



Request for Proposals

For

CSC Permanent Supportive Housing Project

Objective / Purpose

CSC is accepting proposals from non-profit organizations interested in becoming sub-recipients of a federal Continuum of Care funded grant to provide Permanent Supportive Housing (PSH) to the chronically homeless in Linn, Benton, and/or Lincoln Counties of Oregon. The sub-recipient shall utilize federal funding to provide rental subsidy and supportive case management to chronically homeless participants, per federal funding regulations, served by the proposed project.

Funding is contingent upon award by the Department of Housing and Urban Development (HUD) to Community Services Consortium in the upcoming FY 2019 Continuum of Care competition. If CSC is awarded, the project funds would be for a one-year grant which would run from July 1, 2020 through June 30, 2021.

The maximum award shall be \$71,560. CSC expects to select one sub-recipient for this grant, if awarded. These funds require a 25% match, either cash or in-kind or a combination of both. The match requirement shall be \$17,890 if fully funded. Sub-recipient must demonstrate how they will cover the match.

Background

Community Services Consortium (CSC) is the community action agency representing Linn, Benton and Lincoln Counties. Since 1980, our mission is, in partnership with a caring community, to help people access tools and resources to overcome poverty and build brighter, more stable futures. But no one can expect to overcome poverty without the foundation of a decent, safe place to call home, especially those who have disabilities and have experienced long-term homelessness. CSC administers several state and federally funded short and medium term rental assistance programs. Through our community needs assessments and in keeping with Oregon's 5-year Housing Plan, CSC acknowledges the severe lack of permanent supportive housing in our region of the state. This RFP is meant to address this need and offers the opportunity for an organization with the right qualifications to partner with an agency that has 30+ years of experience administering federal homeless funding.

CSC receives Continuum of Care grant funding as part of the Rural Oregon Continuum of Care (ROCC). The successful applicant shall be expected to be an active, participating member of the Continuum as part of their obligations under this contract. This will include regular attendance at Continuum meetings and participating when possible on Continuum work groups, as well as regular status meetings with CSC.

Project Focus

This funding opportunity is for permanent supportive housing (PSH). PSH housing is community-based housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability to achieve housing stability. A program participant must be the tenant on a lease (or sublease) for an initial term of at least one year that is renewable and is terminable only for cause. Further, leases (or subleases) must be renewable for a minimum term of one month.

This permanent supportive housing project will be open to chronically homeless individuals in CSC's service area. "Chronically homeless" is defined as persons who have been literally homeless for a period of 12 months or more, either continuously or over four or more episodes in the past three years, who suffer from a disabling condition such as serious mental illness, substance use disorder, or physical disability.

To be considered, applicants for this RFP must propose a project that meets the PSH definition and targets the chronically homeless. Applications for any other type of project, such as transitional housing or rapid re-housing, shall be rejected.

Mandatory Requirements

To be considered for funding, the organization must be:

- Serving the chronically homeless in Linn, Benton, or Lincoln Counties;
- A 501(c)3 which has not been declared ineligible to receive Federal contracts by the GSA;
- Able to collect and report all required client data points into the state sanctioned Housing Management Information System (HMIS), currently ServicePoint, on all people served with this funding. Data must be complete, accurate, and entered into the database within 72 hours of client enrollment. The sub-recipient must have a secure IT network, be able to pay for the required ServicePoint license fees, and have staff designated to do data entry after receiving proper training through the System Administrator for our region;
- Able to keep client records (both electronic and hard copy) in a safe, secure manner and abide by all confidentiality rules imposed by HMIS, HUD, and CSC;
- Able to produce monthly reports and billings to CSC in order to receive reimbursements for services rendered. All funding will be allocated to sub-recipients on a reimbursement only basis;
- Able to meet the 25% match requirement for the sub-award.

Scoring Factors

In general, applicants shall be scored on their application answers as well as their experience in the following areas:

- Prior experience successfully administering federal grants or successful administration of similar sub-awards for housing and/or homelessness
- Experience identifying and serving the chronically homeless in Linn, Benton, or Lincoln Counties
- Ability to complete required data collection and data entry via HMIS to HUD and ROCC standards
- Access to suitable rental housing units where project participants can be placed on a permanent basis, either as the owner, through a master lease, or other agreement with a local housing provider.

- Employ case management staff with demonstrated ability to provide intensive support services to those experiencing mental health issues, addiction, and/or physical disabilities, as applicable to the project target population selected to be served
- Demonstrated history of partnering with community members and other organizations to help address the needs of those experiencing homelessness in our communities.

Key Dates

Completed applications must reach CSC's Albany office no later than 5:00 pm on June 14, 2019. Submissions will be accepted via email to Dina Eldridge at deldridge@communityservices.us. Or, hard copies can be sent to CSC, 250 Broadalbin St SW, Suite 2A, Albany, OR 97321.

Submission Requirements

Applicants must answer the Application Questions contained in this RFP. Incomplete or skipped answers will be grounds for disqualification. Please pay attention to word limits for each question. The Budget Template must also be completed for your proposed project.

In addition, organizations must send along the following documents with their application:

1. 501(c)3 Determination Letter
2. Most recently completed Financial Audit results
3. Financial statement for the last fiscal year or Form 990 tax return
4. Non-discrimination Policy
5. List of Board of Directors

[See next page for Application Questions>>>](#)

Application Questions

1. Describe your organization's mission and track record of serving the homeless in our community. Include your experience administering federal funds and/or any sub-contracts for housing and homeless services. Include any specialized services that you offer that are unique to the area. How many chronically homeless people do you currently serve per year? What services do you currently offer to chronically homeless individuals? **300 word limit.**
2. Describe your proposed project, including any special sub-populations of the chronically homeless that you intend to target. Include how many individuals you propose to serve in a year, and how many units you have available for placing people who are chronically homeless. Detail any training or certifications your case management staff have that will enable them to serve the target population. **300 word limit.**
3. Describe your housing units. Will you own these units, master lease units from a private landlord, or have a set-aside agreement with a local housing provider? If you intend to place participants in scattered site housing in the community, how will you assist those with disabilities and significant barriers to housing in finding permanent places to live? **150 word limit.**
4. Describe your organization's data collection capacity. Do you have the ability to obtain the required statistics on the people you will be serving with this funding? Do you have the ability to obtain and maintain ServicePoint licenses for direct data entry into the HMIS system? Describe any experience you have with HMIS or other data reporting systems. **150 word limit.**
5. This funding requires that you adhere to the Housing First model. In your own words, describe what that means to your organization? How will this affect who you serve? **150 word limit.**
6. How do you currently document a person's homeless status? How will you document their disability(s)? How do you document your client's income and resources? Describe your process. **200 word limit.**
7. Describe the experience level of your organization's fiscal staff in administering government grants, particularly federal, either as a direct grantee or sub-grantee. Did you have findings? If so, please describe the finding and the outcome. **200 word limit.**
8. This grant will be for a one year. Continuum of Care funds are competitive in nature with the possibility of renewal based on grantee/sub-grantee performance. Describe your plan to continue supporting the project participants, if needed, with services or rental subsidy if funds are not renewed. **200 word limit.**
9. Describe your funding request and give a narrative as to how the funds will be spent (case management, rental subsidies, support services, admin, etc.). If you do not receive the full amount, how will your project be affected? How will this affect the number of people you propose to serve and/or the services you will offer? **200 word limit.**

10. This grant will require a match of 25% of the award, either in cash or in-kind match. Detail how you will satisfy the match requirement, up to \$17,890 if fully funded. This can include services or funding that will be leveraged through partnerships in the community. [Detail amounts on attached Budget spreadsheet.] **150 word limit.**

Complete the attached Budget Template and include with submission.

Submit completed application and all required documents to:

Dina Eldridge:
deldridge@communityservices.us

Or hard copies can be sent to:

Community Services Consortium
Attn: Dina Eldridge
250 Broadalbin St SW, Suite 2A
Albany, OR 97321

SUBMISSION DEADLINE: Friday, June 14, 2019 by 5:00 p.m.

