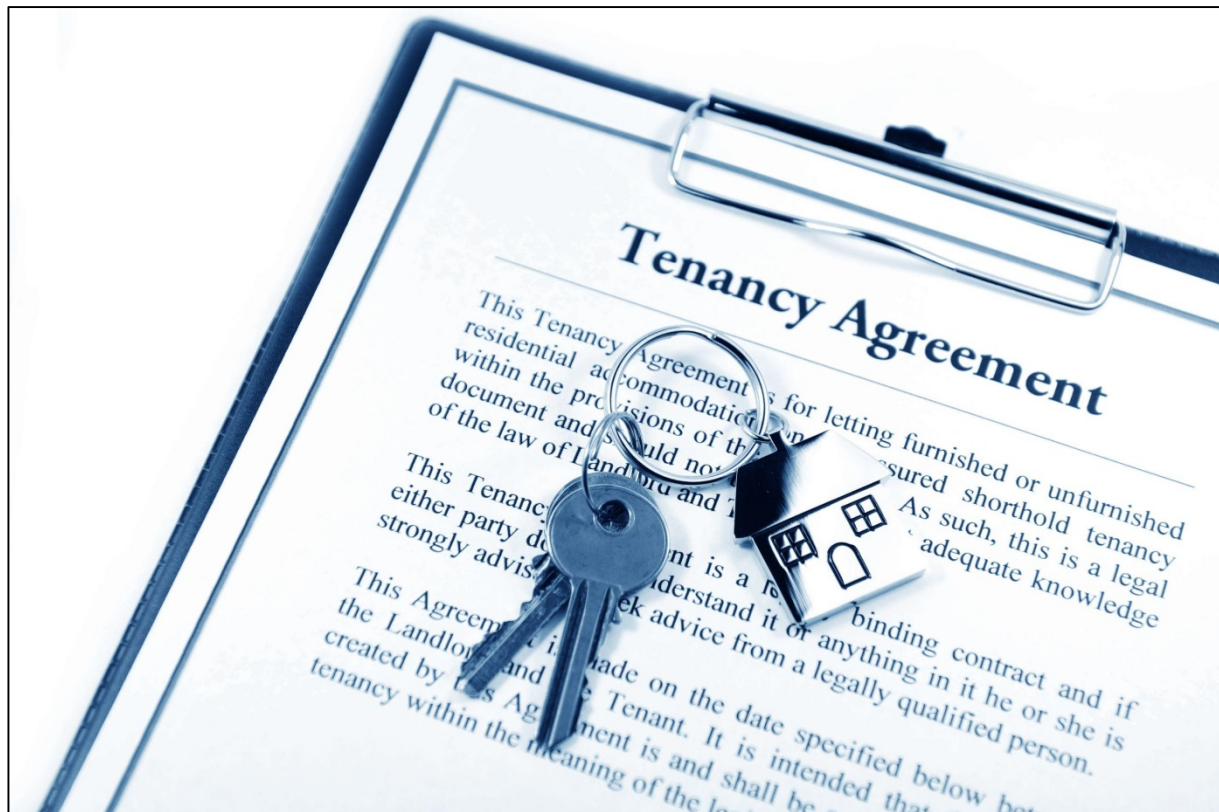


*Housing and Supportive Services  
Request for Proposals (RFP)  
Ohio's COMMUNITY TRANSITION PROGRAM*



*A collaborative program between CSH and the Ohio Department of  
Mental Health and Addiction Services*

## I PROJECT SUMMARY

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CSH, on behalf of the Ohio Department of Mental Health and Addiction Services, seeks to secure services from qualified housing and service providers throughout the state of Ohio. The services include: identification of housing units, inspection of units, assisting participants with lease-up process, administration of rental assistance payments to property managers and/or housing programs, home-based supportive services including care coordination with behavioral health services, and mediation as conflicts arise in order to prevent avoidable evictions. Many tenants and prospective tenants will also have recovery services provided through a separately contracted entity through local mental health and recovery services boards.

### **Program Overview**

The Community Transition Program, funded by the Ohio Department of Mental Health and Addiction Services, seeks to provide recovery supports to individuals exiting prison who have participated in substance treatment or recovery services while incarcerated. One of the recovery supports available through the program is housing assistance. OMHAS has contracted with CSH to manage the housing benefit.

CSH, through a network of subcontractors, will manage two housing interventions:

1. Rapid Rehousing and
2. Supportive Housing

In addition to these two models, emergency placement assistance may be required if a housing unit has been identified but is not yet available for move-in, and if the CTP member has no other short-term housing available. This may include, but is not limited to, hotel stays, transitional placements, or other short-term placements available to the housing provider. Emergency placements should be limited to a maximum of two weeks.

### Rapid Rehousing

Rapid Rehousing refers to three primary activities: 1) landlord recruitment and engagement, 2) short or medium term rental assistance, and 3) housing-stability focused case management services. For this RFP, CSH is seeking a housing provider that will perform or ensure provision of all three tasks. The initial term of assistance is determined by the housing provider, with input from the CTP case manager. Subsequent rental assistance may be provided in order to avoid eviction but the total duration of rental assistance under rapid rehousing is intended not to exceed four months. For task 1, landlord recruitment and engagement, housing providers are expected to identify landlords that are willing to work with individuals with recent criminal histories and poor or no credit histories. Rents must meet a rent reasonableness standard and units must pass Housing Habitability standards. Housing providers must document both the rent reasonableness and inspection completion. For task 2, housing providers are expected to establish a letter agreement between the CTP member, the landlord, and the housing provider that sets forth the terms of assistance and the tenant's responsibilities. Payments are required to be processed within 10 business days of the letter agreement. For task 3, housing providers are expected to deliver (or contract for delivery of) home-based supportive services that are focused on housing stabilization. Ideal caseload size for Rapid Rehousing is 25-35 at a time, and 50-70 over the course of a year.

### Supportive Housing

Supportive housing includes non-time limited subsidies with more intensive home based supports. This intervention will be reserved for the most vulnerable CTP participants based on eligibility factors and their score on a risk assessment tool. The subsidy will be provided as a stabilization support with the expectation that the tenant, assisted by case management staff will seek other affordable subsidy over the long-term as the CTP program is intended to be a transitional benefit. Ideal caseload size for Supportive Housing ranges from 12-20.

### Mediation: All Housing Types

Housing brokers under this program will provide mediation services to prevent eviction.

### Supportive Services

All Providers are expected to coordinate and monitor needed services on behalf of the tenant with community organizations. Service plans/housing plans should be completed with each tenant.

The list of activities expected to be included are primarily, but not limited to the following:

<b>Permanent Supportive Housing</b>
Home visit/check-in, including staff travel time and phone calls (although home visits are expected to occur in person at least twice per month)
Home visit client no shows, including staff travel time
Coordinating with community organizations for needed services
Setting up and transporting to various service appointments
Assistance with life skills necessary to live as independently as possible
Assistance with job searches
Mediating issues with landlords and neighbors
Helping with groceries/food pantries/paying bills
Getting furnishings and clothes and other needed material items
Addressing legal issues (probation/parole, court dates, PD)

<b>Rapid Rehousing</b>
Home visit/check-in, including staff travel time and phone calls (although home visits are expected to occur in person at least twice per month in the first month, and once a month in subsequent months)
Home visit client no shows, including staff travel time
Setting up and transporting to various service appointments
Coordinating with community organizations for needed services
Assistance with life skills necessary to live as independently as possible
Assistance with job searches
Mediating issues with landlords and neighbors
Helping with groceries/food pantries
Getting furnishings and clothes or other needed material assistance
Addressing legal issues (probation/parole, court dates, PD)

### **Target Population**

The target population for the Community Transition Program is individuals exiting Ohio state prison who participated in substance abuse programming through Recovery Services while incarcerated. In most cases, individuals must be enrolled in CTP prior to release from prison to be eligible.

### **Election of Interventions/Eligibility Determination**

Referrals will be generated by the Community Linkage workers who assist in pre-release planning on behalf of OMHAS and ODRC. Linkage workers will administer an assessment along with other transition planning documents. Returning citizens will be offered a choice of recovery support services providers in their community and, if housing

is available in the County they are returning to, the linkage worker will transmit their information to CSH for action.

## **II ELIGIBLE APPLICANTS**

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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.
- Ability to offer the full range of housing interventions described.
- Provide housing options that meet housing habitability standards and access to appropriate amenities.
- Demonstrate relationships with private landlords that are willing to serve the target population.
- Provide qualified staff and supervision that can mediate tenant-landlord disputes, problem-solve, inspect units, and work in a team approach with recovery services staff.
- Provide and retain detailed financial accounting of payments issued and retain documentation of client eligibility, and housing unit eligibility.
- Demonstrate effective partnerships and collaboration with community organizations
- Promptly respond to landlord requests and process payments in a timely basis.
- Work collaboratively with a range of behavioral health and AOD recovery support service providers.
- Actively participate in a partnership with CSH, OMHAS, ODRC, service partners, as we develop, implement, and fine-tune the program.
- Ability to serve multiple counties is strongly encouraged.
- Ability to bill Medicaid for behavioral health case management is strongly encouraged.

## **III PROPOSAL SUBMISSION**

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

- CSH must receive proposals via email by Friday, September 5 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 target population including any relationships with recovery services providers, reentry councils or recovery boards;
2. Description of the organization's experience in housing formerly incarcerated persons, including those that have a substance use disorder and/or mental illness.
3. Description of experience providing recovery housing, rapid rehousing, and/or permanent supportive housing.
4. Description of experience and capacity to manage public funds.
5. 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 staffing to be utilized (including level of effort and qualifications), geographic area to be served, and organization's capacity 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. Please specify any partnerships with landlords or recruitment activities you expect to engage in.
3. A brief roles/responsibility chart that details the activities proposed. A description outlining the supportive services delivery and coordination. Specify how services will be individualized based on the target population and housing intervention, i.e.: PSH vs rapid re-housing. Please specify if this function will be implemented by a subcontractor.

### Program Capacity and Timeline

Total number of units projected. Provide the names of the Counties in which the organization has relationships with landlords and could provide housing and services, and the number of units (PSH and RRH) the organization proposes to secure.

*Please note: The total number of offenders served by an organization will depend on the number of referrals from OMHAS of eligible persons. CSH will use the organization's capacity information to determine the number of placements to budget. The goal is to serve up to 350 restored citizens throughout the state over the course of a year, with approximately 175 served in supportive housing, 175 in rapid rehousing.*

*The approximate budget for each region is below.*

	Suggested Budget for 21 months (10/1/19- 6/30/21)
Franklin and South Central OH	\$ 1,500,000
Licking and neighboring counties	\$ 284,000
Cuyahoga and neighboring counties	\$ 1,200,000
Hamilton and neighboring counties	\$ 860,000
Butler and neighboring counties	\$ 366,000
Summit, Stark and neighboring counties	\$ 609,000
Lucas and neighboring counties	\$ 231,000
Montgomery and neighboring counties	\$ 605,000
Greene, Clinton, Sandusky, Erie or other counties	\$ 345,000
	\$ 6,000,000

### Proposed Budget (budget form attached)

Funds can be used for the following activities and budgets submitted should cover the timeframe October 1, 2019-June 30, 2021:

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.

3. Personnel costs – including fringe benefits
4. Contracts with Service Providers – if subgrant or partnerships are required to administer the benefit in the identified jurisdiction.
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. Expected tenant rent contributions
7. Expected Medicaid revenues to offset personnel costs
8. Miscellaneous costs – can include office and program supplies, mileage and transportation costs, telephone (cell phone), occupancy related costs; training, etc. Please delineate each cost.
9. Administrative fees – capped at 10%

## IV OUTCOME MEASURES

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Together with the recovery support service partners, *CTP Housing Broker* partners agree to meet the following outcome measures.

- Reduced recidivism (target: fewer than 15% of tenants with at least 30 days in housing are re-incarcerated for offenses committed after entry into the housing program.)
- Increased housing stability (target: 85% stably housed (not evicted) at 3 and 6 months)

Process Measures:

- Affordable units identified, landlords identified that are willing to accept individuals with recent criminal backgrounds
- Time to placement in housing from referral
- Percentage of successful mediations
- Number of supportive housing tenants who move on to longer term subsidy/housing placement.

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## V GRANT MONITORING

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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 and invoices, **monthly** enrollment data, and **quarterly** 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. OMHAS, as the funder, holds the right to complete any additional monitoring they deem necessary and appropriate.

## **VI GRANT CONDITIONS**

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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 OMHAS.
- 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 OMHAS.
- The Grantee agrees to hold OMHAS 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 OMHAS and CSH for any judgments, settlements, penalties, and attorney fees that may be obtained against the OMHAS 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 OMHAS or CSH to do so. The grantee shall immediately notify OMHAS 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>

## VII INQUIRIES

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Inquiries can be made to Katie Kitchen, Director-Ohio, CSH at [Katie.kitchen@csh.org](mailto:Katie.kitchen@csh.org) or by phone (513) 319-9922.

## VIII GRANT CHECKLIST AND ATTACHMENTS

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- ☐ 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 Community Transition Program grant agreement with CSH

Attachments: Budget Form