**Request for Proposals**

**Single Adult Rapid Re-Housing**

**October 2019**

**Part 2: APPLICATION**

**1. Applicant and Project Information**

If applicant is not currently a CSB–funded agency, please review CSB administrative and program standards at [www.csb.org](http://www.csb.org).

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| **1. Applicant and Project Information** |
| **Date:** |
| **Project Name:** |
| **Name of Lead Organization (project sponsor):** |
| **Mailing Address:** |
| **Contact Person:** |
| **Telephone: Fax: E-mail:** |

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| **2. Authorization** |

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| Acting as a duly authorized representative, I hereby affirm that the governing body of the below named organization has reviewed and accepts all the guidelines, requirements and conditions described in the Community Shelter Board Request for Proposals. |
| **Applicant Organization:** | **Date:** |
| **Authorized Signature:** |
| **Name/Title:** |

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| **3. Proposal Guidelines** |

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| Proposal narrative questions (project narrative) and requests for information, set forth below, should demonstrate an overarching understanding of the purpose of the RRH program, as well as the applicant’s related experience and readiness. In particular, applicants should demonstrate the following:1. Programmatic vision and approach for how your proposed project will enhance the effective and efficient re-housing of individuals in single adult shelters experiencing homelessness.
2. Utilization of evidence-based and promising practices that will be incorporated in services delivery including, but not limited to national RRH practice standards, Housing First, progressive engagement and assistance, motivational interviewing, and harm reduction strategies that will effectively and efficiently assist individuals resolving their immediate housing crisis.
3. Cultural Competency reflected in every process and structure of program service delivery and relevant to assisting a diverse array of people experiencing a housing crisis who may also have physical, mental or emotional conditions that impact their ability to obtain and maintain housing.
4. Current success helping a wide diversity of people experiencing homelessness in their efforts to locate, secure and maintain permanent housing.
5. Existing and proposed community collaborations with various community-based housing and service partners to support rapid housing placement and stabilization, increase participant choice, and facilitate access to housing and non-housing related community-based assistance, such as employment training and retention, legal assistance, cash and non-cash benefits, physical and behavioral health, etc.
6. Use of effective ongoing program management, performance and quality improvement practices, including effective management of staff productivity and performance, use of client input, and ongoing evaluation of program performance.
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**4. Applicant Experience**

* 1. **How many years has the Applicant been offering housing or housing assistance to people experiencing homelessness?**

[ ]  6+ Years

[ ]  3 – 5 Years

[ ]  1 – 2 Years

[ ]  Less than 1 Year

1. **How many years has the Applicant been offering supportive services to people experiencing homelessness?**

[ ]  6+ Years

[ ]  3 – 5 Years

[ ]  1 – 2 Years

[ ]  Less than 1 Year

1. **How many years does the Applicant have experience operating a substantially similar rapid re-housing project(s)?**

[ ]  6+ Years

[ ]  3 – 5 Years

[ ]  1 – 2 Years

[ ]  Less than 1 Year

[ ]  No experience

1. **Experience and Capacity Description:** Provide a brief (no more than 1 page) description of your organization’s experience operating RRH or similar project(s) and capacity to operate the program as described in the RFP.

**5. Project Description**

*(Response to questions in the Project Description section should not exceed 8 typewritten pages. Do not change the font or margins.)*

**Project Summary:** Provide a brief (1-2 paragraph) description of the project, including target population and their re-housing assistance needs, core program services, program staffing, and key housing and service partners.

**Detailed Project Narrative:**

1. Describe your proposed approach to initial engagement with individuals referred to the program, program intake, and assessment process, and establishment of an Individualized Housing Stabilization Plan (IHSP) with program participants.
2. Describe your proposed approach to assisting participants in locating and securing permanent housing that is consistent with their IHSP and meets habitability standards.
3. Describe your proposed approach to stabilizing participants in permanent housing.
4. Describe your proposed approach to engaging participants who are difficult to locate and/or engage in program services.

1. Describe your approach to regular re-assessment post-permanent housing placement and how participant need for additional financial assistance and services to retain housing will be determined.
2. Describe your proposed approach to identifying, recruiting, and retaining landlord partners, including how staff will work to ensure legitimate landlord needs are met and landlord relationships are maintained when a participant is having difficulty meeting their lease requirements.
3. Describe the minimum staff qualifications for program staff, including formal education, training, relevant licensure, and experience.
4. Describe the training all new staff will undergo upon hire and the ongoing training staff will be expected to complete, including specific topics and expected frequency of training. Specify the timeframe during which newly hired staff will be expected to complete initial training.
5. Describe the proposed program staffing plan that will assure continuity of care, full staffing, and productivity once the program is fully implemented. Identify the point-in-time caseload capacity per each full-time equivalent RRH case manager in the chart below.

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|  | **Caseload Capacity per 1 FTE RRH case manager**  | **TOTAL Program Caseload Capacity** **(all case managers FTEs)** |
| **Point-in-time capacity (maximum number of active cases)** |  |  |

1. Provide a timetable for program start-up that accounts for the following milestones:
	1. Program management staff employed
	2. 50% of direct service staff employed, trained, and able to provide direct services
	3. 100% of direct service staff employed, trained, and able to provide direct services
	4. Program at 50% caseload capacity (point-in-time capacity)
	5. Program at 100% caseload capacity (point-in-time capacity)
2. Describe any services your agency directly administers that will be made available to program participants, including any special or prioritized referral arrangements, and how such services will address the housing or non-housing related needs of the target population.
3. Identify other community services and resources the program will connect participants to for participant housing and non-housing related needs. Describe any current or proposed service referral and coordination arrangements, including any special or prioritized referral arrangements, and how such services will address the housing or non-housing related needs of the target population.

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| **6. Budget** |

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| Complete one Budget worksheet (FY18 CSB Gateway-Budget), including one Salary and Wages worksheet and a detailed Budget Narrative. The budget template is available on CSB’s website [here](https://www.csb.org/providers/applying-for-funds). Complete the budget for the two grant periods shown below, 1/1/2020 – 6/30/2020 and 7/1/2020 – 6/30/2021. The budget must include estimated move-in costs that will be administered through CSB’s DCA process. CSB will pay the first month’s rent and security deposits through the DCA process. The applicant will pay subsequent months’ rent and will submit invoices to CSB for reimbursement of these costs. CSB will not reimburse the applicant for space costs, these can be shown as matching funds provided by the applicant (include the match amount under the revenue section of the budget).

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|  | Projected Available Funding | Projected CSB-Administered Move-in Costs | Projected Applicant Award |
| FY2020 | 180,000 |  |  |
| FY2021 | 360,000 |  |  |

The budget narrative should include a thorough explanation of all the expenses associated with each line item. The explanation should make clear the assumptions involved in determining the budgeted amounts. The narrative should explain how the first-year budget will be different from subsequent annual budgets.The budget narrative should also detail all sources of revenue (if the project will provide matching or leveraged funds). State whether the funding has been secured or is pending, as well as time frames for funding and any limitations or funding parameters that are relevant. This could include match fund requirements from other funders, funding that is designated for a particular use or expense such as a staff position, etc.The funding for this program includes HUD Emergency Solutions Grant funds provided through the State of Ohio and is subject to the HUD regulations in 24 CFR Part 576.Provide summaries of job descriptions related to this project and included in the budget. If you have questions, please contact Lianna Barbu, Associate Director, at 614-715-2535 or lbarbu@csb.org. **7. Applicant Certifications**If selected, we agree to:* 1. Collaborate with CSB to develop and implement a program consistent with the Request for Proposal, including development and finalization of screening, triage, assessment, and housing plan templates and protocols.
	2. Participate in the local Homeless Management Information System, called Columbus ServicePoint (CSP).

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| Applicant Agency |
| Signature of Authorized Representative |
| Date |

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