Transitional Housing for Families Exiting Homelessness

Request for Proposal

PROPOSAL DUE DATE & TIME
Wednesday, January 17, 2023 5:00 pm EST
asmithdixon@chsainc.org

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I. Project Summary

CHSA Development, Inc. (CHSA Dev) is seeking 501(c)(3) non-profit organizations in good standing for the most recent three (3) years with whom to enter an agreement to lease CHSA Dev properties for the specific purpose of assisting families with children at-risk and/or currently experiencing/facing homelessness.

II. Project Background

Thousands of families are at risk of homelessness in the Savannah area with hundreds more in the region housing-burdened and under-resourced.

The minimum wage in Georgia is $7.25 an hour, which has not increased since 2018. A minimum-wage worker must work 134 hours per week to afford an average apartment. A single parent needs at least $23 an hour ($48,600 per year) to afford the Savannah fair market rent of $1,256 for a two bedroom apartment[1].

The majority of persons experiencing homelessness are Black in Savannah.[2] Evictions disproportionately impact families of color. Neighborhoods with more racial diversity continually experience higher rates of evictions and people of color are overrepresented in the homeless population. In Chatham County, 41% of the overall population of 287,000 are renters; 45% are persons of color. The percentage of the population living in poverty in Savannah is 19.8%[3].

Chatham County tallies around 28 evictions per day[4]. The National Equity Atlas in 2022[5] projected 5,800 households behind on their rent in Chatham County alone, with an average debt of $1,900 per household. National trends of inflation, housing availability, industry disruption, and wealth disparity continue, putting pricing pressure on all families, especially those with incomes below 80% of the area median income (AMI).

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[1] Living Wage Project, 2023.
[2] CSAH PIT Count, 2023.
[3] Coastal Georgia Indicators Coalition, 2020.
[4] Eviction Lab, 2022.
[5] National Equity Lab, 2022.

This Request for Proposals is intended to provide a non-profit agency in Chatham County with single family homes as transitional housing rentals, to meet the needs of a specific population. It is intended that these rentals will augment a well-organized solution or program designed to provide a unified web of community care and grounded support for families with children exiting homelessness.

III. Project Overview

CHSA Dev has developed several single family homes suitable for a non-profit agency, servicing families experiencing homelessness, would find suitable, and is seeking to lease them to one or more organizations selected in this RFP process.

Bedrooms	Baths	Square Footage	Address	Estimated Maximum Rent
4	2	1,200	114 Long Avenue	$ 1,100.00/month
4	2	1,200	116 Long Avenue	$ 1,100.00/month
3	2	1,080	2020 Bolling Street	$ 800.00/month
3	2	1,032	2022 Bolling Street	$ 800.00/month
3	2	1,032	2024 Bolling Street	$ 800.00/month
3	2	1,032	2026 Bolling Street	$ 800.00/month
3	2	1,216	227 Crescent Avenue	$ 800.00/month
3	2	1,168	229 Crescent Avenue	$ 800.00/month

CHSA Dev. will accept RFPs from non-profit organizations who have been operating in the Chatham County area for a minimum of two years. Pending the review process, one or more proposals may be accepted to proceed.

CHSA Dev will enter into a **M**emorandum **O**f **U**nderstanding (**MOU**) designating the organization(s) selected through this RFP process to provide housing for its participants at risk or exiting homelessness. The selected organization(s) will serve as the housing and maintenance provider for the properties, from the selection listed above. Program agreements, participant agreements, house repairs, and all participant matters are the responsibility of the selected organization(s), including payments from participants and to CHSA Dev.

Case management, financial education and participant education on basic home repair and maintenance will be the responsibility of the selected organization(s). Quarterly inspections of all properties will be completed and documented by the organization(s) trained housing inspectors. An inspection by CHSA staff or its designee will be completed upon request but no less than annually and documented of all properties owned by CHSA Dev.

All program agreements will conform to the requirements of any and all relevant parties, such as the Housing Authority of Savannah (Housing Choice Voucher Program), Continuum of Care Program Inspections, applicable state and local laws, and other funding or programmatic

requirements, as applicable. Any subsidies or voucher payments will be paid to the selected organization(s). CHSA Dev or its designee will receive payment from the selected organization(s) monthly according to the schedule listed above.

IV. Project Timeline

1. **01/03/2023 :** RFP officially announced and distributed by CHSA Dev.
2. **01/17/2024:** Deadline for RFP submissions
3. **01/26/2024:** RFP review and scoring process conducted by CHSA Dev.
4. **01/29/2024**: RFP acceptance letter emailed to selected Organization.
5. **02/05/2024** Projected date by which an MOU shall be drafted, agreed upon, and signed by both parties.
6. **02/10/2023:** Projected date by which the selected Organization(s) would receive access to the MOU-specified properties.
7. **02/15/2023:** Projected date by which the selected Organization(s) MUST begin program activities as specified in their proposal and MOU.

V. Submission Guidelines

Eligibility: This RFP is open to any 501(c)(3) certified nonprofits who have been operating in Chatham County for a minimum of two years. These homes are specifically reserved for families experiencing homelessness, defined using the McKinney-Vento Act,[6] and that have been impacted by COVID-19.

Proposals must include:

- **Cover Page:** The cover page must include the title of the project and the contact information of applicant(s), including address, phone number, email, and links to any relevant website/social media page/etc.
- **Proposal Overview:** The overview must convey the proposed use of the properties described in this RFP and summarize how this use will directly contribute to the success of structured programs for families experiencing homelessness in Chatham County.
    - **500 words maximum**
- **Project Description**: Describe the program objective(s) as well as the strategies to achieve these objectives. Any partnerships with other local, regional, and national resources to ensure full equity and access to opportunities for the families and demographics to be served will receive high marks.
    - Qualified families pay no more than 30% of their household income to occupy the dwelling and in no event will occupancy payments exceed HUD published Fair Market Rents.
    - Qualified providers will identify and sufficiently document family eligibility to occupy the dwellings due to experiencing homelessness and impacted by COVID-19.
    - Qualified providers will provide all required participant/potential occupant documents to CHSA Dev prior to participant housing approval.

[6] Subtitle VII-B of the McKinney-Vento Homeless Assistance Act, §11434a. “Definitions”

    - Qualified providers must document participant suffered a pandemic related financial hardship that occurred after January 21, 2020 or participant suffered a significant reduction or loss of income OR a significant increase in expenses OR both, due to the pandemic.
    - Qualified providers will provide a copy of the organization's Program guidelines.
    - Qualified providers will provide a copy of each Participant Program Agreement or lease, whichever is applicable.
    - **2,500 words maximum**
- **Project Schedule:** Projected schedule for completing each phase of the project.
- **Project Staff:** Please include a brief biography or the primary program lead and any other key team members who will administer this program.
    - **3 pages maximum**
- **Budget:** Provide a budget for this program and its administrative costs required to implement programming successfully. Provide sources for estimated costs.
    - **1 page minimum**
- **Organizational Documents:**
    - **Non-profit strength demonstrated**
    - **Current Secretary of State registration**
    - **501(c)3 in good standing for 3 or more years**
    - **Financial audits for 2022, 2021, and 2020**
    - **990 for 2022, 2021, and 2020**
    - **Most recent Profit & Loss Statement for 2023**
    - **Board composition**
    - **Governing documents, to include Articles of Incorporation and Bylaws**
    - **Board-approved annual budget.**
    - **List of any grants received in 2023**
    - **Demonstrated case management success in housing support**
    - **Participation and membership in the Chatham-Savannah Interagency Council on Homeless (ICH), if applicable**
    - **Demonstrated ability to support a "housing first" low barriers to access housing model**

NOTE: CHSA Dev may consult the Candid/Guidestar profile for any applicants, to review 990 information as well as overall organizational programs. If your organization wishes to provide links to their IRS Forms 990 in a different manner, please specify in the application.

The proposal should be submitted by email in a PDF file to: asmithdixon@chsainc.org
The application may be single- or double-spaced, but each section must not exceed the maximum word count, as described above under the Submission Guidelines.

For questions regarding this request for proposals, please send an email to Anita Smith-Dixon, Executive Director, CHSA Development, Inc. at asmithdixon@chsainc.org.

VI. Proposal Scoring Criteria

Proposals will be judged by following a unified rubric, broken out according to the following specifications:

- **Cover Page:** 5 points – all relevant information included
- **Proposal Overview:** 20 points – Proposed program meets the requirement of providing services and housing to families exiting homelessness, and organization is qualified to provide services.
- **Project Description**: 20 points – Proposed program presents both outcomes and impact based on a solid understanding of the challenges faced by families exiting homelessness and programs in place to support transitional shelter adequately.
- **Project Schedule:** 20 points – Proposal demonstrates the organizational capacity to implement by 02/1/2024 and the plan is realistic.
- **Project Staff:** 5 points – Proposed staff for program are qualified for the program tasks.
- **Budget:** 25 points – Organization(s) presents a comprehensive budget based on actual projections. Review of Guidestar profile shows organization(s) has adequate organizational stability to take on this project, based on past financial reports.
- **Reporting**: 5 points - Participation in Coordinated Entry and HMIS systems

Please note that one or more missing elements constitutes an automatic rejection without possibility of resubmission.

VII. About CHSA Development, Inc.

Established in 1991, CHSA Development, Inc. is a 501(c)(3) Community Based Development Organization (CBDO), Community Housing Development Organization (CHDO) and the Master Developer of the Savannah Gardens housing and neighborhood redevelopment project located in east Savannah.

CHSA Development's primary goals are:

1. To undertake and serve as consultants for real estate development;

2. To buy, acquire, lease, receive, take by grant, and otherwise deal in land/buildings and interest in land/buildings;

3. To construct, erect, hold, improve, develop, maintain, operate, let, lease, mortgage, sell, manage, and dispose of property of all kinds;

4. To equip, furnish, and operate, apartments, houses, office buildings, shopping centers, warehouses, other businesses, and buildings and structures of all kinds;

5. To undertake, support and encourage decent housing that is affordable to low and moderate income residents.