

Region V+ AMHI Request for Proposal

for a

Regional Housing Planner

Region V+ (comprised of the Leech Lake Band and Mille Lacs Band of Ojibwe and Aitkin, Cass, Crow Wing, Morrison, Todd, and Wadena counties) is inviting housing planners who may be interested in collaborating to provide supportive housing to submit their qualifications and letters of interest. Working at the direction of the Region V+ Adult Mental Health Initiative governance board, this position works to plan and develop collaborative housing projects and resources for people with mental health needs within Region V+. Interested parties are asked to submit the information in Section III. Section I is provided for the convenience of interested parties to get an understanding of the proposed scope of this position. This request for bids does not represent any offer or commitment to proceed with this project should necessary funds be unavailable.

I. Program Profile

It is the intent of the Region V+ Adult Mental Health Initiative Board to develop Housing with Supports for people with serious mental illness (SMI). The target population includes those currently in more restrictive settings than they require, need more daily assistance than they currently receive, and persons at risk of homelessness as a result of their SMI symptomology. The Housing Planner is responsible for gathering information, collaborating with stakeholders and providing the research necessary to develop new housing options. This involves the identification of regional housing needs and the types of housing options and models that best meet these needs, the identification of housing grants and revenue options, and the preparation and presentation of a detailed regional housing plan which follows the principles of Permanent Supportive Housing, and assisting with the preparations to hire an ongoing project manager and operations manager.

II. Regional Housing Planner's Duties

- A. The Regional Housing Planner's work will be completed at the direction of Region V+ and is expected to include:
 1. Identification of supportive housing options best able to meet the regional housing needs for Region V+AMHI consumers;
 2. Assistance identifying and summarizing Market Research, Capital Needs, and Housing Studies;
 3. Identification of pertinent grants and revenue options available to support the identified supportive housing option;
 4. Assistance identifying the best area of the region for possible development;
 5. Coordination of meetings with local governments, community healthcare providers, consumers, housing providers, and other pertinent community partners;
 6. Recommendation and assistance with the need to hire future partners in order to move forward toward development. (Housing Developer, etc.);

7. The above information will be utilized by the Regional Housing Planner to prepare and present a Regional Housing Plan, which summarizes all of the above information.

III. Response

Agencies interested in providing these services for Region V+ are requested to use the set of questions below to address their ability to meet the needs of this project in a narrative format and submit a detailed bid to provide requested services of a Housing Planner.

1. Describe the experience and qualifications of key staff in the planning of housing with services to persons with serious mental illness. Provide contact information for references who can attest to the experiences you describe as well as outcome measures of previous projects.
2. Describe your past and present experience collaborating with providers of mental and chemical health services, law enforcement, medical providers and county social services in regards to persons with SMI and the homeless population.
3. Describe your experience and outcomes completing applications for federal, state and local grants for similar projects.
4. Proposed fee structure, estimated budget, and any additional proposed sources of revenue.
5. Attach copies of any other appropriate credentialing

Region V+ reserves the right to waive or reject any or all bids. Region V+ also reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds.

Important Dates:

Questions may be submitted to Charitie Herbst, Coordinator, at charitie.herbst@njpacoop.org by 4:30 PM on September 8, 2017. Responses to submitted questions will be made by September 15, 2017.

Final Proposals should be submitted by e-mail to: charitie.herbst@njpacoop.org by 4:30 PM on September 22, 2017. Any proposals submitted after 4:30 PM on September 22, 2017 will not be accepted.

Proprietary Information:

Responders should be aware that any information provided becomes public information and the responsibility of removing or redacting proprietary information that the responder wants kept private is solely the responsibility of the responder prior to submission of information to Region V+ AMHI.