



REQUEST FOR QUALIFICATION SUBRECIPIENT OPPORTUNITY ORIENTATION

OCTOBER 3, 2025

AGENDA

1. Request for Qualification
 - i. Overview
 - ii. Eligibility
2. Rapid Rehousing & Permanent Supportive Housing
 - i. Essential Elements
 - ii. All Neighbors Coalition Program Model
 - iii. Applicant Requirements
3. Application and Scoring
4. Amplifund

WHAT DOES THE RFQ DO?

- Creates a pool of agencies with knowledge, skills, & abilities
- Agencies may be approved for local and/or Federal funding
- Decisions for subrecipients based on IRC approval and minimum threshold score (75% of total points)
- As-needed basis based on funding availability
- The RFQ will open twice per year

FUNDING OPPORTUNITY OVERVIEW

WHAT

- Local or Federal Funding
- Funds to be used for RRH or PSH
 - **12-month grant term, with opportunity for renewal**
 - **Rapid Rehousing Case Managers**
 - **PSH Case Managers**

WHY

- Decrease administrative burden for agencies to apply for multiple opportunities
- Streamline adding additional case managers to current projects when funding allows

OPTIONS FOR APPLYING

Rapid Rehousing

- ❖ Time-limited, medium-term assistance + tailored services
- ❖ Goals: reduce homelessness duration, avoid returns, ensure long-term stability

Permanent Supportive Housing

- ❖ Long-term housing + supportive services for households with disabilities
- ❖ Behavioral health integration: ACT, ICM

AGENCY SCOPE OF WORK

- Deliver Housing Stability Case Management
- Use CAS to fill vacancies
- Complete HMIS reporting
- Support participants with:
 - Unit search, documentation, transition to housing
 - Housing stability plans & rent compliance
 - Tenant education & community connections
- Caseloads:
 - ❖ RRH = 25 households
 - ❖ PSH = 15–25 households

SERVICE DELIVERY

- **Client-Centered** – individualized service plans
- **Stabilization Services** – support adjustment & well-being
- **Connection to Mainstream Benefits** – SSI/SSDI, SNAP, healthcare
- **Behavioral Health Coordination** (PSH only) – ACT, ICM

ESSENTIAL ELEMENTS

Rapid Rehousing Case Management

- Housing stabilization planning
- Safety planning
- Employment assistance
- Linkage to mainstream resources
- Transportation
- Financial, lease, and household management
- Home visits

Program Administration

- Up to 12 months of case management support
- Caseload – 1:25 client ratio
- Housing Forward technical assistance and training

ALL-NEIGHBORS COALITION RAPID REHOUSING PROGRAM MODEL

A time limited housing intervention program that connects households to permanent housing through medium-term financial assistance and tailored supportive services.				
Program Description	Essential Program Elements	Time Frame	Population	Desired/expected outcomes
Medium-term rental assistance and supportive services program that rapidly re-houses and stabilizes homeless households into permanent housing.	Case Management • Critical Documentation Support • Housing stabilization planning • Housing location • Employment assistance • Linkage to mainstream resources • Transportation • Financial, lease, and household management • Landlord mediation • Home visits, minimum once per month Temporary Financial Assistance • Rental assistance provision based on lease and housing stabilization plan • Landlord incentives for eligible costs, as needed, as available • Flex funds for ineligible costs • Move-in costs • Utility allowance • Furniture and move in kits • Relocations Best Practice/Evidence Based Practices •Harm Reduction •Progressive Engagement •Trauma Informed Care DV Considerations •Safety Planning •Advocacy & legal aid •Housing Rights for Survivors •Safety and Confidentiality Youth Considerations •Life skills support•Young Parenting Support	Up to 12 months of rental subsidy	Literally homeless households ages 18+ May be used as a bridge to PSH for chronically homeless households Youth Considerations • Aged of foster care or child protective services involvement	Households referred to RRH will be enrolled in the program within 10 days of referral. RRH households will secure permanent housing within 30 days or less from enrollment. 60% of RRH households will increase cash income. 80% of RRH households will exit to permanent housing. 85% of RRH households will remain housed and will not return to shelter within 12 months of exit.

ESSENTIAL ELEMENTS

Permanent Supportive Housing Case Management

- Housing stabilization planning
- Safety planning
- Critical Docs
- Wrap around services
- Financial, lease, and household management
- Home visits
- Employment Assistance

Program Administration

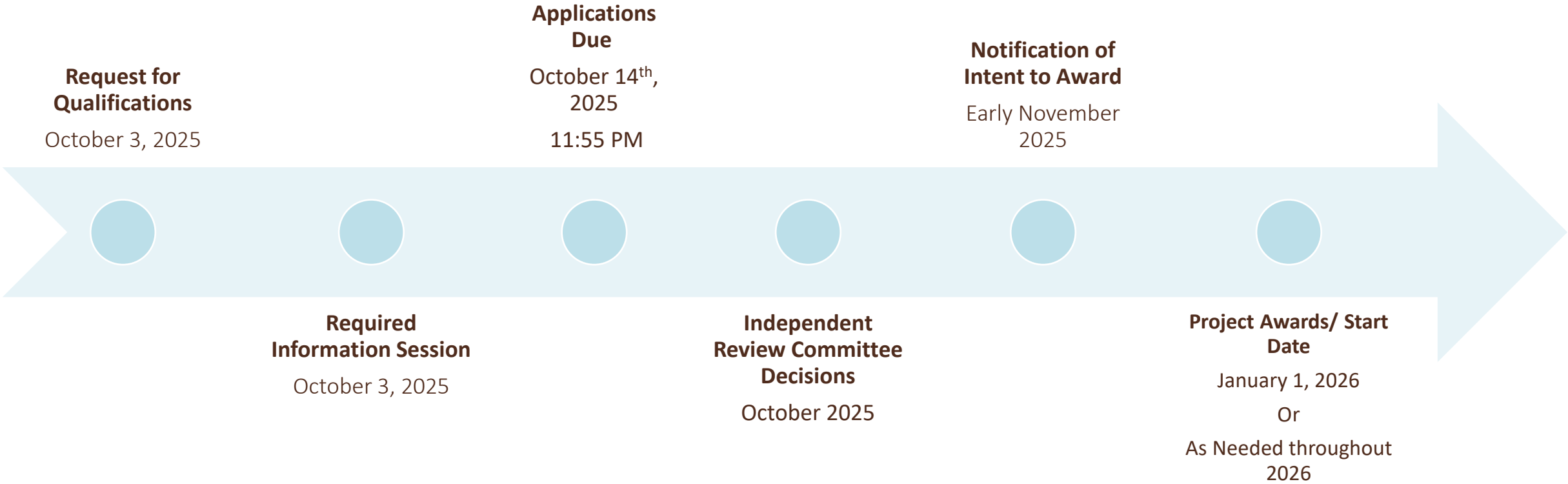
- Intensive case management support
- Behavioral Health Integration (ACT, ICM)
- Caseload – 15-25 Households
- Housing Forward technical assistance and training

ALL-NEIGHBORS COALITION PSH PROGRAM MODEL

Program Description	Essential Program Elements	Time Frame	Population	Desired/expected outcomes
PSH offers a non-time limited housing subsidy supported by intensive case management intended to support a household transitioning from chronic homelessness to safe, permanent housing. Program participants will have access to Assertive Community Treatment (ACT) and Intensive Case Management (ICM) Teams. ICM is a team-based approach that supports individuals maintain housing and achieve an optimum quality of life. ACT is a specialized and integrated model that addresses the complex needs of individuals experiencing chronic homelessness.	<u>Intensive Case Management – PSH Housing Case Manager</u> • Tailor frequency of home visits based on clients’ needs (minimum of two visits per month, at least one in the home) • Housing Barrier Assessment • Safety & Basic Needs Assessment Minimum basic furniture • Food, toiletries, and basic cleaning supplies • Understanding use of appliances (stoves, etc.) • Transportation • Critical document collection (standard forms/process) • Housing Search • Facility Tours • Apartment Navigation • Problem solving • Landlord negotiation • Mediation • Linkage to physical healthcare • Linkage to behavioral healthcare • Linkage to employment/increased income/SSI <u>PSH Integrated Services</u> ACT and ICM Coordination with Permanent Supportive Housing Program Staff on individualized plan • Screening & Assessment • Mobile and In-Home services • 24/7 crisis support • Client-Driven and informed by client choice • Connection to community resources and services • Multi-disciplinary team of professionals that provide wrap-around services including a minimum number of hours per month: • Pharmacological Management • Psychosocial Rehabilitative Therapy (group/individual) • Counseling • Peer Support • Psychiatric Evaluation • Medication and Health Management • Supported Employment • Connection to Benefits • <i>Refer to ACT and ICM Program Models</i> <u>Financial Assistance</u> • Move-in support and move-in kits (standardize) • Rental assistance • Repair and maintenance	Non-time limited Annual Assessment completed, assessment of needs as related to services offered through program BH ACT Reassessment every 180 days or crisis or clinical need BH ICM Determined by needs of the client	PSH Participant Assessed for Level of Care 1 – 4 Clinical Justification	Housing Stability • Demographics: age, gender, race and ethnicity, special populations (pregnant, justice involved) • Health Indicators: ACT and ICM project participation and hours of required services provided, Inpatient hospitalization, Crisis utilization, Outpatient utilization • Quality of Life: Housing stability (evictions, lost voucher), Quality of life tool/assessment, Insurance changes (no insurance to Medicaid), Disability benefits • Service logistics: LOC results from ANSA, Duration from ANSA to actual services, Movement between LOC, Discharges from service, Hours of service and/or encounters • Justice: Justice involved status, arrests or involuntary detention, Court status Households referred to PSH will be enrolled in the program within 10 days of referral PSH households will secure permanent housing within 30 days from enrollment 60% of households will increase income 75% of households exiting PSH programs will exit to permanent housing destinations. 87% of households remained housed and did not return to shelter

APPLICATION AND SCORING

TIMELINE



APPLICANT REQUIREMENTS

To be eligible for this funding applicants must:

- Participate in the Homeless Management Information System (HMIS)
- Accept CAS referrals
- Have 501(c)(3) status
- Independent audit or review within the last 18 months with no significant findings
- Member of the All-Neighbors Coalition
- Attend required trainings
- Deliver services per RRH and/or PSH models

THRESHOLD QUESTIONS

Financial Management

1. Did your agency have an independent audit or a review of certified financial statements within the last 18 months?
2. In the independent audit or financial review, was there a management/internal control letter included in the audit?
3. Does the auditor's report indicate that the agency complies with all GAAP (Generally Accepted Accounting Principles)?
4. Does the auditor's report contain an "unqualified" opinion?
5. Funding for this grant is reimbursement based. Please explain your agency's ability to cover up front costs and expenses.

APPLICATION QUESTIONS

Agency Experience – RRH (20 points each)

1. What is your agency's mission? How does it reflect the goal of making homelessness rare, brief, and non-recurring in Dallas and Collin counties?
2. Describe your agency's experience managing households in Rapid Rehousing Programs. Please include a description of case management services and your agency's overall philosophy towards delivering case management services to those individuals and families in Rapid Rehousing Programs.
3. Describe your agency's experience delivering Rapid Rehousing Services in alignment with the Rapid Rehousing Program Model.
4. Is your agency currently delivering RRH services for projects funded by the Continuum of Care or other federal programs? If yes, describe your agency's experience.
5. Is your agency currently delivering RRH services for projects funded by local programs? If yes, describe your agency's experience.

APPLICATION QUESTIONS

Agency Experience – PSH (20 points each)

1. What is your agency's mission? How does it reflect the goal of making homelessness rare, brief, and non-recurring in Dallas and Collin counties?
2. Describe your agency's experience case managing households in Permanent Supportive Housing Programs. Please include a description of case management services and your agency's overall philosophy towards delivering case management services to those individuals and families in Permanent Supportive Housing Programs
3. Describe how your agency will ensure that Permanent Supportive Housing Services are delivered in alignment with the Permanent Supportive Housing Program Model.
4. Is your agency currently delivering PSH services for projects funded by the Continuum of Care or other federal programs? If yes, describe your agency's experience
5. Is your agency currently delivering PSH services for projects funded by local programs? If yes, describe your agency's experience.

APPLICATION QUESTIONS

Program Implementation – 10 points each

1. Provide your agency's approach to supporting and coaching staff to ensure they are proficient in delivering housing case management services. Include organizational structure for supervision, training, and supports.
2. Describe the policies and practices your agency has to support households to secure and maintain housing. Include specific details to overcome barriers.
3. Describe the plan and timeline for prompt implementation of services. Include details on how your agency plans to be fully staffed and operational within 45-60 days of award notification.
4. Please describe strategies your agency is deploying to monitor and improve performance.

SCORING RUBRIC

- Response with full details, including specific examples of past work and how this is related to the project they are applying for.
- No answer given, left blank, or does not answer the question being asked.
- Limited response that is incomplete and/or does not fully answer the application prompt.

Total Points Available

140

75% of total points needed to meet threshold

BUDGET TEMPLATE



Project Budget Template

Agency Name:				
PROJECT BUDGET	SAMPLE BUDGET	RRH Case Manager	PSH Case Manager	Parameters
Personnel Expenses - Salaries & Wages				
Number of Staff	1	1	1	
Staffing	\$ 60,000			RRH: At a ratio of 1:25 PSH: At a ratio of at least 1:15
Fringe Benefits	\$ 12,000			Max 20 % of base salary per employee
Program Manager	\$ 14,400			Max 20 % FTE for supervision by a program manager
Total Personnel Expenses	\$ 86,400	\$ -	\$ -	
Non-Personnel Expenses				
Equipment	\$ 1,740			Cell phone @ max \$45 per month and one-time costs for laptop set-up \$1200.
Mileage	\$ 4,375			0.70 @ 25 miles/day @ 5 days/week @ 50 weeks/year
Total Non-Personnel Costs	\$ 6,115	\$ -	\$ -	
Total Project Expenses	\$ 92,515	\$ -	\$ -	
Administrative Fee	\$ 9,252			Max of 10 % of total project expenses
TOTAL EXPENSES (Personnel + Non-Personnel + Direct Assistance + Admin)	\$ 101,767	\$ -	\$ -	

HOW ARE PROVIDERS CHOSEN FROM THE LIST?

- Past Performance
- Ability to hire quickly



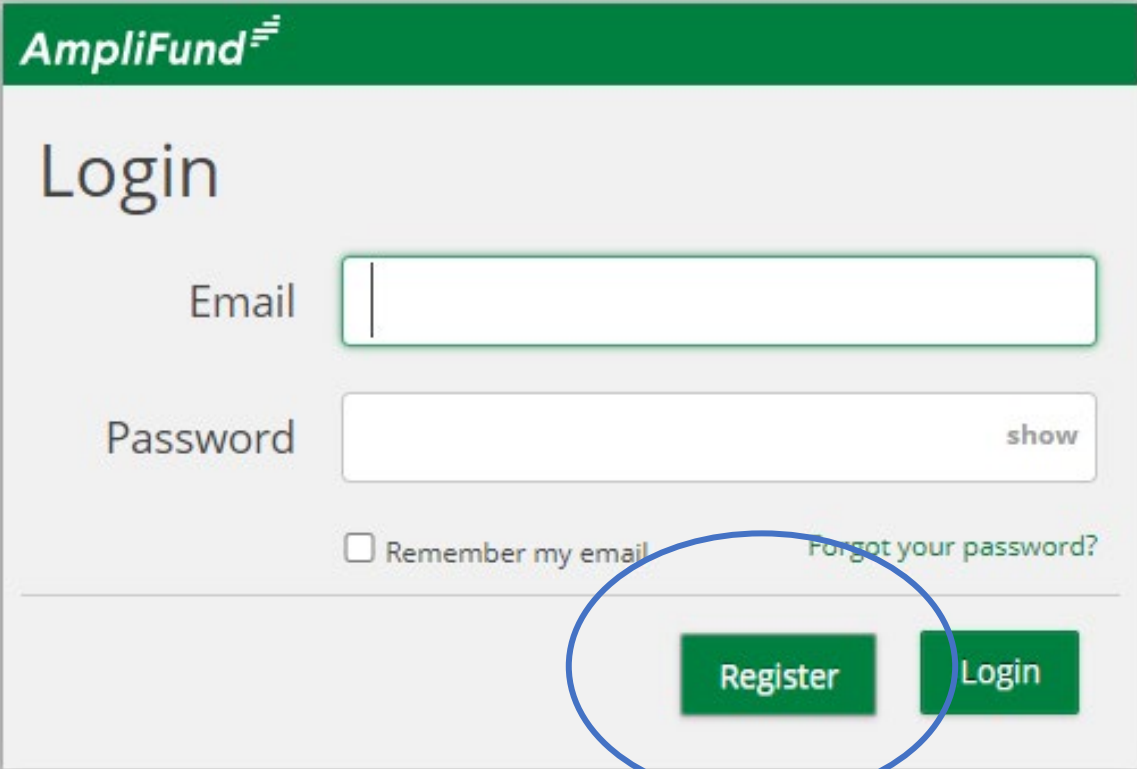
Guidelines

# Of Case Managers Needed for Project	Guidance
1 – 2 Case Managers	Look at existing agencies on project and offer based on performance
3 – 5 Case Managers	Choose from 1 – 2 agencies from list
6 + Case Managers	Choose from 2+ agencies from list

QUESTIONS?

TOUR OF AMPLIFUND

AMPLIFUND ACCOUNT REGISTRATION



The image shows a web form for AmpliFund. At the top is a green header with the AmpliFund logo. Below it, the word "Login" is displayed. There are two input fields: "Email" and "Password". The "Password" field has a "show" link to its right. Below the "Email" field is a checkbox labeled "Remember my email". To the right of the checkbox is a link that says "Forgot your password?". At the bottom of the form are two green buttons: "Register" and "Login". A blue circle is drawn around the "Register" button.

AmpliFund

Login

Email

Password [show](#)

☐ Remember my email [Forgot your password?](#)

[Register](#) [Login](#)

AMPLIFUND ACCOUNT REGISTRATION

Create New Account

If you have already registered, please click [here](#) to login.

User Information

Email Address*

Role Administrator

Password*

Confirm Password*

Contact Information

First Name*

Middle Name

Last Name*

Suffix

Only one administrator for your organization should register. The administrator then adds users and sends an invite to join.

ADDING ORGANIZATION USER



APPLICANT PORTAL

Getting Started on the Applicant Portal

Warning

Each user must have a unique email address across all Applicant Portal accounts.

5. Add the user's **Email Address**.

A screenshot of a web form titled "User Information". It contains two fields: "Email Address*" with a text input box, and "Role*" with a dropdown menu showing "Editor" and a question mark icon.

6. Select the user's **Role**.
 - **Administrator:** Administrators can create, edit, delete, and withdraw applications; create and edit accounts; and add new users.
 - **Editor:** Editors can edit applications and update their account settings.

Contact Information

7. Add the **user's name, mailing address, and phone number**. Required fields are marked with an asterisk (*).
8. Click **Invite**.

ADDING ORGANIZATION USER

How To Invite Users to Your Organization Account

Prerequisite: Must be an Administrator user. The first user to register in an organization is an Administrator by default.

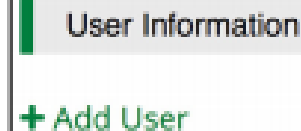
1. Open the **Applicant Portal**.
2. Click the **logo** in the top-left corner of any page.

The logo for AmpliFund, featuring the word "AmpliFund" in a dark blue sans-serif font, followed by a green graphic of three horizontal bars of increasing height.

3. Click **Users**.

A horizontal navigation bar with four items: "Applications", "Account Information", "Users", and "FAQ". The "Users" item is highlighted in green.

4. Click **+ Add User**.

A section titled "User Information" with a light gray background. Below the title is a white button with a green plus icon and the text "+ Add User".

AMPLIFUND ACCOUNT REGISTRATION

DV Rapid Rehousing

[Print](#)[Help](#)[Download](#)[Apply](#)[Opportunity Details](#)[Evaluation & Scoring](#)

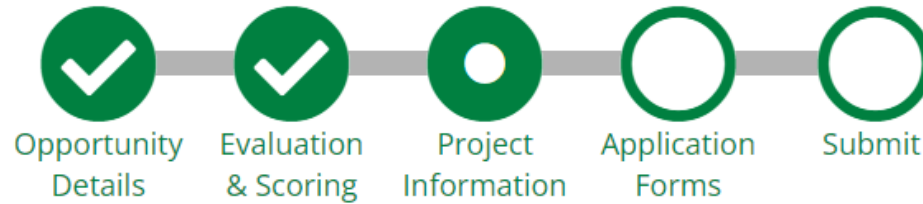
Opportunity Information

Title DV Rapid Rehousing

Description Since 2021, The All Neighbors Coalition has invested in permanent housing solutions to successfully rehouse over 6000 individuals and families in Dallas and Collin counties. Rapid rehousing along with housing navigation and case management have played a huge part in this success. The transformation of the overall homeless response system has brought new federal sustainable funds to this region that will allow the All Neighbors Coalition to sustain the pace of rapid rehousing specifically to our unhoused neighbors experiencing housing instability due to trauma or lack of safety related to, or fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions.

NAVIGATING THE APPLICATION

DV Rapid Rehousing



Project Information ✓

Help

Download

Save

Save & Continue

Application Information

NAVIGATING THE APPLICATION

Primary Contact Information

Name*	Sally Smith
Email Address*	sally.smith@projectdiversion.org
Address Line 1*	1234 Anywhere Lane
Address Line 2	
City*	Dallas
State/Province*	TX
Postal Code*	75104
Phone Number	

- Save: Saves the current page and stays on this page
- Mark as Complete: When done with page, will check to make sure all required fields are completed. If not, an error will show on the page.
- Save & Continue: Saves the current page and moves to the next page of the application

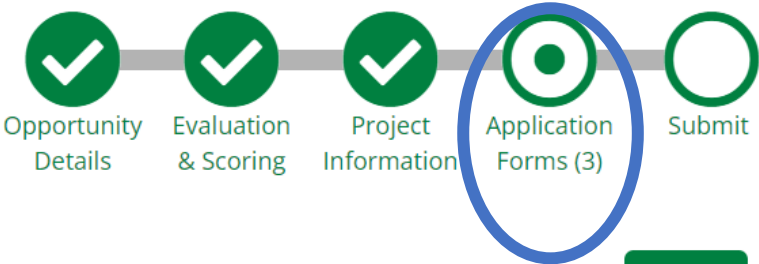
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✓ Mark as Complete

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NAVIGATING THE APPLICATION

DV Rapid Rehousing



Forms

Help

Download

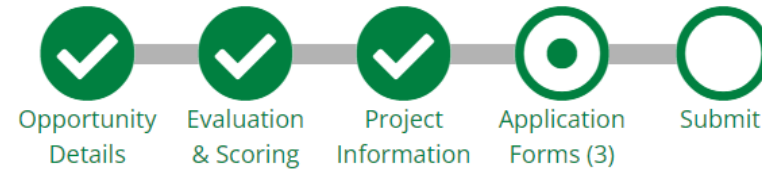
Save & Continue

Name	Status	Print
Financial Management	Complete	
Application Questions	In Progress	
Budget	New	
⏪ ⏴ 1 ⏵ ⏩ 25		1 - 3 of 3 items

Save & Continue

APPLICATION FORMS

DV Rapid Rehousing



Forms

[Help](#)[Download](#)[Save & Continue](#)

Name	Status	Print
Financial Management	Complete	
Application Questions	In Progress	
Budget	New	

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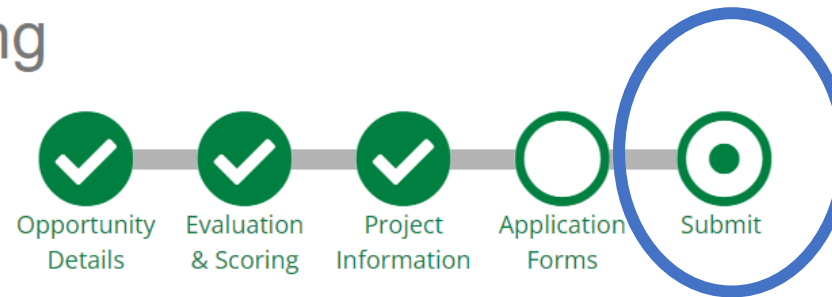
25 ▾

1 - 3 of 3 items

[Save & Continue](#)

NAVIGATING THE APPLICATION

DV Rapid Rehousing



You are about to submit your application, **ABC Test**, to **Housing Forward**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

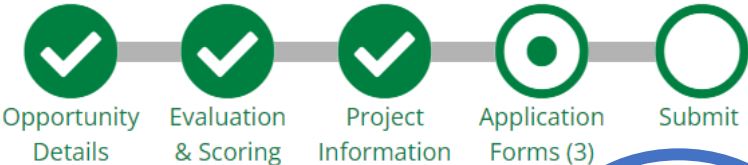
When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

You have forms containing required fields which have not been completed!



NEED HELP?

DV Rapid Rehousing



Forms

Help

Download

Save & Continue

Name	Status	Print
Financial Management	Complete	
Application Questions	In Progress	
Budget	In Progress	

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25 ▾

1 - 3 of 3 items

Save & Continue

NEED HELP?

Help

Application Help Information

For questions about the application questions or content, please reach out to the contact below.

The Request for Qualifications with detailed instructions are located on Housing Forward's funding website.

<https://housingforwardntx.org/funding/>

Application Help Email: Wendy.Mora@housingforwardntx.org

Application Help Name: Wendy Mora

Application Help Phone
Number: 214-724-4783

Technical Help Information

For questions related to inputting of application information into Amplifund, please reach out to the contact below.

Technical Help Email: samuel.zivan@housingforwardntx.org

Technical Help Name: Sam Zivan

Technical Help Phone Number: 262-902-6859

KEY TAKE-AWAYS FOR AMPLIFUND

- One person from your organization must register as the account administrator FIRST, then user accounts can be added
- The application can be downloaded as a pdf prior to filling out the online application.
- Application will time out after 20 minutes and lose any unsaved work.
- You will not be able to submit your application without all pages and forms marked completed.
- Use the "HELP" button for AmpliFund and/or application questions.

QUESTIONS?

KEY CONTACTS

- Samuel Zivan:(samuel.zivan@housingforwardntx.org) for all AmpliFund questions
- Wendy Mora: (wendy.mora@housingforwardntx.org) for all other questions