



Request for Proposals

Agencies to Apply for Risk Mitigation Funds in Collaboration with the Appropriate Continuum of Care

Background

In an effort to expand availability of critical resources and continue to work towards reducing homelessness, COHHIO is soliciting proposals from eligible applicants to administer Risk Mitigation Funds (RMF).

Risk Mitigation Funds are a flexible funding source that can provide money to help cover excessive damages, pay rent above Fair Market Rent (FMR), or pay extra security deposits for RRH and scattered-site PSH clients in cases where those extra resources may be needed to recruit or retain a landlord.

Using funds secured through the Pandemic Emergency Fund, COHHIO is offering agencies within the 9 CoCs the opportunity to apply to be the CoC lead or BOS CoC regional lead agency to administer Risk Mitigation Funds. As the lead, selected agencies would be responsible for administering RMF within their CoC or Homeless Planning Regions. The total amount of Risk Mitigation Funds available is \$500,000, and these funds are non-renewable.

The following sections outline the process and timeline for submission of RMF proposals, minimum requirements for eligible applicants, and requirements for proposals.

Any questions can be directed to Douglas Argue, Managing Director, at douglas.argue@cohhio.org or 614.280.1984 ext 113.

Eligible Applicants

To be eligible to respond to this RFP, applicants must meet the following requirements:

- Be a non-profit organization or unit of local government
- Have experience managing federal and/or state funds, and be in good standing with current funders
- Have experience implementing projects across multiple jurisdictions

Furthermore, COHHIO will only consider proposals from applicants proposing to serve the entire CoC or BOS Homeless Planning Regions. No more than one grantee will be selected per Homeless Planning Region. COHHIO strongly encourages regional bodies to collaboratively identify one applicant to respond to this RFP on the region's behalf, rather than supporting the submission of multiple proposals from the same region.

Funding Request Limits and Eligible Activities

Applicants are required to identify the amount of Risk Mitigation Funds they estimate their proposed region needs. However, applicants should take care to ensure their funding request is not out of line considering the total funding available.

Eligible applicants may submit RMF proposals that serve households in Rapid Re-Housing (RRH) or Scattered-Site Permanent Supportive Housing (PSH) and may propose to use the funding for:

- Damages in excess of the security deposit
- Abandoned units or unpaid rent
- Cleaning and pest infestation



- Paying delinquent rent up to one month
- Paying over Fair Market Rent (FMR)
- Utilities or rent arrearages

COHHIO anticipates that one-time assistance provided by the Risk Mitigation Funds will be capped at the value of 2x Fair Market Rent (FMR) for a one-bedroom unit for the county in which funds are being utilized. For example, in Wood County, no more than \$1,120 in Risk Mitigation Funds could be provided on behalf of a client since the FMR for a one-bedroom unit is \$560 ($\$560 \times 2 = \$1,120$).

Funding Awards and Timeline

COHHIO intends to make RMF awards to selected applicants using a two-phase process. In phase one, COHHIO will grant up to 50% of the award amounts to selected applicants. These awards will be made shortly after award announcements and after completion of necessary paperwork.

COHHIO staff will monitor expenditures of grant funds and after 6 months, phase 2 grants will be made to selected applicants. Grantees that fully expend their phase 1 grant will be granted the remaining 50% of their award. Grantees that do not fully expend their phase 1 grant may have their phase 2 grant amount reduced and that amount may be reallocated to other grantees. The intent of this approach is to help ensure the RMF is fully spent.

Data Collection

Applicants selected to receive RMF awards will be required to report on the provision of RMF assistance in a format COHHIO will determine. Details about data collection and reporting requirements will be shared when program guidelines are released.

Priorities and Process for Selection of Applicants

When selecting applicants to carry out RMF projects, COHHIO will prioritize the following:

- Applicants with documented experience serving persons experiencing homelessness
- Applicants with documented experience administering programs and funds
- Applicants with sufficient organizational capacity to implement the project
- Applicants with documented experience engaging in system coordination and planning efforts
- Applicants with understanding of and experience implementing programs that utilize best practices in serving those experiencing homelessness
- Project proposals serving Homeless Planning Regions with greatest need for RMF

Upon receipt of proposals, COHHIO may follow up with applicants if there are questions or if additional information is needed.

Applicants selected to administer RMF projects may be required to work with COHHIO to finalize project design. As part of this, COHHIO may request applicants to modify budget targets to ensure appropriate distribution of funding. COHHIO also reserves the right to adjust project specifications and activities as needed.



Process and Timeline for Submission of Proposals

Interested applicants must adhere to the following process and timeline when submitting project proposals:

Due Date	Activity
August 7, 2020	Submit Proposals to COHHIO via email <ul style="list-style-type: none">• douglas.argue@cohhio.org
August 21, 2020	Selected applicants notified <ul style="list-style-type: none">• CoC Team may request applicants to participate in meetings if there are questions or if additional information is needed to make selections• Required changes to project proposal may be communicated at this time
September 1, 2020	Risk Mitigation Funds available for use



Risk Mitigation Funds Request for Proposals Ohio CoCs and BOS CoC Regions

INSTRUCTIONS

Eligible applicants seeking Risk Mitigation Funds (RMF) must submit a proposal that includes responses to all the questions outlined below.

RMF Project Proposal Forms must be emailed to COHHIO (douglas.argue@cohhio.org) by

Friday, August 7, 2020

CONTACT INFORMATION

Provide contact information for the person(s) completing and submitting the Application.

1. **Contact Name, Organization Affiliation, email Address:**

PROPOSAL INFORMATION

2. **Applicant Organization:**

3. **Describe the experience of the applicant in effectively utilizing federal and/or state funds and performing the activities proposed:**

4. **What Ohio CoC or BoSCoC Homeless Planning Region does this project propose to serve?**

5. **Propose how much of the available \$500,000 in RMF the applicant would like to secure for their geographic area:**

The description must include an exact monetary estimate of how much the applicant estimates they will need to best serve their geographic area. In addition to the monetary amount, describe how that number was determined.

6. **Describe the need for RMF in the proposed region:**

Description should address what current resources and strategies are available to engage and retain landlords, and why the funds are needed for the proposed area.

7. **Provide a general description of how applicant will allocate RMF to proposed geographic area:**

The description must include the process that partner agencies in the region must go through in order to access RMF on behalf of their clients. Include in the description who at the applicant organization will be responsible for managing the disbursement of RMF.

8. **Describe the process a landlord would go through in order to access RMF for a unit.**

The description must include what a landlord must do when they are seeking to access RMF for eligible reasons. For example, would a partner agency need to request the funds on their behalf? Or will there be a form for the landlord to complete?

9. **Describe how the applicant will market these funds to engage and retain landlords:**

The description must include strategies explaining how the applicant or partner agencies will let local landlords know that these funds are available, and how to access them.



10. What subpopulations, if any, will be prioritized for RMF?

The description must also include discussion of how the proposed target population was determined to be the one most in need locally.

11. Describe what responsibilities the household and/or local agency requesting RMF assistance will have to fulfill before being able to access funds:

The description should include any obligations (if any) of the household or agencies before they are able to offer RMF to landlords. For example, sign MOU's, attend an orientation, attend a tenant/landlord relationship class, etc.

12. Describe the process that will occur when RMF are insufficient and/or no longer available:

The description should include how applicant will notify local agencies and landlords that RMF is no longer available to help support households, and what (if any) safety nets are available to help continue to encourage landlord engagement and retention.

13. Describe the process used to obtain support of your CoC or BOS Regional Lead:

Notes (for COHHIO use)