

# LOI Form

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## *Organization Information*

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**A Word version you can use to draft your request is available for download.**

**The rubric that will be used to score your LOI is available for download.**

### **Project Name\***

Please give your proposal a short, descriptive title. This is how your request will appear throughout the PCF grant portal.

The Arc Tampa Bay Psychosocial Rehabilitation Program

### **Amount Requested\***

**The minimum grant request for this process is \$50,000.**

**The maximum grant request for this process is \$325,000.**

If you request the full \$325,000, your organization should be able to demonstrate a *significant* impact to be made from these funds.

Please be sure that your grant request is proportional to your annual operating budget. If you have any questions about how much funding to request, please contact Jocelyn Howard at [jhoward@pinellascf.org](mailto:jhoward@pinellascf.org).

\$57,264.00

### **Annual Operating Budget\***

Please provide the amount of your annual operating budget, (expenditures only) for your entire organization.

\$14,712,847.00

### **Grant Start Date\***

PCF expects to issue a contract to approved organizations in September 2023. If awarded with a contract issuance date of September 1, 2023, when would your organization begin to spend funds?

10/01/2023

### **Grant End Date\***

PCF expects the grant period to be between 12 and 24 months for this process. Given this range, when would your organization expect to finish expending funds if awarded?

09/30/2024

## Mission Statement\*

Please write your organization's mission statement below. This should be no longer than one or two sentences.

It is the mission of The Arc Tampa Bay "To support and empower people with intellectual and developmental disabilities."

## Is your organization headquartered in Clearwater?

*Why PCF asks this: Given that the City of Clearwater is the funding source for this grant program, PCF may prioritize organizations headquartered in Clearwater or those that have a strong presence in the City.*

Yes

## Programming Background\*

Please describe the program that this grant would support.

### Example

Peer Counseling Services Inc. offers after-school support groups for middle schoolers and high schoolers. Below, Peer Counseling Services Inc. would describe what its programming is, how its programming works, and who is served.

*Why PCF asks this: PCF wants to learn about what your organization does and how it carries out its mission.*

The Arc Tampa Bay (TATB) is requesting support for its Psychosocial Rehabilitation Services (PSR) program. PSR is a recovery-oriented model for the treatment of mental illness. TATB has been providing PSR services since November 2022. PSR services are intended to restore skills that are essential for independent living. PSR also involves teaching emotional, cognitive, and social skills that can help people diagnosed with mental illness to live and work as independently as possible. TATB's PSR model incorporates group classes to teach and reinforce skills such as establishing a daily hygiene routine, learning coping strategies, and increasing self-awareness. Individual therapy sessions build on these skills. PSR classes are held twice a day, 5 days a week, with each class lasting two hours. Program participants can attend a maximum of one (1) PSR class/day and two (2) individual therapy sessions/month.

The target population for PSR services are adults with a diagnosis of intellectual and/or developmental disability (IDD) along with a secondary diagnosis of mental health or behavioral disorders. Individuals with other primary and secondary diagnoses such as traumatic brain injury and ADHD are also eligible for the program. The initial enrollment criteria have focused on individuals who are presently receiving adult day training (ADT) services from TATB. As the demand for services grows, TATB will expand the program to other sites, engage community partners, and enroll underserved individuals from the community with IDD and/or other eligible diagnoses. The program is currently housed at The Arc Tampa Bay's main location at the Long Center in Clearwater, FL. Since its inception, a total of 36 individuals have received PSR services.

The PSR program falls under TATB's ADT programs but varies from traditional ADT services funded through the Agency for Persons with Disabilities (APD). The APD service delivery model for individuals with IDD focuses primarily on the IDD aspect with services being rendered by paraprofessionals/direct support professionals. TATB is using a blended model of service delivery by providing mental health counseling services onsite instead of outsourcing to another provider. The typical program day for a PSR client consists of 2 hours of PSR class, along with 4 additional hours of APD funded services. As new individuals are enrolled in the program, they may eventually have the option of choosing PSR as their sole day program service.

## History in Clearwater\*

Please describe how long you've been providing services in the City of Clearwater, and the nature of such services.

*Why PCF asks this: Given that the City of Clearwater is the funding source for this grant program, PCF may prioritize organizations headquartered in Clearwater or those that have a strong presence in the City.*

The Arc Tampa Bay's history with the City of Clearwater began in 1958 when the agency, formerly known as UPARC (Upper Pinellas Association for Retarded Citizens), was founded by a small advocacy group of parents who held their meetings in a city building, where Clearwater's City Hall is presently located. Several years later, they moved to rented office space on Ponce de Leon Street. Pioneer programs such as Camp "We Can Do" originated from this location. Initial services focused on childcare for children with developmental disabilities. Shortly after formal incorporation in 1963, UPARC moved into a building on the grounds of the old Clearwater High School. UPARC then expanded by merging with Play Parc School, a Junior League preschool program located on Prospect Street in Clearwater. With UPARC's continued growth, fundraising efforts assisted with the acquisition of a new site on Calumet Street in 1972, providing UPARC with its first real home. Community needs propelled TATB to expand its offerings to residential and adult day training services. A larger facility was eventually needed to meet the increased demand for services. Local leaders envisioned a multi-agency community facility. Construction of the Long Center in Clearwater was completed in 1990, providing UPARC with over 50,000 square feet of office and program space, as well as access to the recreational facilities, basketball courts, and an Olympic-sized pool. In 2015, UPARC rebranded as The Arc Tampa Bay (TATB). As a tenant of the Long Center, numerous partnerships have flourished on the Long Center premises, such as the Festival of Trees and Special Olympics. Most recently, TATB has collaborated with the City of Clearwater, Vocational Rehabilitation, The Arc Tampa Bay Foundation, the state of Florida, and the Dunedin Fine Arts Center for a Culinary Institute project. With this LOI, The Arc Tampa Bay envisions a partnership with our Psychosocial Rehabilitation (PSR) program, focusing on a recovery-oriented model for serious mental illness. Housed at the Long Center, the PSR program has been operating since November 2022. TATB wishes to partner with the City of Clearwater for the PSR project to help with unfunded clients and credentialing services.

## Outcomes\*

Define one to two outcomes already being measured by your organization in relation to the programming this grant would support. This is not the outcome of this specific funding, but of the programming itself. **Outcomes are not the number of people you will serve, but how they or their situation will change.**

"Outcomes - are specific, measurable statements that let you know when you have reached your goals.

Outcome statements describe specific changes in your knowledge, attitudes, skills, and behaviors you expect to occur as a result of your actions. Good outcome statements are specific, measurable, and realistic."

(W.K. Kellogg Foundation Logic Model Development Guide)

### **Example**

80% of youth involved in peer counseling will show increased emotional intelligence after six months of participation.

*Why PCF asks this: PCF considers measurable outcomes to be a cornerstone of effective social service programming. Tracking outcomes allows both an organization and its supporters to know how effective its programming is and helps an organization improve its programming over time.*

By the end of YR 1 of the project, 70% of program participants will demonstrate improvement in one or more of the 18 functional domain areas based on the Functional Assessment Rating Scale administered during intake.

## Measurements\*

Explain what measurement tools you will use to evaluate the stated outcome(s) above. That is, how will your organization know it is achieving or not achieving the outcome(s) stated above? Stronger requests will use a validated tool or method of data collection.

### Example

Peer Counseling Services administers the Schutte Self Report Emotional Intelligence Test before counseling begins, and in six-month intervals thereafter.

*Why PCF asks this: PCF would like to know how the outcome(s) you've specified are measured, and if you used a validated tool that has been proven in usage outside your organization. If you've developed your own tool, please describe how it was made.*

The Arc Tampa Bay will use the Functional Assessment Rating Scale (FARS) for individual treatment plan development and to assess each individual's progress towards their programmatic goals and objectives. Treatment occurs in individual counseling sessions and in a classroom setting. Counseling notes are transcribed for each treatment session that the individual attends. Each treatment note indicates the individual's progress towards their stated goals, such as insufficient progress (1%-17%), minimal progress (18%-33%), etc.

The Functional Assessment Rating Scale (FARS) was developed in 1995 by the State of Florida's Alcohol, Drug Abuse and Mental Health program office in collaboration with the Louis de la Parte Florida Mental Health Institute (FMHI) at the University of South Florida (USF). The purpose of this collaboration was to develop procedures to evaluate the effectiveness of state funded mental health and substance abuse treatment programs. Several existing functional assessments and functioning scales were examined for the Florida project. Once final revisions were in place, the FARS was adopted by Florida's Department of Children and Families (DCF) for statewide use for Medicaid funded mental health and substance abuse treatment programs to monitor changes in functioning, particularly during the admission process, six months or annually from admission, and upon discharge. The FARS has been approved by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) for use on outcome-based reporting to JCAHO. Since its adoption by Florida Medicaid programs, the FARS has since been implemented in other states such as Wyoming, New Mexico, and Illinois.

## Grant Impact\*

How would this grant help your organization and its clients achieve the outcomes stated above? That is, what would you be able to do with this funding that you otherwise could not?

*Why PCF asks this: The intention of this grant is to fund organizations providing support for individuals and families in Clearwater with emergency housing and social services needs. How that support happens, and how this grant could help, differs from organization to organization. PCF would like to know specifically how this grant would help your organization and the clients you serve.*

With this funding request, The Arc Tampa Bay seeks to assist unfunded clients with receiving Psychosocial Rehabilitation Services. This can be accomplished two-fold: (1) reimbursement for the provision of unfunded services and (2) contract services providing insurance credentialing to enable third-party payment for PSR services. Presently approximately 7-8 clients are no longer eligible for PSR services. These individuals have primary insurance plans for which The Arc Tampa Bay must apply to the plans for provider enrollment. TATB is credentialed with Medicaid but not with other major health insurance plans. The Arc Tampa Bay has contracted with a credentialing provider to assist with the process. While TATB waits for verification from

the various insurance plans, TATB is unable to serve these individuals in the PSR program. This results in treatment delays of up to 5-6 months as well as loss of revenue for the program. Additionally, other clients who would be targeted for the program will be unable to enroll until TATB is enrolled under their primary health insurance plans.

In the long-term, the project has potential to provide day program treatment to individuals with intellectual/developmental disabilities (IDD) who are on the waiting list with the Agency for Persons with Disabilities (APD) to receive services funded through Florida's Home and Community Based Medicaid Waiver program. There are over 20,000 individuals in the state of Florida on APD's Medicaid Waiver waiting list. These individuals are languishing at home, with their independent living skills being diminished due to lack of activity and no resources to participate in an adult day training program. The PSR program has the potential to circumvent the APD wait list and enable individuals to receive daily therapeutic treatment while they are pending APD funding. Presently, there are no other providers in Pinellas County or neighboring counties that provide PSR services to individuals who are dually diagnosed with IDD and a mental health condition. This program varies from the current service model for the Agency for Persons with Disabilities (APD) which relies on funding from Florida's Home and Community Based Medicaid Waiver funding. PSR services are instead billed through the individual's insurance carrier on the fee-for-service model. TATB would also seek community partners to help establish the PSR program in areas where the need is demonstrated.

### **Preliminary Budget Narrative\***

Please write a brief breakdown of line items showing how your requested funds would be used. You may add context to the expenses if needed (for example, if salaries are requested, state how that position supports the programming described in your proposal). A more detailed, formal budget will be required if your request is moved forward in the funding process.

Small equipment purchases are permitted under this grant provided they are directly tied to service delivery. You may include those purchases in this narrative.

If your organization will be requesting indirect costs, please include this in your narrative. Note that the indirect cost rate for this grant is capped at 5% of the grant.

*Why PCF asks this: PCF would like to gain a general understanding of the proposed programming costs for this grant.*

The main line item for this funding request is for reimbursement for contract services for credentialing and oversight of the program. Presently, The Arc Tampa Bay (TATB) is contracting with an outside vendor to provide these services. The terms of the contract establish a rate of reimbursement at \$125/month/client. On average, TATB assists 25 clients per month in the PSR program. The annual rate of reimbursement for these credentialing and oversight services is calculated at \$37,500. TATB is also requesting funding to provide services for individuals who are no longer able to receive PSR services due to insurance barriers. Average charges previously incurred for these unfunded clients is estimated at \$1647/month, totaling \$19,764 on an annual basis. The total costs for contract services and unfunded clients equals \$57,264, which is the amount of TATB's funding request.

### **Reduction in Funding\***

Due to limited funding, your request amount may not be fully awarded if it is moved forward in the grant process. How would reduced/partial funding impact your proposed program?

*Why PCF asks this: The review committee that ultimately recommends proposals for funding may consider partial funding. PCF would like to know upfront what impact this would have on your proposal.*

Partial funding would still enable The Arc Tampa Bay (TATB) to provide contract and unfunded services for the PSR program. TATB will be able to assist currently unfunded clients by monitoring the number of days for which services are provided to ensure that TATB does not exceed the amount allocated for the program. It is anticipated as well that our contracted vendor will be able to increase TATB's enrollment as a provider with multiple insurance plans. TATB is currently credentialed by Medicaid to provide PSR services and is processing the application for United Health. This funding request seeks to fill the gap when there are delays in insurance credentialing in order to make sure clients are not foregoing treatment.

## File Attachment Summary

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### *Applicant File Uploads*

*No files were uploaded*