The City of Albuquerque Department of Family and Community Services (DFCS) is seeking qualified, not-for-profit organizations to administer Permanent Supportive Housing and/or Rapid ReHousing voucher programs using a housing first approach.

Permanent Supportive Housing (PSH) is rental assistance and supportive services that help households experiencing homelessness or at high risk of homelessness obtain and maintain housing. PSH is not time limited. At least one member of the households must have a disability, which includes a verified physical or behavioral health disability.

Rapid ReHousing (RRH) is rental assistance and supportive services that help households experiencing homelessness or at high risk of homelessness obtain and maintain housing. RRH is time limited. The typical timeframe for RRH is 12-24 months, but a longer length of stay may be an option for RRH programs funded with City General Fund dollars. RRH includes case management services to support transition to permanent housing and avoid a return to homelessness when the RRH assistance ends.

PSH and RRH can be scattered site, meaning that households select their own apartment from the private rental market. For this RFQ, PSH may also be project-based, meaning the voucher would be attached to specific rental units.

**Available Funding**

In May 2022, City Council adopted the FY23 budget for the City of Albuquerque. The FY23 budget includes $9,825,000 in new recurring General Funds for housing vouchers and $5 million in one-time new General Funds for housing vouchers.

DFCS will use a Request for Qualifications (RFQ) process to contract with not-for-profit agencies to administer RRH and PSH using the new funds that became available in FY23. DFCS Procurement Rules for Social Services Contracts allows DFCS to procure social services through prequalification of potential Offerors in order to move expediently when opportunities arrive.

**Required Qualifications**

Qualified not-for-profit organizations must:
1) Have experience successfully administering supportive housing programs (RRH and/or PSH) and/or providing supportive services to households experiencing homelessness and at high risk of homelessness; and

2) Have the organizational capacity to administer a supportive housing program and comply with DFCS Administrative Requirements\(^1\), including adequate financial and administrative oversight systems and staffing; and

3) Must be able to operate RRH and/or PSH with reasonable project costs, including staffing and administrative costs.

**Submission Process**

Interested not-for-profit organizations must:

1) **Submit a narrative that addresses the following questions.** The narrative should be limited to eight (8) pages and use 12-point font. Please address each question in the order listed below with a clear heading title.

   **A. Experience with Supportive Housing:** Describe the organization’s experience administering supportive housing programs. Indicate whether the organization’s experience is administering RRH, PSH or both. Provide quantitative housing outcome data for the last three years. For RRH, outcome data should include number of households who successfully exited to permanent housing. For PSH, outcome data should include the number of households who remained in the program or exited to another type of permanent housing. If the organization has not administered supportive housing programs, describe any similar programs that you have operated (i.e., transitional housing).

   **B. Experience with Supportive Services for Households Experiencing Homelessness or At Risk of Homelessness:** Describe the organization’s experience providing supportive services to people experiencing homelessness and/or at risk of homelessness. Include information regarding any evidence-based best practices that are routinely used by the organization (e.g., motivational interviewing, individualized service plans).

   **C. Organizational Capacity:** Describe your organization’s organizational capacity to administer supportive housing vouchers. Describe the staff and administrative structure that would be used to administer the supportive housing vouchers, including both rental assistance and case management /supportive services components. Describe the financial systems and staffing your organization has in place to administer supportive housing vouchers. Describe your agency’s experience, if any, in adhering to the DFCS Administrative Requirements. Describe the agency’s capacity to utilize Medicaid and third-party insurances for applicable supportive services.

   **D. Subpopulations:** Describe any expertise and experience your organization has in serving specific subpopulations (i.e. domestic violence survivors, youth ages 16-24, families with young children).

\(^1\) [https://www.cabq.gov/family/partner-resources/administrative-requirements](https://www.cabq.gov/family/partner-resources/administrative-requirements)
E. Preference on Program Type & Subpopulation: Indicate whether the organization would prefer to administer RRH or PSH or both (or indicate no preference). Indicate whether the organization would prefer to serve a specific subpopulation.

2. Complete the following annual budget estimate for costs to operate the PSH or RRH program. If DFCS contracts with the organization to provide a PSH or RRH program, the organization will develop a more detailed project proposal and budget at that time. The purpose of these charts is to provide a basic overview of estimated project costs.

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<thead>
<tr>
<th>RRH Voucher Estimate</th>
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<tbody>
<tr>
<td>Estimated number of RRH households to be served</td>
<td>Projected Length of Assistance Provided (e.g., 12 months, 24 months, etc.)</td>
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<tr>
<th>PSH Voucher Estimate</th>
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<tbody>
<tr>
<td>Estimated number of households to be served</td>
<td>Target Population(s) (e.g., youth, adults, families with children under age 18)</td>
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<tr>
<th>Project-related staff position type</th>
<th>Number of staff positions needed (FTEs)</th>
<th>Estimated salary per project-related staff position</th>
<th>Estimated fringe and overhead costs per staff position (% or $)</th>
<th>Estimated Total Staffing Cost by Position</th>
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<td>Estimated Total Project-Related Staffing Cost</td>
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Other Operational Costs | Details | Estimated Cost
---|---|---
Contractual Services | | |
Audit Costs | | |
Consumable Supplies | | |
Telephone | | |
Postage & Shipping | | |
Office rent/utilities | | |
Equipment lease/purchase/maintenance | | |
Insurance | | |
Mileage/fuel/vehicle maintenance | | |
Direct Assistance to beneficiaries (i.e. application fees, motel voucher, move-in supplies) | | |
*Add other costs as needed* | | |

Estimated Total Operational Costs

3) Most recently completed financial audit

4) Documentation of not-for-profit status

Complete applications with narrative, estimated annual budget, financial audit and documentation of not-for-profit status should be submitted via email to HPI@cabq.gov.

Questions regarding the RFQ may be sent in writing to HPI@cabq.gov. Questions and answers to all inquiries will be posted at https://www.cabq.gov/family/partner-resources/request-for-proposals.

Applications for qualifications will be accepted on a rolling basis. Interested organizations are encouraged to submit their applications promptly, so that DFCS may begin awarding the new funding as soon as October, 2022.

**Review Process**

An Ad Hoc Committee, comprised of DFCS staff, will review and qualify applicants as applications are received. The Committee will rank-order qualified applications, based on extent to which they meet the criteria listed in this RFQ. The results of this process will be a pool of qualified applicants that are rank ordered. From this pool, DFCS will negotiate and enter into contracts with qualified organizations to administer RRH and/or PSH programs. DFCS will use rank-order information when selecting agencies to contract for these services, but rank-order will not be the only determining factor.