



Request for Proposals
Continuum of Care – Rapid Rehousing to Address Unsheltered Homelessness

The Homeless Services Consortium (HSC) of Dane County Board of Directors is issuing a Request for Proposals (RFP) for a **Rapid Rehousing Program** that is funded with Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funds.

Rapid rehousing is a form of permanent housing that is short-term (up to 3 months) and/or medium-term (for 3-24 months) tenant-based rental assistance, as set forth in [24 CFR 578.51 \(c\)](#), as necessary to help a household, with or without disabilities move as quickly as possible into permanent housing. Rapid rehousing projects have three main components: 1) housing location services; 2) financial assistance; and 3) housing focused support services.

In April 2023, the Madison/Dane CoC was awarded funding under the Special Notice of Funding Opportunity (NOFO) to address unsheltered homelessness. The City of Madison was awarded funds through the Planning Grant. Madison Street Medicine was awarded funds for three projects: services at Dairy Drive, outreach coordination and a Rapid Rehousing (RRH) program. Since the award, Madison Street Medicine's Board of Directors has determined they are unable to administer the RRH project. Madison Street Medicine was awarded \$679,303 for a three-year grant to operate an RRH project. Madison Street Medicine is voluntarily relinquishing this grant. HUD will allow for these funds to be transferred to another agency. HUD has not confirmed if these funds will be renewable after the three years.

In order to provide additional resources to address unsheltered homelessness, HUD awarded Community Development Authority (CDA) ten Stability Vouchers. These are Section 8 vouchers that are paired with the RRH program. The agency selected to take over the RRH program must be willing to work closely with CDA to connect households with vouchers.

The HSC Board of Directors is seeking an agency who will take over the Rapid Rehousing project to address unsheltered homelessness. **Applicant agencies must currently operate a Rapid Rehousing project OR currently receive Continuum of Care funds.**

- **Funding Amount:** \$679,303 (\$6,448 must be paid to HMIS Lead agency (Institute for Community Alliances) annually to provide training and technical support for projects focused on unsheltered homelessness, monitor and review data quality and complete data analysis)
- **Grant Term:** Three years
- **Program type:** Permanent Housing – Rapid Rehousing
- **Number served:** 10 households without children

- **Population focus:** households at Dairy Drive, then serving households from Coordinated Entry experiencing unsheltered homelessness
- **Required services:** Case Management, Housing/Counseling Services, Transportation

Applicants for these funds must be willing and able to abide by all requirements of Continuum of Care funds. These requirements include:

- Be a 501(c)3, 501(c)4, PHA or local government
- Possess legal authority to apply for and receive funds and carry out activities authorized by the CoC Program
- Be in compliance with all local, state and federal civil rights laws and Executive Orders as well as all standards outlined in the U.S. Department of Housing and Urban Development Special NOFO.
- Follow all applicable federal regulations including those in [24 CFR 578](#)
- Follow all requirements in the [Special NOFO to Address Unsheltered Homelessness](#)
- **Ability to provide in-kind or cash match of \$169,826.**
- Establish accounts in [E-snaps](#), [SAGE](#), and [eLOCCS](#) (if awarded funds)
- Referrals must come from the Coordinated Entry System
- Participate in monthly Core Committee meetings
- Provide support in submission of annual CoC-funding application
- Follow the Homeless Services Consortium's [Written Standards](#)

Application Process

Interested and eligible applicants will complete the application below. This application should be submitted to hsc@cityofmadison.com by **Noon on Friday, January 5, 2024.**

Resources

[Continuum of Care Regulations](#)

[National Alliance to End Homelessness](#)

[Rapid Re-Housing: ESG vs. CoC Guide](#)



Application

Continuum of Care – Rapid Rehousing to Address Unsheltered Homelessness

Must be submitted to hsc@cityofmadison.com by **Noon on Friday, January 5, 2024**. **Late or incomplete applications will not be considered. Please do not wait until the deadline to submit the application.**

No grace period will be granted. If you have questions, please contact Torrie Kopp Mueller, tkoppmueller@cityofmadison.com or call 608-266-6254.

Threshold Criteria	
Does the agency currently operate a RRH program or receive CoC funding? If not, applicant is not eligible.	__ Yes __ No
Does the agency have any outstanding HUD monitoring findings? If yes, please provide explanation.	__ Yes __ No
Does the project comply with the CoC Interim Rule 24 CFR 578 ?	__ Yes __ No
Does the agency have a SAM.gov registration?	__ Yes __ No
Does the agency have an active Unique Entity ID (formerly DUNS Number)?	__ Yes __ No
Does the agency have any delinquent federal debt? If yes, please provide explanation.	__ Yes __ No
Is the agency under debarment or suspension from doing business with the Federal Government and/or on the Federal do not pay list? If yes, please provide explanation.	__ Yes __ No
Does the agency currently enter data into the Homeless Management Information System (HMIS) or comparable database for Domestic Violence providers? If no, please explain how the agency plans to become an HMIS agency by the project start date in the narrative below.	__ Yes __ No

Does the agency commit to participating in system-wide continuous quality improvement activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the agency agree to participate in the Coordinated Entry System and follow Coordinated Entry policies and procedures ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the agency agree to follow the Dane CoC Written Standards ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please answer the following questions:

1. Please list the current Rapid Rehousing programs the applicant operates and/or list programs the applicant receives CoC funding to operate. (not scored)
2. Does the applicant agree to serve the population in the manner and budget proposed in [Madison Street Medicine's RRH application](#)? (not scored) Yes No
3. Please describe the applicant's experience in administering a Rapid Rehousing program. (2500 character limit)
4. Please describe the qualifications the applicant will seek when hiring staff for this program. (2500 character limit)
5. Please describe the method the project will use for providing rental assistance (progressive engagement, flat fee for all participants, tiered payments, etc.) and the rationale for this approach. (2500 character limit)
6. Describe your agency's overall quality improvement efforts. Please include how you solicit and incorporate feedback from program participants. (2500 character limit)
7. CoC-funded projects are required to comply with the Dane County Written Standards. Describe how the agency plans to ensure compliance with the Written Standards including plans for internal review and monitoring of project policies and practices. (2500 character limit)
8. All projects must operate with the Housing First approach as described in the CoC Written Standards general requirements. Describe how the Housing First approach will be applied to the proposed project. Include aspects of project policies and staff training that can support the Housing First approach such as trauma-informed care and harm reduction. (2500 character limit)
9. Describe key partnerships your agency has established that will help with implementation of this project. (2500 character limit)

10. How will this program and its practices be culturally responsive to the population(s) who participate?

11. Please enter the number of days from the execution of the grant agreement that each of the following milestones will occur.

Project Milestones	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement
	A	B	C	D
Begin hiring staff or expending funds				
Being program participant enrollment				
Program participants occupy leased or rental assistance units or structure(s), or supportive services begin				
Leased or rental assistance units or structure, and supportive services near 100% capacity				

12. Sources of Match – Please use the table to provide total match amounts. Provide a description of each match commitment (source, amount, services provided, MOU, etc.)

Total Amount of Cash Commitments	\$
Total Amount of In-Kind Commitments	\$
Total Amount of All Commitments (at least \$169,826)	\$

Applicants that are selected by the Homeless Services Consortium Board of Directors will need to go through a HUD capacity review. This will involve providing a written response to the following five questions. *Applicants do not need to answer the below questions at this time.*

1. Describe your organization's experience in effectively utilizing federal funds and performing the activities proposed in the application.
2. Describe your organization's experience in leveraging Federal, State, local and private sector funds.
3. Describe your organization's financial management structure.
4. Description of the entire scope of the proposed project.
5. Submit nonprofit documentation, match/in-kind documentation, Code of Conduct, UEI registration in SAM.gov, etc.