



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 \$100,000 a year starting January 1, 2025. The contract is renewable annually for three years, pending funding availability and provided program meets the needs outlined in this RFP. Proposals are being sought from interested 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 other programs as assigned.
2. The Agency shall:
 - a. Provide centralized service delivery for housing vouchers that are to be given to consumers in need of housing assistance.
 - b. Complete Housing Intakes;
 - c. Operate under the direction of CAMHI’s Joint Power Board and under the direction of CAMHI’s Ex-Officios;
3. Collaborate with multiple community, regional and state programs such as, but not necessarily limited to: Counties, Housing and Redevelopment Authority (HRA), HousingLink, 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 voucher programs, refer applicants to the HRA as needed. Complete intakes and housing assessments necessary for client to be referred/put on housing program waitlists and refer/add clients to Coordinated Entry.
 - a. Coordinator(s), in addition to maintaining the wait list, should also work to minimize the wait list by providing resources and referrals to those on the waitlist for other housing programs and services.

- b. Enter clients and monthly updates into Homeless Management Information System (HMIS)
5. Coordinator(s) should oversee the wait list and the current voucher recipients so that:
 - a. An outcome of at least 95% of the housing voucher line-item in the CAMHI budget is spent out each fiscal year; and
 - b. Those individuals who have “Assistance Pending”, i.e. have been given a voucher but have not leased up yet, are not pending for more than 60 days.
6. Assist client with completing an application for Housing Choice Voucher program (formerly known as Section 8 Housing) when application process is open.
7. Provide 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.
8. Assist clients with locating housing. Including, but not limited to, completing applications, touring apartments, assisting with resources for deposits, etc.
9. Help problem-solve issues/concerns between landlords and clients.
10. Assess and provide ongoing support as necessary to assure that client is following through with rules and regulations of housing programs.
11. Create and facilitate a housing coalition for the four-county area. The purpose of the group would be to coordinate an on-going connection with housing programs in our region to build relations with various housing programs and individuals in order for the group to address housing concerns and barriers in our area and to come up with creative ideas to overcome them.
12. Identify, create, and carry-out innovative programs and/or services to assist individuals from our region and to address the housing needs of our region. Examples could include but are not necessarily limited to: 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.
13. Meet with HRA on a monthly basis to review/coordinate the housing lists.
14. Have a knowledge base of the various housing programs and resources in the CAMHI region.
15. Create and/or maintain housing program resource guide.
16. Create and/or maintain housing coordination procedural manual.
17. Provide outcome reporting at CAMHI Advisory Committee meetings.
18. Complete and submit required data reporting requirements as designated by the Minnesota Department of Human Services.
19. The agency shall comply with CAMHI’s Board requests 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

In addition to the proposal, CAMHI asks that agencies include a synopsis (no longer than one page) of their proposed services. Include in this synopsis: Proposers name, address, phone number, and contact person, a brief 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 Agency Review Committee members.

Proposal Requirements

1. Provide a detailed description of service to be provided by describing your agency's ability to meet each of the agency responsibilities listed above and how it will be accomplished.
2. Describe how you propose maintaining the housing waitlist.
3. Describe any potential project(s) or innovative housing ideas for the housing coalition to undertake.
4. Describe the staff's qualifications and experience for performing and carrying out the services to be provided.
5. A detailed annual budget and budget narrative. This should include staff salary, benefits, and full cost breakdown, etc.
6. Contact Information

Process and Timeline for submitting proposals

Completed proposals must be received no later than **4:30 P.M. on June 14, 2024**. Proposals received after the deadline cannot be accepted. Proposals will be reviewed by a reader group 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 and responders will receive notification .

Please send proposals to:

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