



**REQUEST FOR PROPOSALS (RFP)  
FOR  
Supportive Housing Projects**

November 29, 2022

All questions regarding this RFP should be directed to:

Crystal Harrison, Executive Director

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## Request for Proposals for Supportive Housing Projects

### Background

The Okaloosa Walton Homeless Continuum of Care, Opportunity Inc. dba Homelessness and Housing Alliance (HHA) is requesting proposal(s) from qualified nonprofit organizations and/or local government agencies for new projects or to expand a current CoC project for the Continuum of Care Rapid Rehousing Program. The CoC seeks projects that can make maximum efficient, economical, and effective use of the prospective allocation of the United States Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funds.

HHA currently anticipates approximately \$124,356 of CoC reallocation. The CoC intends to allocate this funding to multiple projects. HHA encourages nonprofit organizations with experience in serving people experiencing homelessness and who have not previously received CoC funds to apply. Organizations that assist BIPOC people and/or populations that have been marginalized are specifically encouraged.

Existing CoC grantees may also apply through this new application process for new projects or to 'expand' a current CoC project. An 'expansion' grant provides additional housing units and services and/or increases services to current participants. Expansion grants must be the same RRH program component and must identify the currently funded grant that is being expanded and the reasons why the expansion is needed.

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## Timeline

November 29	CoC Releases New Supportive Housing Projects Request for Proposals (RFP)
<b>December 22</b>	<b>Deadline to submit proposals for consideration</b> Applications reviewed by CoC's Grants committee / applicants may be requested to respond to questions with the committee
December 28	Anticipated announcement of selected new project proposals
January 4	Deadline to appeal

## Eligible Applicants

Eligible applicants must meet the following requirements:

- Be a non-profit organization or unit of local government
- Have capacity to administer federal funding.
- Have experience administering programs and services that assist people experiencing homelessness and/or housing crises

## Eligible Project Types

HHA is prioritizing its new project funding for supportive housing project types. All housing projects must include trauma informed services.

Supportive Housing Project Type	Funding Type	Estimated total COC new project awards
Rapid Rehousing	RRH	\$124,356

The following chart provides additional information on the eligible supportive housing project type:

Rapid Rehousing (RRH)	
<p><b>Overview :</b> RRH is a supportive housing program where a household may receive up to 24 months of rental assistance and supportive services, with up to six months of aftercare once the rental assistance ends. Supportive services often focus on income maximization and stability planning. The participant enters into a lease directly with the landlord.</p>	<p><b>Key Elements:</b></p> <ul style="list-style-type: none"> <li>• Rental assistance models are flexible, should align with CoC’s written standards for administering RRH</li> <li>• Households can choose their own units in the community/private market. Funded agencies must assist participant in locating and securing housing.</li> <li>• Eligible populations: Categories 1 and 4</li> <li>• While it is a time-limited resource, there are no indicators for who will succeed in RRH - it is a resource that can work for anyone</li> </ul>

## Threshold and Scoring Criteria

Applicants must demonstrate all threshold and scoring criteria in their proposal for it to be considered.

**Threshold criteria:** Project must demonstrate its ability to pass **all** of the threshold criteria in order for the project to be reviewed and scored by the Recipient Approval and Evaluation (“Grants”) Committee.

- a) Certify the project will use HMIS. For DV providers, certify use of HHA’s comparable database for survivors of domestic violence.
- b) Certify the project will follow Coordinated Entry policy and procedure
- c) Certify the project will use Housing First and low barrier approach; describe this approach in scoring criteria part (a)
- d) Certify the applicant has no outstanding delinquent federal debts; no debarments and or suspensions from doing business with the federal government
- e) Certify the applicant has an accounting system that meets federal standards as described at 2 CFR 200.302
- f) Certify commitment to compliance with HUD’s Equal Access and Fair Housing Rules and commitment to ongoing training on both regulations that include implementation strategies
- g) Describe Trauma-Informed Care approach and how TIC will be demonstrated in practice in the project
- h) Target population must meet HUD homeless definition of Category 1 or 4. Identify which target and priority population(s) will be served by the project.
- i) Demonstrate in the project budget that no more than 10% of the total COC program budget is for administrative costs
- j) Demonstrate in the project budget that all COC funds requested are matched with an amount that is at least 25% of the COC funds requested (excluding any amount in the leasing budget line item) with cash or in-kind resources. Demonstrate clearly that all matching funds are COC eligible expenses.

**Scoring Criteria:** A project will be awarded points up to the maximum amount listed below for its ability to demonstrate the expectations of the scoring criteria. There are a total of 100 points available. Projects with higher scores relative to other project proposals of the same type will be prioritized for COC funding.

- a) Applicant understands the Housing First Philosophy and its low barrier approach; describe a solid plan to implement this philosophy and approach within the project. **(10 points)**
- b) Experience with proposed project type and homeless population or other relevant/related supportive service expertise, especially with housing insecure or homeless households **(10 points)**
- c) Demonstrate the capacity to appropriately manage state/federal funds and to leverage other funding **(10 points)**
- d) Demonstrate that applicant has the organizational infrastructure and administrative/financial capacity to deliver the project as proposed **(10 points)**
- e) Describe collaboration with other community partners to expand resources available to clients within the program. **(10 points)**
- f) Describe how the project will incorporate lived experience of homelessness in organizational governance, as well as in program design, implementation (including staffing) and evaluation/improvement. Includes discussion of compensation for expertise if that is applicable

within the program. **(10 points)**

- g) There is a reasonable timeframe to plan and implement the project and a quality staffing plan sufficient to implement proposed activities; includes justification of caseload range for each direct services position and description of strategies to ensure staff have lived experience of homelessness and/or reflect the identities of prioritized populations **(10 points)**
- h) Proposed Supportive Services are adequate to support the target population; the strategies to and level of focus on priority subpopulations is described **(10 points)**
- i) Costs are reasonable, competitive and activities listed are eligible.  
NOTE: the Grants Committee may tentatively approve a project with suggested budget changes **(10 points)**
- j) Letters of support from at least one collaborating agency is submitted at the time of proposal submission (these letters are excluded from page count requirements and should be attachments separate from the proposal). No letters will be accepted after the proposal deadline. **(10 points)**

## Submission Instructions and Deadline

### **Deadline:**

The proposal must be submitted electronically to the Executive Director at [crystal@hhalliance.org](mailto:crystal@hhalliance.org) on or before **December 22, 2022 at 12pm** Central Standard Time. PDF format is preferred. Please take note of page limits listed below.

**Instructions:** A successful proposal will not exceed 10 double-spaced pages (does not include budget worksheets or letter(s) of support) with 1-inch margins and 12-point font and contain the four sections outlined below. Each proposal should include:

1. **Introduction page** (1 page limit)
  - (a) Organization name, name and contact information with point of contact most familiar with the application
  - (b) confirmation of [eligible COC applicant](#) type, [type of project](#) being applied for in this proposal
  - (c) [DUNS number](#), [UEI number](#), and [EIN Number](#) . If the agency has an approved federal [indirect cost rate](#), or plans to use the [10% de minimis rate](#) that should be identified here.  
NOTE: Indirect costs are not the same as direct administrative costs charged to the Administration (“Admin”) BLI in COC projects. For more information on the differences please click here: [CoC and ESG Financial Management - Direct vs. Indirect Costs - HUD Exchange](#)
  - (d) A brief introduction to the organization(s), including subrecipient(s)

2. **Demonstration of [Threshold Criteria](#)** (3-page limit)  
Applicants should **letter each Threshold criteria** in accordance with the lettering convention used in the [Threshold Criteria](#) section of this RFP.  
Additionally, for new COC applicant agencies who are nonprofit agencies, please include documentation demonstrating 501c3 status (this documentation will not be included in the 3-page limit).
3. **Response to the [Scoring Criteria](#)** (6-page limit)  
Applicants should **letter each Scoring Criteria** in accordance with the lettering convention used in the [Scoring Criteria](#) section of this RFP.
4. **COC Project Budget** (not included in 10-page limit for the narrative)  
A complete/total project budget with clear delineation of COC costs and matching costs should be submitted using the COC budget tool provided. Administrative costs are capped at 10% of total project costs; applicants are strongly encouraged to apply for the 10% admin costs although they could manually adjust the budget form to decrease that budget line item. Please submit the budget as an attachment. (Excel format preferred for this attachment only).  
NOTE: Admin Costs charged to the Administration (“Admin”) BLI in COC projects are **not** the same as indirect costs. For more information on the differences please click here: [CoC and ESG Financial Management - Direct vs. Indirect Costs - HUD Exchange](#)  
If an agency already has a federally approved indirect cost rate, please include that documentation along with the budget form. If an agency is using the 10% de minimis rate for indirect costs (NOT admin) please use the budget form with “de minimis” in the title. All other applicants without an indirect cost rate and who are not using the “de minimis” rate should use the budget form that says “no indirect” in the title.

## Award Notifications and Appeal Process

All applicants will be informed via email if their project was selected to be funded or rejected in accordance with the project [timeline](#). Accepted/selected email notifications will include a total approved project budget authority. All project selections are pending final approval from HUD and may be amended per feedback from the COC’s Recipient Approval and Evaluation (“Grants”) Committee, HHA and from HUD.

Applicants with projects that are rejected for funding may appeal the decision by submitting an appeal in writing to the Executive Director at [crystal@hhaliance.org](mailto:crystal@hhaliance.org) on or before the appeals deadline in the [timeline](#). Appeals will be considered by unconflicted members of the HHA Board of Directors. The decision of the Board is final.



## Additional Resources

- The HHA website: [www.hhalliance.org](http://www.hhalliance.org)
- [Budget Line Item Eligible Costs](#) this chart show what is eligible under each of the eligible supportive service costs (case management, education services, outreach, etc.)
- HUD's definitions of homelessness [At a Glance Criteria and Recordkeeping Requirements for Definition of Homeless \(hudexchange.info\)](#)
- Continuum of Care Interim Rule: <https://www.ecfr.gov/current/title-24/part-578>