

HUD/CoC FY2018 NOFA: MA-506 Worcester City and County Continuum of Care

Requests for Proposals (RFP) for New Project Applications

The Central Massachusetts Housing Alliance, Inc., Lead Agency of the MA-506 Worcester City and County Continuum of Care, is seeking New Project proposals from Worcester County providers of services and housing. The Worcester City and County CoC has not established a maximum request limit for New Project applications for FY2018 that may be funded through Reallocation and/or Bonus funds.

All New Project Applications will be scored and ranked using the FY2018 Application Review and Scoring Criteria and then presented for review by the CoC Board for a final approval vote. Notification will be provided to all New and Renewal project applicants. The FY2018 Project Application Review and Scoring Criteria reaffirm the Worcester City and County CoC's continuing commitment to ending homelessness in our community. To reflect HUD's and the CoC's priority to rapidly rehouse homeless families and individuals, review point values have been increased for those New and Renewal Project applications that prioritize serving Chronically Homeless households and utilize the Housing First model.

Those interested in submitting a New Project Application are strongly encouraged to review the FY2018 HUD/CoC NOFA: <https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf>

The following types of projects will be considered:

- A. New Permanent Housing projects:
 - 1) Permanent Supportive Housing project(s) which will serve chronically homeless households with children and/or chronically homeless households without children; and/or,
 - 2) Rapid Rehousing project(s) that will serve homeless individuals and/or families, including unaccompanied youth; or,
- B. Joint Transitional Housing and Permanent Housing/Rapid Rehousing project(s) that will serve homeless individuals and/or families experiencing homelessness
- C. New Expansion (Current Recipients and Sub-recipients only): Proposals to expand existing eligible renewal projects that will increase the number of units in the project, or allow the recipient to serve additional persons.
- D. Domestic Violence (DV) Bonus, including:
 - 1) Permanent Housing/Rapid Rehousing
 - 2) Joint Transitional Housing and Permanent Housing/Rapid Rehousing
 - 3) Supportive Services Only-Coordinated Entry

Note: The only persons who may be served in projects funded through the DV Bonus are survivors of domestic violence, dating violence, sexual assault, or stalking who are defined as homeless at 24 CFR 578.3. Additionally, all projects funded through DV Bonus must adopt a housing first approach.

E. Transition projects (Current Recipients and Sub-recipients only):

The FY 2017 Appropriations Act established the ability of renewal projects to transition from one CoC Program component to another during the CoC Program Competition. See Section III.C.3.r of this NOFA for a definition of the transition grant concept. HUD was unable to implement in the FY 2017 CoC Program Competition, but is implementing this concept in the FY 2018 CoC Program Competition as follows:

- a. No more than 50 percent of each transition grant may be used for costs of eligible activities of the program component originally funded;
- b. transition grants in this Competition are eligible for renewal in subsequent fiscal years for eligible activities of the new program component; and
- c. to be eligible to receive a transition grant, the renewal project applicant must have the consent of its Continuum of Care and meet the standards outlined in
- d. Section III.C.3.r of this NOFA.

Project Type Descriptions: Following are summaries of the types of New Projects that may be considered (for complete descriptions and additional information, review the FY2018 HUD/CoC NOFA at <https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf>)

A. Permanent Housing

1. Permanent Supportive Housing

Project meets the minimum threshold requirements of: 1) DedicatedPLUS or 2) projects where 100 percent of the beds are dedicated to chronic homelessness.

- a. DedicatedPLUS: A permanent supportive housing project where 100 percent of the beds are dedicated to serve households with children, households without children and unaccompanied youth that at intake are:
 - ✓ experiencing chronic homelessness as defined in 24 CFR 578.3;
 - ✓ residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
 - ✓ residing in a place not meant for human habitation, emergency shelter, or safe haven; and had been admitted and enrolled in a permanent housing project within the last year but were unable to maintain a housing placement and met the definition of chronic homeless as defined by 24 CFR 578.3 prior to entering the project;

- ✓ residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
- ✓ residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meet the definition of “homeless individual with a disability”; or,
- ✓ receiving assistance through a Department of Veterans Affairs(VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

b. Beds Dedicated to Chronically Homeless Individuals and Families: A permanent supportive housing bed that is dedicated specifically for use by chronically homeless individuals and families within a CoC’s geographic area. When a program participant exits the project, the bed must be filled by another chronically homeless participant unless there are no chronically homeless persons located within the CoC’s geographic area.

2. Rapid Rehousing

Rapid rehousing projects will serve homeless individuals and families, including unaccompanied youth, who meet the following criteria:

- ✓ residing in a place not meant for human habitation;
- ✓ residing in an emergency shelter;
- ✓ persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
- ✓ residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition;
- ✓ residing in transitional housing funded by a Joint TH and PH-RRH component project (see Section III.A.3.h. of this NOFA); or
- ✓ receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

B. Joint Transitional Housing and Permanent Housing/Rapid Rehousing

The Joint TH and PH-RRH component project combines two existing program components—transitional housing and permanent housing-rapid rehousing—in a single project to serve individuals and families experiencing homelessness. HUD will require the recipient to adopt a Housing First approach (see Section II.A.4 of this NOFA) across the entire project and program participants may only receive up to 24-months of total assistance.

For more information about Joint TH and PH-RRH component projects, see Section V.C.3 of the NOFA for additional information.

If funded, HUD will limit eligible costs as follows, in addition to other limitations found in 24 CFR part 578:

- ✓ leasing of a structure or units, and operating costs to provide transitional housing
- ✓ short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project;
- ✓ supportive services;
- ✓ HMIS; and
- ✓ project administrative costs.

When a program participant is enrolled in a Joint TH and PH-RRH component project, the recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. A program participant may choose to receive only the transitional housing unit, or the assistance provided through the PH-RRH component, but the recipient or subrecipient must make both types of assistance available. Additionally, if CoC Program funds are not being requested for both TH and PH-RRH units, the project application must still describe the number of TH and PH-RRH units that will be utilized by the project, if selected for conditional award, and provide details in the project description of how TH and PH-RRH assistance will be provided.

C. New Expansion

Renewal Project applicants may propose New Expansion projects to expand existing eligible renewal projects that will increase the number of units in the project, or allow the recipient to serve additional persons. Project applicants that intend to submit a new reallocation project for the purposes of expanding an eligible renewal project must:

- ✓ provide the eligible renewal grant number that the project applicant requests to expand on the new project application;
- ✓ indicate how the new project application will expand units, beds, services, persons served, and
- ✓ ensure the funding request for the new expansion project is within the funding parameters allowed under the reallocation process.

The grantee must match all grant funds, except for leasing funds, with no less than 25% of funds or in-kind contributions from other sources. Guidance regarding cash and in-kind match is at 24 CFR 578.73. Cash match must be used for the costs of activities that are eligible CoC Program costs.

D. Supportive Services Only-Coordinated Entry

Project proposal to develop or operate a centralized or coordinated assessment system; 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.

“Chronically homeless” is defined as:

- Chronically homeless individuals are defined to mean a homeless individual with a disability who lives either in a place not meant for human habitation, a safe haven, or in an emergency shelter, or in an institutional care facility if the individual has been living in the facility for fewer than 90 days and had been living in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately before entering the institutional care facility.

In order to meet the “chronically homeless” definition, the individual also must have been living as described above continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months. Each period separating the occasions must include at least 7 nights of living in a situation other than a place not meant for human habitation, in an emergency shelter, or in a safe haven.

- Chronically homeless families are families with adult heads of household who meet the definition of a chronically homeless individual. If there is no adult in the family, the family would still be considered chronically homeless if a minor head of household meets all the criteria of a chronically homeless individual. A chronically homeless family includes those whose composition has fluctuated while the head of household has been homeless.

“Homeless” is defined as: An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

1. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
2. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
3. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Preference will be given to Project proposals as follows:

- That prioritize persons with the highest needs and longest histories of homelessness
- That are Low Barrier at entry and for retention
- Use a Housing First Approach
- Serve clients throughout Worcester County
- Whose type, scale, and location of housing that fits the needs of the program participants

- Whose type and scale of the supportive services fit the needs of the program participants—this includes all supportive services, regardless of funding source.
- That have a specific plan for ensuring program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply meets the needs of the program participants.
- That have a specific plan for ensuring program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs.
- Where proposed program participants come from the street or other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence.

All entities considering submitting New Project Applications should carefully review the Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2018 Continuum of Care Program Competition from HUD, available at: <https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf>

Project Sub-recipients (agencies seeking funding) must be private, not-for-profit, agencies, states, local governments and instrumentalities of state and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. For-profit entities are not eligible to apply for grants or to be sub-recipients of grant funds.

Project Eligibility Threshold Requirements

To become eligible for consideration by the CoC Board and HUD, all projects must first successfully pass a review of threshold requirements. The Worcester City and County CoC will perform a threshold review of all submitted projects applications. ***Each project must meet the following minimum standards:***

- (a) The project applicant must meet the eligibility requirements of the CoC Program as described in 24 CFR part 578 and provide evidence of eligibility required in the application (e.g., nonprofit documentation).
- (b) The project applicant must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and to administer Federal funds. Demonstrating capacity may include a description of the applicant/sub-recipient experience with similar projects and with successful administration of SHP, S+C, or CoC Program funds for renewing projects or other Federal funds.
- (c) The project applicant must submit the required certifications as specified in this NOFA.
- (d) The population to be served must meet program eligibility requirements as described in the Act.

HUD Project Quality Threshold Requirements

HUD will review all new project applications to determine if they meet project quality threshold requirements.

Rating Factor for New Project Types

1. Permanent Housing: Permanent Supportive Housing or Rapid Rehousing

New permanent housing projects must receive at least 3 out of the 4 points available for this project type. Projects that do not receive at least 3 points will be rejected.

- ✓ The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., two or more bedrooms for families).
- ✓ The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.
- ✓ The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
- ✓ Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing).

2. Joint Transitional Housing and Permanent Housing-Rapid Rehousing

New Joint TH and PH-RRH component project applications must receive at least 4 out of 6 points available for this project type. Projects that do not receive at least 4 points will be rejected.

- ✓ The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., two or more bedrooms for families.)
- ✓ The proposed project will provide enough rapid re-housing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing. This may be demonstrated by identifying a budget that has twice as many resources for the rapid re-housing portion of the project than the TH portion, by having twice as many PH-RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the population being served by the project.
- ✓ The type of supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing, including all supportive services regardless of funding source.

- ✓ The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
- ✓ Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing).
- ✓ The project adheres to a housing first model as defined in Section III.C.3.I of this NOFA.

3. SSO - Coordinated Entry

New SSO-Coordinated Entry project applications (also known as centralized or coordinated assessment) must receive at least 2 out of the 4 points available for this project type. Projects that do not receive at least 2 of the 4 points available will be rejected.

- ✓ The centralized or coordinated assessment system is easily available/reachable for all persons within the CoC's geographic area who are seeking information regarding homelessness assistance. The system must also be accessible for persons with disabilities within the CoC's geographic area.
- ✓ There is a strategy for advertising that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area.
- ✓ There is a standardized assessment process.
- ✓ Ensures program participants are directed to appropriate housing and services that fit their needs.

Additional Standards:

To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:

- (a) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings;
- (b) For expansion project applications, project applicants must articulate the part of the project that is being expanded. Additionally, the project applicants must demonstrate that they are not replacing other funding sources; and,
- (c) Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance,

unresolved audit or monitoring findings related to one or more existing grants, or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.

Eligible Costs

The following guidance indicates the costs that may be included in program budgets, to be paid for by the CoC grant or by matching funds.

Rental Assistance

Rental assistance for homeless individuals and families, including tenant-based rental assistance. Grant funds may be used for security deposits in an amount not to exceed two months of rent, as well as last month's rent.

Leasing

The costs of leasing scattered site units to provide housing to homeless persons.

Leasing: Limits on rent costs. Rents paid must be reasonable in relation to comparable space or units, and may not be more than the owner charges others for comparable units. Rents for residential units cannot exceed the HUD Fair Market Rent (FMR).

Security deposits and first and last month's rent. Grant funds may be used to pay security deposits, in an amount not to exceed two months of actual rent, as well as last month's rent.

Supportive Services

For new PH projects created through the reallocation process, there is no limitation in the NOFA regarding the percentage of the budget that can be allocated to Supportive Services. However, the level of Supportive Services should be commensurate with the needs of the participants you intend to serve and within the constraints of the overall project budget and should not exceed 30% of the budget (Leasing, Rental Assistance and/or Operating but excluding Admin).

Eligible supportive services costs:

- Reasonable one-time moving costs
- Case management
- Food—meals or groceries for program participants
- Housing search and counseling services
- Life skills training
- Outreach services
- Transportation
- Utility deposits (one-time fee, paid to utility companies)
- Direct provision of services: 1) costs of labor, supplies, and materials; and 2) salary

and benefit packages of service delivery staff.

Ineligible costs: Any cost that is not described as an eligible cost is not an eligible cost.

Operating Costs

Grant funds may be used to pay the costs of the day-to-day operation of permanent supportive housing in a single structure or individual housing units.

Eligible operating costs:

- Maintenance and repair of housing
- Property taxes and insurance
- Building security for a structure where more than 50 percent of the units or area is paid for with grant funds
- Electricity, gas, and water
- Furniture
- Equipment

Ineligible costs: Program funds may not be used for rental assistance and operating costs in the same project. Program funds may not be used for the maintenance and repair of housing where the costs of maintaining and repairing the housing are included in the lease.

Project Administration

The maximum administrative costs are 7% of the full grant and is shared equally by the applicant and CMHA.

New project applicants are required to provide notice to Jim Cruickshank at jcruickshank@cmhaonline.org **no later than August 3, 2018 at 5:00 PM** of the intent to submit a new application and must include the following information:

- 1) Name of Entity
- 2) Name of Project
- 3) Whether the new project being created is:
 - a. Permanent Supportive Housing
 - b. Rapid Rehousing
 - c. Expansion of an existing project; name of existing project
- 4) Full Contact information of lead staff person who will be completing the application through *eSNAPS*.

Within 24 hours of notification, the new project application will be set up in *eSNAPS* and ready for entry of application information.

New project applicants must open the new project application, fill in application information, and upload ALL required supporting documents **no later than August 16, 2018 at 5:00 PM.**

A New Project Bidder's Conference is scheduled for **July 30, 2018 from 2:00 – 3:00 PM** at CMHA, 6 Institute Road, Worcester, MA 01609 and all interested parties are encouraged to attend.

If you are not able to participate in this Bidder's Conference, individual Technical Assistance will be provided. Please contact Jim Cruickshank at 774-243-3834 or jcruickshank@cmhaonline.org for more information.

Inquiries regarding the RFP may be directed to Grace Carmark at the CMHA 508-752-5519 ext. 104 or by email to gcarmark@cmhaonline.org.

The FY2018 NOFA can be reviewed at:

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