

**DEPARTMENT OF MENTAL HEALTH
NOTICE OF FUNDING AVAILABILITY AND
REQUEST FOR APPLICATIONS**

The District of Columbia Department of Mental Health (DMH) hereby announces the availability of one-time sub-grants to agencies certified by DMH as Support Employment Program providers pursuant to Title 22-A DCMR Chapter 37. DMH is offering providers, who are utilizing current Employment Specialist staff at capacity, up to twenty-two thousand six hundred eighty-five dollars (\$22,685.00) per provider, to be used for the specific purpose of hiring an additional full-time Employment Specialist and defraying approximately 50% of the annual salary for this new employee.

A. SUMMARY AND PURPOSE OF GRANT

The purpose of this sub-grant, the Supported Employment Expansion Initiative, is to provide one-time infra-structure development assistance funding to certified Supported Employment Program (“SEP”) providers so they can serve additional consumers who are now being referred by CSA’s who are complying with DMH’s supported employment assessment and referral procedures. Grant funds will be offered to Certified SEPs that are currently operating at capacity with existing ES staff and need additional staff to expand their services. The funding is intended to cover up to 50% of the full-time annual salary for one additional ES. The Grantee agency will be expected to add one new staff person to existing ES staff levels, to contribute at least 50% to the salary costs for the new employee, and to maintain new ES staff levels through billings for services provided. The new staff will provide all aspects of supported employment services in accordance with 22-A DCMR Chapter 37 and DMH Policy 508.1A and shall carry a caseload of 20 consumers. This should add approximately 100 new slots to DMH’s service capacity by August 30, 2013 and enable DMH to meet benchmarks in the Dixon case settlement.

C. BACKGROUND AND NEED

The grant awards are to benefit consumers who need mental health services and supports, specifically supported employment services, and to expand the capacity of existing SEPs.

D. NOTIFICATION OF GRANT OPPORTUNITY

This is a non-competitive grant, since all DMH-certified Supported Employment Program providers are eligible to apply and will receive the same grant funds, provided the Program is currently operating at capacity (twenty (20) consumers served by each Employment Specialist).

In addition to publication of the NOFA in the D.C. Register, this Notice of Funding Availability and Request for Applications will be published on the OPGS website and sent directly to all certified Supported Employment providers by confirmed e-mail or confirmed FAX.

E. ELIGIBILITY CRITERIA

Applicants must:

1. Be currently certified by DMH as a Mental Health Rehabilitation Services Provider, and must also be certified by DMH as a Supported Employment Program provider.
2. Submit a timely application.
3. Be able to demonstrate that the Supported Employment Program is operating at capacity, defined as twenty (20) consumers being assigned to and served by each Employment Specialist, and therefore requires additional staff in order to measurably expand the number of consumers served.
4. Enter into a Grant Agreement with DMH and comply with Agreement requirements and conditions including, but not limited to: timetables with respect to hiring an additional Employment Specialist (“ES”); matching grant moneys awarded by DMH by paying for 50% or more of the new ES’s salary; commitment to maintain increased ES staffing levels; accepting outside referrals for the Supported Employment Program; performing required monitoring and reporting; compliance with applicable District of Columbia laws and regulations governing sub-grants (1 DCMR Chapter 50) and DMH Mental Health grants (22-A DCMR Chapter 44).

F. AMOUNT OF FUNDING AND GRANT AWARDS

The amount of funding for the award period shall not exceed \$22,685.00 for each DMH-certified supported employment provider, who meets eligibility criteria, for the year ending September 30, 2013.

G. PAYMENTS TO GRANTEEES

Payments will be made to grantees in 2 installments, the first upon submitting a signed copy of the job offer and acceptance for a new Employment Specialist, including the salary, benefits, start date and employment terms. The second installment shall be issued upon submission of an invoice after the ES has been employed for at least 8 weeks.

H. GRANTEE REPORTING

Grantees shall submit all reports required by the Sub-Grant Agreement and by 22-A DCMR Chapter 37 and DMH Policy 508.1A.

Inquiries regarding this NOFA and the Request for Applications (RFA) below should be directed to Mr. Steven Baker, DMH Supported Employment Program Manager, Department of Mental Health, 64 New York Avenue, Northeast, 3rd Floor, Washington D.C. 20002. Mr. Baker may be contacted at (202) 673-7597 or via e-mail at Steven.Baker@dc.gov. The NOFA, RFA and Application form will also be available for pick-up from Mr. Baker at DMH on May 16, 2013 and will also be sent to each DMH Certified Supported Employment Provider via e-mail by Friday May 17, 2013. The deadline for submitting applications is May 24, 2013. Applicants must fully respond to each question, complete and sign the attached Application Form and submit it to Mr. Baker at the address above by no later than 5 pm on May 24, 2013.

**Application for DMH Non-Competitive Grant Funding Opportunity
For Supported Employment Expansion Initiative**

1. Name of Supported Employment Program Agency/Applicant:

2. Address of Applicant:

3. Applicant Phone number, FAX number and e-mail address:

4. DMH-Issued MHRS Certification # and beginning date and expiration date for certification:

5. DMH-Issued Supported Employment Program Certification # and beginning date and expiration date for certification:

6. For each Employment Specialist currently employed by your agency ES, provide the name, date employment commenced, gross annual salary and benefits including leave, health insurance and any other benefits.

7. State the number of consumers currently enrolled in your agency's supported employment program.

8. State the number of consumers currently served by each Employment Specialist, presently employed by your agency.

9. State the number of persons referred to your agency for supported employment services who are currently on your program's waiting list.

Certification of Applicant:

I hereby certify to the following. I understand and agree that if I am awarded grant funds that I am required to allocate and utilize the grant funds to pay salary costs for an additional newly hired Employment Specialist, it being understood that grant funds will cover up to 50% of the annual salary and will be allocated toward the first six months' payroll.

I understand that I should be in compliance with D.C. tax laws to receive grant funds. I also understand that I am required to submit payroll records to DMH to verify that I have used grant funds as agreed to and authorized.

Further, I understand that DMH may inspect my facility to ensure compliance with grant conditions, and that I may be required to return grant moneys to DMH if I fail to do so.

I further understand that DMH reserves the right to rescind this grant notice as necessary, that the RFA does not commit DMH to make awards and that DMH is not liable for any costs incurred by applicants in applying for grants.

I also understand that I must sign a grant agreement at the time of the award and comply with any additional legal requirements.

Authorized Agency Representative. Print name and title.

Signature

Date