



**City of Raleigh**

**Request for Proposals #: 274-HN-2024-15-CD**

**Title: City of Raleigh Homelessness Prevention, Diversion, and Rapid Exit Program**

**Proposal Due Date and Time: October 11, 2024 no later than 4:00PM EST**

**ADDENDUM NO. 1**

Issue Date: September 27, 2024

**Issuing Department: Housing & Neighborhoods Department**  
**Direct all inquiries concerning this RFP to:**

Nicole Meyer  
Homeless and Community Programs Coordinator  
Email: [Nicole.Meyer@raleighnc.gov](mailto:Nicole.Meyer@raleighnc.gov)

**Issue Date: September 27, 2024**

To: All Proposers

This Addendum, containing the following additions, clarifications, and/or changes, is issued prior to receipt of proposal packages and does hereby become part of the original RFP documents and supersedes the original RFP documents in case of conflict.

Receipt of this addendum must be acknowledged by signing in the area indicated below. Please make the follow additions, clarifications, and/or changes to the RFP as listed below and **sign and return this addendum with your proposal package.**

1. Q: How does this program relate to the *Bringing Neighbors Home Pilot*?  
A: The *Bringing Neighbors Home (BNH) Pilot* is a City of Raleigh initiative designed to provide direct housing assistance and follow-along services to approximately 45 Raleigh households living unsheltered. The *Homelessness Prevention, Diversion, and Rapid Exit Program* will provide funding to support homelessness prevention, diversion, and rapid exit from homelessness. Both share the same goal of ending homelessness. The BNH Pilot will focus on ending homelessness for people living unsheltered and the *Homelessness Prevention, Diversion, and Rapid Exit Program* focuses on preventing homelessness, diverting people from experiencing homelessness, and rapidly exiting people from homelessness. All of these programs have the goal of enhancing our homeless response system by reducing in-flow to homelessness, increasing exits to permanent housing, decreasing length of time spent homeless, and decreasing recidivism to homelessness.
2. Q: Are these funds being made available to supplement existing programs or to create new programs?  
A: These funds are being made available to prevent, divert, and rapidly exit Raleigh households from homelessness according to the guidelines outlined in the RFP. Funds can be used to supplement existing programs that accomplish these goals or to create a new program. There is an emphasis on organizations being able “to quickly launch and sustain a program to immediately problem-solve” as well as targeting those households with highest need – those who can be quickly and equitably diverted and exited from literal homeless or helping prevent those at imminent risk from becoming homeless.
3. Q: Are we able to utilize existing community resources/work with other organizations to accomplish the program’s goals?  
A: Ending homelessness is a collaborative effort. Utilizing existing community resources and partnering with other organizations is encouraged.
4. Q: Is there a location this would operate out of?  
A: To meet RFP requirement of a quick and sustainable launch, the awardee(s) should have the ability to meet with clients in-person and to provide remote services when needed by the client, as well as providing appropriate privacy measures for any and all service delivery. Awardees must also

have the mechanisms in place to quickly distribute funding and resources to identified clients.

5. Q: Are you funding supportive services such as furniture? Or is that up to agencies to reach out to those needs/agencies and use the funds in that way? Are we using these funds to support those who are housing individuals?

A: This RFP is making available flexible funding prevent, divert, and rapidly exit Raleigh households from homelessness. While the funding is flexible, the “just enough” approach should be utilized, meaning providing the lightest touch necessary to prevent, divert, and rapidly exit households from homelessness. As each client’s situation and needs are unique, there are [multiple ways](#) to prevent, divert, and rapidly exit households, which can include: creative problem solving; provision of financial, utility, and/or rental assistance; short-term case management; conflict mediation; connection to mainstream services (services that come from agencies outside of the homeless assistance system) and/or benefits; and housing search.

6. Q: Can clients be entered into HMIS with an alias if the client requests?

A: Yes.

7. Q: Will this grant cover staff salaries of the staff performing the required duties as outlined in this RFP? If so, are there any guidelines around what staff expenses can or cannot be covered (i.e., just salary or salary and fringe, etc.)?

A: Salaries, including fringe benefits, of staff directly involved with administering the program as outlined in the RFP are eligible expenses. Any additional related staff expenses deemed necessary for administering the program should be included in the budget and proposal.

8. Q: All Domestic Violence and Sexual Assault programs are prohibited by federal law from entering data into HMIS. Will the City of Raleigh allow for the use of a VAWA compliant, confidential, and secure HMIS alternative as Wake CoC 507 does?

A: Yes, a VAWA compliant, confidential, and secure HMIS alternative may be used.

9. Q: Can you please explain more about what a “service delivery fee” is and provide an example of a proposed service delivery fee?

A: Service delivery fees are allowable costs incurred for implementing and carrying out the activities outlined in the RFP, including the costs of staff directly carrying out the activity in addition to equipment and supplies that are necessary for successful completion of the activity. If requesting service delivery fees, a service delivery fee schedule should be included that lists the associated costs. See #10

10. Q: Can you please give examples of the diversion program responsibilities that the service delivery fee can cover/support?

A: Examples include client intake, client approval, case management, entering client information into HMIS, etc.

11. Q: Other than the Proposal Cost Form, do you have a suggested format for the “proposal cost breakdown” that is requested, or a specific or suggested budget template to be included?

A: A budget template was not included in the RFP. Applicants are encouraged to create a budget that clearly outlines the amount intended to go toward eligible client expenses as well as include detailed line items for any costs associated with administering the program (staff, supplies, travel,

etc.).

12. Q: Are for-profit organizations eligible to apply?

A: No. Only non-profits with current Section 501(c)(3) tax-exempt designation from the Internal Revenue Service are eligible to apply.

13. Q: All Domestic Violence and Sexual Assault programs are prohibited by federal law from entering data into HMIS. Will the City of Raleigh allow for the use of a VAWA compliant, confidential, and secure HMIS alternative as Wake CoC 507 does?

A: Yes, a VAWA compliant, confidential, and secure HMIS alternative may be used.

Nicole Meyer  
Homeless and Community Programs Coordinator

**Sign below and return this addendum with your proposal.**

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**Proposer Name & Company:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_