



**DEPARTMENT OF HOUSING  
AND COMMUNITY DEVELOPMENT**

**7800 Harkins Road  
Lanham, Maryland 20706  
301-429-7400  
<https://dhcd.maryland.gov/>**

**REQUEST FOR APPLICATIONS**

**For**

**The Development of Residential Treatment and  
Respite Facility for Post-Partum Women who are  
Homeless or At-Risk of Homelessness.**

**ISSUE DATE: November 6, 2019**

**RESPONSE DEADLINE: January 15, 2020**

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## **1. SCOPE OF THE REQUEST**

Through this Request for Applications (“RFA”), the Maryland Department of Housing & Community Development (“DHCD”) is seeking proposals from Eligible Applicants (as described below in Section 2) to develop Supportive Housing for Mothers with Substance Abuse Disorders. DHCD will allocate up to \$2 million of capital funding under this RFA for eligible projects that submit a response to this RFA. DHCD may offer additional funding if deemed appropriate based on the amount of applications received.

### *Addressing the Opioid Crisis in Maryland*

In 2017, in Maryland, 3,000 babies were born addicted to opioids. Out of every 1,000 deliveries in Maryland, 10 to 19 mothers are opioid-addicted. Newborns that are born with Neonatal Abstinence Syndrome require longer hospital stays—up to 17 days—compared to approximately two days for a non-addicted newborn. The average hospital cost for newborns dealing with withdrawal is \$67,000, compared to approximately \$3,500 for non-addicted newborns.

Infants who are born suffering from withdrawal from opioids or other illicit and legal substances require additional medical resources to help them detox. Infants that are exposed to opioids or medically prescribed medicine for addiction during pregnancy are at risk of Neonatal Abstinence Syndrome. This syndrome can cause trembling, irritability, vomiting, and diarrhea, which can last up to four weeks after birth. Possible long-term effects of Neonatal Abstinence Syndrome include birth defects, seizures, premature birth, and poor intrauterine growth. Along with these effects are increased risks of developmental delays, poor social engagement, shorter attention spans, and issues with motor development. Neonatal Abstinence Syndrome affects nearly 1 out of 6 newborns in the United States.

Thus, from both an economic and social perspective, there is a tremendous need for programs dedicated toward eliminating Neonatal Abstinence Syndrome.

The goal of this RFA is to promote the development of supportive housing for expectant mothers and post-partum mothers dealing with substance abuse. A supportive housing environment will assist in their recovery and promote a healthy family environment. Expectant mothers who become residents of supportive housing developed as a result of this RFA will benefit from a program in two ways: (a) they will benefit from the reduced dependency on illegal and legal drugs; and (b) their babies will then have the opportunity to be born free of illegal and legal drugs. For expectant mothers who are successful in supportive housing, additional days and costs needed in the hospital under neonatal care for detox of infants will be eliminated. The long-term impact of the program will decrease costs associated with recovery time within the hospital, ongoing medical costs, social work costs, and educational costs in the future. Post-Partum mothers will benefit by the ability to recover from substance abuse disorders and raise their children without challenges associated with addiction.

## **2. ELIGIBLE APPLICANTS**

Proposals in response to this RFA must be submitted by either a nonprofit organization or a local government.

### **3. FUNDING AVAILABLE UNDER RFA**

Up to \$2 million will be awarded through this RFA. DHCD may elect to fund more than one (1) project for which an application is submitted in response to the RFA.

### **4. MINIMUM REQUIREMENTS**

The application must meet the following minimum requirements to be deemed eligible and responsive to this RFA:

- The project must be sponsored by an Eligible Applicant, as described above in Section #2.
- All documents and certifications as detailed below in Section #6 must be submitted and deemed to be complete by DHCD staff.
- Applicant must be eligible to do business with the State of Maryland under applicable laws and regulations, including not being suspended or debarred.
- The proposed development must commit to serving eligible participants meeting the following criteria:
  - (1) Expectant mothers or post-partum mothers; and
  - (2) Who are seeking assistance for recovery from a substance use disorder; and
  - (3) Who are homeless or at-risk of homelessness.

All applications that meet the minimum requirements will undergo a full evaluation in accordance with the Evaluation Criteria as detailed below in Section 5.

If an application is determined to not meet the minimum requirements, Applicant will be notified in writing.

### **5. EVALUATION CRITERIA**

All applications meeting the minimum requirements will be scored in accordance with the evaluation criteria detailed below.

DHCD will accept proposals for newly constructed, rehabilitated, or existing housing.

Applications that score the highest will be considered for award. The following will be the primary considerations in the selection process:

#### **A. Readiness to Proceed (up to 50 points)**

The proposal must include a project timeline indicating major milestones, including when project units will be ready for occupancy. Scoring in this category will be determined as follows:

- **(40-50 points):** Project will be ready to start construction or renovation within 12 months of the notice of award under this RFA
- **(20-39 points):** Project will be ready to start construction or renovation within 12-24 months of the notice of award under this RFA
- **(0-19 points):** Project will be ready to start construction or renovation within 24-36 months of the notice of award under this RFA

In awarding points for this criterion, DHCD will take into consideration the timetable submitted by Applicant, any information supporting Applicant's ability to adhere to the timetable, evidence of the status of any local approval process as it relates to the proposed project, and other relevant factors associated with commencement of the proposed project.

## **B. Experience and Capacity of Applicant (up to 50 points)**

The proposal must include information regarding the relevant experience and capacity of Applicant and the development team to undertake the proposed project. Scoring in this category will be determined as follows:

### **i. Construction & Development (up to 10 Points)**

- Necessary production, construction, and technical equipment and facilities, or the ability to obtain them;

### **ii. Operational & Organizational Development (up to 10 Points)**

- Necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;

### **iii. Good Standing (up to 10 Points)**

- Good Standing with SDAT;
- Satisfactory performance record and past experience with DHCD;

### **iv. Supportive Services Experience (up to 10 Points)**

Demonstrated track record (either directly or through partnerships with licensed providers) in providing services for substance use disorder for expectant mothers or post-partum mothers and their newborns, including:

- SUD treatment, including, if appropriate, medication assisted treatment with a long-acting non-addictive medication approved by the federal Food and Drug Administration for the treatment of opioid or alcohol

- dependence;
- Counseling;
- Life skills classes;
- Parenting skills classes; and
- Other services designed to prepare the women for life with children outside of the residential care facility.

**v. References (up to 10 Points)**

- Specific references and experience related to the given proposed project.
- Demonstrated experience in undertaking projects of a similar scope
- Demonstrated staff and financial capacity to undertake the project
- Letters of Reference from third-partied who can address the applicant's experience to undertake the project
- Contact information for third-parties willing to speak to the applicant's experience to undertake the project

**C. Financial Feasibility of Proposal (up to 50 points)**

The proposal must include information regarding the financing of both construction/renovation as well as ongoing operations of the proposed project as evidenced by documentation of other funding sources and submission of a capital budget and a 20-year projected operating proforma. Scoring in this category will be determined as follows:

- **(50 points):** The project's budget documents (capital budget and 20-year operating pro forma) indicate that 100% of all required financing (not including the funding requested through the RFA) is committed as of the date of the application.
- **(30-49 points):** The project's budget documents (capital budget and 20-year operating pro forma) indicate that 50-99% of all required financing (not including the funding requested through the RFA) is committed as of the date of the application.
- **(15-29 points):** The project's budget documents (capital budget and 20-year operating pro forma) indicate that 25-49% of all required financing (not including the funding requested through the RFA) is committed as of the date of the application.
- **(0-19 points):** The project's budget documents (capital budget and 20-year operating pro forma) indicate that less than 25% of all required financing (not including the funding requested through the RFA) is committed as of the date of the application.

**D. Supportive Services Plan (up to 50 points)**

The proposal must include information regarding the plan for supportive services for the proposed project. Scoring in this category will be determined as follows:

- Experience providing the scope of services outlined above, as demonstrated by a narrative summary of Applicant's experience, resumes of key staff identified as responsible for performing the work under any contract with DHCD, if Applicant is selected.
- Services must be provided to the eligible participants who are diagnosed with SUD, both in the residential treatment facility and through home visits following completion of the treatment program.
- Ability to accommodate up to two children per eligible participant in the residential treatment facility.
- Ability to refer the eligible participant for Medication Assisted Treatment (MAT) services to coordinate treatment with a licensed Opioid Treatment Program (OTP) or a DATA waived physician.
- Ability to obtain appropriate accreditation and licensure from the State of Maryland to become a residential treatment facility pursuant to COMAR 10.63.03 within 12 months of funding award.
- Ability to become enrolled as a Maryland Medicaid Provider and meet ASA Level 3.1 provider criteria pursuant to COMAR 10.09.06.04 and COMAR 10.63.03 within 12 months of funding award.

## **6. RESPONSE PROCESS**

### **A. Manner of Response**

Questions or comments related to the project can be directed to:  
[rfa.dhcd@maryland.gov](mailto:rfa.dhcd@maryland.gov)

Responses must be submitted via email to [rfa.dhcd@maryland.gov](mailto:rfa.dhcd@maryland.gov) in PDF format & 3 Hard Printed Copies to:

**Dayna Harris**  
**Group Home Program Manager**  
Maryland Department of Housing &  
Community Development (DHCD)  
7800 Harkins Road  
Lanham, Maryland 20706  
301-429-7845  
[dayna.harris@maryland.gov](mailto:dayna.harris@maryland.gov)

**Shannon Lee**  
**Special Assistant**  
Maryland Department of Housing &  
Community Development (DHCD)  
7800 Harkins Road  
Lanham, Maryland 20706  
301-429-7648  
[shannon.lee@maryland.gov](mailto:shannon.lee@maryland.gov)

**The deadline for submission is January 15, 2020 at 3:00 P.M. Eastern Time.** Applications must be received by Dayna Harris & Shannon Lee by this date and time. Applications that do not contain all of the required items as listed in this RFA may be determined ineligible for further consideration.

**B. Items to be Submitted**

Applicant must submit documentation in response to the requirements listed in each category heading summarized below. Applicant must also submit the Application Coversheet and the Certification of Company forms attached to this RFA as Appendices A and B.

- i. Application Coversheet (Appendix A)
- ii. Certification of Company (Appendix B)
- iii. Narrative summary of Applicant to address in detail each of the four (4) Evaluation Criteria detailed above. The narrative should not exceed 5 pages.
- iv. Relevant documentation (included in an attachment to the proposal) that provides additional support to the Narrative summary for each of the four (4) Evaluation Criteria detailed above.

**C. Confidential Information**

Applicants shall identify any information contained in an application that is contended to be constituted confidential commercial information, confidential financial information, trade secrets, or that Applicant otherwise contends to be confidential.

**D. Amendments to RFA**

The Office reserves the right to waive any formalities on the RFA process, to re-issue the RFA, to amend the RFA, to extend the dates provided herein, or to suspend the RFA as DHCD may determine, in its sole discretion, is in the best interest of DHCD.

## **7. REVIEW OF APPLICATIONS**

A. Applications will be reviewed by DHCD staff and scored in accordance with the scoring criteria identified above, which may be based upon supplemental information requested by DHCD. Applicant receiving the highest score will be considered for an award of funding.

B. DHCD reserves the right to conduct such discussions as it deems necessary to assist in the evaluation of any application, to secure maximum clarification and completeness of any application, and to select the application that best meets the requirements of DHCD and the public interest. DHCD further reserves the right to conduct such investigations as it deems necessary to assist in the evaluation of any application and to establish the experience, responsibility, reliability, references, reputation, business ethics, history, qualifications and financial ability of Applicant. The purpose of such investigation is to satisfy DHCD that Applicant has the experience, resources and reputation necessary to perform the work.

## **8. ADDITIONAL INFORMATION**

### **A. Questions**

Any request for information or questions concerning RFA must be submitted via email to Dayna Harris & Shannon Lee no later than **January 15, 2020 at 3:00 p.m.** DHCD will compile and distribute all inquiries and responses on our website at [www.dhcd.maryland.gov](http://www.dhcd.maryland.gov).

### **B. Information Session**

An information session will be held as follows:

Date:	November 6 <sup>th</sup> , 2019
Time:	11:00 a.m.
Location:	DHCD Conference Room 201-203

**APPLICATION COVER SHEET**

Name of Local Government or Non-Profit Organization:

Address:

Phone Number:

Fax:

Email:

Web Site Address:

**QUALIFICATION**

Contact Person:

Title:

Email Address:

Phone Number:

Fax:

Email:

Web Site Address:

Contract Signatory Authority:

Title:

**APPENDIX B**

**CERTIFICATION OF APPLICANT**

I hereby certify that the information contained in the Application submitted herewith, for funding for the development of residential treatment and respite facility for post- partum women who are homeless or at-risk of homelessness, and any attachments thereto, includes information that is true and correct and an accurate representation of services proposed to be provided by this organization. I acknowledge that I have read and understand the requirements and provisions of the RFA and agree to any terms and conditions included therein.

Applicant: \_\_\_\_\_  
[Applicant Entity Full Legal Name]

Signature: \_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

I certify that I am the \_\_\_\_\_ of the Applicant entity named above, and I am legally authorized to sign this and submit the above-referenced application to the Maryland Department of Housing & Community Development (DHCD) on behalf of said entity.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_