

**Connecticut Department of Mental Health and Addiction Services
Connecticut Department of Social Services
Request for Proposals –Next Steps Supportive Housing Initiative**

Issue Date: September 19, 2007

The Connecticut Department of Mental Health and Addiction Services (DMHAS), in collaboration with the Connecticut Department of Social Services (DSS), is issuing this RFP as part of the Next Steps Initiative, a multi-year, interagency effort designed to create at least 1,000 units of supportive housing over five years. The purpose of this particular RFP is to stimulate the creation of up to 250 new units of permanent supportive housing through the use of existing rental housing. Resources made available through this RFP are limited to supportive service funding and State rental assistance.

For this RFP, DMHAS and DSS are requesting the submission of Proposals and Project Plans from eligible organizations interested in providing support services to individuals and families who will be living in eligible housing units, who are income eligible as defined in Appendix 1, who are coping with psychiatric disabilities and/or chemical dependency, and who are homeless or at risk of homelessness, particularly people experiencing chronic homelessness.

Submissions must be received no later than **3:00 p.m. Local Time, on November 2, 2007**. Any response(s) received after that date and time shall be returned, unopened to the submitting organization. **A bidders conference will be held at 10:00 a.m. Local Time on October 3, 2007 at Connecticut Valley Hospital, Merritt Hall, Lee Auditorium.**

For further information, please contact:

Ms. Barbara L. Geller
Director of Statewide Services
Department of Mental Health and Addiction Services
410 Capitol Avenue, 4th fl
PO Box 341431, MS#14HOU
Hartford, CT 06134
(860) 418-6813 phone
(860) 418-6696 fax

**Equal Opportunity/Affirmative Action Employer
Minorities and Women are Encouraged to Respond**

Request for Proposals –Number 4- Next Steps Supportive Housing Initiative

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**STATE OF CONNECTICUT
DEPARTMENT of MENTAL HEALTH and ADDICTION SERVICES
DEPARTMENT OF SOCIAL SERVICES**

**REQUEST for PROPOSALS - Number 4
Next Steps Supportive Housing Initiative
Issue Date: **September 19, 2007****

I. PURPOSE OF THE REQUEST FOR PROPOSALS

A. Purpose of the Submission

The Department of Mental Health and Addiction Services (DMHAS), in collaboration with the Department of Social Services (DSS), is issuing this RFP as part of the Next Steps Initiative, a multi-year, interagency effort designed to create at least 1,000 units of supportive housing over five years. The purpose of this particular RFP is to stimulate the creation of up to 250 new units of permanent supportive housing statewide through the use of existing rental housing. Resources made available through this RFP are limited to supportive service funding and State rental assistance.

For this RFP, DMHAS and DSS are requesting the submission of Proposals and Project Plans from eligible organizations interested in providing support services to individuals and families who will be living in eligible housing units, who are income eligible as defined in Appendix 1, who are coping with psychiatric disabilities and/or chemical dependency, and who are homeless or at risk of homelessness, particularly people experiencing chronic homelessness.

Submitting organizations, either singly or in collaboration with other public and private entities, must be part of an effort to create safe housing units, to assure the affordability of the units and their access by the target population, and to provide appropriate support services. Selected organizations will be eligible to receive annual service funding through DMHAS or DSS as described in this RFP, subject to project feasibility and the availability of funding. In addition, these organizations may be eligible to receive a reservation of Next Steps rental assistance certificates from DSS, where rental assistance is not available from other sources.

DMHAS and DSS (the "Departments") recognize that the creation of service-supported housing is a complex undertaking that requires the availability and coordination of multiple resources. The Departments are also working in collaboration with the Corporation for Supportive Housing (CSH), which will be available to provide technical assistance in supportive housing planning and creation to selected participants.

The Departments will utilize the Interagency Committee for Supportive Housing to review all submissions under this RFP. This Committee includes representatives from DMHAS and DSS, and also from the Connecticut Housing and Finance Authority, the Office of Policy and Management, the Department of Children and Families, and the Department of Economic and Community Development.

B. Goal of the Next Steps Initiative

The Next Steps Initiative is designed to foster the creation of affordable, service-supported housing opportunities for individuals and families who are homeless or at risk of becoming homeless, particularly people experiencing repeated or persistent homelessness. The goal of the Next Step is the creation of at least 1,000 units of supportive housing over five years. The

housing units to be created will include new apartments created through development as well as existing housing units where affordability and access to the target population is assured. All tenants of this housing must have access to flexible, individualized services as they are needed – and for as long as they are needed - to achieve and retain permanent housing, increase their skills and income, and achieve greater self-determination.

C. Eligible Organizations

Submissions will be entertained from incorporated not-for-profit, 501(c)(3) organizations, and governmental entities only. Organizations must have extensive existing operations in the State. Submitting organizations must have a demonstrated track record in the delivery of supportive services to individuals or families who require services in order to live independently in the community, particularly homeless individuals with disabilities.

The Departments encourage the formation of partnerships and collaborations between organizations that will result in approaches that serve regional supportive housing needs and that address both housing and service aspects. The Departments are particularly interested in partnerships between community service providers and local housing authorities. In the case of collaborative submissions, there must be a clear delineation of respective roles and responsibilities between the joint submitting organizations. Strategies for coordinating the activities of team members must be clearly defined. The service fiduciary must be clearly identified and must assume primary responsibility for the success of the service program plan.

Selected submitting organizations must be willing to participate in a structured program monitoring process that will include tracking of client outcomes and documentation of units of service, cost per unit of service delivered, and costs of services delivered. Outcomes to be tracked may relate to housing retention, use of inpatient health and behavioral health services, tenant income and employment, involvement with authorities, quality of life, independent living skills, and tenant satisfaction. In addition, all staff funded through this RFP must participate in the identified “Core Courses” of the Supportive Housing Training Curriculum, which is offered through DMHAS’ Division of Education and Training. And staff participation in the additional courses offered through this curriculum is also encouraged (but not mandatory) as a resource available to support and strengthen staff capacity in the delivery of high-quality services.

D. Required Components

In preparing a response to this RFP, the submitting organization must thoroughly and concisely address the list of Required Components specified in Section V of this RFP.

II. FUNDING

A. DMHAS and DSS Service Funding

Organizations selected through this RFP will be eligible to receive annual service funding through DMHAS or DSS as described below, subject to the following:

- The availability of funding;
- Approval by DMHAS or DSS of the organization’s final service program plan;
- The demonstrated feasibility of the housing initiative;
- Commitments of other funding necessary for the housing initiative to proceed;
- The selected organization’s compliance with DMHAS and DSS contracting requirements.

A final commitment of funding will not be issued until satisfaction of all stated conditions. Any contract awarded at that time must be in full conformity with statutory requirements of the State of Connecticut. The annualized funding level anticipated to be available to selected organizations for the provision of eligible support services as described in Section IV of this RFP is approximately \$9,500 per individual living in eligible housing units (as defined in Appendix 1) and \$13,000 per family living in eligible housing units. Funding will be capped by the number of eligible persons who will be served in the housing units as specified and approved by DMHAS and DSS. DMHAS and DSS funding is subject to annual appropriation by the Connecticut General Assembly.

Priority for service funding will be given to organizations:

- That propose to serve people experiencing chronic homelessness. See Appendix 1 for this definition.
- That have rental subsidies from sources other than this RFP, including organizations that:
 - Have a rental assistance commitment from HUD through one of its Continuum of Care programs;
 - Have applied for new rental assistance from HUD through its Continuum of Care program in 2007, and the project has been ranked #1 by the local continuum;
 - Have secured a commitment of subsidies, or subsidized units, from the local housing authority or other entity administering a rental subsidy program.

Should Next Steps service funding levels be insufficient to fund all selected respondents at the levels proposed, DMHAS and DSS may choose to 1) fund a portion of the respondent's proposed units, 2) choose to initially fund only a portion of the total selected respondents based on the Departments' ranked approval of the RFP submission, readiness to proceed, and equitable geographic distribution of funded projects throughout state, and/or 3) choose to fund services at less than the anticipated \$9,500 annualized funding level in the case of individuals or \$13,000 funding level for families. The Departments may choose to hold selected, but unfunded, submissions until such time as additional Next Steps funding becomes available.

DMHAS and DSS Next Steps funding can and should be used in combination with funding from other State agencies as well as with private, federal and local resources to maximize the benefits of the program. Resources from these various sources may include funding for other services (such as employment services), or for rental or operating subsidies. Submitting organizations should apply to these other sources directly.

B. DSS Rental Assistance

Organizations selected through this RFP for DMHAS or DSS service funding may also be eligible to receive a reservation of tenant-based rental assistance certificates through DSS, should they be needed, subject to the following:

- The availability of funding;
- Approval of the organization's final service program plan;
- The demonstrated feasibility of the housing initiative;
- Commitments of other funding necessary for the housing initiative to proceed;

- The selected organization’s compliance with DSS contracting requirements.

A final reservation of certificates will not be issued until satisfaction of all stated conditions. DSS will administer the rental assistance and will provide a tenant-based rental subsidy—in other words, the subsidy will not be attached to the housing unit. Selected organizations must agree to work cooperatively with DSS’s housing agent. DSS funding is subject to annual appropriation by the Connecticut General Assembly.

DSS rental assistance is only available for apartments equipped with bathrooms and kitchens and that meet State Rental Assistance Program requirements. It is not available for single room occupancy (SRO) apartments. **DSS rental assistance may not be used for project-based units.**

The number of rental assistance certificates reserved will not exceed the number of eligible persons who will be served in the housing units as specified and approved by DMHAS. Should Next Step rental assistance funding levels be insufficient to reserve subsidies for all selected respondents at the levels requested, DSS may choose to 1) reserve subsidies for a portion of the respondent’s proposed units, and/or 2) choose to initially reserve subsidies for only a portion of the total selected respondents based on the Departments’ ranked approval of the RFP submission, readiness to proceed, and equitable geographic distribution of funded projects throughout the state. The Departments may choose to hold selected, but unfunded, submissions until such time as additional Next Steps funding becomes available.

III. OVERVIEW OF THE PROCESS

A. Issuing Office

This Request for Proposals (RFP) is being issued by the Connecticut Department of Mental Health and Addiction Services, in collaboration with the Department of Social Services. DMHAS is the sole contact for this RFP process. The address of the DMHAS issuing office is:

Ms. Barbara L. Geller
Director of Statewide Services
410 Capitol Avenue, 4th fl
PO Box 341431, MS 14 HOU
Hartford, CT 06134
(860) 418-6813 phone
(860) 418-6696 fax

All questions, comments, submissions and other communications with the Departments regarding this RFP must be **submitted in writing** to the address above clearly identifying the appropriate RFP reference, “Next Steps RFP 4”. Any material received that does not indicate its RFP-related contents will be opened as general mail.

B. Schedule

Milestones	Ending Dates
RFP Released	Wednesday, September 19, 2007
Bidders conference	Wednesday, October 3, 2007, 10:00am
Deadline for written questions, 3:00 PM Local Time	Wednesday, October 10, 2007
Response to questions	Monday, October 15, 2007
Proposals due by 3:00 PM Local Time	Friday, November 2, 2007
Successful submitting organizations announced	Friday, November 30, 2007

C. Bidders Conference

A bidders conference is scheduled for:

Date: Wednesday, October 3, 2007
Place: Connecticut Valley Hospital, Merritt Hall, Lee Auditorium
Time: 10:00 AM

Oral questions raised at the bidders conference will not be considered officially answered until DMHAS issues a written reply. DMHAS will accept written questions submitted by 3:00PM local time October 10, 2007. A written reply to all questions will be posted electronically by October 15, 2007.

D. Evaluation and Selection

It is the intent of the Departments to conduct a comprehensive, fair and impartial evaluation of submissions received in response to this RFP. Only submissions found to be responsive to the RFP will be evaluated and ranked. A responsive submission must comply with all instructions listed in this RFP.

Submissions will be reviewed and ranked by the Interagency Committee on Supportive Housing based upon the criteria listed in this RFP. The committee will then provide recommendations to DMHAS and DSS, who will make the final selections. Although the scope of this RFP is to create up to 250 units of supportive housing, the Departments reserve the right to select for participation in this offering only those organizations considered to have the greatest likelihood for success. In the event that all 250 units are not created as a result of this initial offering, subsequent RFPs may be made in the future.

Organizations not selected for participation in this initial offering will be invited to a debriefing of their application with representatives from the Interagency Committee on Supportive Housing.

E. Components of Submission

The RFP submission package consists of four parts: Submission Cover Sheet; Organizational Information; Project Plan, and Conditions Acceptance Form. (See Appendices 4, 5 and 6)

All submitting organizations must provide information in accordance with the submission instructions in Section V. Each submission must contain all four Sections. In cases of joint submissions, each participating organization must provide separate Organizational Information as requested. The original (no staples on original) and ten exact, legible copies of the

submission must be provided to DMHAS in properly titled (submitting organization's name, address, and name of RFP) envelopes or boxes by the deadline date of **November 2, 2007, 3PM** local time.

F. General Submission Requirements

Please see Appendix 3 for general conditions and requirements regarding this RFP and your submission.

IV. PROGRAM GUIDELINES

A. Program Goals

The Next Steps is an initiative designed to foster the creation of affordable, service-supported housing opportunities for individuals and families who are homeless or at risk of homelessness, particularly those experiencing repeated or persistent homelessness. This specific RFP is designed to stimulate the creation of permanent supportive housing to serve the following eligible populations through the use of existing housing units:

- **Up to 235 units for Single Adults.**
Individuals with mental illness, chemical dependency, or both, who are homeless or at risk of becoming homeless.
- **Up to 15 units for Families.**
Families that are headed by adults with multiple barriers to housing stability (e.g. cognitive limitations, history of trauma, mental illness and/or chemical dependency); that have become ineligible or are at risk of ineligibility for TANF cash assistance due to time limits; that have been repeatedly homeless; that are presently involved in the Department of Children and Families (DCF) system.

Selected organizations will provide support services to persons living in housing units that serve, and are affordable to, the target population as described in this section. All tenants of this housing must have access to flexible, individualized services as needed and for as long as they are needed to achieve and retain permanent housing, increase their skills and income, and achieve greater self-determination.

B. Eligible Populations

Through this RFP, the Departments are requesting submissions of proposals and from organizations interested in providing support services, or support services combined with rental assistance, to certain target populations living in eligible housing units.

Eligible populations are:

1. Adults (age 18 or older) with severe and prolonged mental illness and/or chronic chemical dependency, who are homeless or at risk of homelessness at the time of application for the housing, and who have **incomes at or below 50% of area median** income as defined by

HUD, at the time of entering the housing;

2. Families that are headed by adults with multiple barriers to housing stability (e.g. cognitive limitations, history of trauma, mental illness and/or chemical dependency); that have become ineligible or are at risk of ineligibility for TANF cash assistance due to time limits; that have been repeatedly homeless; that are presently involved in the Department of Children and Families (DCF) system; and who have **incomes at or below 50% of area median income** as defined by HUD, at the time of entering the housing.

Priority will be given to submitting organizations that propose to serve, among the target population, individuals, and families, who are experiencing chronic homelessness. Please see "Definitions", in Appendix 1.

Project Plans should **clearly identify the populations** to be served by the housing - including the numbers of housing units to be set aside for specific populations (if applicable) - and should document the need for the proposed housing and supports for the identified populations within the targeted geographic area(s).

C. Eligible Housing Units

An eligible housing unit is an existing apartment that is reserved for occupancy by eligible persons that provides for affordability and expanded access to eligible populations through a formal (written) agreement with the property owner that is dated after the date that the submitting organization(s) is selected under this RFP and that reserves the unit for eligible populations or an eligible person. This may be in the form of a rental subsidy agreement.

D. Project Plan - Housing Plan Guidelines

1. Permanent Supportive Housing

Eligible housing units must be permanent supportive housing units only. The primary purpose of permanent supportive housing is assisting the individual or family to live independently in the community and meet the obligations of tenancy.

Permanent supportive housing has the following components:

1. The tenant pays no more than 30%-40% of household income towards rent, and ideally no more than 30%;
2. The tenant has a lease (a program agreement may not substitute for a lease);
3. There are no limits on a person's length of tenancy as long as they abide by the conditions of the lease;
4. The tenant's use of services or programs is not a condition of ongoing tenancy;
5. The tenant has access to a flexible array of comprehensive services, including medical and wellness, mental health, substance use management and recovery, vocational and employment, money management, coordinated support (case management), life skills, household establishment, and tenant advocacy;

6. There is a working partnership that includes ongoing communication between supportive services providers, property owners or managers, and/or housing subsidy programs.
7. Each tenant must have their own individual apartment unit.

Permanent supportive housing approaches that **integrate housing units** serving the target population with units serving people without identified special needs are preferred over those that do not have such integration. Such integration can take many forms, such as mixing units within a single building, siting small “clusters” of units serving the target population within a neighborhood, or dispersing single units throughout an area.

Where tenancy is mixed in a single building, sponsors may allow **all tenants of the building to utilize the on-site services**, regardless of whether or not they have identified special needs, and encourage these other tenants to take advantage of the services offered. The purpose in doing so is to create a more stable tenancy overall and eliminate any stigma associated with receiving services.

Leases must be structured to **meet fair housing laws**.

2. Terms and Conditions

Program Plans should specify the terms or conditions under which persons will reside in the housing (and, if different, under which they will receive rental subsidies).

3. Access to Housing—Outreach, Referral and Tenant Selection

It is expected that selected applicants will include strategies for assertive outreach and “inreach” methods to engage persons living on the streets or in emergency shelters to facilitate their access to supportive housing.

Program Plans should specify how persons will gain access to the housing, including detailed description of the referral and outreach strategies. If access is to be region-wide or over several locales, the application should specify how this will be accomplished.

The eligibility screening process should not include “housing readiness” criteria and should reflect a commitment to housing tenants with no current income, with histories of homelessness, with histories of incarceration, with prior housing failures, with poor credit histories, with disabilities, with past or current substance abuse and/or other obstacles to housing stability.

Program plans should describe the tenant selection process, including how persons will apply for and be screened for the housing. Given that one of the intentions of supportive housing is to reduce or eliminate barriers to housing for persons who have been homeless or unstably housed, it is also expected that tenant selection policies will not contain unnecessary eligibility criteria or other barriers to housing access.

4. General Standards - all eligible units

- a. All housing units **must be affordable** to the population to be served. In general, rents should be set at rates where the target population is expected to pay no more than 30% of their income for housing costs. Project Plans must describe plans for assuring affordability.

Priority for service funding will be given to organizations that have rental subsidies from sources other than this RFP, including organizations that:

- o Have a rental assistance commitment from HUD through its Continuum of Care program;
- o Have applied for rental assistance from HUD through its Continuum of Care program in 2007 and has been ranked with the #1 priority by the local Continuum;
- o Have secured a commitment of subsidies, or subsidized units, from the local housing authority or other entity.

Organizations may apply for a reservation of State rental assistance certificates through this RFP where subsidies are not available from federal and local sources (organizations are asked to describe their efforts to secure certificates from these other sources). The Project Plan should indicate the number and size (efficiency, one-bedroom, etc.) of the rental assistance certificates requested. Certificates may not be used in SRO units.

In order to expedite the housing placement of eligible tenants, priority will be given to projects that can assure rapid access to housing for applicants, with occupancy goals of 90 days—and not more than 120 days—from date of award notification. If funded projects fail to achieve full occupancy within 120 days after award notification, DMHAS and DSS reserve the right to recapture unutilized service and subsidy funds.

- b. All housing units **must be of good quality** (meet HUD housing quality standards) and conform to state and local fire and building codes, including codes relating to handicapped accessibility. Project Plans must describe strategies that will be taken to ensure housing quality.
- c. All housing units **should be accessible to public transportation and community amenities**. If they are not, the service program plan must reflect how alternate transportation will be provided.
- d. All housing units **must provide for the safety and security of their tenants**.

6. Tenant or Resident Involvement

Priority will be given to approaches that maximize participation by consumers reflective of the target population to be served in the design and creation of the service approaches. Project plans should reflect how this will be accomplished.

7. Community Engagement

- a. Priority will be given to approaches where **communities have been engaged** or will be engaged in the planning and creation of the housing (e.g., engagement with the continuum of care and other community planning processes in identifying needs that have not been met, developing local solutions or models, and including groups traditionally left out of local planning processes). Proposals should reflect how this will be accomplished.
- b. Applications for scattered site supportive housing units to be created under this RFP should **reflect local priorities for supportive housing**. Proposals should describe how

this would be accomplished.

E. Project Plan - Service Plan Guidelines

1. Service Plan Principles

- a. The service plan must be designed to meet the needs of the specific population to be served and ensure access by the tenants to the non-clinical and clinical services they need to achieve and retain permanent housing, increase their skills and/or income, and achieve greater self-determination. There must be a written service plan, which is to be updated at least semi-annually.
- b. Outreach and engagement is a fundamental component of services in supportive housing, and it is expected that service staff will continue to engage with tenants post move-in as an ongoing part of service delivery.
- c. The service approach should incorporate the essential components, core competencies and values described in Attachment 2.
- d. The Service Plan should also:
 1. Reflect the importance and value of connecting residents with mainstream resources, including employment and training programs, federal and state entitlement programs, and healthcare programs. The service plan should describe existing and planned linkages with vocational, educational and healthcare providers within the locality or region to be served.
 2. Incorporate natural supports (families, peers, faith communities, etc.).
 3. Articulate strategies for relapse prevention and management and linkages to treatment that will be developed to support these.
 4. Ensure that services are available for as long as is needed by the individual client.

2. DMHAS and DSS Funded Services under the Next Step

DMHAS and DSS Next Steps funds would be used to cover the cost of support services as described below:

- a. Funded services would be rehabilitation services provided to people living in eligible housing units that enhance and support the client's ability to achieve and retain permanent housing;
- b. Services may be based on-site or off-site of the housing;
- c. Case management is the core of the support services to be funded. Case management services provide a single point of accountability for coordination of services that are designed to offer the tenant support in living independently and establishing and maintaining residential stability.

The level and type of case management services provided will depend on the profile of the clients to be served as well as the philosophy of the sponsor. However, in most cases the staff-to-client ratio is expected to fall in the range of one FTE case manager for every 7 to 15 clients.

How the delivery of case management services is structured may vary. For example, it may be done by an assessment and intervention team, by individual case managers assigned to specific cases, or by a mix of professional staff and non-professional staff (such as desk staff) and consumers.

Next Steps funds from DMHAS may not be used to provide rental assistance or to fund the costs of operating, acquiring, constructing or rehabilitating housing.

3. Linkages with Existing Area Services

- a. Submitting organizations will be expected to identify community-based support services that complement the rehabilitation services that would be funded under the Next Steps.
- b. Services that would be funded under the Next Steps must:
 - Link with and support existing case management systems within the community and region, and not be duplicative of such services;
 - Provide for adequate linkages to the treatment system, particularly in regard to relapse prevention and relapse management;
 - Link with employment and educational supports within the region.
- c. Submitting organizations should identify existing linkages to service, treatment, employment and educational resources within the region, or describe their agency's plans to establish such connections.
- d. Evidence of access to support services should be specified in written memoranda of understanding or contracts for services. Evidence that such memoranda or contracts are in place will strengthen applications submitted in response to this RFP, and may be a condition of subsequent funding approval.

F. Monitoring

All projects will be required to participate in a comprehensive quality assurance monitoring process implemented by DMHAS, DSS and other cooperating agencies.

V. SUBMISSION INSTRUCTIONS

A. Submitting Address

Responses may be sent overnight to:

Ms. Barbara L. Geller
Director of Statewide Services
Department of Mental Health and Addiction Services
410 Capitol Ave. 4th fl
Hartford, CT 06134

OR

May be mailed to:

Ms. Barbara Geller
Director Statewide Services
Department of Mental Health and Addiction Services
410 Capitol Avenue. 14 HOU
Hartford, CT 06134

Submissions must be received NO LATER THAN 3 PM Local Time on November 2, 2007.

Electronic and fax submissions will not be accepted.

B. Submission Components

1. Submission Cover Sheet

See Appendix 4. The submission cover sheet must be completed and signed by an authorized official of the submitting organization.

In the case of collaborative submissions, the cover sheet must be completed and signed by an authorized official of the proposed fiduciary for the Next Steps funding. Behind the cover sheet(s) insert a complete listing of all organizations that are members of the collaborative team, including their names, addresses, phone and fax numbers, e-mail addresses and contact persons.

2. Organizational Information

Provide the information requested in the Submission Narrative in Appendix 4.

3. Project Plan

The Project Plan is the submitting organization's opportunity to describe who would be served by the housing, the services that would be made available to tenants, the need for and goals of the housing and services, and how performance in meeting these goals will be measured.

The project plan should be presented in the form of a narrative response to the questions on the application. For collaborative or multi-site projects the use of charts or diagrams to illustrate housing approaches by locale, service design, and/or the roles of collaborating organizations is strongly encouraged.

The narrative, exclusive of such attachments, should not exceed 15 pages. Please be clear, and concise; should it exceed the stated limit, it will be disqualified.

4. Conditions Acceptance Form

Sign the Conditions Acceptance Form and include it with your submission.

VI. SELECTION CRITERIA

Submissions will be evaluated based upon the following criteria:

A. Compliance. The submitting organization's conformance with the instructions and specifications as outlined in this RFP.

B. Track Record, & Experience of Each Submitting Organization

- 1) The organization's eligibility to make a submission under this RFP (See Section I.C.)
- 2) The degree to which the submission demonstrates collaboration between the submitting organization and other community-based organizations in the creation of the proposed project.
- 3) Experience and track record of the submitting organization in the delivery of supportive services to individuals who require a level of such services in order to live independently. For the CT Supportive Housing Collaborative Demonstration, the experience of the applicant organizations in effectively serving a population of individuals who are chronically homeless.
- 4) Experience and track record of the organization in performing the service role it is proposing to play in the project, if any (i.e., in the provision case management services or other supportive residential or community based services) and experience in working with the targeted population(s), including persons experiencing chronic homelessness
- 5) Experience and track record of the organization in performing the housing role it is proposing to play in the project, if any (i.e., in the ownership or management of rental for the targeted population(s), in subsidy administration, in operating a scattered site leasing program, etc.).
- 6) For collaborative submissions, the collective experience and track record of the joint submitting organizations in all of the above, the clear delineation of respective responsibilities between the participating organizations, and a clear strategy for coordinating the activities of the partners on an on-going basis.
- 7) General organizational capacity (including factors such as length of existence, breadth and sophistication of current program activities, staff capacity, tenure and experience of board members, and financial capacity of fiduciary) and performance on previous contracts.

C. Project Plan

1. Compliance with the Program Guidelines (Section IV).
2. Submitting organization's willingness to participate in performance evaluation of the project through a program of Quality Assurance Monitoring.
3. The overall coherence, comprehensiveness and feasibility of the submitting organization's

project plan, including the applicants' understanding of the goals of the Next Step initiative

4. PRIORITY FACTORS:

- a. Degree to which the submitting organization proposes to serve, among the target population, individuals who are experiencing chronic homelessness.
 - b. Submitting organization:
 - o Has a rental assistance commitment from HUD through one of its Continuum of Care programs;
 - Has applied for rental assistance from HUD through its Continuum of Care program in 2007 and has been ranked with the #1 priority by the local Continuum;
 - Has secured a commitment of subsidies, or subsidized units, from the local housing authority or other entity.
 - c. Degree to which the submitting organization has engaged the targeted communities in the planning and creation of the housing and services (e.g., engagement with the continuum of care and other community planning processes in identifying needs that have not been met, developing local solutions or models, and including groups traditionally left out of local planning processes). If not yet engaged, are they planning to do so? Consistency of the proposed housing and services with local priorities (current and in development) for affordable or supportive housing.
 - d. The extent of consumer participation in the design of the service approach (to date and planned).
5. The demonstrated level of need for the type of housing proposed for the target population in the targeted geographic areas identified by the submitting organization, the relative availability of alternative resources in the identified target areas.
 6. The quality of the submitting organization's Housing Plan and its consistency with the Next Steps Program Guidelines.
 7. The general suitability of the proposed target area(s) from the perspective of the availability of existing housing units and a service linkages, and access to transportation and community amenities.
 8. Degree to which the housing approach integrates housing units serving the targeted population(s) with units serving people without identified special needs.
 9. The quality of the submitting organization's Service Plan, including the degree to which the services will have a positive impact on the self-sufficiency of the tenants, and its consistency with the Next Steps Program Guidelines.
 10. Degree to which the services to be funded add to the service capacity of the submitting organization(s) and the service system within the locality and region.
 11. Degree of linkage with existing rehabilitation, employment, education, healthcare and treatment systems.

APPENDIX 1

PROGRAM DEFINITIONS

The program guidelines under this RFP are based on the following definitions.

1. ELIGIBLE PERSON

An adult (age 18 or older) who has an income at or below 50% of area median income as defined by HUD and who has:

Severe and Prolonged Mental Illness, defined for the purposes of this program as:

The person has a substantial history of a serious psychiatric disorder that has required:

1. recent psychiatric hospitalization, or
2. multiple or lengthy psychiatric hospitalizations in the past, or
3. extensive community treatment and support services over a sustained period of time, or
4. the person exhibits signs and symptoms of a psychiatric disorder of sufficient severity to cause a current disturbance in several areas of role performance.

And/or

b. Chronic Chemical Dependence

The person has a substantial history of at least one year of physiological dependence upon mood altering chemicals, with or without prior treatment episodes, to the extent that the dependence interferes significantly with social, economic and/or physical functioning, and evidence of substantial life losses as a result of substance use.

And is:

c. Homeless

For purposes of this program, a person or family is considered “**homeless**” when he/she resides in the one of the places described below:

1. in places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings; or
2. in an emergency shelter; or
3. in transitional housing for homeless persons who originally came from the streets or emergency shelter; or
4. in any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution; or
5. is being evicted within a week from a private dwelling unit and no subsequent residence has been secured and the person lacks the resources and support networks needed to obtain housing; or
6. is being discharged within a week from an institution in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been secured and he/she lacks the resources and support networks needed to obtain housing.

Or is:

d. At Risk of Homelessness

A person or family is considered “**at risk of homelessness**” for purposes of this program if the person or family does not meet any of the definitions above but does meet one of the following:

1. is coming out of a treatment program, institution, transitional living program, half-way house, or jail with no place to go, or
2. is living in a situation where the person/family is at great risk of losing their housing, or
3. is living in an inappropriate housing situation. Examples are families doubled up with other families, persons living in units without heat or running water, and persons living in overcrowded or illegal or unsafe dwelling units.

2. ELIGIBLE HOUSING UNIT

An eligible housing unit is an existing apartment that is reserved for occupancy by eligible persons (see above) that provides for affordability and expanded access to eligible populations through a formal (written) agreement with the property owner that is dated after the date that the submitting organization(s) is selected under this RFP and that reserves the unit for eligible populations or an eligible person. This may be in the form of a rental subsidy agreement.

3. PERSON OR FAMILY EXPERIENCING CHRONIC HOMELESSNESS

Based on the federal definition, a *chronically homeless individual* is an unaccompanied homeless individual with a disabling condition (including substance use disorder, serious mental illness, or chronic physical illness) who has either been continuously homeless for a year or more OR has had at least four episodes of homelessness in the past three years. In defining the chronically homeless, the term “homeless” means “a person sleeping in a place not meant for human habitation (e.g., living on the streets) or in an emergency homeless shelter.

Recognizing that there are families with minor children who should also be considered as experiencing chronic—or long-term—homelessness, this definition also includes homeless families with:

- a parent with a diagnosable mental and/or physical disability;
- a parent who has experienced significant trauma;
- involvement with the child welfare system, including children who have been placed in out-of-home care
- a parent reentering the community from jail or prison; or
- a child with serious medical or emotional disturbance/disability.

Appendix 2

Key Principles of the Service Plan

1. Essential components of services to be provided:

- a. Focused on the strengths and needs of each individual client;
- b. Provides help to client in identifying goals and needs, to develop plans to achieve their goals and objectives, and to gain access to appropriate community-based services, including, but not limited to, clinical services, employment and education, natural supports (family, peers, faith communities, etc.), and general community resources;
- c. Available where and when needed by the client. Clients must be able to access case management services where they live (meaning that case management services come to the client) and at hours that work for the client.

2. Values of services to be provided:

- a. Committed to maximizing client choices and options;
- b. Focused on client's strengths, gifts and potential contributions;
- c. Guided by an expectation of hope and recovery;
- d. Recognizes the importance and value of employment and work.

3. Competencies of the service design:

- a. Not duplicative of existing services serving the target population;
- b. Provides for adequate linkages to the treatment system, particularly in regard to relapse prevention and relapse management;
- c. Flexible and responsive service approach that recognizes, and can adapt to, an episodic pattern of service demands;
- d. Service team is internally coordinated with clear lines of communication, supervision and accountability.

4. Core competencies of service team:

- a. Skilled in on-going outreach and engagement of clients;
- b. Experienced with development of life skills that support the client's ability to succeed in permanent housing;
- c. Knowledgeable about community resources and the means of accessing them;
- d. Possesses the attitudes, knowledge, and skills necessary to work effectively with the population to be served by the housing.

Appendix 3 General Submission Requirements

1. Disposition of Submission

The Departments reserve the right to reject any and all submissions, or portions thereof, received as a result of this request or to negotiate separately any service in any manner necessary to serve the best interest of the Departments. The Departments reserve the right to contract for all or any portion of the scope of work contained within this RFP, if it is determined that contracting for a portion of the work will best meet the needs of the Departments.

2. Conditions

All prospective submitting organizations must be willing to adhere to the following conditions and must acknowledge acceptance of such conditions by signing and submitting the Conditions Acceptance Form (see Appendix 6) as part of the RFP submission package.

- a. **Conformance with Statutes.** Any contract awarded as a result of this RFP must be in full conformance with statutory requirements of the State of Connecticut and the Federal Government. The contract utilized will be the standard Human Service Contract (see Appendix 6).
- b. **Ownership of Subsequent Products.** Any product, whether acceptable or unacceptable, developed for the submission of this RFP is to be sole property of the Departments unless stated otherwise in the RFP or contract.
- c. **Timing and Sequence.** The Departments will ultimately determine the timing and sequence of events resulting from this RFP.
- d. **Oral Agreement.** Any alleged oral agreement or arrangement made by a applicant with any agency or employee will be superceded by a written agreement.
- e. **Amending or Canceling Requests.** The Departments reserve the right to amend or cancel this RFP, prior to the due date and time, if it is in the best interest of the Departments and the State.
- f. **Rejection for Default or Misrepresentation.** The Departments reserve the right to reject the proposal of any applicant that is in default of any prior contract or for misrepresentation.
- g. **Departments' Clerical Errors in Awards.** The Departments reserve the right to correct inaccurate awards resulting from their clerical errors.
- h. **Rejection of Qualified Submissions.** Submissions are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of this RFP.
- i. **Applicant Presentation of Supporting Evidence.** A submitting organization, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the submission.

- j. Collusion. By responding, the submitting organization implicitly states that the submission is not made in connection with any competing applicant submitting a separate response to the RFP, and is in all respects fair and without collusion or fraud. It is further implied that the applicant did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no employee of the agency participated directly or indirectly in the applicant's proposal preparation.
- k. This Request for Proposals does not represent any obligation or agreement whatsoever on the part of the State of Connecticut or the Departments, such obligation or agreement could only be incurred or entered into by written agreement approved as necessary by the Office of the Attorney General.
- l. Neither the State of Connecticut nor the Departments are obligated to pay, nor shall in fact pay any costs incurred by any submitting organization in responding to this RFP.
- m. Any determination to be made in connection with the RFP shall be in the sole discretion and judgment of the Departments.
- n. The qualifications of a submitting organization will not create any rights on the submitting organization's part, including without limitation, rights of enforcement, equity or reimbursement, until all necessary documents are fully executed and approved by the appropriate State agencies.
- o. The State of Connecticut and the Departments reserve the right, at their sole discretion, to reject at any time, any or all submissions, and to withdraw the RFP.
- p. Each submission must contain all of the information required by this RFP. However, Departments may, but are not required to, allow a submitting organization whose submission is incomplete to submit further information in order to remedy such defect.

3. Submission Preparation Expenses

The State of Connecticut and the Departments assume no liability for payment of expenses incurred by applicants in preparing and this submission.

4. Response Date and Time

In order to be considered for selection, submissions must **be received by the Department of Mental Health and Addiction Services by 3:00PM Local Time on November 2, 2007.** Postmark date will not be considered the basis for meeting any submission deadline. Any applicant's response, which is received after the deadline, will be rejected. Receipt of a submission after the closing date and time as stated herein shall not be construed as acceptance of the submission, as the actual receipt of the document is a clerical function. If delivery of the submission is not made by courier or in person, the use of Certified or Registered mail is suggested. All RFP communications should be addressed to the Issuing Office (Reference Section III – A). The submission is not made in connection with any competing organization submitting a separate response to the RFP, and is in all respects fair and without collusion or fraud.

5. Incurring Costs

The Departments are not liable for any cost incurred by the applicant prior to the effective date of a contract.

6. Freedom of Information

Due regard will be given to the protection of proprietary information contained in all submissions received. However, applicants should be aware that all materials associated with the RFP are subject to the terms of the Freedom of Information Act, the Privacy Act and all rules, regulations and interpretations resulting therefrom. It will not be sufficient for applicants to merely state generally that the submission is proprietary in nature and not therefore subject to release to third parties. Those particular pages or sections that the applicant believes to be proprietary must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exception from release consistent with Section 1-210 of the Connecticut General Statutes, must accompany the submission. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the applicant that would result if the identified material were to be released and the reasons why the materials are legally exempt from release pursuant to the above-cited statute. In any case, the narrative portion of the submission may not be exempt from release. Between the applicant and the Departments, the final administrative authority to release or exempt any or all material so identified rests with the Departments.

7. Offer of Gratuities

By submission of a proposal, the applicant certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this RFP. Any contract arising from this RFP may be terminated by the Departments if it is determined that gratuities of any kind were either offered to or received by any of the aforementioned officials or employees from the applicant, the applicant's agent or the applicant's employee(s).

8. Confidentiality

The successful applicant shall comply with all applicable state and federal laws and regulations pertaining to the confidentiality of proprietary information, data and other confidential or personal information concerning the medical personal or business affairs of patients acquired in the course of providing services under this RFP. The successful bidder shall keep confidential all financial, operating, proprietary or business information of the Departments relating to the provision of services under this RFP which is not otherwise public information, along with all information, not described above, but specified in writing by the Departments as confidential information. The successful bidder shall also cause each of its agents, employees subcontractors and other persons and organizations involved in doing business with or controlled by it from disclosing or transmitting to any person or legal entity any of the described information. The successful bidder shall ensure that the appropriate qualified service organization agreements are in place pursuant to federal confidentiality regulations.

9. Affirmative Action

Regulations of Connecticut State Agencies section 46a68j-3(10) requires agencies to consider the following factors when awarding a contract that is subject to contract compliance requirements:

- i. the applicant's success in implementing an affirmative action plan;
- ii. the applicant's success in developing an apprenticeship program complying with Section 46a-68-1 to 46a-68-17 of the Connecticut General Statutes, inclusive;
- iii. the applicant's promise to develop and implement a successful affirmative action plan;
- iv. the applicant's submission of EEO-1 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; and
- v. the applicant's promise to set aside a portion of the contract for legitimate small contractors and minority business enterprises. (See CGS 4a-60)

Appendix 4 - Submission
Connecticut Department of Mental Health and Addictions Services
Connecticut Department of Social Services
Request for Proposals- 4 - Next Steps Supportive Housing Initiative

Submission Cover Sheet

Name of Organization (Fiduciary for funding)	
Address of Organization:	
Organizational information: Year Incorporated: _____ Is your organization tax exempt? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide copy of IRS determination letter.</i>	
Amount of Request: DMHAS Service Funding: \$ _____ DSS Service Funding: \$ _____ DSS Rental Assistance Certificates (number): _____ 0BR _____ 1BR _____ 2B _____ 3BR _____ 4BR	
Name of Project:	
Project Location (Town(s)):	
Name of Contact: Title:	Tel: _____ Fax: _____ Email: _____
<p>Acting as the duly authorized representative, I hereby affirm that the governing body of the above named organization has reviewed and accepts all the conditions of the Request for Proposals 4 for the Next Steps Supportive Housing Initiative (RFP) dated September 19, 2007, and that the organization is interested in being considered for participation in the Next Step initiative and becoming eligible to receive and administer Next Steps service funding and rental assistance (if applicable) subject to the conditions outlined in the RFP.</p>	
_____ Signature of CEO/Executive Director	_____ Date

Please complete page two of the submission cover sheet for collaborating organizations.

Request for Proposals 4 -Next Steps Supportive Housing Initiative

**Submission Cover Sheet – Page Two
Collaborating Organizations**

Organization: _____
Address: _____
Contact Person: _____ Title: _____
Phone: _____ Fax: _____ Email: _____

Authorized Signature: _____ Date: _____
Name (print): _____ Title: _____

Organization: _____
Address: _____
Contact Person: _____ Title: _____
Phone: _____ Fax: _____ Email: _____

Authorized Signature: _____ Date: _____
Name (print): _____ Title: _____

Organization: _____
Address: _____
Contact Person: _____ Title: _____
Phone: _____ Fax: _____ Email: _____

Authorized Signature: _____ Date: _____
Name (print): _____ Title: _____

Organization: _____
Address: _____
Contact Person: _____ Title: _____
Phone: _____ Fax: _____ Email: _____

Authorized Signature: _____ Date: _____
Name (print): _____ Title: _____

Appendix 5

Request for Proposals 4 -Next Steps Supportive Housing Initiative Submission Narrative

A. Organizational Information

For each organization that is materially participating in the project (providing housing and/or services), answer/complete the following:

1. Provide a brief description of your organization, its purpose and history, and its primary programs. Indicate the total number of staff and identify the staff (and their role within the organization) that would manage your organization's participation in the project.
2. Briefly describe your organization's role in the project and the roles of any collaborating organizations. If possible, provide a chart or diagram that clearly illustrates the roles of the collaborating organizations in the project. Explain how the activities of the partners will be coordinated on an on-going basis and which organization(s) will be responsible for ensuring that this happens.
3. Describe the specific type and length of experience of your organization in the delivery of supportive services to individuals who require a level of such services in order to live independently in the community, and in the operation of housing or residential facilities for the homeless or special needs individuals. Describe experience directly related to your organization's role or roles in carrying out the proposed project, including experience in working with the targeted population(s) and people experiencing chronic homelessness. Describe the impact that these services have had on the self-sufficiency of your clients.
4. Do your organization's bylaws restrict program activity to specific geographic areas? Describe geographic areas of current program activity.
5. Who is on your Board of Directors? Provide a list with names, addresses, current occupations, and tenure on board. Denote officers and their positions.

Answer yes or no to the following. If yes, provide an explanation.

6. Is your organization or any of its subsidiaries/affiliates in default on any contract obligation or agreement of any kind or nature whatsoever entered into with the State of Connecticut or any of its agencies?
7. Is your organization or any of its subsidiaries/affiliates a party to any pending legal proceedings and/or subject to any such proceedings known to be contemplated by governmental authorities?
8. Has your organization or any of its subsidiaries/affiliates ever received a commitment of funds from a bank, foundation or government agency to undertake a housing rehabilitation, construction or acquisition project that it was unable to bring to fruition?
9. Does your organization or any of its subsidiaries/affiliates have or has it ever had a financial ownership interest in any real estate that is now in default on its mortgage?
10. Does your organization or any of its subsidiaries/affiliates have a financial or ownership interest in any real estate on which real estate tax payments are past due?
11. Has your organization or any of its subsidiaries/affiliates been adjudged bankrupt, or filed for reorganization under the bankruptcy laws within the last five years?

For proposed funding fiduciaries only:

12. Has your organization been the subject of a programmatic and/or fiscal audit in the last five years? If yes, please indicate the nature of the audit and provide summary of findings. As part of the RFP process, DMHAS may request copies of such audits.
13. Has your organization or any of its subsidiaries/affiliates within the last five years ever failed to qualify as a responsible bidder, refused to enter into a contract after an award has been made, or failed to complete a contract, either privately or with any governmental agency?
14. Please provide your organization's audited financial statements for the past two fiscal years and the current year's operating budget.

B. Project Plan

Please be clear and concise and **limit your response to no more than 15 pages.**

1. The Project Summary

Provide a brief overview of your proposed project (housing and services) in one paragraph.

2. The Population(s) to be Served

Who will be served by the proposed housing? Identify the following:

- a) Their characteristics.
- b) Where they live (why are they considered homeless or at risk of homelessness?).
- c) Their needs within the locality or region for the types of housing and services proposed.
- d) Do you propose to serve persons experiencing chronic homelessness? (See Definitions in Appendix 1 of the RFP). If yes, describe who they are and their circumstances.
- e) Describe your plans for outreach and referral to be used to reach the targeted population(s), particularly persons experiencing chronic homelessness.
- f) Describe approaches that are being used, or will be used, to maximize participation by consumers reflective of the target population(s) to be served in the design and development of the housing and service approach and, to the extent possible, in the operation of the housing.

3. Housing Plan

A. ***Describe the housing*** where targeted population(s) will reside:

- 1) Geographic area(s) proposed for the housing.
- 2) The total number of eligible individuals or families to be housed at any one time.
- 3) The number of proposed apartments that will serve eligible individuals or families.
- 4) Sizes of apartments targeted (SRO, efficiency, 1 bedroom, 2 bedroom, etc.). (Note: DSS rental assistance cannot be used for SRO units.)
- 5) Configuration of the housing units (units will be widely scattered throughout an area, or clusters of units will be scattered throughout an area, or all units will be located on a single building, or other configuration).
- 6) Scale: if eligible housing units will be grouped in clusters or will be located in a single building, how many eligible units do you anticipate will be located in each cluster or site?
- 7) Will the housing be integrated (units serving the targeted population(s) mixed with units serving people without special needs)? If yes how so?
- 8) If the submitting organization has identified a site for the housing units, and the organization's participation in the project is contingent on the use of the site for the

housing, provide a description of the site, its location, and current ownership status.

B. **Sponsor-owned housing.** If a submitting organization, or a subsidiary of the organization, intends to own and/or manage any of the housing units, describe the organization's experience in the ownership and management of rental housing.

C. Provide a **timetable** for when eligible housing units will be available for occupancy by the target population. **All units that are to be used as part of this RFP must be occupied within 90 days of the date of award, and no later than 120 days from date of award.**

E. Describe strategies you will undertake to ensure:

- **Safety** of the tenants
- Access by tenants to **transportation** and community amenities
- **Housing quality** (ie.apartments that meet HUD Quality Standards, building and fire codes)

F. **Targeted sources of funding for rental assistance.**

Please indicate on the cover sheet the number of DSS rental assistance certificates you are requesting to be reserved by the anticipated size of the apartments (0BR, 1BR, 2BR etc.) to be subsidized. Remember, priority for DMHAS and DSS Next Steps service funding will be given to submitting organizations that have secured subsidies from other state, federal or local sources. Please identify if you:

- Have a rental assistance commitment from HUD through its Continuum of Care program;
- Have applied for rental assistance from HUD through its Continuum of Care program in 2007, and the project has been ranked #1 by the local Continuum;
- Have secured a commitment of subsidies, or subsidized units, from the local housing authority or other entity.

G. **Access to and selection for the housing**

- 1) How will the target population gain access to the program? Will access be region-wide or over several locales? If so, how will this be accomplished?
- 2) How will the targeted population(s) apply for and be screened for the housing? What conditions, if any, will be placed on their entry into the housing?
- 3) How will the targeted population(s) be assisted in identifying housing units and negotiating with landlords? Who will do this?
- 4) Will the tenant hold the lease directly with the landlord? If not, who will? If the provider, will the tenant hold a sublease? Will the provider be "master leasing" a block of units from a building owner? (Note: If DSS rental assistance is to be used, it must be provided directly to the tenant, who must hold the lease).
- 5) Describe any special reserves (for security deposit assistance, repair of damages, etc.) that will be established and anticipated sources of funding for such reserves.
- 6) Will the targeted population(s) be required to live in a particular area as a condition of receiving a rent subsidy? As a condition of receiving support services?

H. **Tenancy conditions.** Will tenants have leases? What will be the term of the leases (length of time)? What terms or conditions will be placed on the tenant's occupancy in the housing? On the receipt of a rental subsidy? Will acceptance of services be a condition of either? **Please provide detailed responses to these questions.**

I. **Consumer preference.** How does the housing as described above fit the needs and preferences of the targeted population(s)?

J. **Community Engagement.**

- 1) Describe approaches used or that will be used to engage local communities in the planning and creation of the housing and services. (See Section IV.D. of RFQ)
- 2) Do the proposed housing and services currently reflect community priorities for affordable or supportive housing? If so, in what way(s)? If not, what measures will be taken to influence these priorities?

4. Service Plan

A. Describe the support services the tenants will receive:

- 1) Describe the goals of the supportive services to be provided, and how the services are designed to meet the needs and preferences of the targeted population(s) and the individual needs and preferences of the persons to be served.
- 2) Describe the services that will be made available to eligible individuals. In your description, address the following components (use diagrams where feasible). If the characteristics of the service approach will vary significantly between housing types, geographic areas or participating service providers, these differences should be clear in your description.
 - a) What services will be provided and by whom
 - b) Service structure: describe staff positions, staff/client ratios, staff hours, after-hours access, minimum staff qualifications
 - c) Whether the service team will have offices on-site (at the housing) or off-site of the housing
 - d) How the service team will be internally coordinated – lines of communication, supervision and accountability
 - e) How services will link with available community and regional resources, including existing case management systems and treatment systems
 - f) How services will reflect the importance and value of employment and the strategies that will be used for making employment and continued employment possible. Identify the existing linkages with employment and educational resources within our region, or describe your agency's plans to establish such connections.
 - g) How services will incorporate natural supports (family, peers, faith communities, etc.)
 - h) Strategies that will be used for relapse prevention and management

B. Provide the anticipated budget for the services to be provided, and note what costs would be funded by DMHAS or DSS under this request.

- C. Describe how the targeted population(s) will access the services, including:
- 1) How they will be able to access case management services where they live (how will services come to the client?)
 - 2) Any terms or conditions that will be placed on their receipt of services
 - 3) How long they will be able to access the services
 - 4) Under what circumstances (if any) would a client be “discharged” from Next Steps services?
- D. For single-building housing projects where tenancy will be mixed, will all tenants be eligible to utilize on-site services regardless of whether or not they have an identified special need? How will this be accomplished?
- E. From your previous experience in providing supportive housing, what have you learned and what would you do differently under this Initiative?

5. Performance Measures—Quality Assurance

If selected under this RFP, is your organization willing to participate in an ongoing program of Quality Assurance Monitoring and Program Review of both the housing and services components of the projects? This program will examine service program operations and client outcomes. If this is a collaborative submission, are all participating organizations willing to participate in such a process?

Appendix 6
Department of Mental Health and Addictions Services
Department of Social Services
Request for Proposals 4 – Next Steps Supportive Housing Initiative

Conditions Acceptance Form

Must be completed and signed by all submitting organizations

Acting as the duly authorized representative, I hereby affirm that the below named organization has reviewed and accepts all the conditions of the Next Steps RFP 4 dated September 19, 2007, including the following:

1. Acceptance or rejection. DMHAS and DSS reserve the right to accept or reject any or all responses submitted for consideration.
2. Ownership of submissions. All submissions in response to this RFP are to be the sole property of DMHAS and subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information)
3. Timing and sequence. Timing and sequence of events resulting from this RFP will ultimately be determined by DMHAS.
4. Oral agreement. Any alleged oral agreement or arrangement made by a submitting organization with any agency or employee will be superceded by a written agreement.
5. Amending or canceling requests. DMHAS reserves the right to amend or cancel this RFP, prior to the due date and time, if it is in the best interest of DMHAS and the State.
6. Rejection for default or misrepresentation. DMHAS reserves the right to reject the submission of any organization that is in default of any prior contract with the State or for misrepresentation.
7. Clerical errors in awards. DMHAS reserves the right to correct inaccurate awards resulting from its clerical errors.
8. Rejection of qualified submissions. Submissions are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of this RFP.
9. Presentation of supporting evidence. A submitting organization must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to meet the requirements set forth or implied in the RFP.
10. Collusion. By responding, the submitting organization implicitly states that the submission is not made in connection with any competing organization submitting a separate response to the RFP, and is in all respects fair and without collusion or fraud.
11. This Request for Proposals does not represent any obligation or agreement whatsoever on the part of the State of Connecticut or DMHAS, such obligation or agreement could only be incurred or entered into by written agreement approved as necessary by the Office of the Attorney General.

12. Neither the State of Connecticut nor DMHAS is obligated to pay, nor shall in fact pay, any costs or losses incurred by any submitting organization at any time, including the cost of responding to this RFP.
13. Any determination to be made in connection with the RFP shall be in the sole discretion and judgment of DMHAS.
14. The qualifications of a submitting organization will not create any rights on the submitting organization's part, including without limitation, rights of enforcement, equity or reimbursement, until all necessary documents are fully executed and approved by the appropriate State agencies.
15. DMHAS reserves the right, at its sole option, to alter all program guidelines.
16. The State of Connecticut and DMHAS reserve the right, at their sole discretion, to reject at any time, any or all submissions, to withdraw the RFP, and to negotiate with one or more submitting organizations on terms other than those set forth herein. The State of Connecticut and DMHAS likewise reserve the right, at any time, to waive compliance with or change any of the terms and conditions of this RFP.
17. The State of Connecticut and DMHAS reserve the right to amend, modify or withdraw this RFP, to waive or alter any requirements of this RFP, to require supplemental statements and information from submitting organizations, modification or additions to submitted materials, and to hold discussions with any submitting organizations and to extend the deadline for submissions under this RFP.
18. Each submission must contain all of the information required by this RFP. However, DMHAS may, but is not required to, allow a submitting organization whose submission is incomplete to submit further information in order to remedy such defect.

Organization: _____ Date: _____

Signature: _____ Name/Title: _____