

County of Minnehaha County
Transitional Housing & Cultural Services
2020 – 2023 Grant Term
Request for Proposals Issued: April 12, 2021
Deadline for Submittal of Proposals: May 5, 2021

Responses to a request for proposals shall be made in the format provided. The complete proposal shall be enclosed in a sealed envelope addressed and delivered no later than 10:15a.m. (CDT) on May 5, 2021, to the following address:

Minnehaha County Auditor's Office
C/O Olivia Larson
415 N. Dakota Avenue
Sioux Falls, South Dakota 57104

The sealed envelope shall be marked on the outside lower left corner with the words "Transitional Housing & Cultural Services RFP". It is the Responding agencies responsibility to ensure that its proposal is received prior to the scheduled closing time for receipt of proposals. Proposals submitted after the 10:15a.m. (CDT) deadline on the 5th of May, 2021, will be declined. No corrected or resubmitted proposals will be accepted after the deadline. No proposals will be accepted via email, facsimile, or other means of electronic communication, and responses sent by such electronic means will be deemed non-responsive and will be rejected.

Minnehaha County reserves the right to reject any and all proposals. Minnehaha County also reserves the right to waive minor irregularities in any submitted proposal(s). The County also reserves the right to request clarification of information submitted and to request additional information from any firm. Additionally, the County further reserves the right to accept all or part of any proposal or to cancel in part or its entirety this RFP. The County further reserves the right to accept the proposal that it considers to be in the best interests of the County. Minnehaha County shall not be responsible for any costs incurred by any Responding Agency in preparing, submitting, or presenting its proposal.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the County. Agencies are responsible for checking the Minnehaha County website periodically for any updates, addendums, or revisions to the RFP.

Ben Kyte, Auditor

Published at the approximate cost of \$_____

Please Publish:

Argus Leader:	April 12, 2021, and April 19, 2021
Brandon Valley Journal:	April 14, 2021
Garretson Gazette:	April 15, 2021

Minnehaha Messenger:

April 16, 2021

County of Minnehaha County Transitional Housing & Cultural Services 2020 – 2023 Grant Term

Section 1: Proposal Background

Minnehaha County, South Dakota, is seeking proposals for the operation of a targeted transitional housing program. Proposals shall include staffing, facility support, and other program costs which shall contain contracting with Urban Indian Health for cultural services.

Program Description

This Request for Proposals (RFP) is looking for proposals to implement supportive, culturally based transitional housing for justice involved individuals (those who have arrests, contact, or interaction with courts, jails, or prisons), and who are working to maintain sobriety. This housing is meant to bridge the gap from homelessness and/or unaffordable housing to permanent housing by offering culturally based supportive services, such as structure, supervision, support, life skills, education and training. It is intended to provide assistance for individuals or households who need more intensive support services to attain permanent housing. Emphasis is still placed on exiting quickly to permanent housing, but lengths of stay are flexible and tailored to the unique needs of each household. This program will provide a sober living environment with the primary goal to help Native American individuals to enter into and remain in active recovery spiritually, mentally and emotionally.

Section 2: Program Components

Target Client Population

In general, proposals must target populations that typically require additional support or who have higher barriers to housing. The targeted population shall include, but is not limited to Native American individuals who are:

- Unsheltered; or
Residing in unsafe housing, unaffordable housing, or in a temporary housing program;
- Justice involved individuals
- Individuals in recovery from substance abuse

Program Elements

The proposed program will meet the following criteria:

- Create a program with a cultural driven approach. This includes contracting with Urban Indian Health to provide such services
- Provide housing with the primary focus of assisting clients to move to permanent housing. Providers will facilitate and support progress and activities that increase household self-sufficiency and support housing stability for clients. Services are client-

centered and organized to quickly route clients into long term housing through case management, housing placement services, and referrals to other supportive services.

- Access to a program is not contingent on sobriety, minimum income requirements, completion of treatment, participation in services, or other unnecessary conditions.
- Support services are available but are voluntary, client-driven, and flexible.
- Services are informed by a harm-reduction philosophy that recognizes that drug and alcohol use are a part of some clients' lives. Clients are engaged in nonjudgmental communication regarding drug and alcohol use and are offered support regarding how to avoid risky behaviors and engage in safer practices.

Facility Layout Options

Proposals should include eight (8) units which will operate as a pilot program while understanding the financial framework and reporting requirements under the U.S. Department of Justice, BJA Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program (COSSAP). Proposals with more than or less than eight (8) units will be considered with appropriate additional justification.

Scope of Work

The description outlined above in the Program Elements section identifies the key program elements and services the selected applicant should provide. Applicants should consider this description when developing their proposals. However, applicants may suggest modifications and/or additions that will in their estimation make the program more feasible or effective. In addition, applicants should indicate if they will be able to offer all the required program components to the estimated total number of units/clients listed above. If not, applicants should describe what level of service they will be able to provide while also maintaining the highest level of program quality.

Partnerships and Collaborations

Because our Native American population is disproportionately represented in the criminal justice system, this organization will collaborate with Urban Indian Health to provide culturally appropriate services and ceremonies to Native American individuals in the area. They will utilize transit funds to bring clients to their offices, as well as help clients create spaces for cultural practices in their homes.

Contract and agreements will be in place within 6 months and policies and procedures developed by month 9. This housing program will begin no later than the start of year 2 (2022). Data collected for the final report to the County will make an argument for program sustainability.

The establishment of community collaborations and partnerships (both formal and informal) are a critical and required component of the program. Applicants are encouraged to plan creatively to utilize existing community resources to provide program services. Applicants must be able to demonstrate partnerships with existing services, both internal to their own organization and within the broader community to best maximize the use of existing resources, avoid duplication of services, and expand options for those served. In particular, partnerships to increase access to support services for physical health and disabilities, trauma support, and substance abuse treatment are required. Additional partnerships to assist with meeting basic client needs (i.e. government benefit applications, food support, transportation, clothing and toiletries) are also encouraged.

Performance Metrics

Evaluation of the program and tracking information for the grant performance reports is required. Tracked data metrics shall include:

- Number of individuals housed
- Length of time housed
- Number/type of services provided

Additional performance targets and metrics will be used. Data needed for evaluation will be developed in partnership with the contracted evaluation entity, the selected applicant, and the County.

Funding & Eligible Activities

Approximately \$225,000 is available for the operation of a transitional housing program for a three-year grant period beginning on October 2020 and ending September 30, 2023. All proposals must include an annual minimum amount of grant funds to be allocated to a contract with Urban Indian Health. The project is proposed to fully begin in year 2 of the grant (October 2021). The funding may be allocated between the following categories: Facility support, program operations, and administration. The total award includes contracting with Urban Indian Health for the services they offer to our Native American population.

Preferred Qualifications

Successful applicants will preferably demonstrate experience/knowledge of the following areas:

1. Providing services to justice involved individuals or families within the target population with an emphasis on reducing barriers to securing and retaining permanent housing.
2. Providing housing and case management services to the target population.
3. Capacity to serve individuals with substance abuse issues.
4. Demonstrated partnerships with providers of mainstream resources, services, and benefits.
5. Accounting for grant funds and complying with federal, state, and local funding requirements.

Program Staffing

All program staff should be appropriately trained. Program case managers shall be trained in and actively employing evidence-based practices for client engagement such as trauma-informed care and motivational interviewing. The selected entity will collaborate with Urban Indian Health to identify appropriate Native American cultural training that is required for all staff to complete.

Section 3: Proposal Questions

Please provide a proposal narrative in response to the questions contained in this section. All questions must be answered for a proposal to be considered complete. Incomplete proposals will not be considered.

Proposal narratives must be organized and formatted as follows:

- Please respond to the questions in this section from a program-level perspective (as opposed to an agency-wide perspective).
- Responses to questions must be organized in the same order as the questions are listed below. Please use each question below as a header within your narrative and provide your responses in a paragraph format below each header.
- Responses should be concise and specific and should be limited to the questions listed below.
- The proposal narrative and attachments should be submitted on 8 ½" X 11" single sided paper.
- The proposal narrative should be limited to a maximum of ten (10) pages single-sided in no smaller than 12-point font.

Project Overview and Target Population:

1. Program name
2. Total funds requested. Proposals must include:
 - a. a 3-year general budget and an itemized annual budget,
 - b. justification for budget items,
 - c. any match dollars or in-kind contributions included in the proposal.
3. Type of program (i.e. transitional housing)
4. Provide a description of your program, a description of the target population, time limits on services (if any), and what (if any) evidence-based, research-based, or best practices will be used. Describe any particular model you will be implementing.
5. Describe how many people will be served each year.
6. How do you plan on serving the identified target population (Native American, Substance Use Disorders, Justice Involved, etc.)?
7. Facility description:
 - a. Where is the facility located?
 - b. Describe the number of housing units in your facility, the types of units available (i.e. dorm rooms, private rooms, private apartments), the general layout of the building, and any special features or amenities.
 - c. Is the facility building owned or leased by your applicant?
 - d. Is the facility ADA compliant? If not, describe how you will upgrade the facility to meet ADA requirements and/or accommodate clients with disabilities within the facility.
 - e. Will the location of the facility raise any concerns or issues with neighboring businesses or property owners? If so, please describe how you will work with your neighbors to address the issues proactively.
 - f. Describe your facility management approach to ensuring safety and security within the facility.
8. Program hours:
 - a. What hours will the facility be staffed?

- b. Are participants allowed to enter and leave the facility as needed or is there a curfew in place?
 - c. What other policies or procedures are in place in your program in relation to this?
- 9. Support services:
 - a. What supportive services are offered and how frequently are they offered?
 - b. Describe how client will meet their hygiene, laundry, and nutritional needs while participating in the program.

Program Staffing & Commitment to Housing-Focused Services:

- 1. Describe the staffing structure for the program:
- 2. What is the ratio of direct-service staff to participants and how does that ratio support program outcomes?
- 3. What qualifications are most important to your agency when hiring direct service staff? How do these qualifications prepare staff to serve your program's participants?

Program Partnerships and required collaboration with Urban Indian Health Services:

Identify and describe partnerships or collaborations that would be leveraged to support the program. Identify any partner organizations and describe the specific services they would provide. Outline if you already have formal partnerships in place, or if not, describe how you would approach building and maintaining partnerships. If applicable, include copies of partnerships agreements, letters of intent to partner, or memorandums of understanding.

Program Performance Evaluation:

Describe how you plan to collect and track relevant data. How would you approach evaluation? What performance outcomes would you assure to measure?

Budgeting:

- 1. Describe how the program will be sustained long-term. How will you support the program after grant funds are expended or if your agency is not awarded funding?
- 2. Will your agency pursue supplemental funding for this program?
- 3. As stated above, include a 3-year general budget, an itemized annual budget, justification for budget items, and any match dollars or in-kind contributions.