



# Arizona Department of Housing

---

**Rapid Rehousing and Rental Assistance Pilot Program  
in Maricopa County**

**Lewis Prison's Eagle Point Second Chance Center, Buckeye**

## **Notice of Funding Available**

---

**Date Issued: November 2, 2018**

**Date Reissued: November 9, 2018**

1110 West Washington Street, Suite 280 | Phoenix, AZ 85007  
Telephone: (602) 771-1000 | Facsimile: (602) 771-1002 | TTY: (602) 771-1001



**Table of Contents**

Introduction .....3

Project Goals and Scope of Services.....3

Anticipated Selection Schedule Summary .....4

Population to be Served.....4

Minimum Qualifications .....4

Threshold Review.....5

Reporting Performance Parameters.....5

Other Reporting Requirements .....6

Budget .....6

Proposal Process .....6

Questions .....7

Proposal Submission.....7

Scoring Criteria.....7

Contract .....8

Letter of Intent .....9

Request for Proposal .....10

Definitions: ADOH RFP for RRH & Rental Assistance Pilot Program.....13

## **Introduction**

The Arizona Department of Housing (“ADOH” or the “Department”) is accepting proposals in response to this Notice of Funds Available (“NOFA”) from qualified entities interested in operating a Pilot Program that avails both funding and support services to formerly incarcerated men to place them into housing after release from prison.

As part of a statewide effort to reduce Arizona’s rate of recidivism and prevent homelessness, Second Chance Centers, launched by Arizona Departments of Corrections and Economic Security in March of 2017, are preparing and equipping inmates with the career and life skills they need to succeed after release.

This program has workforce specialists and corrections officers providing comprehensive workforce readiness services to inmates over an eight week period who are within 60-days of release. Inmates receive hard and soft skills workforce training, resume and job search assistance, job interview preparation, participation in on-site job fairs, enrollment in healthcare as well as connections to clothing and transportation. The awardee/s of this NOFA will assist in connecting and financially assisting a randomly selected control group (“Control Group”) to housing at the time of their release.

The Control Group will consist of approximately half of the inmates exiting the Lewis Eagle Point Second Chance Center, located in Buckeye, for a period of 12 months. Selection of inmates to participate in the Control Group will be based solely on inmates’ prison identification number, which is randomly assigned by the Arizona Department of Corrections upon their initial incarceration.

Upon release from the State Prison system, inmates generally have nowhere to call home. Even if an inmate has received job training and has a reasonable expectation of finding employment, finding suitable living accommodations can be extremely trying. A successful transition from prison back into the community requires a stable housing situation. However, this can be difficult to achieve.

With a focus on ensuring those who have served their time have one more tool they need to successfully reenter society, the Arizona Department of Housing is seeking proposals to provide Rapid Re-housing which will include rental assistance for apartments and qualified halfway houses to the Control Group exiting from the Second Chance Center located at Lewis Prison Eagle Point.

## **Project Goals and Scope of Services**

Approximately \$2,900,000 of Housing Trust Fund (“HTF”) monies are available to provide Rapid Re-housing and Halfway House Rental Assistance. Funding will be available for a minimum of one (1) year. Approximately twenty-five percent (25%) of the funds requested may be used for Housing Relocation and Stabilization (see page 13) including case management.

Members of the Control Group may or may not be under the supervision of a parole or probation department. ASU will be conducting a study and evaluation of the outcomes, comparing the Control Group that received housing assistance to the inmates who exited Lewis Eagle Point without such assistance. The grantee will be required to meet mutually developed requirements, including but not limited to, collecting

and submitting client data and engagement activities to ADOH so that ASU may evaluate this program and its outcomes.

The agency selected to implement this Rapid Re-housing and Rental Assistance Pilot grant is expected to play a major role in assisting to achieve the goal of reducing recidivism. The funds will be used for those exiting Lewis Prison Eagle Point in need of the following: 1) bridge funding up to three months while staying at a halfway house and reentering mainstream society, becoming employed and looking for permanent housing; 2) short-term rental assistance for a scattered site rental property including security and utility deposits (if employed); 3) a combination of 1 and 2 not exceeding three months total assistance; and 4) wrap around services to assist ex-offenders to build positive social networks and connect to mainstream resources.

All ex-offenders participating in this program will have received ten (10) hours of rent readiness classes. These classes include but are not limited to what landlords are looking for in prospective tenants, what it means to be a good neighbor, what barriers they face in a housing search, understanding housing application processes, mitigating factors, finances, credit score, and understanding leases.

**Anticipated Selection Schedule Summary**

The Request for Proposal timeline is as follows:

Release of NOFA:	<b>November 2, 2018</b>
Public Meeting to Discuss NOFA Requirements:	<b>November 8, 2018</b>
NOFA Due Date:	<b>December 20, 2018</b>
Selection of Winning Proposal and Notice to Unsuccessful Proposal Submitters:	<b>January 11, 2019</b>
Start of Contract Negotiations with Winning Entity:	<b>January 12, 2019</b>
Start Implementation of Program:	<b>February 1, 2019</b>

**Population to be Served**

The population to be served are adult men who have been released from Arizona State prison, namely Lewis Prison Eagle Point Second Chance Center and who are part of the Control Group. The approximate number to be assisted is 850.

**Minimum Qualifications**

This is a competitive process open to non-profit, faith-based, private, and/or public agencies that meet the following minimum qualifications:

1. Must have a demonstrated history of providing successful services to the target population for at least three years preferably services that are evidence based or based on best practices.
2. Must have experience operating Rapid Re-housing Programs in accordance with HUD regulations.
3. Must have experience providing tenant-based rental assistance (TBRA) as defined in 24 CFR Part 578.

4. Must have the proven ability to increase housing by outreaching and recruiting landlords and property managers to participate in housing programs.
5. Must have experience providing high quality case management/navigation services, including assisting clients in maintaining employment.
6. Must be willing to assist in finding and inspecting housing for participants depending on the client's preference and the availability of rental units. Rent amounts for the housing units must be rent reasonable.
7. Agencies not eligible include those that have had a state contract terminated for default, and/or are currently debarred by any federal or state debarment agency.
8. Must demonstrate fiscal and administrative capacity to perform the proposed services. For current ADOH sub-recipients, ADOH will consider all ADOH program and fiscal monitoring reports, as well as expenditure reports, indicating agency's ability to expend funds in a timely manner.

### Threshold Review

To be eligible for evaluation and scoring, proposals must meet the following threshold requirements. Proposals that fail to comply with all instructions will be rejected without further consideration.

1. Application is submitted on time and complete.
2. Application meets the proposal format requirements.
3. The project must be ready to start immediately upon receipt of a contract.
4. The recipient must have the capacity (with all staff in place) to complete the project in a timely manner and adhere to all regulations.

ADOH may make inquiries in order to verify and/or clarify the information submitted, but applicant may only provide missing information to specifically address a request for information from the ADOH. Applicants must respond by the deadline included in the inquiry to avoid disqualification. ADOH may verify representations, information, and data in an Application with public information, independent reports, and statistics available through recognized subscription services.

### Reporting Performance Parameters

If awarded a contract, applicants will be expected to monitor and report on the degree to which the following program goals are met:

1. Sixty-five percent (65%) ~~Seventy-five percent (75%)~~ of short term housing residents (halfway housing) will ~~obtain long term permanent housing~~ be stably housed at end of financial assistance.
- 1.2. Ten percent (10%) of short term housing residents (halfway housing) will move to permanent housing within the three month time period.

2.3. Seventy-five percent (75%) of households will remain housed three (3) months after rental subsidy ends for rapid rehousing.

3.4. Eighty-five percent (85%) of households will increase or maintain their incomes through employment or receipt of benefits.

### Other Reporting Requirements

1. If awarded a contract, applicants will be expected to report on the following on a monthly basis.
2. Names of offenders enrolled in program.
3. Beginning and ending dates of services provided to offenders.
4. Number of offenders who successfully complete the program.
5. Number of offenders who terminate unsuccessfully from the program.
6. Expenditures by category.

### Budget

ADOH will assist the selected grant recipient in developing a more detailed budget. The annual budget will include approximate funding in these budget line items:

Financial Assistance:	\$1,957,500
Housing and Stabilization:	\$652,500
Administration:	<u>\$290,000</u>
<b>TOTAL:</b>	<b>\$2,900,000</b>

### Proposal Process

1. Release of NOFA Notification through ADOH Information Bulletin with milestone dates included: **November 2, 2018.**
2. There will be a public meeting to discuss the RFP at **10:00 a.m. November 8, 2018** at the Arizona Department of Housing, Suite 145, Phoenix, Arizona 85007. The purpose of the meeting is for ADOH to present an overview and answer questions on the NOFA.
3. All agencies that apply must submit a Letter of Intent. The format for the Letter is provided in the next section. The Letter of Intent must be e-mailed to [special-needs-nofa@azhousing.gov](mailto:special-needs-nofa@azhousing.gov) and is due **November 15, 2018 by 5:00 p.m.**
4. Proposals are due via the ADOH Special Needs Portal by the deadline of December 20, 2018 at 2:00 p.m. The name of the file must be labeled SecondChanceRRH – [agency name] (Example: SecondChanceRRH – XYZ Inc.).
5. All Submitted Proposals will be opened and the name of the proposers will be publicly read and recorded at 3:00 p.m. on December 20, 2018 at the Arizona Department of Housing, 1110 W. Washington St., Suite 280, Conference Room 1.

6. ADOH review of submittals will be conducted by a panel of three ADOH Evaluators.
7. ADOH reserves the right to seek clarification of information submitted in response to this Application and/or to request additional information during the evaluation process and make site visits. If deemed necessary the meeting to allow proposers to make an oral presentation to the ADOH Evaluators will be held on January 7, 2019.
8. Selections will not be final until ADOH and the respondent have fully negotiated and executed a contract.
9. ADOH Evaluators Recommendation of Award to the Director of the Arizona Department of Housing: January 10, 2019.
10. ADOH Award Announcement: **January 11, 2019.**
11. Program Implementation Start Date: February 1, 2019.

### Questions

Questions regarding the RFP will be answered at the Public Meeting on November 8, 2018 and may be submitted in writing from November 2, 2018 until December 10, 2018 via e-mail to: Melissa Swain, [special-needs-nofa@azhousing.gov](mailto:special-needs-nofa@azhousing.gov). The question will be directed to the appropriate staff for a written response. Answers to questions will be available on the ADOH Special Needs webpage within 24 hours of receipt, excluding weekends.

### Proposal Submission

The proposal format is outlined on Pages 9-12.

### Scoring Criteria

The Evaluators will review and score all submitted applications based on the following criteria: (100 possible points).

1. **Experience and Capacity** (maximum 30 points) - Did the applicant clearly describe the agency's experience and capacity in providing housing and supportive services to persons who are exiting prison? Does the applicant have experience administering rapid re-housing services? Does the applicant have experience in working within the criminal justice system? What is the planned staff to client ratio? Did the application demonstrate the expertise to assume and meet all administrative and fiscal requirements, including the administration of financial assistance as well as technological capabilities? Were the Core Components of rapid re-housing evident in the narrative?
2. **Landlord Outreach** (maximum 25 points) - Did the applicant clearly describe how the project would do outreach to landlords and property owners to participate? Is it clear how supportive services will be used to support individuals and families who access a rapid rehousing unit?
3. **Collaboration with Other Agencies and Services** (maximum 10 points) - Does the applicant propose

the use of a variety of community resources to help clients access a full continuum of care? Is there evidence of financial, physical, and/or human resources leverage in the community? Are there any collaborations or partnerships with other public and private agencies related to their program design and objectives?

4. **Connection to Community Resources** (maximum 20 points) - Does the applicant provide sufficient explanation about how participants will be supported in their employment, connected to community and/or assisted to connect with other resources, family, faith and healthcare.
5. **Feasibility** (maximum of 15 points) - Are the proposed costs reasonable in light of the program design? Are the program costs proportional to the proposed number of households to be served?

### **Contract**

By submitting a proposal in response to this RFP, the respondent implicitly agrees to comply with the provisions in the ADOH Funding Agreement. Applicants must review the contract thoroughly. (See separate Funding Agreement).



**Letter of Intent**  
**Arizona Department of Housing**  
**Request for Proposal**  
**Rapid Rehousing and Rental Assistance Pilot Program to Reduce Recidivism**

Submit the letter of intent, via e-mail to [special-needs-nofa@azhousing.gov](mailto:special-needs-nofa@azhousing.gov) by 5:00 p.m. on November 15, 2018.

Provide the following information:

Agency Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_

Brief summary of the proposed project (no more than two (2) paragraphs):

**Arizona Department of Housing  
Request for Proposal**

**Rapid Rehousing and Rental Assistance Pilot Program to reduce Recidivism**

Provide an answer to each section and sub section.

<b>Name and address of agency</b>	
<b>Contact Person</b>	
<b>Contact E-mail</b>	
<b>Contact Phone Number</b>	
<b>Name of Project</b>	
<b>Federal Tax ID Number:</b>	
<b>Federal DUNS Number:</b>	
<b>Proof of 501 (c ) (3) Good Standing from the IRS (non-profits only)</b>	Attachment
<b>Amount Requested</b>	

**Complete the Budget Summary Table**

Category	Amount
Financial Assistance ( Halfway house rent, security and utility deposits and rent for TBRA)	
Housing Relocation and Stabilization Services (may include both personnel and program costs; include number of FTE. Administrative salaries cannot be funded under the supportive services line item but may be included in the Administration line item. Program costs that support the operation of the proposed program are allowed and must be itemized and justified in the narrative )	
Admin Costs (must be no more than ten percent (10%) of project Costs)	
<b>Total</b>	

**Answer questions in narrative style.**

1. **General Description - Provide a short summary of your understanding of the project. Include an estimate of the number of households to be served.**
2. **What is the organization’s experience in working with the population of focus?**
4. **Describe how housing and supportive services will be delivered, including plans and ability to assist clients with obtaining employment and mainstream services.**
5. **Describe the process that will be used to collect information to report against the performance measures described in this NOFA.**
6. **Describe specifically how participants will be assisted to both increase their employment and/or income and maximize their ability to live independently.**
8. **Who are your partners and what services will they provide in support of the participants of the program.**
9. **Describe your organization’s capacity to operate a rapid rehousing program. Include information about programmatic and fiscal experience.**
11. **Provide a brief timeline related to project.**

<b>Month</b>	<b>Activity</b>	<b>Other comments</b>

## **Definitions: ADOH RFP for RRH & Rental Assistance Pilot Program**

**Assisted:** When financial assistance, which may include payment for security deposits, rent, utility deposits, or utility payments, has been disbursed.

**Halfway House:** An alcohol and drug-free living environment, usually in a residential setting, that allows people with a variety of issues, physical, mental and emotional, including those with criminal backgrounds to learn the necessary skills to re-integrate into mainstream society and become self-sufficient.

**Homeless Prevention:** Short-term rent and utility assistance at up to one-hundred percent (100%) (less thirty percent (30%) of participant income) for up to three (3) months.

**Housing First:** A programmatic and systems approach that centers on providing homeless people with housing quickly and *then* providing services as needed using a low barrier approach that emphasizes community integration, stable tenancy, recovery, and individual choice.

**Housing Relocation and Stabilization Services:** Are those services that assist program participants with housing stability and placement. These services are limited to the following eligible activities:

1. Case Management/Navigation: Activities provided to help households address barriers that prevent access to or stability in housing. Component services and activities may include counseling; developing, securing, and coordinating services; monitoring and evaluating program participant progress; helping households negotiate and understand lease agreements; and once in housing, individuals may need assistance accessing other services, including public benefits, health care, and employment. Includes developing an individualized housing and service plan, including a path to permanent housing stability, subsequent to RRH financial assistance. Services are client-directed and voluntary.
2. Housing Search and Placement: Services or activities designed to assist individuals in locating, obtaining, and retaining suitable housing. Component services or activities may include: tenant counseling; assisting individuals and families to locate housing; securing utilities; making moving arrangements; representative payee services concerning rent and utilities; and mediation and outreach to property owners related to locating or retaining housing.
3. Credit Repair: Services that are targeted to assist program participants with critical skills related to household budgeting, money management, accessing a free personal credit report, and resolving personal credit issues. Payment of credit arrears is an ineligible activity.

**Pilot Project:** A small scale fixed term preliminary program established for study in order to evaluate feasibility, time, and cost, for the long-term effects of a systemic implementation.

**Rapid Re-housing:** For this pilot it is an intervention designed to help the employed members of the control group to become permanently housed. The resources and services provided are tailored to the unique needs of the household. The key program elements are financial assistance, housing location and stabilization services, data collection and evaluation, and administrative functions. These activities are focused on rapidly transitioning program participants to housing stability and helping them to develop a plan to retain and maintain their housing; thus preventing subsequent shelter entrance and future instability. Financial assistance may include payment for security deposits, and short-term financial assistance (rental costs for up to three (3) months). Other supports may include utility deposits or utility payments, and housing stability focused case management. For this program it will also include a move in box with basic household items.

**Recidivism:** Conviction of a new felony or misdemeanor committed within two years of release from custody or committed within two years of placement on supervision for a previous criminal conviction.

**ADA and EQUAL OPPORTUNITY COMPLIANCE STATEMENT**

If you need accommodations for physical mobility, sensory impairment or language needs in order to participate in this meeting, please contact the ADOH at (602) 771-1000. Notification forty-eight (48) hours prior to the meeting will enable ADOH to make reasonable arrangements to ensure accessibility to this meeting.