Consolidated Homelessness Fund (CHF)

FY2024 RFP - Information Session #2

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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, key dates, and Principles of service delivery

II. Organization Capacity

- Compliance and reporting

- Performance measures

III. Eligible and Ineligible activities

IV. Evaluation process

V. Submitting an online application through E-Civis

VI. 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.

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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: Wednesday, 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)

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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:

1. Reducing unsheltered homelessness

2. Emphasizing housing-oriented and permanent solutions

3. High quality, client-oriented approaches

4. Sustainability, cost effectiveness, and responsible stewardship of resources

5. Data-driven decision making and systems approaches

Compliance and reporting

All agencies that receive awards under the CHFP will be required to:

- Participate in routine monitoring (Programmatic and Fiscal).

- Adhere to all applicable regulations and policies set forth by the federal government and the CHFP Policies and Procedures Manual.

- Establish and maintain effective internal control over funds that provides reasonable assurance that the Sub-Recipient is managing funds in compliance with applicable state and/or federal statutes, regulations, and the terms and conditions of the funding.

- Take reasonable measures to safeguard protected personally identifiable information and other information that OHCD or HUD designates as sensitive or the Sub-Recipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

- Sub-recipients must ensure access to financial records, supporting documents, statistical records, and all other records related to the CHFP award for a period of four (4) years from the date of submission of the final expenditure report or closeout of the grant, whichever is occurs later. HUD, Inspectors General, the Comptroller General of the United States, and OHCD, or any of their authorized representatives or sub-contractors, must have the right of access to any documents, papers, or other records of the applicant to the CHFP award.

- Send applicable staff to periodic workshops and training provided by and/or supported by the CHF and the CoC, as deemed appropriate.

- A Sub-Recipient will be required to complete a Consolidated Annual Performance and Evaluation Report (CAPER).

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

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Eligible Activities

Applications for the following project types must be submitted by Thursday, August 3rd, 2023 (Deadline #1):

- **Emergency Shelters** provide temporary shelter for individuals, families, and/or specific populations experiencing homelessness where occupants are connected to resources and services to help end their homelessness. *Emphasis on Housing First approach (have few to no pre-requisites to project/program entry) and following a staffing model that includes housing navigation services.*

- **Street Outreach** projects are designed to assess the immediate needs of people experiencing homelessness in unsheltered locations, connect them with emergency shelter, housing, and human services, and offer them urgent non-facility-based care. *Emphasis on developing and implementing housing plans with clients and strengthening link between outreach and Coordinated Entry.*

- **Rapid Re-Housing** projects are designed to help those who are homeless quickly transition out of homelessness into permanent housing. Providers must provide wrap around supportive services and housing navigation services. Clients can receive up to 24 months of rental assistance and up to 6 months of services after their rental assistance ends.

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Eligible Activities cont.

Applications for the following project types must be submitted by Thursday, August 3rd, 2023 (Deadline #1):

- **Housing problem solving projects:** The goal of this group of interventions is to assist households by preventing housing loss and helping households who have lost their housing regain stability quickly without utilizing longer-term mainstream homeless assistance resources. *The costs of diversion, homelessness prevention, and rapid exit are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant's current permanent housing or move into other housing and achieve stability in that housing.*

- **Supportive Services Only** projects allow recipients to provide supportive services—such as conducting outreach to sheltered and unsheltered homeless persons and families and providing referrals to other housing or other necessary services—to families and individuals experiencing homelessness. *Examples include operating a Day Center, Day Shelter, and projects that ONLY support the services component of permanent supportive housing (PSH) projects etc.*

- **System-wide and systems projects** should decrease the number of people experiencing homelessness and the length of time people spend homeless. *Examples include innovative system-wide projects and system-wide/systems projects like a statewide landlord outreach and incentives program.*

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Eligible Activities cont.

Applications for the following project types will be accepted on a rolling basis through Thursday, August 31, 2023 (Deadline #2):

- **Warming Centers** (contract term anticipated to be from November 1, 2023, to April 30, 2024)

  - A warming center is a short-term facility that operates when temperatures or combination of precipitation, wind chill, wind, and temperature become dangerously inclement. The purpose of a warming center is to prevent death or injury related to exposure to the elements. Warming centers can operate during the day, night, or 24/7.

- **Temporary Seasonal Shelters** (contract term anticipated to be November 1, 2023, to April 30, 2024)

  - Temporary seasonal shelters are defined as a facility offering temporary over night or 24/7 accommodation to homeless individuals and households while they access other services and seek housing solutions. Temporary seasonal shelters will increase shelter bed capacity by adding temporary shelter beds to the State's shelter system.

- **New Permanent Emergency Shelters** (contract term depends on shelter timeline)

  - Through the second priority deadline, the Department of Housing is seeking proposals that will expand shelter capacity by adding NEW permanent (yearlong) shelter beds to the State's shelter system. The primary purpose of an Emergency Shelter is to provide a temporary shelter for people experiencing homelessness, either in general or for more specific populations.

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.

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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.

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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 be 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)](#)

  - We have also included helpful tips in the Appendix section of this RFP to help potential vendors navigate the eCivis portal.

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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 spceific 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%	

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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

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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.

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Additional information

Review of each program category

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Additional information

Technical details

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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.

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