**REQUEST FOR PROPOSALS**

RAPID REHOUSING PROGRAM

Rapid Rehousing is a United States Department of Housing and Urban Development (HUD) funded Emergency Solutions Grant (ESG) program dedicated to serving homeless individuals and families, helping them quickly exit homelessness and return to permanent housing. Per HUD regulations, this program can serve both literally homeless (HUD defined Category 1 homelessness)

The City of Buffalo is soliciting proposals from qualified not for profit entities to provide Rapid Rehousing services over a 12 -month period, from October 1, 2018 through September 30, 2019. The city has allocated a total of $245,000 in ESG funding for this effort. Funds will be allocated to provide Case Management and oversight, direct assistance (security deposits, rent, utilities, moving costs), to homeless individuals and families, and other costs associated with delivering a successful Rapid Rehousing effort.

The Rapid Rehousing program is designed to assist homeless individuals and families who are currently staying at shelters, living on the street or in place not meant for human habitation. . Its intent is to secure permanent, stable housing as the foundation for addressing other needs faced by the homeless. Your proposal can serve families, individuals, or be used as a bridge for the chronically homeless while they are waiting for Permanent Supportive Housing. ) Homelessness documentation for all individuals and families served in this program will be required.

To be considered, your proposal must provide a minimum one-to-one match for the program delivery funding that is requested; additional matching funds may result in a higher rating. The city may select one or more of the proposals received, based on the quality of the submissions and the available funding; but also reserves the right to reject any or all proposals. Collaborative applicants are encouraged to apply. Applicants must be aware that all ESG programs are awarded on a reimbursement basis: agencies must have sufficient funds on hand to carry on the program throughout the contract period. Despite our best efforts, there may be a delay is the release and/or reimbursement of funds for this program.

The Continuum of Care Committee will review applications and conduct interviews, and the Homeless Alliance of WNY will be assisting the city with project management.

Key Dates

RFP release June 28, 2018

Proposals due July 20, 2018

Project selection \*August, 2018 TBD

Project initiation \*\*October 1, 2018

Project completion September 30, 2019

\* Review will be completed by CoC Project selection committee, at date to be determined

\*\* pending HUD approval of Annual Action Plan and fund release

Please submit all questions regarding this proposal to: Sue Lumadue, slumadue@city-buffalo.com

Project Components

1. Projects must agree to use a Housing First approach

* Projects must agree to use Coordinated Entry
* Projects must match ESG funding on a $1 for $1 basis

2.) Housing placement

* Work with Housing Opportunities Made Equal to assist clients in identifying rental units, inspecting and securing apartment units that comply with ESG/CoC habitability requirements, lead based paint requirements and HUD rent reasonableness.
* Assist participants with submitting rental applications, securing utilities, and arranging moves
* Negotiate rental agreements and mediate disputes with landlords
* Create a Housing stabilization plan for each client and follow to completion

3.) Case management

* Provide a minimum of monthly counseling to monitor and evaluate the progress of participants during duration of direct assistance at a ratio of 1 case manager to 25 homeless clients
* Assist with securing and coordinating mainstream benefits such as Medicaid, SSI, or TANF; and appropriate supportive services necessary for independent living and gainful employment
* Supply information and referrals to other service providers
* Provide or provide access to credit repair and legal services (based on fee-for-service, if required)

1. Fiscal management

* Process and pay all direct assistance invoices in a timely manner
* Submit vouchers for reimbursement to the city

1. Direct assistance
   * Rental application fees
   * Security deposits
   * Moving costs
   * Rental assistance for up to 12 months (which can include a one-time payment for up to 6 months of arrears)
   * Utility assistance for up to 12 months (which can include a one-time payment for up to 6 months of arrears)

Proposal Content

Proposals must not exceed 30 pages. At a minimum, the following information must be provided:

1. *Qualifications:* describe your ability to perform the required services, and your background and related experience in delivering similar services.
2. *Project approach*: Explain your approach to providing the requested services, including:

* Types of assistance and services that will be provided to participants
* Established relationship with Coordinated Entry lead, specific shelters, outreach methods, and any triage or screening processes that will be used
* How project services will be coordinated with other related programs
* Where match funding will come from
* Projected number of clients, either individuals and families, or both, to be served, along with anticipated length of assistance for participants

1. *Project staff*: Indicate who will be assigned to the project, and each individual’s specific role.
2. *Budget:* Provide a clear and concise summary of all expenses to be charged to the project, broken out by ESG funding and matching funds (template provided below).

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Total* | *ESG* | *Matching funds* |
| **TOTAL** | **$** | **$** | **$** |
| **Program Delivery** | **$** | **$** | **$** |
| Outreach | $ | $ | $ |
| Housing placement | $ | $ | $ |
| Case management | $ | $ | $ |
| Fiscal management | $ | $ | $ |
| Prevention/diversion | $ | $ | $ |
| Other | $ | $ | $ |
| **Direct Assistance** | **$** | **$** | **$** |

Please email a pdf of your proposal to: slumadue@city-buffalo.com by 4 pm on Friday, July 20, 2018. You will be sent an e-mail confirming receipt of your proposal. Questions regarding the RFP may be directed to Sue Lumadue, [slumadue@city-buffalo.com](mailto:slumadue@city-buffalo.com) or by calling 851-5531.

Proposals will be evaluated and ranked by the Continuum of Care Committee, using the following criteria:

1) *Qualifications:* Based on the applicant’s ability to perform the required services, and its background and related experience in delivering similar services (30 points).

2) *Project approach:* Based on the overall approach proposed for the project, how services will be coordinated, and the ability to deliver measurable results that reduce homelessness (40 points).

3) *Project staff:* Based on the professional experience, qualifications, and educational background of the staff assigned to the project (15 points).

4) *Matching funds:* Based on the amount of non-ESG matching funds that are proposed for the project. Matching funds can be provided for any or all project activities, and do not have to match on a line-by-line basis (15 points).

Qualified applicants may be invited to meet with the selection committee to discuss your proposal in greater detail. If a meeting is scheduled, applicants may be required to provide additional information regarding their Board of Directors, along with current financial statements.

**BACKGROUND INFORMATION AND RESOURCES**

Rapid Rehousing programs provide housing relocation and stabilization services along with short- or medium-term rental assistance to help a homeless individual or family move as quickly as possible to permanent housing and achieve stability in that housing.

Shared Eligibility Criteria

* Participants must meet the HUD definition of homelessness
* Participants must be in an emergency shelter or residing in a place not meant for human habitation, or feeling or attempting to flee domestic violence.
* Participants will be assessed using the VI-SPDAT. AS part of the Coordinated Entry process, individuals and families with the greatest vulnerability will be served first.

Minimum Standards

* Maximum participation in a Rapid Rehousing program cannot exceed 24 months: since this contract will be for one (1) year, it is expected that clients will have moved to self-sufficiency at the end of the contract period.
* Services that must be provided assessment of housing barriers, financial assistance, linkage to other resources, and case management
* Support services must be provided throughout the duration of stay in housing.

Process Outcomes

* Average shelter Length of Stay (LOS) less than 45 days
* Average time from program entry to housing placement in 30 days

Minimum Performance Benchmarks

* 80% or more of all participants remain stable in RRH or exit to a different permanent housing situation
* 54% or more of adult participants will have income from sources other than employment
* 54% or more of adult participants will increase income from sources other than employment
* 56% or more of all participants have mainstream (non-cash) benefits at exit from program
* 20% or more of adult participants have employment income
* 20% or more of adult participants increase employment income

HIMS requirements

All agencies are required to use HMIS to record client data and program outcomes, all agencies will be expected to participate and work with the Coordinated Entry lead, Restoration Society, when accepting referrals. The program should follow the CoC Written Standards.

BRAP materials

The Buffalo Rapid Rehousing Program (BRAP) was funded by the city as a demonstration project for the initial use of ESG Rapid Rehousing funds. BRAP has produced a White Paper, which reviews each component of the program and outlines lessons learned during its implementation. BRAP also developed a Policies and Procedures manual, along with all the forms and materials involved with running a Rapid Rehousing program. It is highly recommend that all applicants review these documents. These materials are available on the Homeless Alliance website, via the link below.

Homeless Alliance Rapid Rehousing page

<http://wnyhomeless.org/housing-for-homeless-continuum-of-care/buffalo-rapid-rehousing-program/>

National Alliance to End Homelessness resources

<http://www.endhomelessness.org/section/training/rapidrehousing>

ESG resources

[http://hudhre.info/documents/HEARTH\_ESGInterimRule&ConPlanConformingAmendments.pdf](http://hudhre.info/documents/HEARTH_ESGInterimRule%26ConPlanConformingAmendments.pdf)

HUD and USICH core principles

<https://www.hudexchange.info/training-events/courses/hud-and-usich-core-principles-of-housing-first-and-rapid-re-housing-webinar/>