

**Butler County Mental Health &  
Addiction Recovery Services Board (BCMhARSB)**

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[www.bcmhars.org](http://www.bcmhars.org)

**RECOVERY HOUSING PROGRAMS  
REQUEST FOR PROPOSAL (RFP)**

Revised 4.20.2022

<b>Issue Date</b>	April 20 <sup>th</sup> , 2022
<b>Deadline for Submissions</b>	<u>Monday August 15, 2022 by 4:00 PM EST</u>
<b>Technical Assistance</b> The Board will respond to written questions only. Questions may only be posed through email at RecoveryHousing@bcmhars.org. All questions and responses will be distributed to all applicants. Questions must be submitted by <u>August 1<sup>st</sup>, 2022 @ 4:00 pm</u> . Any question submitted after this deadline will not be issued a reply.	Tiffany Lombardo MA, LISW-S, LICDC-CS Associate Executive Director of Addiction Services AND Martina Weber, LISW Director of Special Projects  Email: RecoveryHousing@bcmhars.org
<b>Interested Providers Conference</b>	June 2 <sup>nd</sup> , 2022 from 10:00am-11:00am EST via Webex
<b>Ad Hoc Committee Presentation and Review Meeting</b>	August 30 <sup>th</sup> , 2022 @ 3:00pm at the BCMhARS Board Office (August 31 <sup>st</sup> , 2022 @ 3:00pm if needed)
<b>Updated Final Award Acceptance</b>	Meeting of the BCMhARS Board September 21, 2022 6pm

**I. Background**

The Butler County Mental Health and Addiction Recovery Services Board is a public agency organized under Chapter 340 of the Ohio Revised Code and created to establish a unified system of behavioral health care for Butler County citizens. The Board seeks to provide citizens of Butler County with services of the highest quality in a cost effective manner and in a manner that promotes continuity of care.

**The primary duties of the Board include the following:**

- Planning (needs assessment)
- Setting system goals and priorities
- Contracting services with certified providers
- Monitoring and coordinating service delivery
- Evaluating service effectiveness and outcomes

## II. Program Objectives

1. To increase access to safe and affordable housing for individuals seeking and/or maintaining recovery from a substance use disorder
2. To expand certified Recovery Housing programs available to Butler County residents
3. To continue to improve and expand recovery supports offered in the Butler County community

## III. Scope of Service

This Request for Proposals is to support the expansion and enhancement of Recovery Housing Programming within Butler County. The Butler County Mental Health and Addiction Recovery Services Board aims to increase access to safe and affordable housing for those in treatment for or in recovery from substance use disorders. Funding will be allocated based on the individual proposals submitted. Multiple proposals will be accepted up to the total amount of funding available. Available funding may include federal grant funds, state grant funds, state capital funds, federal capital funds, and local levy funds. Programs may have different reporting and fiscal requirements depending on the source of the funding they receive. Total amount of funding is dependent on federal and state priorities, however up to \$300,000 of local levy funds may be allocated to programs depending on the decision of the Board. BCMAHR SB will accept applications for Level 2 and Level 3 Recovery Residences through this RFP. Level 1 Recovery Residences may be considered if tied to existing Level 2 or Level 3 residences.

### a. **Recovery Housing Definition (per OMHAS publication)**

Recovery Housing is a safe and healthy living environment that promotes abstinence from alcohol and other drugs with peer support and accountability, relapse prevention, case management and employment skills training, and other assistance to transition to living independently and productively in the community. Length of stay is not limited to a specific duration.

There are four recognized levels of Recovery Housing in Ohio, which vary in structure and operation ([www.ohiorecoveryhousing.org/levels](http://www.ohiorecoveryhousing.org/levels)).

**Level 1:** Democratic, peer-run homes that include house meetings and self-help meetings, but no other formal supports such as paid staff and treatment. Housing is most often in a single family home.

**Level 2:** Structured by house rules, peer run groups, house meetings and involvement in self-help as well as the availability of treatment services. Staffed by a house manager. Can include single family and other types of dwellings.

**Level 3:** The highly structured setting offers supervised living and qualified staff who are connected to a larger, often clinical organization.

Support services include life-skill development, such as budgeting, and employment skills. Community providers may offer services on-site for residents. Peer support and recovery action planning are still the central focus of support.

**Level 4:** This level is certified and monitored by the Ohio Department of Mental health and Addiction Services as Residential Treatment.

Unifying Elements of Recovery Housing:

- Safe, alcohol and drug-free environment
- A person driven length of stay
- Creating a safe, stable community of peer support

Who is Recovery Housing for?

- Individuals who are actively seeking long-term recovery
- Individuals who desire a safe and structured living environment with others who share the same goal of sobriety
- Individuals who desire to participate in supportive services, or treatment services to further their recovery
- Individuals at risk of homelessness because they are exiting treatment, incarceration, military duty or are living in an environment that puts them at risk for using substances

\*Ohio Revised Code statutes for Recovery Housing include: 340.01(A)(3), 340.034, & 340.032(A)(8)(b).

#### **b. Recovery Housing Development**

The Ohio Department of Mental Health and Addiction Services and the Ohio Recovery Housing Alliance have created the Recovery Housing Development Guidebook and offer samples of policies, checklists, and forms to assist providers in establishing new Recovery Housing programs for the community. Additionally, they have also published a Recovery Housing Project Toolkit, offering step-by-step guidance for new Recovery Housing providers. This information can be found on the OMHAS website at [www.mha.ohio.gov/Schools-and-Communities/Community-and-Housing/Housing-Resources/Recovery-Housing](http://www.mha.ohio.gov/Schools-and-Communities/Community-and-Housing/Housing-Resources/Recovery-Housing).

### **IV. Requirements for Applicants**

#### **a. General**

- The program serves all consumers countywide
- The program must accept any consumer who meets the program's admission criteria, regardless of any treatment agency affiliation
- Admission criteria may not exclude those on Medication-Assisted Treatment (MAT) or other treatment modalities, however may have limitations and other criteria for those residents.

**b. Meeting Requirements**

All awarded proposals agree to have representation attend the Recovery Housing Workgroup, as part of the Butler County Prevention Coalition and Addiction Task Force.

**c. Certification Requirements**

Beginning July 1, 2022, all recovery housing providers seeking funding from OhioMHAS, or through local ADAMH boards, will need to demonstrate that they meet national quality standards for recovery housing through a nationally-recognized body and participate in outcomes collection and reporting through the Ohio Recovery Housing Outcomes Tool, outlined below:

Accepted Accreditations or Certifications by Recovery Residence Level

Recovery Residence Level 1: Oxford House or NARR Standards

Recovery Residence Level 2: NARR Standards or CARF Certification

Recovery Residence Level 3: NARR Standards or CARF Certification

- NARR standards are certified through Ohio’s NARR affiliate, Ohio Recovery Housing (ORH). A list of homes that are certified through ORH can be found on their website.
- Oxford House Model lists their charter members on their website.
- The housing provider will need to present proof of their current CARF accreditation for Community Housing under this program area.

In FY2023: To accommodate this transition, the department will allow the funding of recovery residences that currently hold a certification or are in process of obtaining their quality certification through ORH, CARF, or Oxford. In process is defined as providing proof that an application was submitted to the appropriate accrediting or certifying agency.

In FY 2024: All recovery residence providers must hold an active certification or accreditation to qualify for funding in FY 2024 and beyond. New recovery residences may be funded if the provider attests to obtaining quality certification or accreditation within 6 months of accepting residents.

Proposals may include requested funds to renovate and/or enhance facility and programming to support the needed areas in order to qualify for Ohio Recovery Housing certification. Additionally, the Board will fund the certification fee up to \$525 per year.

**d. Reporting Requirements**

All accepted programs will be required to submit quarterly reports to the Board. Additionally, programs must participate in the Ohio Recovery Housing Outcomes Tool, per OMHAS standards.

**e. Contractual Requirements**

All accepted programs will be required to adhere to the following contractual requirements:

- Provide BCMHARSB with copies of house rules including Tenant Occupancy Agreements, Terms of Immediate Discharge, Tenant Grievance Procedures, and an Affirmative Action Plan in accordance with applicable state and federal law.
- Have access to Naloxone onsite
- Evidence of insurance coverages by a certification of insurance or other insurance carrier documentation for the services they provide. Levels of required insurance coverages shall be the following: professional liability coverage in an amount of at least \$2,000,000 per occurrence with an aggregate limit of at least \$4,000,000, employer's liability of at least \$500,000, automobile liability insurance for all such vehicles used to transport clients in an amount at least equal to Ohio minimum requirements, evidence of workers compensation coverage, employee dishonesty coverage, directors and officers coverage, and errors and omission coverage. The BCMHARSB should be listed as additional insured under any professional and general liability coverages.
- Report all major unusual incidents to the BCMHARSB.
- Comply with all Uniform Guidance policies of the Board, as applicable.

**V. Review Criteria**

**a. Considerations**

Members of the Butler County Mental Health & Addiction Recovery Service Board will review submitted responses. Responses that do not conform to the requirements of the application, do not address the criteria of the program, or are submitted late will be returned without comment. Proposals will be evaluated on the basis of the following criteria:

- The Board will consider the structure of the program, requirements for resident stay, and diversity of funding structure.
- The Board will also consider the responsiveness of the proposal to the description of the required program/service elements, applicant requirements and how the proposal will include innovative approaches, and best practice models to Recovery Housing.
- The Board will consider relevant applicant's past contracts with the Board (if any) and the applicant's past performance and compliance with contract requirements.

- The Board reserves the right to allocate funding to some, none or all of the applicants.
- The Board reserves the right to negotiate with any or all applicants and thereafter alter any terms of the proposal submitted by the applicants with whom negotiations have been undertaken.

**b. Evaluation & Scoring**

The Butler County Mental Health & Addiction Recovery Services Board will establish a Request for Proposal (RFP) Ad Hoc Committee to review and evaluate all proposals. Board staff will assist Board members by reviewing all proposals and provide content summaries highlighting areas of focus for Board members including relevant questions for applicant during RFP presentations and review. A standard evaluation scoring grid (Attachment 4) will be used offering a maximum score of 120 points. All RFP applicants will have an opportunity to present their proposal to the Ad Hoc Committee and address any questions from the members of the committee.

**VI. Responses shall include the following information**

- Coversheet** – Agency Contact Information, Total Funding Request & Certifications, if applicable (Attachment 1)
- Letter to Committee** – Provide a brief, no more than a one (1) page letter to the BCMHARSB with a description of the program(s) and/or services for this application. Include services that are proposed for special population groups, number served, staffing needed, as well as site-based services. Identify the appropriate Recovery Housing Level proposed and explain the program’s plans for any future enhancements. Offer any pertinent information that would be beneficial for the BCMHARSB to know.
- Application (Attachment 2)** – Complete the attached application, ensuring to answer all questions. Feel free to develop your answers so that there is a comprehensive understanding of your proposal.
- Accountability**  
A condition for consideration for an award is that the applicant, a) on the date of the award, is not delinquent with the submission of any required fiscal reports, reconciliations, governance and/or informational reports required under any prior agreements with the Board; and b) include an affirmative statement that the applicant will perform all fiscal and compliance audits; promptly submit claims and service invoices; comply with contracted reporting guidelines; and pursue expected resident co-payments.
- Budget (Attachment 3)**  
Provide a detailed budget for the program(s) described in this proposal.

- Include all anticipated forms of revenue and funding to be received in support of program.
- Provide total amount of funds requested....
  - (1) Operation Expenses
  - (2) Capital Expenses
  - (3) Ohio Recovery Housing Certification
  - (4) Resident Rental Subsidy (may not include if requesting operation expenses)

*\*\*Note that programs with diversity in funding will be given preference for funding*

*\*\*More detailed budget forms will be required for programs selected.*

## **VII. Application Process**

The Board will conduct a voluntary conference for potentially interested applicants/parties on June 2<sup>nd</sup>, 2022 at 10:00 am to 11:00 am, at which Board staff will be available to respond to questions regarding the "Request for Proposals". Thereafter, the Board may provide answers to written questions, submitted prior to August 1<sup>st</sup>, 2022 at 4:00 pm. Any responses to the written questions will be disseminated to all interested entities who have indicated a desire to receive them by written notice given to the Board.

Proposals are to be in a PDF document and titled in the following format: "Recovery Housing RFP Proposal- *Agency Name- FY2023*".

Proposals must be received **no later than 4:00 PM, August 15<sup>th</sup>, 2022**, by email to: [RecoveryHousing@bcmhars.org](mailto:RecoveryHousing@bcmhars.org). The subject heading should follow the same format as the PDF document title and appropriate agency contact information (including designated contact person with phone number, email, and address) should be included in the coversheet of the document as well as the body of the email.

Proposals not submitted according to requirements indicated above may not be reviewed by the Board, pending the discretion of the Executive Director.

The timely submitted RFP Presentation & Review meeting will be considered by a Board Ad Hoc committee in an open public meeting, currently scheduled for **August 30<sup>th</sup>, 2022 at 3:00pm** at the BCMHARSB office, and final recommendations will be considered at the subsequent Board meeting, September 21<sup>st</sup>, 2022 at 6pm.