Opening Doors of Fairfield County 2015

**Application for new Rapid Rehousing Projects**

This application has been released by **Opening Doors of Fairfield County (ODFC)/CT-503** to solicit proposals for **Rapid Rehousing (RRH)** for individuals and families to be administered by the **CT Department of Housing. (The Department of Housing has been identified as the HUD grantee for this project.)** Funds will be awarded by HUD through NOFA (Notice of Funding Availability) for the FY2015 Funds in the Continuum of Care Program Competition through a national competition using the scoring criteria defined in the FY15 NOFA. (The ODFC region includes Bridgeport, Brookfield, Darien, Easton, Fairfield, Greenwich, Monroe, Newtown, New Canaan, New Fairfield, Norwalk, Redding, Ridgefield, Shelton, Sherman, Stamford, Stratford, Trumbull, Weston, Westport and Wilton.)

1. **Project Description.**

Total potential new funding level for projects, including this RRH project is determined at 15% of ODFC Final Pro Rata Need. **ODFC has prioritized $367,825 toward an Opening Doors of Fairfield County Rapid Rehousing (ODFC- RRH) bonus project for consideration**. ODFC is seeking proposals from eligible 501(c)(3) nonprofit organizations to provide support services via housing relocation and stabilization services, as necessary, to assist individuals and families living in shelters or in places not meant for human habitation (for example, living on the street or in a car) to move as quickly as possible into permanent housing with a goal of achieving housing stability. Services will be provided within a specified regional catchment area (as described above) and applicants from the three sub-regions within the CT 503 jurisdiction (Greater Bridgeport, Greater Norwalk and Stamford-Greenwich) are encouraged to apply. **Sub-grantee contracts will be assigned to at least 1 regional sub-grantee for the entire ODFC region *OR* up to 3 sub grantees located within the region. The selection of the sub-grantee(s) will be determined by the pool of applicants that respond to this RFP.** The project will be delineated across target populations as follows:

* **½ of funding available to be allocated to homeless individuals; ½ to be allocated to homeless families**
  + Target populations will be extracted from the universe of the Fairfield County Coordinated Access Housing Registry
  + All eligible clients to be assessed and prioritized via the use the ODFC common assessment tool, the VI-SPDAT, and score must be within the appropriate range for the RRH level of care as determined by the Fairfield County Coordinated Access Network (FC-CAN).
* Attempts will be made to divert households from entering emergency shelter as a result of the ODFC- RRH funds, but if necessary to enter a shelter, the goal will be for the household to exit the shelter and enter permanent housing within 30 days.
* **Households must be identified as literally homeless at the time of entry into the ODFC-RRH program under the following definition*:***

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.

* **Minimum Qualifications of Respondents.** To be considered as a sub-grantee under this contract, respondents must have the following minimum qualifications:
  1. A minimum of three (3) years demonstrated experience providing housing

placement, relocation and/or stabilization services to homeless populations or

populations at imminent risk of homelessness;

* 1. The ability to serve multicultural, multilingual populations;
  2. Established partnerships and/or collaborations with housing resources in the ODFC region or sub-region area specified in the respondent’s proposal as a sub-grantee;
  3. ODFC reserves the right to reject the submission of any respondent in default of any current or prior contract with either HUD or with the CT Department of Housing.

1. **Funding Availability**

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| --- | --- |
| Total Proposed Award to the  Department of Housing | $370,353 |
| Administrative Costs | $25,924 |
| Total proposed available funding for support services capped at 20% of award | **$74, 070** |

1. **Proposal Timeline:**

RFP Release October 16, 2015

Deadline for responses/applications October 23, 2015, 3:00 PM

Instructions for submission: all applications to be forwarded in Word format to the following address: [openingdoorsoffairfieldcounty@gmail.com](mailto:openingdoorsoffairfieldcounty@gmail.com)

* All selected applicants must be available to participate in a scoring panel interview if determined necessary. Date to be determined by the ODFC Scoring Committee and will be arranged by the ODFC Standards and Evaluations Committee
* Only one application to be scored from each potential sub-grantee

1. **Purpose of Project**

The ODFC-RRH Program will use a combination of housing relocation and stabilization services to help homeless households (individuals and families) to move as quickly as possible into permanent housing and achieve housing stability.

1. **Eligible Participants**

Eligible participants are literally homeless households. ODFC- RRH targets to serve homeless families with children (50% of households served) and adult-only households (50% of households served). A “family” is defined as one or two adults with at least one dependent child under the age of 18. This includes a homeless single adult or couple who is reuniting with a dependent child upon entry into permanent housing. The sub-contractor may utilize a portion of the ODFC- RRH funding to provide housing relocation and stabilization ***services*** to households who are “doubled up” in unsafe housing situations; however, this funding cannot be utilized to provide ***financial assistance*** for such households. “Doubled up” is defined as an individual or family living in a housing unit with extended family, friends or other non-relatives due to economic hardship.

1. **Financial Assistance**

Financial assistance payments will be disbursed directly to landlords or appropriate vendors by the ODFC-RRH financial assistance fund administrator.

1. **Staffing and Service Expectations**

The contractor must provide a minimum level of staffing and service activities to ensure that the ODFC-RRH project is implemented appropriately. **The minimum staffing level and service activities assume that there will be at least (1) sub-grantee for the ODFC region *OR* up to three total 3 sub-grantees for the ODFC region**. Leveraged services and resources from activities already in place via other funded staff within an organization will be considered during scoring of this proposal.

* 1. ***Rapid Re-housing Coordination*** The sub-grantee will provide housing location services for those identified as prioritized and identified via the Fairfield County Housing Registry and recommended for rapid rehousing as an appropriate housing intervention. Potential sub-grantees do not have the flexibility of identifying clients independently.
  2. ***Sustainability Coordination and Case Management Services*.** Sub-grantee to provide housing sustainability support including continuation of housing stabilization assistance. Sustainability coordination services will also include assistance in increasing income through work or benefits or both, access to long-term housing subsidies and other opportunities, establishing and/or expanding family and community supports, and assistance in increasing access to mainstream services. Sustainability coordination services may be provided for up to one (1) year but will depend on the assessed needs of the client (both the duration and the level of intervention to be determined uniquely for each client) and the client desire to remain engaged in services. Leveraged funding may support the role of sustainability coordination and this will be considered when scoring applications.  
     c. ***Program management/quality assurance oversight*.** It is expected that this role will be leveraged through other staff already in place within the sub-contractual staffing structure.

1. **Organizational Requirements**

**Please address all items in application:**  
**A responsive proposal must describe** how the respondent will work ***collaboratively*** throughout the ODFC region with community partners and other RRH subcontractors, to perform the activities required by this RFP.

1. ***Regional Catchment Area****.* Specify the regional catchment area to be served. Identify the cities and towns where ODFC-RRH services will be provided within the specific catchment area.
2. ***Community Need***. Provide documentation to support the need for RRH services within the regional catchment area specified in the respondent’s proposal.
   1. ***Service Capacity/Delivery Plan/Process****.* Describe in detail activities that will be performed. Specifically, the proposal shall describe a service capacity and treatment or housing plan to ensure that services are available no later than September 30, 2017. The plan shall include but not be limited to: Information about the potential sub-grantee’s existing resources and relationships to ensure a seamless service delivery system.
3. ***Location of Offices*.** Specify the location of the respondent’s principal place of business.
4. ***Current Range of Services/Clients.*** Summarize the services the proposed sub- grantee and each proposed community partner or collaborative partner currently provide, or have provided during the past three years, in the regional catchment area specified in the respondent’s proposal emphasizing: 1) housing relocation and stabilization services and 2) community collaboration specific to housing and/or homelessness. Include the current number of clients served, client-to-staff ratio, funding source(s), and successes. Include a summary of how your organization participates in the Fairfield County CAN.
5. ***References.*** Provide three (3) specific programmatic references for the sub-grantee.
6. ***Data Collection:*** Sub-grantees are required to participate in CT HMIS – does your organization currently participate?
7. ***Leveraged Funds*.** Explain how ODFC-RRH funds may be used to leverage other funding.
8. ***Assessment of Client Satisfaction.*** Identify and describe the sub-grantee’s client satisfaction process (surveys, etc.). Summarize feedback by number and percent of returned surveys, summary of concerns expressed by clients, etc. Provide a brief description of proposed sub-grantee’s follow-up actions or plans regarding concerns expressed by clients.
9. **Provide details for budget below related to this project.**

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| --- | --- |
| Sub-Grantee Agency Name |  |
| Sub-Grantee FTE for the ODFC Project = |  |
| # Hours Per Week Per Staff Dedicated to ODFC RRH Project |  |
|  |
|  |
| Hourly Rate Per Each |  |
|  |
|  |
| Total Personnel Cost |  |