

# Cambridge Department of Human Service Programs FY19 Emergency Solutions Grant (ESG) Program Housing Search RFR

## Introduction

The City of Cambridge seeks responses from experienced nonprofit organizations to provide housing search and placement services funded by the Rapid Rehousing component of the Department of Housing and Urban Development (HUD) funded Emergency Solutions Grant (ESG) program (24 CFR 576). The City anticipates awarding up to \$39,262 for an initial 10 months contract (September 2018 – June 2019) with possibility of renewal based on both community need and funding availability.

## Scope of Services

As a response to a growing community need for housing search and placement services, the City of Cambridge seeks to fund a nonprofit partner to provide a staff person-up to 1 FTE-to provide intensive, one-on-one housing search and placement services to households meeting Category (1) of HUD's homeless definition (i.e. living in a shelter-including transitional housing-or place not meant for human habitation). To maintain flexibility in service delivery this housing search and placement program will operate primarily as a field-based program with operating hours that may be outside of normal (i.e. 9 AM – 5 PM) business hours to best address the needs to the homeless populations to be served. It is anticipated that the agency funded under this RFR will retain appropriate staff for this position by the September 1, 2018 contract start date in order for services to begin in September 2018.

## Cambridge Coordinated Access Network (C-CAN)

To fulfil HUD's mandate that CoCs operate Coordinate Entry systems to assess and prioritize program participants for housing, the City of Cambridge has developed the Cambridge Coordinated Access Network (C-CAN). C-CAN assessment and housing navigation services are provided primarily through the Cambridge Multi Service Center for the Homeless with a limited capacity for field-based assessment based on community needs. Incumbent will administer C-CAN assessments when necessary to provide services to ESG-eligible program participants and actively coordinate with C-CAN staff but will maintain and manage his or her own caseload.

## Case Conferencing

Case conferencing among CoC members and other service providers working with homeless households in Cambridge is becoming an increasingly vital tool in quickly addressing the discrete needs of specific, named clients likely to be placed in housing or facing a unique and urgent unaddressed need. Cambridge CoC-through C-CAN-facilitates regular case conferencing at least once per month at various shelter and service locations in Cambridge. Incumbent will be expected to participate in at least 80% of Cambridge CoC-facilitated case conferences.

## HMIS

The nonprofit partner selected for funding under this RFR will be required to use Cambridge HMIS to administer C-CAN assessments and record data entry as part of the project funded under this RFR.

## Match

The City of Cambridge will provide Match for this project.

## Living Wage

Entities contracting with the City of Cambridge must comply with the City's Living Wage Ordinance. The current living wage amount is \$15.64 per hour.

# Cambridge Department of Human Service Programs FY19 Emergency Solutions Grant (ESG) Program Housing Search RFR

## Performance Measures

The goal during the first year of this housing search and placement project is to establish an intensive, field-based housing search and placement service within Cambridge. To facilitate this goal, performance will be based on: (1) total number of ESG-eligible households served; (2) percentage of households served place in permanent housing, and; (3) attendance as Cambridge CoC-facilitated case conferencing meetings. The City and the nonprofit partner selected for funding under this RFR will work together to establish specific measures for these goals with the exception of element (3) which is set at 80%.

## Timeline

RFR Published	Friday, July 6, 2018
Deadline for Submissions	Monday, July 23, 2018
Submission Review	Week of July 23, 2018
Award Letter Distribution	August 2018
Contract Year Begins	September 2018

## Instructions for Submitting Proposal

The following must be submitted in order to be considered for funding under this RFR:

1. Signed RFR Cover Page
2. Written responses to narrative questions
3. Completed project budget

Completed responses are due to Michelle McCarthy via email [mmccarthy@cambridgema.gov](mailto:mmccarthy@cambridgema.gov) by 5 PM on Monday, July 23, 2018. In addition to emailing the three documents above, the original signed cover page must be mailed to:

Michelle McCarthy  
City of Cambridge – Department of Human Service Programs  
51 Inman Street  
Cambridge, MA 02131

## Evaluation and Selection

Projects will be evaluated based on the following criteria:

1. Experience providing homeless services in the Cambridge and/or Greater Boston area.
2. Experience locating and obtaining affordable unsubsidized and subsidized housing for formerly homeless households.
3. Experience working supporting a Coordinated Entry/Access system.
4. Ability to delivery service as detailed in the Scope of Service section above.

Staff from the City's Department of Human Service Programs will make a selection based by determining which response demonstrates the greatest experience and ability to provide housing search and placement services.

## Questions

Contract Michelle McCarthy by email at [mmccarthy@cambridgema.gov](mailto:mmccarthy@cambridgema.gov) (preferred) or by phone 617-349-6069 with any questions about this RFR.

# Cambridge Department of Human Service Programs FY19 Emergency Solutions Grant (ESG) Program Housing Search RFR

## PROPOSAL SUMMARY

Agency Name \_\_\_\_\_

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_

Agency Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Executive Director Name \_\_\_\_\_

Organization DUNS number \_\_\_\_\_ Tax ID or EIN \_\_\_\_\_

Project Contact Name & Title \_\_\_\_\_

Contact Telephone Number \_\_\_\_\_

Contact Email Address \_\_\_\_\_

## Certifications

By signing below applicant certifies that each of the following documents will be submitted to DHSP if selected for funding:

- Certified Organization Audit/Financial Statements of most recent year
- Proof of nonprofit status

By signing below applicant certifies that it has each of the following agency policies:

- Code of Conduct and Conflict of Interest
- Financial Management Policies and Procedures
- Drug-Free Workplace
- Affirmatively Furthering Fair Housing
- Reasonable Accommodation and Accessibility for Persons with Disabilities
- Nondiscrimination and Equal Employment
- Client Confidentiality

## Name and title of person authorized to submit application

All of the statements made and documents submitted in support of this application are true and correct to the best of my knowledge. I acknowledge that if funded, the proposed project must comply with the requirements and program guidelines detailed in the [ESG Program Interim Rule \(24 CFR Part 576\)](#) and [City of Cambridge ESG Written Standards](#).

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

# FY2019 Emergency Solutions Grant (ESG) Housing Search RFP

On a separate page, please submit concise narrative responses to each of the following:

## Experience

1. Describe the agency's experience providing housing search and placement services including experience in each of the following areas:
  - a. Intake, assessment, and identification of specific housing search needs and barriers;
  - b. Development of individualized housing search and placement action plans;
  - c. Utilization of local, state, and federal subsidized housing programs, which are appropriate for former homeless households including program eligibility criteria and application submission;
  - d. Explaining the rights and obligations of tenancy to formerly homeless households including explanation of lease terms, how to interact with a landlord before and during tenancy, and strategies for maintaining a tenancy.
2. Describe the agency's experience with and strategy for locating affordable unsubsidized housing units including strategies used for landlord outreach, identification, and partnership.

## Coordination

1. Describe the agency's experience with providing homeless services as part of a Coordinated Entry/Access system.
2. Describe the agency's experience participating in case conferencing including any barriers the Agency perceives regarding discussing clients by name.
3. Describe the agency's expectations around client hand-off, including the expectations around who is responsible to collecting and retaining documentation that might be necessary to obtain a housing unit and/or enroll in a housing program.

## Performance and Outcomes

1. Does the agency plan anticipate any barriers to operating this program as a field-based program and/or with an atypical operating schedule (i.e. availability on some weekday evenings after 5 PM on a regular or as needed basis depending on need)?
2. What is the maximum number of ESG-eligible unique households this project would serve at one time?
3. What is the maximum number of ESG-eligible unique households this project would serve in during the program year?
4. What percentage of households served during the initial 10-month program year does the agency anticipate placing in permanent housing?