2016 Homeless Housing Operations and Services RFP

TECHNICAL ASSISTANCE WORKSHOP

Released August 15, 2016th

*Applications **Due** Friday, September 25, 2015*

WORKSHOP AGENDA

RFP / Application General Information 10:00 –11:15 am

- RFP Objectives and application process

- Budget form / indirect costs / Risk Assessment

- RFP Preferences

- Proposed performance outcome baseline data

- Overview of requirements and deadlines

- Questions & Answers

WORKSHOP AGENDA

Program Specific Information 11:15 am – 11:50 am

- Emergency Shelter Operations and Staffing

- Transitional Housing Operations and Staffing

- Rental Assistance for Homeless Households

- Support Services for Permanent Housing

- Homeless Outreach Projects

- Coordinated Assessment Projects

- Diversion Projects

- Housing and Essential Needs

Final Questions & Answers 11:50 am – 12:00 p.m.

RFP OVERVIEW

The HHOS RFP is designed to support an integrated system of housing assistance that can immediately address a persons homeless crisis and connect them with the resources needed to end that episode.

Strategies funded in this RFP focus on practices that limit barrier to entry and focus on permanent housing options for clients.

Spokane's Strategic Plan to End Homelessness
Primary Goal:

- Retool the homeless response system to:
- End Veteran homelessness by 2015
- End Chronic homelessness by 2017
- End Family homelessness by 2018

Who should be applying under this RFP?

- Projects serving homeless individuals and families.

- Projects providing services that meet the eligible cost detailed in Appendix A.

Who should be applying under the Consolidated RFP?

- Projects serving low and moderate income individuals and families

FUNDING PRIORITIES AND KEY ASSUMPTIONS

Successful applicants will demonstrate that their proposal meets one or more goals, objectives and strategies in the:

2015-2020 Strategic Plan to End Homelessness Spokane, Washington

Key assumptions ARE incorporated in this funding notice- Page 15 of Notice

Please note: Projects will collect data and enter records into the City Homeless Management Information System (HMIS) for every client served

FUNDS AVAILABLE/ PERIOD OF PERFORMANCE

* Period of Performance 1/1/16 – 6/30/17

Consolidated Homeless Grant	950,000.00
City Homeless Housing Assistance Act	1,600,000.00
Emergency Solutions Grant- 2016	262,000.00
Human Service Grant Fund	860,000.00
Housing and Essential Needs	4,000,000.00

Funding amounts are *estimates*

Minimum award- $10,000

* SHCA period of performance 1/1/16-6/30/17

ESTIMATED ALLOCATIONS BY PROJECT TYPE

Emergency Shelter Operations and Staffing	$405,000
Transitional Housing Operations and Staffing	$367,000
Rental Assistance for Homeless HH with Children (RRH)	$529,000
Rental Assistance for Homeless HH without children (adults and independent youth) - RRH	$345,000
Support Service for Permanent Housing	$1,246,000
Homeless Outreach Services	$220,000
Homeless Families Coordinated Assessment	$270,000
Single Homeless Coordinated Assessment (period of performance 1/1/16 – 12/31/16)	$90,000
Diversion Assistance	$200,000
Housing and Essential Needs	$4,000,000

Zoom Grants Agency Application

Agency Risk Assessment

Emergency Shelter Operations and Staffing

- Project Supplemental Application
- Budget Worksheet
- Budget Narrative
- Proposed Performance Template

Transitional Housing Operations and Staffing

- Project Supplemental Application
- Budget Worksheet
- Budget Narrative
- Proposed Performance Template

Rental Assistance for Homeless Households

- Project Supplemental Application
- Budget Worksheet
- Budget Narrative
- Proposed Performance Template

Support Services for Permanent Housing

- Project Supplemental Application
- Budget Worksheet
- Budget Narrative
- Proposed Performance Template

Homeless Outreach Projects

- Project Supplemental Application
- Budget Worksheet
- Budget Narrative
- Proposed Performance Template

Coordinated Assessment Projects

- Project Supplemental Application
- Budget Worksheet
- Budget Narrative
- Proposed Performance Template

Diversion Projects

- Project Supplemental Application
- Budget Worksheet
- Budget Narrative
- Proposed Performance Template

Housing and Essential Needs

- Project Supplemental Application
- Budget Worksheet
- Budget Narrative
- Proposed Performance Template

Zoom Grants Agency Application- Agency A

Agency A Risk Assessment

Project Name: Emergency Shelter for Families with Children	**Project Name: Transitional Housing Single Men**	**Project Name: Scattered Site – Supportive Services**	**Project Name: Coordinated Assessment for families**
•Project Supplemental Application •Budget Worksheet •Budget Narrative •Proposed Performance Template	•Project Supplemental Application •Budget Worksheet •Budget Narrative •Proposed Performance Template	•Project Supplemental Application •Budget Worksheet •Budget Narrative •Proposed Performance Template	•Project Supplemental Application •Budget Worksheet •Budget Narrative •Proposed Performance Template

COLLABORATION

Zoom Grants Agency Application- Agency A	Zoom Grants Agency Application- Agency B

Agency A Risk Assessment	Agency B Risk Assessment

| **Project Name: Emergency Shelter for Families with Children**	**Project Name: Scattered Site – Supportive Services**	**Project Name: Scattered Site – Supportive Services**	**Housing and Essential Needs**
•Project Supplemental Application •Budget Worksheet •Budget Narrative •Proposed Performance Template	•Project Supplemental Application •Budget Worksheet •Budget Narrative •Proposed Performance Template	•Project Supplemental Application •Budget Worksheet •Budget Narrative •Proposed Performance Template	•Project Supplemental Application •Budget Worksheet •Budget Narrative •Proposed Performance Template

EVALUATION PROCESS

- Staff Assessment- **45%**

  – Eligibility Determination/ Capacity/Overall quality of project/ Meeting an identified need

- RFP Review Committee – **55**%

  – Will be reviewing applications by project type. Reviewing application, staff analysis and past project performance

- Scores will be combined and ranked by project type.

- After ranking is determined preferences are considered

- Staff recommends funding sources for approved projects

- Approval by RFP Review Committee/CHHS board/ City Council

RFP PREFERENCES

- TIP
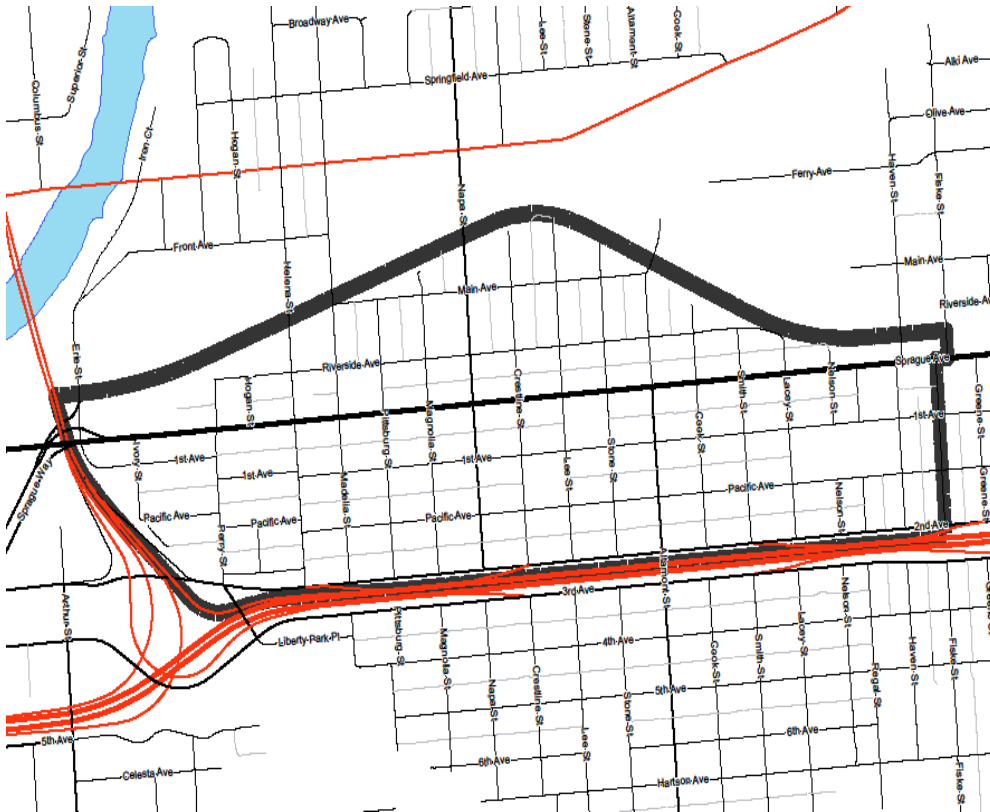
- Human Service Grant

Prioritized activities include: homeless shelters, domestic violence shelter programs and other programs that address emergency needs.

All activities must benefit the poor and infirm and operate within the City of Spokane.

ATTACHMENTS

PROJECT SUPPLEMENTAL APPLICATION

- Each Project application must include a supplemental application.

- Supplemental applications by project type are found in zoom grants attachments page.

PROPOSED PERFORMANCE OUTCOMES

- Each Project application must include a proposed performance document.

- Performance Measures will be tracked in HMIS.

- Proposed project templates by project type are found in zoom grants attachments page.

BUDGET FORM / RISK ASSESSMENT

- Risk Assessment

- Budget form

- **Indirect costs**

APPLICATION PROCESS

ZOOM GRANTS OVERVIEW

ZOOM GRANTS OVERVIEW

You must be logged in to begin.

$ 0.00 requested

Summary | Application Questions | Attachments

Summary

(answers are saved automatically when you move to another field)

Application Title	
Amount Requested *Enter the Sum Total of all projects included with this application*	$
Additional Contacts for this Application *(ONLY Email addresses separated by comma. No names. No titles. No phone numbers.)*	

Applicant Information

First Name	
Last Name	
Telephone	
Email	

Organization Information

(changes to this data will be reflected on all other applications for this organization)

Create an Organization

Next

ZOOM GRANTS OVERVIEW

Application Questions *(answers are saved automatically when you move to another field)*

Instructions Show/Hide

Additional Contacts

1. Financial Representative Contact / Program Representative Contact
Include both contacts or indicate if they are the same person. List name, title, email, phone, office location, & mailing address (if different from office location). Separate each with a carriage return.

Maximum characters: 500. You have 500 characters left.

Project Details

2. Indicate the type(s) of project(s) you are applying for

- ☐ Emergency Shelter Operations and Staffing
- ☐ Transitional Housing Operations and Staffing
- ☐ Rental Assistance for Homeless Households
- ☐ Support Services for Permanent Housing
- ☐ Outreach Services
- ☐ Coordinated Assessment Projects
- ☐ Diversion Projects
- ☐ Housing and Essential Needs

3. Describe how your Board materially contributes to your agency.
Money, In-kind, Time, etc...

ZOOM GRANTS OVERVIEW

Documents Requested *	Required?	Uploaded Documents *	
City of Spokane CHHS Pre-Award Applicant Risk Assessment Download template: City of Spokane CHHS Pre-Award Applicant Risk Assessment	Required		Upload
RFP Budget Worksheet Download template: Budget Worksheet	Required	-none-	Upload
RFP Budget Narrative Download template: Budget Narrative Template	Required	-none-	Upload
Supplemental Application - Coordinated Assessment Projects Download template: CA Questions		-none-	Upload
Supplemental Application - Transitional Housing Operations and Staffing Download template: TH Questions		-none-	Upload
Supplemental Application - Emergency Shelter Operations and Staffing Download template: ES Questions		-none-	Upload
Supplemental Application - Housing and Essential Needs Download template: HEN Questions		-none-	Upload
Supplemental Application - Outreach Services Download template: Outreach Questions		-none-	Upload
Supplemental Application - Support Services for Permanent Housing Download template: PSH Questions		-none-	Upload
Supplemental Application - Rental Assistance for Homeless Housing Download template: RRH Questions		-none-	Upload
Supplemental Application - Diversion Projects Download template: Diversion Questions		-none-	Upload
Proposed Performance Template - Coordinated Assessment Projects Download template: Coordinated Assessment Projects		-none-	Upload
Proposed Performance Template - Transitional Housing Operations and Staffing Download template: Transitional Housing Operations and Staffing		-none-	Upload
Proposed Performance Template - Emergency Shelter Operations and Staffing Download template: Emergency Shelter Operations and Staffing		-none-	Upload
Proposed Performance Template - Housing and Essential Needs Download template: Housing and Essential Needs		-none-	Upload
Proposed Performance Template - Outreach Services		-none-	Upload

ADDITIONAL IMPORTANT INFORMATION

ELIGIBLE EXPENSES

Appendix A in Funding Notice

TECHNICAL ASSISTANCE

Workshops

Combined RFP

Wednesday August 26th 10:00- 12:00 NE Community Center

Homeless Housing Operations and Services RFP

Wednesday September 2nd 2:00 -4:00 at the City Council Briefing Center

FAQ's- available on website

One on One Technical Assistance available upon request

DEADLINE

Application submission deadline is September 25, 2015 at 12:00 midnight

Applications submitted after this deadline will not be considered for funding

CONTACT INFORMATION

- RFP Coordinator: **Sheila Morley** 625-6052

  Email Questions: CHHSRFP@spokanecity.org

- Zoom Grant Question: **Rob Crow** 625-6814

  rcrow@spokanecity.org

- Baseline Performance Information: **David Lewis** 625-6051

  Dglewis@spokanecity.org

- Budget/Risk Assessment: **Kelly Keenan** 625-6056

  kkeenan@spokanecity.org

- Indirect Costs: Jennifer Stapleton 625-6091

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PROJECT TYPES

PROJECT TYPES

Emergency Shelter Operations and Staffing

Transitional Housing Operations and Staffing

Rental Assistance for Homeless Households - Rapid Re-housing

Support Service for Permanent Housing

Homeless Outreach Services

Coordinated Assessment

Diversion Projects

Housing and Essential Needs

EMERGENCY SHELTER OPERATIONS AND STAFFING

Qualities of an exceptional program:

- No barriers to entry

- Inclusive polices and procedure

- Housing focused- stay as brief as possible

Performance Measures:

- Income growth

- Length of time person are homeless in shelter

- Exits to permanent housing

TRANSITIONAL HOUSING OPERATIONS AND STAFFING

Qualities of an exceptional program:

- Serving a **priority population** who need more intensive service prior to moving to PH housing

- No barriers to entry

- Client driven- housing focused services

Performance Measures:

- Length of time homeless in program

- Income growth

- Exits to Permanent housing

RENTAL ASSISTANCE FOR HOMELESS HOUSEHOLDS - RAPID RE-HOUSING

Qualities of an exceptional program:

- Process that allow for quick placement of homeless individuals in housing

- Strong landlord relationships

- Client-centered case management/ staying connected with clients to allow for safety net

Performance Measures:

- Income Growth

- Exits to Permanent housing

- % of households returning to the homeless system.

- # of days from Assessment to Housing placement- 20 day goal

SUPPORT SERVICE FOR PERMANENT HOUSING

Qualities of an exceptional program:

- Services will be client-centered, and informed by harm reduction methodologies

- Housing projects being supported with these funds should have low-barriers to entry and have policies in place that promotes housing stability

Performance Measures:

- Income growth

- Exit to or retain permanent housing

HOMELESS OUTREACH SERVICES

Qualities of an exceptional program:

- Highly accessible to unsheltered "unconnected" population

- Strive to "reframe the possibility of housing"

- Serve all populations regardless of enrollments in other programs

Performance Measures:

- Exits from street outreach to any housing

- Exits from street outreach to permanent housing

- % of persons enrolled with long lengths of homelessness

COORDINATED ASSESSMENT

Qualities of an exceptional program:

- Highly accessible to provide real-time response to households in housing crisis

- Work with client to explore all housing options and solutions

- Provide housing assessment/ placement that includes client choice

- Collaborate effectively with housing providers to reduce time from referral to housing move-in

Performance Measures:

- # of days between referral and RRH placement

- Decrease in the # of households becoming homeless for the first time

DIVERSION PROJECTS

Qualities of an exceptional program:

- Employ creative strategies, structured problem solving and support for households with a housing crisis
- Collaborate effectively with Coordinated Assessment programs

Performance Measures:

- % of households diverted that return to the homeless system
- Reduction in persons becoming homeless for the 1st time
- Increase in households with highest barriers in the temporary housing program

HOUSING AND ESSENTIAL NEEDS

Qualities of an exceptional program:

- Projects using progressive engagement methodology for rental assistance

- Ability to target prevention funds for those at most risk

- On-going services that promote housing stability

- Connecting clients transitioning to ABD with SOAR and other resources to encourage long-term stabilization.

Performance Measures:

- Income growth

- Exits to permanent housing

- Reduce # of days from eligibility to housing placement

- % of clients receiving ABD extension services who exit to permanent housing

Additional Questions?

Thank You