

Request for Proposal

*Homelessness Prevention and
Rapid Re-Housing Program
[HPRP]*

April 30, 2009

Proposal Due on June 5, 2009 at 4:00 p.m.



Request for Proposal (RFP) for Federal Funds Homelessness Prevention and Rapid Re-Housing Program (HPRP)

1.1 Overview

On April 30, 2009, a Request for Proposal (RFP) was issued for Homelessness Prevention Rapid Re-housing Program (HPRP) funding. The purpose of this RFP is to provide funds to assist individuals and families who are at-risk of becoming homeless, to “rapidly transition program participants to stability, either through their own means or through public assistance, as appropriate”. Agencies applying for these funds must demonstrate a plan that provides “**comprehensive menu of services to assist eligible program participants**”. Sub grantees that have the capability and experience to manage federal funds (of \$50,000 or more) and are able to provide necessary documentation of how the funds will be expended are encouraged to apply. HPRP funds are allocated for use in the following areas: financial assistance to homeless and at-risk households who would be homeless without this assistance; housing relocation and stabilization services (i.e., case management, outreach and engagement, housing search and placement, legal services, credit repair); data collection and evaluation; and administrative costs. Financial assistance can be used for short term rental assistance (up to 3 months); medium term rental assistance (4-18 months); utility deposits and payments; moving cost assistance; storage (up to 3 months); motel and hotel vouchers (up to 30 days). Total assistance can not exceed 18 months for rental or utility assistance. Rental assistance must comply with HUD “rental reasonableness” standards. The final HPRP notice can be found at www.hudhre.info. Richland County information is at <http://www.richlandonline.com>.

1.2 Submission of Proposals

Proposals must be submitted in printed copies, one (1) original and four (4) copies by **Friday, June 5, 2009 at 4 p.m.** Those submitting their proposals by mail delivery should allow sufficient time to ensure receipt by the time specified. Proposals received will be time stamped. Any received after 4:00 p.m. on June 5, 2009 will not be considered and deemed non-responsive. The proposal must be delivered to:

Richland County Community Development
County Administration Building
2020 Hampton Street, Suite 3063
Columbia, SC 29204

The contact number is (803) 576-2230,
Monday – Friday, 8:30 a.m. to 5:00 p.m.

Richland County does not discriminate on the basis of age, color, race, religion, sex, national origin, familial status or disability in the admission or access to or treatment or employment in its federally assisted programs or activities. The Human Resource Director, Dwight Hanna, in the County Administration Building, 2020 Hampton Street, Columbia, South Carolina, telephone number (803) 576-2110 or TDD (803) 748-4999, has been designated to coordinate compliance with the non-discrimination requirements contained in the US Department of Housing and Urban Development's regulations.

1.3 Disclaimer

Sub grantee shall indemnify, defend and hold harmless the County, its employees, and directors, each from and against all loss, damage, claims, and actions, and all expenses incidental to such claims or actions, including but not limited to liability as a result of injury to or death of any person, based upon or arising out of damage to property or injuries to persons or other tortuous acts caused or contributed to by the Offeror or anyone acting under its direction or control or in its behalf in the course of its performance under this agreement, and directly or indirectly caused, in whole or in part, by acts or omissions, negligence or otherwise, of Offeror or a subcontractor or an agent of the Offeror or an employee of anyone of them, regardless of the negligence of the County or its employees, be it active or negligence or willful misconduct. Upon request of the County, Offeror shall, at no cost or expense to the County, defend any suit asserting a claim for any loss, damage or liability specified above, and such claim or suit or in enforcing the indemnity granted above.

1.4 Scope

1. The agency will describe how their program will address the prevention of people from becoming homeless and/or assisting the homeless in locating permanent housing, if funded. How the program will be designed and implemented should be clearly specified, including targeted population to serve (i.e., persons who are housed but at risk of becoming homeless and/or persons who are already homeless). The agency will include their long term plan for combating homelessness.
2. The agency will include data to support the number of households as having a housing problem in Richland County that warrant a referral to a homelessness prevention program.
3. The agency will outline the eligibility requirements for financial assistance by program participants and how you plan to meet their needs.
4. The agency will include a budget of anticipated cost to implement the program, including line items to identify specific activities and cost associated with them.
5. The agency will describe the performance measures to be used in implementing the program.
6. The agency will include this chart to show which services they are proposing to provide for.

Proposed Services:

- Homeless Prevention
- Rapid Re-Housing
- Both

1.5 Proposal Format

The required sections of your proposal must include:

- Section 1 - Cover Letter – on official letterhead to explain intent and total HPRP funds requested
- Section 2 - Executive Summary
- Section 3 - Proposal and Scope of Services
- Section 4 - Implementation Plan and Timeline
- Section 5 - Budget – Detailed Line Items
- Section 6 - Personnel Qualifications
- Section 7 - Compliance Measures

1.6 Award Selection

The proposals will be reviewed and evaluated to determine eligibility for HPRP funds. The minimum amount to be awarded is \$100,000, and the maximum amount is \$250,000. The final scores will be provided by a panel of evaluators and the results tallied and averaged. The proposals with the highest score will be recommended for award. New and subsequent awards (if applicable) will be made until funds are expended. Notification of awarded contracts will be made in writing.

1.7 Proposal Schedule

- RFP Notice: April 18, 2009
- Public Hearing: April 29, 2009
- RFP released to sub grantees: April 30, 2009
- Proposal Deadline: June 5, 2009
- Announcement of Award of Project by July 2009
- Obligate Funds to sub grantee by September 30, 2009
- 1st Performance Report due October 5, 2009
- Quarterly Reports due beginning December 2009 (date to be determined)
- Annual reports due November 15, 2010.

2.0 Evaluation Criteria

- Overall comprehensiveness of project plan and schedule
- Capacity to administer and report on funding of project
- Experience with federal funds (i.e., similar work in last 5 years)
- Formulation of partnerships to offer comprehensive holistic outcomes
- Targeted population (i.e.,(a) homeless persons or families or (b) individuals or families at risk of losing housing; or both)
- Detailed Budget for HPRP outlines eligible activities
- HMIS or comparable documentation methods

- Implementation and Sustainability Plan
- All requested information/scopes addressed in proposal
- Professional Qualifications

2.1 Other Federal Requirements

Sub grantee is required to meet all Federal requirements as outlined in the HUD HPRP Notice. Some of these requirements are:

Conflicts of Interest:

With respect to the use of HPRP funds to procure services, equipment, supplies or other property, states, territories and units of general local government that receive HPRP funds shall comply with 24 CFR 85.36(b)(3), and non-profit sub grantees shall comply with 24 CFR 84.42. With respect to all other decisions involving the use of HPRP funds, the following restriction shall apply: No person who is a employee, agent, consultant, officer, or elected or appointed official of the grantee and who exercises or has exercised any functions or responsibilities with respect to assist activities, or who is in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure or for one year thereafter.

Environmental Review

According to 24 CFR 50.19(c)(1), HPRP is excluded from the requirements of the National Environmental Policy Act of 1969 (42 U.S.C. 4321).

Lead Base Paint Requirements

Sub grantee must comply with The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.), as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 485` et. seq.) and implementing regulations at 24 CFR part 35, subparts A, B, M, and R.

Habitability Standards

Required to conduct initial and any appropriate follow-up inspections of housing units that a program participant will be moving to. Units should be inspected on an annual basis and upon change of tenancy.

Nondiscrimination and Equal Opportunity Requirements

Sub grantees must comply with all applicable fair housing and civil rights requirements in 24 CFR 5.105(a). In addition, HPRP rental assistance and services are available to all on a nondiscriminatory basis. All program

participants shall have equal access to information about HPRP; and equal access to the financial assistance and services provided under this program.

2.2 Other County Requirements

Richland County reserves the right to provide additional County Requirements as deemed appropriate to be in compliance with local, state and federal ordinances, regulations and laws.

Disclaimer Notice: Richland County has the right to amend or update this Request for Proposal (RFP) as needed. Please be sure to refer to our website <http://www.richlandonline.com> periodically during this process.