Western PA Continuum of Care (CoC)
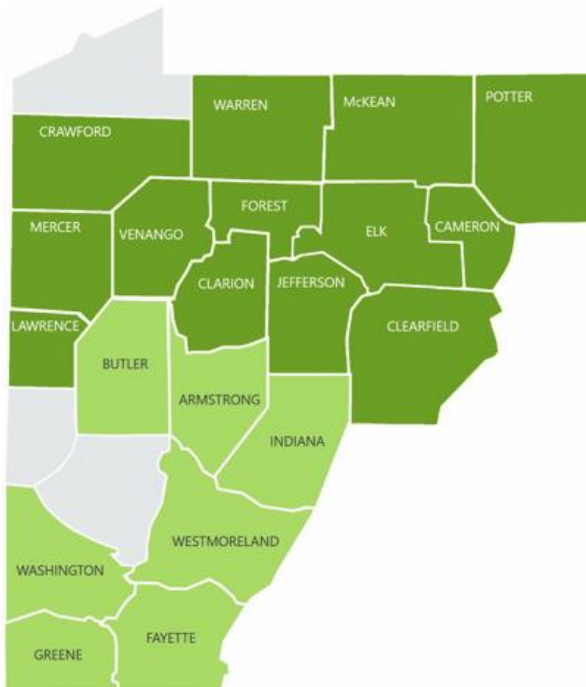# FY2018 Request for Proposals for New Bonus Projects

Preliminary Application due by Close of Business on ~~August 14, 2018~~ August 20, 2018

The Western PA CoC is reissuing an RFP for 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.

Projects to be considered through this RFP include:

- **Rapid Re-Housing – covering the RHAB or the entire CoC**
- **Coordinated Entry – either for Assessment Centers and/or system's level Coordinated Entry Support Staff**

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 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 Western PA CoC includes 20 counties located in two regions through two Regional Homeless Advisory Boards (RHABs):

<u>Northwest RHAB</u>: Cameron, Clarion, Clearfield, Crawford, Forest, Elk, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren

<u>Southwest RHAB</u>: Armstrong, Butler, Fayette, Greene, Indiana, Washington, Westmoreland

To indicate your interest in a new project, please submit a [Preliminary Application](#) by close of business on ~~August 14, 2018~~ **August 20, 2018**.
- The application should be emailed to westerncoc@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.

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 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 the CoC's priority populations.

Who is eligible for homeless assistance under the CoC? 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.

Eligible Project Types through this RFP:

- Rapid Re-Housing (expansion or new project): 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.

    NOTE: Rapid Re-Housing projects to be considered through this RFP must operate throughout either the entire Northwest RHAB, the entire Southwest RHAB, or throughout the entire CoC.

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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.

> Where can I find more information about how to operate a regional project? 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

- Coordinated Entry: In order to support the operation and effectiveness of the Western PA CoC's Coordinated Entry System, the CoC will consider applications to support Assessment Centers and/or to hire Coordinated Entry Support Staff.
    - Coordinated Entry System (CES) Assessment Centers:
        - Provide a point of contact who coordinates with the Coordinated Entry Lead Agency
        - Provide local oversight of the Housing Prioritization list and fosters collaboration among local providers in serving consumers choosing to reside in their service area
        - Conducts CE assessments, using standardized tools
        - Coordinates with the Coordinated Entry Lead Agency to develop CES policies
        - Notifies the Lead Agency of any changes to staffing that impact CES and provides regular supervision of staff participating in CES
        - Utilizes and distributes CES marketing materials to local stakeholders and consumers
        - Enters complete and quality data in coordinated entry online system as required by the CoC and does so in a timely manner
        - Pulls consumers off the Housing Prioritization list to fill all housing program openings
    - Coordinated Entry System (CES) Support Staff: CoC funding may be requested to fund a new position to enhance CES operations. Staff would be responsible for matching households on the Coordinated Entry waiting list to programs with an available unit.
        - This project may be submitted as a FTE covering all 20 counties, or two part-time positions, each covering the counties in a RHAB.

    NOTE: To ensure the CoC has the ability to develop a strategic funding strategy to support Coordinated Entry, the Lawrence County Community Action Program (LCCAP) will be the only applicant considered for Coordinated Entry funding. Assessment Centers who would like to be included in this opportunity should contact Kathy Presnar at kPresnar@lccap.org or (724) 658-7258, x.1213.

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

- Rapid Re-Housing projects may apply for:
    - **Rental Assistance** to assist a household pay their rent;
    - **Supportive Services Costs:** Case management to assist households in obtaining and

maintaining their housing.
- o **Administrative Costs:** To provide funding for your agency to manage the grant including drawing down funds and reporting to HUD.

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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?
- All projects funded through the Western PA CoC 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 Prioritized Waiting List.
  - o To learn more about the Western PA CoC's Coordinated Entry System, visit http://www.pennsylvaniacoc.org/westerncommittees/coordinated-entry/

- Organizations receiving CoC funding 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 HMIS DV comparable database.

- Applicants in the Southwest region will be expected to participate in Regional Homeless Advisory Board (RHAB) meetings. Applicants in the Northwest region will be expected to participate in NW provider meetings. In addition, all applicants must be or must become a member of the Western PA CoC, attend semi-annual meetings of the full CoC, and attend trainings provided through the CoC.

- Applicants 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 September 4, 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 Western 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 regional and CoC meetings
  - Ensure that service delivery is client-centered and culturally competent
  - RRH project: must serve entire RHAB or entire CoC

- Selection Criteria: Projects will be scored based on several factors, including the below listed criteria:
  - 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 available from the CoC's Prioritized List shows 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 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? Please submit your project application based on the needs identified. 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 31** 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.

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