



Ohio Department of Rehabilitation and Correction

Division of Parole and Community Services
770 West Broad Street
Columbus, OH 43222

Ted Strickland, Governor

www.drc.ohio.gov

Terry Collins, Director

December 2, 2008

Dear Community Residential Services Provider:

The Bureau of Community Sanctions is pleased to release the attached solicitation for providers of Independent Housing services. Directions for completion of the application are contained in the request for proposal. The Bureau of Community Sanctions must receive the completed application no later than close of business February 2, 2009.

In the five years since the Bureau began contracting for Independent Housing beds, over half of all placements were sex offenders, so it is critical to the success of your application that your agency be 1) willing to accept sex offender referrals and 2) located more than 1,000 feet from any school, pre-school, child day-care center or premises so that sex offenders may legally reside there. The Bureau is interested in expanding the Independent Housing program to the following counties: Hamilton, Mahoning, Montgomery, Stark and Summit. Proposals will be considered and reviewed from all counties.

The Bureau of Community Sanctions will conduct a background check on all agency Directors prior to entering into a contract for Independent Housing.

Applications will be screened by mid-February by the Housing Oversight Committee. Selected applicants will be notified that Bureau of Community Sanctions' staff will visit the facility to determine if a license as an Ohio Department of Rehabilitation and Correction Independent Housing provider will be issued. All applicants must meet each of the Ohio Department of Rehabilitation and Correction minimum licensing standards, a copy of which is attached to this RFP. If successfully licensed, the agency will receive a contract to begin providing Independent Housing services July 1, 2009. The Bureau will provide training for contracted agencies prior to those agencies beginning operations.

We look forward to receiving your application. If you have any questions, please feel free to contact the Bureau at (614) 752-1188.

Sincerely,

Cynthia Ali

Cynthia Ali, Assistant Chief
Bureau of Community Sanctions
Community Residential Services



OHIO DEPARTMENT OF REHABILITATION AND CORRECTION

BUREAU OF COMMUNITY SANCTIONS

Request For Proposals

Independent Housing

Released December 2, 2008

RFP Closes February 2, 2009

Linda S. Janes
Deputy Director

Alicia M. Handwerk
Chief

Cynthia Ali
Assistant Chief

INDEPENDENT HOUSING PURPOSE

- Independent Housing is intended as transitional housing until the offender obtains employment or other stable income and appropriate housing.
- Independent Housing will be the primary step-down/residential placement for Parole/PRC offenders with lower identified needs who do not have an acceptable home/family placement and have few programming needs.
- Independent Housing will also be an alternative for some higher needs offenders such as sex offenders or offenders with mental health issues, who do not have an acceptable home/family placement *and can be served through other community resources*.
- Residency by offenders participating in Independent Housing will be funded for 90 days maximum, unless supervising officer and agency petition for extension of funding.

INDEPENDENT HOUSING PREREQUISITES

- 1) Prospective Independent Housing contractors **must** be registered as a not-for-profit corporation in accordance with Chapter 1702 of the Ohio Revised Code and must be able to provide a listing of the members of their governing board. Agencies must be registered as a 501-3(c) corporation with the Internal Revenue Service.
- 2) Agencies will provide documentation of support for the Independent Housing program by local elected officials, law enforcement and community members living in the neighborhood where the proposed facility is to be located. (Examples of persons from which to gain documented support include city council members, mayor, county commissioners, Sheriff's department, police chief, neighborhood association, ministerial association, etc.)
Agencies notified that their proposal meets minimum qualifications and addresses all other areas contained in the RFP may request assistance from the Bureau of Community Sanctions in garnering support for the Independent Housing program through collaborative meetings and presentations to local officials and entities.
- 3) Facilities will be limited access buildings with staff or other means to monitor ingress/egress and deter undesirable persons (i.e. prostitutes, drug dealers) from entering the building.
- 4) Offenders will have own living space to duplicate as much as possible "normal" living conditions (i.e., more similar to a college dormitory or rooming house than to a prison dormitory).
- 5) Housing support services such as resource management and house rule enforcement will be provided to offenders as needed.
 - a) Support services staff will communicate with Adult Parole Authority (APA) staff providing information such as observation of offender

behavior, positive and negative; and offender attendance or non-attendance at scheduled programming. All programming must be approved in conjunction with the offender's parole officer.

- 6) Facilities **must** accept **all** types of offenders according to referral guidelines previously established with the Bureau of Community Sanctions. Bureau staff will determine admission eligibility through a screening process that ensures appropriate offenders are placed based on level of risk and need.
- 7) Offender participation in religious, political activities or programs must be voluntary on the part of the offender and must be previously approved by the offender's parole officer.
- 8) Agency must treat offenders with dignity and respect.

PROPOSAL

Proposals must address the following areas:

- 1) Site
 - a) Where located?
 - i) Documentation from county Sheriff's department that indicates proposed address for Independent Housing facility meets state and local requirements of where sex offenders may reside. Ohio state law prohibits sex offenders from residing within 1,000 feet of a school, pre-school or child day-care center or premises. Additional local ordinances and restrictions vary by location.
 - ii) Proximity to educational and vocational opportunities
 - iii) Proximity to social services and employment *or* easy access to public transportation
 - iv) Proximity to Laundromat
 - b) Have all local zoning/housing requirements been met?
 - i) Must provide appropriate paperwork including any zoning approval and occupancy permit
 - c) Is the facility ready for habitation?
 - i) If not currently ready, what is proposed date for habitation?
 - d) Does facility provide individual living space for each offender?
 - e) How many offenders can the facility serve?
 - f) Does facility provide adequate toilet, sink and shower resources?
 - g) Can access to facility be limited to one entrance/exit (with appropriate fire exits)? And can that entrance/exit be easily monitored by one staff?
 - h) Is facility ADA (American Disability Act) compliant [i.e. handicap accessible]?
 - i) Does facility provide an opportunity for offender to prepare own meals and provide a place for offender to secure their own foodstuffs?

- 2) Staffing plan
 - a) To include housing support staff (staff that will monitor offenders and provide direction to offenders seeking assistance from community resources)
 - b) Description of monitoring plan
 - i) On site, overnight monitoring – how will this be accomplished?
 - ii) At minimum, 3 documented checks of facility by staff each day between the hours of 8:00am and 10:00pm
- 3) Agency Policy and Procedure manual or an equivalent document, to include: (see attached example)
 - a) Resident rules and regulations
 - b) Personnel policy
 - i) Staff code of ethics
 - ii) Hiring practices and volunteer recruitment, to include state-wide criminal background checks of staff and volunteers
 - c) Resident grievance policy and appeal process
 - d) Examples of sign in and out logs (include column for overnight absence), intake forms, etc. (see attached examples)
 - e) See attached Independent Housing Standard A for additional requirements
- 4) Requested per diem
 - a) To include a breakdown of proposed cost of operating facility and any additional expected funding sources [costs may include, but are not limited to: staff, utilities, rental, equipment, and insurance]. Note: agency is not permitted to benefit financially from offender’s personal funds or resources while being reimbursed by DRC for offender housing (i.e. food stamps, Medicaid).
- 5) Any additional pertinent information
 - a) May include description of agency philosophy, plans for future expansion of facility, etc.
- 6) Agencies may permit offenders to reside in facility more than 90 days if they so choose, by allowing the offender to pay for his own residence after that time.
 - a) Proposal must include a mechanism to determine appropriate amount to be paid by offender.
 - b) Additionally, so long as contracted placements remain open for DRC offenders, the agency may permit other persons, such as, the homeless, or mentally ill to reside in the facility.
- 7) Any “good neighbor” or similar agreement the agency has with the community (refer to item #2 on the first page of this document).

PROPOSAL: GENERAL INSTRUCTIONS

Suggestions

- Carefully read all enclosed materials and accompanying instructions prior to completing this proposal.
 - Use proposal materials as a guide to address all areas of the proposal completely.
 - Technical assistance is available. Contact Cynthia Ali/Assistant Chief or Kara Peterson/Coordinator at (614) 752-1188.

Requirements

- **All proposals must be typed.**
- Please submit three (3) copies.
- Do not submit brochures, handouts, etc., as your proposal. Address areas listed in guidelines through a separate proposal.
- Do not use staples, binders, or folders. Fasten with a removable binder clip.
- Applicants must retain a copy of the proposal for their files.
- **ATTENTION:**
Application must be received by the Bureau of Community Sanctions, no later than the close of business, FEBRUARY 2, 2009.

**Department of Rehabilitation and Correction, Central Office
Attn: Bureau of Community Sanctions
770 West Broad Street
Columbus, Ohio 43222**

INDEPENDENT HOUSING STANDARDS

- A. The licensed agency shall have a policy and procedure/operation manual, which is accessible to all employees and volunteers to include:
 - a. Fiscal management
 - b. Personnel
 - c. Intake
 - d. Housing Support Services
 - e. Resident Rules and Regulations (To be readily available to all residents)
 - f. Resident grievance / appeal process policy
 - g. Resident Case Records

- B. The licensed agency shall meet all legal requirements of the governmental jurisdiction in which the licensed agency is located. The documentation for this standard shall include copies of all annual local licensing and inspection certificates indicating conformance to all local fire, health, building and zoning regulations.

- C. The licensed agency shall implement a housekeeping and maintenance plan and the facility shall be clean and in good repair.

- D. The licensed agency shall correctly complete and enter all required intake/termination fields on the management information system authorized by the Department of Rehabilitation and Correction (Community Corrections Information System: CCIS-Web) within fourteen (14) days of intake and termination.

- E. The licensed agency shall notify the offender of available housing support services.

- F. The licensed agency shall establish a staffing pattern that ensures that staff will be available to assist and monitor offenders as needed.

- G. The licensed agency shall establish a means of limiting ingress into the facility.

- H. The licensed agency shall have written emergency plans that are reviewed and updated annually. Plans shall be communicated to all employees and residents and be conspicuously posted in the facility. Emergency fire and disaster drills shall be conducted on a regular basis and documented.

- I. Any unusual incidents shall be reported to the Assistant Chief or designee of Community Residential Services and the supervising authority within 24 hours or next business day of the incident. Unusual incidents are defined as any events that have serious internal or external ramifications or that may attract the attention of the general public and/or news media. Copy of incident report shall be maintained in resident record.

- J. The licensed agency shall maintain the following records for each offender residing in the facility:
 - 1) Intake and termination forms
 - 2) Signed copy of Resident Rules and Regulations
 - 3) Referral forms
 - 4) Case management notes as appropriate
 - 5) Unusual incident reports as appropriate
 - 6) Grievance formsThe records shall be maintained for a minimum of three years in such a way as to protect their confidentiality.

- K. The licensed agency shall be a legal entity or part of a legal entity according to the provisions of chapter 1702 of the Revised Code. The agency shall have a copy of the following items:
 - a. Articles of incorporation or constitution;
 - b. By-laws;
 - c. Federal tax identification number; and
 - d. A current list of the board of directors, their occupations and addresses.

- L. The licensed agency shall implement procedures to ensure that all prospective employees and volunteers must obtain a local police criminal record check and provide this information to the licensed agency prior to beginning employment. The retention of an employee or use of a volunteer shall be contingent upon a state-wide criminal record check being completed within ninety (90) days of the date of hire. The agency Director shall review all record check results to determine compliance with agency hiring practices. All record checks shall be maintained in the employee's personnel file.

- M. The licensed agency shall implement a policy and procedure which prohibits any offender from being assigned to a position of authority over any other offender (e.g. in charge of providing offender services such as commissary, telephone calls, or being permitted to perform or assist in any security duties).

Service Providers will be required to comply with all standards.

INDEPENDENT HOUSING RFP RESPONSES – 2009

MINIMUM QUALIFICATIONS

SITE NAME & CITY: _____

SCREENING DATE: _____ SCREENED BY: _____

1. Non-Profit status: Yes or No

Notes: _____

2. Proper zoning / occupancy permit for building(s)? Yes or No

Notes: _____

3. Documentation from local Sheriff's department that facility is more than 1,000 feet away from school, pre-school and child day-care center premises and meets any other local sex offender residency restrictions?
(Can facility admit all types of offenders?) Yes or No

Notes: _____

4. Is monitoring plan sufficient? (Overnight staff supervision & 3 daily checks is minimum) (Note if 24 hour coverage) Yes or No

Notes: _____

5. Is facility access monitored & limited? Yes or No

Notes: _____

**MEETS MINIMUM QUALIFICATIONS -YES or NO {MEETS = YES for all 5}
or
MORE INFORMATION NEEDED**

INDEPENDENT HOUSING PROPOSAL

Site Name:

Date:

Reviewer:

Criteria	Does not meet/did not address	Meets	Exceeds	Greatly Exceeds
1) Site				
a) Proximity to services/established relationship w/ community agencies	0	1	2	3
b) Zoning and permits in place	0	1	2	3
c) Ready for habitation	0	1	2	3
d) # of residents per living space - adequate or not	0	1	2	3
e) Adequate toilets, showers and sinks	0	1	2	3
f) Facility access limited and monitored	0	1	2	3
g) Overnight staff coverage, 3 daily documented checks	0	1	2	3
h) Adequate resources for resident meal preparation	0	1	2	3
2) Documentation of support for program	0	1	2	3
3) Hiring practices-agency completes background checks on staff/volunteers	0	1	2	3
4) Staffing plan adequate	0	1	2	3
5) Does staff include housing support services staff	0	1	2	3
6) Per diem - amount: _____				
7) Plan for resident self pay extended stay	0	1	2	3
8) Ability/intention to admit all types of offenders	0	1	2	3
9) Current contract provider in good standing	0	1		

Total Score received: _____