HEAP Request for Proposal
Application – Rental Assistance and Subsidies
(80 points total)

8 pages maximum – Enter answers directly into this document

Rental Assistance and Subsidies programs are designed to help households quickly exit homelessness and return to permanent stable housing. The core components are 1) Housing Identification, 2) Move-in and Rental Assistance, and 3) Case Management Services and Supports. Projects should view all households as 'housing ready' immediately upon entry into the project and not require sobriety, employment, mental health stability or any other pre-condition to housing search and placement.

1. PROJECT OVERVIEW AND POPULATION (UNSCORED)

 a. Provide a general description of your Rental Assistance or Subsidies project, a description of the target population, and time limits on services (if any).

 b. Describe how many people will be served each year and what percent of those will meet project defined outcomes.

 c. Where is this project located? Provide exact addresses of all locations where participants will be served, if known. If services will be co-located within facilities not managed by your agency please identify them as co-located.

 d. What household types and/or Specific Populations are eligible for this project?
  You may check more than one box.
- ☐ Families with Children
- ☐ Seniors (60+)
- ☐ Single Females
- ☐ Single Males
- ☐ TAY Youth (18-24) Unaccompanied
- ☐ Youth (Under 18) Unaccompanied
- ☐ Veterans and/or their Families
- ☐ Domestic Violence – Fleeing/Victims/Survivors
- ☐ Chronic Homeless
- ☐ Medically Fragile Person/s
- ☐ People living with Mental Illness
- ☐ Other: Please Describe

e. What types of financial assistance will your project provide to participants?
   You May Check More Than One Box
   - ☐ Deposits or Application Fees
   - ☐ Costs Associated with moving
   - ☐ Rental Assistance
   - ☐ Arrears Payment for Rent or Utilities
   - ☐ Utilities Assistance - non arrears
   - ☐ Flexible Funds to Reduce Barriers to Obtain/Maintain Housing
   - ☐ Other: Please Describe

2. PROJECT DESIGN DESCRIPTION (28 POINTS)

Commitment to Housing First and Low-Barrier (16 Points)

a. What criteria must participants meet before your project works with them to start their housing search?

b. What would cause your agency to deny someone entry into this project?

c. Why would someone experiencing homelessness want to participate in your project?

d. What project rules do participants have to follow, and what happens if a participant does not follow the rules?

e. Given limited resources, how will your agency prioritize households for participation in services?

f. How do you determine what level and type of financial assistance to offer Participants? How and when will the level, type, amount, and duration of financial assistance be re-evaluated?

g. If participants are not eligible for the rental assistance program, what other kinds of referrals will you provide?

h. How does your agency ensure that services are voluntary while keeping participants engaged to promote rapid exit to permanent housing?

i. If someone is asked to leave the program, what steps does your project take to make sure they do not exit to homelessness?

Commitment to Racial Equity Goals (2 Points)

a. Describe how your agency will make sure that your project does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Commitment to Housing-Focused Services (8 Points)

a. Describe the staffing model for your project.
   i. What supportive services are offered and when?

   ii. What is the ratio of direct-service staff to participants and how does that ratio support housing outcomes?

   iii. What responsibilities and/or tasks do project staff have during housing search and application?

b. What qualifications or qualities are most important to you when hiring direct-service staff? How do these prepare staff to serve your participants?

c. How does your project build and maintain relationships with landlords?

d. How does your project support participants to exit to and/or stay in permanent housing and meet the performance measures?

e. How does your project ensure that financial assistance is flexible and tailored to households' unique circumstances?

f. Describe in detail how your project decides when to reduce and eventually stop providing rental assistance.

g. How does your agency ask for and incorporate participant feedback about your services into your project design, policies, and/or procedures? Please provide examples.

3. **BUDGET (15 POINTS)**
   Must provide bids/quotes/proof of cost for physical equipment, software, hardware, land, buildings etc.

   a. Complete the RFP budget proposal sheets. The costs in this budget should be for the project only, not your total agency budget.

   b. Identify the person(s) responsible for overall financial management of the activity. Indicate how many years of experience they have managing this or similar programs.

   c. In a budget narrative:
      1. Explain how these funds will be used
      2. Explain the timeline for expenditures of the funds
      3. Identify other resources and amounts that will be in conjunction with the HEAP Funds, if applicable.
      4. Describe how the funds tie back to the purpose of the HEAP funding.
      5. Describe the method used to determine the costs listed on the budget

4. **GOALS & OUTCOMES (25 POINTS)**
   a. Describe your projects desires goals and outcomes.

   b. Describe how your project progresses the state and local homelessness goals/priorities

   c. What is your anticipated Total Number of Unduplicated Participants:
      i. Provide the total number of unduplicated participants that will be served by each proposed service, regardless of the number of activities in which they participate. Each participant should be counted only once for the year.
      ii. Describe your intended plan for monitoring and reporting out of your projections and outcomes on a quarterly basis.

   d. Describe how you plan to assess customer or user satisfaction with your services?
      i. How do you plan to use the information to assess and/or make any changes to the services being delivered?

   e. Indicate what changes, if any, in operations your agency will experience in order to provide the services and how you plan to measure whether the changes occur or not (adding staff, adding service locations, adding data tracking capabilities, etc).

   f. Describe how your project will continue after June 30, 2021. If it will not, state reasons why.

5. PAST PERFORMANCE AND DATA COLLECTION (10 POINTS)

a. Describe your agency's experience in successfully conducting this type of service. Identify any skills, current services, or special accomplishments that demonstrate your capacity for success.

b. If this project has been funded by the BCHCoC in the past and did not meet its goals or expend its full allocation, please explain why the project should be funded again. If the project has been funded before, describe some of the primary accomplishments and challenges?

c. Please provide three references that can speak to your organization's ability to successfully implement and administer the proposed program.

d. Specify the method and calculation to be used to measure the agency's objective. Data collection methods include HMIS, surveys, focus groups, interviews, report cards, and pre- and post-tests. (If a survey, questionnaire, pre- or post-test will be used for outcomes, attach the applicable document to this application and discuss the frequency of collection).

e. The funded organization will be expected to provide quarterly reports on each program's activities and unduplicated participants and semi-annual reports on each program's outcomes.