



STATE OF TENNESSEE
DEPARTMENT OF MENTAL HEALTH
AND SUBSTANCE ABUSE SERVICES

ANNOUNCEMENT OF FUNDING

Creating Homes Initiative 2.0 (CHI 2.0)

TENNESSEE FISCAL YEAR 2020

April 1, 2020 – June 30, 2020

Completed proposals due: February 20, 2020

Tennessee Department of Mental Health and Substance Abuse Services
Division of Mental Health Services
Andrew Jackson Building, 5th Floor, 500 Deaderick Street
Nashville, TN 37243
tn.gov/behavioral-health

**Tennessee Department of Mental Health and Substance Abuse Services
Division of Mental Health Services**

**CREATING HOMES INITIATIVE 2.0 (CHI 2.0)
Announcement of Funding**

Table of Contents

1. INTRODUCTION

2. GENERAL CONDITIONS

- 2.1 Funding Information
- 2.2 Timelines
- 2.3 Proposer Eligibility
- 2.4 Scope of Services
- 2.5 Communications
- 2.6 Proposal Preparation, Formatting, Submission, Withdrawal, and Rejection
- 2.7 Proposal Review, Components, Scoring, and Selection
- 2.8 State's rights and obligations under this Announcement

3. PROPOSAL NARRATIVE

- 3.1 Relevant Experience
- 3.2 Project Design
- 3.3 Recovery Services Available/Accessible
- 3.4 Community/Key Partners
- 3.5 Safety Measures
- 3.6 Project Sustainability

4. ATTACHMENTS

- Attachment A Cover Sheet
- Attachment B Organizational Chart
- Attachment C Proposed Budget and Budget Justification
- Attachment D Existing Agreements and Third-party Revenue Source(s)
- Attachment E Letters of Support
- Attachment F CHI 2.0 Regional Map
- Attachment G Sample of Grant Note and Restrictive Covenant Documents

**Tennessee Department of Mental Health and Substance Abuse
Services**

Division of Mental Health Services

CREATING HOMES INITIATIVE 2.0 (CHI 2.0)

Announcement of Funding

Release Date: January 27, 2020

1. INTRODUCTION

In response to the appropriation of funds in State Fiscal Year 2020 by the Honorable Bill Lee and the Tennessee General Assembly for the support of the expansion of the Tennessee Creating Homes Initiative (CHI), known as CHI 2.0, the Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS), Division of Mental Health Services (DMHS), is requesting proposals from agencies and organizations throughout the state of Tennessee to develop safe, quality and affordable permanent housing options, to provide ongoing operations for **newly** created housing options, and/or to provide recovery support services to benefit residents of **newly** developed safe, quality and affordable permanent housing for Tennesseans living with substance use disorder, in particular opioid use disorder.

The purpose of CHI 2.0 is to develop and expand the number of safe, affordable and quality permanent housing options for Tennesseans living with substance use disorder, in particular opioid use disorder. CHI 2.0 employs strategic collaboration and assertive partnering to leverage and secure funds and resources to create these housing options for the stated focus population. CHI 2.0 incorporates regionally-based professionals, known as Regional Housing Facilitators, to serve as “hands on” collaborators with community partners and stakeholders to stimulate the preservation, development and enhancement of housing options. Their knowledge, skill and expertise in housing development, financing strategies, funding sources, and grant writing are vital to the success of CHI 2.0.

The intent of this funding opportunity is to:

- Provide grant funding for development, **new** construction, acquisition, rehabilitation, and/or conversion of infrastructure to create **new** housing options for Tennesseans living with substance use disorder, in particular opioid use disorder; and/or
- Provide grant funding for ongoing operational costs (i.e., utility costs, property maintenance) for **newly** created housing options in for Tennesseans living with substance use disorder, in particular opioid use disorder; and/or
- Provide grant funding toward operational costs for recovery support services (i.e., professional fees, staffing, services) to benefit residents of **newly** developed safe, quality and affordable permanent housing for Tennesseans living with substance use disorder, in particular opioid use disorder.

TDMHSAS is seeking the creation of safe, quality, affordable permanent housing options and services under this funding opportunity that support the substance use, in particular opioid use, recovery of prospective residents following four dimensions as identified by the Substance Abuse and Mental Health Services Administration (SAMHSA):

1. Health: Overcoming or managing one's disease(s) or symptoms and making informed, healthy choices that support physical and emotional well-being.
2. Home: A stable and safe place to live.
3. Purpose: Conducting meaningful daily activities and having the independence, income and resources to participate in society.
4. Community: Having relationships and social networks that provide support, friendship, love and hope.

Housing options supported under this grant funding are expected to have the following defining characteristics:

- Program participation is self-initiated (there may be exceptions for court ordered participation) and residents have expressed a preference for living in a housing setting targeted to people in substance use recovery.

- Minimal barriers exist to entry to housing options, so that long periods of sobriety, clean criminal records, or clear eviction histories are not required for program entry.
- Residents have personal privacy and 24/7 access to the housing.
- Peer-based recovery supports are available and accessible to all residents.
- Along with services to help achieve goals focused on permanent housing placement and stability, as well as income and employment, residents have access to services that align with residents' choice and prioritization of goals of sustained recovery from substance use.
- Eviction from affordable permanent housing should only occur when a resident's behavior substantially disrupts or impacts the welfare of the recovery community in which the resident lives; however the resident may apply to reenter available housing if they express a renewed commitment to living in a housing setting targeted to people in substance use recovery.
- Residents who determine that they are no longer interested in living in a housing setting with a recovery focus, or who are evicted from the housing, are offered assistance in accessing other housing and services options, including options operated with harm reduction principles.

Affordable permanent housing types that are considered eligible for this funding opportunity include, but are not limited to, the following:

- Peer Run Recovery Residence
 - Democratically run
 - Implementation of Manual or Policy and Procedures
 - Drug Screening
 - House meetings
 - Self-help meetings encouraged
 - No paid positions within the residence
- Monitored Recovery Residence
 - House manager or senior resident
 - Implementation of Policy and Procedures
 - House rules provide structure
 - Peer run groups

- Drug Screening
 - House meetings
 - Involvement in self-help and/or treatment services
 - Possibly apartments or other dwelling types
 - At least 1 compensated position
- Supervised Recovery Residence
- a. Organizational hierarchy
 - b. Administrative oversight for service providers
 - c. Implementation of Policy and Procedures
 - d. Emphasis on life skill development
 - e. Clinical services utilized in outside community
 - f. Service hours provided in house
 - g. All types of residential settings
 - h. Facility manager
 - i. Certified staff or case managers

To benefit residents of **newly** developed safe, quality and affordable permanent housing for people in opioid use recovery, the following recovery support services are considered eligible for this funding opportunity:

- Recovery Support Services Assessment: Implementation of intake screening tool and needs assessment.
- Case Management: Coordination of care services which assist a service recipient in identifying, accessing, and coordinating resources that are supportive in achieving the service recipient's treatment and recovery goals.
- Drug Testing: Random drug testing is used to determine the presence of substances, to be done in conjunction with other recovery services.
- Recovery Skills: Designed to assist the service recipient in obtaining the necessary skills to be a successful and productive member of the community and offers skill building topics such as budgeting, parenting, personal growth, and responsible decision making.
- Relapse Prevention: Designed to assist the service recipient in developing skills to recognize early signs that may lead to relapse and to develop methods to counteract these triggers.

Definitions

- Recovery: For the purposes of this AOF, “recovery” refers to a process of change through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential. Opioid use recovery refers to this process where overuse, misuse and/or abuse of prescribed or illicit opioids is primary over any other substance used.
- Recovery Housing: For the purposes of this AOF, “recovery housing” refers to quality, safe, healthy living environments that effectively support individuals in recovery from overuse, misuse or abuse of opioids and other substances. While recovery residences vary in structure, all are centered on peer support and a connection to services that promote long term recovery.
- Recovery Support Services: For the purposes of this AOF, “recovery support services” refers to services provided to people in opioid use recovery to promote individual, program, and system-level approaches that foster health and resilience, increase permanent housing, employment and other necessary supports, and reduce barriers to social inclusion.
- Affordable housing: For the purposes of this AOF, “affordable housing” refers to housing that is available to all individuals, regardless of income.
- Affordable housing-related services: For the purposes of this AOF, affordable housing-related services refers to services that will assist or sustain an individual in permanent affordable housing, including but not limited to, the provision of down payment assistance; the delivery of shelter or related services for individuals in opioid use recovery, homelessness, and other special needs populations which improve the housing stability of assisted households.
- Permanent housing: For the purposes of this AOF and the Creating Homes Initiative 2.0 (CHI 2.0), permanent housing refers to safe, affordable, quality community-based residential options, for which Tennesseans living with substance use disorder, in particular opioid use disorder, have the opportunity to reside for as long as they choose and/or need. While implementation of effort to support or encourage residents to consider, seek, obtain and sustain housing at a higher level of independent living (if and when appropriate) is allowable, there is no set or specified time limit for

when a resident is required to leave the housing. Any lease, rental agreement or sublease should be renewable, and should be terminable only for cause.

- Opioid Use Disorder: For the purposes of this AOF, Opioid Use Disorder includes opioid, as well as opioid derivatives, use and dependence.
- Substance Use Disorder: For the purposes of this AOF, Substance Use Disorder includes substance use and substance dependence.

2. GENERAL CONDITIONS

2.1. Funding Information

2.1.1 Project Period: Funding term for selected proposals will be April 1, 2020 – June 30, 2020. As funds are available and subject to provider performance, there may be additional Grant Contract periods for this service.

2.1.2 Funding Amount: This grant is intended to fund projects for:

- The development, **new** construction, acquisition, rehabilitation, and/or conversion of infrastructure to create **new** housing options in Tennessee for individuals in opioid use recovery; and/or
- Ongoing operational costs (i.e., utility costs, property maintenance) for **newly** created housing options Tennesseans living with substance use disorder, in particular opioid use disorder; and/or
- Operational costs for recovery support services to benefit residents of **newly** developed safe, quality and affordable permanent housing for Tennesseans living with substance use disorder, in particular opioid use disorder.

Funding associated with this Announcement is not intended for:

- Development of transitional housing; or
- Support for tax-exempt borrowing by local grantees; or
- Provision of off-site improvements or neighborhood infrastructure of public facility improvements; or
- Implementation of homeowner rehabilitation projects; or

- Implementation of homeownership related activities, including down payment assistance programs, development of units for homeownership, or homeowner rehabilitation projects; or
- Acquisition, rehabilitation or construction of rental housing that is a treatment, hospice, nursing home or convalescent facility; or
- Costs incurred prior to the CHI 2.0 grant contract start date or after the end date of the contract.

2.1.3 Allocations: Funding allocations will be awarded on the basis of how well a Proposer addresses guidelines and criteria of this Announcement. The actual amount available for a Grant Contract may vary depending on the number and quality of proposals received.

2.1.4 Subject to Funds Availability: Grant contracts awarded as a result of this announcement of funding are subject to the appropriation and availability of funds. In the event funds are not appropriated or otherwise unavailable, the State reserves the right to terminate Grant Contracts upon written notice to the Grantee.

2.1.5 Grant Note, Restrictive Covenant, and Property Deed: To protect State's interest in a property purchased and/or renovated using State funds provided through this grant, the following three (3) documents will be required from each awarded Grantee:

- Grant Note for the amount of State funding involved, signed by an authorized agent of Grantee and notarized, wherein the buyer acknowledges its obligation to assure the property is used to serve the specified service requirements, to be indicated in Scope of Services of the Grant Contract, for a specified Affordability Period; and
- Restrictive Covenant, signed by an authorized agent of Grantee and so notarized, and properly recorded in the appropriate county acknowledging the State's interest in the property, and to make the property available for service recipients for the duration of the Affordability Period; and
- A copy of the most recently filed property deed showing the property is owned by the Grantee (if new construction or renovation).

Grant Note and Restrictive Covenant documents for each awarded property will be provided to the grantee during the contract development period for signature and notarization. See Attachment G for samples of the Grant Note and Restrictive Covenant documents.

In no case shall a grantee draw any funds from this grant prior to completion of the following:

- Signing a Grant Note with notarization; and
- Signing a Restrictive Covenant with notarization; and
- Submittal of the original signed and notarized Grant Note, the original signed and notarized Restrictive Covenant, and a copy of the most recently filed property deed to TDMHSAS.

2.1.5. Grant Contract Requirements: Grant contracts awarded as a result of this announcement of funding must comply with all contract requirements and will be subject to both programmatic and fiscal monitoring. Proposers should review the TDMHSAS Grantee Manual located on the Grants Management section on the website <https://www.tn.gov/behavioral-health/for-providers/grants-management.html>. This manual includes resources about the grant contracting process, highlights key contract provisions, reviews the programmatic and fiscal requirements for grant contracts, outlines the monitoring process, and provides resources related to grant management.

2.2. Timelines

The following schedule of events represents the State's best estimate of the schedule that shall be followed. The State reserves the right in its sole discretion to adjust this schedule as it deems necessary. In the event such action is taken, notice of such action will be posted on the State's website at <https://www.tn.gov/behavioral-health/departments-funding-opportunities.html> and notice of the posting will be distributed via the proposer e-mail list.

SCHEDULE OF EVENTS

- 1/27/2020 TDMHSAS Releases Announcement.
- 1/31/2020 Proposers' Written Questions Regarding the Announcement
- 2/5/2020 TDMHSAS hosts a conference call to respond to questions AND/OR TDMHSAS issues written responses to questions posted on the State's website at <https://www.tn.gov/behavioral-health/departments-funding-opportunities.html>
- 2/20/2020 Proposals are due via email
- 2/24/2020 TDMHSAS sends a written notice to applicants and opens files for public inspection
- 4/1/2020 Contract shall be effective upon gathering all required signatures and approvals from the State in accordance with contract section D.1. Required Approvals

2.3 Proposer Eligibility

2.3.1 The proposer, for purposes of this Announcement, must:

- Be registered with the Tennessee Secretary of State, or will be registered with the Tennessee Secretary of State by no later than the contract start date;
- Be the owner of the proposed project by no later than the contract start date;
- Demonstrate experience providing affordable housing or affordable housing-related services in the state of Tennessee. Affordable housing-related services are services that will assist or sustain an individual in permanent housing, including but not limited to, provision of rental or utility payment assistance; delivery of shelter and related services for individuals recovering from substance use disorders, homelessness or other special needs which improve the housing stability of assisted households;
- Demonstrate good relational standing with TDMHSAS as well as stakeholders, including, but not limited to, substance use treatment

and/or substance use recovery services providing entities within Tennessee;

- Demonstrate a history of successful programmatic and financial responsibility.

Program funds for this grant may be expended for:

- Capital purchase and/or professional fees for the purpose of development, **new** construction, acquisition, rehabilitation, and/or conversion of infrastructure to create safe, quality, affordable permanent housing for Tennesseans living with substance use disorder, in particular opioid use disorder;
- Ongoing operational costs for **newly** created housing options for Tennesseans living with substance use disorder, in particular opioid use disorder; and/or
- Operational costs for recovery support services to benefit residents of **newly** developed safe, quality and affordable permanent housing for Tennesseans living with substance use disorder, in particular opioid use disorder.

Questions specific to eligibility for this Announcement may be asked in writing at any time. Please email Tessa.J.Antonelli@tn.gov for all eligibility-related questions.

2.3.2 A proposer, for purposes of this Announcement, must not be:

- An entity which employs an individual who is, or within the past six (6) months has been, an employee or official of the State of Tennessee in a position that would allow the direct or indirect use or disclosure of information, which was obtained through or in connection with his or her employment and not made available to the general public, for the purposes of furthering the private interest or personal profit of any person; and
- For purposes of applying the requirements above, the State will deem an individual to be an employee or official of the State of Tennessee until such time as all compensation for salary, termination pay, and annual leave has been paid.

2.4 **Communications**

2.4.1 The following Coordinator shall be the main point of contact for this Announcement of Funding:

Tessa Antonelli

Email Address: Tessa.J.Antonelli@tn.gov

All proposer communications concerning this procurement must be directed to the Coordinator listed immediately above. Unauthorized contact regarding this Announcement of Funding with other state employees of TDMHSAS may result in disqualification.

2.4.2 Proposer E-Mail List: The State will create an e-mail list to be used for sending communications related to this Announcement. If you wish to be added to this list, please promptly send your contact information, including e-mail address, to Tessa.J.Antonelli@tn.gov. Any delay in sending such information may result in some communications not being received. The State assumes no responsibility for delays in being placed on the list.

2.4.3 Questions and Requests for Clarification: Questions and requests for clarification regarding this announcement must be submitted in writing on 1/31/2020 to Tessa.J.Antonelli@tn.gov. Questions submitted after this deadline will not be answered. A conference call will be held on 2/5/2020 to respond to submitted questions.

2.4.4 State's Response to Questions and Requests for Clarification: By 2/5/2020, the State will provide written responses to all questions and requests for clarifications received by 1/31/2020. The State's written responses will be posted on the State's website at <https://www.tn.gov/behavioral-health/departments-funding-opportunities.html>. Only the State's official, written responses and communications will be binding with regard to this Announcement. The State will consider oral communications of any type to be unofficial and non-binding. The State assumes no responsibility for a proposer's failure to view the State's written responses to questions and requests for clarification.

2.5 Proposal Preparation, Formatting, Submission, Withdrawal, and Rejection

2.5.1 Proposal Preparation: The Proposer accepts full responsibility for all costs incurred in the preparation, submission, and other activities undertaken by the Proposer associated with the proposal.

2.5.2 Inclusion of Regional Housing Facilitator: It is the intent of the State to ensure utilization of the Regional Housing Facilitators in some capacity (i.e., consultation, review, writing, etc.) for all eligible proposals. Regional Housing Facilitators serve as valued resources to solidify and expand new and existing partnerships within the respective regions to educate, inform and expand quality, safe, affordable and permanent housing options for Tennesseans living with substance use disorder. Regional Housing Facilitators' contact information and respective regions are identified on the Creating Homes Initiative page of the TDMHSAS website:

<https://www.tn.gov/behavioral-health/mental-health-services/housing---homeless-services/housing--homeless-services/creating-homes-initiative.html>

2.5.3 Proposal Formatting Requirements: The State's goal to review all proposals submitted must be balanced against the obligation to ensure equitable treatment of all proposals. For this reason, formatting and content requirements have been established for proposals.

- Proposals must be received via e-mail by deadline of 2/20/2020.
- Proposals must address all applicable project narrative questions and label the sections accordingly within the proposal.
- Proposals must be typed, single-spaced on standard 8 ½ inch x. 11 inch paper, in font size twelve (12), with 1 inch margins. The spacing and margin requirements do not apply when preparing the attachment worksheets.
- All proposal pages and attachments must include a header with Proposer name and page number.
- The combined proposal length should not exceed eighteen (18) pages, including all attachments. The length of the proposal is limited to ten (10) pages for the project narrative and four (4)

pages for the proposed budget including summary, detail, salary, and budget justification (see Attachment C).

2.5.4 Proposal Submission: Proposals should be submitted to the State via email to Tessa.J.Antonelli@tn.gov by February 20, 2020. Proposals must be complete and comply with all requirements of this Announcement in order to be eligible for review.

2.5.5 Proposal Withdrawal: Proposals submitted prior to the due date may be withdrawn, modified, and resubmitted by the Proposer so long as any resubmission is made in accordance with all requirements and all deadlines of this Announcement.

2.5.6 State's Right to Reject Proposals: The State reserves the right to reject, in whole or in part, any and all proposals; to advertise new proposals; to arrange to perform the services herein, to abandon the need for such services, and to cancel this Announcement if it is in the best interest of the State as determined in the State's sole discretion. In the event such action is taken, notice of such action will be posted on the State's website at <https://www.tn.gov/behavioral-health/departments-funding-opportunities.html> and notice of the posting will be distributed via the proposer e-mail list.

2.6 Proposal Review, Components, Scoring, and Selection

2.6.1 Proposal Review: Proposals will be scored based on the ability to demonstrate the intended success of the project. Incomplete and noncompliant proposals will not be reviewed. The State recognizes the need to ensure that funding provided for the CHI 2.0 Grant provides the maximum benefit to the citizens of Tennessee. Grantees are selected in accordance with state policy, department duties, department powers, and commissioner duties and powers as related to service as the state's mental health and substance abuse authority responsible for planning for and promoting the availability of a comprehensive array of high quality prevention, early intervention, treatment, and habilitation services and supports that meets the needs of service recipients in a community-based, family-oriented system.

2.6.2 Proposal Components: Each proposal should contain the following sections (please note, incomplete proposals will not be reviewed):

- Cover Letter
- Coversheet (Attachment A, signed by authorized representative)
- Table of Contents
- Project Narrative
- Organizational Chart(s) (Attachment B)
- Proposed Budget and Budget Justification (Attachment C)
- Existing Agreements and Third Party Revenue Source (Attachment D)
- Letters of Support (Attachment E)

2.6.3 Proposal Scoring: Each proposal is allocated a maximum point value that determines a range within which reviewers will assign specific points. The number of points allocated to each component below is the maximum number of points the reviewer may assign. Reviewed proposals may receive a total score between zero (0) and one hundred (100).

Proposal Component	Score
Cover Letter	0 points, but essential
Cover Sheet (Attachment A)	0 points, but essential
Table of Contents	0 points, but essential
Project Narrative <ul style="list-style-type: none"> • Relevant Experience (15 points) • Project Design (20 points) • Community Integration/Participation (15 points) • Community/Key Partners (10 points) • Safety Measures (5 points) • Project Sustainability (10 points) 	75 points
Organizational Chart(s) (Attachment B)	0 points,

<i>Organizational chart for the entity submitting the proposal, demonstrating where the CHI 2.0 Grant fits within the overall structural organization of the entity submitting the proposal.</i>	but essential
Proposed Budget and Budget Narrative (Attachment C) <i>Appropriate and realistic budget must be submitted along with a narrative justifying the budget.</i>	20 points
Existing Agreements and Third Party Revenue Source (Attachment D) <i>Provide documentation of any existing agreements with community stakeholders that provide additional resources to the CHI 2.0 Grant. List any current third party revenue sources that contribute to the long term sustainability of the Proposing entity. This attachment and its documentation do not count toward the ten (10) page limit of the Proposal Narrative.</i>	5 points
Letters of Support (Attachment E) <i>This attachment and its documentation do not count toward the ten (10) page limit of the Proposal Narrative or the eighteen (18) page limit of the overall Proposal.</i>	0 points, but essential

2.6.4 Proposal Selection: The State will notify all Proposers selected for contracting by close of business February 24, 2020.

All grant proposals are reviewed and evaluated by a group of state employees selected by TDMHSAS. Based upon the evaluations, proposal selections will be made and submitted for final approval to the Commissioner of the Department of Mental Health and Substance Abuse Services and/or Commissioner’s designee.

The State reserves the right to further negotiate proposals selected to be awarded funds. Prior to the execution of any Grant Contract, the State reserves the right to consider past performance under other Tennessee contracts.

2.7 State's rights and obligations under this Announcement

2.7.1 The State reserves the right to make any changes to this Announcement of Funding, timeline of events, proposals selected, the scope of services, the amount of funding, and any other aspect of this process as deemed necessary before issuing the final Grant Contract. In the event the State decides to amend, add to, or delete any part of this Announcement, a written amendment will be posted on the State's website at <https://www.tn.gov/behavioral-health/department-funding-opportunities.html> and notice of this posting will be distributed via the proposer email list.

2.7.2 The State reserves the right to cancel, or to cancel and re-issue, this Announcement. In the event such action is taken, notice of such action will be posted on the State's website at <https://www.tn.gov/behavioral-health/department-funding-opportunities.html> and notice of the posting will be distributed via the proposer email list.

2.7.3 The State reserves the right to make any changes to the scope of services as deemed necessary before issuing the final Grant Contract.

2.7.4 The State reserves the right to not issue any Grant Contracts in response to this Announcement.

2.7.5 The State reserves the right to further negotiate proposals selected to be awarded funds prior to entering into a Grant Contract.

2.7.6 State obligations pursuant to a Grant Contract shall commence only after the Grant Contract is signed by the Grantee and the State and after the Grant Contract is approved by all other Tennessee officials in accordance with applicable laws and regulations. The State shall have no obligation for services rendered by the Grantee which are not period within the specified Grant Contract term.

2.7.7 Grant contracts awarded as a result of this announcement of funding are subject to the appropriation and availability of funds. In the event funds are not appropriated or otherwise unavailable, the State reserves the right to terminate Grant Contracts upon written notice to the Grantee.

3. PROPOSAL NARRATIVE

Proposal narrative responses should address each of the following items, as applicable. The narrative should be structured and titled consistently according to these narrative selections. There is a maximum of ten (10) pages for the proposal narrative section.

- 3.1 Relevant Experience:** If the proposed project includes development, **new** construction, acquisition, rehabilitation, and/or conversion of infrastructure to create **new** housing options for Tennesseans living with substance use disorder, in particular opioid use disorder: briefly describe your organization's experience, capacity and commitment to provide safe, quality, and affordable permanent housing opportunities to Tennesseans living with substance use disorder, in particular opioid use disorder. If the proposed project includes operational costs for recovery support services to benefit residents of **newly** developed permanent housing for Tennesseans living with substance use disorder, in particular opioid use disorder: describe your organization's experience, capacity and commitment to provide quality recovery support services to Tennesseans living with substance use disorder, in particular opioid use disorder.
- 3.2 Project Design:** If the proposed project includes development, **new** construction, acquisition, rehabilitation, and/or conversion of infrastructure to create **new** housing options for Tennesseans living with substance use disorder, in particular opioid use disorder: Specify the address and county of the proposed project site and the proposed number of beds to be made available for the purposes of this grant. Please include property site information (e.g., appraisal documentation, floor plan, etc.) as attachments (NOTE: these attachments will not be counted toward the 10-page limit for the narrative section of the proposal or the overall 18-page limit). Additionally, specify whether the proposed project is for **new** construction, acquisition, rehabilitation, or conversion of infrastructure to create **new** housing for the targeted population. Also, please identify the anticipated start date for service provision. All expenses related to infrastructure must be completed by licensed, bonded, and insured contractors and subcontractors. If the proposed project includes ongoing operational costs for **newly** created housing options for Tennesseans living with substance use disorder, in particular opioid use disorder: Provide detail of the ongoing operations, intended measures to ensure quality maintenance, and any third

party resources that will be used to support these ongoing operational costs. If the proposed project includes operational costs for recovery support services to benefit residents of newly developed safe, quality and affordable permanent housing for Tennesseans living with substance use disorder, in particular opioid use disorder: List and describe the array of recovery support services to be offered and made available to residents of the **newly** developed recovery housing, and explain how these services will be implemented, made accessible and delivered to residents.

- 3.3 Community Integration & Participation:** Describe, with detail, the availability, accessibility and proximity to community resources that sustain successful community living, including but not limited to employment opportunities, community activities, primary healthcare, grocery and retail stores, transportation, etc. Additionally, describe the strategy/plan to encourage residents to participate in and ensure successful integration with the community.
- 3.4 Community/Key Partners:** Please describe all local organizational and referral agencies committed to providing residents supported with funding from this project with prompt access to mental health, substance abuse, employment, peer support, SSI/SSDI, Outreach, Access and Recovery (SOAR), and other related housing services in the proposed service region. Additionally, please identify any key partnerships and 3rd party resources, existing or otherwise, that would positively impact the competitiveness and quality of this project. Include any relevant letters of support from regional community stakeholders, including housing development entities, affordable housing providers, funding source entities and substance use service providers. Letters of support are to be included as Attachment E, and its documentation does not count toward the ten (10) page limit of the Proposal Narrative.
- 3.5 Safety Measures:** Please describe your plan to implement features, amenities, standard operating procedures and/or plans that help to ensure the safety and wellbeing of residents. How will your project utilize these resources and community partners to enhance safety and optimize wellbeing of all residents?
- 3.6 Project Sustainability:** Please detail any organizational plans for sustainment of this project once project-funding has been extinguished.

Further, please detail any additional funding sources that will be used for the planning, construction, rehabilitation, services, and/or sustainment of this project. For information regarding the Grant Note, Restrictive Covenant and Affordability Period, refer to Section 2.1.5 of this Announcement.

Attachment A

COVER SHEET

Creating Homes Initiative 2.0 (CHI 2.0)

Page 1 of 1

Legal Name of Proposer	
Federal ID#	
Edison Vendor ID#	
Targeted Coverage CHI 2.0 Region being proposed	
CONTACT INFORMATION	
Name of Contact Person	
Title of Contact Person	
Address of Contact Person	
E-mail Address of Contact Person	
Phone Number of Contact Person	
AUTHORIZED REPRESENTATIVE INFORMATION	
Name of Authorized Representative <i>(For Non-Profit, if someone other than the Board Chairperson is named as the Authorized Representative, a signed copy of the resolution of appointment must be submitted.)</i>	
Title of Authorized Representative	
Address of Authorized Representative	
E-mail Address of Authorized Representative	
Phone Number of Authorized Representative	

Signature of Authorized Representative

Date

Attachment B

ORGANIZATIONAL CHART

Provide an organizational chart for the entity submitting a proposal, demonstrating where the Creating Homes Initiative-2 (CHI 2.0) grant will fit into the overall structural organization of the entity submitting the proposal.

Attachment C

PROPOSED BUDGET AND BUDGET JUSTIFICATION

Page 1 of 2

PROPOSED BUDGET

Please download the Excel budget template using the following link to complete a proposed budget: https://www.tn.gov/content/dam/tn/mentalhealth/documents/Cost_reimbursement_budget_fy20.xls. The budget template has four tabs: Instructions, Summary, Detail, and Salaries. Summary, Detail and Salaries tabs must be included. Please review the Instructions tab before completing the proposed budget. Proposers should submit a budget based on a full year of program implementation. The budget may be prorated based on the funding period if selected for contracting.

GRANT BUDGET SUMMARY				
Agency Name: Enter on Detail Tab				
Program Code Name: Enter on Detail Tab				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN: Enter on Detail Tab END: Enter on Detail Tab				
POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$0.00	\$0.00	\$0.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$0.00	\$0.00	\$0.00
11, 12	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$0.00	\$0.00	\$0.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$0.00	\$0.00	\$0.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

Attachment C

PROPOSED BUDGET AND BUDGET JUSTIFICATION

Page 2 of 2

BUDGET JUSTIFICATION

Creating Homes Initiative 2.0 (CHI 2.0)

Please include a written budget justification of funds needed to support the Creating Homes Initiative 2.0 (CHI 2.0) grant proposal.

The justification summary should provide detail to support the Grant Contract funds included in each line-item.

The budget justification should be no longer than one page, single spaced.

Attachment D

EXISTING AGREEMENTS AND THIRD-PARTY REVENUE SOURCE(S)

Provide documentation of any existing agreements with community stakeholders that provide additional resources to support the Creating Homes Initiative 2.0 (CHI 2.0) grant.

List any current third party revenue sources that contribute to the long term sustainability of the Proposing entity.

This attachment and its documentation do not count toward the ten (10) page limit of the Proposal Narrative.

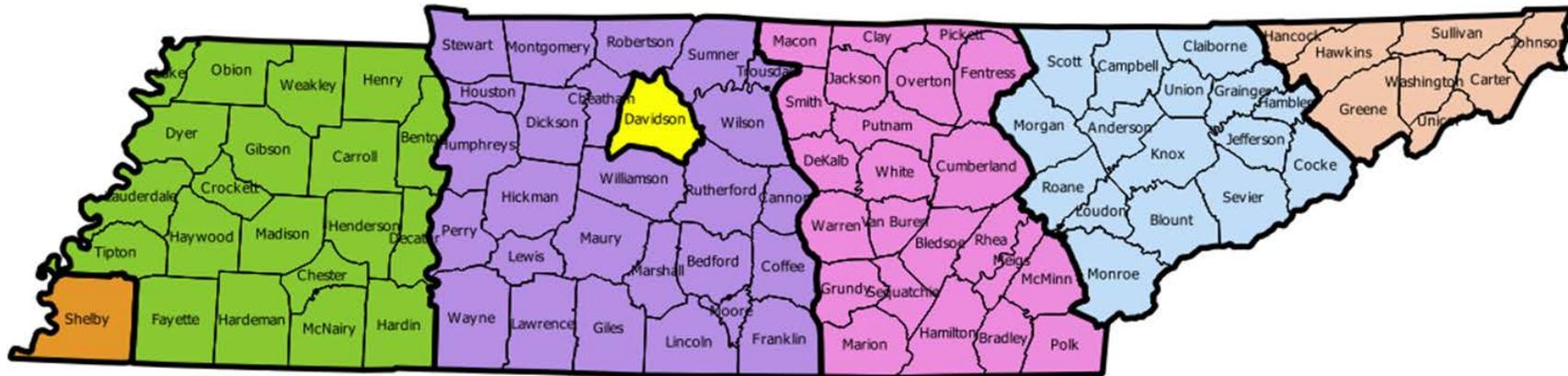
Attachment E

LETTERS OF SUPPORT

Include any relevant letters of support from regional community stakeholders, including housing development entities, affordable housing providers, funding source entities and substance use service providers. This attachment and its documentation do not count toward the eighteen (18) page limit of the proposal.

Attachment F

TDMHSAS Creating Homes Initiative 2.0 Regions



Region VII

County:
SHELBY

Region VI

Counties:
BENTON, CARROLL,
CHESTER, CROCKETT,
DECATUR, DYER, FAYETTE,
GIBSON, HARDEMAN,
HARDIN, HAYWOOD,
HENDERSON, HENRY,
LAKE, LAUDERDALE,
MADISON, MCNAIRY,
OBION, TIPTON, WEAKLEY

Region IV

County:
DAVIDSON

Region V

Counties:
BEDFORD, CANNON, CHEATHAM,
COFFEE, DICKSON, FRANKLIN,
GILES, HICKMAN, HOUSTON,
HUMPHREYS, LAWRENCE,
LEWIS, LINCOLN, MAURY,
MARSHALL, MONTGOMERY,
MOORE, PERRY, ROBERTSON,
RUTHERFORD, STEWART,
SUMNER, TROUSDALE, WAYNE,
WILLIAMSON, WILSON

Region III

Counties:
BLEDSOE, BRADLEY, CLAY,
CUMBERLAND, DEKALB,
FENTRESS, GRUNDY, HAMILTON,
JACKSON, MACON, MARION,
MCMINN, MEIGS, OVERTON,
PICKETT, POLK, PUTNAM, RHEA,
SEQUATCHIE, SMITH, VAN
BUREN, WARREN, WHITE

Region II

Counties:
ANDERSON, BLOUNT, CAMPBELL,
CLAIBORNE, COCKE, GRAINGER,
JEFFERSON, HAMBLÉN, KNOX,
LOUDON, MONROE, MORGAN, ROANE,
SCOTT, SEVIER, UNION

Region I

Counties:
CARTER, GREENE,
HANCOCK, HAWKINS,
JOHNSON, SULLIVAN,
UNICOI, WASHINGTON

Attachment G

Sample of Grant Note and Restrictive Covenant Documents

1 of 2

SAMPLE GRANT NOTE

Prepared by Tennessee Department of Mental Health and Substance Abuse Services

GRANT NOTE

AMOUNT: _____ (\$ _____)

On demand after date, for value received and hereby acknowledged, _____ (“Grant Recipient”), promises to pay to the order of Tennessee Department of Mental Health and Substance Abuse Services (“TDMHSAS”) the principal sum of ___dollars (\$___), in legal tender, with interest thereon from this date at zero percent (0%) per annum. Principal shall be payable at the offices of TDMHSAS or such other place as TDMHSAS may designate.

- A. So long as there is no default with respect to the conditions set forth herein, or as set forth in the Restrictive Covenant executed by ___(AGENCY NAME) related to the properties at _____(location(s)) (herein after referred to as “the properties”), the principal sum due and payable under this Grant Note shall be forgiven at the end of the Affordability Period (as defined herein).
- B. TDMHSAS agrees not to make demand for payment under this Grant Note so long as the following conditions are met:
 - 1. The Affordability Period for this grant is ___ years from the date that the state funds are disbursed to the Grant Recipient.
 - 2. All funds advanced hereunder are used for the purpose of defraying acquisition, closing, and rehabilitation costs on the Properties
 - 3. The Property units are maintained for Tennessee adults (18 and over) behavioral health consumer(s) or family households that include at least one adult who has a Diagnostic and Statistical Manual, Version V (DSM-V) (or current revision) mental illness diagnosis or mental illness and co-occurring substance use disorder diagnosis and have very low income according to

definition of U.S. Department of Housing and Urban Development (HUD) at the time of moving into the unit. The Grant Recipient agrees to maintain documentation that tenant households meet these criteria for the Affordability Period, including attestation by a licensed behavioral health professional regarding diagnosis and documentation of income verification compared to HUD local very low income standard at time of move-in.

4. Neither the Properties, nor any part thereof or interest therein, is sold, leased or otherwise transferred, conveyed or encumbered and no interest in the Grant Recipient is sold or otherwise transferred, conveyed or encumbered during the Affordability Period.
5. The Grant Recipient agrees to all terms and conditions set forth in this Grant Note, the Restrictive Covenants, and the Deed of Trust.

In the event of default hereunder, TDMHSAS shall, at any time thereafter, be entitled, but not required, to immediately demand payment of all amounts due under this Grant Note as of the date of default. Amounts not paid upon demand shall bear interest at the maximum lawful rate from the date of demand until the date payment is received. Should efforts be made to collect this Grant Note, or any part of the indebtedness evidenced hereby, by law or through an attorney, Grant Recipient shall pay all reasonable attorneys' fees, all court costs and all costs of collection upon demand. Any failure on the part of TDMHSAS to exercise its rights hereunder shall not, in any event, be considered a waiver of any such rights nor shall such failure preclude TDMHSAS from exercising such rights at any time. Grant Recipient hereby waives all rights of protest, notice of demand, protest and demand, notice of protest, presentment, demand, dishonor and non-payment.

GRANTEE

BY: _____(signature)

_____ (printed name)

Title: _____

Date: _____

NOTARY PUBLIC

The individual appeared before me _____, a Notary
Public for _____ County, State of Tennessee, on the ____ day of
_____, 20__, and affixed his/her signature.

My commission expires on _____.

Attachment G

Sample of Grant Note and Restrictive Covenant Documents

2 of 2

SAMPLE RESTRICTIVE COVENANT

Prepared by Tennessee Department of Mental Health and Substance Abuse Services

RESTRICTIVE COVENANT

This Restrictive Covenant is made and entered into by and between the Tennessee Department of Mental Health and Substance Abuse Services (hereinafter referred to as "State") and _____ (hereinafter referred to as "Grantee").

1. Grantee, for and in consideration of _____ dollars (\$_____) (hereinafter referred to as the "State Grant monies") provided to Grantee for the purchase and/or renovation of real property located at _____ (hereinafter referred to as "the Property"), hereby grants the State of Tennessee an equitable interest in the property and covenants that the restrictions set forth below shall constitute a covenant running with the land benefitting and appurtenant to the real estate and any part thereof:

_____(address) and

recorded in Book _____, Page _____, Register's Office of

_____ County, Tennessee

2. The State's interest in the Property and the covenant running with the land shall be binding upon Grantee, its successors and assigns, for ___ years from the date of the closing or when State Grant monies are disbursed to the Grantee (Affordability Period).
3. Grantee covenants that the Property is maintained with (# of beds) beds as the primary residence for a Tennessee adult (or a family household that includes such adult), eighteen (18) years of age and older, who is receiving treatment or recovery services for a mental illness diagnosed using the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-V), or current revision, or is diagnosed with co-occurring mental and substance abuse or dependency

disorders, and has been certified at the time of closing as falling below the U.S. Department of Housing and Urban Development's (HUD's) "very low income" guideline for the area where the Property is located.

4. Grantee covenants that neither the State's interest in the Property nor any part thereof or interest therein, shall be sold, leased, or otherwise transferred, conveyed or encumbered during the Affordability Period without written consent of the Commissioner of the Tennessee Department of Mental Health and Substance Abuse Services.
5. If Grantee fails to properly perform its obligations under this Restrictive Covenant, or if Grantee violates the covenants herein, the State shall have the right to immediately enter upon the above named Property and exercise all of its right, title and interest in the Property. Grantee shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Restrictive Covenant by Grantee.
6. Grantee agrees to be responsible for the accountability, maintenance, and management of the Property purchased or rehabilitated totally or in part with State Grant monies.
7. The validity, construction and interpretation of this Restrictive Covenant shall in all ways be governed and determined in accordance with the laws of the State of Tennessee.
8. Grantee shall file a copy of this Restrictive Covenant in the Office of the Register of Deeds in the county where the Property is located and assure a recorded copy is provided to the State.

IN WITNESS WHEREOF, this Restrictive Covenant has been signed and executed by Grantee and the State on date below their respective signatures hereto:

GRANTEE:

Signature

Date

Printed Name

NOTARY PUBLIC

This individual appeared before me _____, a Notary Public for _____ County, State of Tennessee, on the ____ day of _____, 2018, and affixed their signature.

My commission expires on _____.

Notary Public

STATE OF TENNESSEE

BY: _____

Title: _____

Date: _____

NOTARY PUBLIC

This individual appeared before me _____, a Notary Public for _____ County, State of Tennessee, on the ____ day of _____, 2018, and affixed their signature.

My commission expires on _____.

Notary Public