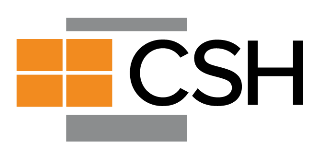
***Returning Home Ohio***

***A Permanent Supportive Housing Program***

***Request for Proposals for Supportive Housing Providers (RFP)***



ODRC

***A collaborative program***

***Ohio Department of Rehabilitation and Correction***

***and***

***CSH***

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## I Project Summary

Returning Home Ohio effectively leverages public and private resources to address the housing and service needs of offenders returning to the community.

**History of Program**

In 2007, the Ohio Department of Rehabilitation and Correction (ODRC) and CSH –Ohio (CSH) introduced a pilot supportive housing initiative, Returning Home Ohio (RHO), to serve individuals with a disability being released from state correctional institutions homeless or at risk of homelessness. The initiative used supportive housing as a tool to prevent homelessness and reduce recidivism for individuals returning to Ohio’s communities.

Through the initiative, ODRC and CSH selected several nonprofit organizations to demonstrate how supportive housing can reduce an offender’s return to the criminal justice system and prevent homelessness. An evaluation was completed during the pilot which ended June 30, 2012. A two-page [executive summary](http://www.csh.org/wp-content/uploads/2012/12/RHI_OhioPilotProject10-23_Final-For-Print.pdf) is located on CSH website.

July 1, 2012 RHO became an ongoing program of ODRC.

**Current Program Overview**

Returning Home Ohio is a permanent supportive housing model offering 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, such as housing authorities, material assistance providers, mental health agencies, etc. which can provide options for services and continued rental subsidy are essential to the program.

**Target Population**

The target population for Returning Home Ohio is offenders released from the Ohio Department of Rehabilitation and Correction state 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) HIV with or without a SPMI. Referrals are normally made directly from the state institutions but they can be accepted for up to 120 days post release. Priority is given to offenders identified as being most likely to require supportive services in order to maintain housing and stability.

Appropriate individuals are referred by the Unit Management Chief or designee of the institution directly to the RHO provider via email. Referrals are also accepted from community providers such as homeless shelters, **Projects for Assistance in Transition from Homelessness (**PATH) teams and halfway houses.

A program manual will be provided upon an executed grant agreement containing the requirements of a grantee.

**Special Conditions**

The budget for this request is $215,000. Responses to this RFP are specific to services in Franklin County/Columbus, Ohio. The organization chosen will replace YMCA of Central Ohio who is currently running a single site Returning Home Ohio program and will be moving out of their location. The YMCA has been a dedicated RHO partner since the inception of the program. The total number of units contracted will depend on the budget configuration determined by the applicant. The organization must be able to fully transition the program by July 1, 2022 and work collaboratively with the YMCA until all clients are transferred.

## II Eligible Applicants

CSH is currently seeking proposals from Columbus/Franklin County only. Submissions in response to this RFP will be accepted from incorporated nonprofit, 501(c) (3) organizations, independently or as co-applicants with another nonprofit. CSH encourages partnerships among organizations with one serving as the contract entity. Each applicant must be able to:

* Understand and effectively respond to the diverse needs of the population to be served.
* Conduct outreach to ODRC 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.
* 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.
* Provide necessary transition services to current RHO tenants being served through the YMCA.
* Plan and coordinate the transition of current RHO tenants effectively and efficiently with the YMCA, ensuring the least amount of impact to the tenants

## III Proposal Submission

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

1. This Returning Home submission process is for replacement of the YMCA of Central Ohio provider in Franklin County/Columbus, Ohio. CSH must receive proposals and all attachments via email by **Friday, April 18, 2022 by 4:00 p.m. EST**.
2. The full proposal should be sent to Terri D. Power at [terri.power@csh.org](mailto:terri.power@csh.org).

**Narrative**

Please provide the following information in the order specified below. If the project will be implemented with a partner, please provide the same information for the partner agency.

Narratives should not exceed 3 pages.

1. Organization Experience
   1. Description of organization and experience serving the justice population including any relationships with local reentry councils or boards;
   2. Description of the organization’s experience in housing formerly homeless persons, including those that have a mental illness and/or persons with HIV. Please note your organization’s relationship to the local Continuum of Care.
   3. Description of the organization’s experience and knowledge in utilizing housing first and harm reduction.
2. 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.
3. Provide a description of coordination with current YMCA staff and clients and the plan for how current clients will be transitioned from 40 W Long St.
4. If the project is using scattered site housing, include current relationships with landlords and plans for recruitment of new landlords.
5. 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.
   1. 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.
6. Project Partnerships
   1. Description of history of or plans to leverage existing community resources for operations and services (i.e. Housing Choice Vouchers, 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 local community entities for referrals, if needed.
   4. Once the YMCA clients are successfully transitioned, describe how your organization will link with individuals referred prior to prison release, the method of transportation, if needed, that will be utilized to get referrals to housing, and the estimated time between release and placement in a supportive housing unit.

**Program Capacity and Timeline**

*RHO program year is July 1 – June 30*

1. Total number of units projected
   1. Please provide the maximum number of units you are proposing with the funding allocated.
2. Proposed timeline/ramp up for implementation and coordination of the successful move of current clients
   1. Program should be able to start July 1, 2022
   2. Include a timeline for obtaining housing for current YMCA clients
3. Description of how the project will be operational within the timeframe established

**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.
   1. If actual rents are not available, applicants should estimate rental subsidy at the fair market rent for the respective community.
   2. 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 pay up to 30% of their income after one month of receiving income.
   3. *For this proposal, consider the cost for temporary housing during the transition from the YMCA*
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. 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, furniture, 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%

NOTE: The current YMCA capacity is 23 units. Please provide a separate estimated total funding amount (no need for a full budget) needed for 23 units, should additional funding be obtained.

## IV Outcome Measures

***Returning Home*** participants agree to meet the following outcome measures.

|  |  |  |  |
| --- | --- | --- | --- |
| **Measure** | **Definition** | **Additional Guidance** | **Target** |
| RHO Housing Stability | The average length of time, in months, that tenants reside in RHO Supportive Housing. | Moving from RHO unit to RHO unit is acceptable and does not need to be considered a ‘move out’ as long as the person does not enter street or homeless shelter. | Minimum of 12 months  **\*Tracked by CSH** |
| Successful Housing Outcomes | The number of individuals that either remains housed in the RHO program or that exit the program for clearly positive reasons. | **Outcomes must be chosen from the list on the CSH/CCIS Termination Form**. Positive outcomes include: moving into independent housing with no subsidy,moving to another housing subsidy, moving to Home for Good subsidy, moving into a more appropriate level of care, moving in with family or friends,death by natural causes. Negative outcomes include: lease violation, vacated unit, incarceration to jail, incarceration to prison, death by other than natural causes. | 80%  **\*Tracked by CSH** |
| Engagement in Mental Health Services | Tenants who engage in any type of mental health service in reporting period, if applicable. | Mental health/psychiatry individual or group sessions, and any other services recommended by professional health providers. |  |
| Engagement in Substance Use Services | Tenants who engage in any type of substance use service in reporting period, if applicable. | SUD individual or group sessions, intensive outpatient services, and any other services recommended by professional health providers. |  |
| Engagement in HIV/AIDS Services | Tenants who engage in services through the Department of Health or other health entity. | Case management services, medication management and any other services recommended by professional health providers. |  |
| Increase in or Maintaining Public Benefits | Tenants in receipt of benefits. | Public benefits include one or more of the following: food stamps, general assistance, Medicaid, Medicare. | 80% |
| Receipt of Income | Tenants who received income during the quarter. | Income may be from SSI or SSDI, or legally authorized employment. Income from legal forms of self-employment may be considered (e.g. recycling bottles and cans). Illegal sources of income may not be considered. | 65% |
| Rate of Employment | Tenants who worked in a competitive employment position during the quarter. | Competitive employment is a) paid at least minimum wage b) a job that anyone could apply for (i.e. it’s not sheltered employment) | 30% |
| Meaningful Activities/Events | Tenants who engage in meaningful activities, for an average of 4 times per week during the quarter. | Example of activities are:  Employment/on the job training; actively seeking employment; Family interaction/visits /reunification; interaction with friends outside of program; use of public transportation; working with legal aid/legal issues (e.g. child support); vocational training or educational programs; community service/volunteering; attending school meetings/school activities for children; faith-based activities; recovery groups (e.g. NA or AA); health and wellness activities (e.g. classes for diabetes, smoking cessation, or other activities such as exercise, gardening, cooking, etc.); food pantry; any other activities found to be meaningful. | 60% |

## V Grant Monitoring

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

#### Grantees must enter client information including referral, admission and discharge data into a database; submit quarterly financial reports, and quarterly narrative outcome reports via email. 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, funded by Returning Home Ohio. These meetings will act as technical assistance or training sessions, and peer networking opportunities. In addition, grantees are required to participate in annual compliance monitoring site visits with CSH. ODRC, as the funder, holds the right to complete any additional monitoring they deem necessary and appropriate.

**VI evaluation**

The Returning Home Ohio pilot program included a rigorous quasi-experimental research component conducted by the Urban Institute’s Justice Policy Center. The research measured the effect the program had on rearrests, reincarceration, homelessness and service use outcomes, and to determine the cost effectiveness. [The full report](http://www.csh.org/wp-content/uploads/2012/08/Report_Supportive-Housing-for-Returning-Prisoners_Aug12.pdf) was released in August 2013 and can be viewed on CSH website. The summary of the research results showed the effectiveness of supportive housing; those in the treatment group were 60% less likely to recidivate and 40% less likely to be rearrested. ODRC and CSH intend to complete further evaluation of the effectiveness of the program. Providers receiving a Returning Home Ohio Grant Agreement must be willing and ready to accept the requirements of any evaluation study or data monitoring.

In the Fall of 2022, CSH is partnering with Notre Dame’s Lab for Economic Opportunities for a rigorous randomized control evaluation of RHO as part of an expansion of RHO in three rural areas. BJA Second Chance Act is the funder of this expansion opportunity. All RHO programs will be part of the evaluation.

## VII Grant Conditions

***Returning Home*** is funded by the Ohio Department of Rehabilitation and Correction. 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 ODRC.
* 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 Returning Home; to exhibit financial responsibility; or, failure to maintain and provide requested documentation. All unused funds must be immediately returned to ODRC.
* The Grantee agrees to hold the ODRC 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 ODRC and CSH for any judgments, settlements, penalties, and attorney fees that may be obtained against the ODRC 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 ODRC or CSH to do so. The grantee shall immediately notify ODRC 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 Terri Power, Associate Director, CSH at (614) 228-6263 ext. 225 or [terri.power@csh.org](mailto:nikki.delgado@csh.org).

**IX 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
* Statement from President / CEO indicating understanding and agreement with entering into a Returning Home Ohio grant agreement with CSH
* List of Board members and scope of responsibilities