



City of Lima, Ohio

Request for Proposals to Develop and Implement the

HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)



Date of Issuance
May 15, 2009

Applications Due
June 5, 2009; 4:00 PM

City of Lima
Department of Community Development
50 Town Square, Lima OH 45801

I. INTRODUCTION

The City of Lima has been informed of its eligibility to receive \$506,015 in formula awards through the American Recovery and Reinvestment Act of 2009 for the Homelessness Prevention and Rapid Re-Housing Program (HPRP). HPRP funds are intended to provide temporary financial assistance and/or services to help persons gain housing stability who, if not for this assistance, are or would be homeless and who can remain stably-housed after the temporary assistance ends.

The city is issuing this Request for Proposal (RFP) to encourage a coordinated and consistent approach to meeting the objectives of the HPRP. The City seeks to establish a subgrantee(s) to provide program design, case management and provision of HPRP eligible services to City of Lima residents who are qualified for HPRP assistance.

Applicants may be government entities, non-profit organizations with experience in housing services for HPRP eligible populations or public housing authorities. Proposals should clearly demonstrate knowledge and understanding of the target population's housing and service needs, and prove the organizational capacity of the applicant to manage the proposed activities. Joint proposals from more than one entity are acceptable, provided that clear delineation of responsibilities and coordination of work are demonstrated. Applicants must have capacity to meet all project reporting requirements via HUD required HMIS case management software, in addition to City of Lima fiscal and project reporting requirements.

The city reserves the right not to award any or all of the funds available through this RFP process based on the quality of the proposals submitted. Additionally, in the event that all of the funds are not awarded during this process, the city may enter into direct negotiations with specific agencies for the development of specific programs and/or services. **For complete details on HPRP regulations go to www.hudhre.info, or call 1.800.998.9999**

1. Eligible Activities: The following activities may be funded under HPRP:

a. Financial Assistance

- i. Financial assistance may be short term (up to 3 months) or mid term (4 to 18 months).
- ii. The total period of assistance may not exceed 18 months (recertification of the need for assistance must be made every 3 months).
- iii. Funds may be used to pay up to 6 months of rent arrearages; however, the 6 months count toward the 18 month total eligibility
- iv. Rental assistance must comply with HUD's "rent reasonableness" standard
- v. Assistance also may include security deposits
- vi. Utility deposits and payments up to 18 months, including a maximum of 6 months arrears
- vii. Moving costs and up to 3 months of storage fees
- viii. Hotel/motel vouchers for up to 30 days only if no appropriate shelter beds are available and if appropriate rental housing has been identified but is not immediately ready for move-in
- ix. Staff costs to issue financial assistance
- x. Cost of inspections to assure unit meets habitability standards

- b. Housing Relocation & Stabilization Services
 - i. Services to assist homeless persons that need temporary assistance to obtain housing
 - ii. Services to assist persons at risk of homelessness to maintain housing
 - iii. Case management, outreach and engagement, housing search and placement, legal services and mediation to assist renters in retaining their current housing
- c. Data Collection and Evaluation
 - i. Reasonable costs for collecting and reporting data through HMIS
 - ii. HMIS training
 - iii. Participation fees for providers using the HMIS
- d. Administrative Costs
 - i. Accounting for the use of grant funds
 - ii. Preparing reports for submission to HUD
 - iii. Staff costs associated with eligible administrative costs
 - iv. The overall limit for administration for HPRP funds is 5%. This percentage will be allocated at the discretion of Lima

2. Eligible Beneficiaries. Program beneficiaries must be homeless or about to become homeless AND:

- a. Have proof of residency in the City of Lima;
- b. Have an initial consultation to determine appropriate type and level of assistance;
- c. Have income of 50% or less of area median income (AMI); see www.huduser.org/DATASETS/il.html
- d. Have no other housing options or financial resources or support networks to obtain or remain in housing

3. Targeting. HPRP provides flexibility to the City of Lima to meet the needs in the city. Through the RFP applicants should explain –

- a. How they propose to determine who should receive HPRP assistance
- b. How they will assure that the assistance funds are used most efficiently to serve as many households as possible

4. Timeliness. HUD regulations specify that 100% of the HPRP funds must be allocated no later than September 30, 2009 with 60% of the funds spent within 24 months and 100% of the funds spent within 36 months. **All budgets should be based on a 30 month approach.** Disbursement of funds will be carefully monitored. Funds that are not being spent to meet the 60% requirement will be recaptured and reallocated.

II. TIMELINE FOR REQUEST FOR PROPOSALS

A. Date of Issuance: May 15, 2009

B. RFP Due Date: June 5, 2009 (Friday) by 4:00 PM; all proposals received after the due date will not be accepted.

Applications must be submitted electronically and in paper form. Electronic submissions may be e-mailed to the address below or saved on CD to accompany the paper submission; Microsoft Word file format is preferred. The paper submission must include an original and 2 copies and all

necessary supporting documentation. All questions on this RFP should be emailed to the address below. Proposals should be addressed to:

Amy Sackman Odum
Director of Community Development
50 Town Square
Lima, OH 45801
amy.odum@cityhall.lima.oh.us

III. ELIGIBILITY REQUIREMENTS

Minimum Qualifications:

- A. The applicant must be a government entity, a public housing authority, or a non-profit organization with experience in housing services for HPRP-eligible populations. Non-profit applicants must have received (not pending) an IRS tax-exempt determination and be registered with the State of Ohio and have a current status with the Secretary of State.
- B. The applicant must have a DUNS number (<http://www.hud.gov/offices/adm/grants/duns.cfm>) in order to contract federal grants.
- C. An organization with a serious unresolved monitoring findings and/or an outstanding audit finding of a material nature by any federal or state agency or private benefactor -- is not eligible for funding.
- D. HPRP funds may not be used to supplant or replace another source of funds for the same service or activity for the exact same time period.
- E. The applicant must have at least one year of experience providing direct services to the target population for the activity for which grant funds are being requested.
- F. All applicants must comply with the HMIS reporting requirements, and all other fiscal and program reporting required by HUD and /or the City of Lima.
- G. All successful applicants must agree to participate in quarterly reporting and review processes to determine spending rates and consistency with HPRP goals.
- H. All applicants must be prepared to sign a Memorandum of Understanding with other HPRP subgrantees and or contractors to coordinate activities and services in order to maximize the effectiveness and efficiency of the impact of HPRP funds in the community.
- I. The city reserves the right to request additional information from any or all applicants.
- J. The city reserves the right to negotiate changes in program details and budget items prior to making an award recommendation.

IV. GENERAL INSTRUCTIONS

All proposals must be submitted in the following format:

- A. Pages must be numbered and printed on one side only. This includes the sequential numbering of all attachments that follow your proposal narrative.
- B. A cover page (attached herewith as Attachment 1) must be the first page of the application. An application checklist (Attachment 2) must be the second page of every application.

- C. An Excel budget worksheet must be submitted with the proposal.
- D. Text in all narrative sections must be 12-point font.
- E. Deadline extensions will not be granted.
- F. No facsimile transmissions will be accepted.

V. APPLICATION COMPONENTS

All proposals must include the following components except as otherwise noted.

If two or more agencies wish to apply together on a project or the whole program, one of the agencies should be identified as the lead agency in the proposal. If more than one agency is part of a collaborative approach, each agency that is applying should describe the collaboration and implementation plan for carrying out the proposed activities.

- A. Project Abstract. (maximum of one page for single applicant; maximum 2 pages for multi-partner proposals). The Project Abstract should provide an overview of the grant proposal and at a minimum include:
 - 1. Name and brief description of the lead applicant and all the partners in the application.
 - 2. Brief description of the Prevention and/or Diversion and/or Rapid Re-housing approach that is proposed and the targeting strategy to be utilized – and how such approaches complement the strategies outlined in the ***Blueprint to End Homelessness in Allen County***. See at: <http://www.wecarepeople.org/Blueprint.php>
 - 3. The total dollar amount requested and breakout between the partners by activity.
 - 4. The projected number of households and types of households (singles/families) to be served over the three-year grant period.
- B. Program Narrative. This section should include:
 - 1. Target Population (maximum of one page). Describe the population you intend to serve.
 - 2. Identified Services (maximum one page). Describe the activities that your proposal will provide. Include numbers served per activity.
 - 3. Objectives (maximum of one page). Describe the measurable objectives you propose to achieve per category. Each applicant should further define the specific scope of services to be delivered by activity. Each activity should include the number of service units to be provided, the number and type of clients to be served, and the length of time each activity will be provided.
 - 4. Program Approach and Coordination Strategy (maximum of three pages). Describe your approach and how it meets the HPRP program intent to promote housing stabilization by:
 - Preventing homelessness for persons who would be homeless but for this assistance

- Re-housing persons who are homeless
 - Assuring on going stability in housing
5. Collaboration and Coordination (maximum of two pages). Describe the existing systems of care in which you actively participate. Describe the role of your agency in these systems and your method of participation. Provide this detail for the lead agency and each partner agency if the applicant intends to sub-grant funds, or if a key partner in the execution of the proposal is discussed in number 4 above. If formal relationships do not yet exist, describe the systems/agencies with which you intend to build linkages and the specific activity that will be coordinated with those agencies. Letter of intent to coordinate/collaborate should be appended to the application.
6. Monitoring and Evaluation (maximum of one page). The HPRP funds require extensive reporting compliance. Describe the applicants capacity to comply with HMIS and IDIS reporting requirements, including hardware capacity, previous experience with HMIS and IDIS, depth of staff experience; plan to manage the reporting requirements in terms of coordination of information and tracking, particularly when the application includes more than one agency providing different services. Describe the applicants capacity and process for screening potential clients for HPRP service eligibility and evaluating clients for HPRP service needs.
7. Capability of Applicant (maximum of one page per agency receiving funding through the application). Describe the services currently provided by your agency, the numbers and demographic characteristics of the persons served, and the geographic distribution of your clients. Describe the established links your agency has with the target population for the HPRP funds. Provide this detail for each partner agency in the application.
8. Fiscal Capacity (maximum 2 pages). For agencies proposing to provide Financial Assistance, provide documentation of previous experience:
- Dollars awarded for financial assistance over the past three years
 - Types of financial assistance and Sources of funding for the past three years
 - Number of target population for assistance served , by assistance type, each year
- C. **Program Work Plan** (maximum of three pages). Provide a detailed quarterly work plan, based on a 30-month time frame that will serve as a management tool for monitoring the progress of program activities and service delivery, and a method for amending the work plan over time.

The work plan must include measurable, time-specific program objectives identified in the project narrative; the series of activities that are necessary to achieve each objective; milestones that will determine if activities are on course; target dates for completion; and expected outcomes.

D. **Financial Information.** Each proposal must include:

1. Line Item Budget - 30 month contract period. Each applicant must include a line-item budget according to the eligible activities of HPRP, and then detailed within each

eligible activity according to personnel costs and financial assistance activities.
Administrative costs will be awarded at the discretion of the Lima.

2. Detailed budget narrative. The budget justification must directly support each line item. The justification should provide a basis for the level of service proposed and the number of clients to be served. For staff positions for which partial HPRP funding is requested, please provide the other sources of support for that position.
3. Agency Budget. Attach a copy of the agency's overall budget for the current fiscal year.

E. Supporting Documentation. The following documentation must be appended:

1. Not for profit organizations must submit verification of federal tax exempt status and documentation from the Ohio Secretary of State showing current standing as not for profit in the State of Ohio.
2. Letters of intent to collaborate and/or existing linkage agreements with service providers of other agencies. These should be as specific as possible concerning each party's obligations. **Do not append general letters of support.**

VI. REVIEW AND AWARD CRITERIA -- Complete applications will be reviewed and evaluated according to the following guidelines:

- A. **Target Population - 15 points:** Does the application adequately describe the target population of the HPRP proposal and how the target population will be assessed and engaged?
- B. **Identify Service Needs – 10 Points:** Does the application adequately describe how the follow up services to households will be provided; how clients and services will be tracked?
- C. **Approach and Method – 20 Points:** Are the objectives clearly stated, measurable, and time phased? Does the application include a realistic and detailed approach for meeting stated objectives? Does the proposal narrative state concrete outcomes and delineate ways to measure program success?
- D. **Systems Collaboration - 10 Points:** Does the applicant agency adequately describe its participation, or plan to participate in existing systems of care? Does the applicant adequately describe the plans to coordinate service delivery with other providers? Does the applicant demonstrate and understanding of the mainstream systems and linkages with the mainstream systems?
- E. **Monitoring and Reporting – 5 points:** Does the applicant clearly identify a means for client follow up and reporting? Does the applicant have the capacity to collect the required information on services and clients or a realistic plan to develop this capacity?
- F. **Applicant Capability – 15 Points:** Does the applicant agency have the experience in the provision of homeless prevention, home based case management, diversion and/or rapid re-

housing strategies for very low income persons? Does the applicant have the experience to manage a coordinated, multi partner project? Does the applicant have the demonstrated experience of managing a budget commensurate with the HPRP request?

G. Work Plan – 15 Points: Does the application include a detailed and logical program? Does it include objectives, related activities and milestones? Are components linked? Does the work plan provide a tool for measuring progress? Is the work plan consistent with the budget?

H. Budget – 10 Points: Does the budget reflect the total cost of the proposed program? Does the budget justification provide a basis for the level of service proposed and the number of clients targeted? Is the request reasonable? Are detailed provisions for the timely hiring of staff included? Does the applicant demonstrate the ability to efficiently expend funds within the allowed time period?

APPENDIX A

FINANCIAL ASSISTANCE PAYMENTS

- A. Financial Assistance may be offered under the category of **“Homeless Prevention”** or **“Rapid Re-housing”**.
- If the person or family is currently housed, or relocating from existing housing in the City of Lima, the financial assistance is considered **“Homeless Prevention”**.
 - If the person or family is in a shelter, financial assistance provided to move that household into stable housing in the City of Lima is considered **“Rapid Re-Housing” assistance**.
- B. Whether under “Prevention” or “Rapid Re-housing”, financial assistance may be:
- SHORT TERM (up to 3 months)
 - MEDIUM TERM (4 to 18 months)
- C. Whether under “Prevention” or “Rapid Re-Housing” financial assistance may be used for **security deposits, utility deposits, moving costs, rental assistance**.
- D. Rent Assistance will require documentation of **“rent reasonableness”** for each unit.
- E. **Rent arrearages** may be paid under “Prevention” when someone is in a unit and paying the back rent will enable the household to remain in the unit. Rent arrearages may be paid going back up to 6 months.
- F. Agencies providing financial assistance must determine what would be the **least amount** of financial assistance necessary to maintain or secure housing for the client.
- G. **Staff costs to issue financial assistance** should be included in the “Financial Assistance” category of funding.
- H. HPRP funds may be used in conjunction with other Prevention/re-housing resources, but may not supplant or replace funds for the exact same cost type or activity **for the same time period**.
- I. An agency receiving funds for financial assistance must provide, at a minimum, an initial case management assessment of client need for assistance. Clients should be linked to a case manager who will conduct an assessment of the client’s “barriers to housing stability”. A Housing Plan should be developed with the goal of establishing long-term housing stability. The Housing Plan should enhance client self-sufficiency and guard against repeated housing instability.
- J. An Agency receiving funds to provide financial assistance must have the capacity to provide follow up contact and reassessment of client need every 3 months that the client is receiving financial assistance.

APPENDIX B

HOUSING RELOCATION AND STABILIZATION SERVICES

- A.** Housing information/relocation services include, but are not limited to, **housing search assistance and placement and legal services.**
- B.** Stabilization Services are those that assist persons at risk of homelessness **to maintain their housing.**
- C.** Case management, outreach and engagement, housing search and placement are specific activities that would be noted under the Housing Relocation and Stabilization Services Category.

APPENDIX C

ACTIVITIES THAT ARE INELIGIBLE FOR HPRP FUNDING

- A. Financial assistance to pay for services that are available through other ARRA programs, including child care and employment training
- B. Financial assistance for any mortgage related costs
- C. Other ineligible uses include:
 - Construction or rehabilitation
 - Consumer debt payments
 - Car repair or transportation
 - Travel costs
 - Food
 - Medical and dental expenses
 - Clothing
 - Home furnishings
 - Pet care
 - Work or education materials
 - Direct cash assistance (funds used to support program participants must be paid directly to a third party, such as a landlord or utility company)

APPENDIX D

REPORTING REQUIREMENTS

Organizations receiving HPRP fund will be required to meet the following reporting and data tracking requirements:

1. Funded organizations must participate in the HUD-determined HMIS reporting requirements that will be developed specifically for the HPRP funds.
2. Agencies must have the hardware capacity to accommodate a web based reporting software.
3. Agencies must be able to provide staff to meet the reporting requirements and deadlines.
4. Program reports will be required at intervals to be determined, no more frequently than monthly. The reports will be in a format developed by the Grantee jurisdictions and intended to provide an appropriate level of information to assure service delivery quality, issues, and strategies for resolution.
5. Documentation of services and costs will be submitted monthly to the Grantees providing the HPRP funds, in accordance with the HUD IDIS format provided.
6. Expenditure reports must be submitted at the end of the month identifying actual reimbursable expenses for each category of service per line item in accordance with the approved budget. A brief explanation of line item variances must also be included.

For details on REPORTING, **see Item VI of the HPRP Notice:** <http://www.hud.gov/recovery/hrp-notice.pdf>

ATTACHMENT 1

APPLICATION COVER SHEET

1. Agency Name & Address:
2. Contact Name:
3. Phone: Fax:
- E Mail:

| Activity | Homeless Prevention | Rapid Re-Housing | Total Amount Budgeted |
|---|----------------------------|-------------------------|------------------------------|
| Financial Assistance | | | |
| Housing Relocation and Stabilization Services | | | |
| Subtotal | | | |
| Data Collection and Evaluation | | | |
| Administration (up to 5% of allocation) | | | |
| Total HPRP Amt Budgeted | | | |

ATTACHMENT 2

APPLICATION CHECKLIST

Name of Agency:

Please review this checklist to ensure that the application is complete. Enclose this checklist with your application. Applications that do not contain a copy of each of the items below will be considered incomplete and will not be reviewed. Number the pages of each item and note the page number to the right of the item.

| ITEM | PAGE NUMBER |
|---|--------------------|
| 1. Application Cover Sheet | |
| 2. Application Checklist | |
| 3. Project Abstract | |
| 4. Program Narrative a) Target Population b) Identified Service Needs c) Objectives d) Program Approach & Strategy e) Collaboration & Coordination f) Monitoring & Evaluation g) capability of Applicant | |
| 5. Program Work Plan | |
| 6. Financial Information a) Line Item Budget b) Detailed Narrative c) Agency Budget d) Outside Funding e) Audit f) 6 a through e for applicant sub grantees | |
| 7. Supporting Documentation a) IRS and State of Ohio 501 (c3) status b) Letters of Intent to collaborate | |