

**Arizona Department of Housing  
Request for Proposal  
For Rapid Rehousing  
In the Balance of State Continuum of Care Geographic Regions**

**OVERVIEW:** Arizona Department of Housing, the lead agency for the Arizona Balance of State Continuum of Care (AZBOSCO) is seeking proposals from nonprofit and governmental agencies to provide Rapid Re-housing services to individuals and/or families who meet the Category One and Category Two definitions of homeless with a preference for the following: 1) veterans and their families who are homeless; and 2) individuals and families who meet the criteria for Chronically Homeless. Approximately \$1,000,000 is available to provide Rapid Rehousing services for FY 16/17. Funding will be available for one year. Approximately 25% of the funds requested may be used for Housing Stabilization including case management and 10% of the funds requested may be used for Homelessness Prevention for households who are at imminent risk of homelessness. (Category 2) A minimum of 10 (ten) households must be served per application. ADOH anticipates this program will serve 100 households over the course of one year.

The agency(ies) selected to implement this Rapid Rehousing grant are expected to play a major role in assisting to achieve the goal of ending veteran and chronic homelessness by June 30, 2017. The funds will be used for the following: 1) bridge funding with which to house and provide services to the two priority populations who need Permanent Supportive Housing(PSH) while they await imminent PSH to become available or while their eligibility for Social Security and/or other benefits is being established; 2) short-term rental assistance for homeless veterans who do not need PSH and are not eligible for the SSVF program; 3) short-term rental assistance for other literally homeless subpopulations, including those living in homeless situations hazardous to public health; and 4) ten percent of the awarded amount may be used for households at imminent risk of becoming homeless.

The Balance of State Continuum of Care practices a “no wrong door” approach to service delivery and addresses homelessness based on a Housing First philosophy. The AZBOSCO geographic regions include the following counties:

Apache	Mohave
Coconino	Navajo
Cochise	Pinal
Gila	Santa Cruz
Graham	Yavapai
Greenlee	Yuma
La Paz	

## **MINIMUM QUALIFICATIONS**

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

1. Must have experience operating Rapid Rehousing Programs in accordance with HUD regulations.
2. Must have in place an agency practice that accepts only clients referred through the Balance of State's Continuum of Care's Coordinated Entry system, which prioritizes clients based on the Vulnerability Index and Service Prioritization Decision Assistance Tool for individuals or families, (VI-SPDAT, VI-FSPDAT) and other agreed-upon criteria.
3. Must utilize the Homeless Management Information System, for data entry and reporting purposes, and keep all data current with data quality and completeness at 95% or more.
4. Must have experience providing tenant-based rental assistance under HUD's CoC program regulations.
5. Must have experience providing high quality case management services, including assisting clients in obtaining benefits including but not limited to SSI/SSDI, and Medicaid.
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. Must be an active participant in the AZBOSCOC by attending quarterly meetings and serving on two committees, one being the Homeless Management Information System Committee and one other committee of the recipients' choice.
8. 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.
9. 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 written 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.

### **PERFORMANCE PARAMETERS**

If awarded a contract, applicants will be expected to achieve and report on the following performance measures:

1. Fifty percent (50%) of households served will move into housing within 45 days of referral.
2. Seventy-five percent (75%) of households will remain housed six months after rental subsidy ends.
3. One hundred percent (100%) of those in bridge housing will have exited to permanent housing.
4. Seventy-five percent (75%) of households will increase or maintain their incomes through employment or receipt of benefits.
5. The number of individuals who access other income streams during participation in the program.

### **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:	\$580,000
Housing and Stabilization:	\$250,000
Prevention:	\$100,000
Administration:	<u>\$ 70,000</u>
<b>TOTAL:</b>	<b>\$1,000,000</b>

### **PROPOSAL PROCESS**

1. There will be a pre-proposal meeting to discuss this RFP on **May 18, 2016** at 9:00 am. This meeting may be attended in person or by phone. Call in information: (866) 244-8528 / Passcode: 840114. The purpose of this meeting is to provide an overview of proposal requirements and answer questions.

2. 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 should be emailed to Michele Meyerkorth @

Michele.Meyerkorth@azhousing.gov and is due **May 25, 2016 by 5:00 pm.**

3. Deadline for submitting proposal to ADOH is **July 1, 2016 at 5:00 p.m.**

**Questions:**

All questions and comments related to the RFP must be submitted in writing via e-mail to Michele Meyerkorth. [Michele.Meyerkorth@azhousing.gov](mailto:Michele.Meyerkorth@azhousing.gov). The question will be directed to the appropriate staff for a written response. Questions will not be accepted or answered verbally, neither in person nor over the telephone, after the conclusion of the Informational Q&A Meeting on **May 18, 2016**. Answers to questions will also be available on the ADOH Special Needs webpage.

## PROPOSAL SUBMISSION

1. The proposal format is outlined on pages 8-11
2. The complete proposal under this request is due **July 1, 2016 by 5:00 p.m.** and must be submitted via the ADOH Special Needs Portal. The name of the file must be labeled BOSRRH-*(agency name)* Example: BOSRRH – XYZ Inc.

## SCORING CRITERIA

A Rating Panel will review and score all submitted applications based on the following criteria: (150 possible points)

1. **Justified Need** - maximum 20 points - Did the applicant justify the need for the project? Is data used as part of the justification? Does the proposed project address the needs identified by the applicant? Did the applicant provide the sources for data used?
2. **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 homeless. Does the applicant have experience administering Rapid Rehousing Services? What is the 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 RRH evident in the narrative?
3. **Outreach**-maximum 20 points - Did the applicant clearly describe how the project would do outreach to serve persons and/or families that are appropriate for rapid rehousing? Is it clear how supportive services will be used to support individuals and families who access a rapid rehousing unit?
4. **Coordinated Entry**—maximum 15 points—Did the applicant describe how the agency would or does participate in Coordinated Entry? Is Case Conferencing occurring in conjunction with Coordinated Entry to effectively refer all clients in needs of housing assistance? What other partners are participating in Case Conferencing? How is it working now?
5. **Collaboration with other agencies and services** - maximum 15 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?
6. **Use of mainstream resources** - maximum 15 points - Does the applicant demonstrate how mainstream resources will be accessed? Does the agency have SOAR trained staff or an MOU

with an agency with SOAR trained staff? Is there evidence of collaboration with mainstream resource agencies?

**7. Connection to employment resources or other income streams** - maximum 15 points--Does the applicant provide sufficient explanation about how participants will be connected to employment resources and opportunities or other income sources such as utilization of SOAR?

**8. Participation in the Continuum of Care** - maximum 10 points Did the applicant describe participation in local and/or regional Balance of State Continuum of Care Meetings? Does the agency participate on any BOSCOG Standing or Ad-Hoc Committees?

**9. Feasibility** – maximum of 10 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?

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 and/or require Respondents to make an oral presentation or be interviewed by the review subcommittee, if necessary. Selections will not be final until ADOH and the Respondent have fully negotiated and executed a contract.

## **CONTRACT**

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

Letter of Intent  
Arizona Department of Housing  
Request for Proposal  
Rapid Rehousing

Submit the letter of intent, via email to [Michele.Meyerkorth@azhousing.gov](mailto:Michele.Meyerkorth@azhousing.gov) by 5:00pm on May 25, 2016.

**Provide the following Information:**

**Agency Name:**

**Contact Person:**

**Contact Email:**

**Contact Phone Number:**

**Focus Population to be Served:**

**Geographic Location:**

**Total Amount Requested:**

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

**Arizona Department of Housing  
Request for Proposal  
Rapid Rehousing**

**Provide an answer to each section and sub section.**

<b>Name and address of agency</b>	
<b>Contact Person</b>	
<b>Contact Email</b>	
<b>Contact Phone Number</b>	
<b>Name of Project</b>	
<b>Counties where housing will be Provided</b>	
<b>Federal Tax ID Number:</b>	
<b>Federal DUNS Number:</b>	
<b>Proof of 501 (c) (3) Good Standing from the IRS (nonprofits only)</b>	Attachment
<b>Amount Requested</b>	

**Complete the Budget Summary Table**

Category	Amount
Financial Assistance ( Security and utility deposits, rent*)	
Prevention for Households at Imminent Risk of Homelessness (Limited to 10% of total project request)	
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 7% of project Costs)	
<b>Total</b>	

\*Rapid Re-housing is for Tenant Based Rental Assistance only. No leasing costs are allowed.

**Additional Detail related to Tenant Based Rental Assistance:**

Rental Assistance: It is understood that FMRs change from year to year. For this application use 2016 FMR’s to estimate the number and type of housing that will be provided as a part of the project.

[https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2016\\_code/select\\_Geography.odn](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2016_code/select_Geography.odn)

**Answer questions in narrative style.**

**1. General Description--Provide a short summary of the project. Include who is the focus population, geographic location, and an estimate of the number of households to be served (Households may be individuals or families)**

**2. Describe Community Needs—Describe why rapid rehousing is needed in the community. Include data that describes the need and the sources of that data. Include data that specifically supports the need related to the population of focus for the project.**

- 3. Who is the focus population? How will households be identified for the project? Include how the VI-SPDAT/VI-FSPDAT will be used and the agency's participation in coordinated entry. What is the organization's experience in working with the population of focus?**
  
- 4. In addition to the Homeless Management Information System (HMIS) describe how housing and supportive services will be delivered including plans and ability to assist clients with obtaining mainstream services.**
  
- 5. Describe the process that will be used to collect information to report against the performance measures described in this RFP.**
  
- 6. If the project will serve persons who meet the definition of chronically homeless, describe specifically how it is determined that individuals and/or families meet the definition.**
  
- 7. 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 the organization's experience and expertise in assisting chronically homeless persons to access and maintain permanent housing, its experience and success in administering a Housing First philosophy, and its plans to acquire further training and expertise in housing those who are homeless utilizing a Housing First philosophy.**
  
- 10. 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>

**12. Agency involvement with the Continuum of Care and efforts to end homelessness in the community/county/region. Provide a paragraph about how the organization participates in the Arizona Balance of State Continuum of Care. Include your involvement in regional meetings, local meetings, Point-In-Time Counts, supporting coordinated entry activities with other agencies in the community, and participation in Continuum of Care Standing Committees.**

## DEFINITIONS: ADOH RFP FOR RRH

### **Homeless:**

#### **Category One:**

##### Literally Homeless:

(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

(i) Has a primary nighttime residence that is a public or private place not meant for human habitation;

(ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or

(iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

#### **Category Two:**

##### Risk of Imminent Homelessness:

(1) Individual or family who will imminently lose their primary nighttime residence, provided that:

(i) Residence will be lost within 14 days of the date of application for homeless assistance;

(ii) No subsequent residence has been identified; and

(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing

#### **Chronically homeless:**

A “chronically homeless” individual is defined to mean a homeless individual with a disability who lives either in a place not meant for human habitation, a safe haven, or in an emergency shelter, or in an institutional care facility if the individual has been living in the facility for fewer than 90 days and had been living in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately before entering the institutional care facility. In order to meet the “chronically homeless” definition, the individual also must have been living as described above continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months. Each period separating the occasions must include at least 7 nights of living in a situation other than a place not meant for human habitation, in an emergency shelter, or in a safe haven.

Chronically homeless families are families with adult heads of household who meet the definition of a chronically homeless individual. If there is no adult in the family, the family would still be considered chronically homeless if a minor head of household meets all the criteria of a chronically homeless individual. A chronically homeless family includes those whose composition has fluctuated while the head of household has been homeless.

This link provides additional information about how persons/families are determined to be chronically homeless.

<https://www.hudexchange.info/resource/4847/hearth-defining-chronically-homeless-final-rule/>

**Homeless Prevention:** is short term rent and utility assistance at up to 100% (less 30% of participant income) for up to three (3) months. Individuals and families must be at imminent risk of becoming homeless and have an income below 30% of AMI.

This link provides additional information about how persons/families are determined to be at imminent risk of homelessness.

[https://www.hudexchange.info/resources/documents/AtRiskofHomelessnessDefinition\\_Criteria.pdf](https://www.hudexchange.info/resources/documents/AtRiskofHomelessnessDefinition_Criteria.pdf)

**Housing First:** is 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 is 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 and families may need assistance accessing other services, including public benefits, health care, and employment and job training. Services are client-directed and voluntary.
2. Outreach and engagement is services or assistance designed to publicize the availability of programs to make persons who are homeless or almost homeless aware of these and other available services and programs.
3. Housing search and placement are services or activities designed to assist individuals or families 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.
4. Legal services to help people stay in their homes, such as services or activities provided by a lawyer or other person(s) under the supervision of a lawyer to assist program participants with legal advice and representation in administrative or court proceedings related to tenant/landlord matters or housing issues. Legal services related to mortgages are not eligible.

5. 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.

**Rapid Re-housing** is an intervention designed to help individuals and families to quickly exit homelessness and return to permanent housing. Rapid Re-housing assistance is offered without pre-conditions (such as employment, income, absence of criminal record, or sobriety) and 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, short-term financial assistance (rental costs for up to three months) or medium term rental assistance (rental costs for up to nine months). Other supports may include utility deposits or utility payments, and housing stability focused case management. Participants engaged in these services should be those deemed likely to be able to sustain housing after the subsidy ends or have obtained long term permanent supportive housing.

**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 48 hours prior to the meeting will enable ADOH to make reasonable arrangements to ensure accessibility to this meeting.