle Club (Dover)</b>	\$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.
<b>Friendship House Drug Rehabilitation Facility (Bethlehem)</b>	\$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.