

REQUEST FOR PROPOSALS

Licking County Housing Strategy Development

*A collective approach to address homelessness
and housing needs in Licking County.*

Date Issued:

June 17, 2019

DUE:

July 18, 2019

Bidders must submit one (1) hard copy as well as an electronic copy in PDF format (disc or thumb drive) of the proposal in an envelope entitled:

**Licking County Housing
Strategy Development
c/o UWLC/NDP
P.O. Box 4490
50 South Second Street
Newark, Ohio 43058-4490**

**Faxed/Electronic proposals
will not be accepted.**

**Proposals must be
postmarked on or before
July 18, 2019 or hand-
delivered by 5:00 p.m.
July 18, 2019.**

BIDDERS' CONFERENCE

10:00 a.m., July 1, 2019
Newark Commerce Center
195 Union Street
Newark, Ohio 43055

Attendance is recommended,
but not required, in order to
answer questions
related to the RFP.

CONTACT INFORMATION

Questions concerning this RFP
may be directed to:

*Deb Tegtmeyer
Licking County
Coalition for Housing
Subject Line: Attn: RFP
info@lcchousing.org
or
(740) 345-1970 x212*

OVERVIEW:

Licking County has a strong history of residents, social service organizations, government agencies, faith-based organizations, business leaders, and other stakeholders working collaboratively to improve the community, increase opportunities for its citizens, and provide services and supports for vulnerable residents.

These stakeholders are interested in coordinating, enhancing and/or expanding existing services while identifying potential housing options and new services that may provide for a more robust approach to serving our homeless population. Our goal is to end chronic homelessness in our community.

Recent focus groups were conducted to engage local homeless and housing service providers to gain their perspective on the challenges and priorities needed to address homelessness in our community. The focus groups, along with other community leaders and stakeholders, determined the need to solicit a consultant to assist Licking County in developing a housing strategy that results in short-term, mid-term, and long-term strategies.

INTRODUCTION TO LICKING COUNTY, OHIO:

An overview of Licking County (U.S. Census Data):

Licking County, at 687 square miles, is the third largest county by land area of Ohio's 88 counties. It has an estimated population of 170,000 individuals, located east of the Franklin County and the Columbus metropolitan areas, with 243.9 persons per square mile. Nearly one third of Licking Countians live within the city limits of Newark, the county seat.

Licking County has approximately 70,852 housing units, 64,434 households, with an average of 2.59 persons per household. The owner-occupied housing unit rate is 72.4%, with the median value of an owner-occupied housing unit at \$157,800. 86% report that they have lived in their housing unit for one year or more.

The median monthly costs for a housing unit owner with a mortgage is \$1,330, while median gross rent is \$792 per month.

The median household income is \$59,747, with a per capita 12-month income of \$29,093.

The county is home to a vibrant economy with an unemployment rate of 3.6%, compared to the statewide average of 4.1% (Ohio Labor Market Information for March 2019).

AN OVERVIEW OF HOMELESSNESS AND THE CASE FOR A COLLECTIVE STRATEGY IN LICKING COUNTY:

Over the past 18 – 24 months, the visibility of homeless individuals has risen to warrant the attention of many Licking County leaders. Discussions began, facilitated by United Way, in the fall of 2017, raising the questions of “why” and “what can be done to collectively address this issue.” Since then, other leaders, organizations and concerned citizens have rallied around these questions leading to the desire to seek objective and practical expertise in creating strategies to address homelessness with the goal of ending chronic homelessness.

Licking County participates in the annual point-in-time (PIT) count required by the U.S. Department of Housing and Urban Development (HUD) for communities receiving Federal funds through the Continuum of Care (CoC) or the Emergency Solutions Grant (ESG) programs. In addition to PIT, HUD requires a Housing Inventory Count (HIC) to provide an overview of the community’s homeless program inventory, which is completed concurrently with the PIT.

Preliminary results from the January 22, 2019, Point-In-Time count of sheltered and unsheltered people experiencing homelessness indicate that 153 individuals (93 households) were experiencing homelessness in **shelter** provided by The Salvation Army, St. Vincent Haven, New Beginnings, and Licking County Coalition for Housing’s (LCCH) Transitional Housing programs. An estimated 45 individuals were **unsheltered**, of whom 17 were already on LCCH’s waiting lists for either transitional or rapid rehousing services.

As of May 8, 2019, there were 99 homeless men and women without children on the waiting list for transitional or rapid rehousing programs at LCCH. The various households were residing:

- 3 were in local domestic violence shelters in Newark and New Albany
- 28 were outside, in tents, or under a bridge
- 15 were in various types of vehicles (car, truck, van, RV, camper)
- 1 was housed temporarily by a local faith-based organization
- 3 were in various structures not meant for human habitation
- 10 were at The Salvation Army shelter
- 19 were at The Haven shelter
- 12 had unknown whereabouts

As of May 8, 2019, there were 18 families with children experiencing homelessness on the waiting list for transitional or rapid rehousing programs at LCCH. These households/families are residing in:

- 5 were at The Salvation Army Shelter
- 2 were at the St. Vincent Haven (dads are at the shelter, children staying with family or friends until can be reunited)
- 4 were at the New Beginnings domestic violence shelter
- 1 was in a tent
- 6 were in cars

We recognize that the data above does not exhaustively reflect the entire picture of homelessness throughout Licking County. In fact, the PIT data may underreport the homeless population. The consultant may find or suggest other data that may contribute to the creation of the end strategies.

EXISTING HOMELESSNESS AND HOUSING SERVICES IN LICKING COUNTY:

Note: This list includes only those organizations and housing-related programs targeting homeless families and individuals specifically. Many other organizations providing critical services and support (food, clothing, financial assistance, etc.) are not listed.

Homelessness Prevention*

Licking County Coalition for Housing
Licking County Coalition of Care
St. Vincent de Paul Conferences (5 parishes)
Licking County Veterans Service Commission
Behavioral Healthcare Partners (*clients only*)
2-1-1 Information and Referral – Pathways of Central Ohio (*information only*)
Newark Police Department and Licking County Sheriff's Department

**There are other sources of financial assistance for those facing poverty, but these are the primary sources for homelessness prevention, often working in coordination with each other.*

Outreach

Licking County Coalition for Housing (*Project Homeline, SSVF, Coordinated Entry*)
Vertical 196 Hope Center
Newark Think Tank on Poverty (*re-entering citizens*)
Newark Homeless Outreach
Licking County Re-Entry Coalition

Coordinated Entry (qualified to administer VI-SPDAT) – Assessment and Referral

Licking County Coalition for Housing
The Salvation Army
Behavioral Healthcare Partners
The Main Place

Emergency Housing

The Salvation Army (*50 beds – families, single women, single men*)
St. Vincent Haven (*26 beds – single men only*)
New Beginnings (*26 beds – victims of domestic violence only*)
Licking County Coalition of Care (*2 units*)
St. Vincent de Paul Conferences (*5 parishes, as funding available*)
Behavioral Healthcare Partners (*2 units, clients only*)

Transitional Housing

Licking County Coalition for Housing (*40 units, including 4 for Veterans*)
St. Vincent – The Gardens on Sixth – (*evolving*)
The Main Place – (*@7 SPMI households only, funded by MHRBLK*)

Permanent Housing

Licking County Coalition for Housing – *Rapid Re-Housing, Supportive Services for Veteran Families (SSVF), Community Transitions Program (re-entering citizens)*
Behavioral Healthcare Partners (*for BHP clients only*)
New Beginnings DV Shelter (*Rapid Re-Housing for families with minor children, funded by Licking County Job and Family Services*)

Permanent Supportive Housing

Licking Metropolitan Housing Authority –

- *Shelter Plus Care vouchers (@50+) in partnership with BHP and The Main Place (14)*
- *HUD-VASH in partnership with VA for Veterans only (25+ vouchers)*
- *The Main Place – The Place Next Door (10 units for persons with SPMI)*
- *Behavioral Healthcare Partners (for BHP clients only)*
- *Licking County Coalition for Housing – Returning Home Ohio (11 units- re-entering citizens)*

LICKING COUNTY'S AND OHIO'S BALANCE OF STATE CONTINUUM OF CARE:

A Continuum of Care (CoC) is a geographically based group of representatives that carries out the planning responsibilities of the U.S. Department of Housing and Urban Development's (HUD) CoC Homeless Assistance Program. These representatives come from organizations that provide services to people experiencing homelessness.

The Ohio Balance of State Continuum of Care (BoSCoC) represents the 80 non-urban counties in Ohio, including Licking County. The Ohio Development Services Agency's Office of Community Development (ODSA) and the Coalition on Homelessness and Housing in Ohio (COHHIO) serve as the lead staffing agencies and co-chairs of the Steering Committee for the Ohio BoSCoC. ODSA serves as the Ohio BoSCoC Collaborative Applicant (submits the annual consolidated HUD CoC Application) while COHHIO serves as the Homeless Management Information System (HMIS) Lead Agency.

The 80 counties within the Ohio BoSCoC are divided into 17 Homeless Planning Regions. Homeless program representatives in these Homeless Planning Regions plan and coordinate local homeless systems and programs and are responsible for working with ODSA and COHHIO to ensure all HUD homeless program requirements are met. The Homeless Planning Regions report to COHHIO and ODSA, not to HUD.

These Homeless Planning Regions are also responsible for meeting all requirements pertaining to state-level homeless program funding (funded through the Ohio Housing Trust Fund) administered by ODSA. These programs include the Emergency Solutions Grant Program (ESG), Homeless Crisis Response Program (HCRP), and the Supportive Housing Program (SHP). For these state programs, the Homeless Planning Regions and, in some cases, homeless services providers report directly to ODSA. In sum, the Ohio BoSCoC Homeless Planning Regions help homeless services providers and communities meet the requirements of both their federal grant (HUD's CoC Program) and state grants (ODSA's ESG, HCRP, and SHP).

Licking County is included in Region 9, along with Fairfield, Knox, Coshocton and Holmes Counties. Lancaster-Fairfield Community Action Agency (LFCAA) serves as the lead agency for the Region and manages the HCRP funding awarded to the five counties. LFCAA also organizes bi-monthly Region 9 planning meetings. Membership in Homeless Planning Region 9 includes:

- Lancaster-Fairfield Community Action Agency
- Licking County Coalition for Housing
- Behavioral Healthcare Partners of Central Ohio
- The Salvation Army, Newark Corp
- LSS Faith Mission of Fairfield County
- Knox Metropolitan Housing Authority
- The Main Place
- Kno-Ho-Co-Ashland Community Action
- Fairfield Metropolitan Housing Authority
- One-Eighty
- Licking Metropolitan Housing Authority
- Lutheran Social Services Network of Hope
- Mental Health and Recovery for Licking and Knox Counties
- St. Vincent de Paul Haven
- Veterans Administration – Columbus

Licking County also has its own county-level CoC, as do Fairfield and a consortium of Knox, Coshocton and Holmes Counties. Organized in 1995 and dubbed Licking County Housing Initiative (LCHI), the group meets monthly.

Licking County Housing Initiative group serves as the county's HUD Continuum of Care Homeless Planning Body and has representation from the following organizations:

- American Red Cross, Licking County
- Behavioral Healthcare Partners of Central Ohio
- City of Newark, Community and Economic Development
- Habitat for Humanity Mid-Ohio
- Leads Community Action
- Licking County Coalition for Housing
- Licking County Coalition of Care
- Licking County Dept. of Job and Family Services
- Licking County Juvenile Court/Central Christian Church
- Licking Metropolitan Housing Authority
- Mental Health America - Licking County
- Mental Health and Recovery for Licking and Knox Counties
- Newark City Schools
- Newark Think Tank on Poverty
- Pathways of Central Ohio
- Southeast Ohio Legal Services
- St. Vincent de Paul Housing Facilities
- The Center for New Beginnings Shelter & Services
- The Main Place
- The Salvation Army - Newark Corps
- United Way of Licking County
- Veterans Administration
- Whole Living Recovery

We also would like the consultant to keep in mind the growth analysis projected for Licking County so that we are able to provide a systematic approach that acknowledges the future growth poised for Licking County as identified by our economic development partner, Grow Licking County.

<https://growlickingcounty.org/grow-lc-2025>

SCOPE OF WORK:

The selected provider will assist the community in developing a Homelessness and Housing Strategy. The Strategy must be produced in an expedient and efficient manner and result in short-term, mid-term, and long-term strategies to address homelessness in the Licking County community. The selected provider will offer a range of possible solutions, help develop a plan of action, and assist with engaging various stakeholders in the process and solution.

Deliverables must include a description of at least two, preferably multiple, strategies in use in communities that are similar in size to and can be feasibly implemented in Licking County. Each description will include: necessary partnerships or capacities, cost estimates, and suggestions for appropriate, adequate, and realistic funding strategies – local, private, state and/or federal, bonds, blended funding streams, etc.

Deliverables will consist of needs analyses and recommended solutions for short-term housing solutions, low-barrier housing and, contingent on the availability of funding, affordable housing options. Each deliverable will address the following:

- A review and assessment of baseline data
- Intuitive insight from baseline data
- Interviews with stakeholders and individuals who experience homelessness

- Mapping of existing services
- Service gap identification
- Recommendations for improvement
- An assessment and overview of our current situation as it pertains to homelessness and housing (What's working? What's not working?)
- Suggestions to engage other key stakeholders including a Communications Plan
- Suggestions for potential funding sources
- Suggestions for wrap-around supportive service providers
- Suggestions for marketing and communicating suggested strategies

The provider must participate in a limited number of on-site community meetings to engage stakeholders, including a community housing meeting scheduled for September 11, 2019. Community Meeting requirements are a non-negotiable item.

Required Deliverables:

Priority 1:

Within 45 days of contract execution, the provider will outline a range of options and tactical recommendations to create immediate short-term housing solutions that consider existing resources and the current homeless condition of Licking County, as noted above. Suggestions are to be actionable in less than 18 months.

Priority 2:

Within 90 days of contract execution, the provider will outline a range of specific recommendations to create low-barrier housing in the community that can be created and offered within 18-36 months.

Optional Deliverables, contingent upon availability of funding:

Priority 3:

Within 90 days of contract execution, the provider will outline a range of specific recommendations to create additional affordable housing options and coordinated access points in the community to serve a variety of individuals who experience homelessness.

PROPOSAL CONTENTS: NARRATIVE

Proposals must contain the following:

1. **PROGRAM NARRATIVE** that includes:
 - a. Company background and areas of expertise
 - b. Description of services to be provided.
 - c. How each service will be delivered.
 - d. Expected outcomes and goals.
 - e. Program time lines.
 - f. Note any collaborative efforts, identifying partnerships (including sub-contracts), if any,
 - g. Note qualifications as a provider and previous experience in the delivery of such services. Include details regarding the qualifications, credentials, background checks, and liability protections of staff providing services.
 - h. Describe the frequency, timing, and types of community-based presentations, if any, you recommend.
 - i. Provide three references and contact information for organizations for which you provided similar services as well as an overview of the services provided.

PROPOSAL CONTENTS: BUDGET

Please include the costs of each of the deliverables (see priorities 1, 2, and 3 listed in Scope of Work).

SUBMISSION CRITERIA:

Proposals must be submitted in strict accordance with proposal submission instructions provided in this section. Any proposal failing to follow the entire proposal acceptance criteria listed below shall be disqualified from consideration.

A hard copy and an electronic copy in PDF format (disc/thumb drive) of the proposal must be either physically **received** in a sealed envelope no later than 5:00 p.m. on July 18, 2019 at the United Way of Licking County office, 50 South Second Street, Newark, Ohio 43055, or postmarked on or before July 18, 2019 and received at United Way of Licking County, P.O. Box 4490, Newark, Ohio 43058-4490.

Proposals received after this time will not be considered. Faxed proposals will not be accepted. Unsolicited materials received after the deadline date will not be added to previous submissions and will not be considered.

One (1) hardcopy as well as an electronic copy in PDF format of the proposal on disc or thumb drive must be submitted.

All required forms and attachments must be completed and included in the proposal.

All pages shall be sequentially numbered.

It is mandatory that proposals be organized in the requested order, and that, wherever appropriate, sections/portions of the proposal make reference by section name/heading to those RFP requirements to which they correspond.

Envelopes must be addressed to:

Licking County Housing Strategy Development
c/o United Way of Licking County/Newark Development Partners
50 South Second Street
P.O. Box 4490
Newark, Ohio 43058-4490

BIDDERS' CONFERENCE:

A bidders' conference will take place at 10:00 a.m., Monday, July 1, 2019 at Newark Commerce Center, 195 Union Street, Newark, Ohio 43055. Attendance, while not required, is highly recommended to answer questions related to the RFP.

PROVIDER SELECTION CRITERIA:

Prospective Providers are advised that an offer for a contract may be initiated after a review of the proposals received by the Newark Development Partners, the United Way of Licking County and members of a proposal review team. Proposals will be reviewed for acceptability with emphasis on various factors according to the type of service to be provided. Bidders may be requested to attend a meeting to review their proposal with the review team.

All Proposals will be evaluated on the criteria as listed on the Proposal Score Sheet (Attachment 1).

CONTRACTUAL REQUIREMENTS:

Any contract resulting from the issuance of this solicitation is subject to terms and conditions established by Newark Development Partners and the United Way of Licking County. The proposal must state if any of the elements will be subcontracted to other parties. If so, the proposal must state the name of the subcontractor, the services/activities to be provided by the subcontractor, qualifications of any subcontractor and planned costs. This must be reflected in the proposed budget.

RFP LIMITATIONS:

This Request for Proposals (RFP) does not commit Newark Development Partners and the United Way of Licking County to award a contract or to pay any costs incurred in the preparation of a proposal. Newark Development Partners and the United Way of Licking County reserves the right to accept or reject any or all proposals received, to negotiate services and costs with proposers, and to cancel in part or in entirety this RFP.

The amount of any award is dependent upon the availability of funding.

CONTACT INFORMATION:

Questions concerning this RFP may be directed to:

Deb Tegtmeyer
Licking County Coalition for Housing
Subject Line: Attn: RFP
info@lcchousing.org
or
(740) 345-1970 x212

ATTACHMENT 1
Proposal Rating & Evaluation Rubric (listed by priority)

- Provider demonstrates experience/success in providing similar services.
- Provider offers a clear plan for assessing needs and developing solutions.
- Provider demonstrates that staff assigned are qualified and able to provide services outlined in the RFP.
- Provider demonstrates ability to meet timelines outlined in Priorities 1, 2 and 3 in “Scope of Work” section.
- Cost/Price is reasonable and consistent with market expectations.
- Proposal includes a workable and efficient communication plan.
- Proposal meets RFP requirements.