



REQUEST FOR PROPOSAL (RFP) GUIDELINES
for
Fayetteville / Cumberland County Homeless Initiative Program

Maximum Funding Amount Available: \$200,000

Release Date: March 12, 2018

Deadline Date for Submission RFP: **Friday, April 6, 2018**

Project Start Date: Upon Contract Execution

Funding provided through the City of Fayetteville and County of Cumberland and will be managed by the:

Fayetteville Economic and Community Development (FECD) Department

433 Hay Street
Fayetteville, NC 28301
Phone: (910) 433-1590

and

Cumberland County Community Development (CCCD) Department

707 Executive Place
Fayetteville, NC 28305
Phone: (910) 323-6112

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Homeless Initiative Grant Request for Proposal Guidelines

1. INTRODUCTION

In 2017, the City of Fayetteville and Cumberland County signed an interlocal agreement that would support community-wide programs and services to address homelessness; form a Homeless Committee that will meet regularly and develop strategies to address homelessness; and fund a Data and Evaluation Analyst to manage the local Homeless Management Information System.

The City of Fayetteville and Cumberland County recognizes the need for housing and supportive services for homeless persons. The purpose of the Fayetteville / Cumberland County Homeless Initiative Partnership (FCCHIP) program is to provide additional support in the community that would address the gaps in housing and supportive services for homeless persons and those persons at-risk of being homeless.

The Fayetteville Economic and Community Development (FECD) Department and Cumberland County Community Development (CCCD) Department are soliciting proposals for a Project Applicant to provide services for the Homeless Initiative Program funded through the local governments. It is the intent FECD and CCCD to enter into a contract with the selected project applicant that demonstrates the capacity and performance record to provide supportive services to homeless families.

2. ELIGIBLE APPLICANTS

- Units of local government;
- Private non-profit organizations with (501(c)(3) status; and
- Other public agencies (e.g. public housing authority)

3. PROJECT SPECIFICATIONS

Eligible Costs: Funds may be used for the following activities:

- A. Financial Assistance on behalf of participants:
 - 1) Payment to third parties for the following costs:
 - i. Rental application fees;
 - ii. Security deposits that equal no more than two months' rent;
 - iii. Last month's rent (may be paid in addition to security deposit);
 - iv. Rental payment (up to 6 months)/Arrears;
 - v. Utility payments / arrears (up to 6 months);
 - vi. Standard utility deposit required by the utility company for gas, electric, water and sewage;
 - vi. Moving expenses (within geographic service area) including truck rental or hiring a moving company, temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance and before the program participant move into permanent housing. Payment of storage fees in arrears is not eligible;
 - vii. Transportation (e.g. bus passes) for participants; and

- viii. Furniture / Household goods (maximum of \$500 per household).
- ix. Other Essential Services (e.g. employment assistance, job training, or mental health services)

B. Case Management / Housing Search (up to 10% of total grant funds);

- i. Case Management must be available to assess, evaluate, arrange, coordinate, and monitor the delivery of individualized services to facilitate housing stability for the program participant in permanent housing or to assist the program participant in overcoming immediate barriers to obtaining housing. An individualized housing and service plan must be prepared with each participant. Case management should also be available to assist participants to search and locate permanent housing.

C. Administration (up to 5% of total grant funds);

- i. Administrative cost must be related to the planning and execution of program activities that involves general management, oversight, and coordination. Eligible costs may include supplies and staff time for processing of payment requests, preparing program budgets and schedules, developing systems for assuring compliance with program requirements, and preparing reports and other documents directly related to the program for submission to FECD and CCCD.

Note: Funds may not be provided directly to the participants. Monthly rents cannot exceed the Fair Market Rents established by the U.S. Department of Housing and Urban Development.

Project Location: The project must provide services within the boundaries of Cumberland County and/or the City of Fayetteville.

Available Funding: The maximum amount of Homeless Initiative award is \$200,000.

Contract Term: The project term will be from June 1, 2018 to May 31, 2020.

Target Population: This project will serve populations that are homeless (see local definition in glossary), lack other resources necessary to maintain stability, and have a household income that does not exceed 80 percent of area median family income (MFI).

4. RFP EVALUATION PROCESS

The evaluation of each project will be conducted by the Grant Review Committee.

Projects will be reviewed based on the following criteria:

Threshold: A review for satisfaction of threshold requirements for completeness, project applicant eligibility and project eligibility. If proposals do not meet all of the requirements listed in this section, they will not be reviewed any further and will be rejected from the competition.

Quality: Projects that meet all threshold requirements will be evaluated for satisfaction of the quality criteria detailed in this section.

THRESHOLD REVIEW

Proposals must meet the following eligibility criteria:

Proposals will be reviewed for completeness. Proposals that do not include all the required documents that demonstrate applicant eligibility and project appropriateness will be eliminated at the Grant Review Committee's sole discretion.

All non-governmental project applicants must have been incorporated and have been operational as a non-profit 501(c)(3) organization providing services to homeless persons. However, agencies that have been providing services to homeless persons under the auspices of another incorporated 501(c)(3) organization and have since obtained their own 501(c)(3) status may be eligible for funding under this RFP.

The RFP must meet project specifications as noted in Section 3 including, but not limited to the following: The activities for which funding is requested must be eligible under this RFP; The project target population must meet the eligibility requirements; and proposed timelines for all activities must be consistent with all other program requirements.

The project applicant must demonstrate that it has sufficient knowledge and experience to carry out the project(s) at the time of proposal submission, to include experience providing similar housing and/or services to the target population for which funding is being requested.

The project applicant must operate out of a site/location appropriate for providing the services required under the program.

The project applicant shall not charge clients for service nor require religious participation as a condition of receiving services.

The project applicant must comply with applicable civil rights laws. There must be no outstanding findings of noncompliance with civil rights statues or unresolved secretarial charge of discrimination issued under the Fair Housing Act, no adjudications of civil rights violations on a civil action or deferral of processing of proposals from the Applicant imposed by any federal agencies.

The project applicant must not have unresolved fiscal, reporting, or program issues with any of its current or past funding sources.

The project applicant must not have a history of contract non-compliance with FECD or CCCD or any other funding source, a contract suspension, a termination for cause by FECD or CCCD or any other funding source, or outstanding financial obligations with FECD or CCCD that have not been adequately resolved with FECD or CCCD or any other funding source. In the event that the project applicant has had any of its contract(s) with FECD or CCCD suspended or terminated, it shall not be eligible for funding under any RFP released by FECD or CCCD for a period of five (5) years starting from the effective date of suspension or termination, unless the project applicant has been granted a waiver by FECD and CCCD.

Project applicants must be enrolled in or willing to implement the local Continuum of Care's Homeless Management Information System (HMIS).

Proposals will be conditionally selected by the Grant Review Committee. The results of the application review process will be reported to the Homeless Committee. Applicants will be notified within thirty (30) business days of the proposal deadline if their proposal was selected or rejected by the Grant Review Committee.

QUALITY REVIEW

Proposals passing the threshold eligibility and eligibility for quality review will be evaluated by the following criteria and in their own merits for project design, organizational capacity, budget and leveraging, content,

responsiveness, conciseness, clarity, relevance, and strict adherence to the instructions in this RFP. Final scoring will be based on the proposal as submitted.

CATEGORY

- Project Design
- Organizational Experience & Capacity
- Project Budget and Fiscal Stability
- Continuum of Care Membership
- HMIS Participation
- Project Readiness

PROJECT DESIGN

The Grant Review Committee will evaluate the proposal for an appropriate and comprehensive approach to addressing the service and housing needs of the population it intends to serve. There must be a clear link between services and the target population's advancement towards permanent housing or permanent supportive housing and retention in housing. The proposal must demonstrate an understanding of project requirements and the needs of the proposed population.

The Grant Review Committee will also evaluate the strategies used to surmount existing barriers to services experienced by the proposed population as well as staffing and supervision plans. The services and housing provided must directly relate to the goals that promote residential stability and increased skill level or income in order to prepare homeless persons to live more independently.

ORGANIZATIONAL EXPERIENCE AND CAPACITY

The Grant Review Committee will evaluate the experience, capability, and capacity of the project applicant, collaborators, partners, and key subproject Applicants to implement and administer the proposed project. The project applicant's performance under other funded contracts and previous awards, as well as the project applicant's demonstrated capacity to enter into a government contract, will also be taken into consideration. Beyond the length of time providing service to the homeless in general, the Grant Review Committee will look at the project applicant's experience working directly with the proposed population. Of critical importance is the experience directly related to carrying out the proposed project.

The Grant Review Committee will also evaluate the projects based on the ability of the project applicant to meet outcomes. The Grant Review Committee reserves the right to verify information submitted in the proposal. The project applicant agrees that the local HMIS System and progress reports will be the primary sources of verification of project performance and outcome data for projects funded by FECD and CCCD. FECD and CCCD reserves the right to request additional data to verify information submitted with the proposal, at its sole discretion. If the information in the proposal cannot be verified and if the Grant Review Committee determines the errors are not willful, the Grant Review Committee reserves the right to adjust the rating points awarded. Project applicants agree to provide access to records to allow FECD and CCCD to verify any reported outcomes pursuant to this element.

PROJECT BUDGET AND FISCAL RESPONSIBILITY

The Grant Review Committee will evaluate the feasibility, cost-effectiveness, reasonableness, and accuracy of the budget. The Grant Review Committee will also evaluate the cost effectiveness of the budget and the extent to which additional funding and resources are committed to the proposed project. In addition, the Grant Review Committee will evaluate the financial stability of project applicant agency.

LOCAL CONTINUUM OF CARE INTEGRATION

The Grant Review Committee will evaluate the proposed project on consistency with local community's objectives, integration with Consolidated Plan of the project applicant's jurisdiction, and how the proposed project fits into and meets the unmet needs in the project applicant's local community.

The Grant Review Committee will evaluate the extent to which the proposal describes how the project will be integrated and coordinated with other service and housing providers within the local Continuum of Care including linkages with other components in the local Continuum of Care, either within the Project applicant agency or with other agencies within the local Continuum of Care.

HMIS PARTICIPATION

All projects recommended for funding under this RFP **MUST** participate in the local Homeless Management Information System (HMIS) through **direct** client-level data input into the system. Projects selected for funding may **not** fulfill this requirement by electronic data integration from other existing software programs. All projects must participate in HMIS through direct system use in the local HMIS software.

For projects that are currently implemented on HMIS, the Grant Review Committee will evaluate the project applicants' compliance with HMIS data entry and data quality standards. The Grant Review Committee will utilize the most recent project year to evaluate this section. If the project applicant is not implemented on HMIS, the Grant Review Committee will evaluate the project applicants' ability and willingness to comply with the technical and program standards necessary to operate HMIS.

PROJECT READINESS

The Grant Review Committee will evaluate the project applicant's ability to implement the project upon award of the grant. The timeframe between grant award and project implementation is of critical importance in this area. For purposes of this element, readiness will include consideration of the earliest date a client will be placed into housing, and the earliest date that all clients will be placed in the housing and an assessment of the processes and systems to meet these dates.

5. RFP SUBMISSION / DEADLINE DATE

Project applicants must submit an original and one (1) copy of the complete proposal. The original must be marked "Original" on the cover page and must bear the actual "wet" signatures of the person(s) authorized to sign the proposal.

All proposal packets must be **RECEIVED** by hand delivery, mail, or messenger in the CCCD office no later than **4:00 pm, Friday, April 6, 2018**. Applications *will not be accepted* via facsimile or email.

However, FECD and CCCD reserves the right to request clarification of unclear or ambiguous statements made in the proposal.

Submit proposal packets to:

Cumberland County Community Development
707 Executive Place
Fayetteville, NC 28305

6. ADDENDUMS

If it becomes necessary for FECD and CCCD to revise any part of this RFP, or to provide additional information or clarification after the RFP is released, a written addendum will be posted on CCCD's website www.co.cumberland.nc.us/community_dev.aspx. It is the responsibility of the project applicant to check the website prior to submission of any proposal under this RFP to ensure an addendum or information made publicly available on the website is reviewed.

If a project applicant does not have access to CCCD's website, the project applicant may call and request that a printed copy of any addenda be faxed or mailed via first class mail within 24 hours of the date and time of their call to CCCD. FECD and CCCD is not responsible for information not received by callers when requested within 5 days of the due date of the proposal under this RFP.

7. ADDITIONAL REQUIREMENTS (PREAWARD/POST AWARD)

FECD and CCCD reserves the right to communicate in writing with the Homeless Committee or providers associated with the project applicant to obtain additional clarification of design of project, or agency fiscal and programmatic capacities, and to utilize this information in the evaluation process.

FECD and CCCD reserves the right to conduct site visits of all proposing agencies. FECD and CCCD reserves the right to extend the RFP submission deadline should such action be in the best interest of FECD and CCCD. Project applicants may revise and re-submit their proposal in the event the deadline is extended.

FECD and CCCD reserves the sole right to reject any or all proposals received in answer to this RFP if it is deemed inappropriate or incomplete, it fails to comply with any instruction contained in this RFP, or is not in the best interest of FECD and CCCD.

FECD and CCCD reserves the right to withdraw this RFP at any time without prior notice. Further, FECD and CCCD makes no representation that any contract will be awarded to any applicant responding to this RFP. FECD and CCCD reserves the right to reject any or all submissions.

FECD and CCCD reserves the right to negotiate services and costs with project applicants, including revision of project design as necessary to better meet local requirements.

Willful misstatements of information will result in non-recommendation for funding, regardless of the merits of the proposal submitted.

FECD and CCCD reserves the right to fund all or a portion of a proposal and/or require that a project applicant collaborate with another in the provision of a specific service if it is in the best interest of FECD and CCCD. A funding recommendation or offer to contract may be withdrawn upon failure of reasonable attempts to negotiate an agreement.

Project Applicants shall allow representatives of FECD and CCCD to inspect facilities that are used in connection with the contracts made to implement projects funded under this RFP.

Successful project applicants will be required to satisfy FECD and CCCD's and other participating agency or entity's insurance requirements. Additionally, all applicants must comply with all contractual requirements.

Agencies will be required to follow application budget line item amounts in draw requests. Agencies must ensure line items are feasible and give the agency flexibility in program expenditures. Funds will be provided on a reimbursement basis and supporting documentation (invoices, timesheets, etc.) must be approved by the FECD and CCCD staff prior to payment. Reimbursement requests must be submitted at least monthly.

Project Applicants shall be required to submit to FECD and CCCD, or its designee, periodic status reports, including project expenditures, progress reports and recipient information. Failure to do so may result in termination of the contract.

Project Applicants shall make available to representatives of FECD and CCCD, upon reasonable notice, the fiscal records and/or client data records pertaining to the contract.

Demographic information about clients will be regularly submitted to FECD and CCCD in a manner consistent with agreements protecting client and/or agency confidentiality rights.

Project Applicants shall comply with reasonable requests from FECD and CCCD concerning promotional activities related to the project.

Project Applicants acknowledge that, if they are recipients of the Homeless Initiative funds, they will be required to comply with the contractual obligations pertaining to the use of such funds.

The Contract shall include standard clauses and in some cases, certifications, requiring project Applicant's compliance with, but not limited to, the following regulations: non-discrimination, affirmative action, and equal opportunity; separation of church and State; Americans with Disabilities Act(ADA); conflict of interest; restrictions on lobbying; debarment; audits; rights in data; drug- free workplace; and lead-based paint and Equal Benefits Ordinance.

Project Applicants shall maintain any applicable licenses or permits, and meet any facilities code regulations required for the project(s) funded under the contract.

Project Applicants shall participate in information networking, training, and coordination meetings as directed by FECD and CCCD or other grant funding sources.

The local Continuum of Care (CoC) has developed a coordinated intake and referral housing system that will help simplify housing referral and placement process for individuals and families experiencing homelessness. The coordinated entry/assessment system represents a standardized access and referral system for all

individuals to ensure that people experiencing homelessness receive appropriate assistance with both immediate and long-term housing and service needs. The entire coordinated entry/assessment process uses a "no wrong door" approach, while doing so through a standardized process from initial engagement to successful housing placement. This process is used by participating providers within the local CoC network. All providers within the network will use a standardized screening tool so that the prescreening process and its results are communicated clearly and consistently to other providers. The provider who will make the referral will share the recommended housing intervention with the individual who is screened and provide basic information about resources that could be a good fit.

Project Applicants shall cooperate with related research and evaluation activities as directed by FECD and CCCD or other grant funding sources.

Project Applicants may be required to submit a Code of Conduct which will address conflict of interest requirements prior to executing an agreement.

Project Applicants may not enter into an agreement with a subproject Applicant for the provision of shelter or supportive services under any project funded under this RFP, unless that subproject Applicant and its qualifications are fully described in the proposal, and the intention to subcontract is explicitly stated in the proposal or the use of the subproject Applicant has been approved in writing by FECD and CCCD.

Project Applicants will ensure that an annual financial audit is performed in compliance with the Federal Single Audit Act if it spends, in aggregate, \$500,000 or more of Federal funds per fiscal year. Project Applicant shall submit a copy of the audit report to FECD and CCCD within nine months after the end of the project Applicant's fiscal year.

Each project Applicant must comply fully with all of the requirements specified in this RFP and committed to in the project proposal, including project leveraging commitments, otherwise project Applicant risks immediate termination of contract.

The responsibility for accuracy rests entirely with the project applicant. If a project applicant knowingly and willfully submits false performance or other data, FECD and CCCD reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false performance, financial or other data submitted in response to this RFP, FECD and CCCD reserves the right to terminate said contract immediately.

Project Applicant shall have in place an appropriate program participant termination and grievance procedure. Said termination and grievance procedure must be in compliance with FECD and CCCD's termination and grievance standards stated in the project contract.

FECD and CCCD reserves the right to extend the duration of the project as well as to renegotiate the terms of the contract if an extension is granted.

Project Applicant agrees to participate in the local Homeless Management Information System (HMIS). Said system shall be implemented during the term of the contract awarded. FECD and CCCD shall provide Project Applicant with the basic training information required to use HMIS.

Project Applicant shall be required to possess a corporate seal.

Awards are made subject to receipt of award funds from FECD and CCCD. Project Applicant agrees that if FECD and CCCD do not provide funds for project, contract will be deemed null and void.

The Grant Agreement between FECD and CCCD may be incorporated by reference into all contracts between FECD and CCCD and the contracting agencies.

Project Applicants acknowledge that the Homeless Initiative funds are not meant to replace or supplant other local sources of funding.

FECD and CCCD reserves the option to renew contracts awarded through this RFP for additional years, contingent upon satisfactory project Applicant's performance, availability of funds, and community needs.

The project applicant is hereby notified that, in accordance with FECD and CCCD Rules and Regulations implementing the Project Applicant Responsibility Ordinance, FECD and CCCD may debar the project applicant from bidding on FECD and CCCD contracts for a period of five (5) years, if FECD and CCCD finds, in its discretion, that the project applicant does not possess the necessary quality, fitness, or capacity to perform work on FECD and CCCD contracts.

Project Applicant shall have in place appropriate policies and procedures relative to service animals for persons with disabilities. Said service animal policies and procedures must be in compliance with local, State, and Federal laws.

FECD and CCCD reserves the right to terminate contracts awarded under this RFP if the Project Applicant is unable to commence services within three (3) months of the effective date of the contract. If a contract is terminated under these conditions, FECD and CCCD may award the deobligated funding to remaining project applicants who submitted proposals under the RFP and received fundable scores.

The agency is required to provide recognition for the role of FECD and CCCD in services provided through this grant. All activities and items utilized pursuant to this grant shall be prominently labeled as to the funding source.

8. GLOSSARY

Chronically homeless: An unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. In defining the chronically homeless, the term "homeless" means "a person sleeping in a place not meant for human habitation (e.g., living on the streets) or in an emergency homeless shelter."

Continuum of Care (CoC): A Continuum of Care is a local or regional system for helping people who are homeless or at imminent risk of homelessness in the community, by providing a range of services from homeless prevention through to permanent housing.

Coordinated Entry/Assessment System: A coordinated entry/assessment system shall mean a centralized or coordinated process designed to coordinate program participant intake or assessment and provision of referrals.

Fair Market Rent (FMR): The rent, including the cost of utilities (except telephone), that would be required to be paid in the housing market area to obtain privately owned, existing, decent, safe and sanitary rental housing of modest (nonluxury) nature with suitable amenities. Fair Market Rents for existing housing are established by HUD on an annual basis for housing units of varying sizes (number of bedrooms).

Homeless Management Information Systems (HMIS): An HMIS is a computerized data collection application designed to capture client-level information over time on the characteristics and service needs of men, women, and children experiencing homelessness, while also protecting client confidentiality. It is designed to aggregate client-level data to generate an unduplicated count of clients served within a community's system of homeless services. An HMIS may also cover a statewide or regional area, and include several CoCs. The HMIS can provide data on client characteristics and service utilization.

Homeless: A homeless person is defined as “an individual who lacks housing (without regard to whether the individual is a member of a family), including an individual whose primary residence during the night is a supervised public or private facility (e.g., shelters) that provides temporary living accommodations, and an individual who is a resident in transitional housing.” A homeless person is an individual without permanent housing who may live on the streets; stay in a shelter, mission, single room occupancy facilities, abandoned building or vehicle; or in any other unstable or non-permanent situation.

An individual may be also considered homeless if that person is “doubled up,” a term that refers to a situation where individuals are unable to maintain their housing situation and are forced to stay with a series of friends and/or extended family members. In addition, previously homeless individuals who are to be released from an institution such as a prison or a hospital may be considered homeless if they do not have a stable housing situation to which they can return. A recognition of the instability of an individual’s living arrangements is critical to the definition of homelessness.

Leverage: Leverage is all cash and in-kind resources which supplement the grant (including match) to support your program and clients.

Nonprofit: Public nonprofit status is documented for community mental health centers by including a letter or other document from an authorized official stating that the organization is a public nonprofit organization.

Persons with disabilities: Those who have a disability that is expected to be of long-continued and indefinite duration; substantially impedes his or her ability to live independently; and is of such a nature that the disability could be improved by more stable conditions. A disabled individual may include someone with a serious mental illness, chronic substance abuse, and AIDS or related diseases.

Permanent Housing: Long-term, community-based housing with supportive services for homeless persons with disabilities. This type of supportive housing enables special needs populations to live as independently as possible in a permanent setting. The supportive services may be provided by the organization managing the housing or coordinated by the applicant and provided by other public or private service agencies. Permanent housing can be provided in one structure or several structures at one site, or in multiple structures at scattered sites.

Project Applicant: The organization that is responsible for carrying out the proposed project activities. To be an eligible project Applicant.