TO: ADAMH and Area Service Providers
FROM: Samantha Shuler, CEO
DATE: March 4, 2019
RE: REQUEST FOR PROPOSALS (RFP) - RESIDENT ENGAGEMENT AND SUPPORTIVE SERVICES

Community Housing Network (CHN) seeks an agency to provide resident engagement and supportive services for four hundred sixty-one (461) units at eleven of our agency’s single-site permanent supportive housing programs:

- Briggsdale Apartments, Phases I and II – 1662/1670 Harrisburg Pike, Columbus, OH 43223
- Broad/Livingston – 4211 East Broad Street, Columbus, OH 43205 and 4181 East Livingston Avenue, Columbus, OH 43227
- Cassady Avenue Apartments – 540 N. Cassady Avenue, Bexley, OH 43209
- East Fifth Avenue Apartments – 3015 E. Fifth Avenue, Columbus, OH 43219
- Inglewood Court Apartments – 3720 Sullivant Avenue, Columbus, OH 43228
- North 22nd Street Apartments – 88 N. 22nd Street, Columbus, OH 43203
- Parsons Avenue Apartments – 1949 Parsons Avenue, Columbus, OH 43207
- Safe Haven – 749 East Broad Street, Columbus, OH 43205
- Southpoint Place Apartments – 4211 Southpoint Boulevard, Columbus, OH 43227
- Terrace Place Apartments – 81 East 9th Avenue, Columbus, OH 43201
- Wilson Apartments – 33 Wilson Avenue, Columbus, OH 43205

CHN is also seeking an agency to provide engagement opportunities and supportive services throughout our portfolio of five hundred forty-two (542) HUD (the U.S. Department of Housing and Urban Development)-funded master-leased and rental assistance permanent supportive housing (PSH) units. These PSH units are scattered throughout Columbus and Franklin County and are not owned by CHN. Rather, CHN manages rent subsidies for these units.

Applicants may propose to provide services for any, or all, of the housing programs. Successful applicants will propose services supported by evidence-based best practices (such as harm reduction and trauma-informed care), focused on self-sufficiency and effective resident engagement. CHN seeks applicants that can demonstrate the capacity to address residents’ physical and mental health, substance abuse disorder, and other supportive service needs. Applicants must also demonstrate the capacity to address critical housing placement and retention needs, including basic tenancy and eviction prevention support. Successful applicants will enter into a one-year service provision contract with CHN.

This RFP targets up to 1,003 units of permanent supportive housing. Many of these units are one-bedroom apartments serving single adults, but Southpoint Place and select HUD rental assistance
units also serve families with children. Most PSH residents will also have one or more severe and persistent disabling conditions, which may include substance use disorder, dual diagnoses, and/or mental/physical/behavioral conditions that negatively impact the resident’s ability to maintain independent housing. Individuals in this population have significant barriers to housing, which may include histories of long-term homelessness, incarceration, institutionalization and long-term unemployment.

The selected provider(s) will provide onsite services to engage residents and encourage access to necessary support systems. The provider will make available, according to each resident’s need, independent living and skill building training and supports, functional assessment, and connection to the ADAMH network of service providers and community resources. The provider will be encouraged to link residents to connections and resources designed to manage and mitigate more comprehensive service needs. Available RFP funding is finite for the positions and activities described within this RFP. However, the successful candidate will have opportunities to leverage and blend third-party funding sources, with a successful history of Medicaid billing experience strongly preferred.

The guidelines, application and budget template are attached to this announcement. They can also be found on the CHN website at http://chninc.org/news_releases.php.

Applications are due by 2:00 pm, Tuesday, March 26, 2019, and are to be sent to Noel Welsh, CHN Grants Manager, at nwelsh@chninc.org. RFP questions should be submitted to Rachel Rubey at rrubey@chninc.org. Questions must be submitted by 5:00 pm, Monday, March 18, 2019. All questions and responses will be issued to the distribution list and posted on the CHN website by 5:00 pm, Wednesday, March 20, 2019.

CHN anticipates announcing recommendations and funding decisions by May 3, 2019.
Community Housing Network

CHN Housing Request for Proposal (RFP) – 004CHN-2019

004CHN-2019 RFP Guidelines

• Community Housing Network (CHN) is interested in collaborating with a creative, flexible and proven service provider to promote improved quality of life for residents living in several of CHN’s permanent supportive housing programs. Engagement and supportive services will empower residents and promote stability and recovery through onsite coordination of service and linkage to care; individual and group health, wellness and education; and connection to resources, such as employment and public benefits.

GENERAL EXPECTATIONS

• Proposals from service providers will only be reviewed if the applicant:
  o Meets the criteria and requirements as outlined in this RFP
  o Demonstrates that proposed services fit within the agency’s mission and scope of service
  o Demonstrates organizational capacity to provide services in a timely, consumer-oriented manner and maintain appropriate and complete client service records
  o Demonstrates valid and reliable measurement and reporting of outcomes and consumer improvement
  o Demonstrates the ability to bill Medicaid and leverage other third-party sources of funding

GENERAL DIRECTIONS

• Answer each question using data to support your responses whenever possible. Quality of responses will be evaluated over quantity. All programmatic components should be directly related to documented conditions and stated need for services.

• Email questions to rrubey@chninc.org by 5:00 pm, Monday, March 18, 2018.

• Email your application to nwelsh@chninc.org by 2:00 pm, Tuesday, March 26, 2018. Proposals received after this deadline will not be reviewed.

BACKGROUND

Community Housing Network provides permanent supportive housing that creates opportunities for our residents to be successful. We expand these opportunities and impact our community by collaborating with service partners. Since our inception in 1987, we have grown to provide approximately 1,900 units of housing.

CHN believes that everyone deserves safe, decent affordable housing. We envision home as a healing place where families and individuals can grow because housing provides the environment necessary for long-lasting stability and recovery. CHN encourages our residents
to seek the supports and resources they feel are necessary for them to achieve stability, recovery and improved quality of life. In over 30 years of providing permanent supportive housing, we have learned that quality service partners are critical to help our residents achieve their goals. CHN presents this RFP as an opportunity for a forward-thinking Franklin County service partner to work creatively and collaboratively with our agency and our residents in 2019 and beyond.

PROGRAM SPECIFICATIONS

Overview

Community Housing Network provides permanent supportive housing (PSH) to individuals and families with one or more severe and persistent disabling conditions. Residents also have significant housing barriers that complicate their ability to maintain housing, including, but not limited to, histories of long-term homelessness, unemployment, and trauma. This Resident Engagement and Supportive Services RFP will represent an opportunity for a Franklin County community service partner to collaborate with CHN in up to eleven of our PSH housing sites, as well as in our portfolio of scattered site PSH units (see Geographic Location). Applicants may propose to provide services for any, or all, of the programs indicated in this RFP. The selected service partner will hire Engagement Specialist(s) to provide on-site services for up to 1,003 units of PSH. The Engagement Specialist(s) will provide on-site individual and group services that coordinate, support and empower residents to achieve their goals. These will include linkage to mental/physical health and substance abuse treatment and supports, assistance with tenancy skills and lease compliance, building independent living skills, support for vocational and educational goals, supports for families and children (if applicable), and connection to mainstream benefits.

Geographic Location

- Briggsdale Apartments, Phases I and II – 1662/1670 Harrisburg Pike, Columbus, OH 43223 (75 units of single adult housing)
- Broad/Livingston – 4211 East Broad Street, Columbus, OH 43205 and 4181 East Livingston Avenue, Columbus, OH 43227 (58 units of single adult housing)
- Cassady Avenue Apartments – 540 N. Cassady Avenue, Bexley, OH 43209 (12 units of single adult housing)
- East Fifth Avenue Apartments – 3015 E. Fifth Avenue, Columbus, OH 43219 (38 units of single adult housing with a primarily female population)
- Inglewood Court Apartments – 3720 Sullivant Avenue, Columbus, OH 43228 (60 units of single adult housing)
- North 22nd Street Apartments – 88 N. 22nd Street, Columbus, OH 43203 (32 units of single adult housing)
• Parsons Avenue Apartments – 1949 Parsons Avenue, Columbus, OH 43207 (25 units of single adult housing with a primarily male population)
• Safe Haven – 749 East Broad Street, Columbus, OH 43205 (13 units of single adult housing)
• Southpoint Place Apartments – 4211 Southpoint Boulevard, Columbus, OH 43227 (40 units of single adult housing and 40 units of family housing)
• Terrace Place Apartments – 81 East 9th Avenue, Columbus, OH 43201 (60 units of single adult housing)
• Wilson Apartments – 33 Wilson Avenue, Columbus, OH 43205 (8 units of single adult housing)
• Scattered Sites – various locations in Columbus and Franklin County
  • Continuum of Care (CoC) Leasing programs (up to 147 units of housing for single adults)
  • CoC Sponsor-Based Rental Assistance Program (up to 204 units of housing for single adults)
  • CoC Tenant-Based Rental Assistance Program (up to 191 units of housing for single adults and families, 26% of total units currently occupied by families)

**Expected Minimum Capacity**

Service providers who propose to provide services for all sites and programs will have an expected minimum capacity of 1,003 units at any given time. However, if applicants do not propose to provide services for all sites and programs, the applicant must be able to provide services for the total number of residents at the chosen site(s).

**Required Partnerships**

The selected applicant will be required to ensure coordination and partnership with ADAMH and its network of providers, as well as other community service providers necessary to address resident needs.

The successful applicant will have the ability to implement creative engagement and collaboration strategies with community supportive service providers to ensure that CHN residents have the services necessary to help achieve their goals and maintain housing stability.

**Specific Requirements**

Must use evidence-based approaches to resident engagement and service provision. Examples include, but are not limited to, harm reduction, trauma-informed care, stages of change, and motivational interviewing.

Must serve all residents living within the specified housing program(s), regardless of resident service provider affiliation.
Must demonstrate capacity to deliver a flexible, creative and responsible program with the components detailed in the program description.

Must be able and willing to tailor services to the needs of each specific site’s population.

Must be able to demonstrate positive outcomes in the areas of engagement, housing retention, access to benefits, improved income and employment. Must be able and willing to align services to expected outcomes during the service delivery time frame.

**Allocation Guidance**

For the purposes of this RFP process, CHN is requesting that applicants develop their own budget for each site. Rather than provide allocation amounts prior to the RFP process, CHN and the successful applicant will work together prior to service delivery to ensure that the budget reflects an appropriate level of provision for each site in question.

The successful applicant will submit a clear, efficient, reasonable budget for each site. CHN would expect to see the following number of engagement specialists budgeted for each site. Deviations from this expectation will be considered but must be given strong justification during the application process.

- Safe Haven – 1 PTE engagement specialist
- Wilson Apartments – 1 PTE engagement specialist
- Cassady Avenue Apartments – 1 PTE engagement specialist
- North 22nd Avenue Apartments – 1 PTE engagement specialist
- Broad/Livingston – 1 FTE engagement specialist
- East Fifth Avenue Apartments – 1 FTE engagement specialist
- Parsons Avenue Apartments – 1 FTE engagement specialist
- Inglewood Court Apartments – 1+ FTE engagement specialist
- Terrace Place Apartments – 1+ FTE engagement specialist
- Briggsdale Apartments, Phases I and II – 2 FTE engagement specialist
- Southpoint Place Apartments – 2 FTE engagement specialist
- Scattered Sites:
  - Continuum of Care (CoC) Leasing programs - 1+ FTE engagement specialist
  - CoC Sponsor-Based Rental Assistance – 1+ FTE engagement specialist
  - CoC Tenant-Based Rental Assistance – 1+ FTE engagement specialist

**Time Frame**

Anticipated time frame of service delivery is July 1, 2019 through June 30, 2020. Agencies who are selected through this RFP process will be invited to re-apply in early 2020 as part of the 2020 RFP process.