

*Non-Time Limited Supportive Housing Program for Youth
Request for Proposals for Supportive Housing Providers (RFP)*



Department of
Youth Services



*A collaborative program between the
Ohio Department of Youth Services and CSH*

I PROJECT SUMMARY

CSH and the Ohio Department of Youth Services (DYS) seek to pilot the effectiveness of a non-time limited supportive housing program for youth (ages 18-19) exiting DYS facilities in Hamilton and Cuyahoga Counties in order to prevent recidivism. The pilot program will offer twelve (12) units of supportive housing in each of the two communities, for a total of 24 units of housing.

Program Overview

Modeled after the successful Returning Home Ohio program for adults exiting Ohio Department of Rehabilitation and Corrections facilities, this new initiative will identify youth aged 18-19 within 30-60 days of exiting DYS facilities who lack stable housing and who face barriers in returning to their community, including mental health and substance use disorders, and a lack of employment history and social supports. The non-time limited supportive housing model offers a cost effective combination of safe, affordable housing with a range of supportive services that helps participants live stable, independent and healthy lives. Voluntary supportive services are individualized to each person depending on their strengths and resources, needs and barriers. Each participant has a unique supportive services plan with goals that focus on self-sufficiency and housing stability. Linkages and partnerships with local resources and community organizations, which should include:

- housing authorities or housing operators that can assist youth as they “move up” from DYS funded housing and services;
- employment services providers, particularly the new resources available through the Comprehensive Case Management and Employment Program;
- material assistance providers;
- behavioral health agencies that can provide options for services and continued rental subsidy, as individuals are eligible

Target Population

The target population for the DYS Pilot is offenders released from the DYS institutions who are identified as homeless or at risk of homelessness upon release and fall into one of 2 categories: 1) Severe and persistent mental illness (SPMI) with or without a co-occurring disorder; 2) a lack of employment history and positive social supports. Referrals can be accepted for an offender up to 12 months post release. Priority is given to offenders identified as being most likely to require supportive services in order to maintain housing and stability.

Appropriate offenders are referred by the designee of the institution directly to the provider via email.

Referrals are also accepted from Probation and Parole.

II ELIGIBLE APPLICANTS

Submissions in response to this RFP will be accepted from incorporated nonprofit, 501(c) (3) organizations, independently or as co-applicants with another nonprofit. Each applicant must be able to:

- Understand and effectively respond to the diverse needs of the population to be served.
- In partnership with CSH, conduct outreach to DYS institutions and within the local Continuum of Care and homeless provider agencies to identify and assess eligible offenders and determine the offender's compatibility with the organization's program.
- Offer support services that are voluntary in nature and partner with community agencies to develop a comprehensive array of supportive services.
- Provide housing options that meet housing quality standards and access to appropriate amenities.
- Actively participate in a partnership with DYS, CSH, workforce partners, and an evaluator (to be determined) as we develop, implement, and fine-tune the program.

III PROPOSAL SUBMISSION

Applicants should submit a full proposal (Narrative, Program Capacity, and Proposed Budget) in electronic format.

- CSH must receive proposals via email by Friday, June 3rd by 5:00 p.m. EST.
- The full proposal should be sent to Katie Kitchin (Katie.kitchin@csh.org).

Narrative

Please provide the following information in the order specified below. Narratives should not exceed 3 pages.

A. Organization Experience

1. Description of organization and experience serving the youth or youth offender population including any relationships with local juvenile justice reentry councils or boards;
2. Description of the organization's experience in housing formerly homeless young persons, including those that have a mental illness and/or substance use disorders. Please note your organization's relationship to the local Continuum of Care.
3. If the project will be implemented with a partner, please provide the same information for the partner agency.

B. Project Description

1. Description of the specific population to be served including organization's ability to serve individuals and/or families. Please include any specific restrictions or populations you will not accept in the program.
2. Description of the housing that will be used (specific location is not required), i.e. master lease, single site, scattered site, organization's existing housing units. Include whether you plan to use agency owned property, external landlords, or a combination of both. If the project includes new construction, units must be available for occupancy during the grant period. Please specify the unit size and configuration of apartments that will be made available, i.e. one bedroom apartments, efficiencies, SROs, etc.
3. Description of case management / supportive services provided by your organization including timeline and frequency of home visits. Include groups, if any, provided by your organization.
4. Description of any specific Interventions/case management models, such as trauma informed care, and/or special developmental considerations that will be utilized in implementing this program.

C. Project Partnerships

1. Description of history of or plans to leverage existing community resources for operations and services (i.e. Section 8, Shelter + Care, PATH, Medicaid reimbursable services, Second Chance Act funds)
2. Current and potential linkages to other agencies and service delivery systems in order to ensure appropriate supportive services are accessed. Include the process you plan to use to establish formal community linkages.
3. Description of how your organization will conduct outreach to state juvenile corrections facilities and to local community.
4. Description of how your organization will link with offenders prior to release, the method of transportation that will be utilized to get offender to housing, and the estimated time between release and placement in a supportive housing unit.

Program Capacity and Timeline

A. Total number of units projected.

Please note: The total number of offenders served by an organization will depend on the number of referrals from DYS institutions of eligible persons. DYS and CSH will use the organization's capacity information to determine the ability of a community to respond to referrals. The goal is to manage 12 units of housing in each of two counties, Cuyahoga and Hamilton, for a total of 24 units in operation at any given time, once fully implemented/ramped up.

B. Proposed timeline/ramp up for implementation.

Please note: The program has a goal to initiate the program and house the first participant by August 2016.

Proposed Budget (budget form attached)

A budget narrative should accompany the budget form.

Funds can be used for the following activities:

1. Rental application fees
2. Rent subsidies – including funds for security deposits if necessary.
 - a. If actual rents are not available, applicants should estimate rental subsidy at the fair market rent for the respective community.
 - b. Organizations should note approximate time by which the tenant would have access to income to pay a share of rent and include revenue from rent collected. Tenants should pay up to 30% of their income after one month of receiving income.
3. Personnel costs – including fringe benefits
4. Contracts with Service Providers — including case management or service coordination services, except those with other funding sources such as Medicaid.
5. Limited, short term tenant assistance (including but not limited to debts to utility companies and housing authorities, fees for identification and other documentation, short term food assistance, transportation assistance, household items)
6. Miscellaneous costs – can include office and program supplies, mileage and transportation costs, telephone (cell phone), occupancy related costs; training, etc. Please delineate each cost.

7. Administrative fees – capped at 10%
8. Maximum available award per community is \$183,600 for the period July 1, 2016-June 30, 2017.

IV OUTCOME MEASURES

DYS Non-Time Limited Housing Pilot partners agree to meet the following outcome measures.

- Reduced recidivism (defined as fewer tenants with at least 90 days in housing experience who have lower rates of convictions and incarcerations for offenses committed after entry into the housing program)
 - Increased housing stability (measured by fewer homeless episodes and number of months stably housed)
 - Increased earnings and income (measured by monthly income at entry, 12 months, and 24 months)
 - Increased participation in voluntary services (measured by percentage of tenants who are engaged in services)
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V GRANT MONITORING

Grantees must comply with all terms and conditions as written in the grant agreement and signed by both parties.

Grantees must submit **monthly and quarterly** statistical reports, **quarterly** financial reports, and **quarterly** narrative outcome reports. Grantees may be required to submit additional information for project monitoring, management and /or evaluation.

CSH will maintain active contact with all grantees to provide technical assistance and support as needed to make each project as successful as possible. CSH will also conduct periodic site visits.

Grantees are required to participate in Provider meetings. These meetings will act as technical assistance or training sessions, and peer networking opportunities. In addition, grantees are required to participate in periodic compliance monitoring site visits with CSH. DYS, as the funder, holds the right to complete any additional monitoring they deem necessary and appropriate.

VI EVALUATION

We anticipate an evaluation by an independent evaluator that will likely compare the project outcomes to those of a matched comparison group. Subcontractors are expected to fully participate with the independent evaluator.

VII GRANT CONDITIONS

As a condition of receiving funding, Grantees agree to the following:

- Ensure that no current or future employees or sub-contractors providing direct client services is under active probation, parole, or under indictment for a felony offense.

- Avoid compromising relationships with participants and report any improprieties or appearances thereof immediately.
- Upon the request of CSH, list the name, title, experience, and qualifications of the agency or sub-contractors' staff that provide direct services to participants. Where applicable, the agency will provide a copy of professional licenses from the staff.
- Notify CSH immediately upon receipt of any legal process requiring disclosure of records of participants (or former participants).
- Comply with hiring and employment practices in accordance with all applicable Federal, State, and local statutes or regulations.
- Cooperate and provide any additional information as may be required by CSH in carrying out an ongoing evaluation of the program. The Grantee shall work with CSH to insure that all applicable information regarding participants is entered into the Community Corrections Information System web-based application (CCIS-web) or subsequent database used by DYS.
- The Grantee shall maintain public liability, property damage, and workers' compensation for Grantee employees.
- When necessary, the Grantee is responsible for maintaining any/all professional licensing required to fulfill the services provided for by this grant and affirms that they are currently licensed as required by the State of Ohio and agrees to perform all services in compliance with all applicable Federal and State laws, rules, and regulations.
- CSH may terminate this grant for Grantee's documented failure to provide services as outlined in the contract; to exhibit financial responsibility; or, failure to maintain and provide requested documentation. All unused funds must be immediately returned to DYS.
- The Grantee agrees to hold the DYS and CSH harmless from any and all claims for injury or loss resulting from activities in furtherance of the work hereunder. The grantee shall reimburse the DYS and CSH for any judgments, settlements, penalties, and attorney fees that may be obtained against the DYS and CSH resulting from work hereunder or for infringement of patent or copyright rights. The Grantee agrees to defend against any such claims or legal actions if called upon by the DYS or CSH to do so. The grantee shall immediately notify DYS and CSH upon service of process of any claim or legal action.
- The services to be performed under this grant shall abide by the requirements set forth under Title VI of the Civil Rights Act of 1964, amended in 1972, and section 504 of the Rehabilitation Act of 1973 which states "...no person shall on the grounds of race, color, national origin, and handicap be excluded from participation in or denied the benefits of, or otherwise subjected to discrimination under any program or activity."
- By accepting this grant, the Grantee affirms that no party listed in the grant agreement in accordance with 3517.13 of the Ohio Revised Code or the spouse of those listed has made as an individual within the two previous calendar years, one or more contributions totaling in excess of **\$1,000.00** to the Governor or his committees.
- The Grantee certifies that it is currently in compliance and will continue to adhere to the requirements of Ohio Ethics law as provided by section 102.04 of the Ohio Revised Code. Further, the Grantee affirms that, as applicable to them, all personal and business associates are in compliance with Chapter 3517 of the Revised Code

regarding limitations on political contributions and will remain in compliance for the duration of the contract and with all applicable provisions that extend beyond the expiration of the contract.

- The Grantee represents, warrants, and certifies that it and its employees engaged in the administration or performance of this Agreement are knowledgeable of and understand the Ohio Ethics and Conflicts of Interest laws and Executive Order No. 2007-01S. The Grantee further represents, warrants, and certifies that neither the Grantee nor any of its employees will do any act that is inconsistent with such laws and Executive Order. The Grantee understands that failure to comply with Executive Order 2007-01S is, in itself, grounds for termination of this Agreement and may result in the loss of other contracts or grants with the State of Ohio. The Governor's Executive Orders may be found by accessing the following website:
<http://governor.ohio.gov/GovernorsOffice/ExecutiveOrdersDirectives/tabid/105/Default.aspx>

VIII INQUIRIES

Inquiries can be made to Katie Kitchin, Director-Ohio, CSH at Katie.kitchin@csh.org or by phone (901) 494-2333.

IX GRANT CHECKLIST AND ATTACHMENTS

- ☐ Project Narrative
- ☐ Project Budget
- ☐ Attachments

Proposals must include the following:

- ☐ Most recent Internal Revenue Service 501 (c) (3) determination letter
- ☐ Verification that the Grantee is in Good Standing with the State of Ohio
- ☐ Current fiscal year financial statements
- ☐ Copy of last fiscal year financial audit
- ☐ List of Board members
- ☐ Statement from President / CEO indicating understanding and agreement with entering into a DYS Non-Time Limited Supportive Housing Pilot grant agreement with CSH