

Baltimore City Strategic Investment – Rapid Re-housing

Request for Proposal (RFP)



MAYOR'S OFFICE OF
HOMELESS SERVICES

Local Competition Guidelines Release Date: May 31, 2022

Project Applications Due: July 15, 2022 @ 4pm

Submit Proposals by email to:

HSPApplications@baltimorecity.gov

***No late submissions will be accepted**

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BACKGROUND

About the American Rescue Plan (ARPA) Funding

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. The 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.

About the Mayor's Office Homeless Services and the Continuum of Care

The [Mayor's Office of Homeless Services](#) (MOHS) is the City agency responsible for overseeing the homeless services system across Baltimore. The agency is responsible for implementing Federal, State, and local policy and best practices for homeless services, and it administers and monitors approximately \$50 million annually in homeless services grants from a variety of sources. MOHS is also the designated Collaborative Applicant for the Continuum of Care.

The funds administered by MOHS include: the HUD Continuum of Care Program (CoC), Emergency Solutions Grant (ESG), Emergency Solutions Grant - COVID (ESG-CV), Housing Opportunities for Persons with AIDS (HOPWA), Youth Homelessness Demonstration Program (YHDP), State of Maryland Homelessness Solutions Program (HSP), and local general funds. This Request for Proposals is for projects under MOHS's newest source of funding, the American Rescue Plan Act (ARPA).

The Journey Home, Baltimore City's Continuum of Care (CoC) is a U.S Department of Housing and Urban Development's (HUD) Program that promotes community-wide commitment to the goal of making homelessness rare, brief, and non-recurring. The CoC is organized to carry out responsibilities assigned by the Department of Housing and Urban Development's (HUD) CoC Program and coordinates available resources and stakeholders' efforts. Continuum members include government agencies, organizations that serve homeless persons, people with lived experience of homelessness, funders, health and behavioral health systems, advocates, affordable housing developers, education systems, and other stakeholders interested in preventing and ending homelessness in Baltimore City. As the CoC Collaborative Applicant, MOHS also supports the coordination and facilitation of committees of the Continuum of Care Board. More information about the *Journey Home Plan* and Continuum of Care board activities can be found at the Journey Home [website](#)

About the Strategic Investment Plan

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 COVID-19 pandemic and to support efforts to prevent and end homelessness in Baltimore. The Plan's primary focus is to achieve the following objectives:

- 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

The Plan was directly informed and guided by robust community engagement activities, which were intentionally designed to solicit feedback from a diverse group of stakeholders, which including the CoC and its Lived Experience Advisory Committee and Youth Action Board, non-profit service providers, government agency partners, and MOHS staff.

Baltimore City’s Vision for Rapid re-housing

We envision Baltimore City as a community working together as one and striving to ensure that rapid re-housing is a successful permanent housing intervention that allows households experiencing homelessness to return to housing stability quickly and sustainably. We aim to provide project participants with the case management and supportive services required to secure housing permanency. This means connecting project participants with low- and no-barrier options for physical and mental health care services, education, meaningful employment, stable housing, permanent connections, and all resources necessary to maintain housing and create opportunities for a better life in the future. Options must be fully accessible, easy to navigate, collaborative, culturally competent, voluntary, and flexible.

Our system will be designed and supported in consultation with individuals with lived experience of homelessness and past experience as rapid re-housing program participants in Baltimore City. These voices will be elevated to have genuine influence and decision-making power and their perspectives will be heard and respected.

We commit to culturally responsive, inclusive justice that responds to factors important to program participants and recognizes the impact of structural racism and eliminates disparities based on ethnicity, ability, criminalization, age, race, sexual orientation, gender identity and expression, religion, family and community composition.

In pursuing this vision, newly developed rapid re-housing standards will be released to support the provision of services through the RFP process. The rapid re-housing standards will provide updated guidance and expectations for the core components of rapid re-housing. All selected applicants will be expected to adhere to these standards.

ABOUT RAPID RE-HOUSING

About 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 re-housing 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. Rapid re-housing is an important component of a community's response to homelessness. A fundamental goal of rapid re-housing is to reduce the amount of time a person is homeless.

Target Population

Rapid re-housing is an effective intervention for many different types of households experiencing homelessness, including those with no income, with disabilities, and with poor rental history. Most households experiencing homelessness are good candidates for rapid re-housing. The only exceptions are households that can exit homelessness with little or no assistance, those who experience chronic homelessness and need permanent supportive housing, and households who are seeking a therapeutic residential environment, including those recovering from addiction. The proposed projects are required to serve individuals and families currently experiencing homelessness. Participants will be referred and prioritized through Baltimore City's Coordinated Access System.

Special efforts should be made to serve households that are at increased risk of severe illness due to COVID-19. In addition, to include individuals who are of color, seniors, individuals with multiple health conditions, who are pregnant or parenting, identify as LGBTQ, survivors of domestic violence and intimate partner violence, and survivors of sexual trafficking and exploitation, or have lived experience in institutional settings.

Eligible Project

ARPA Funding Available		
Funding & Project Scope	Type	Description
Estimated number of households served over 2 years: 155	Rapid Re-housing (RRH)	The ARPA Rapid Re-housing Project will offer housing identification, rental assistance, and support services. See Appendix A for more detailed project descriptions. Please note this RFP is seeking to grant multiple providers.
\$5,663,850	Total Amount of Funding Available over 2-years. Proposed budgets will reflect 1-year project period, and projects should anticipate funding to be spent down within 1 year.	

Rapid Re-housing: Three Primary Components

1. Housing Identification:

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

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

2. 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. Additionally, 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. 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:

- a. Declining Subsidy: The initial subsidy is high and declines on a "step-down" schedule. Regardless of the client's income or circumstances
- b. 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.

- c. Fixed Subsidy: The subsidy is a fixed amount toward the rent which is based on family or the size of the unit not income.

3. Case Management and Service Expectations:

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:

- a. 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
- b. Broker access to mainstream services and benefits
- c. Refer and connect clients to employment, workforce development, and educational opportunities that client identifies as needed to achieve their goals
- d. Refer and connect clients to health, mental health, and behavioral health services
- e. Assess client's social wellness needs and make necessary referrals to wraparound services
- f. Assist with developing and implementing individualized budgets
- g. Accompany clients to appointments as necessary
- h. 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

APPLICATION SUBMISSION GUIDELINES

Timeline

The timeline is subject to change as needed to meet the goals and priorities of the Continuum of Care. Any changes to the competition process or timeline will be posted to the CoC listserv and MOHS website.

Tuesday, May 31, 2022	RFP released
Friday, June 10, 2022 at 2:00pm	Technical Assistance – Bidder’s Conference
Friday, July 15, 2022 at 4:00pm	Application deadline
July 18 – 29, 2022	Review/Scoring of Proposals
August 5, 2022	Conditional funding letters
August 8, 2022	Contracting begins with MOHS
October 1, 2022	Project start date

If selected for funding, the term for contracts awarded through this RFP is October 1, 2022 to September 30, 2023 with funding authorized on an annual basis. The contract start date may be delayed pending transition of clients from expiring contracts. MOHS will allow providers to use up to 60-days from their contract start date as startup time. Providers can bill for expenses incurred during this time even if clients have not yet been served. All expenses must be included in the budget approved by MOHS. MOHS reserves the right to authorize funding on an annual basis, based upon, but not limited to, satisfactory contractor performance, availability of funds, and demonstrated geographic need.

Eligible Applicants

To be considered a qualified organization, the applicant must meet all the following mandatory criteria:

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

Please note: Applicants are able to submit joint applications in response to this RFP, with one as the lead agency recipient and another as a subrecipient. Joint applications should submit an MOU or letter of

agreement reflecting the role of project partners and specify funding for each organization in the budget section.

Minimum Expectations

By submitting this application and accepting an award, applicants agree to the following. We encourage potential applicants to seek [technical assistance](#) from MOHS if they are unsure of their ability to meet any of these expectations.

1. Be located or provide services in Baltimore City and serve individuals and families experiencing homelessness.
2. Comply with program requirements as per the Baltimore City CoC Policies and Procedures and ARPA Rules and Regulations.
3. All projects must agree to utilize Baltimore City Coordinated Access System.
4. 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.
5. Adhere to MOHS' program compliance and monitoring as detailed in the final executed contract.
6. Participate in Baltimore City's annual Point in Time (PIT) count and Housing Inventory Count (HIC) and Youth REACH Count.
7. Work in collaboration with the CoC's Lived Experience Advisory Committee, Youth Action Board, and other committees as needed.
8. Incorporate individuals with lived experience of homelessness throughout project planning, design, and implementation.
9. Adhere to Housing First practices in serving individuals experiencing homelessness.
10. 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.
11. 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)

Match Bonus Points

Match refers to actual cash or in-kind resources contributed to the grant. All costs paid for with matching funds must be for activities that are eligible under the ARPA program. Although match is not a requirement, additional bonus points will be provided to applicants that submit a match commitment with their project proposal. Match is no less than 25 percent of the awarded grant amount with cash or in-kind resources. Match resources may be from public (not statutorily prohibited by the funding agency from being used as a match) or private resources.

To determine the amount of match required for your project, develop a proposed budget for the funds you will be requesting through the ARPA Program and multiply the total by 25%. This is the amount of match required for bonus points.

10 bonus points will be awarded to projects that submit a 25 percent cash match and 5 points will be awarded to projects that submit a 25 percent cash and in-kind match. No additional points will be provided for only in-kind match.

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. Budgets must be submitted in Excel format. All project applications must be received by 4pm on the application deadline stated in the timeline at the beginning of this document. MOHS may request additional application materials and/or information at a later date.

Additional Submission and Threshold Requirements

All submissions will undergo a threshold review for completion and accuracy prior to being scored by the Rapid Re-housing ARPA Review Panel. Projects that submit incomplete applications or do not submit their application by the stated deadline in the competition timeline document may not be considered for funding. We encourage potential applicants to seek technical assistance if they are unsure of their ability to meet any of these expectations.

All project applications must include the following components if applicable:

1. Completed project proposal using the application template provided
2. Completed project budget using the budget template provided
3. Housing First Certification
4. Fair Housing Policy Certification
5. Conflict of Interest Questionnaire and Limits to Primarily Religious Organizations
6. Articles of Incorporation and Bylaws
7. Federal Tax Exemption Determination Letters
8. Certificate of Good Standing from State of Maryland dated within 30 days of application deadline
9. List of Board of Directors
10. Agency organizational chart
11. Project organizational chart
12. Single Audit or Independent Audits most recent 2 years, or Board approved financial statements when an audit is unavailable.
13. MOUs with partner organizations to provide services directly related to this project proposal (not required).
14. 25 percent match documentation (not required, but will be evaluated for additional points in the final proposal score)

Selection Process

A rapid re-housing review panel will be selected by MOHS. All participants will be required to sign a conflict of interest agreement prior to reviewing and scoring project proposals. The review committee will make funding recommendations that will be approved by MOHS, which has the authority to approve or reject funding recommendations.

Refer to [Appendix C](#) for detailed scoring criteria. Project proposals will be reviewed to determine whether they meet eligibility threshold prior to being scored by the review panel.

MOHS has the right to consult and negotiate with selected provider(s) on amending any proposals to meet the full need and scope of work of this RFP.

If selected for funding, the term for contracts awarded through this RFP is October 1, 2022 to September 30, 2023 with funding authorized on an annual basis. The contract start date may be delayed pending transition of clients from expiring contracts. MOHS will allow providers to use up to 60-days from their contract start date as startup time. Providers can bill for expenses incurred during this time even if clients have not yet been served. All expenses must be included in the budget approved by MOHS. MOHS reserves the right to authorize funding on an annual basis, based upon, but not limited to, satisfactory contractor performance, availability of funds, and demonstrated geographic need.

TECHNICAL ASSISTANCE & RESOURCES

Technical Assistance

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 is July 8, 2022** Questions regarding the RFP process, application templates, and instructions can be directed to HSPApplications@baltimorecity.gov.

Application Workshop

An application workshop, also known as a Bidder's Conference will be held **on June 10th at 2:00pm through Zoom**. The information session will cover the eligible projects and application requirements. Please [register here](#). The registration link will also be available on the MOHS website, and the session will be recorded and shared on the MOHS website.

Additional Resources

Please read the following documents to better understand and adhere to all HUD guidelines and regulations.

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](#)

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APPENDICES

A: Rapid Re-Housing Project

Average Annual Award	\$500,000 - \$800,000 (to include housing identification, rental assistance, and support services).
Length of Assistance	Short- and medium-term rental assistance may be provided from 4 to 24 months. The amount and length of the rental subsidy will be calculated using a progressive engagement model and is unique to each household. Support services are coupled with rental assistance and can be provided to a household after the rental subsidy ends or up to 24 months.
Population Served	<ul style="list-style-type: none"> • Households without Children • Households with Children • Survivors of Domestic Violence/Intimate Partner Violence • Veterans • Youth Households (18-24)
Program Description and Elements (Refer to Rapid Re-housing: Three Primary Components)	<p>1. Housing Identification: Is a key component in identifying and securing permanent housing options for participants of rapid re-housing which includes the following:</p> <ul style="list-style-type: none"> e. Assist clients with identifying available units and accompany clients to view units within 10 days of enrollment. f. Coordinate transportation for unit walk-throughs prior to lease signing. g. Assist clients with reviewing and interpreting the terms of the lease prior to signing. h. Ensure housing units have an approved inspection and unit is registered, inspected, and licensed to ensure that it meets basic safety and maintenance requirements. <p>2. 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. Additionally, 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. A progressive engagement approach looks at the household’s financial situation to determine the level and length of subsidy provided by the program.</p>

	<p>The following are examples of progressive engagement:</p> <ul style="list-style-type: none"> d. Declining Subsidy: The initial subsidy is high and declines on a “step-down” schedule. Regardless of the client’s income or circumstances e. 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. f. Fixed Subsidy: The subsidy is a fixed amount toward the rent which is based on family or the size of the unit not income. <p>3. Case Management and Service Expectations: Case Management (or supportive services) are 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:</p> <ul style="list-style-type: none"> j. 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 k. Broker access to mainstream services and benefits l. Refer and connect clients to employment, workforce development, and educational opportunities that client identifies as needed to achieve their goals m. Refer and connect clients to health, mental health, and behavioral health services n. Assess client’s social wellness needs and make necessary referrals to wraparound services o. Assist with developing and implementing individualized budgets p. Accompany clients to appointments as necessary q. 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
Desired Outcomes & Documentation	<p>Desired outcomes and documentation requirements may include, but are not limited to the following:</p> <ul style="list-style-type: none"> 1. Reduce the Length of Time of Homelessness <ul style="list-style-type: none"> ○ Enroll households into rapid re-housing within 10 days of receiving referrals ○ Households served by the program move into permanent housing in an average of 60 days or less. 2. Permanent Housing Success Rates

	<ul style="list-style-type: none"> ○ 80 percent of households exit rapid re-housing to permanent housing. <p>3. Reduce Returns to Homelessness</p> <ul style="list-style-type: none"> ○ 85 percent of households that exit rapid re-housing to permanent housing do not become homeless again within a year. <p>4. Increase Program Participant Income</p> <ul style="list-style-type: none"> ○ 75 percent of households maintain or increase income while enrolled in the project. ○ 40 percent of households that exit the rapid re-housing increase income. <p>5. Client Data Documentation</p> <ul style="list-style-type: none"> ○ Complete housing stabilization plan for all enrolled clients that is specific, targeted, and measurable within 30 days of enrollment ○ Assess clients every 30 days to monitor progress towards meeting housing stabilization plan ○ 100 percent of case notes are documented in HMIS for each client outlining progress toward housing stabilization plan. <p>6. Project Documentation</p> <ul style="list-style-type: none"> ○ Quarterly report to MOHS documenting quarterly expenditures and forecasting to include projects financial capacity to increase households served. ○ 100 percent of invoices submitted on time (by the 8th of each month). <p><i>Please Note: Selected projects will be provided with detailed performance metrics and documentation requirements during contracting that may include or expand on the current list.</i></p>
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B: Budget Workbook Instructions

The Excel project workbook can be found on the MOHS website.

Projected Budget

Enter estimated costs of the proposed program by funding categories for all costs which are projected to be paid with ARPA grant funds and any other funding you are leveraging for this specific project.

Budget Narrative

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

When preparing this section for each category, **describe how the projected costs apply to the grant and how the costs were calculated.** Consider the following as some examples of explanations for the categories within the narrative:

- **Salaries/Wages** - Provide a brief description of the positions to be funded. If applicable, separate administration and program salaries.
- **Benefits** - Example: FICA costs are estimated based on ___% of the budgeted salaries, Retirement costs are estimated based on ___% of the budgeted salaries, Medical was projected using \$_____ as a base cost per employee times the % of time to be budgeted to the grant. (Use this format for other benefits not shown here).
- **Supplies** - Example: Office supplies based on historical FTE usage. Cost per FTE times FTE's charged to the grant.
- **Professional Services** - Example: _____ Services to provide _____ at a cost of \$___ per hour at _____ hours of service for the grant.
- **Postage** - Example: Mailings _____ to ___ clients, at a projected cost of \$_____ per client.
- **Telephone** - Example: Telephone charges for ___ staff at ___% of time budgeted to the grant multiplied times the estimated cost of telephone charges for the grant period.
- **Mileage and Fares** - Example: Staff mileage at \$0.__ per mile times _____ miles.
- **Leases/Rentals** - Example: Office space calculated as ___% of FTE's (Grant % of total FTE's using office space) times \$_____, projected lease costs for the grant period.
- **Utilities** - Example: Utilities calculated ___% of FTE's (Grant % of total FTE's using office space) times \$_____, projected utility cost for the grant period.
- **Repairs/Maintenance** - Example: Cost of repairs and maintenance of the facility is calculated at ___% of FTE's (Grant % of total FTE's using office space) times \$_____, projected Repairs/Maintenance cost for the grant period.
- **Printing** - Example: Cost of printing _____ copies of _____ at \$ _____ per copy.
- **Dues/Subscriptions** - Example: Cost of Dues for _____ at \$_____.
- **Registration/Tuition** - Example: Cost of Registration to provide training for _____ at a cost of \$_____ per employee for ___ employees.
- **Machinery/Equipment** - Example: Cost to purchase _____ at \$_____ per unit.

- **Admin/Indirect** - Example: Total Program cost times the Cost Allocation Rate of ___% which has been reviewed and approved a Certified Public Accounting Agency.

Salaries

Identify each position to be supported by grant revenues under this proposal. Indicate whether a position is a full time or a part time position (FTEs), total monthly costs (all funds), percentage of their time projected to be charged to the grant (FTEs), and the total monthly cost to be charged to the grant.

The “Total Charge to the Grant” is calculated by multiplying the number of months covered by the Grant (12) by the “Monthly Charge to the Grant”.

Eligible Project Costs

Eligible project costs are outlined in the Budget template and may be eligible.

- 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, food, and counseling.
- Landlord Incentives: Funds may be used to pay for landlord incentives that are reasonable and necessary to obtain housing for individuals and families at risk of or experiencing homelessness.

C: RFP Scoring Criteria

Threshold Criteria

The following elements are required but not scored – if response is “no”, the project is ineligible. These criteria must be met for each project application.

Item	Y/N
Application Components	
One (1) complete application in PDF with required signatures submitted by deadline	
Budget Workbook & Narrative	
MOHS Fair Housing Policy Statement and Agreement	
MOHS Housing First Policy Agreement	
Conflict of Interest Questionnaire and Limits to Primary Religious Organizations	
Supporting Documents	
Federal Tax-Exempt Determination Letter	
Articles of Incorporation & Bylaws	
Current Certificate of Good Standing from State of Maryland dated in the last 30 days	
Current list of Board of Directors	
Agency Organizational Chart	
Project Organizational Chart	
Most Recent 2 years of Single Audit or Independent Financial Audit, or Board approved financial statements	
MOUs (optional)	

Scoring Criteria (Total possible points = 110)

Section	Maximum Score
Interest and Project Understanding	10
Agency Experience and Capacity	10
Project Design	40
Lived Experience Involvement and Leadership	20
Goals and Implementation Plan	20
Total	100

Bonus points will be provided for including a 25% match as follows:

1. 10 additional points for providing a 25% cash match that is documented through a commitment letter.
2. 5 additional points for providing a 25% combined cash and in-kind match that is documented through a commitment letter.

D. Required Application Forms

The following attachments can be found in the application, and are required application forms to be submitted with the final application:

1. Conflict of Interest Questionnaire and Limits to Primarily Religious Organizations
2. Fair Housing Policy Certification
3. Housing First Certification