



## REQUEST FOR PROPOSAL (RFP) NOTICE

for

### **Fayetteville / Cumberland County Homeless Initiative Program**

Fayetteville Economic and Community Development (FECD) Department  
433 Hay Street  
Fayetteville, NC 28301  
Phone: (910) 433-1590

and

Cumberland County Community Development (CCCD)  
707 Executive Place  
Fayetteville, NC 28305  
Phone: (910) 323-6112

Important Dates

**Responses Due: April 6, 2018**

Project Start Date: Upon Contract Execution

## **PURPOSE**

The City of Fayetteville and Cumberland County recognizes the need for housing and supportive services for homeless persons. The purpose of the Fayetteville / Cumberland County Homeless Initiative Program is to provide additional support in the community that would address the gaps in housing and supportive services for homeless persons and those persons at-risk of being homeless.

The Fayetteville Economic and Community Development and Cumberland County Community Development Departments are soliciting proposals for a Project Sponsor to provide services for the Homeless Initiative Program funded through local governments. It is the intent of the Community Development Departments to enter into a contract with the selected project applicant that demonstrates the capacity and performance record to provide supportive services to homeless families.

## **FUNDING AVAILABLE**

The maximum amount of local funding available for services is **\$200,000** which are targeted for households who are homeless or do not have stable housing.

## **ELIGIBLE APPLICANTS**

Any unit of government, nonprofit, or public agency that serves the Fayetteville / Cumberland County area may submit a proposal in response to this RFP.

## **ELIGIBLE COSTS**

Funds may be used for the following eligible activities:

1. Rental Application Fees
2. Rent (up to 6 months) / Arrears
3. Security Deposits
4. Last month's rent
5. Rent (up to 6 months)
6. Utility Deposit
7. Utility Payments/Arrears (up to 6 months)
8. Moving costs (within geographic service area)
9. Furniture / Household Goods (maximum of \$500 per household)
10. Transportation (e.g. bus passes for program participants)
11. Other Essential Services (e.g. employment assistance, job training, or mental health services)
12. Case Management (maximum of 10% of total grant funds requested)
13. Administration (maximum of 5% of total grant funds requested)

## **SUBMISSION REQUIREMENTS**

Applicants must submit an original and one (1) copy of the complete proposal. The original must be marked "Original" on the cover page and must bear the actual "wet" signatures of the person(s) authorized to sign the proposal.

All proposal packets must be **RECEIVED** by hand delivery or mail in the CCCD office no later than **4:00 p.m., April 6, 2018**. Proposals *will not be accepted* via facsimile or email.

## **SELECTION PROCESS**

Proposals will be **conditionally selected** by the Grant Review Committee. Applicants will be notified within thirty (30) business days of the proposal deadline if their proposal was selected or rejected by the Grant Review Committee.

### **Other Requirements:**

1. Funds may be used only to assist households that meet the local definition of homelessness, lack other resources, and have incomes at or below 80% of the area median income.
2. Selected applicant(s) must be a member of the Fayetteville/Cumberland County Continuum of Care (CoC) on Homelessness.
3. Selected applicant(s) will be required to participate and maintain records in the Homeless Management Information System (HMIS).
4. Selected applicant(s) will be required to participate in the community-wide, coordinated intake/assessment process.
5. Funds will be provided on a reimbursement basis and supporting documentation must be approved prior to payment.

See RFP guidelines for more information on other requirements.

### **Project application and guidelines can be obtained via:**

- Telephone request at 910-323-6112;
- E-mail request at [dtaylor@co.cumberland.nc.us](mailto:dtaylor@co.cumberland.nc.us);
- Cumberland County's website at [http://www.co.cumberland.nc.us/departments/community-development-group/community\\_development](http://www.co.cumberland.nc.us/departments/community-development-group/community_development); and
- At the CCCD office located at 707 Executive Place, Fayetteville, NC 28305.

Proposals shall be received on or before **April 6, 2018**. Proposals received after the assigned date and time shall not be considered.

It is the sole responsibility of the proposer to ensure the proposal is received before the submission deadline. A proposer shall bear all risks associated with delays in mail, courier services, or delivery.

FCD and CCCD reserves the right to refuse award in the event that none of the applicants demonstrate adequate assurance of their ability to successfully implement and maintain the program.