Webinar

- Webinar is being recorded and will be posted to the MOHS website.

- All attendees are muted to prevent background noise.

- Questions will be answered at the end of the webinar. To submit a question, use the box to the right.

- Only questions about the competition process and the applications will be answered during this webinar - if you have a specific question about your project, please send it to HSPApplications@baltimorecity.gov.

- FAQs will be posted to the MOHS website.

Agenda

1. About the American Rescue Plan (ARPA)
2. Vision for Rapid Re-housing
3. Program Eligibility
4. Application Instructions
5. Project Budget
6. Application Review & Selection
7. Q&A

The American Rescue Plan (ARPA)

In response to the COVID-19 pandemic, Congress passed the American Rescue Plan Act of 2021, Public Law 117-2; intended to provide funding for local economic recovery and pandemic response.

- **Mayor's Office of Homeless Services has received an allocation of $5,663,850 in ARPA funding to support rapid re-housing efforts for individuals and families experiencing homelessness.**

Strategic Investment Plan & RRH

MOHS developed the Strategic Investment Plan to prioritize the use of key resources, including but not limited to resources provided through ARPA as part of the overall community recovery from the COVID19 pandemic and to support efforts to prevent and end homelessness in Baltimore.

The use of rapid re-housing is a key and central intervention to work towards these primary objectives that the Plan focuses on:
- Rehouse people experiencing homelessness and stabilize people at imminent risk
- Reduce unsheltered homelessness and encampments
- Drive progress toward racial equity
- Enhance partnerships to advance person-centered approaches

Vision for Rapid Re-housing

We envision Baltimore City as a community working together as one and striving to ensure that rapid rehousing is a successful permanent housing intervention that allows households experiencing homelessness to return to housing stability quickly and sustainably. We aim to provide the following:

- Case management and supportive services required to secure housing permanency
- Resources necessary to maintain housing and create opportunities for a better life in the future
- Services that are fully accessible, easy to navigate, collaborative, culturally competent, voluntary, and flexible.

In pursuing this vision, newly developed rapid re-housing standards will be released to support the provision of services through the RFP process.

What is Rapid Re-housing

Rapid re-housing is an intervention, informed by a Housing First approach that is a critical part of a community's effective homeless crisis response system. Rapid re-housing rapidly connects families and individuals experiencing homelessness to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance and targeted support services. Rapid rehousing programs help families and individuals living on the streets or in emergency shelters solve the practical and immediate challenges to obtaining permanent housing, while reducing the amount of time they experience homelessness, avoiding a near-term return to homelessness, and linking to community resources that enable them to achieve housing stability in the long-term.

Housing First

- Homelessness is first and foremost a housing problem and should be treated as such.
- Housing is a right to which all are entitled.
- Issues that may have contributed to a household's homelessness can best be addressed once they are housed.
- People who are homeless or on the verge of homelessness should be returned to or stabilized in permanent housing as quickly as possible without preconditions of treatment acceptance or compliance for issues such as mental health and substance use.
- The service provider working with the individual should connect the client to robust resources necessary to sustain that housing, and participation is achieved through assertive engagement, not coercion.

Rapid Rehousing Components

Housing Identification, Rental Assistance, Case Management & Supportive Services are the three main components in ensuring clients are housed quickly and engage in supportive services leading to the client taking on the rent fully by program end.

Housing Identification

Rapid Rehousing

Rental Assistance

Case Management & Supportive Services
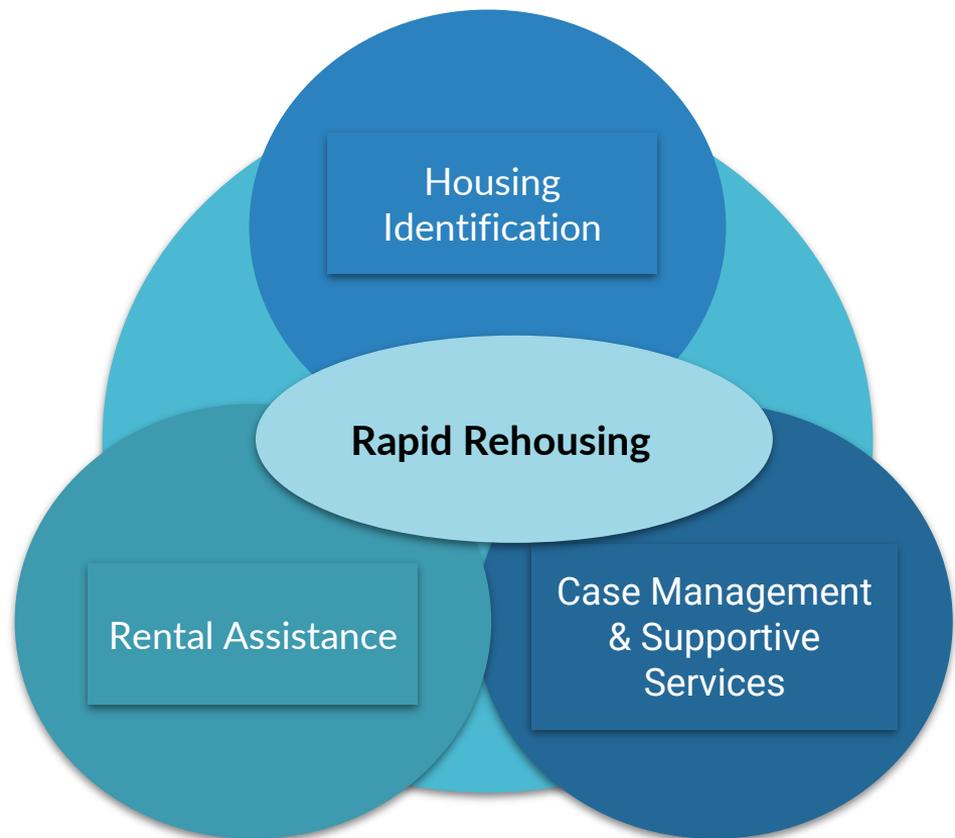
Housing Identification

A key component in identifying and securing permanent housing options for participants of rapid rehousing which includes the following:

- Assist clients with identifying available units and accompany clients to view units within 10 days of enrollment.
- Coordinate transportation for unit walk-throughs prior to lease signing.
- Assist clients with reviewing and interpreting the terms of the lease prior to signing.
- Ensure housing units have an approved inspection and unit is registered, inspected, and licensed to ensure that it meets basic safety and maintenance requirements.

Rental Assistance Administration

- Assists with accomplishing the goal of quickly resolving an immediate housing crisis. Rental assistance provides both short-and medium-term financial assistance to households to subsidize the rent payments.

- This includes helping with security deposits, moving expenses, utilities, and other expenses that will help the household obtain and ultimately sustain housing on their own.

- In determining rental assistance, programs should utilize a progressive engagement approach, which allows programs to be attentive to the ability of a household to maintain housing once the rental assistance subsidy ends.

Determining Rental Assistance Through Progressive Engagement

A progressive engagement approach looks at the household's financial situation to determine the level and length of subsidy provided by the program.

The following are examples of progressive engagement:

1. **Declining Subsidy:** The initial subsidy is high and declines on a "step-down" schedule. Regardless of the client's income or circumstances.
2. **Fixed Percentage:** The subsidy is based on a fixed percentage of the household's income. Regardless of whether a household's income increases or decreases, the household continues to pay a fixed percentage of their income towards rent and the subsidy covers the difference.
3. **Fixed Subsidy:** The subsidy is a fixed amount toward the rent which is based on family or the size of the unit not income.

Case Management & Services

This is essential to the success of rapid re-housing programs. Providers applying for this funding should be prepared to offer robust, wraparound services for clients enrolled in rapid re-housing. As part of case management, it is the provider's responsibility to:

- Use a client-centered, housing-focused approach in completing an individualized service plan with each client. This must include a plan for long-term, permanent housing upon exit of the rapid re-housing program
- Broker access to mainstream services and benefits
- Refer and connect clients to employment, workforce development, and educational opportunities that client identifies as needed to achieve their goals
- Refer and connect clients to health, mental health, and behavioral health services
- Assess client's social wellness needs and make necessary referrals to wraparound services
- Assist with developing and implementing individualized budgets
- Accompany clients to appointments as necessary
- Refer clients to all available affordable housing resources such as low-income housing, referrals to permanent supportive housing , referrals to senior housing, veterans housing, or assisted-living if necessary

Program Eligibility

Target Population

- The proposed projects should serve individuals and families currently experiencing Category 1 or 4 homelessness, and whose income is under the 30% of Area Median Income for 2022.

- Participants will be referred through Baltimore City's Coordinated Access System, where households are prioritized according to approved criteria.
    - Client preference for participating in a RRH intervention for independent housing.
    - Priority for the most vulnerable households (highest VI score) first.
    - Then length of verified homelessness serves as a tie breaker for household with the same VI score.

- These projects should also be prepared to serve individuals who are of color, seniors, individuals with multiple health conditions, who are pregnant or parenting, identify as LGBTQ, victims of sexual trafficking and exploitation, or who have lived experience in institutional settings.

HUD Homeless Definition

- Households must meet the HUD Homeless Definition

- Eligible program participants: Individuals and families who meet the criteria under paragraph (1) of the "homeless" definition in 24 CFR 576.2 or who meet the criteria under paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition.

  - Category 1: Literally Homeless - (1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

  - Category 4: Fleeing/ Attempting to Flee DV - (4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; and (iii) Lacks the resources or support networks to obtain other permanent housing

Homeless Verification & Recordkeeping

Category 1: Literally Homeless	- Written observation by an outreach worker - Written referral by another housing or service provider - Certification by the head of household seeking assistance
Category 4: Fleeing/ Attempting to Flee DV	Oral statement by head of household seeking assistance can be self certified or certified by intake worker or service provider.

Applicant Instructions

Eligible Applicants

All applicants must:

- Be a Non-Profit 501(c)(3) tax-exempt organization or another city government agency,

- Have a Certificate of Good Standing with the State of Maryland that is dated within 30 days of the submission (certification of Good Standing can be obtained through the Department of Taxation website.)

- Must submit the last 2 years' single audit or independent financial audit that demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and the capacity to administer federal funds. If no formal audit is available, MOHS will review and consider agency board approved financial statements.

- Commitment to operating the program under the Housing First model and compliant with Fair Housing Policies

Minimum Expectations:

✓ Be located or provide services in Baltimore City and serve individuals and families experiencing homelessness.

✓ Comply with program requirements as per the Baltimore City CoC Policies and Procedures and ARPA Rules and Regulations.

✓ All projects must agree to utilize Baltimore City Coordinated Access System.

✓ Comply with all program reporting and evaluation requirements. All projects must participate in Baltimore City's HMIS and provide accurate reporting to help measure progress and project performance.

✓ Adhere to MOHS' program compliance and monitoring as detailed in the final executed contract.

✓ Participate in Baltimore City's annual Point in Time (PIT) count and Housing Inventory Count (HIC) and Youth REACH Count.

✓ Work in collaboration with the CoC's Lived Experience Advisory Committee, Youth Action Board, and other committees as needed.

Minimum Expectations Continued...

✓ Incorporate individuals with lived experience of homelessness throughout project planning, design, and implementation.

✓ Adhere to Housing First practices in serving individuals experiencing homelessness.

✓ Fair Housing Compliance: All programs funded through this RFP must be compliant with federal, state, and local laws in the delivery of their services and housing projects, which include ensuring equal opportunity and access to housing for protected class statuses. Programs will be monitored for compliance with fair housing laws, and if found in violation, MOHS may give corrective action up to and including termination of funds. MOHS reserves the right to require sub-recipients to change program policies or requirements that may unnecessarily limit access to housing.

✓ Required Insurance Coverage: The selected organization must currently carry or be willing to obtain the following insurance coverage as part of the project:

- Professional Liability Errors, and Omissions Insurance (minimum $3 million policy)
- Worker's Compensation Coverage • General Commercial Liability Insurance (minimum $1 million policy)
- Business Automobile Liability Insurance (minimum $1 million policy)
- Fidelity Coverage
- Cyber Liability Insurance (minimum $1 million policy)

Homeless Management Information System

Also known as HMIS, is operated by MOHS in accordance with federal regulations. MOHS provides new user training and technical assistance to endure compliance and data quality.

- It is the centralized database that all providers must use to enter client and programmatic data.
- All projects must participate in Baltimore City's HMIS and provide accurate reporting to help measure progress and project performance.
- All projects must comply with program reporting and evaluation requirements within HMIS.

Coordinated Access

A central and standard system that prioritizes housing and services for individuals and families experiencing homelessness.

- All Rapid Re-housing providers are required to participate in Coordinated Access
- All Rapid Re-housing providers must receive all referrals through the Coordinated Access System.

Timeline

Release of RFP	Tuesday May 31, 2022
Bidders' Conference	June 10, 2022
Application Due Date	July 15, 2022 at 4pm
Review & Scoring	July 18-29 2022
Conditional Awards	August 5, 2022
Project Start Date	October 1, 2022

Tips for a Successful Application

- Proposals should show a clear understanding of rapid re-housing and the 3 components items like the Action Plan.
- Involve people with lived experience in your project design.
- Budgets must be reflective of the program proposed in the application and budget narratives and should relate how funding will support program implementation.
  - Budgets should be reasonable.
- Ensure each question is answered and all supporting documents are submitted with the final application
- Submit questions ahead of time to ensure you have timely response.

MAYOR'S OFFICE OF
HOMELESS SERVICES

Technical Assistance

- We encourage potential applicants to seek technical assistance if they are unsure of their ability to meet expectations of the RFP.

- Assistance available includes answers about funding regulations and application requirements and discussing the proposed project's compliance with program regulations and eligibility for funding.

- **The deadline for technical assistance (including submitting questions) is is July 8 by 4:00 p.m.** Questions can be directed to HSPApplications@baltimorecity.gov.

Resources

Local Plans

1. Strategic Investment Plan
2. Baltimore City Action Plan on Homelessness

National Resources

1. National Alliance to End Homelessness Toolkit
2. USICH Housing First Checklist
3. HUD Rapid Re-housing Brief

Submission Requirements

- Applicants will submit (1) electronic copy of the application and all required supporting documents to HSPApplications@baltimorecity.gov.
  - No paper or faxed applications will be accepted.

- All project applications must be received by **July 15th at 4pm**.

Project Budgets

Budget Requirements

- Enter estimated costs of the proposed program by funding categories for all costs which are projected to be paid with ARPA funds for the full grant term (October 1, 2022 - September 30, 2023).

- Explain/justify all costs which are projected to be paid with ARPA grant funds, as well as any other costs necessary to run the project effectively that will be supported by other funding sources as part of the **budget narrative**. Be sure to provide basis of cost allocations and explanations for all categories of cost.

- Line items provide a clear breakdown of projected costs, i.e.
    - (Utility Assistance) $120/month x 20 program participants x 12 months = $28,800

- **If selected, applicant must provide detailed spend-down plan. Projects that are not demonstrating adequate spending rates risk reallocation of funds.**

Allowable Budget Line Items

- Rental Assistance: Applicants should use FY2022 FMR data to calculate rental assistance.

- Supportive Services: Includes wide range of services such as case management, assistance with moving costs, client assistance, treatment, and counseling

Rental Assistance Budget

- Calculate the cost of rent for 12 months per household using FMR based on the number of households you propose to serve.
- Include personnel and non-personnel costs.
- **Use the "RENTAL ASSISTANCE" Line Item under Program Expense should be used for Rental Assistance Projects.**

Final FY 2022 FMRs By Unit Bedrooms					
Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2022 FMR	$953	$1,124	$1,395	$1,809	$2,075

Case Management Budget

- Calculate the cost of case management by including personnel and non-personnel costs for staff for the full term of the grant (October 1, 2022 to September 30, 2023).

- Non-personnel costs can include supportive services such as utility assistance/deposits, moving costs, credit repair, legal services, etc.

Application Review & Selection

Threshold Review

The following elements are required but not scored. **If these documents are not submitted, the project will not pass threshold review and will not move forward to be scored.**

- Federal Tax Exempt Determination Letter
- Articles of Incorporation & Bylaws
- Current Certificate of Good Standing from State of Maryland (within 30 days of submission)
- Current list of Board of Directors
- Agency Organization Chart
- Project Organizational Chart
- Most Recent 2 years of Single Audit or Independent Financial Audit, or Board approved financial statements
- Completed application
- Completed budget and narrative

Application Scoring

- Scoring rubric is out of 110:

Interest and Project Understanding	10
Agency Experience & Capacity	10
Project Design	40
Lived Experience Involvement & Leadership	20
Goals & Implementation Plan	20

Bonus points will be provided for including a commitment of match funding:

- 10 additional points for providing 25% cash match
- 5 additional points for providing a combination of 25% cash and in-kind match funding

Q & A

- Panelist will now mute the presentation.
- Attendees may submit questions in the chat box or email HSPApplications@baltimorecity.gov.
- FAQ will be posted to the website shortly