Eastern PA Continuum of Care (CoC)
FY2018 Request for Proposals
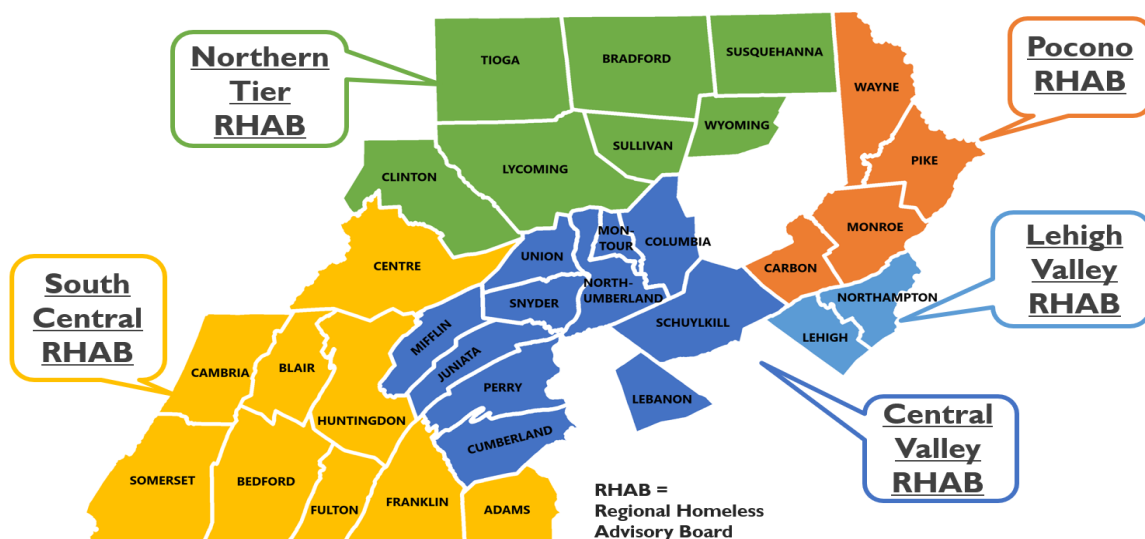# NEW Permanent Housing Project

Preliminary Application due by Close of Business on August 10, 2018

The Eastern PA CoC is soliciting Preliminary Applications from agencies interested in applying for new projects to be submitted as part of the FY2018 Continuum of Care (CoC) Application this fall. At this time, the CoC is eligible to apply for up to $731,367 in bonus funding to create new permanent housing projects. Additional funding may be available through the CoC's reallocation process.

In the Eastern PA CoC, the eligible program types are limited to:

- **Permanent Supportive Housing Projects serving Chronically Homeless Individuals and/or Families**
- **Rapid Re-Housing**

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 Eastern PA CoC in the 2018 Continuum of Care competition. Projects funded by HUD will initially be 1-year grants and will be eligible for annual renewal, dependent on the availability of funding from HUD and program performance.

The Eastern PA CoC includes 33 counties located in five regions:
- <u>Central Valley</u> – Columbia, Cumberland, Juniata, Lebanon, Mifflin, Montour, Northumberland, Perry, Schuylkill, Snyder, Union

- <u>Lehigh Valley</u> – Lehigh, Northampton
- <u>Northern Tier</u> – Bradford, Clinton, Lycoming, Sullivan, Susquehanna, Tioga, Wyoming
- <u>Pocono</u> – Carbon, Monroe, Pike, Wayne
- <u>South Central</u> – Adams, Bedford, Blair, Cambria, Centre, Franklin, Fulton, Huntingdon, Somerset

- The CoC is seeking applicants with the capacity and interest in serving multiple counties.
    - Additional points will be awarded to new projects that serve multiple counties. This may include surrounding counties, counties within your [Coordinated Entry Referral Zone](), or counties throughout the entire RHAB.
    - New projects seeking to operate solely within their own county must provide clear data to demonstrate the need for a single county project.

> <u>Where can I find more information about how to operate a regional project?</u> The Western PA CoC has developed a frequently asked questions document, which provides input from a provider operating a regional rapid re-housing project. In addition, this provider can provide peer assistance to any new regional projects awarded funding. The FAQ document can be accessed at: https://www.dropbox.com/s/jz5qiw2fswqxd4a/Regional%20Projects%20FAQ.docx?dl=0

To indicate your interest in a new project, please submit the attached Preliminary Application by close of business on August 10, 2018.
- The application should be emailed to easterncoc@pennsylvaniacoc.org
- Please use the e-mail subject line: Preliminary Application **– YOUR AGENCY NAME**

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.

<u>Additional Information to review prior to submitting a Preliminary Application</u>

<u>What are the goals and priorities of the CoC?</u> As articulated in the CoC's Strategic Plan, we are seeking to reduce homelessness by 50% by 2022. This includes effectively eliminating chronic homelessness and Veterans homelessness, as well as reducing family and youth homelessness by no less than 50% during this timeframe. As such, these are priority populations for the Eastern PA CoC.

<u>Who is eligible for homeless assistance under the CoC?</u> Project participants are limited to the categories 1 and 4 of the [HUD Homeless Definition](). Cateogry 1 includes individuals and families experiencing literal homeless in an emergency shelter or in a location not appropriate for sleeping (e.g. street, tent, car, etc.). Category 4 includes persons fleeing domestic violence, dating violence, sexual assault, and stalking. Under certain circumstances, Category 4 may also include persons who are fleeing or attempting to flee human trafficking, including sex trafficking. Additional eligibility information can be found in the [FY2018 HUD CoC NOFA]().

<u>How is chronic homelessness defined?</u> 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.

<u>Eligible Project Types through this RFP</u>:

- <u>Permanent Supportive Housing Projects serving Chronically Homeless Individuals and/or Families</u>: 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.

- <u>Rapid Re-Housing</u>: 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] eligible for Rapid Re-Housing under the FY2018 CoC NOFA include those who are:
  - Residing in a place not meant for human habitation;
  - Residing in an emergency shelter or coming directly from the streets;
  - Persons who qualify under paragraph (4) of the definition of homelessness, including persons fleeing or attempting to flee domestic violence situations;
  - Residing in a transitional housing project that was eliminated;
  - 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.

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[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.

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

- Housing Costs:
    - o **Operating funds** to operate a site owned or leased by your agency.
    - o **Rental Assistance** to assist a household pay their rent;
        - ▪ Note: If applying for Rapid Rehousing, Rental Assistance is the only eligible housing type.
    - o **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**:
    - o 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
    - o 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 enrolled must come from the CoC's Coordinated Entry (Connect To Home) Community Queue, a prioritized waiting list.
    - o To learn more about Connect to Home, the Eastern PA CoC's Coordinated Entry System, visit http://www.pennsylvaniacoc.org/connecttohome/

- You must enter complete and accurate data into the PA Homeless Management Information System (PA-HMIS). This will include adhering to the data quality and data timeliness expectations outlined within the HMIS User Agreement. Victim services organizations must enter data into a DV comparable database.
- Applicants will be expected to participate in the monthly meetings of the local Regional

Homeless Advisory Board (RHAB). In addition, all applicants must be or must become a member of the Eastern PA CoC, attend semi-annual meetings of the full CoC, and attend trainings provided through the CoC.

- 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 Eastern PA CoC Funding Committee based on the following criteria. Those that are selected for submission will be notified no later than August 23, 2018 and will need to complete a new project application in esnaps.

- Threshold: to be considered, applicants must:
    - Use a Housing First approach
    - Provide program participants with assistance with Mainstream Benefits
    - Have 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 Eastern PA CoC Coordinated Entry System
    - Once finalized, follow the CoC's written standards for providing assistance
    - Enter data into PA-HMIS or DV comparable database
    - Participate in the RHAB/CoC
    - 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:
    - Geographic area: Preference given to regional and/or multi-county projects, unless data is provided to clearly support the need for a single-county project.
    - Demonstration of need, through both data and narrative.
    - Targeting a priority population: Chronically Homeless, Veterans, Families, Youth and single individuals/couples without children.
        - While single individuals are not a population specifically highlighted within the CoC's strategic plan, data collected over the last six months has shown a significant demand for homeless assistance among this population.
    - Experience with Housing First.
    - Experience providing homeless assistance to the identified target population.
    - Experience providing client-centered and culturally competent services.
    - Strategic partnership with community providers.
    - Approach to case management, including case management ratio
    - Capacity of the applicant to implement a regional project, either directly or through partnerships with other organizations throughout the region.

- Organizational capacity 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, implementation of HUD policy priorities such as housing first, as well as performance outcomes of current/previous grants
- Additional consideration will be given to agencies that have not previously received CoC funding
- Approach for providing supportive services, both through the proposed CoC-funded project and leveraged services from community providers
- Ability to provide outreach in order to engage individuals currently living in unsheltered situations
- Ability to provide housing search and location services, using either staff funded through the proposed CoC-funded project or services leveraged through other resources or community partners
- 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 ($731,367). While a budget is requested in the Preliminary Application, if your project is selected, the CoC's Funding Committee and Governing Board reserve the right to approve an amount other than what was requested.

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 inclusion in the FY2018 CoC Application and the amount of funding that you can request. At that time, you will receive instructions for submission of an application on esnaps, HUD's online application.

The following is the timeline for submission:
- **August 31:** Complete your application on esnaps and provide a pdf to Diana T. Myers and Associates, Inc. (DMA) at easterncoc@pennsylvaniacoc.org
- **September 5:** DMA will review your application and provide feedback
- **September 7:** FINAL completed application must be on esnaps

If I have questions about this who should I contact? Send an e-mail to easterncoc@pennsylvaniacoc.org and DMA will get back to you as quickly as possible.