

TO: Interested Agencies
FROM: Human Services Coalition of Tompkins County
ISSUE DATE: July 3, 2018
SUBJ: Request for Proposals for Supportive Housing Projects
DUE DATE: Monday, August 13, 2018 at 12:00pm
FUNDING: \$233,983 + \$50,000 BONUS

U.S. Department of Housing and Urban Development (HUD)'s Continuum of Care fund is a nationwide competition for homeless funding. This competition has normally been a two-step process, with new project applicants being required to submit an application via the CoC New Project Application and, if chosen, submit an application via the CoC grant portal, Esnaps. However, for FY2018 and moving forward, the CoC is requiring all project applicants submit their applications via Esnaps. This change is taking effect in order to ensure the CoC Ranking committee has complete, accurate, and relevant information when reviewing applications. Details on accessing Esnaps can be found [here](#).

This document is a request for new project proposals that will follow the CoC and HUD project priorities outlined below. Projects that were funded by HUD in the FY2017 Program Competition will renew their applications via Esnaps and need not respond to this RFP. Renewal projects will be scored and ranked based on renewal criteria. Expansions to renewal projects will be considered new projects, and will be scored and ranked based on new project criteria. As per HUD guidelines, all projects, new and renewal, must be scored and ranked based on objective scoring criteria. Ranking and Review information can be found [here](#). The CoC Ranking Tool can be found [here](#).

Projects put forward with the FY2018 application to HUD will be selected by the Continuum of Care's Ranking Committee. Final decisions regarding awards will be made by HUD via the national competition.

THE HUMAN SERVICES COALITION MUST RECEIVE APPLICATIONS ON OR BEFORE 12PM on AUGUST 13TH. APPLICATIONS SUBMITTED AFTER THIS DEADLINE WILL NOT BE CONSIDERED FOR FUNDING. APPLICANTS WILL BE NOTIFIED NO LATER THAN SEPTEMBER 1ST IF THEY WILL BE CONSIDERED FOR FUNDING.

If you have any other questions or need further information, please contact:

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FY2018 HUD Priority and CoC New Project Request

Application could be a new project or an expansion to an existing project of the following types:

1. Permanent Supportive Housing (PSH) where beds are Dedicated (for chronically homeless) or Dedicated *PLUS* (for participants with extended homeless history but are not chronically homeless) including projects who serve singles and families. Applicants must demonstrate how they will implement a Housing First model.

2. Rapid Rehousing is a program that intends to help individuals and families quickly exit homelessness and return to permanent housing by providing housing search, ongoing case management, and short term to medium term rental assistance. This program can serve individuals and families, including youth, coming directly from the streets or emergency shelters, or fleeing domestic violence situations and other persons meeting the criteria of category (4) of the definition of homeless. Individuals served under this program must be literally homeless. Applicants must demonstrate how they will implement a Housing First model.

3. Joint Transitional Housing (TH) and Permanent Housing-Rapid Rehousing(PH-RRH) This project is required to combine TH and PH-RRH into a single project to serve individuals and families experiencing homelessness; Project will be required to adopt Housing First Approach and commit to housing people as soon as possible without pre-conditions. The Transitional Housing component should be use as interim housing/bridge or for youth who cannot obtain their own housing because they are under 18 years of age. Program participants are not required to use both components. If funded, HUD will limit eligible costs as follows:

- leasing of 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 RRH;
- supportive services;
- HMIS; and
- project administrative costs

4. Projects Dedicated to Serving Survivors of Domestic Violence HUD has announced a \$40mil DV set-aside for CoC's. The exact amount of funding available for the Ithaca/Tompkins CoC is \$50,000. Projects should be designed specifically for survivors of domestic violence, although DV-specific agencies are not the only agencies that can apply. The CoC encourages project applicants to confer with local DV providers prior to submitting an application. Applicants should demonstrate how they will implement a Housing First model in this program, how they will work with the current coordinated entry system and provide specifics on which HMIS comparable database they are using and will use for this program. The CoC can create up to (3) three new DV/RRH projects under this set-aside. The following project types can be considered:

- *PH/RRH* projects dedicated to serving survivors of domestic violence
- *Joint TH & PH/RRH* component projects dedicated to serving survivors of domestic violence
- *SSO (support services only)* -coordinated entry projects to implement policies, procedures and practices that equip the CoC's coordinated entry (CAT) to better meet the needs of survivors of domestic violence.

5. SSO- Coordinated Entry (Support Services Only). Assess, divert and prioritized clients based on the CoC coordinated assessment. (This category can only be funded through reallocation. Reallocation amount will not be available until after reviewing all renewal projects.)

All new project applicants must meet threshold requirements to be considered for funding. New project applicants are strongly encouraged to read the complete Notice of Funding Availability, the Ranking and Review Process guide, as well as carefully review the FY18 CoC Ranking Tool – New Project Rating tab to ensure that all questions are answered. All of these documents can be found on the [CoC NOFA webpage](#).

The following pages contains new project threshold requirements, and relevant definitions:

GRANT TERMS:

- Grant terms are generally (1) one year
- New projects requesting new construction, acquisition or rehabilitation must request a minimum of a (3) three year grant term
- Any new project requesting DV/RRH may only request a (1) one year grant term, regardless of project type

COC THRESHOLD REQUIREMENTS:

- Projects must agree to use Housing First Approach
- Projects must agree to use coordinated entry (CAT)
- Project must agree to participate in HMIS
- Project must demonstrate a 25% match in cash or in-kind
- Applicants are required to have a [DUNS and SAM number](#)
- Project is financially feasible
- Documented financial stability of applicant as per agency budget
- Project has reasonable costs
- Application is complete and data is consistent
- Applicant is an active member of the CoC or agrees to become an active member
 - preference will be given to active members

HUD THRESHOLD REQUIREMENT

1. Applicant has active SAM registration with current information.
2. Applicant has valid DUNS number in application.
3. Applicant has no Outstanding Delinquent Federal Debts - It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless: (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.
4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.

5. Applicant has Accounting System - HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received federal financial assistance or where HUD Program officials have reason to question whether a financial management system meets federal standards, or for applicants considered high risk based on past performance or financial management findings.

6. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to sub recipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.

7. Demonstrated they are Eligible Project Applicants - Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, 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. Neither for-profit entities nor Indian tribes are eligible to apply for grants or to be sub recipients of grant funds.

8. Submitted the required certifications as specified in the NOFA (i.e., certification the project is consistent with the local Consolidated Plan).

9. Demonstrated the project is cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.

10. Demonstrated they participate in HMIS, or will be willing to - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or sub recipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.

11. Demonstrated Project Meets Minimum Project Standards - HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. Please note that these are minimum threshold criteria. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria: (a) Project applicants and potential sub recipients 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 sub recipients, regular drawdowns, and timely resolution of any monitoring findings;

(b) For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly 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 finding 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.

12. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.

DEFINITIONS:

HOUSING FIRST/LOW BARRIER:

Ensures that potential program participants are not screened out based on the following items:

- Having too little or no income
- Active history or current substance abuse
- Criminal records, with the exceptions for state-mandated restrictions
- History of domestic violence

Projects must ensure that participants are not terminated from the program for the following reasons:

- Failure to participate in supportive service plan
- Failure to make progress on service plan
- Loss of income or failure to improve income
- Being a victim of domestic violence

PERMANENT SUPPORTIVE HOUSING:

Permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability.

RAPID RE-HOUSING:

Housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing.

CHRONICALLY HOMELESS:

An unaccompanied homeless individual with a disabling condition, or an adult member of a homeless family who has a disabling condition, who has either been continuously homeless for a year or more, OR has had at least four (4) occasions of homelessness in the past 3 years, where all combined occasions has to 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. The term “homeless,” in this case, means a person sleeping in a place not meant for human habitation (e.g., living on the streets), in an emergency homeless shelter, or in a Safe Haven as defined by HUD.

DISABLING CONDITION:

A disabling condition is defined as: (1) a disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, substantially impedes an individual’s ability to live independently, and of such a nature that the disability could be improved by more suitable conditions; (3) a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agent for acquired immune deficiency syndrome; or (5) a diagnosable substance abuse disorder. A disabling condition limits an individual’s ability to work or perform one or more activities of daily living.

HOMELESS:

The New Homeless Definition (effective 1/4/2012 under the HEARTH act) has four categories:

- (i) *Category 1 –(Homeless) Literally Homeless*: An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: 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;
- (ii) 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
- (iii) An individual who is exiting an institution (e.g., jail, hospital)
 - a. where he or she resided for 90 days or less **AND**
 - b. resided in an emergency shelter or place not meant for human habitation immediately before entering the institution

Category 2 – (Homeless) Within 14 days of losing home: An individual or family who will imminently lose their primary nighttime residence, provided that:

- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
- (ii) No subsequent residence has been identified; **AND**
- (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing

Category 3 – (Homeless) Youth/Children: Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- (iv) Meet the homeless definition under another federal statute; **AND**

- (v) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance; **AND**
- (vi) Have experienced persistent instability as measured by two moves or more during the sixty day period immediately preceding the date of application for homeless assistance; **AND**
- (vii) Can be expected to continue in such status for an extended period of time because of chronic disabilities, OR chronic physical health or mental health conditions, OR substance addiction, OR histories of domestic violence or childhood abuse (including neglect), OR the presence of a child or youth with a disability, OR two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment

Category 4 – (Homeless) Fleeing Domestic Violence: Any individual or family who:

- Is fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- Has no other residence; **AND**
- Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.