



Somerset County Health Department
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Health Officer Danielle Weber, MS, RN

**SOMERSET COUNTY HEALTH DEPARTMENT
PURCHASING DIVISION
8928 SIGN POST ROAD, STE 2
WESTOVER, MARYLAND 21871**

REQUEST FOR PROPOSAL #2022-12

PROJECT: HOMELESS SOLUTIONS PROGRAM (HSP)

LOCATION: SOMERSET COUNTY, MARYLAND

Vendor Name: _____

Address: _____

Telephone: _____ **Fax:** _____

Signature of Authorized Representative:

**Proposal Submission Deadline: Tuesday, April 30, 2024
4:00 p.m. EST**

**Submit To: Christie Taylor,
Purchasing Agent
Somerset County Health Dept.
8928 Sign Post Road
Westover, MD 21853**

I. Introduction

The Somerset County Health Department (SCHD) is announcing a request for proposals (RFP) for Homeless Solutions Program providers. Funding for this program is provided by the Department of Housing and Community Development (DHCD).

This program is administered with the following program goals:

1. Provide shelter as a crisis response for people experiencing homelessness;
2. Reduce the number of individuals/households who become homeless;
3. Shorten the length of time an individual or household is homeless;
4. Reduce the number of individuals/households that return to homelessness;
and
5. Provide fixed or short-term rental assistance payments to people at risk of being homeless.

Furthermore, HSP serves as a statewide funding response to address the issue of homelessness, aligning Maryland efforts with federal priorities to make homelessness “rare, brief, and non-recurring.”

II. HSP Activities

- A. **Housing Stabilization Services.** Housing Stabilization Services are designed to help people locate, pay for, and remain in permanent housing. Eligible costs include rental assistance, financial assistance, and case management. Housing Stabilization Services are also separated by the type of client being served:
 1. **Rapid Re-Housing (RRH)** covers services to individuals and households that are “literally homeless,” meeting the HUD Category 1 definition of homelessness.
 2. **Homelessness Prevention (HP)** is for households who do not meet the Category 1 criteria, but are still considered at-risk of homelessness. DHCD prioritizes Rapid Re-Housing as an intervention that focuses on those most in need of services, but recognizes that both RRH and HP are necessary strategies for addressing homelessness.
- B. **Emergency Shelter.** Emergency Shelter covers activities that connect people with immediate access to overnight shelter in order to respond to a crisis. Funding provided for Emergency Shelter can be used both to pay for the operations of the shelter, such as rent and utilities, as well as services provided by the shelter, including case management. **Please note that any shelter that accepts children is considered a “Family” shelter, and therefore must accept all families, regardless of the sex, sexual orientation, gender identity, or age of any members of the family.** “Women and children only shelters” are not eligible for funding through HSP.

- C. Outreach.** Outreach is for services that are provided to currently unsheltered individuals and families, including engagement and case management. This also covers the Homeless Resource Day events that are intended to connect people with available services, and activities designed to support the annual Point-in-Time (PIT) count.
- D. Permanent Supportive Housing Case Management.** Permanent Supportive Housing Case Management services include linking residents to supportive services such as job training, health care, budgeting counseling, parenting skills, substance treatment, etc, as well as staff costs for those who assist clients in applying for food, medical, and other benefits.
- E. Homeless Management Information System (HMIS).** HMIS funding helps cover the costs of data collection through an HMIS database. **All providers must be entering data into HMIS or, for victim services providers, a comparable database.**
1. HMIS data entry at the service provider level should be billed to the service or activity category, and HMIS budgets should be set aside for lead agency costs or investments in software (e.g., comparable databases).
- F. Youth Homelessness.** Youth homelessness services work with unaccompanied youth and young adults experiencing homelessness or at risk of homelessness.
1. **Street and community-based outreach** to youth. Funding awarded will cover services that are provided to currently unsheltered youth individuals and youth headed families, including engagement and case management. Some portion of the budget request may be dedicated to costs associated with participating in the bi-annual Youth REACH MD count.
 2. **Emergency Shelter** for youth covers activities that connect youth with immediate access to overnight shelter in order to respond to a crisis. Funding provided for Emergency Shelter for youth can be used both to pay for the operations of the shelter, such as rent and utilities, as well as services provided by the shelter, including case management. This funding can cover individual youth and/or families with a head of household member between the ages of 18 up to 25.
 3. **Drop-in** programs, funding will cover costs associated with day programs, which should be considered separate from youth emergency shelter programs. Funding can be used towards operating costs and operations of the day/drop-in program, including case management.
 4. **Rental Assistance**, short (up to 3 months) or medium-term (up to 24 months) of rental assistance to youth that are placed into permanent housing from being unsheltered, from transitional housing, or from emergency shelter.

5. **Case management** funding will fund staff hours of case management services that support youth placed in or who are already living in permanent housing, to ensure they remain housed.

III. Evaluation of Project

- A. Effectiveness in connecting clients who are most in need of services with shelter and permanent housing;
- B. Past performance on federal- and state-administered grants;
- C. Organizational structure, operating process, and capacity;
- D. Participation in appropriate provider groups and local Continuum of Care meetings;
- E. Organizational financial policy, controls, stability, and capacity, including the presence and accuracy of financial management systems, accounts, funds, reports, and other documentation.

IV. Application - Required Components

Application proposals should contain the following information:

- A. A detailed description of the program, including needs the program addresses, potential impact on the community, as well as services, interventions, and strategies/approaches for implementations;
 1. Explain the agency's efforts to reduce homelessness within your community, specifically describing the agency's strategies for connecting clients with housing solutions.
 2. Provide a brief description of the program(s) that will be funded through this application, including the populations that will be served.
- B. A detailed budget;
- C. A description of the organizational capacity to successfully implement proposed activities.

V. Timeline

RFP release date: April 16, 2024

Pre-proposal virtual meeting date: HSP Pre-proposal Virtual Meeting
Monday, April 22 · 10:00 – 10:30 am

Google Meet joining info

Video call link: <https://meet.google.com/vud-ahpf-sym>

Or dial: (US) +1 216-930-9483 PIN: 595 961 235#

Proposal deadline: April 30, 2024

Tentative award date: July 1, 2024

COVER SHEET

(Please complete this page and submit with proposal)

Name of Organization	
Name of Project Director	
Mailing Address	
Physical Address (if different from above)	
Phone	
Email	
Federal Tax ID Number	
Title of Proposed Project	
Amount Requested	
How did your organization become aware of this RFP?	

Certification

I certify that all the information provided in this application is correct and accurate to the best of my knowledge.

Name and Title	
Signature	
Date	