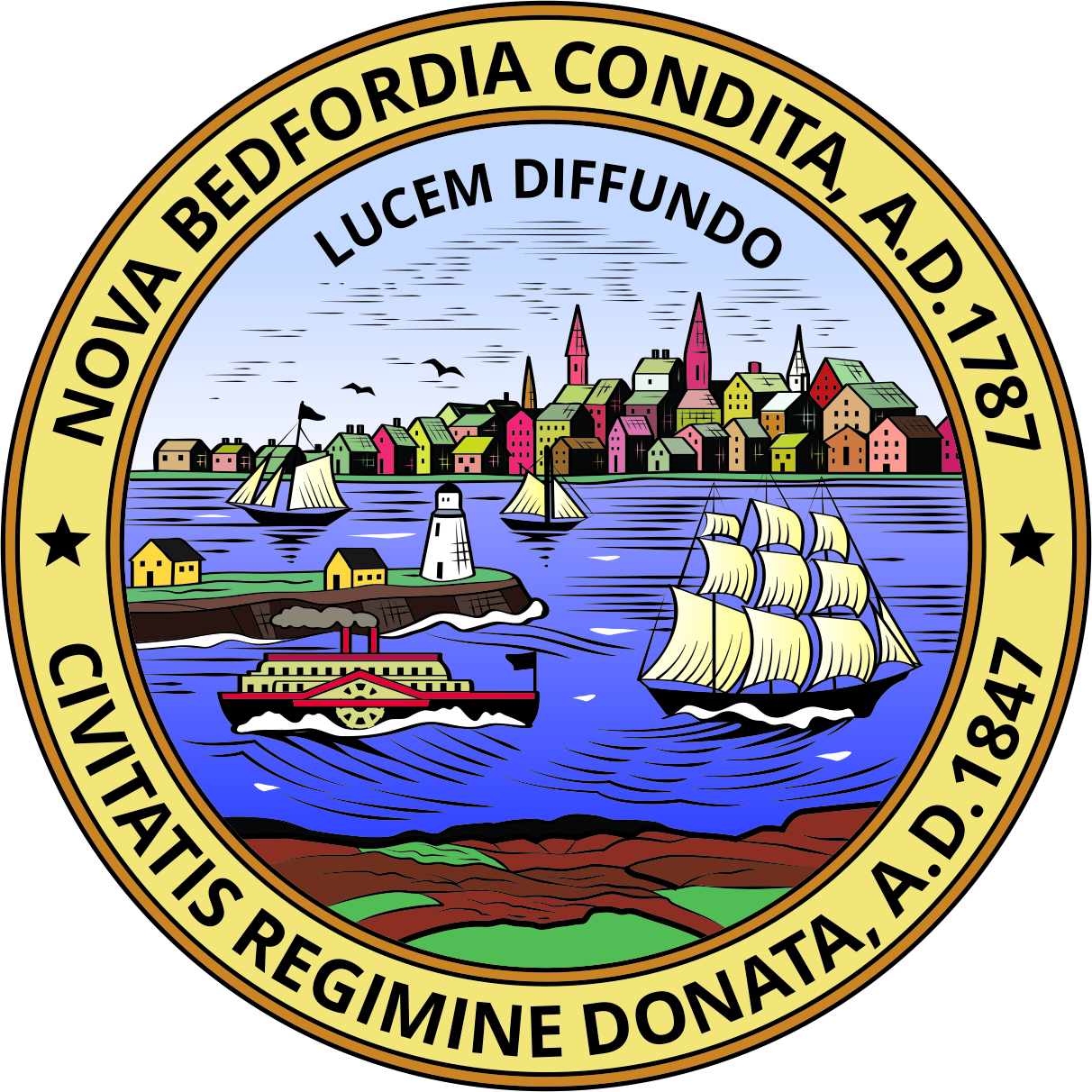


**New Bedford Continuum of Care**

**2018 Continuum of Care Competition**

**RFP**



**REQUEST FOR PROPOSALS**

For New Bedford CoC Renewal Projects and

New Projects that will provide Permanent Housing

**RFP Available: June 29, 2018**

**Applicant’s Conference: July 9, 2018 at 9am**

For new and renewal applicants

Department of Planning, Housing & Community Development

608 Pleasant Street | New Bedford, MA 02740

**Applications Due: July 20, 2018 by 12.00 PM**

Department of Planning, Housing & Community Development

608 Pleasant Street | New Bedford, MA 02740

**Request for Proposals**

**New Bedford CoC Renewal Projects *and* New Projects that will provide**

**Permanent Housing**

Introduction

The U.S. Department of Housing and Urban Development (HUD) annually releases a Notice of Funding Availability (NOFA) for the Continuum of Care Homeless Assistance Program. Following that release, the City of New Bedford is now issuing this Request for Proposals (RFP) to allow adequate time for the local review and decision-making process and will be accepting proposals for Continuum of Care funding for both renewal and new projects.

The City reserves the right to publish additional information subject to NOFA guidelines and additional HUD guidance. A single, consolidated submission of all selected projects in New Bedford Continuum of Care will be submitted to HUD by the City of New Bedford. Funding will be derived from a Federal Fiscal Year 2018 allocation of HUD funding and is subject to funding availability under the NOFA. The City reserves the right to request that applicant organizations submit adjusted project budgets based on the amount of funding made available by HUD.

The NOFA was published on June 20, 2018 including:

HUD 2018 NOFA:

[NOTICE OF FUNDING AVAILABILITY (NOFA) FOR FY 2018 CONTINUUM OF CARE PROGRAM COMPETITION](https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf)

HUD 2018 NOFA additional information:

[FY 2018 COC NOFA :: NEW, CHANGES AND HIGHLIGHTS FOR THIS YEAR](https://www.hudexchange.info/resources/documents/fy-2018-coc-program-competition-nofa-whats-new-changes-and-highlights.pdf)

**The DPHCD reserves the right to modify, correct or amend this RFP in order to ensure consistency with HUD regulations.**

The HUD NOFA sets up the procedure by which a CoC, through its designee, submits a single collaborative application to fund the CoC and eligible projects that advance the CoC’s goals. The designee, for the New Bedford CoC (also known as the Homeless Service Provider’s Network or “HSPN”) is the City of New Bedford through its Department of Planning, Housing & Community Development (DPHCD) which administers the CoC and all grants awarded to the CoC.

The consolidated application that will be submitted by the City of New Bedford for the FY2018 CoC Program Competition will include eligible new projects and renewal projects from prior competitions. The CoC is seeking proposals from New Bedford providers of services and housing for new permanent supportive housing projects, new rapid rehousing projects and renewal projects. The highest need is for new permanent housing. **All applicants for new and/or renewal projects are invited to attend an Applicant’s Conference on July 9, 2018 at the DPHCD offices located at 608 Pleasant Street New Bedford, MA at 9.00 am.**

Applications must be submitted in HUD’s electronic grant application system, *esnaps*. The City of New Bedford will provide applicants access to *esnaps* and technical assistance regarding the use of the system. An explanation of the process that will be used for selection of projects, including the scoring criteria, is attached as Appendix B.

The New Bedford CoC’s Performance Review Committee (PRC) will recommend new projects to be put forward with the New Bedford CoC FY18 Collaborative Application to HUD. Any new projects, together with renewal projects, will go through the PRC ranking process (Appendix B) and be subject to the final approval by the governing board of the CoC, it’s Homeless Service Provider Network (HSPN). That final ranking, along with final project applications to be submitted through HUD’s *esnaps* system, will, along with the project priority listing, be paired with the CoC’s collaborative application and will constitute the CoC’s 2018 Consolidated Application to HUD. HUD will make final decisions regarding awards via a national competition.

**The deadline for submission of the application is Friday, July 20, 2018 by 12.00 PM.**

Eligible Applicants

Eligible applicants include non-profits, local and state government and housing authorities.

All recipients/subrecipients of HUD CoC funds must comply with HUD and New Bedford CoC Conflict of Interest requirements, including:

* Projects cannot use leasing funds in buildings owned by the recipient, subrecipient, their parent organization(s), a staff or board member, relative or business associate;
* The owner of a unit or his/her subordinate may not conduct a Housing Quality Standard, Rent Reasonableness or lead-based paint visual inspection; and
* Staff, persons with whom staff has immediate family or business ties and board members are prohibited from accruing any financial interest/benefit from CoC assisted activities during their tenure with the organization and for one year following tenure.

Funding Availability

The New Bedford Continuum of Care expects to be awarded an estimated $1,683,752 this funding round and may receive additional funding for bonus projects. Available funding anticipated consists of:

* **Renewal Projects.** The total amount of funding estimated to be available for Renewal Projects (and those taking advantage of the transition grant—see Eligible Projects) from HUD is $1,683,752; this amount is based on the amount of currently funded projects eligible for renewal funding; this is also referred to as the pro-rata need determined by HUD. Annual grant amounts for existing permanent housing programs range from approximately $109,030 to $591,092; the average permanent housing grant size is roughly $260,000.
* **New Projects** can be funded through reallocation from existing projects or through a bonus funding process, as described in this RFP. New project activities are limited by HUD to permanent supportive housing, rapid re-housing, homeless management information systems, and coordinated intake and assessment programs. HUD strictly limits the type of projects for which reallocated or bonus funds may be used.
* **New Project through a Permanent Housing Bonus.** It is anticipated that the total amount of funding to be available through a permanent housing bonus is 6% of the Annual Renewal Demand (ARD) which for New Bedford’s CoC may approximate $101,025.
* **New Project through a DV Bonus.** It is anticipated that the total amount of funding which the New Bedford CoC may apply for under this bonus will be 10% of its Final Pro Rata Need (FPRN) or approximately $168,375.

Additional funds may also be available through the reallocation process as determined by the New Bedford CoC’s Performance Review Committee (PRC).

Tier 1 will be equal to 94% of the CoC’s Annual Renewal Demand (ARD) or roughly $1,582,727; Tier 2 is the difference between Tier 1 and the total ARD plus any amount available for bonus amounts. For New Bedford’s CoC, it is estimated that Tier 2 will be roughly $202,050.

NOTE: The DPHCD reserves the right to adjust proposals and funding amounts based on final allocations published by HUD.

Eligible Projects

The following types of projects are eligible for funding in this competition:

* **Renewal Projects**

Projects currently funded under the CoC Supportive Housing Program (SHP) are eligible for renewal for FY 2018 funds if they have a subrecipient agreement that expires in Calendar Year 2019. Projects may renew as is, or they may be part of transition, expansion or consolidated projects as further described in this section:

* “Transition Grants:” This year, HUD is permitting HUD transition grants that will allow renewal projects to “transition” from one CoC Program component to another during the CoC Program Competition. Transition Grants are not an additional source of funding but rather, would be part of the existing Annual Renewal Demand (ARD) amount for the CoC. No more than 50% of each transition grant may be used for costs of eligible activities of the program component originally funded, transition grants in this competition are eligible for renewal in subsequent fiscal years for eligible activities of the new program component and eligibility to receive a transition grant requires renewal project applicants to have the consent of its CoC and meet all other criteria and standards in the NOFA. *See Section III.C.3.r of the HUD NOFA for further details.*
* “Expansion Projects:” Projects currently funded under the CoC Supportive Housing Program (SHP) may apply to expand an existing renewal project in accordance with the NOFA. *See* *Section III.C.3.i of the HUD NOFA for further details*.
* “Consolidated Projects:” Eligible renewal project applicants have the ability to consolidate two or more eligible renewal projects into one project application during the application process. This means that a CoC Program subrecipient no longer must wait for a grant agreement amendment to be executed to consolidate two or more grants before it can apply for a single consolidated project in the CoC Competition. Consultation with the DPHCD prior to undertaking this opportunity is required as HUD must confirm eligibility to consolidate projects. *See Section II.B.4 of the HUD NOFA for further details.*
* **New Permanent Supportive Housing (PSH) for Chronically Homeless Individuals or Families (Bonus Project)**

New permanent supportive housing projects that will serve 100% chronically homeless individuals or families are eligible to apply in this competition.

Permanent housing is community-based housing, the purpose of which is to provide housing without a designated length of stay. Grant funds may be used for leasing, rental assistance, operating costs and supportive services; definitions and guidance for each of these items is at 24 CFR 578.43-578.63. “Chronically homeless” is defined in Appendix A of this RFP.

* **New Projects providing eligible activities that the Secretary of HUD determines are critical in order to assist persons fleeing/attempting to flee domestic violence (DV Bonus Project)**

New projects that are dedicated to survivors of domestic violence, dating violence, sexual assault, or stalking as defined in paragraph (4) at 24 CFR 578.3 are eligible to apply for funding in this competition. The following project types are permitted to apply for a DV Bonus:

* Rapid Re-housing (PH-RRH) projects that must follow a housing first approach.
* SSO Projects for Coordinated Entry (SSO-CE) 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 (e.g., to implement policies and procedures that are trauma-informed, client-centered or to better coordinate referrals between the CoC’s coordinated entry and the victim service providers coordinated entry system where they are different).
* Joint TH and PH-RRH component projects as defined in Section II.C.3.m of this NOFA that must follow a housing first approach. Joint TH and RRH projects may request funding for construction, rehabilitation, acquisition, leasing, operating, rental assistance (must be tenant-based TBRA) as well as supportive services, and administration. See “Application Requirements” section of this RFP as it further highlights relevant project requirements and priorities. CoC funding may provide supportive services and/or short-term (up to 3 months) and/or medium-term (for 3 – 24 months) of tenant based rental assistance as necessary to help participants move as quickly as possible into permanent housing and achieve stability in that housing.

Additional information germane to these projects:

* PSH projects cannot combine the following types of assistance in a single structure or housing unit:
  + Leasing and acquisition, rehabilitation or new construction;
  + Tenant-based rental assistance and acquisition, rehabilitation, or new construction;
  + Short or medium-term rental assistance and acquisition, rehabilitation or new construction;
  + Rental assistance and leasing, and
  + Rental assistance and operating
* All projects must follow the written policies and procedures established by the CoC for determining and prioritizing which eligible families and individuals will receive rapid rehousing assistance, as well as the amount or percentage of rent that each program participant must pay.
* All projects may set a maximum amount or percentage of rental assistance that a program participant may receive, a maximum number of months that a program participant may receive rental assistance, and/or a maximum number of times that a program participant may receive rental assistance. The recipient or subrecipient may also require program participants to share in the costs of rent.
* Rental assistance, where applicable, must be limited to no more than 24 months to a household.
* All projects may provide supportive services for no longer than 6 months after rental assistance stops.
* All projects must re-evaluate, not less than once annually, that the program participant lacks sufficient resources and support networks necessary to retain housing without Continuum of Care assistance and the types and amounts of assistance that the program participant needs to retain housing. The recipient or subrecipient may require each program participant receiving assistance to notify the recipient or subrecipient of changes in the program participant‘s income or other circumstances (e.g., changes in household composition) that affect the program participant's need for assistance. When notified of a relevant change, the recipient or subrecipient must reevaluate the program participant’s eligibility and the amount/types of assistance that the program participant needs.
* All projects must require the program participant to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability. (The project is exempt from this requirement if the Violence Against Women Act of 1994 (42 U.S.C. 13925 *et seq.*) or the Family Violence Prevention and Services Act (42 U.S.C. 10401 *et seq.*) prohibits the recipient carrying out the project from making its housing conditional on the participant‘s acceptance of services.)
* All projects must meet the threshold criteria shown in the application package in Appendix D.
* New projects may only be funded through reallocation of funds from existing projects or through the permanent housing bonus process. HUD strictly limits the type of projects for which reallocated or bonus funds may be used.
* All projects will be limited to requests for one year of assistance, unless a different term is required by HUD. Upon expiration, projects may be renewed subject to HUD requirements, local priorities, satisfactory performance, and availability of funds.

Eligible Populations

Populations who may be served by each of the project types are, as follow:

1. **Permanent Supportive Housing (PSH)**

* All PSH projects must dedicate 100% of the units to chronically homeless individuals and/or chronically homeless families as defined by HUD. (See Appendix A).
* Project applicants must demonstrate that they will first serve the chronically homeless according to the order of priority established in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons.
* Disabilities: All PSH projects must serve exclusively disabled households as defined by HUD.
* PSH projects may serve survivors of domestic violence, dating violence, sexual assault, or stalking as defined in paragraph (4) at 24 CFR 578.3.

1. **Rapid Re-Housing (RRH)**

* All projects must serve 100% literally homeless families and/or single adults coming from emergency shelters and/or unsheltered locations or meeting the criteria of paragraph (4) of the HUD definition of homeless including survivors of domestic violence, dating violence, sexual assault, or stalking as defined in paragraph (4) at 24 CFR 578.3.
* Persons in transitional housing are not eligible for either project type, even if they met the criteria described above prior to entering the Transitional Housing (TH) Program, unless they meet the criteria of category (4) definition of homelessness at 24 CFR 578.3 (survivors of domestic violence, dating violence, sexual assault, or stalking as defined). A household would meet category 4 of the definition of homelessness if they are fleeting or attempting to flee from domestic violence and meet all other requirements, regardless of where they are residing.

1. **Joint Transitional Housing (TH) and Rapid Re-Housing Component Projects**

* Individuals and families experiencing homelessness including those survivors of domestic violence ,dating violence, sexual assault or stalking as defined in paragraph (4) at 24 CFR 578.3.
* Combines the TH and RRH components into a single project.
* Joint TH and RRH projects must provide low-barrier, temporary housing while individuals and families quickly move to permanent housing with a seamless program design. Projects must have the capacity to provide both kinds of assistance to each participant.

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).

*Utilities.* Utilities are not a leasing line item. If utilities are not provided by the landlord, utility costs are an operating cost.

*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**

The eligible costs of supportive services that address the special needs of the program participants.

**Supportive Services in PSH and RRH Programs Must Relate to Housing Stability.**

Supportive services must be necessary to assist program participants obtain and maintain housing and agencies must conduct an annual assessment of the service needs of the program participants and adjust services accordingly to achieve those ends.

*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**

All renewal subgrantees are required to allocate the maximum 10% of their full grant amount to administration. The subgrantee may use up to 50% of the HUD-allowed administrative funds associated with the project; the remaining 50% of the allowed administrative funds are retained by the City of New Bedford (grantee). Administrative costs for renewal programs are set by HUD. The HUD-allowed administrative costs allowable for new grants are 7% of the full grant amount.

Matching Funds

The subgrantee must match all 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. Appendix C provides information required to document match.

Homeless Management Information System

All successful project applicants—with the exception of entities that are victim service providers—must participate in the CoC’s Homeless Management Information System (HMIS).

Coordinated Entry/Assessment System

All successful applicants must participate in the CoC’s coordinated entry/assessment system.

Grant Term

Renewal projects may only apply for one year grant terms. New projects may request funds for a grant term of 1.

Please note: any new project application that includes leasing–either leasing alone or leasing costs plus other costs (e.g. supportive services, HMIS, etc.)–may only request up to a 1-year grant term.

HUD Requirements

While this document summarizes key components of the CoC Program, more information is available from the NOFA, itself. Continuum of Care Program information is available at the HUD exchange website (<https://www.hudexchange.info/programs/coc/> ). In addition information specific to the 2018 NOFA is available at <https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf>.

It is recommended that all applicants under this RFO also review information from HUD published here: <https://www.hudexchange.info/resources/documents/fy-2018-coc-program-competition-nofa-whats-new-changes-and-highlights.pdf> that describes new changes and highlights in the CoC process this year.

If there are any conflicts between guidance in this document and HUD guidance, the HUD guidance takes priority and is what should be relied upon.

All parties intending to apply for funding are strongly encouraged to review the program regulations, including those organizations that

Timeline

|  |  |
| --- | --- |
| NOFA TIMELINE.2018 | |
| June 29, 2018 | The City of New Bedford’s Department of Planning, Housing & Community Development (DPHCD) issues RFP for Renewals and New Projects. |
| July 9, 2018 | Applicant Conference for all New and Renewal Applicants at 9am |
| July 20, 2018 | RFP Due Date for Renewals and New Projects to the City of New Bedford’s DPHCD at 12.00noon. |
| TBD | Performance Review Committee Meeting/Project Review |
| August 16, 2018 | HSPN Meeting to review and approve Application Review Committee recommendations for new projects, renewal projects and priority rankings. |
| August 17, 2018 | 2018 Ranking and Selection Results posted on Network website and sent to project applicants in writing |
| August 23, 2018 | Any and all appeals due to DPHCD by 12:00pm. Agencies that have appealed will be notified in writing prior to the NOFA application submission |
| August 27, 2018 | All applicants to submit a PDF file to DPHCD of the ESNAPS application by 4:00pm |
| September 15, 2018 | CoC Application Submitted to HUD in *esnaps.* Any rejected applicants may submit *esnaps* Solo Application directly to HUD following this same deadline. *(Actual HUD deadline is September 18th but HUD recommends submitting several days earlier to ensure ease of transmission of materials.)* |

Threshold Requirements & Competitive Review

**Threshold Requirements.**

To become eligible for consideration by the CoC’s Performance Review Committee, all projects must first successfully pass a review of threshold requirements. The City of New Bedford’s Department of Planning, Housing & Community Development (DPHCD) will perform a threshold review of all submitted projects.

Each project must meet the following minimum standards in order to be considered for scoring; those projects not meeting the threshold criteria as determined by the DPHCD will not be scored or considered for funding.

|  |
| --- |
| **Threshold Criteria** |
| * All housing programs will serve 100% Chronically Homeless individuals and families; (Transitional Housing will not be considered for funding under this RFP). |
| * Timeliness in the expenditure of grant funds. |
| * Project Applicant is in good standing with HUD. |
| * For housing programs, proposed program budget requests no less than 70% of the total program funding for leasing, rental assistance, or operating costs. (No more than 30% of the total program funding may be used for ELIGIBLE supportive services costs.) |

*(Threshold criteria continued from previous page.)*

|  |
| --- |
| **Threshold Criteria** |
| * Application demonstrates a plan for rapid implementation/seamless continuation of the program. |
| * Applicant articulates how program participants are connected to, and assisted with, a range of mainstream resource service systems. |
| * Renewal program must be a current and active participant in the CoC’s HMIS and its coordinated assessment system, the CALL; new programs must agree to participate in both systems if funded. |
| * Applicant has positive performance against plans and goals established in the initial application, as amended |
| * Application packet is complete. |

**Competitive Review**

All applications that meet the threshold requirements will be forwarded to the CoC Scoring and Ranking Committee for evaluation, selection and ranking. Appendix B explains the process that will be used for the competitive review.

Similar to past years, all applications for funding will be vetted, evaluated and ranked by the CoC – Homeless Service Provider Network (HSPN) Performance Review Committee (PRC), ratified by the HSPN membership and eventually submitted to HUD via the E-SNAPS system. The City of New Bedford’s DPHCD will act as the Collaborative Applicant and submit an application for funds on behalf of the New Bedford Continuum of Care for renewal projects and any new projects identified through the Request for Proposal (RFP).

**IMPORTANT!** When considering renewal projects for award, HUD—and by extension the New Bedford CoC through both the DPHCD and the PRC--will review information in the Line of Credit Control System (LOCCS), Annual Performance Reports (APRs), information provided from/for the local HUD/CPD Field Office that includes monitoring reports and audit reports as applicable, performance achievements on prior grants, and will also assess projects on the following criteria using a pass/fail basis:

1. The project applicant’s performance against plans and goals established in the initial application as amended;
2. Project applicants must demonstrate all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met;
3. The project applicant’s performance in assisting program participants to achieve and maintain independent living and record of success, except HMIS dedicated projects are not required to meet this standard; and
4. Evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior DPHCD/HUD approval, or has lost a project site. These conditions may result in the rejection of an application from the competition.

HUD/New Bedford CoC reserves the right to reduce or reject a funding request from the project applicant for the following reasons:

1. Outstanding obligation to HUD in arrears or for which a payment schedule has not been agreed upon;
2. Audit finding(s) for which a response is overdue or unsatisfactory;
3. History of inadequate financial management accounting practices;
4. Evidence of untimely expenditures on prior award;
5. History of other major capacity issues that have significantly impacted the operation of the project and its performance;
6. Timeliness in reimbursing subrecipients for eligible costs. HUD will consider a project applicant as meeting this standard if it has drawn down grant funds at least once per month; and
7. History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

It is anticipated that HUD will be requiring CoCs to rank all projects applying for grant funds in E-SNAPS. To ensure that CoCs have the opportunity to prioritize their projects locally in the event that HUD is not able to fund all renewals, it is anticipated that HUD will be requiring CoCs to rank projects within 2 tiers, similar to NOFAs issued over the past two years.

See Appendix B for the scoring criteria used for the competitive review of new and renewal projects.

Application Requirements

This RFP was released on Friday, June 29, 2018 and is subject to change. The application—which is for both new and renewal projects—is located within Appendix D. All applicants intending to submit new and/or renewal application/s are encouraged to attend an Application Conference as further described in this RFP.

**Deadline**

Agencies desiring to submit renewal and/or new projects must submit a completed application packet including required attachments to the City by 12:00pm on Friday, July 20, 2018. Late applications will not be accepted.

**Submission**

All documents must be submitted in PDF electronic format (only email will be accepted) to Jennifer Clarke, Deputy Director, via e-mail to [Jennifer.Clarke@newbedford-ma.gov](mailto:Jennifer.Clarke@newbedford-ma.gov). No extensions will be granted. NOTE: Successful applicants will, at a later date to be determined, be required to complete an electronic application in HUD’s *esnaps* system at the direction of the DPHCD.

**Project Requirements & Priorities**

**Eligible activities/projects for the Funds:**

* All projects must be Permanent Supportive Housing, Rapid Re-Housing, or Joint Transitional Housing, Supportive Service Only-Coordinated Entry System and Rapid Re-Housing component projects or must meet eligibility requirements for the Bonus or DV Bonus project/s.
* Projects may request funds for:
* PSH: rental assistance, leasing, operating, construction, acquisition, rehabilitation;
* RRH: rental assistance (must be tenant-based –TBRA);
* Joint TH and RRH: construction, rehabilitation, acquisition, leasing, operating, rental assistance (must be tenant-based – TBRA);
* SSO-CES (Supportive Service Only-Coordinated Entry System) and
* All Projects may request funds for the following line items: Supportive Services, HMIS, and Administration.
* Term – Projects may request up to 1 year of funding for rental assistance, operating, or supportive services and capital funds. The New Bedford CoC reserves the right to change the maximum allowable term for final applications submitted to HUD based on NOFA requirements and/or strategic priorities such as those aimed at maximizing federal funding.
* PSH projects cannot combine the following types of assistance in a single structure or housing unit:
* Leasing and acquisition, rehabilitation, or new construction;
* Tenant-based rental assistance and acquisition, rehabilitation, or new construction;
* Short or medium-term rental assistance and acquisition, rehabilitation, or new construction;
* Rental assistance and leasing; and
* Rental assistance and operating.
* Recipients and subrecipients of HUD CoC funds must comply with HUD and New Bedford CoC Conflict of Interest requirements, including:
* Projects cannot use leasing funds in buildings owned by the recipient, subrecipient, their parent organization(s), a staff or board member relative or business associate;
* The owner of a unit or his/her subordinate may not conduct Housing Quality Standard,
  + - Rent Reasonableness or lead-based paint visual inspection; and
* Staff, persons with whom staff has immediate family or business ties and board members are prohibited from accruing any financial interest/benefit from CoC assisted activities during their tenure with the organization and for one year following tenure.

**Applications must demonstrate:**

* A plan for rapid implementation of the program; the project narrative must document when the project will be ready to begin housing the first program participant, when the project will achieve full occupancy, and a detailed plan for how the project will ensure timely implementation.
* A connection to mainstream service systems, specifically:
  + That activities are in place to identify and enroll all Medicaid-eligible program participants; and
  + Whenever possible, that the project includes Medicaid-financial services, including case management, tenancy supports, behavioral health services or other services important to supporting housing stability. Project applicants may include Medicaid-financed services either by the recipient receiving Medicaid coverage payments for services provided to project participants or through formal partnerships with one or more Medicaid billable provider (e.g., Federally Qualified Health Centers). Medicaid-financed health services provided in a hospital setting do not qualify. Where projects can demonstrate that there are barriers to include Medicaid-financed resources available in the CoC’s geographic area, including mainstream behavioral health system resources such as mental health or substance abuse prevention and treatment block grants or state behavioral health system funding.

**Populations**

All projects must follow the requirements detailed under the section of this RFP entitled, “Eligible Populations.”

**Written Standards**

As required by HUD, the New Bedford CoC has adopted written standards. All CoC Program funded projects must comply in full with the applicable standards. The current written standards are available at <http://www.nbhspn.com/nbhspn/wp-content/uploads/2016/10/COC-WRITTEN-STANDARDS-2016-FINAL.pdf>. All CoC Program funded projects must also comply with all HUD regulations and NOFA requirements established for the CoC Program. The current HUD regulations that govern the CoC Program may be found at: <https://www.hudexchange.info/resources/documents/CoCProgramInterimRule.pdf>

CoC Program funded projects may also be subject to additional criteria as set forth in annual competitive application processes administered by the New Bedford CoC in conjunction with HUD’s annual CoC program competitions. All applicants are responsible for reviewing our written standards in their entirety.

Additional Resources & Information

HUD Homelessness Resource Exchange, <http://www.hudhre.info/>

HUD Supportive Housing Program Desk Guide, <http://www.hudhre.info/index.cfm?do=viewShpDeskguide>

HUD e-snaps Training and Resources Page, <http://www.hudhre.info/esnaps/>

Appendices

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Appendix A

**Definition of Homeless and Chronically Homeless**

Appendix B

**CoC Application Selection Process, Scoring, Ranking, and Reallocation Process 2018**

* Selection Process *p.14*
* Scoring *p.15*
* Ranking *p.18*
* Reallocation Process *p.18*

Appendix C

**Match for the Continuum of Care Program**

Appendix D

**Application**

Appendix A

**Definition of Homeless and Chronically 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.

**“Chronically homeless” is defined as:**

(1) A ‘‘homeless individual with a disability,’’ as defined in section 401(9)of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who: (i) Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and (ii) Has been homeless and living as described in paragraph (1)(i) of this definition continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

Appendix B

**CoC Application Selection Process, Scoring, Ranking, and Reallocation Process 2018**

Selection Process

## The process for considering projects includes a threshold review requirement, project scoring and responses to any requests for explanations or requests for more information from the Performance Review Committee (PRC). The process ends with the PRC presenting its recommended ranking to the Homeless Service Provider’s Network (HSPN) and the membership votes in the final selection step.

## **Threshold Review.** The City of New Bedford’s Department of Planning, Housing & Community Development (DPHCD) will complete the threshold review for all submitted applications. The DPHCD will then provide all information necessary for scoring each application meeting the threshold requirements to the PRC.

## Agencies that do not meet the threshold score or who are not recommended for funding may appeal and address the members of the COC PRC Appeal Panel based only on the following guidelines (agencies recommended or only partial funding are not eligible to request an appeal):

-------------------------------

## **Scoring.** The PRC of the HSPN will complete the review, scoring and evaluation process using the scoring rubrics provided in this Appendix.

## The scoring rubric evaluates past performance (of renewal applicants) and promotes best practices or practices that will improve the New Bedford CoC’s response to homelessness and align this response with national policies and best practices.

## These include, but are not limited to:

## Commitment to a Housing First low-demand service model, and

## Projects that use low-barrier standards.

## The City of New Bedford’s DPHCD and/or the PRC reserve the right to request additional and/or clarifying information in order to inform its review of a project.

Scores will determine each project’s rank in the CoC’s application to HUD and rank will be the primary determinant of placement into Tier 1 and Tier 2. Scores may also be used to reject applications or to reduce budgets for low-scoring projects or over-funded projects.

-------------------------------

## **Final Selection.** After scoring the application, the PRC will present its resulting ranking recommendation (as discussed elsewhere in this Appendix) for funding approval to the HSPN at the HSPN member meeting.

#### If the project is not selected for funding, the applicant has the right to appeal, provided that the appeal is based upon violations of program regulations. For example, reviewing members did not consistently follow the scoring criteria and process or if there was a conflict of interest that prevented a fair review of the proposal. No appeals will be heard on the basis of funding level.

Scoring

**New Projects**

## Consideration for funding of new projects, including those created as a result of reallocation, will be based on the following performance objectives:

* Agency Experience and Capacity (20 point maximum)
* Project Quality (40 point maximum)
* Match Resources (20 point maximum)
* Fiscal Management (20 point maximum)

New projects may score up to 100 points maximum based on information provided in the application including attachments of required materials. Specific scoring criteria for new projects is as follows:

|  |  |
| --- | --- |
| **Scoring Criteria :: New Projects** | |
| **STANDARDS AND SCORING** | **MAX POINTS** |
| **Agency Experience and Capacity.**  Applicants demonstrating extensive experience in administering HUD or other federal funds, and providing the proposed service and/or serving the proposed population will receive 20 points. | **20** |
| **Project Quality.**  Each application will be scored on the overall quality of the project, and the extent to which the applicant can clearly demonstrate the following:   * Housing First (15 points): Applicants may receive up to 15 points based on the extent to which the Permanent Supportive Housing Bonus project will follow a Housing First model/low barrier approach. * Chronic Homeless (15 points) Projects serving at least 100% of beds dedicated to chronic homeless will receive 15 points. * Mainstream Services (5 points): Applicants may receive up to 5 points based on the extent to which the project is fully leveraging mainstream resources for supportive services. * Low Barrier (5 points): Projects demonstrating low barriers to program admission and flexible participation policies designed to retain program participants will receive 5 points. | **40** |
| **Match Resources.**  Projects demonstrating ability to match the required HUD 25% match will receive 20 points. | **20** |
| **Fiscal Management.**  To receive maximum points, applicants must demonstrate history of financial stability, including prompt expenditure of program funds, and no outstanding audit or HUD monitoring findings. | **20** |
| **TOTAL POSSIBLE POINTS *for* NEW PROJECTS** | **100** |

**Renewal Projects**

## Consideration for funding of renewal projects, including those created as a result of reallocation, will be based on the submitted application, previous APR reporting, HMIS, the HUD LOCCS system and any other monitoring conducted by the DPHCD and/or HUD using the following performance objectives:

* Performance (70 point maximum)
* Data Quality (10 point maximum)
* Fiscal Management (20 point maximum)

In addition to these scored elements, all renewal projects will be expected to satisfy additional evaluation criteria noted within this section. Renewal projects may score up to 100 points maximum based on information provided in the application including attachments of required materials. Specific scoring criteria for renewal projects is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Scoring Criteria :: Renewal Projects** | | | | |
| **GOALS** | **PERFORMANCE STANDARD** |  | **SCORING** | **MAX**  **POINTS** |
| 1. **Exits to Permanent Housing**   *Persons residing in permanent housing exited to another form of a permanent housing destination.*  **Goal 85%** | Based on APR Q23a & b  *The % of persons who exited to permanent housing destinations as of the end of the operating year.* | ≥85%=20  80%-84%= 15  65%-79%= 10  55%-64%= 5  ≤55%= 0 | **20** |
| 1. **Earned Income – Stayers**   *Persons or stayers who increased earned income.*  **Goal 8%** | Based on APR Q19a1 –  Adults with Earned Income  *The % of project stayers that had either new or increased earned income.* | ≥8%= 5  6%-7%= 4  4%-5%= 3  2%-3%= 2  ≤1%= 0 | **5** |
| 1. **Non-Employment – Stayers**   *Persons or stayers who increased non-employment income.*  ***Goal 10%*** | Based on APR Q19a1 – Adults with Other Income  *The % of project stayers that had either new or increased non-employment income.* | ≥10%= 5  7%-9%= 4  4%-6%= 3  2%-3%= 2  ≤1%= 0 | **5** |
| 1. **Earned Income – Leavers**   *Persons or leavers who increased earned income.*  ***Goal 8%*** | Based on APR Q19a1 – Adults with Earned Income  *The % of project leavers that had either new or increased earned income.* | ≥8%= 5  6%-7%= 4  4%-5%= 3  2%-3%= 2  ≤1%= 0 | **5** |
| 1. **Non-Employment – leavers**   *Persons or leavers who increased non-employment income.*  ***Goal 10%*** | Based on APR Q19a1 – Adults with Other Income  *The % of project leavers that had either new or increased non-employment income.* | ≥10%= 5  7%-9%= 4  4%-6%= 3  2%-3%= 2  ≤1%= 0 | **5** |
| 1. **Utilization Rate - Beds**   *Program beds at full capacity, with low vacancy rate.*  **Goal 90%** | Based on APR Q2 SAGE  *The % beds filled on a quarterly basis during the operating year.* | ≥90%= 15  70%-89%= 10  51%-69%= 5  ≤50%= 0 | **15** |
| 1. **Chronic Homeless - Persons**   *Persons who are chronically homeless by household*  **Goal 54%** | Based on APR Q26b  *The # of chronically homeless persons divided by the total number of persons served.* | Prorated up to 15 points for 100% of CH Beds. | **15** |
| **TOTAL POSSIBLE PERFORMANCE POINTS** | | | | **70** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Scoring Criteria :: Renewal Projects (Continued)** | | | | |
| **GOALS** | **PERFORMANCE STANDARD** |  | **SCORING** | **MAX**  **POINTS** |
| **Performance.**  Total performance points available as noted in previous chart | | | | **70** |
| 1. **Date Quality**   *Agency’s thoroughness in ensuring all data is collected and entered into HMIS.*  **Goal = No Omissions** | Based on APR Q6a, b, c & d |  | 0 oms= 10  1%-10%= 6  11%-20%= 4  21%>= 0 | **10** |
| 1. **Fiscal Management**   *Complete and timely drawdown of funds.*  ***Goal = 100% Drawndown*** | Based on HUD LOCS | 0%= 15  1%-5%= 10  6%-10%= 5  10%>= 0 | **20** |
| **TOTAL POSSIBLE POINTS *for* RENEWAL PROJECTS** | | | | **100** |

Additional Evaluation Criteria

Renewal projects will also be evaluated based on the following baseline criteria. Subrecipients that fail that meet these required criteria will lose points.

|  |
| --- |
| **Additional Evaluation Criteria** |
|  |
| **Agency Experience and Capacity.**   * Administration : Applicants demonstrating extensive experience in administering HUD or other federal funds, and providing the proposed service and/or serving. |
| **Fiscal Management.**   * Applicants must demonstrate history of financial stability, including prompt expenditure of program funds, and no outstanding audit or HUD monitoring findings. |
| **Project Quality.**   * Housing First: Applicants will be evaluated to the extent to which the Permanent Supportive Housing Bonus project will follow a Housing First model/low barrier approach. * Mainstream Services: Applicants will be evaluated to the extent to which the project is fully leveraging mainstream resources for supportive services. * Low Barrier: Projects must demonstrate low barriers to program admission and flexible participation policies designed to retain program participants. * Consistency of Program: Applicants will be evaluated to the extent to which the project’s performance is consistent against plans and goals established in the application. |

Ranking

HUD requires that all CoCs list all projects that they approved to submit project applications to HUD, in the order of priority as determined by the CoC. CoCs should place all new and renewal project applications that the CoC determines are high priority, high performing, and meet the needs and gaps as identified by the CoC in Tier 1. HUD will select projects in Tier 1 as described in the NOFA. HUD will select all projects in Tier 1 before selecting any projects in Tier 2. Then, HUD will select projects in Tier 2 as described in the NOFA. Lower ranked projects may be selected for funding above higher ranked projects, consistent with HUD’s selection priorities.

The CoC renewal application components and narratives serve to:

* Confirm the capacity of agencies to provide CoC funded programs;
* Provide information on program delivery in order to evaluate performance and meeting HUD priorities for scoring and ranking of projects by the PRC; and
* Provide project level narrative to be utilized in the CoC Program Application (former ‘Exhibit 1’). HUD will limit renewal grants to one (1) year of funding. Renewal Project Applications that request multiple years of funding will be reduced to one (1) year grant amounts.

Renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards. HUD will review information in the LOCCS; Annual Performance Reports (APRs); and information provided from the HUD local /CPD Field Office, including monitoring reports and Part 200 audit reports as applicable, as well as performance standards on prior grants, and assess a project on the following criteria using a pass/fail basis:

* Applicant’s performance against plans and goals;
* Timeliness standards;
* Applicant’s performance in assisting program participants to achieve and maintain independent living and record of success;
* Financial management accounting practices;
* Timely expenditures;
* Capacity;
* Timeliness; and
* Eligible activities.

The final ranking for this competition will be posted online at [www.nbhspn.com](http://www.nbhspn.com) after the CoC ranking vote is taken at a date to be determined.

Reallocation Process

The U.S. Department of Housing and Urban Development (HUD) requires that CoCs careful evaluate and review all renewal projects and to develop a reallocation process for projects funded with CoC funds. Reallocating funds is an important tool used by CoCs to make strategic improvements to their homelessness system. Through reallocation, the CoC can create new projects that are aligned with HUD’s goals, by eliminating projects that are underperforming or are more appropriately funded from other sources. Reallocation is particularly important when new resources are not available.

A copy of the New Bedford CoC’s Reallocation Process is available online at [www.nbhspn.com](http://www.nbhspn.com).

Appendix C

**Match for the Continuum of Care Program**

**Documentation of Cash and In-Kind Match**

Please provide the following information regarding cash match:

* Name of organization providing the contribution (source)
* Type of contribution – specify if cash or in-kind; if the match is in-kind, please identify the services or other contribution to be provided. In-kind components must be exclusively and directly part of the project. Cash can come from other grant funding, unrestricted general funds, fundraising activities, private donations, etc. and must qualify as eligible program expenses under the CoC Program interim rule.
* Number of clients to be served with the contribution
* Value of the contribution (amount to be no less than 25% of the awarded grant amount excluding the amount awarded to the leasing budget line item)
* Date the match will be available – for renewals, this must coincide with your 2018-2019 operating year
* Name of the person authorized to commit the resources
* Title of person authorized to commit these resources
* Signature of person authorized to commit these resources
* Date

**Match Guidance:**

* Per the HEARTH Interim Rule (24 CFR 578.73), match must equal at least **25 percent of the total grant request including admin costs but excluding leasing costs** (i.e., any funds identified for Leased Units and Leased Structures). For example, if the ‘total assistance requested’ is $100,000, and the project applicant did not request costs for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to no less than $25,000. For example, if the ‘total assistance requested’ is $100,000, of which $50,000 is for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to no less than $12,500 (i.e. , ($100,000 Total Assistance - $50,000 Leasing)\*.25).
* HUD expects that the full match amount committed in the application is met and would monitor based on that amount. Match that exceeds the minimum requirement should be used to meet the leverage requirements described below.
* The total match requirement can be met through **cash, in-kind, or a combination** of the two.
* Match must be used for **eligible costs** for the program component you are applying for, as set forth in the HEARTH Interim Rule (Subpart D of 24 CFR part 578).
* **Cash sources.** A recipient or subrecipient may use funds from any source, including any other federal sources (excluding Continuum of Care program funds), as well as State, local, and private sources, provided that funds from the source are not statutorily prohibited to be used as a match. The recipient must ensure that any funds used to satisfy the matching requirements of this section are eligible under the laws governing the funds in order to be used as matching funds for a grant awarded under this program.
* The recipient may use the value of any real property, equipment, goods, or services contributed to the project as match, provided that if the recipient had to pay for them with grant funds, the costs would have been eligible. Any such value previously used as match, may not be used again.
* If match is provided through **in-kind sources** from a third party, it must be documented by an **MOU** between the recipient or subrecipient and the third party that will provide the services. Services provided by individuals must be **valued at rates consistent** with those ordinarily paid for similar work in the recipient’s or subrecipient’s organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market. The MOU must establish the **unconditional commitment**, except for selection to receive a grant, by the third party to provide the services, the **specific service** to be provided, the **profession** of the persons providing the service, and the **hourly cost** of the service to be provided. Subrecipients using staff time as an in-kind match must provide job descriptions for each position.
* During the term of the grant, the recipient or subrecipient must keep and make available, for inspection, **records documenting the service hours provided**.
* **To qualify as match, funds must come to and be disbursed by the grantee.** If benefits are paid directly to program participants, the funding is not going through the agency's books and it cannot be counted as match.
* Tenant rent payments or public benefits participants receive **may not be used as match**. When the rents are paid directly to the sponsor agency, it is considered to be 'program income' and program income cannot be used as match. Similarly, rent paid directly to a private landlord does not come to the grantee and so cannot qualify as match. Benefits received by tenants such as SSI, do not go to the grantee and cannot be used as match.

Appendix D

**Application**

The 2018 CoC competition is open to renewal and eligible new projects, all of which will be scored competitively. The highest scoring projects will be included in the CoC Consolidated Application submitted to HUD. Each project requires its own complete application.

All applicants must complete the paper application in accordance with this RFP. Those projects selected for funding by a vote of the HSPN membership will then be expected to complete an online *esnaps* renewal or new application (as applicable) according to guidance to be provided through the city’s Department of Planning, Housing & Community Development (DPHCD).

**For new project applications…**

Applicants submitting a **new** project application must also include the following:

Completed CoC Application

Match Letters

2018 (or most recent) Form 990 for Recipient (as applicable) and Subrecipient

Most recent audited financial statement (Required only if $750,000 in aggregate federal funds expended)

**For renewal project applications…**

Applicants submitting a **renewal** project application must also include the following:

Completed CoC Application

Match Letters

2018 (or most recent) Form 990 for Recipient (as applicable) and Subrecipient

Most recent audited financial statement (Required only if $750,000 in aggregate federal funds expended)

A copy of the last “e-snaps” application for the project submitted to HUD. Applicant must review it and provide a marked-up copy with any changes to the city as part of complete application submission. (Please note that changes to the budget should be noted on the attached budget).

A copy of the most recently completed Annual Performance Report (APR) for the most recent grant year. Please note: data for other time periods may be used by the city in developing performance scores for ranking of projects, subject to information in the HUD Notice of Funding Availability.

**The deadline for submission of this application is Friday, July 20, 2018 by 12.00 pm.**

*Application follows on next page.*

**2018 COC APPLICATION**

For New Bedford CoC Renewal Projects and New Projects that will provide

Permanent Supportive Housing, Rapid Rehousing, Supportive Service

Only-Coordinated Entry System, or Joint Transitional Housing (TH) and

Rapid Re-Housing Component Projects

**The deadline for submission of this application is Friday, July 20, 2018 by 12.00 pm.**

**Applicants must submit a complete application including all additional materials referenced in the RFP to be considered.**

**I. AGENCY AND PROJECT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Applicant Agency:** |  | | |
| **Project Name:** |  | | |
| **Check one box:** | NEW PROJECT  RENEWAL PROJECT | | |
| **Project Location:**  *(Physical address of the project; if project is scattered site, write “scattered site.”)* |  | | |
| **HUD Component Type:** | Permanent Housing  Rapid Re-Housing  JTH/RRH  SSO-CES | | |
| **Total Amount Requested:** |  | | |
| **Agency DUNS Number:** |  | **Tax ID or EIN**  (format: 12-3456789) |  |

**Project Contact Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Contact Person:** |  | | |
| **Job Title of Contact Person:** |  | | |
| **Agency Mailing Address:** |  | | |
| **Contact Phone Number:** |  | **Fax number:** |  |
| **Email Address:** |  | | |

|  |  |
| --- | --- |
| **# of Units Proposed:** |  |

|  |  |
| --- | --- |
| **# of Beds Proposed:** |  |

**II. PROJECT APPLICATION SUMMARY BUDGET**

|  |  |  |  |
| --- | --- | --- | --- |
| **Eligible Costs** |  |  | **Total Assistance Requested for Grant Term (Applicant)** |
| **1a. Leased Units** |  |  | $ |
| **1b. Leased Structures** |  |  | $ |
| **2. Housing Relocation and Stabilization** |  |  | $ |
| **3. Short-term/Medium-term Assistance** |  |  | $ |
| **4. Long-term Rental Assistance** |  |  | $ |
| **5. Supportive Services** |  |  | $ |
| **6. Operating** |  |  | $ |
| **7. HMIS** |  |  | $ |
| **8. Sub-Total Costs Requested** |  | | $ |
| **9. Admin (Up to 10%)** | $ |
| **10. Total Assistance plus Admin**  **Requested** | $ |
| **11. Cash Match** | $ |
| **12. In-Kind Match** | $ |
| **13. Total Match** | $ |
| **14. Total Budget** | **$** |

**III. PROJECT NARRATIVE**

|  |
| --- |
| 1. **SUMMARY: Please provide a brief summary of your project. What data/evidence do you have as to the need within this CoC and how does your project meet that need? *[Character limit 500]*** |
|  |

|  |
| --- |
| **1a. Describe how your project aligns with Opening Doors - the Federal Strategies to End Homelessness.**  [**www.usich.gov/opening\_doors/**](http://www.usich.gov/opening_doors/). |
| |  |  |  | | --- | --- | --- | | **Objective 1: Increase Progress towards Ending Chronic Homelessness** | **YES** | **NO** | | 1. Will/Does the project prioritize client selection based on duration of homelessness and vulnerability? |  |  | | 1. Will/Does the project accept all clients regardless of substance use history, or current use? |  |  | | 1. Will/Does the project accept clients who are diagnosed with, or show symptoms of, a mental illness? |  |  | | 1. Will/Does the project accept clients regardless of criminal history? |  |  | | 1. Will/Does the project accept clients regardless of income or financial resources? |  |  | | 1. Will/Does the project use a harm-reduction model for drugs and/or alcohol use? |  |  | | 1. Will/Does the project include mandatory case management as a condition of remaining in the program? |  |  |   Briefly explain any “no” answers for a-f, and “yes” answer for item g. |
| **1b. TARGET POPULATION: Describe the target population(s) served by this project. Why do they need the proposed assistance provided by this project? (Include age, gender, special needs, etc.). *[Character limit 500]*** |
|  |

|  |
| --- |
| 1. **PRIORITIZING HIGHEST NEED: Project applicant must demonstrate that the proposed program will first serve the chronically homeless according to the order of priority established in Section III.A. of Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status. To receive full points, the applicant must clearly describe the system it currently uses to determine severity of need for the chronically homeless, its process for prioritizing persons with the most severe needs, and the outreach process used to engage chronically homeless persons living on the streets and in shelter*. [Character limit 500]*** |
|  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **HOUSING FIRST APPROACH: *[Character limit 1,000]***    1. **Please check any of the following situations in which a tenant in your proposed housing would NOT be terminated:**  |  |  | | --- | --- | | Failure to participate in supportive services |  | | Failure to make progress on a service plan |  | | Loss of income or failure to improve income |  | | Being a victim of domestic violence |  | | Other activity not covered in typical lease agreement |  | | None of the above |  |  * 1. **Demonstrate the agency’s understanding of the Housing First approach and the extent to which a Housing First model will be used in operating the proposed housing. To receive full points in this section, the applicant must also demonstrate it has experience in operating a successful Housing First Program, clearly describe the proposed program design and identify how it meets the definition of Housing First as described in Section III.A.3.d. of the FY 2018 CoC Funding Notice.** |
|  |

|  |
| --- |
| 1. **MAINSTREAM SERVICES: Applicants must demonstrate the extent to which the project is fully leveraging mainstream resources for supportive services. To receive full points, applicants must demonstrate the leveraging of available Medicaid resources. Applicants should demonstrate that specific activities are in place to identify and enroll all Medicaid-eligible program participants regardless of whether the project applicant’s state is participating in Medicaid expansion under the Affordable Care Act; and that the project includes Medicaid-financed services, including case management, tenancy supports, behavioral health services, or other services important to supporting housing stability. *[Character limit 500]*** |
|  |

|  |
| --- |
| **5. AGENCY EXPERIENCE and CAPACITY: In five sentences or less, tell how your organization has the capacity and resources to continue the proposed program and achieve/exceed your performance goals, noting deficiencies, if any.** |
|  |

|  |
| --- |
| **6. FOR RENEWAL APPLICATIONS, ONLY: PERFORMANCE: Review the performance results in question #36 of the APR you are submitting with this application. In five sentences or less, describe how your agency will work to maintain or increase its performance metrics in the coming grant year.** |
|  |

**IV. Project eligibility Type (*new projects only*)**

**Eligible Types for NEW CoC Projects-Permanent Housing Bonus OR DV Bonus** (*Pick applicable project type and answer questions specific to that selection*):

**New Permanent Housing**

Tenant-Based Rental Assistance [RA]  Sponsor-Based RA  Project-Based RA

Project-Based/Leasing *[leases building/units*]  Project-Based/Operations [*owns building*]

Rental Assistance Administrator:

Local PHA  Unit of Local Government  State

Pick one or more:  Individuals  Families  Unaccompanied Youth (18-24)

Pick one or more:  Severe/Persistent Mental Health

Chronic Substance Abuse Disorder

Other:

**New Permanent Housing - Rapid Re-housing** *(Tenant Based Rental Assistance only/Literally Homeless)*

Pick one or more:  Individuals  Families  Unaccompanied Youth (18-24)

Fleeing Domestic Violence

**New Joint Transitional Housing & Rapid Re-Housing** (*Individuals and families experiencing homelessness - more details will be available subsequent to the release of the FY2018 CoC NOFA).*

Pick one or more:  Individuals  Families  Unaccompanied Youth (18-24)

Fleeing Domestic Violence

Rental Assistance Administrator:

Local PHA  Unit of Local Government  State

All proposals, regardless of selections above, must complete the following: [*check all appropriate boxes*]

Low Barrier- Are participants screened based upon any of the following?

Too Little or No Income  Active or History of Substance Abuse

Criminal record with exceptions for state-mandated restrictions

History of DV (e.g. lack of a protective order, period of sep. from abuser or law enforcement involvement)

None of the Above

**New Permanent Housing DV Bonus**

Rapid Rehousing  JTH & RRH  SSO-CES

|  |  |  |
| --- | --- | --- |
| **If your new program is selected will it....** | **YES** | **NO** |
| Quickly move participants into Permanent Housing (PH)? |  |  |
| Require participants to live in a particular structure/unit/locality? |  |  |
| Use an existing homeless facility or activities? |  |  |
| Have at least 80% of CoC PH participants remain in or exit to PH destinations? |  |  |
| Actively participate in New Bedford’s Coordinated Entry? |  |  |
| Actively participate in New Bedford’s HMIS? |  |  |
| Ensure that a 25% match requirement is met? |  |  |

**V. FISCAL INFORMATION (*RENEWAL PROJECTS ONLY*)**

1. Do you anticipate you will have unexpended funds at the expiration date of your current contract?

Yes  No If yes, how much? $

1. Have you had unexpended HUD funds at the expiration of grant terms in the past two (2) years?

Yes  No If yes, how much was unexpended?

2014 $

2015 $

|  |
| --- |
| If money was returned in the current or previous years, explain why dollars were returned and how that would change in the coming grant cycle if renewal funding is granted. *Character limit 500)* |
|  |

1. Have you provided a signed letter(s) by your agency or provided other documentation of public/private, and/or mainstream program funding?

Yes  No

**VI. MATCH**

**PLEASE NOTE:**

***Final match letters are not due with this application. However, final letters will be required at the time of your e-snaps Application and must be dated in accordance with HUD requirements.***

**MATCH**

You will be required to provide a SIGNED LETTER(s) on agency letterhead detailing the source and amount of the required 25% match. Match can include in-kind components that are exclusively and directly part of the project and may be cash or non-cash (in-kind) resources provided by the recipient toward the actual costs of operating the project. Cash can come from other grant funding, unrestricted general funds, fundraising activities, private donations, etc. Enter the Source, amount of your match and when the funds will be available for one year. All grant funds must be matched with an amount no less than 25% of the awarded grant amount (excluding the amount awarded to the leasing budget line item) with cash or in-kind resources. Cash and In-Kind Match entered into the budget must qualify as eligible program expenses under the CoC Program interim rule.

**Amount of Match Being Provided:** $

**VII. AGENCY QUESTIONNAIRE**

***Please check either yes or no to the questions below:***

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| In the past ten (10) years, has your organization ever had its nonprofit status revoked or withheld by the IRS, the Secretary of State, or the State Attorney General? |  |  |
| Have you completed the annual update to your organization’s registration with the federal government at www.sam.gov |  |  |
| Have all due IRS 990 filings been submitted to the IRS? |  |  |
| Does your organization currently have any unresolved fiscal reporting, or program issues with any of its funding sources? |  |  |
| Have you attached all of the materials required this application? |  |  |

**VIII. ASSURANCES**

To the best of my knowledge and belief, all information in this application is true and correct. The governing body of the applicant has duly authorized this document and the applicant will comply with the following:

* Applicant agrees to complete the HUD Project Application forms with the same information as contained in this application unless the Application Review Committee has made adjustments during the rating/ranking process. Those adjustments would supersede this document and are included in the Project Ranking Letter sent to each applicant.
* Applicant agrees to participate fully in the New Bedford Continuum of Care’s Homeless Management Information System (HMIS) and coordinated entry system.
* Applicant understands that HUD CoC funded homeless projects are monitored by City of New Bedford as the CoC lead. This can include an annual site visit and submission annually of the applicant’s most recent Annual Performance Reports (APR) submitted to HUD and most recent audited financial statement.

If awarded funding, the applicant agrees to inform the City of New Bedford when the following occurs:

* Organization has staff vacancies that are of a duration that could affect the projected number of participants served or result in HUD funds not being fully expended;
* Changes to an existing project that are significantly different than what the funds were originally approved for, including any budget amendments/modifications submitted to HUD and agrees to bring these to the city’s DPHCD for approval prior to the final 30 days of the grant year;
* Any increase/decrease in match funding for the project that could affect the projected number of participants served, services provided, ability to meet matching requirements, etc. and
* Significant delays in the start-up or operation of a project.

|  |  |
| --- | --- |
| **Name:** |  |
| **Title:** |  |
| **Phone:** |  |
| **Email:** |  |
| Signature of Authorized Representative:  “X” indicates electronic  signature submitted | |
| **Date:** |  |

**IMPORTANT!**

**PLEASE ENSURE THAT YOUR APPLICATION IS COMPLETE; ANY ATTACHED MATERIALS REQUIRED AND REFERENCED WITHIN THE RFP SHOULD BE INCLUDED AND SUBMITTED WITH THIS APPLICATION AS ONE PDF DOCUMENT.**