

## PARTNERS FOR HOME OPEN PANEL REQUEST FOR PROPOSALS

### OUTREACH TO RAPID REHOUSING, UNIT ACQUISITION, RENTAL ASSISTANCE INTERMEDIARY

#### Request for Proposal Information

This request for proposals (“RFP”) seeks qualified applicants to strategically and successfully increase resources to provide housing interventions for households experiencing homelessness.

The following key areas are available:

- Outreach and Navigation only
- Outreach and Navigation to Rapid Rehousing \*
- Rapid Rehousing Case Management only
- Rental Assistance Intermediary only
- Unit Acquisition (Minimum 100 units)
- Rapid Rehousing (Case Management, Unit Acquisition, and Rental Assistance) \*
- Voucher Application and Navigation
- Diversion and Rapid Exit

\*= priority areas

Agencies may apply for 1 or more key areas outlined in this RFP. Agencies applying to more than one key area must address implementation for each of the areas in application. If approved, agencies will be eligible for contracts as funding becomes available. In instances where there are multiple approved agencies, the following factors will be weighted: application score, fidelity to the model, data quality for all prior projects in HMIS, performance on current contracts and those issued within in the past 12 months, fiscal stability and diversity of funding, and experience with the services being offered. Approval to the panel does not guarantee a contractual agreement. Agencies may be removed from the panel if the agency’s performance on a contract results in the contract being terminated prior to completion.

#### **Timeline:**

This will be an open panel RFP. Applications will be accepted on ongoing basis until the RFP is closed. New applications will be reviewed and a decision made no less than every 30 days. Agencies will be informed of the outcome of the decision and provided may request feedback on their score(s).

#### **1. Organizational Requirements**

- Currently operates as a nonprofit organization and has at least 2-5 years of experience serving households experiencing homelessness with preference given to experience operating rapid rehousing programs, outreach and navigation programs, unit acquisition, voucher application and navigation, and diversion.

- A demonstrable track record of providing housing services to individuals experiencing homelessness should be outlined in the application in addition to a detailed plan of how the agency will operate the key areas outlined below.
- Expertise and experience in regularly utilizing ClientTrack /Homeless Management Information System (HMIS) and adherence to the CoC Data Quality Plan standards. Organizations must agree to participate in HMIS and use HMIS for data collection and reporting for the purposes of tracking performance outcomes.
- Experience with and strong understanding of implementing a Housing First program with little to no barriers to entry or eligibility requirements, including income and/or employment.
- Leadership involvement and oversight of the project, including an identified single point of contact for day-to-day operations.
- Ability to ramp up services within 30 days of contract execution, including a plan for staffing and staff coverage during ramp up.

**Key Areas**

<b>Outreach and Navigation</b>	
<b>Activity</b>	<b>Description</b>
Outreach and Navigation	<ol style="list-style-type: none"> <li>1. Assertive outreach to engage individuals and build rapport to quickly move individuals out of homelessness</li> <li>2. Targeted encampment focus in collaboration with PfH and other stakeholders to determine locations and schedule</li> <li>3. Determine needs for each encampment, increase buy-in of unsheltered households in and out of encampments</li> <li>4. Enroll all clients served by outreach and navigation project into Coordinated Entry (CE)</li> <li>5. Enroll all clients in outreach and navigation project within 72 hours of client consent to services</li> <li>6. Continued follow up with clients who initially refuse services</li> <li>7. Serve as subject matter experts on outreach best practices, local resources for navigation, and City of Atlanta geography of unsheltered population</li> <li>8. Create and maintain by-name list of all individuals in encampments to use for prioritization and tracking</li> <li>9. Assist enrolled with acquiring documents needed for housing. Obtain all key documents including ID, Birth Certificate, Social security card, and HUD McKinney (where applicable) and any other documents necessary to progress toward housing move in</li> <li>10. Serve as client champion for households enrolled in outreach and navigation, ensuring that clients remain in communication, engaged and working toward housing</li> <li>11. Work with housing providers to provide necessary documents, information, and warm hand-off of households served when they are referred to housing interventions</li> </ol>

**Outreach to RRH**

Activity	Description
Outreach and Navigation	<ol style="list-style-type: none"> <li>1. Assertive outreach to engage individuals and build rapport to quickly move individuals out of homelessness</li> <li>2. Targeted encampment focus in collaboration with PfH and other stakeholders to determine locations and schedule</li> <li>3. Determine needs for each encampment, increase buy-in of unsheltered households in and out of encampments</li> <li>4. Enroll all clients served by outreach and navigation project into Coordinated Entry (CE)</li> <li>5. Enroll all clients in outreach and navigation project within 72 hours of client consent to services</li> <li>6. Continued follow up with clients who initially refuse services</li> <li>7. Serve as subject matter experts on outreach best practices, local resources for navigation, and City of Atlanta geography of unsheltered population</li> <li>8. Create and maintain by-name list of all individuals in encampments to use for prioritization and tracking</li> <li>9. Assist enrolled with acquiring documents needed for housing. Obtain all key documents including ID, Birth Certificate, Social security card, and HUD McKinney (where applicable) and any other documents necessary to progress toward housing move in</li> <li>10. Serve as client champion for households enrolled in outreach and navigation, ensuring that clients remain in communication, engaged and working toward housing</li> <li>11. Transition clients within agency or caseload to Rapid Rehousing at the point of unit application</li> </ol>
Rapid Rehousing	<ol style="list-style-type: none"> <li>1. Provide proactive, home-based, face-to-face case management weekly to monthly depending on the needs of the household. Monthly minimum.</li> <li>2. Ensure clients have utility service initiated prior to move in and have ongoing utility services.</li> <li>3. Provide client transportation to tour rapid rehousing unit(s) and/or permanent housing placements</li> <li>4. Assist client with obtaining any key docs outstanding (ID, BC, SS, disability verification, etc.) and loading into HMIS</li> <li>5. Developing, securing, and coordinating services and obtaining Federal, State, and local benefits including obtaining and increasing income</li> <li>6. Developing an individualized housing and service plan, including planning a path to permanent housing stability</li> <li>7. Ensures that all enrolled households transition to self-sufficiency through a progressive engagement model or in the event they transition to another subsidy will coordinate and ensure all activities in the transition.</li> <li>8. Communications with property management to facilitate move-in and ongoing general facilitation between property management and client tenant counseling and mediation with property to maintain housing stability</li> <li>9. Assist clients with furnishing units, securing food (including foods stamps if applicable), etc.</li> </ol>

<b>Rapid Rehousing case management</b>	
<b>Activity</b>	<b>Description</b>
Rapid Rehousing	<ol style="list-style-type: none"> <li>1. Enter project vacancies in HMIS upon project setup</li> <li>2. Receive all referrals to Rapid Rehousing slots through Coordinated Entry</li> <li>3. Work with outreach and navigation teams for client hand-off to rapid rehousing project</li> <li>4. Provide proactive, home-based, face-to-face case management weekly to monthly depending on the needs of the household. Monthly minimum.</li> <li>5. Ensure clients have utility service initiated prior to move in and have ongoing utility services</li> <li>6. Provide client transportation to tour rapid rehousing unit(s) and/or permanent housing placements</li> <li>7. Assist client with obtaining any key docs outstanding (ID, BC, SS, disability verification, etc.) and loading into HMIS</li> <li>8. Develop, secure, and coordinate services and obtain Federal, State, and local benefits including obtaining and increasing income</li> <li>9. Develop an individualized housing and service plan, including planning a path to permanent housing stability</li> <li>10. Ensure that all enrolled households transition to self-sufficiency through a progressive engagement model or in the event they transition to another subsidy will coordinate and ensure all activities in the transition.</li> <li>11. Communications with property management to facilitate move-in and ongoing general facilitation between property management and client Tenant counseling and mediation with property to maintain housing stability</li> <li>12. Assist clients with furnishing units, securing food (including foods stamps if applicable), etc.</li> </ol>

<b>Rental Assistance Intermediary</b>	
<b>Activity</b>	<b>Description</b>
Application Fees	<ol style="list-style-type: none"> <li>1. Administration of rental housing application fee that is charged by the owner to all applicants if not covered by hold fee.</li> <li>2. Payment of application fees to be made directly to property owner or coordination of payment with case manager</li> </ol>
Security, Deposit, Renters Insurance, Rental Payments, and Utility Payments	<ol style="list-style-type: none"> <li>1. Rental security deposit that is equal to no more than 2 months' rent.</li> <li>2. Standard utility deposit required by the utility company for all customers for the following utilities: gas, electric, water and sewage; including payment in arrears when needed</li> <li>3. Up to 12 months of utility payments per program participant per service, including up to 2 months of utility payments in arrears, per service.</li> </ol>
Training and Administrative Support	<ol style="list-style-type: none"> <li>1. Provide comprehensive training to provider agencies on check request and payment process including required supporting documentation</li> <li>2. Provide ongoing administrative support to ensure timely requests submitted with grant-required supporting documentation</li> </ol>

Oversight of Tenant Balances	<ol style="list-style-type: none"> <li>1. Coordinate directly with rapid rehousing case management provider agencies designated point of contacts to process financial assistance requests.</li> <li>2. Coordination with and monitoring of provider agencies to address gaps in timeliness and completion of check requests</li> <li>3. Coordination with property ownership and/or property management to resolve any payment discrepancies on tenant ledgers, including the provision of payment support documentation and lease records.</li> </ol>
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<b>Housing Search and Acquisition Intermediary</b> <b>*Minimum 100 units</b>	
Activity	Description
Housing Search and Acquisition	<ol style="list-style-type: none"> <li>1. Identification of units that are low barrier. Maintaining a current inventory of housing units and specific requirements for entry</li> <li>2. Negotiating the terms of the hold fee and issuing payment to property for hold fees up to 2 months rental amount</li> <li>3. Monitor and document appropriate application of hold fees in landlord ledgers</li> <li>4. Participation in routine rehousing meetings to include the rental assistance intermediary and case management entities</li> <li>5. Providing risk mitigation coverage</li> <li>6. Assessment of housing barriers, needs, and preferences and development of an action plan for locating housing</li> <li>7. Secure a portfolio of low barrier, handicap accessible units, and flexible short-term lease options</li> <li>8. Coordinate the issuance of welcome letters to approved households entering the acquired units.</li> <li>9. Timely follow-up on all submitted applications and assist with denial appeals as they arise</li> <li>10. Assessment of housing for compliance requirements such as habitability, lead-based paint, rent reasonableness, and other funder requirements</li> <li>11. Develop and provide property engagement and onboarding process, including training on program model and funding sources, establishing clear expectations for all parties and clear lines of communication</li> <li>12. Serve as escalation point to assist with property mediation to maintain housing stability and advocate for tenants with property ownership and/or property management.</li> <li>13. Use a tracking system TBD for acquired units (HMIS, Smartsheet, etc.)</li> </ol>
Mediation	<ol style="list-style-type: none"> <li>1. Mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.</li> </ol>

Legal Services	<ol style="list-style-type: none"> <li>2. Legal services, as set forth in § 576.102(a)(1)(vi), except that the eligible subject matters also include landlord/tenant matters, and the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.</li> </ol>
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<b>Voucher application and navigation</b>	
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Activity	Description
Voucher application and navigation	<ol style="list-style-type: none"> <li>1. Assist clients with all aspects of voucher application for state and federally funded vouchers from subsidy identification, application completion, application submittal, unit identification, RTA or lease packet completion, and linkage to ongoing case management if not provided by agency</li> <li>2. Receive all project referrals through Coordinated Entry</li> <li>3. Enter data in HMIS within 72 hours of service</li> <li>4. Enter and manage vacancies to reflect voucher availability</li> <li>5. Obtain all key documents including ID, Birth Certificate, Social security card, and HUD McKinney (where applicable) and any other documents necessary to progress toward housing move in</li> <li>6. Serve as subject matter expert on the eligibility criteria for locally available vouchers and program aspects such as porting</li> <li>7. Develop a succinct guide for clients to outline including how to access, eligibility criteria, role of agency, and ongoing program elements once approved for locally available vouchers</li> <li>8. Develop and maintain relationships with local landlords that accept vouchers. Work with new landlords to educate them on voucher processes and increase unit capacity. Advocate on behalf of clients to landlords about accepting vouchers</li> <li>9. Monitor and request extensions to vouchers prior to expiration until client moves into housing</li> <li>10. Work with local organizations to clear outstanding warrants or identify and resolve other barriers including criminal that may pose a barrier to obtaining housing</li> <li>11. Assist client with unit application including application and administration fees, travel to view the unit, and submission of application + follow up</li> <li>12. Provide linkage to local resources including food pantry, clothing closets, medical care, mental health care, etc.</li> </ol>

<b>Diversion</b>	
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Activity	Description
Diversion and Rapid Exit	<ol style="list-style-type: none"> <li>1. Identify households new to homelessness or with resources to quickly exit homelessness</li> <li>2. Conduct “problem solving conversations” with clients to identify client resources to quickly exit homelessness</li> </ol>

	<ol style="list-style-type: none"> <li>3. Develop and maintain relationships with local landlords, including short term rentals, to increase access to housing for households exiting homelessness</li> <li>4. Work with local supported employment, vocational or temp agencies to increase access to employment for households enrolled.</li> <li>5. At least one team member to become SOAR certified and assist clients in applying for mainstream benefits where needed</li> <li>6. Refer households willing to go to shelter to available beds. If no beds available continue referring until household can be placed in shelter. Continue working with households to exit shelter to permanent solution within 90 days of enrollment</li> <li>7. Work collaboratively with outreach to engage unsheltered individuals and provide real time Diversion</li> <li>8. Document all Diversion efforts in HMIS including enrollments, exit destinations, and referrals</li> <li>9. Respond to all Diversion referrals within 24 hours of referral receipt. If agencies are not able to reach individual contact referring agency for connection</li> <li>10. Provide a maximum of 90 days of case management services working toward household exit to permanent destination</li> <li>11. Develop and maintain relationships with local shelters to provide Diversion services onsite on a rotating basis.</li> </ol>
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<b>Outreach to Rapid Rehousing, Rental Assistance, Housing Search and Acquisition</b>	
<b>Activity</b>	<b>Description</b>
Outreach and Navigation	<ol style="list-style-type: none"> <li>1. Assertive outreach to engage individuals and build rapport to quickly move individuals out of homelessness</li> <li>2. Targeted encampment focus in collaboration with PfH and other stakeholders to determine locations and schedule</li> <li>3. Determine needs for each encampment, increase buy-in of unsheltered households in and out of encampments</li> <li>4. Enroll all clients served by outreach and navigation project into Coordinated Entry (CE)</li> <li>5. Enroll all clients in outreach and navigation project within 72 hours of client consent to services</li> <li>6. Continued follow up with clients who initially refuse services</li> <li>7. Serve as subject matter experts on outreach best practices, local resources for navigation, and City of Atlanta geography of unsheltered population</li> <li>8. Create and maintain by-name list of all individuals in encampments to use for prioritization and tracking</li> <li>9. Assist enrolled with acquiring documents needed for housing. Obtain all key documents including ID, Birth Certificate, Social security card, and HUD McKinney (where applicable) and any other documents necessary to progress toward housing move in</li> <li>10. Serve as client champion for households enrolled in outreach and navigation, ensuring that clients remain in communication, engaged and working toward housing</li> </ol>

<p>Rapid Rehousing</p>	<ol style="list-style-type: none"> <li>1. Provide proactive, home-based, face-to-face case management weekly to monthly depending on the needs of the household. Monthly minimum.</li> <li>2. Ensure clients have utility service initiated prior to move in and have ongoing utility services</li> <li>3. Provide client transportation to tour rapid rehousing unit(s) and/or permanent housing placements</li> <li>4. Assist client with obtaining any key docs outstanding (ID, BC, SS, disability verification, etc.) and loading into HMIS</li> <li>5. Develop, secure, and coordinate services and obtain Federal, State, and local benefits including obtaining and increasing income</li> <li>6. Develop an individualized housing and service plan, including planning a path to permanent housing stability</li> <li>7. Ensure that all enrolled households transition to self-sufficiency through a progressive engagement model or in the event they transition to another subsidy will coordinate and ensure all activities in the transition.</li> <li>8. Communicate with property management to facilitate move-in and ongoing general facilitation between property management and client Tenant counseling and mediation with property to maintain housing stability</li> <li>9. Assist clients with furnishing units, securing food (including foods stamps if applicable), etc.</li> </ol>
<p>Application Fees</p>	<ol style="list-style-type: none"> <li>1. Administration of rental housing application fee that is charged by the owner to all applicants if not covered by hold fee</li> <li>2. Payment of application fees to be made directly to property owner or coordination of payment with case manager</li> </ol>
<p>Security Deposit, Renters Insurance, Rental Payments, and Utility Payments</p>	<ol style="list-style-type: none"> <li>1. Rental security deposit that is equal to no more than 2 months' rent</li> <li>2. Standard utility deposit required by the utility company for all customers for the following utilities: gas, electric, water and sewage; including payment in arrears when needed</li> <li>3. Up to 12 months of utility payments per program participant per service, including up to 2 months of utility payments in arrears, per service</li> </ol>
<p>Oversight of Tenant Balances</p>	<ol style="list-style-type: none"> <li>1. Coordinate directly with case managers to process financial assistance requests</li> <li>2. Coordinating with and monitoring of case managers to address gaps in timeliness and completion of check requests</li> <li>3. Coordinate with property ownership and/or property management to resolve any payment discrepancies on tenant ledgers, including the provision of payment support documentation and lease records.</li> <li>4. Provide ongoing administrative support to ensure timely requests submitted with grant-required supporting documentation</li> </ol>
<p>Housing Search and Acquisition</p>	<ol style="list-style-type: none"> <li>1. Identify units that are low barrier. Maintain a current inventory of housing units and specific requirements for entry</li> <li>2. Negotiate the terms of the hold fee and issue payment to property for hold fees up to 2 months rental amount</li> <li>3. Monitor and document appropriate application of hold fees in landlord ledgers</li> <li>4. Participate in routine rehousing meetings</li> </ol>



	<ol style="list-style-type: none"> <li>5. Provide risk mitigation coverage</li> <li>6. Assess housing barriers, needs, and preferences and develop an action plan for locating housing</li> <li>7. Secure a portfolio of low barrier, handicap accessible units, and flexible short-term lease options</li> <li>8. Coordinate the issuance of welcome letters to approved households entering the acquired units.</li> <li>9. Timely follow-up on all submitted applications and assist with denial appeals as they arise</li> <li>10. Assess housing for compliance requirements such as habitability, lead-based paint, rent reasonableness, and other funder requirements</li> <li>11. Develop and provide property engagement and onboarding process, including training on program model and funding sources, establishing clear expectations for all parties, and clear lines of communication</li> <li>12. Serve as escalation point to assist with property mediation to maintain housing stability and advocate for tenants with property ownership and/or property management.</li> <li>13. Use a tracking system TBD for acquired units (HMIS, Smartsheet, etc.)</li> </ol>
Mediation	<ol style="list-style-type: none"> <li>1. Mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides</li> </ol>
Legal Services	<ol style="list-style-type: none"> <li>1. Legal services, as set forth in § 576.102(a)(1)(vi), except that the eligible subject matters also include landlord/tenant matters, and the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.</li> </ol>
Administration and Oversight	<ol style="list-style-type: none"> <li>1. Established internal process to coordinate between all activities with provide oversight of each activity</li> </ol>

**3. Required Practice Models**

The following practice models are required for all Rapid Rehousing project applications and for all target subpopulations:

- **Trauma-Informed Care:** Applicants must demonstrate their ability to provide trauma-informed care services (including clinical and non-clinical settings) to people experiencing homelessness.
- **Cultural and Linguistic Competencies:** Applicants must demonstrate how culturally and linguistically practices are incorporated at the organizational level in a way that reduces barriers to housing and services for all persons, including: immigrants, refugees, and other first-generation populations; youth; individuals with disabilities; and lesbian, gay, bisexual, transgender, queer or questioning (LGBTQ) persons. Adherence to National Culturally and Linguistically Appropriate Services Standards is strongly encouraged.

- **Racial Equity:** Applicants must demonstrate their commitment to furthering the City of Atlanta’s vision of building an affordable, resilient, and equitable Atlanta. Specifically, applicants must describe specific examples of how the agency works to minimize and mitigate racial inequities that exist across experiences of homelessness.
- **Housing First:** Applicants must demonstrate their commitment to Housing First and success in housing highly vulnerable populations using a Housing First model.

#### 4. Reporting and Outcomes

- The overall outcome goals of this project will be to increase CoC capacity for service provision to all households needing it across an array of service types.
- Performance outcomes for each key area identified below. Applicants applying for more than 1 key area must be aware of and committed to achieving the performance outcomes below for each of the areas that the agency is applying for. Performance reports will be submitted to PfH monthly utilizing report templates provided by PfH and HMIS data. Outcomes may be reported publicly in performance dashboards. Outcomes will be finalized during contracting and may change based on program model changes; the list below identifies key areas expected to be monitored.
  - Outreach and Navigation
    - 90% of individuals enrolled in outreach and navigation will be referred to the housing queue in Coordinated Entry.
    - 75% of households enrolled in outreach and navigation will become completely “document ready” (ID, SSC, and BC, all uploaded to HMIS) within 60 days of program enrollment.
    - 100% of individuals who are linked to a permanent housing intervention through Coordinated Entry will be navigated and moved into that housing intervention.
    - 80% of individuals enrolled in outreach and navigation will be screened for needed identifying documents and assisted to obtain those documents.
  - Rapid Rehousing
    - 100% of households enrolled in rapid rehousing will be completely “document ready” (ID, SSC, and BC, all uploaded to HMIS) within 60 days of program enrollment.
    - 80% of leased-up households will exit to permanent housing
    - 70% of households will remain housed 6 months after exit
    - 70% of households will remain housed 12 months after exit
    - 70% of households increase or obtain income and/or mainstream (income from non-employment) benefits during program enrollment.

- Housing Search and Locator Intermediary
  - Secure a minimum of 100 low barrier units that are move-in ready (final number to be finalized in contract based on agency application and funding)
  - Complete unit eligibility required documentation within 72 business hours of securing the unit
  - Execute hold fee agreements with property within 72 business hours
- Rental Assistance Intermediary
  - Contractor will make rent payments for all participant households enrolled in the program
  - Contractor will make security deposit payments for all participant households enrolled in the program
  - Contractor will make utility payments when applicable (including utility payments in arrears, per service)
  - Number of successful lease ups per week.
  - Monthly projections and monthly total spend down
- Voucher Navigation
  - 90% of households referred and enrolled will apply for voucher.
  - 90% of households approved for voucher will be navigated to housing.
  - 100% of households that apply for voucher will receive all necessary identifying and evaluation documents for application prior to submission.
  - 100% of households that move in will be linked with ongoing case management and local resources.
  - 90% of households that move in will remain in voucher project or exit to permanent destination after 12 months.
- Diversion and Rapid Exit
  - 75% of households diverted will remain in permanent solution after 12 months.
  - 100% of services will be entered into HMIS within 72 hours of service provision.
  - 90% of Diversion referrals will receive a response within 24 hours of referral.
  - 80% of households enrolled in rapid exit will be rapidly exited from the homeless system within 90 days.

### **Application**

Narrative not to exceed eight pages, single spaced, one-inch margins, 11-point font. The narrative should contain the following sections. Label each section in your narrative.

Budget and Budget Narrative: budget may be in a spreadsheet and narrative may not exceed one page, single spaced, one-inch margins, 11-point font.

1. **Organizational Requirements**: Address the 5 bulleted items outlined in this section of the RFP.
2. **Activities**: Please complete the following chart. Address each item in the activities section of the RFP and how you will execute the activities.

<b>Outreach and Navigation</b>	
<b>Required Activity</b>	<b>Execution Plan</b>
Outreach and Navigation	

<b>Outreach and Navigation to RRH</b>	
<b>Required Activity</b>	<b>Execution Plan</b>
Outreach and Navigation	
Rapid Rehousing	

<b>Rapid Rehousing Case Management Only</b>	
<b>Required Activity</b>	<b>Execution Plan</b>
Rapid Rehousing	

<b>Rental Assistance Intermediary</b>	
<b>Required Activity</b>	<b>Execution Plan</b>
Application Fees	
Security Deposit, Renters Insurance, Rental and Utility Payments	
Training and Administrative Support	
Oversight of Tenant Balances	

<b>Housing Search and Acquisition Intermediary</b>	
<b>Required Activity</b>	<b>Execution Plan</b>
Housing Search and Acquisition	
Mediation	
Legal Services	

<b>Rapid Rehousing (Case Management, Rental Assistance and Unit Acquisition)</b>	
<b>Required Activity</b>	<b>Execution Plan</b>
Rapid Rehousing	
Application Fees	
Security Deposit, Renters Insurance, Rental and Utility Payments	
Training and Administrative Support	
Oversight of Tenant Balances	
Housing Search and Acquisition	
Mediation	
Legal Services	

<b>Voucher Application and Navigation</b>	
<b>Required Activity</b>	<b>Execution Plan</b>
Voucher Application and Navigation	

<b>Diversion and Rapid Exit</b>	
<b>Required Activity</b>	<b>Execution Plan</b>
Diversion and Rapid Exit	

3. **Required Practice Models:** Describe your organization's commitment to each of the four practice models and how you will ensure these models are incorporated into the day-to-day operations of the hotel.
4. **Reporting and Outcomes:** Describe your organization's internal process for reporting and outcomes, and the process you will implement in this project. Please include any other key metrics you will be monitoring.
5. **Other:** Describe how your program design adheres to CoC written standards as well as outlined policies and procedures and data quality plan
6. **Budget and financial information:** Describe your organization's financial capacity to properly isolate the grants related income and expenditures.

7. **Attachments:** Please submit the following attachments in order.
  - a. Program budget and organizational budget
  - b. Two years of audited financials or, if you do not have two years of audited financials, please explain why, and provide internal financial statements (to include a Statement of Financial Position (Balance Sheet) and Statement of Activities (Profit & Loss) (not included in page limit)
  - c. Financial policies and procedures (Organizations that have responded to a PfH RFP in the past 12 months do not need to submit these.)
  - d. Data quality monthly submission report for the time period 3 months prior to the application being submitted.

### **Questions**

All questions regarding this RFP should be directed, in writing, to Abby Bracewell:  
[abracewell@partnersforhome.org](mailto:abracewell@partnersforhome.org)

### **Submission**

Responses should be submitted in electronic format to Abby Bracewell at [abracewell@partnersforhome.org](mailto:abracewell@partnersforhome.org). Paper responses will not be accepted. Completed proposals must be submitted electronically to [abracewell@partnersforhome.org](mailto:abracewell@partnersforhome.org).