

EIPD RACRP 01059

REQUEST FOR APPLICATIONS FOR COMMUNITY REHABILITATION PARTNERSHIP (RACRP) # 1059

TITLE: *Community Rehabilitation Programs (CRP)*

ISSUE DATE: April 30, 2024

FUNDING AGENCY: NC Department of Health and Human Services (DHHS)
Division of Employment and Independence for People with Disabilities (EIPD)
805 Ruggles Drive
2801 Mail Service Center
Raleigh, NC 27699

IMPORTANT NOTE: Indicate agency or organization name and RACRP number on the front of each application envelope or package, along with the date for receipt of applications specified below.

Applications, subject to the conditions made a part of hereof, will be received until **5:00 pm, May 30, 2024** for providing services described herein. Applications received by the deadline above will be in consideration for a **November 1, 2024** award. Applications received after **5:00 pm, May 30, 2024** will be considered for a future award date. Applications will be considered on an ongoing basis.

For new Agencies that are not currently considered a Division Approved CRP, please refer to the [Community Rehabilitation Services](#) webpage on the Division's public website to obtain more information to initiate the application process. All prospective CRP providers are **required** to contact a [Regional CRP Specialist](#) before beginning the process of becoming an approved CRP vendor by the Division.

Agencies that are currently under contract with the NC Division of Employment and Independence for People with Disabilities (the Division) to provide Community Rehabilitation Program (CRP) services are NOT required to send a complete ***Application for Community Rehabilitation Partnership (RACRP #1059)***. However, such organizations must submit a ***Renewal Application for Community Rehabilitation Partnership (RACRP #1059)*** by the deadline indicated above in order to have an executed contract in the next renewal cycle effective November 1, 2024.

SEND ALL APPLICATIONS ELECTRONICALLY DIRECTLY TO:

dvr.CRPRACRP@dhhs.nc.gov

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Direct all inquiries concerning this RACRP to:

dvr.CRPRACRP@dhhs.nc.gov

NOTE: Questions concerning the specifications in this *Application for CRP Partnership* will be received via email only at dvr.CRPRACRP@dhhs.nc.gov until **5:00 pm May 7, 2024**. A summary of all questions and answers will be emailed to all Contractors requesting a copy of the questions and answers.

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I. INTRODUCTION

The objective of this APPLICATION FOR COMMUNITY REHABILITATION PARTNERSHIP (RACRP #1059) is to identify CRPs that can provide quality services in the areas of supported employment and work adjustment services. These services are developed to create competitive integrated employment opportunities for individuals with significant disabilities.

The goal of these service contracts is to provide individualized job supports for Division consumers with disabilities to reach successful competitive integrated employment. The Community Rehabilitation Program (CRP) will provide community-based services that may include assessment, job development, along with required job supports needed to obtain and maintain competitive integrated employment.

CRPs are integral partners in the network of services designed to provide people with disabilities equal opportunity in achieving their highest level of economic and social independence. Service models include:

Supported Employment (SE)

- Supported Employment
- Project Search®

Work Adjustment Services (WA)

II. BACKGROUND

According to the 2022 United States Bureau of Labor Statistics and US Census, 21.3% of individuals with disabilities were employed compared to 65.4% of individuals without disabilities who were employed in 2022. In State Fiscal Year 2022-2023 the North Carolina Division of Employment and Independence for People with Disabilities (the Division) served about 30,172 Division eligible consumers with disabilities who were seeking competitive employment. With the provision of these job supports, the Division enables some of North Carolina's most significantly disabled consumers to achieve and sustain competitive integrated employment outcomes.

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III. ELIGIBILITY

All current and previous awardees must be in good standing with the Division. Applicants are public and private for-profit or non-profit CRPs. Applicants shall be accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF), the Council on Accreditation (COA) or the Council on Quality and Leadership (CQL) in Employment services. In all models, in lieu of current accreditation or pending approval for accreditation at the time of application, a vendor shall provide evidence of training regarding accreditation before approval as a vendor, or evidence of training regarding accreditation is required within one year of vendor application with accreditation rendered within three years. A copy of the accreditation shall be submitted to the Division. All vendors must have a criminal background policy to provide services. Each CRP shall comply with the accessibility and nondiscrimination standards set forth in federal and state law. The Division may deny funding to and refuse to contract with any CRP which fails to comply with such provisions.

In addition to the above requirements, ONE of the following two conditions must be true:

- The CRP shall have a minimum of three years of experience as a service provider in the area of service delivery for which they are seeking approval, or,
- Key staff providing direct consumer services for the CRP (such as the coordinator of the program) must have a minimum of three years of experience providing services in the area for which the CRP is applying to become an approved vendor.

Once the community rehabilitation program is an approved vendor, they shall maintain accreditation in the areas that they are providing service for the Division. A copy of the current accreditation must be submitted to the Division.

Project SEARCH®

In addition to eligibility noted above, evidence must be provided that indicates the CRP is part of a local, multi-agency collaborative team in which a team member has been licensed or is in the process of being licensed to adhere to Project SEARCH® model fidelity.

IV. SCOPE OF SERVICES

The purpose is to provide Community Rehabilitation Program (CRP) services for consumers with significant and most significant disabilities to achieve and sustain competitive integrated employment.

Supported Employment (SE) Services are provided to our most significantly disabled consumers who typically require specialized assistance in securing competitive, integrated employment and require intensive training/job coaching for an extended period in order to

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learn job tasks. Additionally, long term follow along services are necessary throughout the life of the job to ensure the consumer maintains the position.

Project SEARCH®: This supported employment fidelity model includes transition training and placement services for students with disabilities who have significant intellectual or developmental disabilities. Services are provided in the context of a local, multi-agency collaborative team. <https://www.projectsearch.us/>

Work Adjustment (WA) services are provided to Division eligible consumers who require minimal support in finding suitable employment and require short term job coaching support to develop soft skills to maintain competitive integrated employment.

The Contractor shall provide supported employment or work adjustment services to eligible Division consumers to include the following components:

Supported Employment:

Intake, Optional Supplemental Evaluation, Job Retention or Individualized Job Development and placement, Intensive training and stabilization, and long term follow along support.

Work Adjustment Services:

Intake, Job Retention or individualized Job Development and placement, and short term job coaching support.

All applicants must fit into a milestone or existing performance based contracting model. Applicants can request a copy of the *Model Milestone Scope of Work* detailing the Performance Requirements when contracting these services by contacting the [Regional Community Rehabilitation Specialist in your area.](#)

In the event of local or state emergency declarations, the Applicant shall follow directives put forth in local and state guidance.

The Applicant may provide remote services via secure video conferencing with proven security measures only under circumstances when the Applicant has a privacy and security agreement and a policy in place that addresses handling of confidential information. Remote service delivery requires prior approval from the Division and would be a modification to the mode of service delivery only. All other requirements and deliverables must be met.

The following Performance Standards must be met:

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- A. Maintain policies and procedures designed to promote and document consumer input in program development and involvement in planning their own program thereby remaining committed to consumer involvement and the right of consumers to self-determination.
- B. Maintain a program evaluation and reporting system that measures effectiveness and efficiency and monitors the effects the Contractor has on improving the quality and efficiency of its total operation.
- C. Maintain personnel policies and documented employee practices that promote full program accessibility for each consumer and promotes the recruitment of persons with disabilities as staff and as board members.
- D. Maintain safety policies and a documented safety program that employs all generally reasonable precautions and any additional precautions indicated because of the limitations imposed by disabilities on consumers, staff or visitors.
- E. Maintain the confidentiality of all medical, psychological and other consumer information shared by the Division.
- F. Maintain documentation that it is in full compliance with the Wage and Hour requirements of the Fair Labor Standards Act (FLSA) and shall maintain this compliance as the requirements change. Compliance with FLSA evident by periodic agency program monitoring and no reported findings by DOL.
- G. Ensure program flexibility and staff mobility within and between the Work Adjustment and Supported Employment programs to promote maximum efficiency and to prevent the circumstance of a waiting list in one program while vacancies exist in the other.
- H. Maintain national accreditation in areas of Vocational Service.
- I. Conduct a consumer satisfaction survey on an annual basis which focuses on the satisfaction of services and satisfaction of employment outcomes for consumers placed in employment. A minimum of 85% of consumers will be satisfied with services received.
- J. Adhere to the reimbursement expectations.

Performance Monitoring/Quality Assurance Plan

In addition to monthly monitoring by the Division, the Contractor shall have an annual program review administrated by the Division Regional Community Rehabilitation Program Specialists. The Contractor shall meet the program review expectations at 100%. Additional reviews shall be conducted as needed. The annual review shall focus on the following:

- A. Accessibility - Policies and practices that promote full program accessibility for each consumer (physical barriers, specific disability accommodations).
- B. Maintenance of national accreditation in the area of Vocational Services.
- C. Availability of benefits counseling for consumers.
- D. Timeliness and accuracy of billing.

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- E. Communication, collaboration and cooperation between consumer, the Division, and the Contractor.
- F. Confidentiality – Maintenance of the confidentiality of all medical, psychological and other consumer information shared with the Contractor by the Division.
- G. Documentation that shows the need for and benefit from the service(s) to consumers. Service plans, evaluation reports, monthly summaries shall reflect collaboration with the Division, employment/placement summary, task analysis, job coaching notes, discharge summaries.
- H. Evaluation reports that indicate the interests and abilities of the consumers and makes recommendations that lead to the development of successful vocational plans.
- I. Key Personnel – changes in staff assigned to the performance of services to consumers.
- J. Long-Term Vocational Support – Documentation that reflects the provision of extended services and ongoing support services through continuous or periodic job skill training services provided at least twice monthly at the work site unless the IPE provides for off-site monitoring.
- K. Referrals – Appropriate, necessary supporting documentation, evaluation questions, and consent forms.
- L. Staffings – Schedule and participate in regular staffings with the consumer and Division Counselor to update progress toward meeting the consumer’s vocational goal.
- M. Training needs of Contractor staff.
- N. Documentation of full compliance with the Wage & Hour requirements of the Fair Labor Standards Act.

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V. REIMBURSEMENT

The Division funds supported employment and work adjustment services using two separate funding structures. Applicants who are currently contracting with the Division and under the performance-based funding structure are eligible for this continued funding or can consider milestone funding. All other Applicants will be funded under the Division's milestone funding.

A. Milestone Funding:

The applicant will provide supported employment and work adjustment services as prescribed in the Model Milestone Scope of Work utilizing the following milestone services.

Supported Employment (SE)

- Milestone 1: SE Intake
- Milestone 2: SE Supplemental Evaluation
- Milestone 3a: SE Job Development and Retention
- Milestone 3b: SE Job Retention
- Milestone 4: SE Intensive Training and Stabilization
- Milestone 5: SE 90 Day Placement

Work Adjustment (WA)

- Milestone 1: WA Intake
- Milestone 2a: WA Job Development and Retention
- Milestone 2b: WA Job Retention
- Milestone 3: Completion of Training Goals
- Milestone 4: WA 90 Day Placement

For information on current milestone rates contact dvr.CRPRACRP@dhhs.gov.

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B. Current Performance Based Funding:

****Only available to contractors in good standing that have a current Performance Based Funding contract with EIPD ****

The Applicant shall provide services to eligible Division consumers during the contract period in one or more of the following areas and will be reimbursed at the established negotiated rate for your program:

- A. Supported Employment (SE) Intake
- B. SE Supplemental Evaluation
- C. SE Job Development
- D. SE Intensive Training
- E. SE 90 Day Placement
- F. Work Adjustment (WA) Intake
- G. WA Job Development
- H. WA Job Coaching
- I. WA 90 Day Placement

VI. APPLICATION PROCESS SUMMARY DATES:

- April 30, 2024: Application for Community Rehabilitation Partnership (RACRP #1059) announced.
- May 7, 2024: Questions due from applicants
- May 15, 2024: Summary of questions and answers emailed to interested parties
- May 30, 2024: Application for Community Partnerships Due
- July 1, 2024: Awardees notified of Contract Award
- Nov 1, 2024: Proposed Contract Start Date

VII. EVALUATION CRITERIA

The application is worth a total of 100 points. Point values are clearly marked beside each item on the evaluation instrument.

Scoring of New Applications:

Applications shall be scored based on the responses to the four application content areas noted below.

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Minimum Criteria for Further Evaluation

1. Registered Business with State of North Carolina
2. Criminal Background Check Policy
3. Current CARF, CQU, COL accreditation or evidence of application
4. Fully signed Conflict of Interest Certification
5. Description of funding for Extended Services
6. Copy of Project SEARCH® License

Programmatic Requirements (100 points)

1. Application identifies Agency mission, vision, and core values 15 points
2. Demonstration of CIE and WIOA requirements 20 points
3. Application clearly defines job carving, customized employment, assistive technology, natural supports 15 points
4. Sample Reports to include intake, supplemental evaluation, CRP Service Plan, Task Analysis, Monthly Summary of service provision 25 points
5. Description and illustration of case from referral through successful employment outcome 25 points

Points

Only applicants scoring **75 points** or above will be considered for a contract award contingent upon availability of funding. Applicants scoring below that range can be considered when deficiencies are successfully addressed to the satisfaction of the Division.

Scoring of Renewal Applications:

All renewal applicants must meet minimum criteria listed below to proceed for further evaluation. The application is worth a total of 100 points. Point values are clearly marked beside each item on the evaluation instrument.

Minimum Criteria for Further Evaluation

1. Registered Business with State of North Carolina
2. Criminal Background Check Policy
3. Current CARF, CQU, COL accreditation or evidence of application
4. Fully signed Conflict of Interest Certification
5. Description of funding for Extended Services
6. Copy of Project SEARCH® License

Programmatic Requirements (100 points)

1. Contractual relationship with EIPD for at least 3 years 25 points
2. Demonstrated expenditures of 75% of contracted budget in last 3 years...30 points

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- 3. Good standing with EIPD.....20 points
- 4. Detailed geographical area served..... 5 points
- 5. CIE Statement that incorporates WIOA principles 10 points
- 6. Sound financial history 10 points

Only applicants scoring **75 points** or above will be considered for a contract award contingent upon availability of funding. Applicants scoring below that range can be considered when deficiencies are successfully addressed to the satisfaction of the Division.

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VIII. THE PROCUREMENT PROCESS

The following is a general description of the process by which a Contractor shall be selected

1. Written questions concerning the RACRP specifications will be received until the date specified on the cover sheet of this RACRP. A summary copy of all questions and answers will be emailed to all agencies and organizations applying for this RACRP.
2. Applications in an electronic submission will be received from each agency or organization. The original must be signed and dated by an official authorized to bind the agency or organization.
3. All applications must be received by the Division no later than the date and time specified on the cover sheet of the RACRP. Faxed applications will not be accepted.
4. At that date and time, the applications from each responding agency and organization will be logged in.
5. At their option, the evaluators may request additional information from any or all applicants for the purpose of clarification or to amplify the materials presented in any part of the application. However, the Contractor is cautioned that the evaluators are not required to request clarification; therefore, all applications should be complete and reflect the most favorable terms available from the agency or organization.
6. Applications will be evaluated according to completeness, content, experience with similar projects, ability of the Contractor's staff, cost, etc. The award of a contract to one Contractor does not mean that the other applications lacked merit, but that, all facts were considered and the selected application was deemed to provide the best service to the State.
7. Agencies and organizations are cautioned that this is a request for applications, and the Division reserves the unqualified right to reject any and all applications when such rejections are deemed to be in the best interest of the Division.

IX. GENERAL INFORMATION ON SUBMITTING APPLICATIONS

1. Award or Rejection

All qualified applications will be evaluated and award made to the Contractor whose combination of funding sources and service capabilities is deemed to be in the best interest of the funding agency. The funding agency reserves the unqualified right to reject any or all offers if determined to be in its best interest. Successful applicants will be notified by July 1, 2024.

2. Decline to Offer

Any Contractor that receives a copy of the RACRP but declines to make an

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offer is requested to send a written "Decline Offer" to the funding agency. Failure to respond as requested may subject the Contractor to removal from consideration of future RACRPs.

3. Cost of Application Preparation

Any cost incurred by an agency or organization in preparing or submitting an application is the agency's or organization's sole responsibility; the funding agency will not reimburse any agency or organization for any pre-award costs incurred.

4. Elaborate Applications

Elaborate applications in the form of brochures or other presentations beyond that necessary to present a complete and effective application are not desired.

5. Oral Explanations

The funding agency will not be bound by oral explanations or instructions given at any time during the competitive process or after award.

6. Reference to Other Data

Only information that is received in response to this RACRP will be evaluated; reference to information previously submitted will not suffice.

7. Titles

Titles and headings in this RACRP and any subsequent RACRP are for convenience only and shall have no binding force or effect.

8. Form of Application

Each application must be submitted on the form provided by the funding agency and will be incorporated into the funding agency's Performance Agreement (contract).

9. Exceptions

All applications are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions. The attachment of other terms and conditions by any agency and organization may be grounds for rejection of that agency or organization's application. Funded agencies and organizations specifically agree to the conditions set forth in the Performance Agreement (contract).

10. Advertising

In submitting its application, agencies and organizations agree not to use the results there from or as part of any news release or commercial advertising without prior written approval of the funding agency.

11. Right to Submitted Material

All responses, inquiries, or correspondence relating to or in reference to the RACRP, and all reports, charts, displays, scheduled, exhibits, and other documentation submitted by the agency or organization will become the property of the funding agency when received.

12. Competitive Offer

Pursuant to the provision of G.S. 143-54, and under penalty of perjury, the signer of any application submitted in response to this RACRP thereby

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certifies that this application has not been arrived at collusively or otherwise in violation of either Federal or North Carolina antitrust laws.

13. Agency and Organizations Representative

Each agency or organization shall submit with its application the name, address, and telephone number of the person(s) with authority to bind the agency or organization and answer questions or provide clarification concerning the application.

14. Subcontracting

Agencies and organizations may propose to subcontract portions of work provided that their applications clearly indicate the scope of the work to be subcontracted, and to whom. All information required about the prime grantee is also required for each proposed subcontractor.

15. Proprietary Information

Trade secrets or similar proprietary data which the agency or organization does not wish disclosed to other than personnel involved in the evaluation will be kept confidential to the extent permitted by NCAC TO1:05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL." Any section of the application that is to remain confidential shall also be so marked in boldface on the title page of that section.

16. Participation Encouraged

Pursuant to Article 3 and 3C, Chapter 143 of the North Carolina General Statutes and Executive Order No. 77, the funding agency invites and encourages participation in this RACRP by businesses owned by minorities, women and disabled including utilization as subcontractor(s) to perform functions under this request for applications.

17. Contract

The Division will issue a contract to the recipient of the funding that will include their application. Expenditures can begin immediately upon receipt of a completely signed contract.

Please be advised that the successful Contractor may be required to have an organizational audit in accordance with G.S. 143C-6-22 and G.S. 143C-6-23 as applicable to the agency or organization's status. Also, the contract may include assurances the successful applicant would be required to execute when signing the contract including:

1. IRS Tax Exemption Status Letter (if applicable)
2. IRS Tax Exemption Verification Form (Annual) (if applicable)
3. Conflict of Interest Acknowledgement and Policy (*Source document must be on file, send new one if a new COI policy has been adopted by your entity*)

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4. Conflict of Interest Verification (Annual)
5. Federal Certifications
6. State Certification
7. Proof of Insurance Form (or certificate of insurance)
8. Federal Exclusion Certification
9. Proof of SAM registration
10. EIPD Internal Control Questionnaire
11. General Terms and Conditions will be required and inserted into the final contract.

Assemble the Application in the following order. The application along with all additional documents and attachments should be sent to:

dvr.CRPRACRP@dhhs.nc.gov

X. ATTACHMENTS

[Attachment A: Application Checklist](#)

[Attachment B: Application Face Sheet](#)

[Attachment C: Cover Letter Format](#)

[Attachment D: Contractor Application](#)

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Attachment A: Application Checklist**Application Checklist**

The following items shall be included in the application and assembled in the following order.

Number each page consecutively beginning with the Application Face Sheet. Each page shall have the Contractor's name and RACRP number in the upper right-hand corner.

Required Components for *Current Contractors*:

<input type="checkbox"/>	1.	Completed Application Face Sheet
<input type="checkbox"/>	2.	Cover Letter
<input type="checkbox"/>	3.	Completed Renewal Application with supporting documentation of changes since last application

Required Components for *New Applicants*:

<input type="checkbox"/>	1.	Completed Application Face Sheet
<input type="checkbox"/>	2.	Cover Letter
<input type="checkbox"/>	3.	Completed Application with all supporting documentation as noted on application
<input type="checkbox"/>	4.	Additional Forms as noted below

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Attachment B: Application Face Sheet

Application Face Sheet

Name of Agency or Organization:

Address:

Telephone Number:

Fax Number:

Email Address:

Agency Status: () Public () Non-Profit, () For Profit

Agency Federal Tax ID Number:

Agency's Financial Reporting Year _____ through _____

Name and Title of Contract Administrator:

Name of Program(s)

SERVICE DELIVERY SITE(S):

AREA TO BE SERVED:

(Vice) President

Date

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Attachment C: Cover Letter Format

Cover Letter Format

A cover letter shall be on Contractor's letterhead and signed by the lead administrator of the agency or organization submitting the application stating the desire to respond to this RACRP.

Include in the cover letter:

1. Legal name of Contractor

2. The *Community Partnership (RACRP)* number

3. The Contractor's UEI number

4. The date of the application

5. Signed and dated by an individual authorized to legally bind the organization.

6. The cover letter must also indicate a clear understanding of and strong commitment to providing a full program of CRP services.

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Attachment D: Contractor Application

Select one:

Application for Community Rehabilitation Partnership (RACRP #1059)

Renewal Application for Community Rehabilitation Partnership (RACRP #1059)