**Request for Proposals**

**Family Rapid Re-Housing**

**March 2020**

**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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| Narrative questions 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 the proposed project will enhance the effective and efficient re-housing of households in family 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 help families resolve the 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 household 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, and physical and behavioral health care. 6. Use of effective ongoing program management and performance and quality improvement practices, including effective management of staff productivity and performance, use of client input, and ongoing evaluation of program performance. |

**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 families referred to the program, program intake, and assessment process, and establishment of an Individualized Housing Stabilization Plan (IHSP) with household members.
2. Describe your proposed approach to helping families locate and secure permanent housing that is consistent with their IHSP and meets habitability standards.
3. Describe your proposed approach to stabilizing families in permanent housing.
4. Describe your proposed approach to engaging household members who are difficult to locate and/or engage in program services.

1. Describe your approach to regular re-assessment after permanent housing placement and how you will determine household need for additional financial assistance and services to retain housing. Refer to CSB’s standardized Case Review and Closure Checklist, available on CSB’s website [here](https://www.csb.org/providers/csb-hearth). Use of this Checklist is required.
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 household is having difficulty meeting 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 families, including any special or prioritized referral arrangements, and how such services will address the housing or non-housing related needs of the participating families.
3. Identify other community services and resources the program will connect families to for 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 participating families.

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| **6. Budget** |

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| Complete one Budget worksheet (FY21 CSB Gateway Budget), including one Salary and Wages worksheet and a detailed Budget Narrative. Complete the budget for 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. Complete the below chart to designate the DCA funding that CSB will administer. In the budget worksheet, show these costs under the following expense categories: Client Rent; Security Deposits, Last Month’s Rent; and Utilities Payments, Deposits, and Arrearages.   |  |  |  | | --- | --- | --- | | Available Funding | Projected CSB-Administered Move-in Costs | Projected Applicant Award | | $500,000 |  |  |   Only include funding for space costs if actual additional costs are incurred. Applicants may use match funding for space costs.    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. 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.  If you have questions, please contact Grants and Compliance Director Heather Notter, at 614-715-2542 or [hnotter@csb.org](mailto:hnotter@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 CSP.      |  | | --- | |  | | Applicant Agency | | Signature of Authorized Representative | | Date | |