Request for Proposals

Agencies to Apply for New Rapid Re-Housing Projects in the Cincinnati/Hamilton County Continuum of Care

Background

In the FY18 Program Competition, Ohio Development Services Agency (ODSA) awarded $400,000.00 of funding through the Homeless Crisis Response Program (HCRP) to Strategies to End Homelessness, Inc. (STEH) for one or more new Rapid Re-housing (RRH) projects. STEH, along with the Continuum of Care's (CoC's) board, the Homeless Clearinghouse (CoC Board), (collectively the CoC Team) is soliciting from eligible applicants new RRH project proposals to carry out the terms of the award through this Request for Proposal (RFP).

The goal is to serve a minimum of 50 Transition Age Youth (ages 18 to 24 years) and single adult households. The term of this project is March 1, 2019 through December 31, 2020 and is renewable.

The following sections outline the process and timeline for submission of RRH proposals, minimum requirements for eligible applicants, and requirements for proposals.

Any questions can be directed to Amy Stewart, Director of Planning and Evaluation at STEH (astewart@end-homelessness.org).

Eligible Applicants

To be eligible to respond to this RFP, applicants must meet the following requirements:

- Be a non-profit organization.
- Have experience implementing RRH projects for Transition Age Youth ages 18 to 24 years and/or single adults.
- Be able to meet the goal of serving a minimum of 50 households with RRH assistance.
- Be in good standing with the UFA of the CoC OH-500 regarding compliance and financial issues.

Priorities and Requirements for Proposals

Eligible applicants may submit RRH project proposals for projects serving Transition Age Youth ages 18 to 24 years and single adults within the Cincinnati/Hamilton County area and may propose to use the funding for rental assistance, supportive services and administrative costs.

Please note that there is no match requirement for rapid re-housing activities under HCRP funding through ODSA.

Funding Request Limits and Requirements

Applicants may request up to a total of $400,000.00 for RRH projects in this competitive HCRP grant through ODSA.

The grant term will be from March 1, 2019 through December 31, 2020, although funding will be renewable if awarded.

Applicants may request funding for RRH and administrative costs only within the following limitations:

Rapid Rehousing (including rental assistance and supportive services): $380,000
Administrative: $20,000
Total: $400,000

Priorities and Process for Selection of Applicants

When selecting applicants to carry out the proposed RRH projects, the CoC Team may consider the following criteria when prioritizing applicants, the weight of each criterion to be determined at the discretion of the CoC Team:

- Applicants with understanding of and documented experience in implementing programs that utilize best practices serving Transition Age Youth ages 18 to 24 years and/or single adults experiencing homelessness
- Applicants with documented experience administering RRH programs and funds
- Applicants with sufficient organizational capacity to implement a project aiming to serve at least 50 households annually
- Applicants with documented experience engaging in system coordination and planning efforts
- Project proposals serving areas and subpopulations of the city of Cincinnati and Hamilton county with greatest need for RRH
- Applicants with documented history of compliance with applicable regulatory standards, including but not limited to HQS and spending thresholds.

Upon receipt of proposals, the CoC Team may follow up with applicants if there are questions or if additional information is needed.

Applicants selected to administer RRH projects will be required to work with the CoC Team to finalize project design and create a cohesive application. As part of this process, the CoC Team may request applicants to modify budget targets to ensure appropriate distribution of funding.

Applicants selected to administer RRH projects will be required to complete full applications to the CoC Team and are solely responsible for ensuring applications are successfully submitted.

Process and Timeline for Submission of Project Proposals

Interested applicants must adhere to the following process and timeline when submitting project proposals:

Due Date	Activity
Friday, February 22, 2019	• Notify STEH at rfp@end-homlessness.org and/or astewart@end-homelessness.org by 5:00 pm of intent to submit proposal.
Friday, March 1, 2019	• Submit proposals to STEH by 5:00 pm at rfp@end-homlessness.org and/or astewart@end-homelessness.org for review.
Friday, March 15, 2019	• Applicants may be called to present project proposals to the Homeless Clearinghouse at its monthly meeting on 3/15/19. Upon completion of presentations at that meeting, any person holding a voting seat on the Clearinghouse who may be employed by an agency seeking funds in this competition will vacate the meeting room, allowing for a competitive vote by the Homeless Clearinghouse on the project funding.

Complete the Proposal Form for a term of March 1, 2019 through December 31, 2020. Depending on funding availability, this may be extended.

Supplemental Submission Items
Sub-Recipient/Partner Agency Agreements
Applicants working with one or more sub-recipients or partner agencies must provide a copy of the Memorandum of Understanding, Memorandum of Agreement, or similar document defining each party's role and responsibilities in the administration and implementation of the project. Copies of these documents in PDF format (so that signatures are included) should be submitted with the proposal form.

Notify STEH by 5:00 pm Fri, February 22, 2019
at rfp@end-homlessness.org and/or
astewart@end-homelessness.org of intent to submit proposal.

Completed RRH Project Proposal Forms must be emailed to Strategies to End Homelessness at
rfp@end-homelessness.org and/or astewart@endhomelessness.org
by 5:00 pm Friday, March 1, 2019

RRH Project Proposal Forms
ARE DUE BY 5:00 pm Friday March 1, 2019

OH 500 Cincinnati/Hamilton County Continuum of Care
Targeted RRH Project Proposal Form

CONTACT INFORMATION

Provide contact information for the person(s) completing and submitting the proposal.

1. **Contact Name:**

Contact Title:
Contact email Address:
Contact Phone Number:

PROPOSED NEW PROJECT INFORMATION

2. **Applicant:**
3. **Organization Type:** please complete

4. **What areas/neighborhoods does this project propose to serve?**

5. **Project Name:**

6. **Grant Term:** March 1, 2019 through December 31, 2020.

7. **Provide a general description of the project:**

The description must include confirmation of the required target population, type of housing to be provided and number of units, and proposed length of time participants will be served (maximum 500 characters).

8. **Briefly describe how Housing First practices will be used in this project:**

For more information about Housing First, visit http://www.endhomelessness.org/pages/housing_first. If other best practices will be used, the description should identify which practices will be used and how the sub-recipient will ensure fidelity to the model (best practices may include Motivational Interviewing, Trauma-Informed Care, etc).

9. **Describe how this project meets community needs in its service area:**

A competitive description should include discussion of any gaps in inventory in the neighborhood to be served.

10. **Describe how this project fits in with existing programs in the CoC.**

PROPOSAL INFORMATION

11. **Proposing Subrecipient:**
    - **Employer/Taxpayer Identification Number (EIN/TIN):**
        - Format: 12-3456789
    - **Legal Name:**
    - **Organization Type: _____**
    - **Organizational DUNs:**
    - **Address:**
    - **Address 2:**
    - **City:**
    - **County:**

- **State:** Ohio
- **Zip / Postal Code:**

Alternative Contact:

- **Name:**
- **Title:**
- **Organizational Affiliation:**
- **Telephone Number:**
- **Email:**

12. **Is the subrecipient in good standing with STEH and/or delinquent on federal debt?** please complete
    - **If yes, explain:**

EXPERIENCE OF PROJECT SUB-RECIPIENT(S) AND PARTNERS

Describe the specific type and length of relevant experience for the applicant and partners involved in implementing the project.

13. **Describe the experience of the applicant in effectively utilizing federal funds and performing the activities proposed:** Describe experience of the applicant related to working with persons experiencing homelessness. (6,000 characters max):

14. **Describe the experience of the applicant in leveraging other Federal, State, local, and other private sector funds:**

15. **Describe applicable experience relating to the administration of rental assistance (3,000 characters max):**

16. **Are there any unresolved monitoring or audit findings on HUD grants,** please complete
    - If yes, explain:

17. **Are there any unresolved monitoring or audit findings on ODSA funded grants?** please complete
    - If yes, explain:

18. **Describe the applicant's experience with providing rapid rehousing to the targeted population ?** please complete

TYPE AND SCALE OF HOUSING

For each housing type in the project, enter the number of units, beds, and bedrooms that will be used to house the participants, at a point-in-time (a given night). If you plan to use multiple housing types, copy and paste this section and provide all required information as necessary for each housing type. Review the definitions below and ensure that information is entered for each housing type in the project.

Definitions – Housing Types

- **Clustered apartments**. Each individual has a self-contained housing unit located within a building or complex that houses both persons with special needs—e.g., homeless or formerly homeless persons, persons with substance abuse problems, persons with mental illness, or persons with AIDS/HIV—and persons without any special needs.
- **Scattered-site apartments (including efficiencies)**. Each individual has a self-contained apartment that is dispersed throughout the community.
- **Single-family homes/townhouses/duplexes**. Each individual has a self-contained, single-family home/townhouse/duplex that is dispersed throughout the community.

19. Housing Type: please complete

- **Total number of each for Selected Housing Type**
  - **Units:**
  - **Beds:**
  - **Bedrooms:**

PROJECT PARTICIPANTS

Please indicate the households/persons to be served by the project as well as the number of persons, characteristics, and subpopulations within each household in the project. The numbers should reflect the number of households and persons that the project can serve **at a point-in-time (any given day),** not over the course of a full year. For example, if the proposed project will serve up to five individuals at one time, then you would enter '5' into the *Total Number of Households*, and provide estimates of the number who are veterans, or who have disabilities, etc.

20. Total Number of Households

Indicate the total number of each type of household to be served at a point-in-time for the project, and the total persons of the various characteristics in those households.

21. Targeted Subpopulations

If Applicant's Agency has an additional focus on subpopulations, such as (but not limited to) veterans, or persons living with HIV/AIDS, please explain that project focus.

PROJECT BUDGETS

Targeted RRH projects funded under HCRP through ODSA may request funding for Rental Assistance, supportive services and administrative costs only. Refer to the ESG Program federal regulations for details about eligible costs

Project grant term: March 1, 2019 through December 31, 2020.

22. Rental Assistance Budget

The rent requested for each unit size must not exceed the published Fair Market Rent (FMR) for the project area. The most recent FMRs are available online at: http://www.huduser.org/datasets/fmr.html.

23. Summary Budget

In the table below provide summary information about the total funding request for the total term of the project for each completed budget line. Enter the appropriate amount of administrative costs for the project – no more than the 10% budget cap provided.

Activities	Funds Requested
1. Rapid Rehousing (including rental assistance and supportive services)	
2. Administrative Costs (Up to 10% of line 3)	
Total Request (Total lines 1 & 2)	