



# Adult Mental Health Initiative

*Benton, Sherburne, Stearns, Wright Counties*

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## **Housing Coordination Services - Request for Proposals (RFP)**

### **Background**

“Lack of decent, safe, affordable and integrated housing is one of the most significant barriers to full participation in community life for people with severe mental illness.” Achieving the Promise: The New Freedom Commission on Mental Health Report

The CommUNITY Adult Mental Health Initiative (CAMHI) encompasses Benton, Sherburne, Stearns, and Wright Counties. The mission of CAMHI is to provide support for persons experiencing serious mental health problems to enhance their contributions to the community. The Initiative currently has up to \$71,250 in renewable funds available for this project. Pending availability, and if the program meets the needs outlined in this RFP, funding may be renewed. Proposals are being sought from interested mental health providers for the delivery of housing coordination services to residents of the four county area.

### **Objective**

The Housing Coordinator will determine referral eligibility and appropriateness for housing programs, including Bridges and CAMHI’s housing voucher programs and others as assigned.

### **Agency Responsibilities**

1. The Agency shall coordinate and determine referral eligibility for Bridges and CAMHI housing programs and others as assigned.
2. The Agency shall:
  - a. Provide centralized service delivery for housing vouchers, to be given to consumers in need of housing assistance.
  - b. This service shall be provided 40 hours per week by one full-time employee who is dedicated exclusively to CAMHI Housing Programs;
  - c. Complete Housing Intakes;
  - d. Operate under the direction of CAMHI’s Joint Power Board and under the direction of CAMHI’s Ex-Officios;
3. Collaboration with multiple communities, regional and state programs such as, Counties, Housing and Redevelopment Authority (HRA), Tri-Cap, Benefit programs, Minnesota Department of Human Services, Adult Rehabilitative Mental Health Services (ARMHS) and Community Support Program (CSP) providers.
4. Establish and maintain a waiting list for Bridges and CAMHI programs and refer applicants to the HRA as needed. Complete required Vulnerability Index- Service Prioritization Decision Assistance Tool (VI-SPDATS) and Coordinated Entry as required for Homeless clients.
5. Assist client with making application for Section 8 Housing certificate when program is open.
6. Providing resources and/or making referrals addressing barriers to housing with clients such as: Past rental history, Credit history, Legal issues, Americans with Disabilities Act (A.D.A.) issues, crisis and/or mental health referrals including but not limited to mental health case management and ARMHS.
7. Assist clients with locating housing.
8. Problem solve between landlords and client.

9. Assess and provide ongoing support as necessary to assure that client is following through with rules and regulations of housing programs.
10. Create a new innovative housing coalition for the four county area. The purpose of the group would be to address housing concerns and barriers in our area and to come up with creative ideas to overcome them. Examples include, but are not be limited to: getting a new IRT in our area; developing a tiny home community; create a tenant school for those with poor/insufficient rental history to help them obtain future housing and/or other creative housing ideas.
11. Meet with HRA on a monthly basis to review/coordinate the housing lists.
12. Provide outcome reporting at CAMHI Advisory Committee meetings.
  - a. Quarterly reports will also be submitted to the CommUNITY Program Coordinator according to information required on the Adult Mental Health Grant Quarterly Data Reporting Tool as designated by Minnesota Department of Human Services.
13. The agency shall comply with CAMHI's Board requests pertaining to ensure that all grant monitoring processes, reporting procedures, and other expectations as designated by Minnesota Department of Human Services are being followed.

### **Proposal Synopsis**

All Proposers must provide a synopsis of their proposal, no longer than one page. Include in this synopsis: Proposers name, address, phone number, and contact person, number of individuals the proposer plans to serve, a description of key program activities, staffing pattern, and other relevant information. This synopsis is critical, as it will provide an introduction to and an overview of the program to the Reader Group Committee members.

### **Proposal Requirements**

1. Provide a detailed description of service to be provided by describing your agency's ability to meet the agency responsibilities and how it will be accomplished.
2. Describe how you propose maintaining the housing waitlist.
3. Describe any potential project(s) for the housing coalition to undertake.
4. Describe the staff's qualifications for performing and carrying out the services to be provided.
5. Contact Information

### **Process and Timeline for submitting proposals**

Completed proposals must be received no later than **5:00 P.M. on June 21, 2018**. Proposals received after the deadline cannot be accepted. Proposals will be reviewed by a Reader Group Committee and rated based on their ability to meet the goal and objective of the Housing Coordinator position and the proposal requirements. Reader Group recommendations will be presented to the CAMHI Joint Powers Board for a decision and approval.

Please send proposals to:

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