

Notice of Opportunity (NOO) **Supportive Housing options in a non-project-based setting**

The Department of Developmental Services (DDS) is currently accepting proposals for DDS qualified providers to establish Supportive Housing options in a non-project-based setting for individuals supported by DDS.

Non-project-based supportive housing is defined by the use of Rental Assistance Program (RAP) vouchers that are purchased by DDS and can be used for assisting low-income individuals with intellectual disability to afford appropriate, safe, and sanitary housing in the private market.

The intent of this NOO is to expand access to integrated, affordable, non-project-based supportive housing settings.

Background

DDS defines Supportive Housing as housing that is not time-limited, that has a primary purpose of assisting the individual to live independently in the community and meet the obligations of tenancy.

Supportive Housing combines suitable, safe, and affordable housing with individualized support services. All residents of this housing must have access to flexible, individualized services for as long as they are needed to achieve and retain permanent housing. Residents of supportive housing should also receive supports to assist with increasing their life skills and achieve greater self-determination.

Supportive housing settings require property owners to partner with our qualified providers to include supportive units in mixed-income affordable housing complexes.

The general elements of a non-project-based Supportive Housing setting are as follows:

a. Affordability –

Units set aside for Supportive Housing should be made affordable to households with incomes less than 50% of the Area Mean Income (AMI), as defined in the Department of Housing (DOH) Rent and Income Limits Guidelines Combined Income Limits guidance document published on the Department of Housing website [here](#), either through a non-project-based rental subsidy or some other mechanism.

When using Rental Assistance Program certificates (RAPs), it is anticipated that such household would pay no more than 30% of the tenant's current adjusted income, which may include Supplemental Security Income (SSI) benefits. Rental limits are defined by DOH in

the Maximum Allowable Rent (MAR) schedule, which determines limits an individual or family may pay towards rent.

b. Services –

1. The provider must have a Service Plan approved by DDS. The Service Plan must be designed to meet the individualized needs of individuals supported in the program. The service plan should ensure access to the non-clinical and clinical services necessary to achieve and retain permanent housing and increase independent living skills. The Service Plan should be clear and concise and updated at least annually in collaboration with the planning and support teams of each DDS individual supported. The Service Plan shall:
 - a. Reflect the importance and value of connecting individuals with other residents in the complex, mainstream resources, federal and state entitlement programs, and healthcare programs. The Service Plan should describe existing and planned linkages with vocational, educational, and healthcare providers within the locality or region to be serviced.
 - b. Incorporate natural supports (family, peers, faith communities, etc.).
 - c. Ensure that services are available for as long as is needed by the individual; and
 - e. Articulate under what circumstances, if any, an individual would be "discharged" from supportive services.
2. The qualified provider must be available to provide direct face to face supports in accordance with the individual's Person-Centered Plan (PCP) within no more than 20 minutes from when an individual requests assistance.
3. The qualified provider is responsible to support the individuals in the coordination of community based and provider delivered services.
4. Providers must be qualified for Individualized Home Supports (IHS).
5. Providers will facilitate inclusive social activities available to all tenants that reside in the apartment complex.
6. Assistive technology will be available and utilized, when possible, to ensure each individual has the opportunity to live as independently as possible.
7. Individuals have their own apartment units but may share with a roommate if agreed upon.
8. Provider assures that a combination of 24 hour on-site and on-call supports are available to all DDS-funded individuals.

c. Setting Requirements -

1. A housing complex consisting of multiple individualized apartments owned by a third-party owner with a management company that oversees the apartment rentals and facilities management.
2. A percentage of no more than 25% of the apartments are designated specifically for people with intellectual disability for a minimum of 15 years.
3. The owner or management company has an executed contract with a DDS qualified provider that outlines responsibilities of the owner and responsibilities of the provider.
4. There is a working partnership that includes ongoing communication between the supportive services provider, property owner, and property management entity.
5. Individuals hold the leases to their apartment.
6. The length of stay is not limited and is determined by the individual and their Planning Support Team, as long as the individual follows the terms of the lease.
7. The individual's use of services or programs is not a condition of tenancy.
8. Portability to another provider while maintaining rental assistance and residence must be allowed. However, this may impact individual's ability to be considered part of the combination of 24 hour on-site and on-call supports referenced above(b8) The individual may hire an agency or staff of their choosing to meet their residential support needs.

Funding Opportunity

The department will select up to three non-project based supportive housing settings per region. Priority will be given to geographical areas that do not currently have project-based supportive housing settings available.

Each non-project based supportive housing setting must initially support three or more individuals with ID in two or more separate apartment units, with a plan to expand the number of individuals within the complex over the first 18 months of operation. No more than 25% of the units in the complex can be used for households utilizing non-project based rental assistance vouchers through DDS.

Participants can live in single bedroom units or may consider two-bedroom roommate arrangements providing they meet income eligibility for Rental Assistance Vouchers.

Providers whose application is accepted will receive the following:

1. A payment equaling \$50,000 to assist with recruitment, administrative, and legal costs associated with the development of a non-project-based supportive housing setting. The payment will be paid in two installments:

- A. \$25,000 will be paid at the outset of the award as a development payment.
- B. The second payment will be made when the final approved participant moves into the setting as an outcome payment.

This must occur by the conclusion of the funding period (December 2024). Providers that do not meet the identified outcome of the number of individuals placed into the setting may receive a pro-rated amount based on the review of the region and whether the provider experienced circumstances that was not under their control.

- 2. Providers may include in their plan staff dedicated to coordinate the development and oversight of the non-project supportive housing setting. DDS will also reimburse for actual costs up to \$100,000 for wages and benefits. No staff can be dually funded by DDS for the supports awarded for in this NOO.
- 3. Providers will be funded for security deposits that are needed by the individuals moving into the non-project-based supportive housing setting. Any security deposit repaid to the individuals during the award period will be deducted from any other expenses requested to be reimbursed by the department.
- 4. Providers will be provided a one-time award based on actual costs of assistive technology and smart home technology or appliances needed to increase a person's independence within the identified apartments in the non-project-based setting.
- 5. Providers will receive a commitment for the number of Rental Assistance Vouchers of the approved participants in the proposal.

Proposal Submission

Acceptable proposals will include:

- 1. Brief Summary of the proposed Supportive Housing arrangement and the agency's experience in providing similar supports (i.e., Individualized Housing Supports, Clustered supports, etc.).
- 2. Setting description – including **location of the housing complex**.
- 3. A description of the arrangements relating to property management, makeup of apartments, accessibility, transportation availability, tenant amenities, etc. Projects should demonstrate a commitment to rent to a diverse population that is inclusive of individuals and families supported by DDS.
- 4. A plan that outlines the number of units available initially as well as potential for additional units in the future.

5. A Service Description – including supports to be provided, on-site staff, community engagement, etc.
6. Apartment rental requirements.
7. A tenant selection plan that describes how applicants will be identified and assisted in renting the Supportive Housing units utilizing the DDS referral process.
8. Budget – budget should include administrative costs associated with the non-project-based apartments, and projected supports based on the timeline. Revenue according to the DDS funding guidelines for individuals who will be living in the non-project based supportive housing setting should be included in the budget.
9. Timeline – Please include a timeline from the start of the award through December 31, 2024.
10. A summary of the outreach that has occurred with the owner/property manager regarding available units.
11. Number of people to be supported in this supportive housing setting initially (minimum of 2) as well as number of additional people that can be supported in this setting over time.
12. Individuals currently supported in other locations that may be interested in this opportunity, i.e., CLA, CRS, CCH, or alternate I.H.S. setting. If individuals are moving from 24-hour congregate settings, additional ARPA transformation initiatives may also apply.
13. Individuals who are currently seeking services (on the portal) who may be interested in this clustered support model.

Current I.H.S. Providers interested in this opportunity should submit a proposal Julie Bouchard at Julie.Bouchard@ct.gov by 4pm on Friday, March 10th, 2023.