TO: ADAMH and Area Service Providers

FROM: Samantha Shuler, CEO

DATE: April 30, 2018

RE: REQUEST FOR PROPOSALS (RFP) - RESIDENT ENGAGEMENT AND SUPPORTIVE SERVICES

Community Housing Network (CHN) seeks an agency to provide resident engagement and supportive services at nine of our agency’s permanent supportive housing sites:

- 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
- East Fifth Avenue Apartments – 3015 E. Fifth Avenue, Columbus, OH 43219
- Inglewood Court Apartments – 3720 Sullivant Avenue, Columbus, OH 43228
- 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 HUD (the U.S. Department of Housing and Urban Development)-funded master-leased units. These are units that are not owned by CHN, for which CHN manages rent subsidies. These units are scattered throughout Columbus and Franklin County.

Applicants may propose to provide services for any, or all, of the housing programs. Successful applicants will propose best practice services that are based in research, focused on self-sufficiency, and will widely engage residents living in these housing programs. CHN seeks applicants that can demonstrate the capacity to address residents’ health, AOD and supportive service needs. Successful applicants will enter into a one-year service provision contract with CHN.

This RFP targets up to 573 units of permanent supportive housing. Most of these units are one-bedroom apartments, except for Southpoint Place, which also serves families with children. The selected provider(s) will provide onsite services to engage residents and encourage access to necessary support systems. The provider will make available, on a consistent basis, independent living and skill building training and supports, functional assessment, and connection to ADAMH service providers and community resources. The provider will be encouraged to link residents into their existing service array so that residents’ other needs are addressed. 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 funding sources, including third-party billing.

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, Monday, May 21, 2018**, 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, May 14, 2018. All questions and responses will be issued to the distribution list and posted on the CHN website by 5:00 pm, Wednesday, May 16, 2018.

We anticipate announcing recommendations and funding decisions by June 4, 2018.
Community Housing Network

CHN Housing Request for Proposal (RFP) – 004CHN-2018

004CHN-2018 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 Is current with agency audit
  o Demonstrates that proposed services fit within the agency’s mission and scope of service
  o Demonstrates operational capacity to develop and implement described services in a timely, consumer-oriented manner
  o Demonstrates measurement and reporting of outcomes and consumer improvement in a statistically significant way that is appropriate for the sites identified

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, May 14, 2018.
• Email your application to nwelsh@chninc.org by 2:00 pm, Monday, May 21, 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 2,500 units of housing.

CHN believes that everyone deserves safe, decent affordable housing. We envision home as healing places where families and individuals can grow because the housing provides the environment that is needed for long lasting stability and recovery. With this in mind, 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 our 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 2018 and beyond.

PROGRAM SPECIFICATIONS

Overview

Community Housing Network provides permanent supportive housing (PSH) to individuals and families affected by disabilities and other special needs. 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 nine 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 573 units of PSH. The Engagement Specialist(s) will provide on-site individual and group services that coordinates, supports and empowers residents to achieve their goals. These will include linkage to mental health and substance abuse treatment and supports, building independent living skills, support for vocational and educational goals, 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)
- 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)
- 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 (up to 156 units of housing for single adults)

**Expected Minimum Capacity**

Service providers who propose to provide services for all sites and programs will have an expected minimum capacity of 573 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 other service providers within the community as needed to address resident needs.

The successful applicant will have the ability to implement creative engagement and collaborative strategies with community mental health providers to ensure that their clients (which are CHN residents) are 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.

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
- Briggsdale Apartments, Phases I and II – 2 FTE engagement specialist
- Broad/Livingston – 1 FTE engagement specialist
- East Fifth Avenue Apartments – 1 FTE engagement specialist
- Parsons Avenue Apartments – 1 FTE engagement specialist
- Scattered Sites – 1 FTE engagement specialist
- Inglewood Court Apartments – 1+ FTE engagement specialist
- Terrace Place Apartments – 1+ FTE engagement specialist
- Southpoint Place Apartments – 2 FTE engagement specialist

**Time Frame**

Anticipated time frame of service delivery is July 1, 2018 through June 30, 2019. Agencies who are selected through this RFP process will be invited to re-apply in early 2019 as part of the 2019 RFP process.