

FY2018 BONUS Project Guidelines: Request for Proposal

Pre-submission meeting: Wednesday, July 25th, 8:30 AM – 9:30 AM; ADAMHS Board

BACKGROUND INFORMATION ON CONTINUUM OF CARE FUNDING

Program Description. The Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly rehouse homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

Policy Priorities. This section provides additional context regarding the selection criteria found in Section VII.B of this NOFA and is included here to help applicants better understand how the selection criteria support the goal of ending homelessness:

1. **Ending homelessness for all persons.** To end homelessness, CoCs should identify, engage, and effectively serve all persons experiencing homelessness. CoCs should measure their performance based on local data that consider the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, or those experiencing chronic homelessness). CoCs should have a comprehensive outreach strategy in place to identify and continuously engage all unsheltered individuals and families. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs. Finally, CoCs should use the reallocation process to create new projects that improve their overall performance and better respond to their needs.
2. **Creating a systemic response to homelessness.** CoCs should be using system performance measures such as the average length of homeless episodes, rates of return to homelessness, and rates of exit to permanent housing destinations to determine how effectively they are serving people experiencing homelessness. Additionally, CoCs should use their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent.
3. **Strategically allocating and using resources.** Using cost, performance, and outcome data, CoCs should improve how resources are utilized to end homelessness. CoCs should review project quality, performance, and cost effectiveness. HUD also encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness. CoCs should also work to develop partnerships with Public Housing Authorities (PHAs) to work toward helping CoC Program participants exit permanent supportive housing through Housing Choice Vouchers and other available housing options. Finally, CoCs should review

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all projects eligible for renewal in FY 2018 to determine their effectiveness in serving people experiencing homelessness, including cost effectiveness.

4. **Use a Housing First approach.** Housing First prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. CoC Program funded projects should help individuals and families move quickly into permanent housing, and the CoC should measure and help projects reduce the length of time people experience homelessness. Additionally, CoCs should engage landlords and property owners, remove barriers to entry, and adopt client-centered service methods.

New Projects for DV Bonus. New projects that want to be considered for the DV Bonus, may be:

- (a) Permanent Housing-Rapid re-housing projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3;
- (b) Joint TH and PH-RRH component projects as defined in Section III.C.3.m of this NOFA dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3; or
- (c) Supportive service only-coordinated entry project to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

New Projects Created Through Reallocation or Bonus. New project applications may be created through the reallocation process or as bonus projects:

- (a) **Permanent housing-permanent supportive housing (PH-PSH)** projects that meet the requirements of Dedicated PLUS as defined in Section III.C.3.f of the NOFA or where 100 percent of the beds are dedicated to individuals and families experiencing chronic homelessness, as defined in 24 CFR 578.3.
- (b) CoCs may create new permanent housing-rapid rehousing (**PH-RRH**) projects that will serve homeless individuals and families, including unaccompanied youth;
- (c) **Dedicated HMIS** project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in esnaps.
- (e) Supportive services only (**SSO-CE**) project to develop or operate a centralized or coordinated assessment system.

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FY2018 CoC Application – RFP requirements

Applicants should read the NOFA in its entirety in conjunction with the Rule (24 CFR part 578) to ensure a comprehensive understanding of, and compliance with, all CoC Program requirements. The NOFA can be downloaded through <https://www.hudexchange.info/programs/esnaps>. The link to FY2018 CoC Program NOFA will be found on that page. The NOFA frequently references citations from 24 CFR part 578, which may also be accessed through the www.hudexchange web page.

Training and Resources. Project applicants that need assistance competing the applications in e-snaps or understanding the program requirements under the CoC Program may access the Rule, training materials, and program resources via the HUD Exchange <http://www.hudexchange.info/homelessness-assistance>.

Eligible Applicants HUD does not award grants to individuals. HUD will also not evaluate applications from ineligible applicants. As required in the Code of Federal Regulations (CFR) at 2 CFR 25.200 and 24 CFR Part 5 Subpart K, all applicants for financial assistance must have an active unique entity identifier (currently a DUNS number), and have an active registration in the System for Award Management (SAM) before submitting an application. ***Getting a DUNS number and completing SAM registration can take up to four weeks; therefore, applicants should start this process or check their status early.*** **DUNS Number** is the nine-digit identification number assigned to a business or organization by Dun & Bradstreet and provides a means of identifying business entities on a location-specific basis. Requests for a DUNS number can be made by visiting the Online DUNS Request Portal. **Registration with Sam.gov is required for submission of applications via Grants.gov.**

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Responses to this BONUS Project RFP must include the following information:

- a) description of the proposed project;
- b) identify the Activity Type being requested (PH-PSH; PH RRH; SSO; HMIS)
- c) description of the population/sub-population to be served;
- d) are participants required to participate in supportive service activities
- e) are clients screened out of project or PH placement
- f) describe the housing first approach utilized
- g) what is the current length of stay for the project (past 12 months) (if applicable)
- h) indicate the number of persons and the number of households to be served over the 12 month period;
- i) describe the agency's previous experience which qualifies it to receive the funding for the project being applied for;
- j) identify subcontract agencies and clearly identify the services provided by the subcontractor(s)
- k) describe how will client eligibility be verified?
- l) Attach a budget form with activities listed per the HUD Application Budget categories. If staffing is requested, list positions and the number of FTE's per activity.
- m) Provide and attach a budget narrative on a separate page.

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- n) HUD requires a 25% match. Identify the match amount and document the source of matching dollars. "Document" means written documentation that provides proof of the match source and amount. Attach verification of Match.
- o) Attach agency Code of Conduct
- p) Attach confirmation of SAM registration.

Do not exceed four pages in responding to questions a) through, and including, j). Attach the additionally requested information (k – o). The attachments do not count toward the 4 page total.

Number all the pages.

RFP Deadline

The RFP original and 2 copies must be submitted **by 4:00 PM, August 15th** to :

Office of Homeless Services
310 W. Lakeside Ave. Room 195
Attention: Gail Gelliarth

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