Request for Proposals

Emergency Shelter for Single Men
February 19, 2019

PART 1: REQUEST FOR PROPOSALS

1. Purpose
Community Shelter Board (CSB) is seeking proposals for year-round emergency shelter services for 34 single adult men and 5 seasonal overflow beds for single adult men for FY20 (July 1, 2019 – June 30, 2020). CSB intends to renew funding annually, as funds are available, as part of the Gateway funding process.

2. Target Population
The target population consists of single adult men experiencing literal homelessness, including those with no safe, appropriate alternatives other than sleeping in a place not meant for human habitation and who meet other shelter eligibility criteria specified in the Columbus and Franklin County Homeless Crisis Response System (HCRS) Policies and Procedures (P&P). The Homeless Hotline prioritizes and refers single adult men experiencing homelessness to emergency shelters using a system-wide screening tool and real-time inventory of available shelter beds across the system. Homelessness must be documented at shelter intake.

3. Program Specifications

Program Requirements and Standards
The successful applicant will meet and adhere to the below program specifications and other applicable requirements throughout the term of the award. Applicants must develop programs in a manner consistent with this RFP, CSB's Partner Agency standards, and Columbus and Franklin County HCRS P&P.

Emergency shelters help eligible individuals meet basic needs while they are working to secure housing. The primary outcome is placement in stable housing as quickly as possible. All programs in the system, including emergency shelters, use a Housing First approach. Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing without preconditions (such as sobriety or a minimum income threshold). Shelter services within a Housing First approach are voluntary, with the exception of re-housing services per the HCRS P&P. This approach quickly connects individuals experiencing homelessness to permanent housing.

Emergency shelter consists of 24-hour shelter and the provision of basic necessities. Additional services include housing placement assistance, including referral and coordination with rapid re-housing providers, referrals to landlords, preventing movement between shelters, helping to secure financial assistance, job search and other employment assistance, and linking individuals to community resources.
- Shelters must be operational 24 hours a day, 7 days a week, 365 days a year.
- Shelters receive referrals of single men in need of shelter exclusively through the Homeless Hotline.
- Shelters must operate at full capacity at all times, unless the system is experiencing lower demand relative to capacity.
- Staff must coordinate closely on a daily basis with outreach teams, the Homeless Hotline, rapid re-housing (RRH) providers, permanent supportive housing (PSH) providers, CSB, and other community partners.
- Shelters must work closely with CSB's Direct Client Assistance (DCA) program and system RRH programs to coordinate short-term financial assistance and housing placement

assistance to clients to help them exit shelter and become stabilized in housing. Shelters must put in place a DCA Memorandum of Agreement (MOA) with CSB and staff must attend DCA training. Additional detail on the DCA program is available on CSB's website here.

⟨ Shelters must work closely with rapid re-housing providers to screen and refer all shelter residents to rapid re-housing programs for potential enrollment. Shelters must coordinate with rapid re-housing providers to assist rapid re-housing clients with achieving their Individualized Housing Stabilization Plan (IHSP). This includes providing on-site space for rapid re-housing staff to meeting with shelter residences receiving rapid re-housing services.

⟨ Shelters must work closely with CSB's Unified Supportive Housing System (USHS) program and PSH programs, as needed. USHS is a standardized, coordinated system for placing individuals experiencing homeless and who have a disability and the greatest vulnerability in permanent supportive housing. USHS screens clients based on length of time homeless and severity of service needs to prioritize for assistance those who are most vulnerable. USHS then requests application packets from outreach providers, emergency shelters, and RRH providers. When requested, shelter staff must gather specified information from clients and submit the information to CSB. Additional detail on USHS is available on CSB's website here.

⟨ Staff must attend regular system work group meetings and case conferencing sessions designed to continuously improve the system and move individuals from shelter to permanent housing as quickly as possible.

Eligible costs include:
⟨ Operations costs associated with operating a shelter and providing basic services.
⟨ Service costs associated with an emergency shelter program as detailed above.
⟨ Client assistance funds for bus passes, securing client identification and documentation, and other costs not covered by the DCA program.

Program Staffing, Training, and Supervision
The program must employ sufficient personnel to ensure high-quality delivery of the services outlined in the proposal. Applicants should propose the number of personnel they believe can be supported with available funding, after accounting for other necessary program costs. Applicants should describe a staffing plan that will assure full staffing and ongoing compliance with all requirements, policies, and procedures.

All program staff must have appropriate education, experience, and training necessary to provide high-quality services and fulfill assigned duties. Applicants must describe in the proposal the training staff will receive upon hire and periodically thereafter, along with the timelines within which this training will be completed. Training and staffing must include plans to maintain robust cultural competency in serving single men with various characteristics (e.g. youth ages 18-24, transgender persons, older adult men, men of varying races and ethnicities, new Americans) and barriers (e.g., little to no income, evictions, criminal records, heath/mental health challenges, substance abuse, etc.). For all program types, staff must be multi-lingual and/or have access to translation services. Staff must be trained in de-escalation, trauma informed practices, and strengths-based practices. Staff qualifications must be included in the RFP response.

4. Qualifications and Performance
CSB will monitor use of funds carefully, in the same way that CSB monitors current funding.

The program must participate in the community's Homeless Management Information System (HMIS). HMIS contains information on every person served in any homelessness program across the system. CSB administers HMIS and will provide training for successful applicants.

- ⟨ All shelters must submit a bedlist every day by 9 am and other specified times so the Homeless Hotline can identify open shelter beds in the system.
- ⟨ Staff must coordinate with the Homeless Hotline throughout the day to maintain an accurate count of open shelter beds.

Programs will be evaluated based on performance outcomes and compliance with CSB's Partner Agency Standards. Applicants must be able to meet these standards and work with CSB to achieve set outcomes and ensure compliance. Goals and compliance requirements will be included in annual funding contracts. CSB will work with successful applicants to develop Program Outcomes Plans. Performance measures include households served, successful housing outcomes, occupancy rate, and average length of stay in shelter.

5. Contract Amount and Terms

The amount available is **$102,363 from CSB and $117,150 from Ohio Development Services Agency (through an application).** Proposals must provide **at least 34 year-round beds** for single adult men and an additional **5 winter overflow beds for single adult men** from October 15 through April 15. The applicant must provide sufficient match funds to cover all the costs that are not covered by CSB funding. The funding will start July 1, 2019.

6. Review Criteria

Proposals will be reviewed based upon the following:

- ⟨ Administrative Capacity: Does the applicant have the capacity to comply with CSB Partner Agency Standards? Does the applicant have the capacity to track and invoice costs correctly? Does the applicant demonstrate the experience and capacity to achieve the goals and objectives described in the RFP?

- ⟨ Application Completeness: Is the RFP responsive? Is the application complete?

- ⟨ Program Design: To what extent is the project design clear, reasonable, and consistent with coordinated entry core components, practice standards, and RFP requirements? Does the applicant adequately describe the project? Are staff training and supervision adequate and consistent with requirements?

- ⟨ Cost Efficiency: To what extent is the requested budget reasonable? Are project costs adequately explained and reasonable?

7. Schedule

Dates	Activities
2/19/19	Request for proposals released, concurrent with annual Gateway funding process
3/28/19	**Completed proposals due to CSB by 5 pm**
3/29/19 – 4/22/19	CSB review of proposals
5/17/19	CSB Board Meeting
5/18/19	Successful proposal announced
6/30/19	FY20 contract issued with 7/1/19 effective date

8. Submission Requirements
Completed and signed applications must be submitted electronically to CSB Grants and Compliance Director Heather Notter (hnotter@csb.org) no later than **5pm, March 28, 2019**