

**SPRINGFIELD / CHICOPEE / HOLYOKE /
WESTFIELD / HAMPDEN
CONTINUUM OF CARE**

2012 Continuum of Care Competition Application

REQUEST FOR PROPOSALS

**For New Projects to Provide Supportive Housing for Homeless
Individuals and Families**

RFP Available: Friday, November 16, 2012

Bidder's Conference: Monday, December 3, 2012, 10 a.m.
Office of Housing, 1600 E. Columbus Ave., Springfield

Applications Due: Friday, December 14, 2012, 2:00 p.m.
Office of Housing, 1600 E. Columbus Ave., Springfield

INTRODUCTION

The 2012 NOFA for Continuum of Care Homeless Assistance Program (Docket No. FR-5600-N-41) was released November 9, 2012. The FY2012 CoC Program Competition is the first competition to be administered under the CoC Program interim rule (Docket No. FR-5476-I-01).

The federally-authorized CoC Program is designed to:

- Promote a community-wide commitment to the goal of ending homelessness;
- Provide funding for efforts to quickly re-house homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families and communities by homelessness;
- Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

The 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 goals. The designee, or “Collaborative Applicant”, for the Springfield/Chicopee/Holyoke/Westfield/Hampden CoC is the City of Springfield, which administers the CoC and all grants awarded to the CoC.

The consolidated application that will be submitted by the City of Springfield for the FY2012 CoC Program Competition is expected to include a mix of new projects and existing programs funded as part of previous CoC competitions. The CoC will select the programs to include based upon priorities it has set through its ongoing planning to end homelessness.

For the 2012 CoC Competition, the CoC has decided that the only new projects that it will consider for funding are projects that provide permanent supportive housing for homeless individuals and families.

The City of Springfield, on behalf of the CoC, is soliciting project applications from eligible applicants that provide services and housing to homeless persons in Springfield, Chicopee, Holyoke, Westfield, and Hampden County.

FUNDING AVAILABILITY

1. Final Pro Rata Need (FPRN) Projected Total – There is a potential of **\$791,672** available to fund new permanent housing programs—an amount that may be increased if the CoC does not renew all existing programs, or decreased if HUD does not have adequate funding to provide each CoC with its FPRN amount.

2. Permanent Housing Bonus - \$285,447 is available under the Permanent Housing Bonus. This incentive promotes new permanent supportive housing projects that serve chronically

homeless¹ individuals or families, with priority on serving those with the longest histories of homelessness. Note that no more than 20% of the total of the grants' eligible project costs may be used for case management, and that HUD will not fund supportive services other than case management for the Permanent Housing Bonus projects. The remaining 80% of the grant's eligible project costs must be used for eligible housing costs (new construction, acquisition, rehabilitation, leasing, rental assistance, operating costs).

ELIGIBLE COC COMPETITION PROGRAM

Permanent Supportive Housing for Persons With Disabilities (PSH)

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 acquisition, rehabilitation, new construction, leasing, rental assistance, operating costs, and supportive services; definitions and guidance for each of these items is at 24 CFR 578.43-578.63.

PSH can only provide assistance to individuals with disabilities and families in which one adult or child has a disability. Supportive services designed to meet the needs of the program participants must be made available to the program participants.

Any of the following types of housing can be used to provide permanent supportive housing: shared housing, SRO units, clustered apartments, scattered site apartments, or single family homes/townhouses/duplexes. The provider agency may own or lease the units, or may provide rental assistance which enables a program participant to rent the unit.

ELIGIBLE APPLICANTS

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

MATCHING FUNDS

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.

¹ A "chronically homeless" person is defined by HUD as 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) episodes of homelessness in the past three (3) years. In order to be considered chronically homeless, a person must have been sleeping in a place not meant for human habitation and/or in an emergency homeless shelter, or in a Safe Haven as defined by HUD.

ELIGIBLE PERSONS TO BE SERVED: HUD DEFINITION OF HOMELESS

All projects submitted for funding must serve persons who meet the HUD definition of *Homeless*. The programs covered by this RFP are not for populations who are at risk of becoming homeless.

For purposes of this RFP, *homeless* means:

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - a. 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;
 - b. 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
 - c. 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;

The only persons who may be served by any permanent supportive housing projects are those who come from the streets, emergency shelters, safe havens, institutions or transitional housing. Additional guidance regarding this requirement follows:

- Persons coming from transitional housing must have originally come from the streets or emergency shelters.
- Disabled individuals and families who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking, and are living in transitional housing are eligible for permanent supportive housing even if they did not live on the streets, emergency shelters or safe havens prior to entry into the transitional housing.
- Persons exiting institutions where they reside for 90 days or less and came from the streets, emergency shelter, or safe havens immediately prior to entering the institution are also eligible for permanent supportive housing.

HOMELESS MANAGEMENT INFORMATION SYSTEM

All successful project applicants, with the exception of entities that are victim service providers, must agree to participate in the CoC's HMIS system.

GRANT TERM

New projects may request funds for an initial grant term of 1 year, 2 years, 3 years, 4 years, 5 years, or 15 years. The funding request submitted at this time must cover the entire period of the initial grant term (with the exception of projects with a 15-year grant term, as explained

below). This means that if a project's annual budget is \$100,000, the project must request \$200,000 if applying for a 2-year term, \$300,000 if applying for a 3-year term, and 500,000 for a 5-year term.

Grant terms are subject to the following requirements:

- Any new project that includes leasing in its budget (either leasing alone or leasing costs plus other costs) must request funding for a 3-year term;
- Any new project that is requesting funds operating costs can request 1-year, 2-year, 3-year, 4-year, or 5-year grant terms with funding for the same number of years;
- Any new project that requests funds for new construction, acquisition or rehabilitation must request a minimum of a 3-year grant term and can request up to a 5-year grant term; and
- Any new project requesting project-based rental assistance or sponsor-based rental assistance or operating costs may request up to a 15-year grant term; however, the project applicants may only request up to 5 years of funds. Funding for the remainder of the term is subject to availability.

THRESHOLD REQUIREMENTS AND COMPETITIVE REVIEW

Threshold Requirements

To become eligible for consideration by the Review Committee, all projects must first successfully pass a review of threshold requirements. The Springfield CoC Administrator will perform a threshold review of all submitted projects. ***Each project must meet the following minimum standards:***

1. The project must meet HUD eligibility requirements.
2. Persons served by the project must meet the HUD definition of homeless.
3. The application must be complete and submitted in the correct format.
4. The application must be submitted on time.

Competitive Review of Projects

The CoC consolidated application is scored based on the performance of all funded programs and on the performance of the CoC itself. The ability of our CoC to be awarded the Permanent Housing Bonus is dependent upon the CoC obtaining a minimum threshold funding score. The Springfield CoC exceeded the threshold score in 2008, 2009, 2010 and 2011.

Springfield CoC projects will be reviewed based upon community need as well as each project's contribution to scores which increase the competitiveness of the entire CoC application.

The Review Committee will be composed of the Springfield Office of Housing Director/CoC Administrator; three members of the Springfield CoC, three members of the Homes Within Reach Implementation Committee, two consumers/consumer representatives, and a member of the Western Massachusetts Network to End Homelessness. No Review Committee member may be a staff or Board member of any agency that has submitted a project application.

The Review Committee will select new projects to be included in the Springfield CoC Project Competition application submitted to HUD. The Review Committee reserves the right to include projects based on full or partial funding for the requested project, as is warranted to submit a total CoC application which does not exceed the amount of funds the CoC is eligible to receive. The Review Committee may recommend that a project that provides permanent supportive housing for chronically homeless individuals or families be included in the application as FPRN or the Permanent Housing Bonus, regardless of the category chosen by the applicant, in order to maximize the competitiveness and funding of the application. Projects that do not consist of permanent supportive housing or which serve people who are not chronically homeless may only apply as FPRN.

Some factors to be aware of regarding the competitive process:

- HUD sets certain goals and performance standards for our CoC and for CoC projects. These goals and standards, summarized below, will assist the Review Committee in selection of new projects to include in the CoC application.
 - Goals for the CoC as a whole:
 - Create new permanent housing beds for chronically homeless individuals and families.
 - Decrease the number of chronically homeless individuals.
 - Decrease the number of homeless households with children.
 - Reduce length of homelessness for individuals and families.
 - Reduce incidents of repeat homelessness.
 - Goals for CoC-funded projects:
 - The percentage of homeless persons staying in permanent housing for 6 months or more should be at least 77 percent.
 - The percentage of homeless persons moving from transitional housing to permanent housing should be at least 65 percent.
 - The percentage of persons employed at program exit should be at least 20 percent.

APPLICATION PROCESS

Applications must be submitted using the CoC Competition form. Electronic versions of the form can be requested via email to gmcafferty@springfieldcityhall.com.

The **deadline** for submittal of your application is **Friday, December 14, 2012 at 2:00 p.m.** One original and 9 copies of proposal must be delivered to the Office of Housing, 1600 E. Columbus Ave., Springfield.

Submission of proposals from all qualified organizations is encouraged.

Please read all instructions carefully.

FY2012 COC COMPETITION APPLICATION PROCESS TIMELINE

Nov. 16, 2012	RFP available at the Office of Housing, 1600 E. Columbus Ave., Springfield
Dec. 3, 10 a.m.	Bidder's conference
Dec. 14, 2 p.m.	<u>Applications due:</u> Completed application due
Dec. 19 (tentative)	Review Committee meets to decide projects to be submitted in CoC application
Dec. 20, 2012	Applicants notified of review committee decisions; unsuccessful applicants will be notified in writing and provided with process for obtaining review feedback and participating in HUD appeal process
Dec. 20-Jan. 16	Successful applicants work with City staff to submit project application in esnaps system and to provide any supporting documentation
Dec. 20-Jan. 16	Unsuccessful new project applicants that choose to appeal work with City staff to submit appeal application in esnaps system
Dec. 20-Jan 16	CoC ranks all projects
Jan. 18, 2013	CoC application submitted to HUD
Feb. 2013	Expected HUD announcement of renewal awards
Spring 2013	Expected HUD announcement of new awards
Spring-Summer 2013	Technical submissions for selected projects
Fall 2013	Initiation of new project activities

Tentative and expected dates are subject to change.