

I. Introduction and Purpose

This Request for Proposals (RFP) is being issued by the North Shore Continuum of Care (North Shore CoC) and City of Peabody, the Collaborative Applicant for the North Shore CoC. It requests proposals for both new permanent housing and rapid re-housing projects, as well as new Supportive Services Only for centralized or coordinated assessment, and new dedicated HMIS, to be undertaken in the geographic region covered by the North Shore CoC, MA-510.

Please note that this RFP is based upon the best information that is currently available and the North Shore CoC may need to revise the requirements described below and/or request additional information when all relevant information is released by HUD.

Proposals must define a project to create:

With Reallocation funds (up to \$67,386) the following projects may be created:

- 1) New permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families, as defined in 24 CFR 578.3.
- 2) New rapid rehousing projects that will serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness.
- 3) New Supportive Services Only project specifically for a centralized or coordinated assessment system.
- 4) New dedicated Homeless Management Information System (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.

With Bonus funds up to \$83,318, the following projects may be created:

- 1) New permanent supportive housing projects that will serve 100 percent chronically homeless individuals and families, and
- 2) New rapid rehousing projects that will serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness.

New projects will be accepted or rejected by an independent scoring committee and presented to the whole North Shore CoC.

II. Funding and Grant Term

Up to \$67,386 is available for reallocation to new projects, and up to \$83,318 is available for Permanent Housing Bonus for terms as follows:

New Project Grant Terms. 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 project that requests tenant-based rental assistance may request a 1-year, 2-year, 3-year, 4-year, or 5-year grant term.
- b. Any new project that requests leasing—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.
- c. 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 extended 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.
- d. 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.
- e. 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.
- f. 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).

III. Matching and Leverage

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 detailed information about cash and in-kind match requirements. If selected, the applicant will be responsible for gathering match commitment letters for the proposal.

As authorized by the FY 2016 HUD Appropriations Act, program income may now be used as a source of match and must be properly documented in the project application.

The applicant will also provide in-kind or cash leverage commitments that are equal to or exceed 150% of the grant amount.

IV. Eligibility

Eligible projects include the following.

Reallocation Funds:

Through the reallocation process CoCs may create the following type of new projects:

- a. CoCs may create new permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families, as defined in 24 CFR 578.3.
- b. CoCs may create new rapid re-housing projects for homeless individuals and families who enter directly from the streets or emergency shelters, youth up to age 24, and persons who meet the criteria of paragraph (4) of the definition of homeless.
- c. CoCs may create a new Supportive Services Only (SSO) project specifically for a centralized or coordinated assessment system.
- d. CoCs may create a new dedicated Homeless Management Information System (HMIS) project for the costs at 24 CFR 578.37 that must be carried out by the HMIS Lead.

Permanent Housing Bonus:

- a. New permanent supportive housing projects that will serve 100 percent chronically homeless families and individuals, and
- b. New rapid re-housing projects that will serve homeless individuals and families coming directly from the streets or emergency shelters, and includes persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homeless.

V. Project Description

Concept: A full description of the proposed project must include the population/sub-population it will serve, cultural competence capacity related to the population/sub-population, the type of housing and services that will be provided, including those not covered by funding under this proposal, and the budget activities that are being requested.

Proposals should clearly indicate whether they are pursuing Reallocated funds or Permanent Housing Bonus funds.

In the event proposals request more funding than is available through Reallocation funds, eligible projects will be considered for Bonus Funds unless the project applicant indicates it does not want to be included in that evaluation.

Ending Chronic Homelessness: A statement regarding how this project will move the North Shore CoC to achieving an end to Chronic Homelessness as defined in *Opening Doors, Federal Strategic Plan to Prevent and End Homelessness, 2015*.

If appropriate, the proposal should also address how the project will work toward ending Family Homelessness, Youth Homelessness and/or Veteran Homelessness.

Strategic Resource Allocation: Projects must demonstrate effective use of partnerships and maximization of mainstream resources.

Housing First: As this model is a HUD priority, applicants who commit to using a Housing First program design will receive a higher score.

Coordinated Entry: Applicant must indicate that it will participate in the CoC's Coordinated Entry process.

Applicant's Experience/Capacity: Describe agency's experience and staff qualifications in providing housing and/or homeless supportive services. Include details specific to serving persons experiencing chronic homelessness.

Applicant must demonstrate the capacity to provide all HUD-required deliverables in an accurate and timely manner. This can be demonstrated by attaching HMIS data quality reports from currently funded projects showing the organization's relative completeness of HMIS data entered for similar programs. Timeliness of HUD deliverables can be documented by the timely and complete submission of Annual Progress Reports (APRs) for the respondent's current grants, if any. If the organization does not currently administer a HUD-funded CoC grant, then the organization's capacity to meet timeliness and accuracy standards can be documented by the written statement of a state agency contract manager.

VI. Timeline

RFP Distributed July 22, 2016

Application Deadline August 03, 2016

Committee Meeting to Review and Select Proposals August 09, 2016

Notice of Selection August 10, 2016

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.

Please email Karen Byron krbyron@byrongrantconsulting.com and cc: Kevin Hurley at 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 Review Committee questions about the application on August 09, 2016. 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.