
Combined Request for Proposals

RFP # 17-002

Issued by:
Wake County, City of Raleigh and
The Raleigh Wake Partnership to End and Prevent
Homelessness



Homeless Housing Services Fiscal Year 2017-2018 and Fiscal Year 2018-2019

**Proposals Due: Thursday, January 26, 2017
2:00 P.M. Eastern Time**

INTRODUCTION

Wake County, City of Raleigh and The Raleigh Wake Partnership to End and Prevent Homelessness (The Partnership) announce the availability of funding for the following activities: Rapid Re-Housing, Homelessness Prevention, and Emergency Shelter Services to assist households (individuals and families) who are homeless or at-risk of becoming homeless.

The time period that the funding will cover is Fiscal Year 2017-2018 and Fiscal Year 2018-2019. Please review this document for details concerning proposal requirements for this funding.

BACKGROUND & GENERAL INFORMATION

Wake County, City of Raleigh and The Partnership are collaborating to issue this RFP. This RFP makes available City of Raleigh Emergency Solutions Grant (ESG) funds, Wake County Homeless Agency Funds, and State ESG funds that are available to the Partnership through the annual State ESG application. City ESG and NC ESG funds awarded through this RFP are subject to federal ESG regulations and requirements. <https://www.hudexchange.info/esg/>

The purpose of this funding opportunity is to:

- Prevent or Divert persons from entering homelessness or the homeless service system (Housing Stabilization). See Attachment F for At-Risk Homeless Definition.
- Rapidly Re-House individuals and families who are currently homeless (Housing Stabilization).
- Provide assistance to Emergency Shelters for general operations and case management services (Emergency Response). See Attachment E for Homeless Definition.
- Provide Street Outreach, emergency care and services to unsheltered persons (Emergency Response). See Attachment H for Emergency Shelter Standards.

See Combined RFP Activity Definitions and Compliance Attachment D for full definitions of these activities.

Eligible Applicants: Applicants must be a non-profit agency whose mission includes homeless shelter and/or housing services.

Eligible Recipients and Sub-recipients: Eligible sub-recipients must be a designated 501c3 nonprofit and listed in the proposal.

The intent of this Combined RFP is to provide funding to support system changes endorsed by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. Activities funded under this combined funding process are intended to target the following populations of persons facing housing instability:

1. Program participants must have an annual income below 30 percent of area median income (AMI) for the area as determined by HUD. This is verified at intake for prevention activities and at 12 months for rapid re-housing activities. Income limits are available on HUD's web site at: <https://www.huduser.gov/portal/datasets/il/il16/index.html>. See Attachment G for extremely low income limits.

2. Individuals and families who are experiencing homelessness according to HUD’s definition found in the *HEARTH: Defining “Homeless” Final Rule*. A summary can be found in an attachment to this application information packet. The definition can be found at: <https://www.onecpd.info/resource/1928/heart-defining-homeless-final-rule/>
3. Individuals and families who are at risk of becoming homeless, according to HUD’s definition in HEARTH. The definition can be found at: <https://www.onecpd.info/resource/1975/criteria-for-definition-of-at-risk-of-homelessness/>

The full interim rule can be found at: <https://www.onecpd.info/resource/1927/heart-esg-program-and-consolidated-plan-conforming-amendments/>

FUNDING INFORMATION

Wake County, City of Raleigh and The Partnership expect to allocate approximately \$1,200,000 in response to this Request for Proposals to improve outcomes for citizens experiencing homelessness or at risk of experiencing homelessness.

All contracts are contingent upon receipt of funding appropriations from the City of Raleigh, Wake County, the State of North Carolina and the U.S. Department of Housing and Urban Affairs. Each funder will negotiate and issue contracts directly with an agency for a specific approved activity(ies).

Distribution of Funds

No more than 60% of the ESG funds available through this RFP will be for emergency shelter activities and at least 40% of the ESG funds available will fund housing stability activities (rapid re-housing, prevention).

Funding Outcomes

- Prevent or reduce person’s entering/experiencing homelessness.
- Reduce the length of time persons remain homeless.
- Reduce returns to homelessness.
- Households experiencing homelessness will develop skills or enhance existing skills needed to maintain housing.
- Households experiencing homelessness will increase their income and maintain stable employment.
- Households experiencing homelessness will obtain and maintain stable housing for at least 12 after program exit.

Note: It is the intent of the funders to award a one-year contract with the provision of a one (1) one-year renewal upon satisfactory performance reviews and availability of funding.

Funding Requirements

Funded agencies must:

- Fully participate in electronic case management documentation and outcome data tracking through the Homeless Management Information System (HMIS). Federal law requires that Domestic Violence agencies use Systems Comparable to HMIS rather than the HMIS used by other homeless agencies. **Note:** domestic violence providers funded must have a comparable database that produces electronic reports.
- Use the Service Prioritization Decision Assistance Tools (VI-SPDAT) to determine appropriate interventions. All Emergency Shelters must complete the VI-SPDAT as part of their entry process, and refer qualified candidates for rapid rehousing and permanent supportive housing. All Rapid Rehousing Agencies must accept only referrals from partnering shelters for clients who's VI-SPDAT score indicates that they should be referred for Rapid Rehousing. Rapid Rehousing agency must work to close side door entries to coordinate efforts to end homelessness in Raleigh/Wake County.
- Participate as required in Coordinated Entry/Assessment. Implementation of piloted activities scheduled for FY2017 to include but not limited to prioritization of targeted populations and cooperative data sharing. Once Coordinated Entry and Assessment Pilot begins, program referrals must be received through Coordinated Assessment.
- Send at least one agency representative to all grantor meetings and trainings.
- Send at least one agency representative from the funded activity to at least 50% of the Continuum of Care Committee meetings. Currently meetings are held bi-monthly beginning in July.
- Meet all stated deadlines and achieve outcomes at a consistent rate so funds are reimbursed at a rate commensurate with the grant year (i.e., one-quarter of budget expended and outcomes achieved by the completion of the first quarter of grant period, two-quarters of budget expended and outcomes achieved by completion of second quarter, etc.)
- Participate and be current dues paid member in Raleigh/Wake County's Continuum of Care, the Raleigh/Wake Partnership to End and Prevent Homelessness.
- Contribute Cash and In-Kind Funds to the budget of the funded activity(ies) at an amount equal to or greater than the funded amount (24CFR 576.201), of which 25% must be cash. See Attachment B for Matching Guidance.

Funding Priorities

Priority will be given to proposals that address the needs of target subpopulations.

- Priority One Subpopulation: Single Women without children
- Priority Two Subpopulation: Adults who are defined as chronically homeless or have VI-SPDAT scores at 6+

RFP RESPONSE TIMELINE* & ADMINISTRATIVE INFORMATION

**Dates are tentative and subject to changes*

Advertisement of Request for Proposal	December 2, 2016
Required Pre-proposal Technical Assistance Workshop	Monday, December 12, 2016 from 2-4 p.m. or Wednesday, December 14, 2016 from 9-11a.m.
Question Period	December 2, 2016 – December 14, 2016
Proposals Due	January 26, 2017, before 2:00 p.m.
Proposal Evaluation Period	January 26, 2017 – February 28, 2017
Award Notification	March 3, 2017
Services Begin	July 1, 2017 - for all agencies that receive funds from the City of Raleigh and Wake County. January 1, 2018 - for all agencies that receive funds through the State ESG that are available to the Partnership through the State ESG application.

Who can submit a proposal for this funding?

Nonprofit agencies whose mission includes homeless shelter and/or housing services can submit a proposal for this funding.

Mandatory Pre-Proposal Technical Assistance Workshop

A pre-proposal technical assistance workshop is scheduled for Thursday, December 12, 2016 from 2-4 p.m. and on Friday, December 14 from 9-11. Interested agencies are only required at one workshop. Both workshops will be at Edenton Street United Methodist Church located at 228 W. Edenton Street, Raleigh, NC.

Proposal Deadline:

All responses to this Request for Proposals must be received at Wake County, at the address below, no later than **2:00 p.m. on January 26, 2017**. *Late proposals will not be accepted.* Wake County, the City, and The Partnership will not be held responsible for the failure of any mail or delivery service to deliver a proposal prior to the stated deadline. Proposals received after the RFP due deadline will not be considered.

Deliver proposals to:

Melissa England
Wake County Procurement Services
Wake County Justice Center - Room 2900
301 S. McDowell Street
Raleigh, NC 27602
Melissa.England@wakegov.com
919-856-6327

For questions:

Questions must be submitted in writing to Melissa England at Melissa.England@wakegov.com and received by 4pm on December 14, 2016. Answers to all questions will be posted by 5pm on December 16, 2016. Responses to questions will be posted at <http://www.wakegov.com>. Click on Departments and Divisions then click on Finance then click on New RFP's and Bids.

Right to Reject Proposals:

The City of Raleigh, Wake County, and The Partnership reserve the right to reject any or all proposals, negotiate with any agency, and make awards in the best interest of the residents in Wake County and the City of Raleigh, North Carolina.

The funders reserve the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest. Any requirements in the RFP that cannot be met must be indicated in the proposals. Applicants must respond to the entire Request for Proposal (RFP). Any proposals received that are incomplete in their responses will also be disqualified.

RFP Attachments:

Before completing the application, please be sure to review the RFP attachments:

- Attachment A: Application Form
- Attachment B: Matching Guidance
- Attachment C: Budget Sheet
- Attachment D: Combined RFP Activity Definitions and Compliance
- Attachment E: Homeless Definition
- Attachment F: At-Risk of Homelessness Definition
- Attachment G: Extremely Low Income Limits (30% AMI)
- Attachment H: Physical Standards for Shelters and Units Assisted with Funds

PROPOSAL FORMAT

APPLICATION CHECKLIST

Legal Name of Applicant: _____

This form is provided to ensure the application is complete, proper signatures are included, and that the required attachments are included.

- Application Form (Cover Sheet and Application Narrative – Attachment A)
- Excel Budget Form (Activity Budget and Total Budget – Attachment C)
- IRS notification of Not-for-Profit status
- Agency Organizational Chart
- List of Agency Board of Directors and CY 2016 meeting dates
- One copy of the agency's most recent audit along with the management notes
- By-laws
- Articles of incorporation
- Current year operating budget for the agency
- List of board members with terms
- Copies of the minutes from the most recent 3 board meetings
- APR for your project run for January 1, 2016-December 31, 2016. If you are a new organization and have not been using HMIS, please include your organization's most recent annual report.

Note:

Additional certifications and policies may be required if funding is awarded.

Please submit your proposal using the attached application, using no less than 11 pt. font. Please be sure that your answers are as clear and concise as possible.

Submit five (5) original applications along with one (1) electronic copy on a flash drive. Please submit only three sets of attachments. Bound proposals are not allowed. Faxed or Emailed copies will not be accepted.

PROPOSAL EVALUATION CRITERIA

A Proposal Evaluation Committee will review and evaluate all proposals submitted in response to this RFP. Failure to provide proposals that respond to all applicable questions may disqualify the proposal. The Evaluation Committee will evaluate all proposals received by the deadline, and each proposal will be evaluated bases on the categories listed below.

A. Statement of Need

Successful proposals will demonstrate a full understanding of the gaps their project is seeking to address, the persons (e.g. target population) affected by these gaps and the specific needs of these persons. Proposals will provide current, relevant data (including demographic) that adequately support the need for this project, and demonstrate that the agency is implementing best practices in ending homelessness. All programs must serve currently homeless individuals as defined by HUD or specifically state how program will identify persons who will be homeless, if a prevention program

B. Evaluation, Outcomes/Objectives and Scope of Work

Successful proposals will provide a plan that clearly demonstrates the methods used to deliver services and key activities. Proposals will include and tie long-term housing to the activities that will be performed, and offer services with low barriers using a Housing First philosophy. Outcomes will be measurable and include the number served. Explain how households will be linked to permanent housing and how services will help them obtain and maintain housing. Collaboration with other programs/businesses/agencies should be included and how these help participants obtain and maintain housing. Proposals should include additional pertinent information that will assist the review panel in evaluating the program.

C. Organizational Capacity and Management & Staffing Plan

Clearly and professionally written to adequately address the questions listed in the application, and demonstrate effectiveness and efficiency within program operations and practices. Identify key personnel and explain their roles and experience with the inclusion of an organizational chart. Develop a comprehensive services array and work collaboratively with homeless households to determine and ensure access to mainstream benefits and income plus other community resources. If the program was operated within the past 18 months, provide information about experience with operating the proposed program and include last year's outcomes and objectives. Implement written standards and policies as adopted by the Partnership.

D. Budget, Justification, and Match

Successful proposals will demonstrate that the applicant has a strong financial position, adhering to all local, state, and federal fiduciary requirements; good internal controls; and sufficient resources to operate the program under a reimbursement for services contract. Proposals will include clear explanations for all costs involved. Detailed budgets with justifications will be provided, explaining how amounts were calculated. Required cash and noncash match will be documented. Budgets will be specific, including costs for assisting households in accessing mainstream resources.