

# **Request for Proposals for to Administer *Housing Now for Families***

The Coalition on Homelessness and Housing in Ohio (COHHIO) is seeking proposals from eligible nonprofit organizations to administer projects that provide Rapid Re-Housing (RRH) and Homeless Prevention (HP) assistance to Temporary Assistance for Needy Families (TANF) eligible families with children who are experiencing homelessness.

## **Introduction**

Communities across Ohio continue to have significant need for RRH and HP resources to assist needy families. To help address this critical need COHHIO is seeking to utilize recently awarded funds from the Ohio Department of Job and Family Services (ODJFS) resources to create new RRH/HP programming in priority areas of the state called ***Housing Now for Families***.

## **Background**

### ***Housing Now for Families Funding***

In July 2020, ODJFS awarded COHHIO an initial \$15,000,000 to provide RRH and HP assistance to families with children experiencing homelessness who are also eligible for TANF assistance in Ohio. More funds may become available depending on the utilization of this initial ODJFS award. As more TANF funds are made available to COHHIO, it will continue to release funding to local communities and agencies to address the target population.

These ODJFS funds are meant to be flexible and can be spent on supportive services or financial assistance for eligible households. There is no match requirement.

To be eligible for assistance with ODJFS TANF funds, families must:

- Be homeless or at imminent risk of homelessness
- Have custody of at least one minor child or at least 6 months pregnant
- Be eligible for TANF assistance in Ohio
  - Total household income does not exceed 200% of the federal poverty guidelines
- Be identified and prioritized for assistance through the Coordinated Entry (CE) system or other process as determined by the CoC.

### ***Housing Now for Families Project***

COHHIO is seeking to use these ODJFS TANF funds to expand RRH/HP programming for families with children in priority areas of the state. The following sections outline key features of this RFP and any proposer requirements.

#### **Eligible Proposers/Applicants**

- Non-profit agencies experienced in the provision of RRH/HP assistance
- For the Ohio Balance of State Continuum of Care (BoSCoC) only, non-profit agencies proposing to serve all counties in their region of the Ohio BoSCoC
- If multiple agencies from the same CoC or Ohio BoSCoC Region apply, each agency will need to have support from the CoC or Region represented. COHHIO will confirm support for the application from the appropriate CoC or Region Lead and reserves the right to choose the appropriate grantee despite any CoC support.

COHHIO is also interested in agencies that have the capacity to demonstrate the use of SOAR Ohio certified staff to assist in SSI/SSDI claims for TANF eligible family members in need for both adult and child claims.

#### **Eligible Clients**

- Be homeless or at- imminent risk of homelessness
  - Homeless is defined as living in an emergency shelter, in a hotel paid for by a charitable or public organization, or in a place not meant for human habitation, or

- exiting an institution where the head of household has resided for 90 days or less and resided in a shelter or in an unsheltered location prior to entering the institution
  - At imminent risk of homelessness
  - Fleeing/Attempting to Flee Domestic Violence
- Have custody of at least one minor child
- Be a single woman who is at least six months pregnant
- Be eligible for TANF assistance in Ohio
  - Total household income does not exceed 200% of the federal poverty guidelines
- Be identified and prioritized for assistance through the Coordinated Entry (CE) system or other process as determined by the CoC.

### **Eligible Activities**

- Financial assistance
  - Rental assistance (not to exceed four months of rent)
  - Security deposits (not to exceed two months of rent)
- Supportive services
  - Assessment of service needs
  - Case management
  - Housing search and counseling services
  - Transportation
  - Assistance with moving costs
  - Utility deposits
- Admin Costs
  - A percentage of the total administrative set-aside of \$500,000 will be allocated to each grantee

### **Other Requirements**

- Duration of Assistance
  - Eligible households can receive assistance for up to four months
    - If at that time a grantee determines that longer term assistance is needed, they may work with local providers to transfer the client household onto another program for which they are eligible, if so determined locally, and in accordance with forthcoming program guidelines
- Program Guidelines
  - Grantees will be required to comply with forthcoming program guidelines
- HMIS
  - Grantees will be required to enter client-level data into their CoC's HMIS.
- Monitoring
  - COHHIO staff will conduct onsite or virtual monitoring of grantees
- Adhere to ODJFS contract standards

### **Grant Term**

- ***Housing Now for Families*** funding will be awarded for a term that runs from approximately August 1, 2020 to June 30, 2021

### **Funding Requests**

- Applicants are to discern how much funding can be utilized in their area to meet the need of eligible households.
- Grantees will be allocated a portion of a 5% administrative set-aside from the total \$15M based on the final amount of grants awarded.

## RFP Schedule

Dates	Activity
7/24/20	Release of RFP
8/7/20	Completed proposals due to COHHIO <ul style="list-style-type: none"><li>• Email to <a href="mailto:douglas.argue@cohhio.org">douglas.argue@cohhio.org</a></li></ul>
8/14/20	Award announcement <ul style="list-style-type: none"><li>▪ It is possible announcements will be made prior to 8/14</li></ul>
8/31/2020	Execute MOAs and contracts with COHHIO and begin operations <ul style="list-style-type: none"><li>▪ It is possible operations can begin prior to 8/31</li></ul>

### Questions

Questions about this RFP can be directed to Douglas Argue at [douglas.argue@cohhio.org](mailto:douglas.argue@cohhio.org) 614.280.1984 ext. 113

Or

Amy Lamerson at [amylamerson@cohhio.org](mailto:amylamerson@cohhio.org) 614280.1984 x 128

# ***Housing Now for Families*** **Project Proposal**

## **CONTACT INFORMATION**

Provide contact information for the person(s) completing and submitting the Project Proposal on behalf of the proposer organization.

### **Applicant:**

- \* **Address:**
- \* **City:**
- \* **County:**
- \* **State:**
- \* **Zip Code:**
- \* **Contact Name:**
- \* **Contact email:**
- \* **Contact phone:**

## **PROPOSED PROJECT DESCRIPTION**

### **1. Provide a general description of your approach to administering this project:**

The description must identify the proposed geographic service area(s), number of households proposed to be assisted on both an annual and point-in-time basis, how the applicant will leverage other RRH and HP funding together.

### **2. Describe plans for staffing the project:**

Description should identify the number of staff dedicated to the project, job titles, and descriptions of responsibilities. Identify the funding source(s) for each position.

### **3. Describe how your program will utilize evidence-based and promising practices:**

Description should identify how the following will be used to effectively and efficiently help families resolve the immediate housing: national RRH practice standards, Housing First, SOAR, progressive engagement and assistance, motivational interviewing, and harm reduction strategies

### **4. Describe how will ensure racial equity in implementing this project:**

Description should speak to outreach strategies to identify more eligible households of color, specific strategies to ensure access to quality housing for all clients, and plans to help ensure all households have successful outcomes.

### **5. Describe how your agency has the capacity to demonstrate the use of SOAR to assist in SSI/SSDI claims for TANF eligible family members in need for both adult and child claims:**

### **6. Describe experience identifying, recruiting, and retaining landlord partners:**

### **7. Describe how prospective client households will be identified and prioritized via the Coordinated Entry (CE) or other system/process:**

### **8. Describe the proposed timetable for program start up that accounts for staff onboarding and when the project can begin serving clients:**

## EXPERIENCE OF PROJECT APPLICANT

### 9. Describe the applicant's experience administering Rapid Re-housing (RRH) and Homeless Prevention projects:

Description should include identification of the number of years that the applicant has administered RRH/HP projects and/or other types of homeless assistance.

### 10. Describe the applicant's experience administering projects that follow Housing First models and that use progressive assistance approaches:

## PROVISION OF SERVICES TO PARTICIPANTS

### 11. Describe how prospective clients will be identified through the CE or other system/process:

### 12. Describe the proposed approach to providing case management to program participants:

### 13. Describe the method for determining the amount and duration of rental assistance that participants can receive:

## PROJECT BUDGET

In the following section provide information about the preliminary annual budget for the proposed project. Applicants are to discern how much ODJFS TANF funding can be utilized in their area to meet the need of eligible households.

Grantees will be allocated a portion of a 5% administrative set-aside from the total \$15M based on the final amount of grants awarded.

### 14. Rental Assistance Budget

Describe how the Rental Assistance Budget request was determined for the proposed project. Provide the total annual rental assistance request in the table below.

### 15. Supportive Services Budget

Describe the type and cost of services for which assistance will be requested for the proposed project. Provide the total annual estimated supportive services request in the table below.

**Total Housing Now for Families Funds Requested: \$XXX [enter total amount requested here]**

Using the table below, provide the total estimated annual funding request for the proposed project.

## Budget and Narrative

Please provide a written explanation and descriptions to the line items listed in this budget. Include information about the necessity, reasonableness, and allocation of proposed costs. Please include all line items in the text boxes below. Follow a similar format located in the first row. Provide a title of the expense and a bulleted description and explanation in the space provided below. In the right-hand column, include the amount for each line item. Additional columns can be added. Attach line item budget to RFP application.

Expense Title (Ex. Salary, Fringe, Supplies & Equipment, Contractual, Marketing) • Description and explanation	Annual Amount
Salary Eg: 50% 2 Case Managers, 50% Job Developers	25,000
Supplies Eg: Office Supplies: Pens, pencils, paper etc.	2,000
Contractual Eg: ABC Technology (IT services) Eg: DEF Services (Case Management services)	2000 3000
<b>Total Budgeted Amount</b>	<b>32000</b>