

Eastern PA Continuum of Care (CoC)
FY2021 Request for Proposals – Rapid Re-Housing Project Transfer
DUE: Wednesday, September 8, 2021

Instructions for Submission

Proposal submissions are due no later than 5:00PM Eastern Time on Wednesday September 8, 2021 at the following link: <http://s.alchemer.com/s3/Eastern-PA-CoC-RRH-Transfer>.

Questions?

Send an e-mail to easterncoc@pennsylvaniacoc.org. The subject line should include the following to ensure a quick response: Question About RRH Project Transfer RFP.

Background

A RRH project operated by CandleHeart, Inc. in Franklin County in the South Central RHAB is voluntarily returning its Department of Housing and Urban Development (HUD) CoC Program funding to the Eastern PA CoC. Since this project has a 2020 CoC Program grant beginning on October 1, 2021, 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 RRH and the geographic area covered **must include, but is not limited to**, Franklin County. 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 and/or a shift of more than 10 percent from one approved eligible activity/ budget line item to another.

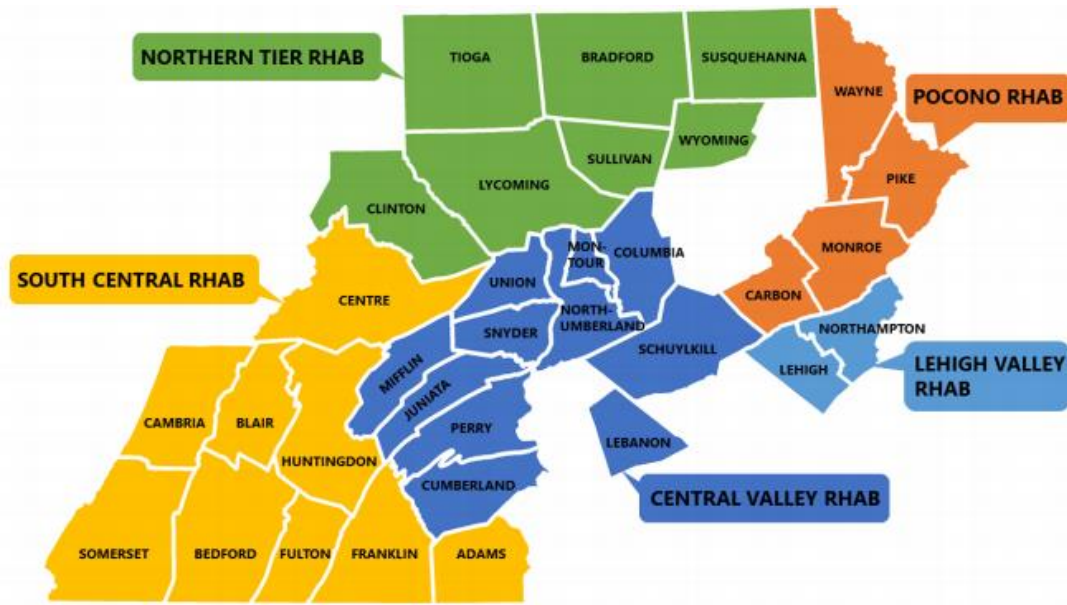
Awards made through this process will be 1-year grants eligible for annual renewal, dependent on the availability of funding from HUD and program performance. The Eastern PA CoC is in contact with the HUD representative for the grant and will support the recipient transfer process.

Geographic Area to be Served

HUD has advised that the grant must continue to serve, but is not limited to, Franklin County. The priority is that the units for this project remain in Franklin County. Proposals to cover an expanded geographic area/ counties surrounding Franklin County within the CoC will also be considered.

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.

Budget Information for RRH Grant Available for Recipient Transfer

CandleHeart, Inc.

County:	Franklin
Project Type:	Rapid Re-Housing
Grant Period:	October 1 – September 30
Number of Units:	10 scattered-site units
Tenant-Based Rental Assistance:	4 1-BR units x \$681/month x 12 months = \$32,688 6 2-BR units x \$897/ month x 12 months = \$64,584 \$97,272 (\$32,688 + \$64,584)
Supportive Services:	\$32,020
Administration:	\$8,068
Total CoC Grant Award:	\$137,360
25% Match Required (In-Kind or Cash):	\$34,340

Please note that budgets for RRH projects funded through the HUD CoC Program are typically updated annually to reflect changes in Fair Market Rents. 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 RRH 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.
- RRH 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 according to the prioritization standards established for Rapid Re-Housing in the [Eastern PA CoC's Written Standards](#).

- 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>
- All CoC Program funded projects must enter complete, accurate, and timely 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) and Coordinated Entry By Name List (BNL) meetings. 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.
- Applicants will be expected to have the capacity to operate this program in accordance with HUD requirements including:
 - Submitting an Annual Progress Report (APR) to HUD on time/ no more than 90 days after the end of the grant period
 - Drawing down funds at least quarterly
 - Expending all of 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 prioritizing and 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: Per HUD, the project must include, but is not limited to, Franklin County. The priority is that the units for the project remain in Franklin County. Proposals to cover an expanded geographic area/ counties surrounding Franklin County within the CoC will also be considered.
- If expanding the geographic area covered by this project, 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 2021 Gaps Analysis webinar](#).
- 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 operating programs with using a Housing First approach
- 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 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 no later than Friday, September 17, 2021. 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 \(SAM\)](#).