

Consolidated Homelessness Fund (CHF)

FY2024 RFP - Information Session #1

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Agenda

Today, we'll cover key points from the CHF RFP:

- I. CHF Overview: About CHF Partnership, program categories and deadlines, and key dates
- II. New this year
 - Principles of service delivery
 - Updated evaluation process
 - Performance metrics
 - Extensions
 - Other key points
- III. Submitting an online application through E-Civis
- IV. Questions

Important: please read the RFP thoroughly. This presentation does not review the full content, but rather focuses on highlights and some selected changes to the process.

Consolidated Homelessness Fund Partnership

- **Brings together** the State of Rhode Island Department of Housing, Housing Resources Commission, the Department of Human Services, and the Emergency Solutions Grant (ESG) Entitlement Cities of Pawtucket, Providence, and Woonsocket.
- **Consolidated application process for multiple funding sources.**
- **Accepting applications for \$9.4+ million in funds.**
 - Emergency Solutions Grant Program allocations for the Rhode Island, Providence, Pawtucket, and Woonsocket.
 - State of Rhode Island, Title XX Homeless Funds
 - Housing Resources Commission Homelessness Resources
 - City of Providence, American Rescue Plan funds
 - Other sources of funds may also become available.
- **Each funding source has their own requirements.**
 - Not all funds can support all project types.
 - Local (Providence, Pawtucket, and Woonsocket) Emergency Solutions Grant Funds contributed to the CHFP must be distributed to projects serving those communities and are subject to local funding approvals.
 - Contracts for funding will be executed with the respective member of the Partnership administering that funding and managing all aspects of contract administration.

Consolidated Homelessness Fund

This RFP seeks proposals for preventing and responding to homelessness in the State of Rhode Island across two categories:

- Applications for the following project types must be submitted by Thursday, August 3rd, 2023 (Deadline #1):
 - Emergency Shelters
 - Street Outreach
 - Rapid Re-Housing
 - Housing Problem Solving
 - Supportive Services Only
 - System-wide and systems projects
- Applications for the following project types will be accepted on a rolling basis through Thursday, August 31, 2023 (Deadline #2):
 - Warming Centers
 - Temporary Seasonal Shelters
 - New Permanent Emergency Shelters

Key dates

- **Information Session #1:** Thursday, July 6th at 9:30 am
- **CHFP Optional New Provider Session:** Monday, July 10th at 11:30 am
- **Information Session #2:** Thursday, July 12th, 2023, at 9:30 am
- **Additional sessions may be added.** Please continue to check <https://ohcd.ri.gov/homelessness> for supplemental information, including about additional meetings/information sessions.
- **Reminder:** only applications submitted through eCivis online platform will be reviewed.

- **DEADLINE #1**
- **Submit Questions by:** Friday, July 14th at 12:00 pm
 - Submit questions via email: Housing.CDBG@housing.ri.gov
 - Answers will be posted at <http://ohcd.ri.gov> by Wednesday, July 19th
- **Deadline #1:** Thursday, August 3rd
- **Awards announced:** On or about the week of September 5th
- **Contract terms:** anticipated to be October 1, 2023 – September 30, 2024 (with potential for extensions)

- **DEADLINE #2**
- **Submit Questions by:** Thursday, August 10th at 12:00 pm
 - Submit questions via email: Housing.CDBG@housing.ri.gov
 - Answers will be posted at <http://ohcd.ri.gov> by Tuesday, August 15th
- **Deadline #2:** Thursday, August 31st
- **Awards announced:** On or about the week of October 9th
- **Contract terms:** anticipated to be November 1, 2023 – April 30, 2024 (with potential for extensions and may vary depending on the project)

Principles of Service Delivery *(new this year)*

In selecting vendors, the Department of Housing and the CHFP will evaluate proposals based on the extent they demonstrate alignment with the following principles:

- Reducing unsheltered homelessness
- Emphasizing housing-oriented and permanent solutions
- High quality, client-oriented approaches
- Sustainability, cost effectiveness, and responsible stewardship of resources
- Data-driven decision making and systems approaches

Principles of Service Delivery *(new this year)*

Principle #1: Reducing unsheltered homelessness

- We encourage all communities and vendors to consider what steps they can take to continue advancing the important goal of decreasing unsheltered homelessness – with an additional emphasis on reducing unsheltered homelessness as the winter approaches and during the coldest months of the year.
- Multiple ways communities and vendors can partner in addressing unsheltered homelessness, including for example:
 - Expanding availability of housing, shelter, and warming/seasonal center resources.
 - Boosting the number of clients who secure positive housing outcomes.
 - Reducing barriers – and perception of barriers – to shelter and housing.
 - Preventing homelessness and encouraging housing stability.
 - Pursuing individualized solutions through a combination of case conferencing, data-driven analysis and decision making, and collaboration/problem solving.
 - Collaborating to advance progress within the broader system.

Principles of Service Delivery *(new this year)*

Principle #2: Emphasizing housing-oriented and permanent solutions

- Where possible, the CHFP encourages partners to prioritize housing-oriented and permanent solutions.
- Such solutions may include approaches that involve emergency measures such as shelter and warming centers that are designed to evolve into permanent housing or to be co-developed with permanent housing.

Principles of Service Delivery *(new this year)*

Principle #3: High quality, client-oriented approaches

- Seeking service providers with a strong understanding of the needs of individuals and families experiencing homelessness and a demonstrated history of client-centered care and culturally competent service delivery. For instance, we seek vendors who will:
 - Incorporate Housing First principles of service delivery and project design.
 - Deploy supportive services that emphasize engagement and problem-solving strategies
 - Provide ongoing, robust trauma-informed case management to clients
 - Proactively engage with community organizations to strengthen client support.
 - Stay current with available resources and share them with other partners to help strengthen the work performed by those working with the homeless population.
 - Partner to address the needs of special populations and other vulnerable populations where gaps in services are identified.
 - Engage clients in non-judgmental communication while regularly offering education and resources. Offer services that are informed by a harm-reduction philosophy.
 - Prioritize the safety of clients in the program while respecting individual client choices and actions.
 - Pursue equity and more equitable outcomes, including across racial, ethnic, and other demographic categories.
 - Engage and learn from individuals with lived experience.

Principles of Service Delivery *(new this year)*

Principle #4: Sustainability, cost effectiveness, and responsible stewardship of resources

- Rhode Island currently has access to significant one-time funding opportunities for addressing homelessness. As such, it is more important than ever to be responsible stewards of the precious resources and to emphasize solutions that not only respond to the immediate needs we are seeing but do so in cost effective ways that continue to pay dividends in the future. Specifically, we'd like to highlight the following strategies:
 - Leveraging mainstream or matching resources.
 - Considering site acquisitions over short-term leasing or hotel costs.
 - Identifying real estate options that have the potential for conversion to permanent supportive housing.
 - Collaborating with partners including the Continuum of Care (as appropriate and required) to prioritize high-need and hard-to-serve Rhode Islanders (e.g., by accepting referrals from the Coordinated Entry System, CES, without establishing any additional subpopulation requirements or priorities.)
 - Efficient and accurate budgeting.
 - Adhering to state and federal compliance requirements.
 - Communicating with key stakeholders including host communities.

Principles of Service Delivery *(new this year)*

Principle #5: Data-driven decision making and systems approaches

- **Transparency and performance:** Vendors must record all participant information in the Homeless Management Information System (HMIS) or the comparable database for domestic violence vendors.
- **Data sharing and collaboration:** Within appropriate parameters regarding the preservation of individual client confidentiality as necessary, vendors must agree to participate in case conferencing and share data in service of our collective clients and in support of our common mission – for example, in the context of dialogue regarding best practices and brainstorming regarding community solutions as well as for the purpose of case conferencing.

Evaluation process *(updated this year)*

Three-step process:

- **Step 1: Threshold evaluation.** Focuses on application timeliness, completeness, eligibility, and compliance with CHF requirements.
- **Step 2: Technical scoring.**
 - Experience and performance (20 points)
 - Project design (40 points)
 - Data (10 points)
 - Readiness to proceed (5 points)
 - Cost effectiveness (25 points)
 - Bonus points
 - Leveraging healthcare funding (up to 10 additional points)
 - Low-barrier and harm reduction services (up to 10 additional points)
- **Step 3: Final scoring and selection by CHFP partners.** The Department and the CHFP may select proposals for funding based solely upon the Technical Scoring (highest to lowest) or may separate proposals into categories and select the highest scoring proposals within each category.

How will the healthcare leverage bonus points work?

Two ways to get points:

- Vendor has successfully billed Medicaid or an alternative healthcare source for eligible services costs (5 points)
- Proposing to leverage Medicaid or alternative healthcare source by the fourth quarter of the program year:
 - More than 15% of the proposed services budget for the fourth quarter of the program year is funded by Medicaid or an alternative healthcare source (5 points)
 - Between 10 and 15% of the proposed services budget for the fourth quarter of the program year is funded by Medicaid or an alternative healthcare source (2.5 points)

Performance metrics *(revamped process this year)*

The CHFP is committed to moving beyond measuring how many people received services, to focus on whether Rhode Islanders are better off after receiving services.

- The Homeless Management Information System (HMIS) will be used to track these outcomes, so the capacity to collect and enter data into HMIS (or the comparable database for survivors of domestic violence) is very important for any prospective applicant.
- Uniform performance metrics for each category of projects.
- Street outreach projects, for instance, will all track:
 - Persons served
 - Client engagement
 - Crisis assessment completed
 - Housing assessments completed
 - Exits to positive destinations

Extensions: path to longer-term contracts *(new this year)*

This RFP does create a pathway for potential longer-term contracts

- Anticipate working with vendors to specify terms and timelines for securing extensions in contracts
- Illustrative extension terms:
 - 12-month contract with up to 2 1-year extensions possible
 - Contingent upon project performance and contract compliance

Other changes this year

- Replaces winter shelter RFP.
- **Collaboration, case conferencing, and data sharing:** Within appropriate parameters regarding the preservation of individual client confidentiality as necessary, vendors must agree to participate in case conferencing and share data in service of our collective clients and in support of our common mission – for example, in the context of dialogue regarding best practices and brainstorming regarding community solutions as well as for the purpose of case conferencing.
- **Potential for exemptions:** The CHFP and the Department administer many CHF projects and programs in conformance with the ESG regulations set out at 24 CFR §574. However, for projects proposed for funding other than ESG, the Department will consider requests for exemption from ESG requirements or other requirements expressed in this solicitation. Such requests shall (1) identify the specific regulation(s) for which the exemption is requested and the basis therefore. The exemption(s) must relate directly to achieving a proposal that is consistent with the Principles of Service Delivery.

Submitting an application

Applications will now be accepted through Rhode Island's Grants Management System (eCivis)

- You can access the CHF RFP application by visiting here. [Welcome | Office of Housing & Community Development \(ri.gov\)](#)
- Vendors must submit unique proposals for each project they are applying for.
- A complete application will consist of the following items:
 - Organization profile
 - Organization capacity form
 - CHF application (one per project)
 - Budget and Budget Narrative (one per project)
- Applications and supporting documents will ONLY accepted via eCivis.
 - Please ensure members of your organization have registered for an account and have taken the necessary trainings to access the online application.
 - For more information on creating an account in eCivis please click on the following here. [Funding Opportunities - Find a Grant Opportunity in Rhode Island \(ri.gov\)](#)



Helpful hint: providing detailed quarterly budgets

To help improve and expedite review of applications, please include key assumptions to help us understand your proposed budget. Please be realistic about projections and include any start-up time required.

CHF RFP Budget Template FY24

Instructions: **Please include a breakdown of the annual budget per quarter.**

Agency:	
Program Name:	
Program Type:	
Budget Period:	FY 2024 (October 1, 2023 - September 30, 2024)
Fiscal Contact:	
Phone #	
E-Mail Address:	

Direct Program Expenses	Budget narrative: Explain key assumptions used to determine the costs in the budget for each category and additional details around how the proposed line item will contribute to the purpose of the project. Examples include per unit or per person costs, duration/hours a particular service applies, client-to-staff ratios used to determine a particular staffing level, or specific parameters for which a service will be used. Each line item should have a narrative description stating: a. the specific item b. how the spciefic item relates to the program c. how the amount requested is calculated	CHF Request	Amount Charged to Matching Funds or other alternative funds (e.g. Medicaid)	Total Annual Costs	% of Annual Costs charged to CHF	Source of Match or alternative funding source(s)
Program Personnel Expenses						
Regular Program Salaries	See Program Salary Detail	\$ -			0%	
Total program personnel expenses		\$ -	\$ -	\$ -	0%	
Operation Expenses						
Rent					0%	
Utilities					0%	
Maintenance					0%	

Helpful hint: administrative expenses

We ask that you be mindful of program requirements and prioritize program expenses over administrative costs.

- **What's included as an administrative cost?** Costs associated with the general management (e.g., some percentage of the Executive Director and accounting staff, the annual audit and other accounting fees, general liability and director's and officer's insurance), oversight, and coordination on project/program activities.
- **What's not included?** Program expenses. Example HMIS license fees, rental/lease agreements, utilities.
- **How much admin can we charge to CHF projects?**
 - Administrative cost limits depend on the specific funding sources involved and generally range from zero to 10 percent.
 - CHF recipients are not allowed to charge more than 10 percent in administrative expenses.
 - Please note that this applies, even if you have a higher federal indirect rate established for other programs.

Questions

Please feel free to add questions to the chat. Please check answers posted on website for additional information.

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Next steps

Thank you for joining this session today.

- We'll have additional opportunities to ask questions.
 - **CHFP Optional New Provider Session:** Monday, July 10th at 11:30 am
 - **Information Session #2:** Thursday, July 12th at 9:30 am
 - **Additional sessions may be added.** Please continue to check <https://ohcd.ri.gov/homelessness> for supplemental information, including about additional meetings/information sessions.
- Send questions to Housing.CDBG@housing.ri.gov by the question deadlines:
 - Submit Questions by Friday, July 14th at 12:00 pm for deadline #1.
 - Submit Questions by Thursday, August 10th at 12:00 pm for deadline #2
 - Submit all questions via email: Housing.CDBG@housing.ri.gov.
- **Reminder about deadlines**
 - **Deadline #1** (Emergency Shelters, Street Outreach, Rapid Re-Housing, Housing Problem Solving, Supportive Services Only, System-wide and systems projects) is August 3rd
 - **Deadline #2** (Warming Centers, Temporary Seasonal Shelters, and New Permanent Emergency Shelters) is August 31st

Additional information

—
Review of each program category

Additional information

—
Technical details

Applicant eligibility

- Applicants must meet the following criteria in order to be considered:
 - Is a nonprofit organization (defined as tax-exempt secular or religious organization described in section 501(c)(3) of the Internal Revenue Code), a governmental or quasi-governmental agency, a Public Housing Authority (PHA) or a Community Action Agency (CAP).
 - Has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual.
 - Does not have any findings from the State of Rhode Island or HUD that have not been addressed or resolved.
 - Has standards of financial accountability that conform to 2 CFR 200.302, 'Financial Management' and 2 CFR 200.303, 'Internal Controls,' which includes systems and software that allow for effective control over, and accountability for, all funds, property, and other assets.
 - Has a functioning accounting system that is operated in accordance with generally accepted accounting principles, or has designated a fiscal agent that will maintain such an accounting system; and
 - Has experience administering projects and services that assist people experiencing homelessness and/or housing instability.
- **Proposals will not be reviewed if the applicant fails to demonstrate that these requirements have been met.**
 - Applicants are encouraged to pool resources and collaborate on projects whenever possible.
 - The group shall elect a lead applicant to apply for funds and serve as the fiscal agent when collaborations occur.

Ineligible Activities

The following costs and activities are not eligible for funding under the CHFP:

- Depreciation, bad debts, interest, and late fees.
- Public relations or fundraising.
- Entertainment, conferences, and retreats not specifically related to the goals of the CHFP funded project.
- Payment of client credit card or another consumer debt.
- Payment of client mortgage costs and mortgage arrears.
- Cash assistance paid directly to participants.