STATE OF TENNESSEE
DEPARTMENT OF MENTAL HEALTH
AND SUBSTANCE ABUSE SERVICES

ANNOUNCEMENT OF FUNDING

Creating Affordable Housing (CAH)

TENNESSEE FISCAL YEAR 2019

July 1, 2018 – June 30, 2019

Completed proposals due: February 21, 2019

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

## Introduction

## 1. GENERAL CONDITIONS

1.1. Funding Information
1.2. Timelines
1.3. Eligibility
1.4. Scope of Services
1.5. Communications
1.6. Proposal Preparation, Formatting, Submission and Withdrawal
1.7. Proposal Review, Scoring and Selection
1.8. State Amendments to Announcement
1.9. State Cancellation of Announcement

## 2. PROPOSAL NARRATIVE

2.1. Relevant Experience
2.2. Project Design
2.3. Services Available
2.4. Community/Key Partners
2.5. Safety Measures
2.6. Prioritizes RMHI for project
2.7. Project Sustainability

## ATTACHMENTS

Attachment A Cover Sheet
Attachment B Organizational Chart
Attachment C Proposed Budget and Justification
Attachment D Existing Agreements and Third-party Revenue Source(s)
Attachment E Proposed Scope of Services
Creating Affordable Housing (CSH)

Announcement of Funding

Release Date: February 6, 2019

Introduction

The Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS) is seeking proposals from organizations throughout the State of Tennessee to develop TDMHSAS-licensed, safe, quality, and affordable permanent housing options for people experiencing mental illness or co-occurring disorders, with a priority given to those projects serving those ready for discharge from Regional Mental Health Institutes (RMHI), including those who are uninsured.

The Creating Affordable Housing grant goals include:

- Increased opportunities for individuals discharging from our state RMHIs to receive safe, quality, and affordable permanent housing through licensed facilities.
- To support current TDMHSAS-licensed facilities with infrastructure funds needed, for the purpose of adding beds, to renovate, maintain, and/or repair existing residential living and mental health residential facilities that are currently licensed by TDMHSAS or will become licensed by TDMHSAS within the first year of the contract period. Infrastructure needs may include, but may not be limited to: sprinkler system, heating/cooling system, roof repair, flooring repair, electrical wiring, plumbing repair, insulation, foundation repair, etc.

1. GENERAL CONDITIONS

1.1. Funding Information

Project Period: Funding term for selected proposals is anticipated to be April 1, 2019 through June 30, 2019. There is no recurring funding for this Announcement.

Funding: This grant is intended to fund projects that assist in the creation or sustainment of TDMHSAS licensed permanent affordable supportive housing opportunities for individuals experiencing mental illness or co-occurring disorders. Preference will be given to projects that can demonstrate that the proposing entity has a shared investment in the proposed project.
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.

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, as described in the Proposed Scope of Services (Attachment E), 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.
- A copy of the most recently filed property deed showing the property is owned by the Grantee (if new construction or renovation).

1.2. Timelines

The following is an anticipated schedule of events related to the Creating Affordable Housing (CAH) announcement of funding. The State reserves the right to make changes to this schedule as deemed necessary in the State’s discretion. Any adjustment to the timeline will be communicated with Proposers.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/6/2019</td>
<td>TDMHSAS releases Announcement</td>
</tr>
<tr>
<td>2/8/2019</td>
<td>Proposers’ Written Questions Regarding the Announcement are due</td>
</tr>
<tr>
<td>2/13/2019</td>
<td>TDMHSAS hosts a conference call to respond to questions</td>
</tr>
<tr>
<td>2/21/2019</td>
<td>Proposals are due via email</td>
</tr>
<tr>
<td>2/28/2019</td>
<td>TDMHSAS Makes Announcement of Accepted Proposal(s)</td>
</tr>
<tr>
<td>4/1/2019</td>
<td>Contract shall be effective upon gathering all required signatures and approvals from the State in accordance with Section D.1 Required Approvals</td>
</tr>
</tbody>
</table>

1.3. Eligibility

All proposers must be a licensed provider of services to Tennesseans through the Department of Mental Health and Substance Abuse Services. Further, all proposers must be in good standing with the TDMHSAS and demonstrate a history of successful programmatic and financial responsibility.
The following types of projects are eligible to submit a proposal.

- Proposal that supports providing TDMHSAS-licensed residential housing for people experiencing mental illness or co-occurring disorders, with priority given to projects serving those ready for discharge from a Regional Mental Health Institute, including those who are uninsured, and can demonstrate residents will have access to support services through community partnerships.
- Proposals that can show additional funding already committed to the project via a shared investment by the proposing entity.
- Projects that utilize a Tennessee Regional Housing Facilitator as a resource in some capacity (i.e., consultation, proposal review, writing of the proposal, etc.).
- Proposals which include a detailed timeline for project completion, ensuring the proposed project is completed by June 30, 2019.
- Proposals that demonstrate the funding will be used to support enhanced quality of living for individuals currently housed in a bed that supports individuals experiencing mental illness or co-occurring disorders.

1.4. **Scope of Services**
See Attachment E for the Intended Scope of Services, which is Section A. of a State of Tennessee Grant Contract. Please note that the State of Tennessee reserves the right to make any changes to the scope of services as deemed necessary before issuing the final Grant Contract. The State of Tennessee also reserves the right not to issue any Grant Contracts in response to this Announcement.

1.5. **Communications**

**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 Filisha.James@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.

**Questions and Requests for Clarification:**
Questions and requests for clarification regarding this Announcement should be submitted in writing on or before February 8, 2019 to Filisha.James@tn.gov in order to be answered. A conference call will be held to respond to questions submitted on February 13, 2019.

**State's Written Responses and Communications are Binding:** 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.
1.6. Proposal Preparation, Formatting, Submission and Withdrawal

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

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 people with mental illness and co-occurring disorders. 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

Formatting and Content 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 the deadline of 4:00 pm CST (5:00pm EST) on 2/21/2019.
- Proposals must address all applicable project narrative questions and label the sections accordingly within the proposal.
- Proposal pages must be typed, single-spaced on standard 8 ½” x 11” papers, in font size twelve (12), with 1” margins. The spacing and margin requirements do not apply when preparing the attachment worksheets.
- All proposal pages and attachments must include a header with the candidate’s name and page number.
- The combined proposal length should not exceed 15 pages, including all attachments.

Submission: Proposals should be submitted to the State via email to Filisha.James@tn.gov by the deadline (2/21/2019 at 4:00 pm CST/5:00pm EST) and meet other submission criteria detailed in this Announcement in order to be eligible for review. The following checklist of items should be submitted for each Proposal:

- Cover Letter
- Cover Sheet (Attachment A, signed by authorized representative)
- Table of Contents
- Project Narrative
- Project/Property Site Information (appraisal documentation, floor plan, etc.)
- Organizational Chart(s) (Attachment B)
- Proposed Budget and Budget Justification (Attachment C)
• Existing Agreements and Third Party Revenue Source (Attachment D)

**State's Right to Reject Proposals:** The State reserves the right to reject, in whole or in part, any or all proposals; to advertise for 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 interests 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 and notice of the posting will be distributed via the proposer e-mail list.

**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 of this Announcement.

1.7. **Proposal Review, Scoring and Selection**

**Proposal Review:** Proposals will be scored based on the ability to demonstrate the intended success of the project. The State recognizes the need to ensure that funding awarded to CAH grantees provides 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 serving 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 permanent affordable housing opportunities that meets the needs of qualified service recipients.

**Proposal Scoring:** Each proposal component 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. Extra points will be given to reviewed proposals that prioritizes projects serving those ready for discharge from Regional Mental Health Institutes (RMHI), including those who are uninsured. Reviewed proposals may receive a total score between zero (0) and one hundred (100).

<table>
<thead>
<tr>
<th>Proposal Component</th>
<th>Score</th>
</tr>
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<tbody>
<tr>
<td>Cover Letter (Required)</td>
<td>0 points, but essential</td>
</tr>
<tr>
<td>Cover Sheet (Attachment A) (Required)</td>
<td>0 points, but essential</td>
</tr>
<tr>
<td>Table of Contents (Required)</td>
<td>0 points, but essential</td>
</tr>
<tr>
<td>Project Narrative</td>
<td>60 points</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Relevant Experience (5 pts.)</td>
<td></td>
</tr>
<tr>
<td>Project Design (10 pts.)</td>
<td></td>
</tr>
<tr>
<td>Services Available (10 pts.)</td>
<td></td>
</tr>
<tr>
<td>Community/Key Partners (5 pts.)</td>
<td></td>
</tr>
<tr>
<td>Safety Measures (5 pts.)</td>
<td></td>
</tr>
<tr>
<td>Prioritizes RMHI for project (15 pts.)</td>
<td></td>
</tr>
<tr>
<td>Project Sustainability (10 pts.)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Organizational Chart(s) (Attachment B) (Required)</th>
<th>5 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational chart for the entity submitting the proposal, demonstrating where affordable housing fits within the overall structural organization of the candidate submitting the proposal.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposed Budget and Budget Narrative (Attachment C)</th>
<th>30 points</th>
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<tbody>
<tr>
<td>Appropriate and realistic budget must be submitted along with a narrative justifying the budget for the contract period of April 1, 2019 through June 30, 2019.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Existing Agreements and Third Party Revenue Source (Attachment D)</th>
<th>5 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide documentation of any existing agreements with community stakeholders that provide additional resources to the CAH, 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 page limit of the Proposal Narrative.</td>
<td></td>
</tr>
</tbody>
</table>

**Proposal Selection:** The State will notify all Proposers selected for contracting by close of business February 28, 2019. 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.

Please note that the State of Tennessee reserves the right to make any changes to the announcement of funding, 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. The State of Tennessee also reserves the right not to issue any Grant Contracts in response to this Announcement.

**No Obligation of State:** This Announcement and its selection processes do not obligate the State and do not create rights, interests, or claims of entitlement in either the Proposer with the apparent best-evaluated proposal or any other Proposer.
Commencement of State Obligations: State obligations pursuant to a Grant Contract shall commence only after the Grant Contract is signed by the State and the Grantee and after the Grant Contract is approved by all other Tennessee officials in accordance with applicable laws and regulations.

1.8. **State Amendments to Announcement**

The State reserves the right to amend this Announcement at any time. 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 and notice of the posting will be distributed via the proposer e-mail list.

1.9. **State Cancellation of Announcement**

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 and notice of the posting will be distributed via the proposer e-mail list.

2 **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 sections. There is a maximum of ten (10) pages for the proposal narrative section.

2.1 **Relevant Experience:** Briefly describe your organization’s capacity and commitment to provide safe, quality, and affordable permanent housing opportunities to individuals experiencing mental illness or co-occurring disorders.

2.2 **Project Design:** Please 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. Additionally, specify whether the proposed project is for new construction or rehabilitation (adds beds for affordable supportive housing) or for sustainment or preservation of existing affordable supportive housing. If the latter, provide detail of the current condition and the infrastructural needs for preservation. Also, please identify the anticipated start date for service provision.

2.3 **Services Available:** Please identify the services your proposed project intends to provide, or is currently providing, to residents experiencing mental illness or co-occurring disorders, and how these services will be delivered to residents.

2.4 **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, existing or otherwise, that would positively impact the competitiveness and quality of this
2.5 **Safety Measures**: Please describe your plan to implement features, amenities, standard operating procedures and/or plans that help to ensure the safety of residents. How will your project utilize these resources and community partners to avert risk from safety (e.g. elopement, aggressive behavior, etc.)? Also, will your project serve individuals on the sex offender registry?

2.6 **Prioritizes RMHI for project**: Please describe your organization’s commitment to prioritizing individuals for affordable housing opportunities that are discharging from a RMHI, including individuals who are uninsured. Further, please describe your organization’s philosophy and standards for assessing and accepting new residents throughout your spectrum of affordable housing opportunities. Priority will be given to those projects that particularly offer affordable housing services to residents with specialty needs of hearing-impaired, vision-impaired, or wheelchair-enabled locations (ADA compliant).

2.7 **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 1.1 of this Announcement.
# Attachment A

## COVER SHEET
Creating Affordable Housing
Page 1 of 1

<table>
<thead>
<tr>
<th>Legal Name of Proposer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal ID#</td>
<td></td>
</tr>
<tr>
<td>Edison Vendor ID#</td>
<td></td>
</tr>
<tr>
<td>List of Targeted Coverage Area(s) being proposed</td>
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</tr>
</tbody>
</table>

## CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Name of Contact Person</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Title of Contact Person</td>
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</tr>
<tr>
<td>Address of Contact Person</td>
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<tr>
<td>E-mail Address of Contact Person</td>
<td></td>
</tr>
<tr>
<td>Phone Number of Contact Person</td>
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</table>

## AUTHORIZED REPRESENTATIVE INFORMATION

<table>
<thead>
<tr>
<th>Name of Authorized Representative</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>(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.)</td>
<td></td>
</tr>
<tr>
<td>Title of Authorized Representative</td>
<td></td>
</tr>
<tr>
<td>Address of Authorized Representative</td>
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</tr>
<tr>
<td>E-mail Address of Authorized Representative</td>
<td></td>
</tr>
<tr>
<td>Phone Number of Authorized Representative</td>
<td></td>
</tr>
</tbody>
</table>

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**Signature of Authorized Representative** ___________________________  **Date** ________________
Attachment B

ORGANIZATIONAL CHART(S)

Provide organizational chart(s) for the entity submitting a proposal, demonstrating where the Creating Affordable Housing project will fit into the overall structural organization of the entity submitting the proposal.
Please download the [Excel budget template](#) to complete a proposed budget. The budget template has four tabs: Instructions, Summary, Detail, and Salaries. Please review the Instructions tab before completing the proposed budget.

### GRANT BUDGET SUMMARY

<table>
<thead>
<tr>
<th>POLICY 03 Object Line-item Reference</th>
<th>EXPENSE OBJECT LINE-ITEM CATEGORY</th>
<th>GRANT CONTRACT</th>
<th>GRANTEE PARTICIPATION</th>
<th>TOTAL PROJECT</th>
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<td>Salaries, Benefits &amp; Taxes</td>
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<td>5, 6, 7, 8, 9, 10</td>
<td>Supplies, Telephone, Postage &amp; Shipping, Occupancy, Equipment Rental &amp; Maintenance, Printing &amp; Publications</td>
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<td>$0.00</td>
<td>$0.00</td>
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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](http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf))
BUDGET JUSTIFICATION

Creating Affordable Housing (CAH)

Period: April 1, 2019 through June 30, 2019

Please include a written budget justification of funds needed to support the CAH 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. Please include information about the proposing entity shared investment in the proposed project as part of the budget justification narrative.
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 Affordable Housing project.

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.
PROPOSED SCOPE OF SERVICES
For Information Purposes Only and May be Revised Prior to Contract Award/Execution

Creating Affordable Housing (CAH)

A. SCOPE OF SERVICES AND DELIVERABLES:

A.1. The Grantee shall provide the Scope of Services and Deliverables (“Scope”) as required, described, and detailed in this Grant Contract.

A.2. Services and supports under this Contract shall be delivered in a manner that promotes resiliency, recovery, and independence for individuals and families served. The Division of Mental Health Services prioritizes key values critical to serving Tennesseans with behavioral health needs including programs and practices focused on promotion, intervention, and recovery support services which:

- Encourage co-occurring competent and co-occurring friendly programs;
- Support culturally responsive and linguistically competent services;
- Uphold System of Care core values and principles;
- Aim to prevent and mitigate the impact of adverse childhood experiences (ACEs);
- Promote trauma informed approaches; and
- Prioritize evidence-based and/or evidence-informed services resulting in strong outcomes.

A.3. Service Definitions:

a. The Grantee shall, in collaboration with the State, provide and maintain quality, affordable, and safe permanent housing to service recipients as specified in A.4. and pursuant to the terms and obligations specified in the Grant Note (Attachment 2) and Restrictive Covenant (Attachment 3).

b. The term “affordable” means housing where the rent paid by the residents is forty percent (40%) or less of the household income.

c. The term “affordability period” means the period of time during which the Grantee is held accountable to meet the terms and obligations specified in the Grant Note and Restrictive Covenant(s) associated with this property.

d. The term “mental illness”, for purposes of this grant contract, means a condition diagnosed by a qualified professional using the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-V), or most current revision.

e. The term “substance use disorders”, for purposes of this grant contract, means a condition diagnosed by a qualified professional using the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-V), or most current revision.

f. The term “co-occurring disorders” means both mental illness and substance use disorders occurring at the same time in the same individual.
g. The term “permanent housing” means housing along a continuum including home ownership, rental, independent congregate living, and partially supervised group housing, where the service recipient has a lease, and which has no set time limits on when the service recipient needs to leave the housing.

h. The term “housing opportunities”, for the purposes of this contract, refers to the inclusion of all infrastructure and amenities and in a safe, quality, affordable and permanent housing unit that is minimally necessary for an individual to sufficiently reside.

i. The term “very low income” means fifty percent (50%) or less of the area median family income adjusted for family size as specified and annually calculated by the U. S. Department of Housing and Urban Development for the community where the property is located. The term “Individual Placement and Support/Supported Employment (IPS/SE),” for purposes of this grant, is an evidence-based practice that was developed by the Dartmouth Psychiatric Research Institute to help promote the recovery of people who have serious mental illness through work. This model is well defined by eight (8) practice principles and a twenty-five (25)-item fidelity scale.

j. The term “Certified Peer Recovery Specialists (CPRS’s),” for purposes of this grant, are individuals who work with persons who have received treatment for mental illness to develop their own recovery-based programs to supplement existing mental health services, address issues such as social isolation and discrimination, experience opportunities for socialization and recovery education, and acquire the necessary skills for the utilization of resources within the community.

k. The term “Individual Placement and Support/Supported Employment (IPS/SE),” for purposes of this grant, is an evidence-based practice that was developed by the Dartmouth Psychiatric Research Institute to help promote the recovery of people who have serious mental illness through work. This model is well defined by eight (8) practice principles and a twenty-five (25)-item fidelity scale.

l. The term “SOAR”, for purposes of this Grant Contract, means SSI / SSDI Outreach, Access, and Recovery. This nation-wide program, designated by the United States Department of Health and Human Services’ (DHHS’) Substance Abuse and Mental Health Services Administration (SAMHSA) as a best practice, is designed to increase access to the disability income benefit programs administered by the Social Security Administration (SSA) for eligible adults who are homeless or at risk of homelessness and have a mental illness and/or a co-occurring substance use disorder. The process used to implement this program is described in Stepping Stones to Recovery, DHHS publication number SMA 05-4051, and available online at http://www.prainc.com/soar/toolbox.

A.4. Service Recipients:

Housing is to be provided to:

(1) Any Tennessee adult (18 years of age and over);

(2) Who has received treatment for a mental illness

(3) Who also may be diagnosed with a co-occurring disorder; and

(4) Who, upon entering the property, meets the current HUD definition for very low income.
A.5. Service Goal(s):

To ensure as many service recipients in Tennessee as possible are living in the appropriate setting along the housing continuum while effectively leveraging State dollars with other state/local/federal/private entities to increase the number of safe, affordable, quality, permanent housing options and services for Tennesseans diagnosed with mental illness or co-occurring disorders.

A.6. Structure:

a. Grantee shall acquire and/or renovate, and make available properties that provide safe, affordable, permanent housing opportunities for service recipients for the duration of Affordability Periods as specified in the attached Restrictive Covenant (Attachment 3) and recorded with the Office of the Register of Deeds in the county where the permanent housing is located.

b. Grantee shall provide or effectively connect residents with supported employment (IPS), peer support (CPRS), or SOAR services in the local community.

c. Grantee shall prioritize individuals for affordable housing opportunities that are discharging from a Regional Mental Health Institute (RMHI).

d. Grantee shall contact the RMHI in their geographic service region to identify and assess patients ready for discharge, who are in need of permanent housing and support services. Grantee contact with the respective RMHI should be completed within one week of a bed vacancy. If no patients have been accepted as a resident after all appropriately-scheduled assessments have been conducted and following one week of Grantee contact with the RMHI, then Grantee shall communicate in writing with the State to request an exception to policy approval. Following receipt of the exception to policy approval from the State, the Grantee may assess non-RMHI discharge-eligible patients for approval as a resident in the Grantee’s housing continuum.

A.7. Process:

a. Grantee shall construct, acquire, and/or renovate the properties as described in the following matrix, within the contract term specified in Section B of this contract:

(INSERT HOUSING GRID HERE)

b. Before requesting reimbursement under this contract, Grantee shall ensure the following executed documentation (as applicable) is provided to the State to protect State's interest in the property or properties purchased and/or renovated using State funds provided through this contract:

(1) Housing and Urban Development (HUD) 1 closing statement (if new acquisition) showing Grantee as buyer of the property;

(2) Grant note(s), provided by State (Attachment 2), for the amount of State funding involved, signed by an authorized agent of Grantee and so notarized, wherein buyer acknowledges its obligation to assure the property is used to serve specified service recipients for the specified period and the consequences if this obligation is not met;
(3) A copy of a Restrictive Covenant(s), provided by State (Attachment 3), 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 or properties;

(4) A copy of the most recently filed property deed showing the property is owned by Grantee (if contract is for new construction or renovation).

c. Grantee shall adhere to the expectations and requirements specified in the Grant Note and Restrictive Covenant, as identified in Section A.7.b.(2) and Section A.7.b.(3), respectively, for the duration of the specified Affordability Period.

d. Grantee shall make necessary repairs as needed to these properties to assure they meet and are maintained at applicable codes and reasonable housing quality standards throughout the Affordability Period.

e. Grantee shall provide at least (insert #) housing opportunities for service recipient individuals or families that include at least one (1) service recipient at these locations. At the beginning of the resident’s first lease on these properties, the resident’s household income must not exceed the current very low income limits for the community where the property is located.

f. Grantee shall provide these housing opportunities at a rent affordable to the residents.

g. Grantee shall accumulate and maintain documentation at Grantee’s offices necessary to demonstrate the terms of this Scope of Service are met and make such documentation available for onsite review when requested by the State. Grantee acknowledges this documentation shall be maintained for the duration of the Affordability Period.

h. Grantee shall submit bi-weekly (every 2 weeks) reports to the Tennessee Department of Mental Health and Substance Abuse Services, Office of Housing and Homeless Services by the 1st and 15th of each month, until the start date for service provision, on the status of acquisition and renovation using report guidelines provided by the State until the property is fully occupied.

i. Once the property is fully occupied, throughout the duration of the Affordability Period, Grantee shall submit monthly occupancy status reports to the Tennessee Department of Mental Health and Substance Abuse Services, Office of Housing and Homeless Services by the fifteenth (15th) of the month following the end of each month being reported. The monthly occupancy status report shall provide the current occupancy status and service recipient eligibility for each bed identified in Section A.7.a. of this contract, to meet the requirements of this contract, the grant note and the restrictive covenant, using report guidelines provided by the State.

A.8. Outcome – Access:

Housing opportunities described in A.6. and A.7. shall be available to service recipients as described in A.4.

A.9. Outcome – Capacity:

Permanent housing opportunities in at least (insert #) housing unit(s) for service recipient individuals or families that include at least one (1) service recipient in each unit shall be provided at the specified locations.
A.10. Outcome – Effectiveness:

a. Service recipients residing in State-funded supportive housing will experience a decrease in hospitalizations and an increase in community tenure.

b. Service recipients residing in State-funded supportive housing will reflect positive trends in quality of life domains.

c. Service recipients residing in State-funded supportive housing require fewer mental health professional interventions (Case Management visits, crisis services, etc.) as they move toward recovery and independent community living.