

# STRATEGIES TO END HOMELESSNESS

Request for Proposals

Dated: 2/25/2020

[Abstract](#)

Funded Full Time Shelter Diversion Case Manager Position  
for implementation in Cincinnati/Hamilton County, Ohio.

Strategies to End Homelessness

## Agency and Project Overview

Since 2007, Strategies to End Homelessness (STEH) has developed a nationally recognized, comprehensive system of care for people experiencing homelessness and those at risk of homelessness in Greater Cincinnati. STEH's goal is to reduce and eventually end homelessness in our community. To accomplish this goal, STEH works to prevent as many people from entering homelessness as possible, assist people experiencing homelessness by providing high-quality services targeted at helping them back into housing, and solve homelessness through stable housing.

STEH works in partnership with 30 homeless service agencies to provide a centralized emergency shelter hotline, shelter diversion, street outreach, emergency shelter and housing solutions, and brings an unprecedented level of coordination and effectiveness within the homeless service system.

Shelter Diversion targets people who both local and national data indicate are most likely to fall into homelessness in the very near future- those who have already lost their own housing, are living in doubled up situations and running out of places to stay. Our diversion program provides short term (3-6 months) rental assistance paired with robust case management services provided by our partner agencies. STEH is the lead agency of the Shelter Diversion project, while case management services are provided by our local direct service partners. Funding for the project comes from the City of Cincinnati, Ohio Developmental Services Agency (ODSA), and the United Way of Greater Cincinnati.

**STEH is seeking applicants interested in being a partner in the Shelter Diversion Program, including receiving funding for a Full-Time Shelter Diversion Case Manager.**

## 1. Applicants & Project Details

### 1.1 Eligible Applicants

To be eligible to submit a proposal in response to this request, applicants must meet the following requirements:

- Be a nonprofit organization, State, local government, or instrumentality of State or local government
- Have experience administering federal and/or state funds, and be in good standing with current funders
- Have experience administering programs and services that assist people experiencing homelessness and/or housing crises
- Use the designated community Homeless Management Information System for all data tracking and reporting required under the Shelter Diversion program.
- Provide adequate information for STEH to evaluate the risk posed by entering into a funding agreement, including but limited to, an audit of financial statements, a Single Audit if one is completed, and financial and administrative policies and procedures.
- Projects must operate in accordance with 24 CFR 576, and all other applicable federal, state, local, and community requirements
- Not be debarred, suspended or otherwise excluded from or ineligible for participation in Federal programs or activities and must comply with the provisions in 2 CFR 180

## 2. Project Details

A full-scale crisis response system is able to assist households in avoiding an episode of homelessness when a safe and appropriate housing solution can be identified. An effective shelter diversion program

provides a combination of supportive services, reconnection support and/or mediation, and financial assistance to stabilize participants until permanent housing is achieved. Interventions are flexible and individualized to meet the needs of each individual at imminent risk of entering homelessness.

## 2.1 Requirements

- Selected agency will complete independent search to hire one Full-Time Shelter Diversion Case Manager. Salary and benefits for this position can be billed to Strategies to End Homelessness, up to a total amount of \$50,000 annually.
- Selected agency must either accept all referrals from Central Access Point, or have an identified process by which they plan to identify eligible participants (to be described in detail on attached template). This plan must be approved by Strategies to End Homelessness.
- Both the Shelter Diversion Case Manager and Supervisor must attend an Orientation Training held at Strategies to End Homelessness.
- Other requirements pertaining to data collection, participation in meetings and eligibility determination are laid out in the sample Contract and Scope of Work that can be found in the appendix of this document.
- Use the designated community Homeless Management Information System for all data tracking and reporting required under the Shelter Diversion program
- Operate in accordance with 24 CFR 576, and all other applicable federal, state, local, and community requirements.

## 2.2 Key Performance Metrics

This program is funded by both local, City, and State funders. In order to continue receiving this valuable resource for the community, we must continue to uphold the high standard of excellence in our performance outcomes. Below is a table showing the standards all Shelter Diversion partners are expected to achieve.

<b>Metric</b>	<b>Target</b>
Household income increased from intake to exit (all adults)	60%
Households maintain housing stability for at least 12 months	95%
Households exit to permanent destinations	95%
Number of households served increased over previous year	Yes

## 3. Evaluation Process

### 3.1 Priorities and Process for Selection of Applicant

The evaluation team consists of STEH staff. When selecting the applicant to carry out the activities laid out in this RFP, the evaluation team will prioritize the following:

- Applicants with experience serving persons experiencing homelessness
- Applicants with experience serving persons at imminent risk of homelessness
- Applicants with understanding of and experience implementing programs that utilize best practices in serving those experiencing homelessness
- Applicants with experience in administration of federal funding

Upon review of proposals, the evaluation team may follow up with applicants if additional information is needed. If the evaluation team determines that the requirements set forth in this RFP were not met by current applicants, STEH reserves the right to either release another RFP or to follow-up with applicants to explore the possibility of revising original proposals to meet all requirements. Additionally, applicants may be invited to participate in one-on-one and group discussions to provide clarifying information before a decision is considered final.

#### 4. Process & Submission Details

##### 4.1 Questions

All questions and comments about the RFP and proposal process must be in writing and emailed to [jhummer@end-homelessness.org](mailto:jhummer@end-homelessness.org) by March 13<sup>th</sup>, 2020.

##### 4.2 Proposal Deadline

The submission deadline for this RFP is **March 20<sup>th</sup>, 2020**. This RFP is being published with a companion proposal template; all submissions should use the template format without changes to headings or sub-headings. Applicants must submit a .doc and a .pdf version of the full proposal to [jhummer@end-homelessness.org](mailto:jhummer@end-homelessness.org) by this submission deadline.

##### 4.3 Proposal Withdrawal

Respondents may withdraw a proposal at any point in the process. A notification of withdrawal should be sent to [jhummer@end-homelessness.org](mailto:jhummer@end-homelessness.org). A brief explanation of the reason(s) for the withdrawal would be appreciated. Respondent will receive a confirmation within two business days of receiving the notification.

#### 5. Timeline\*

Activity	Date
<b>Release of RFP &amp; Proposal Template</b>	February 25, 2020
<b>Deadline to submit questions</b> <a href="mailto:jhummer@end-homelessness.org">jhummer@end-homelessness.org</a>	March 13, 2020 4:00pm EST
<b>Proposal Packets due</b> <a href="mailto:jhummer@end-homelessness.org">jhummer@end-homelessness.org</a>	March 20, 2020 4:00pm EST
<b>Anticipated Announcement of Selected Applicant</b>	Week of March 30, 2020

\*STEH reserves the right to amend this timeline. Changes will be posted to:  
<https://www.strategiestoendhomelessness.org/category/news/>

After the proposal review is complete, selected applicant will receive a conditional funding award. Contract discussions will be completed prior to issuance of funding contracts. Funded project is expected to begin as early as May 1, 2020, depending on the capacity of selected partner to onboard their identified staff person.