

# City of Philadelphia

Department of Behavioral Health/  
Mental Retardation Services  
1101 Market Street, 7<sup>th</sup> Floor  
Philadelphia, PA 19107



## Request For Applications (RFA) For Facility Improvements

**Julia Danzy, Director, Division of Social Services**

**Arthur C. Evans, Jr., Ph.D., Director  
Department of Behavioral Health/  
Mental Retardation Services**

**RFP Issued – June 29, 2007**

**Deadline for Applications – Friday, July 20 at 3:00 P.M.**

**For contact information:**

**James Hoefler**

**E-mail: [james.hoefler@phila.gov](mailto:james.hoefler@phila.gov)**

**Fax: (215) 685-5535**

**EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER  
MINORITIES AND WOMEN ARE ENCOURAGED TO RESPOND**

**TABLE OF CONTENTS**

<b>I</b>	<b>General Information for Prospective Applicants</b>	<b>3</b>
<b>II</b>	<b>Application Requirements</b>	<b>9</b>
<b>III</b>	<b>Criteria for Selection</b>	<b>10</b>
<b>Appendices</b>		
<b>A)</b>	<b>Application Cover Sheet</b>	<b>12</b>
<b>B)</b>	<b>Facility Improvements Application Forms</b>	<b>14</b>

## **SECTION I GENERAL INFORMATION FOR PROSPECTIVE APPLICANTS**

### **I.1 BACKGROUND AND PURPOSE**

The Philadelphia Department of Behavioral Health/Mental Retardation Services (DBH/MRS) is responsible for administering a broad array of treatment, intervention and prevention programs for individuals and families experiencing difficulties related to mental illness, addiction and mental retardation. Historically, the Philadelphia behavioral health system has primarily served individuals who are experiencing significant problems with mental illness, substance abuse, or both.

The creation of the Department of Behavioral Health/Mental Retardation Services (DBH/MRS) within Philadelphia city government in October 2003 signaled an important step in the evolution of service integration. The new department officially combined the three elements of Philadelphia's behavioral health system – the Office of Mental Health (OMH); the Coordinating Office for Drug and Alcohol Abuse Programs (CODAAP), now known as the Office of Addiction Services (OAS); and Community Behavioral Health (CBH), Philadelphia's not-for-profit behavioral health managed care entity – along with the Office of Mental Retardation Services (MRS) into its own separate administrative entity.

Since the creation of the Department of Behavioral Health/Mental Retardation Services, the Department has sought to transform the system of care in Philadelphia through a variety of initiatives. This transformation has been designed to promote a recovery-oriented service system for people with substance abuse and psychiatric disorders, encourage the use of evidenced based practices, improve the cultural competency of all providers of care throughout the system, eliminate behavioral health disparities and heighten sensitivity around the issue of trauma and its impact on the provision of behavioral health care.

In making these changes, DBH/MRS has attempted to improve public performance by creating a citywide culture based on expectations for high quality, client/consumer responsive services. A component in the provision of these services is the expectation that the physical sites where services are provided maintain acceptable standards. These standards pertain to life safety issues and cleanliness as well as to the establishment and maintenance of a welcoming environment where clients/consumers receive the message that they deserve to receive services in an appropriately well maintained setting.

With the recognition that funds for physical plant improvements are often overlooked or given low priority, DBH/MRS, through this Request For Applications (RFA), intends to make available a pool of funds to be used for the specific purpose of making physical site improvements in programs operated by treatment providers that are funded by DBH/MRS.

DBH/MRS anticipates having approximately \$2.8 million for this initiative. These funds can support as many as 80 \$15,000 grants and 32 \$50,000 grants, or any other

combination that yields a total of \$2.8 million. The pool of funds to be used for this purpose comes from CBH reinvestment funds. As you may be aware, the establishment of CBH and the subsequent creation of DBH/MRS has allowed for increased programmatic flexibility and improved coordination of funding streams. This has allowed DBH/MRS to use non-Medicaid dollars to create less costly services (such as new residential options) as alternatives to higher cost care (such as inpatient care). As a result, over time CBH has realized significant savings, which can now be reinvested into the development of new public sector services. It is these savings that are the source of funds being provided through this RFA.

## **I.2 RFA REQUIREMENTS**

The funds being made available for this initiative are time limited. All funds that are awarded through this RFA must be spent by November 30, 2007, and final bills must be submitted no later than December 15, 2007. Therefore, we are creating two separate categories for distribution of these funds. The first category is for funding requests up to a maximum of \$15,000. The second category is for funding requests of more than \$15,000 but no more than \$50,000. The primary distinction between these two funding pools is that requests of greater than \$15,000 require a match by the applicant agency. What follows are the general parameters that apply to all funding requests, followed by specific criteria for both the requests of up to \$15,000 and up to \$50,000.

### **Facility Improvements for All Requests – General Parameters**

- The money should be used for improvements in client use/program areas in a behavioral health program, not administrative areas. We will be fairly broad in interpreting eligible costs; they may include expenditures for facility infrastructure improvements, repairs and furnishings.
- Eligible providers are non-profit organizations who are currently contracted with at least one component of DBH, such as Office of Mental Health, Office of Addiction Services or CBH.
- Eligible requests for improvements on property that is owned by the provider agency will be given first priority. More information is described in the next section.
- Providers who are currently contracted with CBH must have participated in the Recovery Asset Baseline Assessment (RABA) process in order to be eligible for an infrastructure award. To confirm participation in the RABA process, providers can contact Natalie Turner at (215) 685-5411 or via email at natalie.turner@phila.gov.
- Current Day Programs that are part of the BH Day Transformation initiative are excluded from this initiative, since they are receiving other support. Also excluded are inpatient programs, RTFs and BHRS programs.
- All other contracted behavioral health programs are eligible.
- Improvements can be cosmetic or health and safety related or some other enhancement to client space.

- Eligible programs should be serving almost exclusively Philadelphia residents who are primarily (More than 50%) MA recipients.
- Requests should include a description of the services to be affected by the requested funding, including the population that is being served.
- No corporate entity may make more than one request at any level of support.
- Agencies that have received significant support from DBH/MRS in the past 12 months for construction, renovations, facility improvements or furnishings will receive lower priority consideration for funding through this RFA.

### **Requests of up to \$15,000**

- Requests of up to \$15,000 will be considered to be grants with no matching requirements.
- While priority is being given to requests where the property to be improved is owned by the provider agency making the request, consideration will be given in this category of request in cases where an agency rents its property and the enhancement to health, safety or client space can be clearly demonstrated. In such instances, all owners of the property must be disclosed. The familial, business or any other relationship of any owner to an employee or board member of the agency must also be disclosed.

### **Requests Between \$15,000 and \$50,000**

- Requests between \$15,000 and \$50,000 require a 50% hard match from the applying agency. For example, an agency's request of \$50,000 will require a \$25,000 match on the part of the agency. A budget for the entire improvement project, including the match, will be required.
- The agency may also indicate a greater hard match or additional in-kind or other types of match in order to strengthen the competitiveness of its application.
- In this category, the applicant agency must own the property that is being proposed for improvement.

In considering the preparation of your application, please be aware of the time frames that have been outlined. All work must be completed by November 30, 2007 and all invoices must be submitted by December 15, 2007. For those agencies making requests between \$15,000 and \$50,000, please be aware that you will be required to submit final invoices that show expenditures for both the DBH/MRS funds and the matching funds. Any work continuing beyond November 30, 2007 and any invoice submitted after December 15, 2007 will not be reimbursed.

The funds for these improvements will entirely be made available on a reimbursement basis. There will be no cash advances. Agencies will be required to pay for all approved costs with their own funds or with funds that they have otherwise secured and then be reimbursed by DBH/MRS.

As an added consideration, the proposed scope of work that may be encompassed in your application should be well thought out in terms of the time that may be required for completion. Large scale, complex work or work that requires permits from the City of Philadelphia may be beyond the available time frame. Please be sure that you allow adequate time so that delays will not result in your failure to be reimbursed.

### **I.3 ISSUING OFFICE**

This RFA is issued by the City of Philadelphia Department of Behavioral Health/Mental Retardation Services (DBH/MRS). DBH/MRS will be the sole point of contact in the City of Philadelphia with regard to any of the programmatic aspects of this RFA.

### **I.4 TYPE OF CONTRACT**

Contracts entered into by DBH/MRS as a result of this RFA shall be of the type designated as a professional services contract.

### **I.5 INCURRING COSTS**

DBH/MRS is not liable for any costs incurred by applicants for work performed in preparation of a response to this RFA.

### **I.6 REJECTION OF APPLICATIONS**

DBH/MRS reserves the right to reject any and all applications received as a result of this RFA.

### **I.7 QUESTIONS / CONTACT PERSONS**

Any general or programmatic questions that you may have as a result of reading this RFA should be directed to James Hoefler at DBH/MRS. He will be the primary point of contact for answering these questions and will be available to respond to questions via e-mail or fax. His e-mail address is james.hoefler@phila.gov. His fax number is (215) 685-5535.

### **I.8 APPLICATIONS AND RESPONSE DATE**

All applications must be submitted by Friday, July 20, 2007 at 3:00 P.M. Any response received after that date and time shall not be reviewed. We are also requiring you to submit, by the same deadline, one original signed application and eight (8) copies of your application. These should be submitted to:

James Hoefler  
1101 Market Street, 10<sup>th</sup> Floor  
Philadelphia, PA 19107

An official authorized to bind the applicant to all provisions of the application must sign the application cover page. Parts of the contents of the application of successful bidders will become contractual obligations if a contract is entered into.

#### **I.9 PREPARATION OF APPLICATIONS**

Applications must be prepared simply and economically, providing a straightforward, concise description of the applicant's ability to meet the requirements of the RFA. Each application must provide all the information detailed in this RFA using the format described in Section II and in the appendices. The applicant shall organize the application in the same order as presented in the Facility Improvements Application Form and clearly label each section of the additional narrative with the corresponding numbers from that Form. Please follow the page limits indicated in Section II in your application. The narrative portion of the proposal must be presented on standard 8.5"x11" paper, using a font size of 11 or larger. Margins, headers and footers should be at least one inch.

#### **I.10 CITY OF PHILADELPHIA PROFESSIONAL SERVICES CONTRACT, GENERAL PROVISIONS AND COST PRINCIPLES**

The general provisions and cost principles are available on the City of Philadelphia website for the information of prospective bidders. Any agreement entered into between DBH/MRS and selected contractor(s) shall contain the General Provisions and Cost Principles. DBH/MRS reserves the right to fund providers through a subcontract arrangement with another entity.

#### **I.11 SELECTION / REJECTION PROCEDURES**

Applicants whose applications are selected by DBH/MRS will be notified in writing as to their selection. Because of the short time frames involved, the award process will be expedited as much as possible. Applicants whose proposals are not selected will also be notified in writing by DBH/MRS.

#### **I.12 RESPONDENTS RESTRICTED**

No proposal shall be accepted from, or contract awarded to, any City employee or official, or any firm in which a City employee or official has a direct or indirect financial interest. Any proposal may be rejected that, in DBH/MRS' sole judgment, violates these conditions.

#### **I.13 CONTRACT TIME PERIOD**

All activity resulting from this RFA must be completed by November 30, 2007. All invoices for completed work must be submitted to DBH/MRS by December 15, 2007. DBH/MRS reserves the right to deny funding at the end of the contract period if these deadlines are not met.

#### **I.14 NON-DISCRIMINATION**

The successful applicants, as a condition of accepting and executing a contract with DBH/MRS through this RFA, agree to comply with all relevant sections of the Civil Rights Act of 1984, the Pennsylvania Human Relations Act, Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act, hereby assuring that:

The contractor does not and will not discriminate against any person because of race, color, religious creed, ancestry, national origin, age, sex, sexual orientation, handicap or disability in providing services, programs or employment or in its relationship with other contractors.

## **SECTION II APPLICATION REQUIREMENTS**

As previously noted, DBH/MRS anticipates having approximately \$2.8 million for this initiative. These funds can support as many as 80 \$15,000 grants and 32 \$50,000 grants, or any other combination that yields a total of \$2.8 million. Because there is limited time to implement and complete all of the activities associated with these facility improvements, the process for applying is straightforward and simple. For that reason, we are allowing 3 weeks to develop your application.

### **II.1 APPLICATION COVER SHEET**

All applicants must completely fill out, sign and attach the cover sheet (see Appendix A) as the first page of the application.

### **II.2 FACILITY IMPROVEMENTS APPLICATION FORM**

Appendix B, the Facility Improvements Application Form must be completed by all applicants. Please be sure to use the form for the funding pool category for which you are applying. This form is designed for you to summarize in one page the basic information regarding your funding request.

### **II.3 ADDITIONAL REQUIRED INFORMATION**

Because there may be additional information required in order to elaborate further on the information requested on the application form, each agency may provide this information on no more than two (2) additional 8.5" x 11" pages. This additional narrative must be single spaced, using a font size of 11 or larger with one inch margins on the top and sides. The expectation is that this additional narrative will be used when necessary to explain the area within the property where the work will take place, the description of the proposed work and the budget, the program services affected by the proposed work, any ownership issues, and issues related to the staging of proposed improvements and the completion of the work within the prescribed time frame. For those agencies making requests between \$15,000 and \$50,000, you should also submit a one page budget showing all of your proposed expenditures. The additional budget page is in addition to the two narrative pages. If you use these additional pages, please use the number that corresponds to the question from the Facility Improvements Application Form with your narrative.

### **SECTION III CRITERIA FOR SELECTION**

A DBH/MRS Application Review Committee will review all responses to this RFA. Based on that review, the Committee will make recommendations to the Director of DBH/MRS concerning those applications that are best able to meet the criteria of this RFA. The general criteria for all applicants include the following:

1. Is the applicant a not-for-profit provider currently contracted with at least one components of DBH/MRS?
2. If the applicant is contracted with CBH, did the organization participate in the Recovery Asset Baseline Assessment process?
3. Is the proposed program eligible for funding through this RFA and not on the list of excluded levels of care (day programs, inpatient, RTFs and BHRS programs) ?
4. Is the funding requested to be used in client use/program areas of the proposed property?
5. Is the request for this funding reasonable in terms of the positive impact it will have on the program and justified in terms of the proposed costs?
6. Does the program requesting these funds serve Philadelphia residents almost exclusively?
7. Are these Philadelphia residents primarily (more than 50%) MA recipients?
8. Is the application the only one being made by this corporate entity?
9. Can the proposed improvements be completed within the time frames required by this RFA?

In addition, for grant requests of a maximum of \$15,000, the following criteria will also be considered:

- Is the owner of the property proposed for improvement the applicant agency?
- If not, has the applicant agency clearly demonstrated that the proposed enhancements will significantly improve the physical space, health and/or safety of clients being served in the program?
- Have all of the owners of the property been disclosed, including any familial, business or other relationship between any owner and any employee or board member of the applicant agency?
- Has the applicant agency demonstrated a commitment to enhancing the recovery orientation of their services through participation in the Recovery Foundations Training, exceptional participation in the Recovery Asset Baseline Assessment (i.e. submitted more than 25 surveys), or participation in additional system transformation activities?

For grant requests between \$15,000 and \$50,000, the following criteria will also be considered:

- Is the owner of the property proposed for improvement the applicant agency? If not, applicant is ineligible to apply in this category.
- Has the applicant agency committed to a minimum of a 50% hard match and disclosed what the source or sources of those funds are?
- Is the hard match greater than 50%, and if so, what is that percentage?
- Are there additional in-kind or other types of match proposed in the application?

In reviewing the applications, the Committee will weigh all submissions in accordance with the criteria above. Specifically, the general criteria in the first section above must be met in order to be considered for funding. Once those criteria are met, the criteria specific to each of the two funding pools will be considered. Final funding decisions will be made based upon an agency's competitiveness in meeting those funding pool criteria and the availability of funds.

# **APPENDIX A**

## **Application Cover Sheet**

**DEPARTMENT OF BEHAVIORAL HEALTH/MENTAL RETARDATION  
SERVICES**

**REQUEST FOR APPLICATIONS**

**FACILITY IMPROVEMENTS**

**COVER SHEET**

CORPORATE NAME OF  
APPLICANT ORGANIZATION\_\_\_\_\_

CORPORATE ADDRESS\_\_\_\_\_

CITY\_\_\_\_\_ STATE\_\_\_\_\_ ZIP\_\_\_\_\_

CORPORATE STATUS (For-Profit or Not-For Profit) \_\_\_\_\_

MAIN CONTACT PERSON\_\_\_\_\_

TITLE\_\_\_\_\_ TELEPHONE # \_\_\_\_\_

E-MAIL ADDRESS\_\_\_\_\_ FAX # \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF OFFICIAL AUTHORIZED  
TO BIND BIDDER TO A CONTRACT

TITLE

\_\_\_\_\_  
TYPED NAME OF AUTHORIZED OFFICIAL  
IDENTIFIED ABOVE

# **APPENDIX B**

## **Facility Improvements Application Forms**

**DEPARTMENT OF BEHAVIORAL HEALTH/MENTAL RETARDATION  
SERVICES**

**FACILITY IMPROVEMENTS APPLICATION FORM**

**APPLICANTS SEEKING \$15,000 OR LESS**

1. Amount of Funding Requested \_\_\_\_\_
2. Location of Property to be Improved \_\_\_\_\_  
\_\_\_\_\_
3. Owner of the Property \_\_\_\_\_
4. Brief Description of the Area Within the Property Where the Work Will Take Place  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Brief Summary of the Proposed Work \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Brief Description of the Program Services that will be Affected by the Requested Funding, including the Population that is Being Served \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. % of Philadelphia Residents Served by This Program \_\_\_\_\_
8. % of Philadelphia Residents Served by the Program Who Are MA Recipients \_\_\_\_\_
9. Will Proposed Work Require a Building Permit, Zoning or Other Approval from a Government Agency? \_\_\_\_\_
10. If so, has that Permit, Zoning Other Approval Already been Obtained? \_\_\_\_\_

**DEPARTMENT OF BEHAVIORAL HEALTH/MENTAL RETARDATION  
SERVICES**

**FACILITY IMPROVEMENTS APPLICATION FORM**

**APPLICANTS SEEKING BETWEEN \$15,000 AND \$50,000**

1. Amount of Funding Requested \_\_\_\_\_

2. Location of Property to Be Improved \_\_\_\_\_  
\_\_\_\_\_

3. Owner of the Property \_\_\_\_\_

4. Brief Description of the Area Within the Property Where the Work Will Take Place  
\_\_\_\_\_  
\_\_\_\_\_

5A. Brief Summary of the Proposed Work \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5B. Brief Explanation of Source(s) of Match (See page 5, Requests Between \$15,000 and \$50,000) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Brief Description of the Program Services that Will Be Affected by the Requested Funding, including the Population that Is Being Served \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. % of Philadelphia Residents Served by This Program \_\_\_\_\_

8. % of Philadelphia Residents Served by the Program Who are MA Recipients \_\_\_\_\_

9. If your agency is contracted with CBH, did your organization participate in the Recovery Asset Baseline Assessment process? \_\_\_\_\_

10. Please describe the efforts taken within your agency to enhance the recovery orientation of the services provided. These may include participation in transformation

activities sponsored by DBH/MRS such as the Recovery Foundations Training, the First Fridays Series, The Prime Institute on Cultural Competence, as well as participating in and/or hosting focus groups for the Recovery Asset Baseline Assessment, or other activities. In addition to DBH/MRS sponsored activities, recovery enhancing efforts that were initiated by and are unique to your organization should be described\_\_\_\_\_

---

---

---

---

---

11. Will Proposed Work Require a Building Permit, Zoning or Other Approval from a Government Agency?\_\_\_\_\_

12. If so, Has that Permit, Zoning Other Approval Already Been Obtained?\_\_\_\_\_