**Western PA Continuum of Care (CoC)**

**FY2017 Request for Proposals**

**NEW Permanent Housing Project**

**Preliminary Application due by Close of Business on August 11, 2017**

The Western PA CoC is soliciting Preliminary Applications from agencies interested in applying for new projects to be submitted as part of the FY2017 Continuum of Care (CoC) Application this fall. At this time, the CoC is eligible to apply for up to $527,809 in bonus funding to create new permanent housing projects. Additional funding may be available through the CoC’s reallocation process.

Funding is not guaranteed to the organization(s) selected through this RFP. Funding will be made available by HUD based on the performance of the Western PA CoC in the 2017 Continuum of Care competition.

Eligible program types are limited to, which are further described within this document:

* Permanent Supportive Housing Projects serving Chronically Homeless Individuals and/or Families;
* Rapid Re-Housing
* Joint Transitional Housing and Rapid Re-Housing - **NEW**
* Expansion of Current RRH or PSH grant to provide additional units/serve additional households - **NEW**

These will initially be 1-year grants with the expectation that they will be eligible for renewal in future CoC applications. However, future funding will be dependent on the availability of funding from HUD and program performance.

* The CoC is seeking applicants with the capacity and interest in serving their entire Region.
  + New projects funded through the Permanent Housing Bonus will be strongly encouraged to serve their entire Region.
  + New projects seeking to operate solely within their own county must provide clear data to demonstrate the need for a single county project.

To indicate your interest in a new project, please submit the attached Preliminary Application by close of business on August 11, 2017.

* The application should be emailed to pa\_coc@hotmail.com
* Please use the e-mail subject line: Preliminary Application – Western PA CoC

**Please review the information provided below regarding project type, eligible participants, eligible activities, expectations and requirements of the project recipient, and selection/scoring criteria to be used in the selection of new project applicants.**

**Additional Information to review prior to submitting a Preliminary Application**

What are the goals and priorities of the CoC? As articulated in the CoC’s Strategic Plan, we are seeking to reduce homelessness by 50% by 2022. This includes effectiveness eliminating chronic homelessness, Veterans homelessness and reducing family and youth homelessness by no less than 50% during this timeframe. As such, these are priority populations for the Western PA CoC.

Who is eligible for homeless assistance under the CoC? Project participants are limited to the literally homeless and fleeing/attempting to flee domestic violence categories of homelessness, as defined in [HUD’s Homeless Definition Final Rule](https://www.hudexchange.info/resource/1928/hearth-defining-homeless-final-rule/). Additional eligibility information can be found in the [FY2017 HUD CoC NOFA](https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/).

How is chronic homelessness defined?An individual or family head of household has a diagnosable substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability.

AND

* Is currently living in a place not meant for human habitation, a safe haven, or in an emergency shelter.

AND

* Has been homeless for at least 12 months. This includes:
  + 12 Months Continuous: At least 12 months of continuous homelessness living in a place not meant for human habitation, a safe haven, or in an emergency shelter;

OR

* + 12 Months Cumulative: Has experienced homelessness during at least 4 separate occasions in the last three years, where these 4+ occasions equal a total of at least 12 months.

Where can I find more information about how to operate a regional project? The CoC has developed a frequently asked questions document, which provides input from a provider operating a regional rapid re-housing project. This document can be accessed at <https://www.dropbox.com/s/jz5qiw2fswqxd4a/Regional%20Projects%20FAQ.docx?dl=0>

**Eligible Project Types through this RFP:**

* Permanent Supportive Housing Projects serving Chronically Homeless Individuals and/or Families:Units must be dedicated specifically to individuals and families who meet the chronically homeless definition. When a program participant exits the project, the bed must be filled by another household that meets the definition unless there are no chronically homeless persons located within the CoC’s geographic area.
* Rapid Re-Housing:Rapid Re-Housing is a model of housing assistance that is designed to assist those experiencing homelessness, with or without disabilities, move as quickly as possible into permanent housing and achieve stability in that housing. Rapid re-housing assistance is time-limited, individualized, and flexible.

Individuals, families and unaccompanied youth[[1]](#footnote-1) eligible for Rapid Re-Housing under the FY2017 CoC NOFA include those who are:

* + Coming directly from the streets or emergency shelters
  + Fleeing domestic violence AND no subsequent residence has been identified AND has no resources or support networks to obtain permanent housing
  + Residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition
  + Residing in transitional housing funded by a Joint TH and PH-RRH component project
  + 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.
* Joint TH and PH-Rapid Rehousing: This is also a new program type. The Joint TH and PH-RRH component project includes two existing program components–transitional housing and permanent housing-rapid rehousing–in a single project to serve individuals and families experiencing homelessness.

When a program participant is enrolled in a Joint TH and PH-RRH component project, the grant recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. A program participant may choose to receive only the transitional housing unit or the assistance provided through the PH-RRH component, but the recipient or subrecipient must make both types of assistance available.

For more information about this model and its intent, see: <https://www.hudexchange.info/news/snaps-in-focus-the-new-joint-transitional-housing-and-rapid-re-housing-component/>

* Expansion of Current RRH or PSH grant to provide additional units/serve additional households: This component allows current grantees of PSH or RRH projects to expand their existing program to provide more units and assist more persons. The new grant will be combined with the existing grant at contracting time and can be submitted to HUD without completing an entire new project application.

**What will the grant pay for?** The HUD grant can be used towards:

* Housing Costs:
  + **Operating funds** to operate a site owned or leased by your agency (including the Transitional Housing portion of a Joint TH-RRH project).
  + **Rental Assistance** to assist a household pay their rent;
    - Note: If applying for Rapid Rehousing, Rental Assistance is the only eligible housing type.
  + **Leasing** of a single site or scattered site housing units;
* Supportive Services Costs: Case management to assist households in obtaining and maintaining their housing.
* Administrative Costs: To provide funding for your agency to manage the grant including drawing down funds and reporting to HUD.

**Are there match requirements?** The grantee must provide a 25% match – either cash or in-kind. The only exception is that leasing costs do not require a match.

**Are there any special considerations that I need to be aware of?**

* Both PSH and RRH are permanent housing programs and are expected to operate in accordance with a **Housing First approach**:
  + Participants are not screened out based on the following:
    - Having too little or no income
    - Active or history of substance use
    - Having a criminal record with exceptions for state-mandated restrictions
    - History of domestic violence
  + Participants are not terminated from the program based on the following:
    - 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
    - Any other activity not covered in a lease agreement typically found in the project’s geographic area
* All project participants will be referred through the CoC’s Coordinated Entry System and/or pulled from the community’s single prioritized wait list.
* You must enter complete and accurate data into the PA Homeless Management Information System (PA-HMIS). Victim services organizations must enter data into a DV comparable database.
* Applicants from the SW Region will be expected to participate in the SW Regional Homelessness Advisory Board (RHAB). Applicants from the NW Region must participate in their local housing coalition/Local Housing Options Team (LHOT) which are a subset of the NW RHAB. All applicants must be or must become a member of the Western PA CoC and attend the semi-annual meetings.
* You will be expected to have the capacity to operate your program in accordance with HUD requirements including:
  + Submitting your Annual Progress Report (APR) on time
  + Drawing down funds at least quarterly
  + Expend all of your grant funds within the 12-month grant period

**How will projects be selected for submission to HUD?** All Preliminary Applications will be reviewed by the Western PA CoC Funding Committee based on the following criteria. Those that are selected for submission will be notified no later than August 23, 2017.

* Threshold: to be considered, applicants must commit to the following:
  + Using a Housing First approach
  + Provide program participants with assistance with Mainstream Benefits
  + Experience working with the population to be served
  + Conduct at least monthly face to face case management appointments in the program participant’s home
  + Participate in the Western PA CoC Coordinated Entry System
  + Once developed, all CoC-funded projects will be required to follow the CoC’s written standards for providing assistance
  + Enter data into PA-HMIS or DV comparable database
  + Participate in the RHAB/CoC
  + Be cost effective, compared to similar projects
  + Ensure that service delivery is client-centered and culturally competent
* Selection Criteria: Projects will be scored based on several factors, including the below listed criteria:
  + Targeting a priority population: Chronically Homeless, Veterans, Families
    - Please note, there is a separate RFP available to specifically serve unaccompanied youth.
  + Geographic area: Preference given to region-wide projects, unless clear data is provided to support a single-county project
  + Ability of the agency to implement a regional project
  + Ability to provide outreach in order to engage individuals currently living in unsheltered situations
  + Organizational capacity will be evaluated to ensure successful program operation. This includes new organizations not currently receiving CoC-funding, as well as organizations already receiving funds.
  + For current CoC grantees, considerations will include meeting HUD’s grant management requirements and implementation of HUD policy priorities such as housing first
  + Additional consideration will be given to agencies that have not previously received CoC funding
  + Additional consideration will also be given to agencies that have voluntarily reallocated a Supportive Services Only (SSO), Safe Haven or Transitional Housing project during the FY2017 application process.
  + Approach for providing supportive services, both through the proposed CoC-funded project and leveraged services from community providers
  + Ability to provide housing search and location services, using either staff funded through the proposed CoC-funded project or leveraged services
  + Cost effectiveness of approach, as compared to similar projects within the geographic area

**What is my project budget?** The total amount of new project funding available is not yet known. The amount will be no less than the Permanent Housing Bonus ($527,809). While a budget is requested in the Preliminary Application, if your project is selected, you may be approved for an amount other than the exact budget submitted.

**If my project is selected for submission, what is the next step?** You will be notified no later than August 23 if your project has been selected for submission to HUD and the amount of funding that you can request. At that time, you will receive instructions for submission.

You will need to submit your new project application on esnaps, HUD’s online application. The following is the timeline for submission:

* **September 1:** Complete your application on esnaps and provide a pdf to Diana T Myers and Associates, Inc. (DMA) at pa\_coc@hotmail.com
* **September 6:** DMA will review your application and provide feedback
* **September 13:** FINAL completed application must be on esnaps

**If I have questions about this who should I contact?** Send an e-mail to pa\_coc@hotmail.com and DMA will get back to you as quickly as possible.

**Western PA Continuum of Care, CoC PA-601**

**FY2017 New Project Preliminary Application**

**Instructions:**

* This document is a “Form”. To enter text, click on the gray shaded area and begin typing. To indicate a check a response, click inside the shaded box  and an “X” will appear within the box - .
* All applications must be returned to pa\_coc@hotmail.com by COB on August 11.

**1) Agency Name:**

Contact information:

* + Name
  + Phone number
  + E-mail address

**2) Under which type of program are you applying?**

Permanent Supportive Housing project to serve Chronically Homeless Individuals or Families (PSH-chronic)

Rapid Rehousing for Homeless Individuals, Families, Unaccompanied Youth

* + Please note that the CoC has issued a separate RFP specifically for serving unaccompanied and/or parenting youth

Joint Transitional Housing and Rapid Rehousing Component Type

Expansion of Current RRH or PSH grant to provide additional units/serve additional households

**3) Which Region(s) and County(s) do you intend to serve with the proposed**

**project?**

**Northwest:**

Cameron  Clarion  Clearfield  Crawford  Elk  Forest  Jefferson  Lawrence  McKean

Mercer  Potter  Venango  Warren

**Southwest:**

Armstrong  Butler  Fayette  Greene

Indiana  Washington  Westmoreland

**4) Which of the following subpopulations do you plan to serve?** Check all that apply: If this project is seeking to only target youth, please respond to the youth RFP issued by the CoC.

Chronically Homeless  Veterans  Families

Individuals  Youth (under age 25)

**5) Did your organization have a Transitional Housing project that reallocated this**

**year?**

Yes – Voluntary reallocation. Project Name:

Yes – Involuntary reallocation. Project Name:

No

**6a) If you are proposing PSH-Chronic:**

* Do you plan to operate in a single site or scattered site?

Single site  Scattered site

* If single site, do you already own or have a long-term lease on a specific property?

Yes – own property  Yes – long-term property  No

* If yes, please describe the property. This description should include the layout, configuration – congregate, individual apartments, SRO units, etc. as well as other relevant details:
* If scattered site, do you currently have relationships with landlords who would participate in your program?

Yes  No

* If yes, please describe:

**6b) If you are proposing Rapid Re-housing:**

* Do you have relationships with landlords who would participate in your program?

Yes  No

* If yes, provide describe your experience in identifying housing opportunities, including landlord engagement practices:

**6c) If you are proposing Joint Transitional Housing and Rapid Re-Housing:**

* Please identify the site for the Transitional Housing portion of this project.

**6d) If you are proposing to expand a current project:**

* Please identify the project name to be expanded:
* Describe why an expansion is needed at this time:

**ALL PROJECTS:**

**7) Provide a general description of your proposed project.**

This should include a clear and concise description of the scope of the project. The following information should be included in your description:

* description of community needs. Applicants are encouraged to provide local and/or regional data beyond the data reported through the annual PIT count.
* target population(s) to be served
* estimated number of households to be served at a point in time
* estimated number of households to be served annually
* the reason why CoC Program support is required
* experience in working with households experiencing homelessness, and in particular with the subpopulation you identified. This should include any experience using a housing first model.
  + Additionally, if you are proposing a Permanent Supportive Housing project, you must describe your experience working with households that meet HUD’s definition of chronically homeless.
  + Additionally, if you are proposing a Rapid Re-Housing project or Joint TH/RRH project, you must describe your experience working to quickly move households from homelessness to permanent housing.
  + Additionally, if your target population includes youth, you must discuss your experience working with youth and best practices you are already utilizing
* project plan for addressing the identified housing and supportive service needs, including any agencies that you plan to partner/coordinate with to provide additional expertise
* projected project outcomes
* how you will ensure that the project provides client-centered and culturally competent services
* describe your community partners and the ways you will work together to meet the needs of households served through the proposed project.

**PROJECT DESCRIPTION (click on line to begin typing):**

**8) Provide a description of why the project type you are requesting is the best**

**intervention for meeting the above defined need.**

* If you are specifically applying for the new Transitional Housing/ Rapid Re-Housing Joint Component, your description needs to explain why this model would be more effective for your target population than a stand-alone Rapid Re-Housing project in your community.

**9) Describe your organization’s experience conducting outreach and engaging**

**individuals and families living in an unsheltered situation.**

**10) Please indicate which of the following requirements you commit to follow:**

Using a Housing First approach

Assist participants with Mainstream Benefits: (must provide all of the following)

Provide transportation assistance to attend mainstream benefit

appointments, employment training or jobs

Use a single application form for four or more mainstream programs

(example DHS’s COMPASS)

Conduct annual follow-up appointments with participants to ensure

mainstream benefits are received and renewed

Provide access to SSI/SSDI technical assistance provided by the applicant,

a subrecipient or partner agency

Utilize a SOAR trained individual to provide this technical assistance

Participating in the Western PA Coordinated Entry System

Entering data into PA-HMIS (or DV comparable database, if domestic violence

organization)

Participating in the RHAB/CoC

**11) Do you anticipate hiring a case manager to provide services to the population**

**being served?**  Yes  No

* If yes, provide the number of FTEs and expected FTE rate:
* Provide the expected case management ratio to be used:
* Describe your organization’s philosophy or approach to case management services:
* Describe the frequency and location of case management services currently provided by your organization:

**12) Does your organization have the capacity to operate this project throughout**

**the entire RHAB?**  Yes  No

* If yes, please describe your organization’s capacity to operate the project throughout the entire region, including a description of any relationships you have with providers in the other counties and your/their ability to identify landlords in this larger area. If you have experience operating regional projects, this should also be included.

**13) Describe your experience in administering a program similar to the one that**

**you are proposing. This description should include:**

* Experience effectively utilizing federal funds and performing the described services within given funding and time limitations
* Experience leveraging other federal, state, local and/or private sector funding
* Description of the program management and financial account system that will be used to administer the grant
* Any unresolved monitoring or audit findings from HUD, DCED, the Office of the Inspector General

**ORGANIZATIONAL CAPACITY (click on line to begin typing):**

**14) Proposed budget**

For a list and description of eligible cost, please refer to the Continuum of Care

regulations at 24 CFR Part 578, Subpart D – Program Components & Eligible Costs

**HOUSING COSTS:** Operations, Leasing or Rental Assistance

**If OPERATIONS, complete the below chart:**

|  |  |  |
| --- | --- | --- |
| **PROGRAM COMPONENT** | **REQUESTED BUDGET** | **DESCRIPTION OF USE** |
| Operating Cost (site-based) | Total $ |  |
| Maintenance and repair | $ |  |
| Property taxes and insurance | $ |  |
| Reserves for replacement of major systems | $ |  |
| Building security | $ |  |
| Electric, gas and water | $ |  |
| Furniture | $ |  |
| Equipment | $ |  |

**If RENTAL ASSISTNCE, complete the below chart:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Size of Units** | **# of Units** |  | **Fair Market Rent\*** |  | **12 months** |  | **Total Request** |
| SRO |  | x |  | x | 12 | = | $ |
| 0 Bedroom |  | x |  | x | 12 | = | $ |
| 1 Bedroom |  | x |  | x | 12 | = | $ |
| 2 Bedrooms |  | x |  | x | 12 | = | $ |
| 3 Bedrooms |  | x |  | x | 12 | = | $ |
| 4 Bedrooms |  | x |  | x | 12 | = | $ |
| 5 Bedrooms |  | x |  | x | 12 | = | $ |

\* To find Fair Market Rents (FMR) in your community, visit <https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2016_code/select_Geography.odn>

**If LEASING, complete the below chart:**

|  |  |
| --- | --- |
| **Requested Leasing Budget:** $ | **Description of requested costs:** |

**SUPPORTIVE SERVICES COSTS**

|  |  |  |
| --- | --- | --- |
| **PROGRAM COMPONENT** | **REQUESTED BUDGET** | **DESCRIPTION OF USE** |
| Supportive Services | Total $ |  |
| Annual Assessment of Service Needs | $ |  |
| Assistance with moving costs | $ |  |
| Case management | $ |  |
| Child care | $ |  |
| Education services | $ |  |
| Employment assistance and job training | $ |  |
| Food | $ |  |
| Housing search and counseling services | $ |  |
| Legal services | $ |  |
| Life skills training | $ |  |
| Mental health services | $ |  |
| Outpatient health services | $ |  |
| Outreach services | $ |  |
| Substance abuse treatment services | $ |  |
| Transportation | $ |  |
| Utility deposits | $ |  |
| Direct provision of services | $ |  |

ADMINISTRATIVE COSTS

|  |  |
| --- | --- |
| **Requested Budget:** (cannot exceed 10% of total grant)$ | **If you are proposing a regional project, please describe how the admin will be structured/used:** |

**14) A match of 25% is required for all funds, with the exception of leasing. Match**

**can be in-kind or cash. Please indicate your anticipated source(s) of**

**matching funds:**

Signature of Responsible Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Unaccompanied youth are defined as persons under age 25 who are not accompanied by a parent or guardian and are not a parent presenting with or sleeping in the same place as his/her child(ren).  Unaccompanied youth are single youth, youth couples, and groups of youth presenting together as a household. [↑](#footnote-ref-1)