

**North Shore Continuum of Care  
FY2018 Continuum of Care Program Competition **REVISED 07.24.18**  
Request for Proposals**

**New Projects Created Through Bonus**

**New Projects for Domestic Violence Bonus**

**Expansion Projects for Eligible Renewal Projects**

**Consolidated Projects of Eligible Renewal Projects**

**Transition Grants to Change from One CoC Component to Another**

Maximum Available Funding    Bonus \$127,334  
   Domestic Violence Bonus \$212,223  
   **Reallocation - ~~No funds in this competition~~ \$267,906**

RFP Distributed: July 13,2018

**RFP Reissued July 24, 2018**

Deadline for Submission in e-snaps: August 13, 2018

**I. Introduction and Purpose**

This Request for Proposals (RFP) is being issued by the North Shore Continuum of Care (NS CoC) and the City of Peabody, the Collaborative Applicant (CA) for the NSCoC. It requests proposals for the following projects which are to be undertaken in the geographic region covered by the NSCoC, MA-510:

- Bonus
- Domestic Violence Bonus
- Expansion to expand an eligible renewal project
- Consolidation of two or more eligible renewal projects
- Transitions Grants

Additional information and definitions can be found in the Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2018 Continuum of Care Program Competition, FR-6200-N-25 which can be found at:

<https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices>

***Please note that this RFP is based upon the best information that is currently available and the NSCoC may need to revise the requirements described below and/or request additional information when all relevant information is released by HUD. There are areas where we are awaiting clarification from HUD.***

Proposals must define a project as follows.

- A) New project applications proposing use of bonus funds up to \$127,334 may be created as:
- (a) Permanent housing-permanent supportive housing (PH-PSH) projects that meet the requirements of Dedicated PLUS as defined in Section III.C.3.f of the NOFA or where 100 percent of the beds are dedicated to individuals and families experiencing chronic homelessness, as defined in 24 CFR 578.3.
  - (b) CoCs may create new permanent housing-rapid rehousing (PH-RRH) projects that will serve homeless individuals and families, including unaccompanied youth;
  - (c) Joint TH and PH-RRH component projects as defined in Section III.C.3.m of the NOFA to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking who meet the following criteria:
    - (i) residing in a place not meant for human habitation;
    - (ii) residing in an emergency shelter;
    - (iii) person meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking;

(iv) residing in a transitional housing project that is being eliminated;

(v) residing in transitional housing funded by a Joint TH and PH-RRH component project as defined in Section III.C.3.m of the NOFA; or

(vi) receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

(d) Dedicated HMIS project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in e-snaps.

(e) Supportive services only (SSO-CE) project to develop or operate a centralized or coordinated assessment system.

New applicants will include a narrative description of the community partnerships they utilize to provide services and referrals for clients.

New applicants will provide a narrative description to explain your use of low barrier entry and the Housing First model of housing. Include in your description:

- What is your screening process?
- How many clients were entered into your program in the past year?
- If, during the course of the past year, you had a vacancy, describe the method of screening used. If any applicants were rejected or refused housing, provide an analysis of why those applicants were refused in light of your low barrier entrance procedures. Please include the refusal or rejection letter redacted. Please explain any mitigating experiences as appropriate.
- If, during the course of the past year, you had a household leave the project, describe the reason for the exit, and an analysis of why their leaving supports your Housing First model. If asked to leave, please provide redacted documentation as appropriate. This should include, but is not limited to, a Notice to Quit, Termination Notice or Summons and Complaint. Please explain any mitigating experiences as appropriate.
- If you had a vacancy, did you fill it through Coordinated Entry? If not, please explain why.
- How many vacancies did you have in the last year and how many were filled

If you have not used low barrier or Housing First before, how will you implement it?

B) New project applications proposing use of domestic violence bonus funds of \$212,223 may be:

(a) Permanent Housing-Rapid re-housing projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3;

(b) Joint TH and PH-RRH component projects as defined in Section III.C.3.m of this NOFA dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3; or

(c) Supportive service only-coordinated entry project to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

There can be only one component per CoC, e.g., one PH-RRH, one joint TH and PH-RRH per CoC.

New applicants will include a description of the community partnerships they utilize to provide services and referrals for clients.

New project applicants will provide a narrative description to explain your use of low barrier entry and the Housing First model of housing. Include in your description:

- What is your screening process?
- How many clients were entered into your program in the past year?
- If, during the course of the past year, you had a vacancy, describe the method of screening used. If any applicants were rejected or refused housing, provide an analysis of why those applicants were refused in light of your low barrier entrance procedures. Please include the refusal or rejection letter redacted. Please explain any mitigating experiences as appropriate.
- If, during the course of the past year, you had a household leave the project, describe the reason for the exit, and an analysis of why their leaving supports your Housing First model. If asked to leave, please provide redacted documentation as appropriate. This should include, but is not limited to, a Notice to Quit, Termination Notice or Summons and Complaint. Please explain any mitigating experiences as appropriate.
- If you had a vacancy, did you fill it through Coordinated Entry? If not, please explain why.
- How many vacancies did you have in the last year and how many were filled

If you have not used low barrier or Housing First before, how will you implement it?

C) Applicants may create new expansion projects (Section III.C.3.i of the NOFA) under the DV Bonus or bonus process to expand existing projects that will increase the number of units, persons served, services provided to existing program participants, or to add additional activities to HMIS and SSO-Coordinated Entry projects.

If the new expansion project will expand an existing eligible CoC Program renewal project HUD will not fund capital costs (i.e., new constructions, rehabilitation, or acquisition) and HUD will only allow a 1-year funding request.

(a) Project applicants that intend to submit a new project application for the purposes of expanding an eligible CoC Program renewal project must:

- (i) enter the grant number of the project that is eligible for renewal that the project applicant requests to expand on the new project application;

- (ii) indicate how the new project application will expand units, beds, services, persons served, or services provided to existing program participants, or in the case of HMIS or SSO-Coordinated Entry projects, how the current activities will be expanded for the CoC's geographic area; and
- (iii) ensure the funding request for the expansion grant is within the funding parameters allowed under the reallocation or bonus funding amounts available.

If the project applicant is applying to expand a non-CoC Program funded project (traditional expansion), the project applicant may apply for grant terms as found in Section IV.B.2 of the NOFA and may submit a project application as any other new project application.

- (b) Project applicants may expand an existing renewal project that is not dedicated to serving survivors of domestic violence, dating violence sexual assault, or stalking that meet the definition of homeless in 24 CFR 578.3 to dedicate additional beds, units, persons served, or services provided to existing program participants to this population.

D) Applicants have the opportunity in this competition to consolidate two or more eligible renewal projects into one project application. Prior to beginning the consolidation process in the project application, the applicant should consult with Stephanie Harrington in the Boston HUD field office to ensure it is eligible to consolidate the projects.

- a) To apply for a consolidated grant, applicants must submit separate renewal project applications for each of the eligible renewal project grants that are proposed to be consolidated, and an application for the new consolidated grant with the combined budget and information of all grants proposed for consolidation.
- b) Applicant(s) should include documentation of the acknowledgement of the Boston HUD field office that it is eligible to consolidate the projects.

E) Eligible renewal project applicants have the ability in this funding cycle to transition from one CoC Program component to another.

- a) A grant to fund a new project (as permitted in Section II.B.2 of the NOFA) to transition an eligible renewal project being eliminated through reallocation from one program component to another over a 1-year period (see section III.C.3.q of the NOFA for more information). The new transition project must meet the requirements set forth in Section II.B.2 of the NOFA (e.g., no more than 50 percent of grant funds may be used for costs of eligible activities of the program component being eliminated) and the project eligibility and project quality thresholds established by HUD in Sections V.C.3.b and V.C.3.c of the NOFA.
- b) For a new project to be considered a transition grant, the applicant for the new project must be the same recipient for the eligible renewal grant(s) being eliminated, and the applicant must provide the grant number(s) of the projects being eliminated to create the new project and attach a copy of the most recently awarded project application (e.g., if the project was last funded in the FY 2017 CoC Program Competition, a copy of the FY 2017 CoC Program Competition project application must be attached to the project application).

- c) To be eligible to receive a transition grant, the renewal project applicant must have the consent of the NSCoC and meet the standards outlined in Section III.C.3.r. of the NOFA. Applicants who wish to request a transition grant must submit a letter of intent to the NSCoC c/o Kevin Hurley at kevin.hurley@peabody-ma.gov with a cc: to krbyron@byrongrantconsulting.com no later than July 17, 2018 to be presented to the full NSCoC membership for approval at the monthly CoC meeting on July 18, 2018. The letter of intent should include the following:
- i. The name of the eligible renewal project being eliminated and the amount of funding attributed to it in the most recent GIW, how many beds or units it contains, how many of those are dedicated to CH, whether it is a Housing First program and the number of homeless persons served in the most recent APR. If the APR was run more than 3 months ago, the applicant should also run and include a current APR.
  - ii. The amount to be requested, number of beds or units to be included in the new application, how many of those are dedicated to CH, whether it is a Housing First program and the number of homeless persons to be served.
  - iii. The letter should be signed by the Chief Executive Officer or Executive Director of the project agency.

New projects will be accepted or rejected by an independent scoring committee and presented to the full membership of the NSCoC.

## **II. Grant Term**

The initial grant term for new project applications may be 1-year, 2-years, 3-years, 4-years, 5-years, or 15-years. However, the following exceptions apply:

- a. Any new expansion project that is submitted to expand an eligible renewal CoC Program-funded project may only request a 1-year grant term, regardless of the project type. This requirement does not apply to traditional expansion grants.
- b. Any new project that requests tenant-based rental assistance may request a 1-year, 2-year, 3-year, 4-year, or 5-year grant term.
- c. Any new project that requests leasing costs—either leasing costs only or leasing costs plus other costs (e.g., supportive services, HMIS.)—may only request up to a 3-year grant term.
- d. Any new project that requests 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. Applicants must apply for additional funds as a renewal project application prior to the anniversary of the first expenditure of grant funds by which date the grant funds should have been expended, or if the date upon which funds must be expended has been extended by HUD, the date upon which the extension ends. CoC Program funds are not guaranteed past the initial 5-year grant term, if conditionally awarded.

e. Any new project that requests operating costs, Supportive Services Only, HMIS, and project administration may request 1-year, 2-year, 3-year, 4-year, or 5-year grant terms with funding for the same number of years.

f. Any new project that requests new construction, acquisition, or rehabilitation must request a minimum of a 3-year grant term and may request up to a 5-year grant term.

g. If an applicant requests funds for new construction, acquisition, or rehabilitation in addition to requesting funds for operating, supportive services, or HMIS, the funding will be for the 3 years requested, and the grant term will be 3 years plus the time necessary to acquire the property, complete construction, and begin operating the project. HUD will require recordation of a HUD-approved use and repayment covenant (a form can be obtained from the local HUD CPD Field Office) for all grants of funds for new constructions, acquisition, and rehabilitation. (24 CFR 578.81)

h. Any new project that is requesting consideration under the DV Bonus (see Section III.C.3.g of this NOFA more information) may only request a 1-year grant term, regardless of project type.

### **III. Matching**

The applicant must match all grant funds, except for leasing funds, with no less than 25% of funds or in-kind contributions from other sources. 24 CFR 578.73 provides the information regarding match requirements. Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match.

### **IV. Eligibility**

Eligible projects applicants are defined below.

A) Renewal Projects - Awards made under the CoC Program and S+C project-based rental assistance with rehabilitation 10-year grants, are eligible for renewal for FY 2018 funds if they are currently in operation and have an executed grant agreement that is dated no later than December 31, 2018 and expires in Calendar Year (CY) 2019 (the period from January 1, 2019 through December 31, 2019).

(1) HUD will not select renewal projects for an award of FY 2018 funds in this Competition unless the project meets one of the following additional eligibility requirements:

- (a) Any CoC Program grant or S+C project-based rental assistance grant with funds for rehabilitation awarded in a preceding Competition that expire in CY 2019.
- (b) Any S+C grant awarded prior to FY 2002 for which funding is expected to run out in CY 2019, and which has never applied for renewal funding.
- (c) Any grant awarded as S+C grant that included rehabilitation that has a 10-year grant term.

(2) The total request for each renewing project may not exceed the ARA. Additionally, where two or more eligible projects are being consolidated through the project application, the total ARA of the consolidated project must be equal to, or less than the sum of the original renewal projects. Because funds for acquisition, new construction, and rehabilitation may not be renewed, grants being renewed whose original expiring

award included those funds may only renew leasing, supportive services, rental assistance, operating, and HMIS costs and may not exceed 10 percent in administrative costs. For information on ARA, see Section III.C.1.a of the NOFA.

B) New Projects.

(1) As pertains to this RFP, new projects can be created through bonus or DV Bonus.

**V. Attachments**

Required Attachment	New Bonus	DV Bonus	Consolidation	Component Transition
Narrative description of community partnerships to access services and resources for clients New Bonus	X	X		
Narrative description of agency efforts to implement low barrier and Housing First	X	X	X	X
Most recent APR			X	X
SPM Report from 10/01/2016 to 09/30/2017			X	X
Documentation from Stephanie Harrington that the projects are eligible for renewal			X	
Description of request submitted to CoC for approval 07.17.18				X



**VI. Timeline**

RFP Distributed July 13, 2018

Transitions Grants Letter of Intent July 17, 2018

Application Deadline in e-snaps August 13, 2018

Committee Meeting to Review and Select Proposals August 22, 2018

Notice of Selection August 23, 2018

**VII. Proposal Submission and Questions**

Projects should be submitted in e-snaps, <https://esnaps.hud.gov/grantium/frontOffice.jsf>

Full Application Instructions can be found at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/> In addition, technical questions can be submitted to Ask A Question at <https://www.hudexchange.info/get-assistance/my-question/> Other questions can be emailed to Karen R. Byron, Byron Grant Consulting, at [krbyron@byrongrantconsulting.com](mailto:krbyron@byrongrantconsulting.com).

Please email Karen Byron, [krbyron@byrongrantconsulting.com](mailto:krbyron@byrongrantconsulting.com) and cc: Kevin Hurley at [kevin.hurley@peabody-ma.gov](mailto:kevin.hurley@peabody-ma.gov) upon submission of your project application so that we may ensure it was received by the deadline. Include names and telephone numbers of individuals who can answer Ranking and Review Committee questions about the application on August 22, 2018. Should an applicant have additional information and/or documentation relevant to the application which cannot be entered into e-snaps, but should be considered by the review committee, this should also be emailed to Karen and Kevin.