



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

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May 31, 2013

To: Executive Director, Texas Council of Community MHMR Centers
Executive Directors, Local Mental Health Authorities

From: Lauren Lacefield-Lewis, Acting Section Director
Community Mental Health and Substance Abuse, Program Services

Subject: Needs and Capacity Assessment for Housing

Overview

The department is requesting analysis of the need for funding of rental and utility stipends to support establishing (in previously underserved communities), expanding, or enhancing evidence-based supportive housing programs.

The Department of State Health Services (DSHS) is asking that local mental health authorities (LMHAs) who wish to be considered for funding submit a Needs and Capacity Assessment (NCA). The Needs and Capacity Assessment for Supportive Housing will be reviewed and scored by DSHS and funding will be awarded to competing LMHAs.

Submission Deadline

The deadline for submission of all Needs and Capacity Assessments to DSHS is no later than 4:00PM CST on Friday, June 28, 2013. Submit all assessments to the following email addresses and format:

To: anna.sonenthal@dshs.state.tx.us
Cc: tegan.henke@dshs.state.tx.us
Subject: SH-NCA (add LMHAs' name)

An email confirmation of receipt will be issued upon submission. Please call (512) 206-5073 if you do not receive confirmation within one business day of submission.

We will be compiling a list of frequently asked questions that will be distributed upon request. Therefore, submit any questions regarding the Needs and Capacity Assessment for supportive housing to Anna Sonenthal at anna.sonenthal@dshs.state.tx.us by June 14, 2013.

Needs and Capacity Assessment

Supportive Housing Projects

I. INTRODUCTION

A. Summary

During the 83rd Texas Legislature session, the DSHS may be directed to quickly move forward on projects to expand and enhance supportive housing in the mental health service delivery system. In order to facilitate a smooth and quick implementation, DSHS has developed a statewide Needs and Capacity Assessment. DSHS is requesting analyses concerning the need for funding of rental and utility stipends to support establishing (in previously underserved communities), expanding, or enhancing evidence-based supportive housing programs.

DSHS is asking LMHAs who wish to be considered for funding submit a Needs and Capacity Assessment. LMHAs must be able to ensure the availability of ongoing clinical services for project participants through Texas Resilience and Recovery. Program participants will be authorized for Service Packages 1-4, and will receive supported housing services and rental assistance as part of that package. The local authorities must commit at least one dedicated supported housing specialist to support this project. This can be an existing staff person or a new hire.

B. Key Components of the Program

Any future funds allocated to LMHAs as a result of this needs assessment shall be used to:

1. Establish, expand, or enhance supportive housing to persons authorized for adult Service Packages 1-4. This includes the following:
 - a. Longer Term Assistance: Identification of persons who are currently homeless that would benefit from approximately 1 year of rental and utility stipends to augment ongoing clinical services including the component services of the Substance Abuse and Mental Health Services Administration (SAMHSA)'s Permanent Supportive Housing Toolkit. Estimated maximum rental and utility assistance per year is \$10,392/person.
 - b. Shorter-Term Assistance: Identification of persons who are imminently homeless who would benefit from approximately three months of rental and utility stipends to augment ongoing clinical services including the component services of SAMHSA's Permanent Supportive Housing. Estimated maximum short term benefit is \$2,598/person. Supportive services are anticipated to continue beyond the period that rental and utility assistance are provided.
2. Assistance finding and maintaining safe and affordable housing according to SAMHSA's Permanent Supportive Housing Toolkit.
 - a. Ensure that no project dollars are used in unlicensed boarding care homes or
 - b. Persons currently residing in unlicensed boarding care homes who wish to move to a safe and affordable housing option may be provided these dollars to support their transition.
3. Ensuring ongoing coordination with other services and providers as needed. This includes coordination with substance abuse treatment providers and programs serving those with criminal justice involvement.
4. Development of clear individual transition plans which include:
 - a. Identification of other housing resources as needed to maintain stable housing for the identified individuals as needed.

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- b. Referral to employment services as appropriate to augment income as appropriate.
- c. Application for Medicaid, SSI or other benefits that may assist a person in maintaining stable housing.
5. Local Authority staff committed to supportive housing and this project shall:
 - a. Actively participate in community efforts related to housing such as local Continuums of Care and local homeless coalitions.
 - b. Actively pursue increased housing resources for the LMHAs through HUD and local housing authorities.
6. Carefully manage available rental dollars to ensure that all available rental dollars are expended each year in alignment with Program Goals for the targeted population.
 - a. LMHAs who do not meet established expenditure benchmarks may have dollars permanently removed from the project budget and re-allocated to new project sites or existing sites in order to maximize the benefit to consumers with these dollars.
 - b. LMHAs will be asked to maintain a balance between longer term assistance and shorter term rental assistance in order to ensure that both those with higher needs and those with lesser/shorter term needs are served.

C. Program Goals

Local Supportive Housing Projects will be designed to:

1. Implement SAMHSA's supportive housing goals:
 - a. Consumer's choice of housing;
 - b. Functional separation of housing and services;
 - c. Decent, safe, and affordable housing;
 - d. Housing integration;
 - e. Access to housing; and
 - f. Flexible, voluntary, and recovery focused services.
2. Increase the availability of other housing resources available to persons served by local authorities through collaborative efforts with traditional sources of housing resources.

II. NEEDS and CAPACITY ASSESSMENT REQUIREMENTS

The Needs and Capacity Assessment shall describe how the local authority will establish, expand, or enhance a supportive housing project by responding to the elements listed in Section II. A.–E. Local Authorities are encouraged to review each section carefully and to address each section completely. The Needs and Capacity Assessment narrative shall be limited in size to 15 (fifteen) 8 ½" x 11" pages, double-spaced with 12 point font. The Needs Assessment narrative shall also make appropriate use of the headings listed in Section II. A.–E. Supporting documents, including any table(s), spreadsheet(s), flowchart(s), letter(s) of support, or written agreement(s) developed and submitted as part of this Needs and Capacity Assessment will not be counted as part of this 15-page narrative limit.

A. Executive Summary

LMHAs may not submit more than one Needs and Capacity Assessment for supportive housing.

1. Describe, in two to three sentences, the proposed supportive housing project.
2. Identify the number of persons to be served and the projected cost per person for both the homeless and imminently homeless populations.

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- a. For each person receiving “short term assistance” approximately two should be getting “long term assistance.” Meaning, the majority of the dollars budgeted should be for longer term assistance.
3. Describe the nature of the planned housing sites (i.e. client-choice, local authority-owned complex)
4. Identify the projected operational date (i.e., date of first service)
5. Describe any experience applying for and managing housing grants through HUD or other housing resources.

B. Demonstrated Need

1. Describe how funding allocated to this project will help fill the gaps and address the needs identified; and
2. Describe, using historical data (i.e., FY2011-FY2012), how the established, expanded, or enhanced supportive housing projects will meet the goals listed in Section I. C. of this Needs and Capacity Assessment.¹

C. Collaboration

1. Provide, using the table format below, a list of all collaborative partners working on the establishment, expansion, or enhancement of a Supportive Housing Project.

Name of Agency	Lead Contact	Title/Role within Agency

2. Include all written agreements with, or letters of support from collaborative partners.
3. Describe the type and extent of the collaborative partners’ participation in the conceptualization, planning, and the development of the existing or enhanced supportive housing project.
4. Describe any additional housing units available to local authorities identified by collaborative partners.
5. Describe any upcoming funding opportunities (such as upcoming HUD grants) that the local authority and collaborative partners have identified.

D. Program Design

1. Briefly describe the targeted service area, including counties served;
2. If any site is anticipated to use homes or apartments with 3 or more unrelated individuals, please describe the physical plant and any licensure requirements;
3. Identify the ongoing services available to project participants including the days/ hours of the proposed housing supports and the service packages targeted for this project;
4. Describe the targeted service area’s availability of housing units and the projects’ process for identification of safe and affordable housing units;

¹ Valuable historical data may include, but is not limited to:

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5. Describe the project's plan to maintain relationships with landlords, housing resources and other essential partners in an effective supportive housing project;
6. Describe how the supportive housing project will ensure prompt access to, and the ongoing delivery of individualized services through Adult TRR service packages;
7. Provide a description, and flowchart documenting how individuals:
 - a. Are identified for supportive housing;
 - b. Supportive housing is incorporated into individualized treatment plans including:
 - i. Development of transition plans;
 - ii. Linkage with housing resources and other available benefits;
8. Describe the assistance available through the local authority's Benefits Coordination Office and supported employment services available through DARS and the LMHAs;
9. Describe the LMHA's plan to ensure that dollars are closely tracked, that expenditures are occurring based on established benchmarks and not left unspent at the end of the year.

E. Work Plan

Provide a detailed work plan that clearly outlines:²

1. The tasks and activities required for development and implementation of the supportive housing project;
2. The individuals responsible for completion of the tasks and activities required for development and implementation of the supportive housing project;
3. The target dates for completion of the tasks and activities required for development and implementation of the supportive housing project.

F. Program Budget

Provide separate FY2013 and FY2014 Supported Housing Service Projects budgets using the FY2014 Budget Schedules (Please see Attachment A).

III. SUBMISSION DATE

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Cc: tegan.henke@dshs.state.tx.us

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IV. DEPARTMENT SELECTION

A. Review Criteria

Contract amendments will be executed based on the overall merits of the proposal as well as the needs of the Mental Health and Substance Abuse system in the State of Texas, with final approval from the department, at the department's sole discretion. DSHS will review the

² A table(s) with detailed tasks and projected dates for completion may be the best way to display the detailed work plan.

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submitted documents to determine which Supported Housing Projects will be funded using the following criteria:

1. The clarity and clinical appropriateness of the Project overall;
2. The appropriateness of the establishment, expansion or enhancement of a Supportive Housing Project within the proposed service area;
3. The Supportive Housing Project's ability to close the proposed service area's existing system gaps or meet identified needs;
4. The Supportive Housing Project's alignment and coordination with:
 - a. The proposed service area's existing Texas Resilience and Recovery System; and
 - b. Local/regional housing resources available in that community.
5. The potential impact on:
 - a. The local criminal justice system;
 - b. The local emergency room(s); and
 - c. Other collaborative partners within the proposed service area.
6. The projected operational date for the Supported Housing Projects; and
7. The overall cost-effectiveness of the proposed project including plans to monitor expenditures and avoid unspent dollars.

B. Contract Negotiations

DSHS staff along with the local authority will identify and negotiate specific Supportive Housing Projects requirements for incorporation into a final contract amendment. During these negotiations, Project budgets, and specific Project goals and objectives, may require modifications. Once the contract negotiation process is complete, the department will prepare the contract amendment for execution.