



# Sample Request for Proposals for Service Providers

## REQUEST FOR PROPOSALS FOR SUPPORT SERVICE "PARTNERS"

### 1234 "R" Street, Williams, IL Permanent Supportive Housing

*ABC Housing Corporation (ABC) is inviting supportive service providers who may be interested in providing support services in a permanent supportive housing project to be owned by ABC at 1234 "R" in Williams, to submit proposals. Interested agencies are asked to submit the information requested in Section II. The information in Section I is provided solely for the convenience of interested agencies. If ABC proceeds with the proposals submitted, interested agencies will be given the opportunity to conduct their own due diligence. It will be the responsibility of any agencies responding to this Request for Proposals to include the assumptions made in their submissions. This Request for Proposals does not represent any offer or commitment by ABC to provide any program funding.*

#### I. PROGRAM PROFILE

**Program Location:** 1234 "R" Street  
Williams, IL  
Satisfere County

**Property Description:** Built in 1950, purchase to be finalized by ABC in September 1997  
1 story, 4 bedroom, 2 bathroom home  
Floor area: 1,436 square feet  
Site area: 9,120 square feet  
Zoning: R1-5000 (Single-family Residential, minimum lot size of 5,000 square feet)  
Moderate rehabilitation to be completed by ABC includes the conversion of the garage to a fourth bedroom, significant remodeling of the kitchen, new linoleum in the kitchen and bathrooms, and interior and exterior modifications and painting.

**Property Funding:** Funding secured for acquisition and moderate rehabilitation of the property includes:

\$93,156	HUD McKinney Supportive Housing Program (Permanent Housing for People with Disabilities)
\$44,280	Federal Home Loan Bank Affordable Housing Program
Grant	\$33,306 City of Williams CDBG Grant

\$10,000 County of Satisfes CDBG Grant

**Program Funding:** This property will receive funding through the HUD McKinney Supportive Housing Program (Permanent Housing for People with Disabilities) for a three year period commencing with occupancy. These funds are provided to partially pay for operating costs and the provision of supportive services. In accordance with the SHP guidelines for the proposed grant, HUD will pay for a maximum of 75% of the combined operating and supportive services expenses incurred during the first and second years of the grant and 50% of the combined operating and supportive services expenses incurred during the last year of the grant. In addition to that amount, a 5% administrative expense allowance is added.

During the first three years, the support service provider will need to demonstrate other funding sources for the balance of funds needed to provide support services. Thereafter, the support service provider will work with the local jurisdiction to include this program in the HUD Continuum of Care funding applications so as to access renewal grants under the Supportive Housing Program, and to apply for other sources of funds.

The funding provided by HUD during for the first year of operations is as follows:

	Supportive Services	\$13,487
	Operating Expenses	\$16,025
	Employment Assistance	
\$2,215		
	Child Care Services	\$2,359
	<u>Administrative Expenses</u>	<u>\$2,798</u>
	Funding provided by HUD for Year 1	\$36,884

**Target Population:** Homeless, mentally ill women with children.  
Maximum number of participants: 8 (4 families)

**Supportive Services:** Under the McKinney Supportive Housing Program (Permanent Housing for People with Disabilities) grant application, ABC indicated that a comprehensive case manager who was responsible for coordinating access to additional local services and resources would be available half-time to tenants. The grant application also provided minimum funding for employment assistance and child care services. This is a preliminary support services plan that can be amended as appropriate to best serve the target population.

## II. STATEMENT OF INTEREST

**Agencies interested in providing support services to 1234 "R" Street are requested to submit a program narrative which includes the following:**

1. The reason your agency is interested in delivering support services to the target population at 1234 "R" Street.
2. Your agency's experience in serving the target population.
3. A supportive service plan which includes the following:
  - a) Specific information about the target population to be served (e.g. level of diagnosis, independent living skills required).
  - b) Description of services to be provided, including a staffing plan and whether staff is employed by you or another provider, other agencies which may provide services to tenants, other programs your agency operates which may compliment this program, and the location of services.
  - c) Program budget including all sources and uses. Indicate the use of the HUD McKinney Supportive Housing Program funds, as well as all other sources which are secured or for which applications will be submitted.
  - d) For services provided by other agencies, describe the provider and your relationship with this provider.
  - e) Describe the sustainability of support services funding beyond the initial three years of funding by HUD and other sources identified above.
4. Please attach the following items:
  - a) Articles of Incorporation
  - b) By-laws
  - c) Most recent financial statements and previous fiscal year audit
  - d) 501(c)3 determination letter
  - e) List of board of directors with affiliations and a description of staff identified to work on 1234 "R" Street

### **III. ADDITIONAL INFORMATION**

If you have questions regarding this Request for Proposals please contact, Linda Perez at ABC Housing Corporation at (888) 444-5555.

Proposals should be submitted as soon as possible, but must be received no later than \_\_\_\_\_, 19\_\_\_\_.

Completed statements should be sent to:

**Linda Perez  
ABC Housing Corporation  
99 Dale Street  
Williams, IL 69069**

### **IV. NEXT STEPS**

Upon review of the materials submitted, ABC Housing Corporation will contact you regarding next steps. This Request for Proposals does not represent any offer or commitment by ABC Housing Corporation to transfer part or all of the program or to provide any program funding.

From *Not A Solo Act*, Corporation for Supportive Housing, 2001