

**Eastern PA Continuum of Care (CoC)**  
**FY2020 Request for Proposals - NEW Permanent Supporting Housing Project**  
**DUE: Thursday, January 21, 2021**

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**Instructions for Submission**

Proposal submissions are due no later than 5:00PM on Thursday, January 21, 2021 at the following link: <http://s.alchemer.com/s3/Eastern-PA-CoC-FY2020-PSH-Transfer-Application>. Questions related to this RFP should be emailed to [easterncoc@pennsylvaniacoc.org](mailto:easterncoc@pennsylvaniacoc.org); the subject line should include the following to ensure a quick response: Question About PSH Transfer RFP.

**Background**

A PSH project operated by the County of Lycoming DBA Lycoming-Clinton Joinder Board in Lycoming and Clinton counties in the Northern Tier RHAB is voluntarily returning its Department of Housing and Urban Development (HUD) CoC Program funding to the Eastern PA CoC. Traditionally, the Eastern PA CoC would reallocate these funds through the annual HUD CoC Competition NOFA process to create brand new projects. Since HUD is not issuing a 2020 CoC Program NOFA, the Eastern PA CoC is seeking to transfer this existing renewal project to a new grantee/recipient.

The existing grant will be transferred “as-is”, meaning the project type must remain PSH, the target population must remain households experiencing chronic homelessness, and the geographic area covered **must include, but is not limited to**, Clinton and Lycoming counties. After the recipient transfer, it may be possible to make significant changes to the grant via a substantial grant agreement amendment. Such changes may include the following: additions or deletions in the types of eligible activities/ budget line items approved for the project; a shift of more than 10 percent from one approved eligible activity/ budget line item to another; and/or a change in the subpopulation served. During future HUD CoC NOFA Competitions, if the needs in the communities covered by this grant have changed, there may be an opportunity to convert the project from PSH to rapid re-housing (RRH).

The project must continue to serve people experiencing chronic homelessness with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability.

Awards made through this process will be 1-year grants eligible for annual renewal, dependent on the availability of funding from HUD and program performance.

The Eastern PA CoC is in contact with the HUD representative for the grant and will support the recipient transfer process.

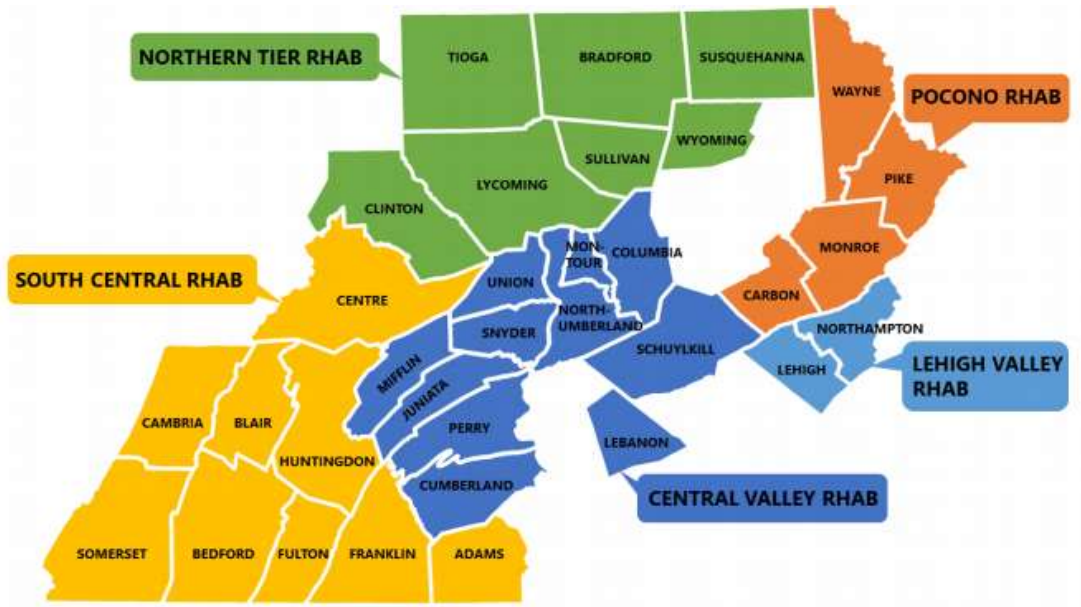
**Geographic Area to be Served**

HUD has advised that the grant must continue to serve, but is not limited to, Lycoming and Clinton counties. Proposals to cover an expanded geographic area/ surrounding counties within the CoC are welcome.

The Eastern PA CoC includes 33 counties located in five regions, represented by Regional Housing Advisory Boards (RHABs):

- Central Valley – Columbia, Cumberland, Juniata, Lebanon, Mifflin, Montour, Northumberland, Perry, Schuylkill, Snyder, Union

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



Proposals from eligible organizations across all five (5) RHABs are invited to apply for this funding opportunity.

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

### Eligible Applicants

Eligible applicants for Department of Housing and Urban Development (HUD) CoC Program funding consist of nonprofit organizations, State and local governments, instrumentalities of local governments, and public housing agencies.

### Project Type for PSH Grants Available for Recipient Transfer

- Permanent Supportive Housing (PSH) Projects serving Chronically Homeless Individuals and/or Families: Units must be dedicated specifically to individuals and families who meet HUD's 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.
  - 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, 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, 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.

### **Budget Information for PSH Grant Available for Recipient Transfer**

#### County of Lycoming DBA Lycoming-Clinton Joinder Board

County:	Lycoming
Project Type:	Permanent Supportive Housing
Target Population:	100% dedicated to serving households with Severe Mental Illness experiencing chronic homelessness
Grant Period:	April 1 – March 31
Number of Units:	8 scattered-site apartments, including efficiencies
Tenant-Based Rental Assistance:	8 units x \$694/month x 12 months = \$66,624
Supportive Services:	\$20,000
Administration:	\$4,463
<b>Total CoC Grant Award:</b>	<b>\$91,087</b>
25% Match Required (In-Kind or Cash):	\$22,772

Please note that budgets for PSH projects funded through the HUD CoC Program are typically updated annually to reflect changes in rental costs. Rental Assistance Budget Line Items (BLIs) may therefore fluctuate. However, the amounts for other BLIs, including the Supportive Services BLI, are not automatically adjusted annually by HUD.

#### Explanation of HUD CoC Program Budget Line Items for this PSH Project

- Housing Costs:
  - Tenant Based Rental Assistance to assist a household pay their rent
    - Under a Rental Assistance model, the program participant enters into the lease with the landlord and pays 30% of their income to the landlord with the provider paying the balance of rent owed
- 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
- More details regarding eligible costs for HUD CoC Program activities can be found in the “Subpart D—Program Components and Eligible Costs” section of the HUD CoC Program Interim Rule: <https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>

## Match Requirements

CoC Program funding requires a 25% match – either cash or in-kind. In-kind match is limited to costs that are eligible under the CoC Program.

## Special Considerations

- The [Eastern PA CoC's Written Standards](#) include Case Management Standards for all project types. The frequency of case management services should depend on the unique needs and situation of every program participant. Case Managers should be in direct contact with their clients at least once a month. The frequency of direct contact may increase due to the household's homeless status, acute needs, and overall lack of housing stability.
- PSH is a permanent housing program and is 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 enrolled must come from the CoC's Coordinated Entry (Connect to Home) By Name List.
  - To learn more about the Eastern PA CoC's Coordinated Entry System (Connect to Home), visit <https://pennsylvaniacoc.org/balance-stateeastern-pa-coc/connect-home-ces>
- 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 [PA HMIS User Agreement](#). Victim services organizations must enter data into a DV comparable database.
- Applicants will be expected to participate in the 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
  - Expending all of your grant funds within the 12-month grant period

- Agencies will be expected to comply with the CoC Program Interim Rule. Those unfamiliar with the CoC Program Interim Rule are advised to carefully review “Subpart F—Program Requirements” of the HUD CoC Program Interim Rule:  
<https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>

### **Application Review & Selection Information**

All Proposals will be reviewed by the Eastern PA CoC Funding Committee based on the following criteria. The applicant that is selected will be notified by the Eastern PA CoC and will need to complete all required grant recipient transfer documents required by HUD.

- **Threshold:** to be considered, applicants must:
  - Use a Housing First approach
  - Provide program participants with assistance securing Mainstream Benefits and health insurance
  - 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 or in a mutually agreed-upon community setting (The CoC recognizes that until the COVID-19 public health crisis abates, applicants will conduct case management appointments according to CDC and local public health guidance.)
  - Participate in the Eastern PA CoC Coordinated Entry System (Connect to Home)
  - 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: **Proposals to serve an expanded geographic area are welcome;** the project must include Lycoming and Clinton counties in its coverage area.
  - Demonstration of need, through both data and narrative
  - Being able to serve all household types (households with children, households without children, and couples)
    - Note: While single individuals are not a population specifically highlighted within the CoC’s strategic plan, data collected through the coordinated entry system has shown a significant demand for homeless assistance among this population. The CoC is interested in funding programs that have the capacity and expertise to serve all household types, including single individuals (households without children). See data presented on [the CoC’s Gaps Analysis webinar](#). Recording of said webinar can be found [here](#).
  - Strategic partnerships with community providers
  - Approach to case management, including case management ratio
  - Approach for providing supportive services, both through the proposed CoC-funded project and leveraged services from community providers
  - Strategy for providing housing search and location services, using either staff funded through the proposed CoC-funded project or services leveraged through other resources or community partners
  - Experience with Housing First
  - Experience providing homeless assistance to all household types
  - Experience providing client-centered and culturally competent services

- If applicable, 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 organizations not currently receiving CoC-funding, as well as organizations already receiving funds
- For current and previous CoC/ESG project providers, considerations will include meeting HUD/DCED's grant management requirements, implementation of HUD policy priorities such as housing first, as well as performance outcomes of current/previous grants
- Applicant's documented strong performance outcomes with other projects (those who are is not current/former CoC/ESG grantees or for whom there is no data in HMIS)
- Additional consideration will be given to agencies that have not previously received CoC funding

### **Next Steps if Selected**

You will be notified if your project has been selected for this funding opportunity. At that time, you will receive instructions for submission of documents to HUD to process the recipient transfer for the grant. To complete the transfer, you will have to get set up in [e-snaps, HUD's CoC Program Applications and Grants Management System](#), if you are not already. You will also need a [DUNS number](#) and to be registered with [System for Award Management \(SAM\)](#).

### **Questions?**

Send an e-mail to [easterncoc@pennsylvaniacoc.org](mailto:easterncoc@pennsylvaniacoc.org) and DMA will get back to you as quickly as possible. Subject line should include the following to ensure a quick response: Question About PSH Transfer RFP.