



Coalition for the Homeless- Request for Proposals:

Rapid Re-Housing (RRH) Program

Issued By: Coalition for the Homeless of Houston/Harris County (CFTH)

Release Date: September 19, 2025

Deadline for Submissions: Oct 3, 2025

Submit Proposals to: contracts@cfthhouston.org

RFP Questions and Communications -To support vendors in preparing their proposals, the Coalition for the Homeless of Houston/Harris County, Lead Agency to The Way Home Continuum of Care (CoC), will answer questions submitted by email only to the points of contact by the RFP Questions Deadline.

Point of Contact(s)

- All competition questions should be directed to
 - Email- contracts@homelesshouston.org

Submission Requirements-Proposals must be received no later than Oct 3, 2025 at 5pm. Completed proposals must include one (1) electronic PDF copy sent via email to contracts@homelesshouston.org File names should be descriptive in the electronic copy.

CFTH and The Way Home Overview

The Coalition for the Homeless of Houston/Harris County (CFTH) serves as the lead agency of the homeless response system for Harris, Fort Bend, and Montgomery Counties. Since 2012, CFTH has led The Way Home Continuum of Care (CoC), our region's collaborative system dedicated to ending homelessness.

CFTH believes we can build a community where no one remains without permanent housing for more than 30 days. We drive toward this goal by:

- Using data-driven decision-making to guide regional strategy and funding priorities
- Providing training, technical assistance, and education to strengthen the capacity of our partner agencies
- Facilitating collaboration and system coordination across agencies, systems, and sectors through expert project management
- Educating the public and advocating for solutions to homelessness

The Way Home CoC has been recognized nationally for its collaborative system approach. As the CoC's Lead Agency, CFTH's role is to:

- Promote communitywide commitment to the goal of ending homelessness
- Secure and manage funding for nonprofit providers, as well as state and local governments, to quickly rehouse individuals and families experiencing homelessness while minimizing trauma and dislocation
- Promote access to and utilization of mainstream resources by people experiencing homelessness
- Support self-sufficiency for individuals and families through connections to housing, employment, and services in Houston, Pasadena, Conroe, and surrounding areas

CFTH's leadership ensures that The Way Home operates as a seamless, collaborative system working to make homelessness rare, brief, and nonrecurring in our region.

RFP DESCRIPTION

The Coalition for the Homeless of Houston/Harris County (CFTH), with Harris County funding, is seeking proposals from qualified nonprofit organizations to provide Rapid Re-Housing supportive services beginning November 1, 2025.

The selected subrecipient will provide housing-focused case management and supportive services that connect households experiencing homelessness to permanent housing, employment, and benefits, ensuring long-term housing stability. This RRH team will work closely with outreach to house people living unsheltered in the unincorporated areas of Harris County. These clients will be housed directly from encampments and hotspots within our CoC that CFTH and Harris County have identified.

- Funding Source: Harris County, ARPA Interest (non-Federal)
- Administrator: CFTH (prime contractor & fiscal agent)
- Project Type: Supportive Services Only (SSO) tied to RRH
- Program Start Date: November 1, 2025

- Program End Date: September 30, 2027, with the possibility of extension if the prime contract is extended
- Administrative Costs: Subrecipient will receive budget for Administrative Costs up to 10% of the Supportive Services subtotal.
- Maximum Award, including Administrative Costs: \$6,463,132

Competition Requirements

To be considered for funding under this RFP, applicants must meet or be prepared to meet the following minimum requirements as a subrecipient of the Coalition for the Homeless of Houston/Harris County (CFTH)

- Be in good standing with Harris County, CFTH, HUD, and all current/past funding contracts. Not be suspended, debarred, or otherwise excluded from receiving federal funds.
- Maintain an active registration in the System for Award Management (SAM.gov) with a valid Unique Entity Identifier (UEI).
- Comply with the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).
- Maintain a Drug-Free Workplace in accordance with federal requirements.
- Comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006, as amended.
- Conduct business in accordance with ethical standards and a Code of Conduct that prohibits conflicts of interest, including relationships that could impact the integrity of HUD funds administered by CFTH.
- Have the organizational capacity, staffing, and infrastructure to meet all HUD CoC Program requirements and CFTH subrecipient requirements, including timely reporting and compliance with CFTH's fiscal, programmatic, and monitoring standards.
- Be prepared to enter a Subrecipient Agreement with CFTH, acknowledging CFTH's role as the prime recipient of the funding.
- Maintain compliance with HUD CoC Program standards, including:
 - Eligible activities and costs
 - Match requirements (if applicable)
 - Recordkeeping, financial management, and client file standards

- Participation in the Homeless Management Information System (HMIS), including meeting data quality and reporting standards
 - Housing First and person-centered program design
- Provide or facilitate access to employment, income, and SOAR (SSI/SSDI Outreach, Access, and Recovery) supports to assist participants in achieving housing stability.
- Must be a good standing member of the Way Home CoC.
- Must have HMIS experience.

Additional Considerations

- Incomplete proposals or proposals missing required documentation may not be considered.
- Proposals must be received by the deadline; late submissions will not be accepted.
- CFTH reserves the right to award all or part of the project based on available funding, project needs, and best value.

Project Goals and Outcomes

The selected agency must have the capacity to serve a minimum of 150 households annually across two years (300 total), launching services no later than November 1, 2025.

Expected outcomes and outputs include:

- Serve a minimum of 150 households annually. This amount may vary depending on available rental assistance.
- Assist at least 85% of households in securing permanent housing within 45 days of enrollment.
- Support at least 50% of households to increase or maintain income through employment, benefits enrollment, or other sources.
- Ensure at least 30% of households are connected to mainstream benefits, such as SSI/SSDI (via SOAR), SNAP, or Medicaid.
- Provide or facilitate access to employment, income, and SOAR supports to assist clients in achieving economic stability.
- Reduce returns to homelessness among program participants by promoting long-term housing stability.

- Ensure accurate and timely data entry in the Homeless Management Information System (HMIS) to support systemwide performance measurement.
- Participate in CFTH and CoC systemwide performance improvement activities.

Eligible Activities

The selected subrecipient will be responsible for delivering housing-focused case management and supportive services aligned with the RRH Program Goals. These services must support individuals and families in rapidly securing and maintaining permanent housing, increasing income and benefits access, and achieving long-term stability.

Eligible activities include, but are not limited to:

- Case Management and Housing Navigation: Delivering individualized support to assist participants in identifying and securing permanent housing, removing barriers, and maintaining stability. This includes housing search, landlord engagement, and housing crisis resolution.
- Provide rental assistance monthly payments for clients, as well as utility assistance.
- Employment and Income Supports: Facilitating access to workforce development, job readiness training, financial literacy education, and benefits enrollment, including SOAR for SSI/SSDI applications.
- Service Coordination: Regularly assessing participant needs and progress, developing individualized service plans, and making referrals to community resources.
- Connection to Mainstream Resources: Assisting participants in accessing public benefits such as Medicaid, SNAP, TANF, and other programs that support long-term stability.
- Data Entry and Reporting: Ensuring complete, accurate, and timely data entry into HMIS, in alignment with HUD and CFTH requirements. This includes regular data quality checks and submission of required reports.
- Participation in CoC Meetings: Actively engaging in The Way Home CoC and CFTH collaborative efforts, including required provider meetings, CoC committee participation, and system improvement initiatives.
- Compliance with CoC Program Requirements: Adhering to HUD CoC Program regulations (24 CFR Part 578), including Housing First practices, low-barrier service delivery, and equitable access.

Submission Requirements

To be considered for funding, applicants must submit a complete and well-documented application package that demonstrates their **capacity, readiness, and commitment** to delivering high-quality

supportive services in alignment with the goals of the CFTH Rapid Re-Housing (RRH) initiative, Harris County procurement regulations, and HUD Continuum of Care (CoC) Program requirements.

Successful proposals will go beyond minimum compliance to clearly show how the agency will partner with CFTH and Harris County to achieve measurable results for households experiencing homelessness. Applications must include the following components:

1. Cover Letter- A formal letter introducing the agency, signed by an authorized representative. The letter should include a concise statement of the agency's mission, its history of service to the community, and a clear description of how its vision for this project aligns with CFTH's and The Way Home CoC's system goals. The cover letter should also affirm the agency's willingness to comply with Harris County procurement regulations and CFTH's subrecipient standards.

2. Organizational Capacity- A narrative that demonstrates the agency's ability to successfully manage and implement RRH supportive services on a scale. This section must include:

- A description of the current staffing structure, leadership oversight, and board governance.
- Demonstrated experience managing **HUD-funded and/or CoC projects**, including past performance outcomes.
- The agency's fiscal and grant management systems, including internal controls, audit history, and financial stability.
- Availability of **SOAR-certified staff**, partnerships with workforce development and benefits agencies, and capacity to provide housing-focused case management.
- The agency's track record of compliance with **federal, state, local, and philanthropic funding requirements**.

3. Detailed Work Plan- A clear, actionable plan that outlines how the agency will deliver the proposed services. The work plan must:

- Define the scope of services (housing navigation, case management, employment/benefits supports, HMIS participation).
- Identify staffing roles, caseload ratios, and supervision structures.
- Describe anticipated challenges and the strategies to overcome them.
- Include measurable outcomes and outputs aligned with RFP goals (e.g., serving at least 120–150 households annually, supporting income increases, ensuring timely housing placement).

- Provide a realistic timeline to achieve full implementation by **November 1, 2025**.

4. Budget Proposal- A complete, line-item budget prepared using the **CFTH-provided budget template**.

The budget must:

- Reflect reasonable, necessary, and allowable costs consistent with **2 CFR Part 200** and Harris County fiscal standards.
- Demonstrate cost efficiency and appropriate allocation of resources to service delivery.
- Include the correct allocation of **administrative costs** as no more than 10% of the proposed Supportive Services subtotal.
- Clearly describe any leveraged or matching resources, if applicable.

5. Scalable Implementation Plan- A description of how the agency will **launch and sustain services at scale**. This section must:

- Demonstrate readiness to begin by **November 1, 2025**.
- Detail plans for staff hiring, onboarding, and training.
- Describe infrastructure for housing navigation, case management, and data entry.
- Include strategies for scaling operations based on program demand and available rental assistance resources.
- Identify how the agency will sustain staffing and operations throughout the contract period and beyond, if renewed.

6. Compliance Commitment- A signed statement confirming the agency's understanding of, and commitment to, compliance with:

- **HUD CoC Program requirements (24 CFR Part 578).**
- **CFTH subrecipient expectations** (fiscal, programmatic, and monitoring standards).
- **Harris County procurement regulations.**
- Federal requirements including **SAM.gov registration, Drug-Free Workplace, FFATA reporting, and conflict of interest policies.**
- Full participation in HMIS, adherence to Housing First principles, and compliance with nondiscrimination and equity standards.

7. References-At least two professional references from funders, government agencies, or partner organizations who can attest to the agency's capacity, reliability, and past performance in delivering federally funded, housing-focused, or supportive service programs. References should include current contact information.

Appendix 1- CFTH RRH Supportive Services Only (SSO) RFP Scoring Criteria

Category	Maximum Points	Criteria
Organizational Capacity	20	Demonstrates staffing, systems, and experience to deliver high-quality housing-focused services. Experience with HRS projects, CoC requirements, and federal grants. Includes SOAR-certified staff or partnerships. Financial capacity to manage public funds.
Work Plan: Outcomes and Outputs	25	Provides a clear, actionable plan that aligns with project goals. Outcomes/outputs are measurable, realistic, and reflect the required project scope (serving at least 150 individuals/families annually, housing-focused case management, employment/income supports).
Scalable Implementation Plan	15	Plan to fully launch services by November 1, 2025, including staffing, training, partnerships, and systems. Demonstrates readiness to adjust capacity as needed.
Employment, Income, and SOAR Supports	10	Provides or facilitates access to employment, benefits, and SOAR supports for participants. Demonstrates plan to support long-term housing stability and self-sufficiency.
Budget Proposal (using CFTH template)	10	Budget aligns with the RRH Program, uses the required template, and demonstrates reasonable, allowable costs. Includes correct application of the administration line.
Compliance Readiness	5	Acknowledges and demonstrates understanding of Program requirements (24 CFR Part 578), CFTH subrecipient standards, HMIS participation, and federal grant compliance (2 CFR Part 200).

Category	Maximum Points	Criteria
Community Engagement and CoC Participation	5	Commitment to engage in The Way Home CoC system, including participation in CoC meetings, committees, and collaborative efforts.
Narrative Quality and Adherence to Guidelines	5	Narrative does not exceed 8 pages, is clear, well-organized, and addresses all required elements. Outcomes/outputs are clearly defined.
Innovation and Approach	5	Creativity and responsiveness in addressing systemic barriers, housing stability, and participant needs. Proposes innovative strategies for impact.
Past Performance and References	5	Positive references and track record of delivering high-quality services. Demonstrates impact, reliability, and professionalism in past projects.