**RFS 25-80876**

**Regional Recovery Hubs**

**Attachment D - Technical Proposal Template**

**Overview:**

Request for Services (RFS) 25-80876 is a solicitation issued by the State of Indiana in which organizations are invited to compete for the contract amongst other respondents in a formal evaluation process. Please be aware that the evaluation of your organization’s proposal will be completed by a team of State of Indiana employees and your organization’s score will be reflective of that evaluation. The evaluation of a proposal can only be based on the information provided by the Respondent in its proposal submission. Therefore, a competitive proposal will thoroughly address all components of the Scope of Work (SOW) (Attachment A). The Respondent is expected to provide the complete details of its proposed operations, processes, and staffing for the Scope of Work detailed in the RFS document and supplemental attachments.

**Instructions:**

Respondents shall use this template (Attachment D) to prepare their Technical Proposals. In their Technical Proposals, Respondents shall describe their relevant experience and explain how they propose to perform the work, specifically answering the prompts in the template below.

Please review the requirements in Attachment A (Scope of Work) carefully – the requirements in the Scope of Work should inform how Respondents complete their Technical Proposals in this template as the “Sections” referenced below correspond to the sections in the Scope of Work.

Respondents should type or paste their text in the provided yellow boxes which appear below the question/prompts. Respondents are allowed to reference attachments or exhibits not included in the boxes provided for the responses, so long as those materials are clearly referenced in the boxes in the template. The boxes may be expanded to fit a response.

**For all areas in which subcontractors will be performing a portion of the work, clearly describe their roles and responsibilities, related qualifications and experience, and how Respondents will maintain oversight of the subcontractors’ activities.**

**RESPONDENT NAME:**

|  |
| --- |
| **Project.ME FW FW, Incorporated** |

**REGION RESPONDENT PROPOSES TO SERVE:**

|  |
| --- |
| **Region 10** |

**SOW Section 1-3 - Overview of Project**

1. Provide a high-level summary of how you will execute the responsibilities of a Regional Recovery Hub. Please explain how your experience positions you as the ideal choice for maintaining peer support services as a Hub.

|  |
| --- |
| **To execute the responsibilities of a Regional Recovery Hub through this opportunity, Project.ME FW would like to continue and grow existing programs in Allen and Whitley counties and expand the RAD peer recovery coaching team to include the six counties for which the organization does not currently hold a contract. Project.ME FW would like to hire, onboard, train, and supervise peers who reside in or near Lagrange, Steuben, Noble, Dekalb, Adams, and Wells counties. Project.ME FW decided to hire peers in each county to ensure adherence to the fidelity of Project.ME FW harm reduction and peer support programming, delivery of Project.ME FW-specific services, and access to Project.ME FW-specific tangible resources while also having peers that are familiar with the communities in which they provide support.**  **As an existing hub, Project.ME FW has experience delivering and overseeing broad peer support services in various types of environments. The primary focus of Project.ME FW peers is to be equipped as resource brokers and to be capable of warmly connecting recoverees to the services and organizations that will meet their expressed needs, while being uplifters and sources of guidance and hope.**  **Project.ME FW has various programs that were each uniquely created to bridge gaps that exist for people who use drugs and people who have concerns related to substance use, justice involvement, and mental health. These programs include the Harm Reduction Street Outreach Team, the Recovery and Dreams (RAD) one-on-one peer recovery coaching team, and the Project.ME FW Drop-In Center. Once enrolled for ongoing support, Project.ME FW recoverees have immediate access to various tangible resources such as Lyfts (via the RRH), daily and monthly bus passes, fuel cards, food vouchers, clothing referrals, laundry packages, and small fine/fee assistance. Through consistent engagement in the program, recoverees gain access to further program incentives such as bicycle packages and transportation scholarships.**  **Project.ME FW staff facilitates recovery groups and coaching sessions within the Allen County Jail through the Jail Chemical Addiction Program (JCAP) and in the Allen County Juvenile Center as a co-facilitator for the Bridges to Recovery program for justice-involved youth.**  **Project.ME FW has experience with the Lyft peer ridesharing program, both connecting recoverees who are experiencing transportation barriers and also entering Lyft requests for our hub, and all other hubs through the current RRH Lyft program. This is due to Project.ME FW also holding a current contract to operate the Indiana 211 peer recovery line, Monday through Friday, 9:00 am to 5:00 pm.**  **Project.ME FW is experienced with data gathering and consistent, accurate reporting through documentation in Recovery Link. Project.ME FW has several registered Division of Mental Health & Addiction (DMHA) Electronic Billing (DEBS) users and consistently gather and submit Government Performance and Results Acts (GPRA) data.**  **In addition to having working experience with the programs and data collection discussed above, Project.ME FW also has policies, procedures and documentation practices in place to ensure and maintain adherence.** |

**SOW Section 4 and 5 – Desired Contractor Experience, Region and Mandatory Minimum Requirements**

1. For your region, describe any experience managing the direct delivery of peer recovery services, including experience as an active Recovery Community Organization (RCO). Highlight any subject matter expertise you have, especially in mental health, substance use recovery, and recovery-oriented systems of care.

|  |
| --- |
| **Project.ME FW is a Certified Recovery Community Organization (CRCO) and has held this certification since May 31, 2023. Project.ME FW is the existing Regional Recovery Hub (RRH) for Allen and Whitley counties and has been contracted as an RRH since January 2023. As a harm reduction and peer support nonprofit organization, Project.ME FW employs all individuals with lived experience and professional peer certifications. Project.ME FW delivers all services through certified peers.**  **Founder and Executive Director, Aisha Diss, is a key figure in the field of harm reduction and peer support. Her invitation to be a subject matter expert for the development of the Certified Peer Support Professional training and exam, her current role as a Technical Assistance (TA) Provider for the Harm Reduction Street Outreach teams, and her personal journey of long-term recovery from Opioid Use Disorder, all attest to her extensive and comprehensive knowledge. Aisha's leadership ensures that Project.ME FW is at the forefront of delivering and supervising ethically appropriate, person-centered peer support and bridging the gaps across the substance use and recovery spectrum.**  Project.ME FW's growth and impact have been remarkable. Even before obtaining federal nonprofit status, it consistently and exponentially maintained growth as a central point in the communities served. It has become a recovery point of contact for RCOs, other CRCOs, and recovery professionals across the State and even the US. This inspiring journey is a testament to the effectiveness and importance of Project.ME FW's innovative work.    **Project.ME FW Certified Recovery Community Organization Certificate is attached and included in attachment G.** |

1. Describe any experience developing and maintaining relationships with non-profit organizations, including coordinating linkages to care for individuals across different systems. Please explain how you will leverage current relationships to ensure individuals receive the necessary services. Please identify how this work will be done for your proposed region.

|  |
| --- |
| During the first year of development, Project.ME FW requested meetings with a multitude of community providers who are now community partners. Being equipped to connect recoverees to the services, supports, and relevant information they need is crucial to our work as peers.  Project.ME FW now has nonprofit partners that are consistently referred to, including Recovery Café Fort Wayne, Lutheran Social Services Recovery Care, Martha's Closet, and Community Harvest food bank. With these four close organizational relationships alone, Project.ME FW can support individuals in increasing their recovery capital, addressing barriers to having adequate clothing, and addressing barriers related to food insecurities. There are so many more relationships that Project.ME FW has cultivated to meet our recoverees' needs and bridge gaps between service providers.  Project.ME FW has relationships with nonprofit providers who address housing and housing stability needs. Two of these nonprofits are The Fort Wayne Rescue Mission (FWRM), which offers Project.ME FW space to hold office hours each week, and the Mustard Seed Furniture Bank, which provides furniture for many RAD team recoverees after securing independent housing. Project.ME FW holds a current Memorandum of Understanding (MOU) with the FWRM.  **The MOU between the Fort Wayne Rescue Mission and Project.ME FW is attached and included in attachment G.**  **Two members of the FWRM staff, Jay Evans and Caroline Collins, provided a letter of support which is attached and included in attachment G.**  **A letter of support from Sarah Lance, Executive Director of the Mustard Seed Furniture Bank, is also attached and included in attachment G.**  Project.ME FW was an initial collaborator for the Handing Out Hope initiative to support the unhoused community in the downtown area by making resources readily available and easy to access in a safe space. This collaboration is between Project.ME FW, Positive Resource Connection, Connect Allen County, Just Neighbors, Trinity English Lutheran Church, and the Fort Wayne Police Department’s Hope & Recovery Team (HART) Social Workers. Project.ME FW also performs active warrant outreach for HART to offer support and resources to individuals who have active warrants and, in most cases, recently experienced a non-fatal overdose.  **A letter of support from Captain Kevin Hunter is attached and included in attachment G.**  Project.ME FW is a member of the Allen County Drug & Alcohol Consortium (DAC), which is Allen County’s Local Coordinating Council (LCC). As a member, Executive Director, Aisha Diss, is an active participant in the Overdose Fatality Review team and the monthly LCC meetings that bring providers together across silos and provides recommendations for advocacy and community action.  **A letter of support from DAC Director of Operation, Tanya McKinney, is attached and included in attachment G.** |

1. Describe any experience collecting and reporting data on peer recovery activities, outcomes, and impact. Briefly explain your experience operating and reporting data in RecoveryLink.

|  |
| --- |
| Project.ME FW began to utilize Recovery Link when onboarded into the Regional Recovery Hub project in January 2023. At that time, the entire team completed a group training and have been using Recovery Link for consistent documentation since this time. All Project.ME FW RAD Team recoveree engagements and interactions, Drop-In Center contacts, organizational activities, and supervisions are required to be documented in Recovery Link within 24 hours, by respective Project.ME FW staff.  Executive Director, Aisha Diss, has created program IDs for each Project.ME FW program and is able to run appropriate reports to reconcile monthly data and track recoveree engagement via Recovery Link, as well.  **The Project.ME FW Required Documentation policy is attached and included in attachment G.** |

**SOW Section 6 – Peer Services and Supervision**

1. Please provide an estimate for the total annual amount of funds required to complete the duties listed in Section 6 of the SOW. This total should include the amount you would need from the State as well as the amount you might obtain through other sources. This estimate should exclude any administrative or costs required to maintain certified peers.

The State may utilize the estimates supplied to determine the resources needed for each region in the State. The ultimate amount for these services in each Hub’s contract will be determined during contract negotiations.

|  |
| --- |
| $1,671,280.00 |

1. Please indicate if your organization is currently receiving any alternate funding source(s) to provide peer recovery services and the annual amount received. Please describe how you anticipate utilizing alternate funding source(s) to complement funds awarded through this RFS.

|  |
| --- |
| Project.ME FW currently has three peer funding streams through contracts with the Indiana Recovery Network. One of these contracts is for the Regional Recovery Hub which will end on December 31, 2024, one contract is for operation of the Indiana 211 Peer Recovery Line and will also end on December 31, 2024, and the last contract (Elevance- Emergency Department Program) will end on May 31, 2025. The annual amount for this funding stream is $42,000, billed at $3500 per month for 131 peer hours and 4 hours of supervision.  Project.ME FW utilizes certified peers to staff their Harm Reduction Street Outreach (HRSO) team. The organization was awarded funds from the Opioid Settlement Match to continue HRSO and this contract will end June 30, 2025. The annual (remaining) amount that is allocated for HRSO staff through this funding stream is $112,408.50.  Project.ME FW has funds remaining in the amount of $22,686.32 that is allocated for personnel through the Accelerator Initiative that is managed by Community Solutions. These funds have been disbursed and must be spent down by the end of the grant cycle December 31, 2024.  Project.ME FW was recently awarded funds through the Division of Mental Health & Addiction’s (DMHA) RFF-24-001, Certified Peer Support Professional Expansion in the amount of $277,440.00 to expand services with the ability to hire three new peers. The availability of these funds has an estimated start date of October 1, 2024 and will end September 30, 2026.  Project.ME FW is a Certified Recovery Community Organization (CRCO) and as such was invited to participate in the RCO Recovery Works Pilot program. The organization has been able to submit claims through Recovery Works for reimbursement, for eligible recoverees, since completing onboarding and receives reimbursements in the amount of $1000 per month, on average. This will continue to increase as we increase the number of peers and in turn, exponentially increase our recoveree touchpoints.  An organizational goal for Project.ME FW is to become DMHA-Certified by mid-2025 to start the process of being approved and equipped to bill Medicaid for Peer Support Services.  Executive Director, Aisha Diss, is currently enrolled in the Indiana University Lilly Family of Philanthropy Certificate in Fundraising Management program and will have all coursework completed by December 31, 2024. |

1. Please complete the following table and provide your best estimate for the monthly average / amount of certified peers needed for your selected region. This includes: the estimated number of full-time and part-time certified peers needed to provide adequate peer support service for your region, and the average wages you propose to pay them (including benefits if applicable).

|  |  |  |  |
| --- | --- | --- | --- |
| ***Position*** | ***Number of Proposed Monthly Part-Time Employees (PTEs)*** | ***Number of Proposed Monthly Full-Time Employees (FTEs)*** | ***Average Hourly Pay (including benefits if applicable)*** |
| Certified Peer(s) | 5 | 19 | $2  0 |
| Peer Supervisor(s) |  | 5 | $24 |

1. Please explain your experience with peer services. Please explain how your experience informed your above estimates.

|  |
| --- |
| Project.ME FW Executive Director Aisha Diss began the peer recovery coaching program as the sole volunteer, with supervision that was provided by the Indiana Association of Peer Recovery Support Services (IAPRSS). During that time, Project.ME FW grew to have engagement with over 150 unique individuals. Project.ME FW now has received a minimum of 645 unique support requests solely for the peer recovery coaching program.  Currently, 187 individuals are enrolled in the coaching program and engaging in ongoing services either with an assigned peer (84) or at the drop-in center (103). Aisha’s experience with providing frontline peer support in conjunction with her more recent experience supervising peers and consideration for best practices regarding caseload size, informed the estimates.  A part-time RAD team peer’s caseload can carry a maximum of ten recoverees, and a full-time RAD team peer’s caseload can carry a maximum of twenty recoverees.  Along with caseload considerations, Project.ME FW based the estimates on the consistent number of referrals, the current waitlist for one-on-one peer services, and the forecasted peer coverage needed in the additional counties.  For year one of this opportunity, Project.ME FW will need 21 staffed peers to carry out the responsibilities of the RRH in all eight counties.  To staff all peer programs in Allen County, 12 full-time and five part-time peers are needed. This projection includes the drop-in center (5 full-time peers), Indiana 211 Peer Recovery Line (1 full-time peer), the RAD team (4 full-time peers and five part-time peers), one full-time peer supervisor, and one full-time peer lead. Allen County coaches will continue to provide support in surrounding counties, as needed, and for outreach to recruit and expand the program.  For the additional counties, Project.ME FW will need four full-time peers. This estimate includes one full-time peer for Lagrange & Steuben combined, one full-time peer for Noble & Dekalb combined, one for Whitley County, and one for Wells County.  For year two of this opportunity, Project.ME FW will need 29 staffed peers to carry out the responsibilities of the RRH in all eight counties.  In Allen County, Project.ME FW will need an additional full-time peer at the drop-in center to support a second expansion of hours of operation and an additional full-time peer to support the RAD team.  For the additional counties, Project.ME FW needs seven full-time peers. This estimate includes a dedicated full-time peer for each of the seven counties.  Project.ME FW will need two additional full-time peer supervisors for a total of three. One dedicated supervisor for Allen County, one for Lagrange, Noble, Steuben, and Dekalb Counties, and one for Whitley, Wells, and Adams Counties.  An additional full-time peer lead will be needed, for a total of two, to provide extra support across the region. |

1. Describe how the peer supervisor(s) will oversee the certified peer(s) employed by the Hub. Please refer to Section 6.a.iii of the Scope of Work (Attachment A) for more details on peer supervision duties.

|  |
| --- |
| Project.ME FW group peer supervision is held consistently, each week, for 90 minutes. One-on-one supervision is available to all peers whenever the certified peer requests or as needed to address barriers, ethical concerns, or performance. Group supervision will remain required for all peers to attend weekly, in-person or remotely. The peer supervisor will offer and facilitate one-on-one peer supervision sessions.  The peer supervisor will also be responsible for ensuring that certified peers maintain adherence to timely documentation practices in Recovery Link and Google Workspace, upholding fidelity to program parameters, providing appropriate support and resources to recoverees, and maintaining their personal recoveries in a manner conducive to providing peer support.  Peer supervision notes are documented on a specified template during the weekly meeting and shared with the entire team post-supervision. Supervision notes are also entered into Recovery Link for each supervision session, both group and individual. |

1. Please describe how you will ensure ethical services are provided and staff understands the peer support professional code of ethics and its implications.

|  |
| --- |
| Project.ME FW has policies and procedures to ensure appropriate ethical behavior for certified peers, including a Project.ME FW Code of Ethics adapted from the CAPRC Code of Ethics. These policies are reviewed and signed during the onboarding process before providing direct services.  During each supervision session, the team also discusses any ethical concerns they experienced the previous week. These concerns are documented in the ‘ethical concerns’ section of the supervision note template and discussed as a team. The peer supervisor helps to navigate by guiding the peers about situational ethical appropriateness and supporting them through any barriers or difficulties they may have experienced personally or professionally. |

**SOW Section 7 – Peer Workforce Development**

1. Describe the peer supervision and support system you will establish for certified peer(s). This should include but is not limited to, the frequency of regular one-on-one supervision sessions, the content of supervision sessions, and additional support services for staff.

|  |
| --- |
| Project.ME FW group peer supervision is held consistently, each week, for 90 minutes. This is to promote team cohesiveness and to be able to deliver organizational or peer-specific information to the group, at once. One-on-one supervision is available to all peers as much as one time per week. One-on-one supervision is provided any time the certified peer requests one-on-one supervision or as needed to address barriers, ethical concerns, or performance.  Group supervision and one-on-one supervision will be facilitated by the peer supervisor, in collaboration with the peer lead and executive director. Supervision notes are captured during each supervision session on a specified template and forwarded to peers, post-supervision.  The supervision note template provides the guidelines for the supervisor to check in regarding the creation of recovery management plans, ethical considerations, recoveree transports, GPRA check-in, self-sufficiency matrices check-in, recoveree stage-ups, present barriers and successes, what the supervisor can provide follow-up support with, growth goals for this supervision period, and progress from previous growth goal.  Each of these topics are discussed weekly, as well as training audits for staff, caseload audits through caseload tracker presentation, organizational events, and any other relevant topic or staff need.  **The Project.ME FW Certified Peer Required Training policy is attached and included in attachment G.** |

**SOW Section 8 – Additional Programming Support**

1. Describe any existing relationships with Opioid Treatment Programs (OTPs) and medication providers in the proposed region, including challenges and opportunities to continue developing relationships. If not applicable, please explain how you will establish these relationships.

|  |
| --- |
| Project.ME FW is based in Fort Wayne, Allen County, Indiana and is grateful to have two Opioid Treatment Providers (OTPs), Bowen Recovery Center and Center for Behavioral Health/Behavioral Health Group (BHG). Partnerships have been established with both local OTPs. Project.ME FW and Bowen Recovery Center have an ongoing referral partnership. A Memorandum of Understanding (MOU) is in place between Project.ME FW and Center for Behavioral Health/BHG.  **The MOU between Center for Behavioral Health/BHG and Project.ME FW is attached and included in attachment G.**  Project.ME FW has referral partnerships and agreements with other providers of medication as well. These include ongoing referral partnerships with Groups Recover Together and Parkview Hospital’s Walk-In MAT Clinic, as well as a Qualified Service Organization Agreement (QSOA) with Clean Slate.  No other OTPs exist in region 10, outside of Allen County. However, due to this, I believe it is important to bridge transportation gaps for people seeking MOUD and to seek out champions in all of the counties to start the conversations regarding establishing an OTP in their communities. |

1. Describe any existing relationships with local jails and Integrated Reentry and Correctional Support (IRACS) programs in the proposed region including challenges and opportunities to continue developing relationships. If not applicable, please explain how you will establish these relationships.

|  |
| --- |
| Project.ME FW is the current regional recovery hub for Allen and Whitley counties. Executive Director, Aisha Diss, facilitates a weekly Project.ME FW recovery group at the Allen County Jail through the Jail Chemical Addiction Program (JCAP). Aisha has been a facilitator with the program since its start in August 2022.    Aisha co-facilitates the weekly Bridges to Recovery group with Juvenile Probation Officer, Cheryl Bartnick, at the Allen County Juvenile Center. Aisha also provides one-on-one coaching support to youth who are in detention so they are connected to services and support prior to their release.  Aisha previously facilitated a weekly Project.ME FW Recovery group at Whitley County Community Correction through their Jail Chemical Addiction Program (JCAP), as well, and could resume this relationship and group with increased peer capacity.  **Letters of support from Corporal Keely Ray, JCAP Coordinator and Juvenile Probation Officer and Co-Facilitator of Bridges to Recovery, Cheryl Bartnick are** **attached and included in attachment G.** |

1. Describe how you will establish and/or maintain relationships with the Indiana Department of Corrections (IDOC), trauma informed recovery-oriented systems of care initiatives, local syringe service programs, harm reduction organizations, recovery community organizations, and other recovery services in the proposed region.

|  |
| --- |
| Project.ME FW has a referral partnership with the Indiana Department of Corrections (IDOC) that is currently facilitated by the Indiana Recovery Network, to receive pre-release referrals for incarcerated individuals who have a desire for peer support upon release. Project.ME FW would like to continue to receive referrals for IDOC but would need to navigate who to contact in order to continue receiving these referrals.  Project.ME FW consistently receives referrals from Parole District 2. Executive Director, Aisha Diss, has formed a unique relationship with this entity due to being a Parole District 2 “Success Story” herself, having completed parole with them in 2011.  Project.ME FW also receives referrals from Allen County Juvenile Probation, Allen County Adult Probation, and has an ongoing referral partnership with the Allen County Syringe Service Program (SSP).  Barriers are present in forming a stronger alliance with the Allen County Department of Health (ACDOH) SSP. Despite our best attempts to connect and partner with ACDOH, it has been mostly fruitless. Project.ME FW has requested to be included in the community provider rotation at the SSP, proposed utilizing Project.ME FW peers to start utilization of the ACDOH mobile unit that has been immobile since prior to peak-COVID times, and proposed an idea for Peer-Delivered Syringe Exchange to Mindy Waldron. As a further attempt, Project.ME FW connected with Indiana Department of Health Harm Reduction Program Manager, Erika Chapman, for assistance in forming a relationship with ACDOH. This too was fruitless. The Allen County SSP is the sole SSP in Region 10.  Project.ME FW is a member of the Allen County System of Care (SOC) and is an off-site partner of CONNECT Allen County. |

1. Describe how you will support all pathways to recovery for individuals that are seeking support.

|  |
| --- |
| Project.ME FW is committed to providing compassionate, person-centered, peer services that bridge the entire spectrum of substance use and recovery. Peers are knowledgeable about resources that exist across this spectrum and are equipped to walk alongside recoverees and guide them to the pathways, resources, or information they feel will be beneficial to their lives and recovery. The entire culture of Project.ME FW is to uplift without agenda and to lead with love in all we do.  Project.ME FW certified peers’ personal recovery pathways span the spectrum and so recoverees can be matched with a peer that is most relatable to them.  Project.ME FW maintains community partnerships with providers across the entire spectrum, as well. During street outreach, as coaches, and at the drop-in center-peers are equipped with materials that represent all pathways.  In addition to being certified peer support professionals, Project.ME FW peers are also credentialed as Harm Reduction Specialists. |

1. Please describe how you will ensure the availability and distribution of harm reduction supplies such as Narcan and fentanyl testing strips to those in need.

|  |
| --- |
| Project.ME FW is a harm reduction and peer support, nonprofit charitable organization. As such, harm reduction practices are embedded into everything we do and each interaction we have. Part of onboarding for new staff is to complete Layperson Naloxone  Administration training and Principles of Harm Reduction for People Who Use Drugs training that are facilitated by Aisha Diss.  Through the Harm Reduction Street Outreach team, Project.ME FW peers are out in the community each day of the week. This is in large part to have meaningful engagement with people who use drugs and to offer education, safe use supplies, Naloxone, testing strips, and consistent touchpoints for people who may otherwise have none.  Through the RAD, one-on-one coaching team, individuals who are actively, even chaotically using substances and have a desire for support are offered free, one-on-one, consistent sessions with an assigned, certified peer. Individuals have immediate access to the tangible resources that are available through the program as well as a touchpoint to request safe use supplies, testing strips, and Naloxone, as needed.  Project.ME FW also developed Recovery Management, Harm Reduction/Moderation, Mental Health Management, and Mental Health Harm Reduction plans to utilize with recoverees.  Through the Project.ME FW drop-in center, individuals can drop into the center anytime during hours of operation, which are currently Monday through Friday 9:00a-5:00p but are expanding to Monday through Friday 8:00a-8:00p, and Saturday and Sunday 10:00a-2:00p in October. While at the center, individuals who are enrolled in the RAD team program can request tangible program resources. However, any individual who drops into the center can request supplies, testing strips, and Naloxone, meet with a certified peer, have coffee, water, and snacks, and just be in a safe space for as long as they choose. |

1. Please indicate whether you’d like to serve as a Contractor furnishing peer recovery services for Indiana’s 2-1-1. If applicable, please describe how many certified peers you plan to utilize in servicing the 2-1-1 phone line. Please indicate what the hourly cost for this service would be.

Please note - an indication of interest to provide these services does not necessarily mean that the State will select you to provide these services. The number and identity of which Hubs will provide services to 2-1-1 shall be a negotiated element of the final contracts and a decision made at the State’s discretion.

Please also note - a Respondent may decline to offer to furnish these services in this box without penalty. This is a separate element from a proposal’s evaluation.

|  |
| --- |
| Project.ME FW currently holds a contract to deliver Indiana 211 Peer Recovery line services Monday through Friday, 9:00am to 5:00pm. If selected as the region 10 regional recovery hub, Project.ME FW would feel honored to continue to deliver Indiana 211 services Monday through Friday 9:00am to 5:00pm. Project.ME FW currently utilizes two peers to operate the Indiana 211 Peer Recovery Line. This work would continue with 1-2 peers that will be compensated at $20/per hour. |

**SOW Section 9 – Referral Process**

1. Describe your proposed process for making a warm handoff to a formalized partner when a participant's needs cannot be fully met by your organization. Please highlight any relevant experiences with warm handoffs and coordinating referrals with partners.

|  |
| --- |
| Project.ME FW completes warm handoffs to community providers daily. Certified peers provide information about relevant resources that meet the recoveree’s expressed needs. Once the recoveree expresses desired first steps, the peer supports them with this by supporting them while they make phone calls, completing online referrals, etc. If the recoveree desires transport, the peer can transport the recoveree to the community partner and be there alongside them to connect them to any organizational contact they may have.  When connecting a recoveree to a recovery residence, OTP, or inpatient/outpatient treatment providers, Project.ME FW peers reach out to their known contacts to inquire about available beds, admissions, and intakes for their recoveree because this can expedite services, in most cases.  Project.ME FW receives encampment email communications from the City of Fort Wayne. These communications permit peers to visit, offer resources, and inform individuals that their camp is on the clean-up list so they can vacate with their belongings.  Project.ME FW peers complete Coordinated Entry (CE) housing assessments and participate in case conferencing with various community providers, bi-weekly to staff-submitted assessments. CE is available so individuals who meet the criteria for literal homelessness can be assessed and then placed on a priority list to access permanent supportive housing options.  Project.ME FW works very closely with the Hope and Recovery Team (HART) Social workers, Northeastern Center’s Mobile Response Team, and Parkview Hospital’s S.O.S. team to connect people to mental health or crisis stabilization services that are out of scope for Project.ME FW peers. Connection to these community providers is made with the full knowledge of the involved recoveree. |

1. Identify any referral partners that will be contracted for this project. Be sure to clearly describe their roles and responsibilities, related qualifications and experience, and how you will maintain oversight of the subcontractors’ activities.

|  |
| --- |
| Project.ME FW FW will not be contracting any referral partners for this project. This decision is based on the unique model for delivering Project.ME FW harm reduction and peer support services. Our trained peers will be providing similar services regionally. To the knowledge of Project.ME FW staff and directors, no partner organizations hold close enough ideologies and beliefs regarding how to engage with and offer support to people who use drugs and people in recovery. |

**SOW Section 10 – Ridesharing Services**

1. Please propose an estimated total monthly cost to coordinate and provide ridesharing services for one (1) month. Please provide a narrative explaining the various factors contributing to the estimated monthly cost. If your region includes public transportation detail how you will leverage this resource to serve your clients.

|  |
| --- |
| The estimated monthly cost for one month for the Lyft program, specifically, would be $500.00 to $600.00 initially. This estimate is based off of the average amount of Lyft rides scheduled by the Project.ME FW hub in the past three months and the barriers experienced when attempting to schedule Lyft rides in the rural communities surrounding Allen County and included in Region 10. If the number of Lyft drivers available in these communities increases, the monthly amount needed would subsequently increase.  Given that Lyft is a short-term, last-resort transportation option, Project.ME FW prioritizes the use of its tangible transportation resources. Lyft transport is only utilized when another, more sustainable option is not available. This emphasis on tangible resources ensures that reliable transportation options are always available, which is why the average spending and estimated cost for the Lyft program are not greater.  **The Project.ME FW Lyft policy is attached and included in attachment G.**  After completing an intake into the RAD coaching program, recoverees immediately have access to daily and monthly bus passes, and $10 fuel cards. Six weeks post-intake, recoverees can access $20 fuel cards. Three months post-intake, recoverees can access a bicycle package that includes a new bicycle ($150.00 or less), a bike lock, and a helmet. Six months post-intake, recoverees can access $300 transportation scholarships, including minor repair/maintenance scholarships, plate/registration scholarships, or license reinstatement scholarships.  Although access to the Lyft program is a barrier in Adams, Dekalb, Lagrange, Noble, Steuben, Wells, And Whitley counties, each of these counties has some form of public transit.  Very rough estimated monthly costs for one month of assistance accessing transit services could range from $100.00 to $500.00.  Adams County Transit covers Adams County and rates range from $5/one way to $1/mile for medical trips that are 50+ miles.  Dekalb Area Rural Transit (DART) covers Dekalb County and rates range from $5/stop to $50 for a round trip outside Dekalb County. Prepaid DART cards can be purchased. DART is also a Medicaid provider.  Lagrange County Area Transit covers Lagrange County and rates range from $4/one way to $1.25/mile for out-of-county transports. Lagrange County Area Transit is a Medicaid provider.  Noble Transit System covers Noble County and rates range from $4/one way to $1.50/mile for trips over 20 miles.  Steuben County Public Transportation covers Steuben County and rates range from $3/one way to $1.25/mile for trips outside Steuben County. Prepaid punch cards can be purchased.  Wells on Wheels (WOW) covers Wells County and rates range from $2 for trips within Bluffton city limits to $50 for trips 31-50 miles from Bluffton. Prepaid WOW punch cards can be purchased. WOW is a Medicaid provider.  Whitley County Transit covers Whitley County and rates range from $6/one way to $58 for a round trip out of county. |

**SOW Section 11-12 – Data Requirements & Project Management**

1. Describe your approach to project management. Identify a Regional Recovery Hub Liaison, as described in Section 12.a of the Scope of Work (Attachment A). Please describe their experience with project management and attach their resume to your submission, if applicable.

|  |
| --- |
| The Regional Recovery Hub Liaison is Aisha Diss. The organizational style that Project.ME FW would most closely identify with would be a collective. Project.ME FW prides itself on managing all projects collaboratively. When significant organizational decisions need to be made, all staff and directors of the board are involved, fostering a sense of unity and inclusivity. This is typically initiated by the Executive Director or member of staff during supervision and then followed up by holding dedicated brainstorming sessions. Smaller projects may create a small committee that meets and then reports back to leadership any barriers experienced, needs to move forward, or to gain approvals. Currently, the Project.ME FW Board of Directors and staff are working with a coach to complete Strategic Organizational Planning in a wholly collaborative manner.  **Project.ME FW is experienced with data gathering and consistent, accurate reporting through documentation in Recovery Link. Project.ME FW has several registered Division of Mental Health & Addiction (DMHA) Electronic Billing (DEBS) users and consistently gather and submit Government Performance and Results Acts (GPRA) data.**  Project.ME FW also strives to work under the advisement of people with living experience and often requests feedback and suggestions from those we serve.  **The resume for Aisha Diss, our Regional Recovery Hub Liaison, is attached for your reference and included in attachment G.** |

1. Describe your preferred approach to coordination and collaboration with DMHA.

|  |
| --- |
| As the Executive Director and sole founder of Project.ME FW, I thrive on organization, timeliness, and transparency. I also appreciate feedback and constructive criticism. I will learn to do anything appropriately and efficiently if given the opportunity. I want information outlined so it is straightforward to follow so we can meet all administrative expectations and hub responsibilities while serving our people most effectively on the frontlines. |

1. Confirm your commitment to meet all reporting, meeting, and project management requirements outlined in Section 12 of the Scope of Work (Attachment A).

|  |
| --- |
| Project.ME FW confirms our commitment to meet all reporting, meeting, and project management requirements outlined in Section 12 of the Scope of Work.  Peer support staff and administrators will manage monthly reporting responsibilities through current documentation in Recovery Link and data-gathering materials and practices.  All resources, incentives, and administrative costs are tracked in respective spreadsheets and data trackers, ensuring a transparent process. As the State indicates, this information will be made available and inputted into the quarterly management and technology report.  Project.ME FW currently tracks each Lyft transport. Tracking will continue, and Lyft data will be available and inputted into a monthly report, as the State indicates. |