Western PA Continuum of Care (CoC)
Request for Proposals
Permanent Supporting Housing (PSH) Project Recipient Transfer
DUE: June 19, 2025

Instructions for Submission
Proposal submissions are due no later than **5:00PM on Thursday, June 19ᵗʰ** at the following link: https://survey.alchemer.com/s3/7806622/Western-PA-CoC-PSH-Transfer. A hard copy of the application (for reference) can be found here.

Questions related to this RFP should be emailed to westerncoc@pennsylvaniacoc.org with the subject line "PSH Transfer RFP."

Background
A PSH project operated by the Dubois Housing Authority serving Clearfield County is interested in voluntarily returning its Department of Housing and Urban Development (HUD) CoC Program funding to the Western PA CoC. The Western 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, the total budget will remain the same, and the geographic area covered **must include, but is not limited to: Clearfield County**.

The organization taking over this project must continue to serve the existing clients enrolled in this PSH program and may enroll new clients as vacancies become available. The organization taking over this project must work with the Dubois Housing Authority to ensure a smooth transition for participants, transfer of client files. and transition of landlord relationships.

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 NOFO Competitions, if the needs in the communities covered by this grant have changed, there may be an opportunity to expand the supportive services budget or 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.

The existing project has received FY23 CoC funds through 8/31/25 and has been awarded FY24 renewal funds for the period 9/1/25-8/31/26. Depending on the timing of the recipient transfer, the new recipient may take over both the FY23 and FY24 grants, or only the FY24 grant.

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 Western PA CoC will support the recipient transfer process with HUD.

Geographic Area to be Served

The project must continue to serve, but is not limited to, Clearfield County. Proposals to cover an expanded geographic area/ surrounding counties within the CoC are welcome.

The Western PA CoC includes 20 counties located in two regions, represented by Regional Housing Advisory Boards (RHABs):

- **Northwest:** Cameron, Clarion, Clearfield, Crawford, Elk, Forest, Jefferson, Lawrence, McKean Mercer, Potter, Venango, and Warren
- **Southwest:** Armstrong, Butler, Fayette, Greene, Indiana, Washington, and Westmoreland
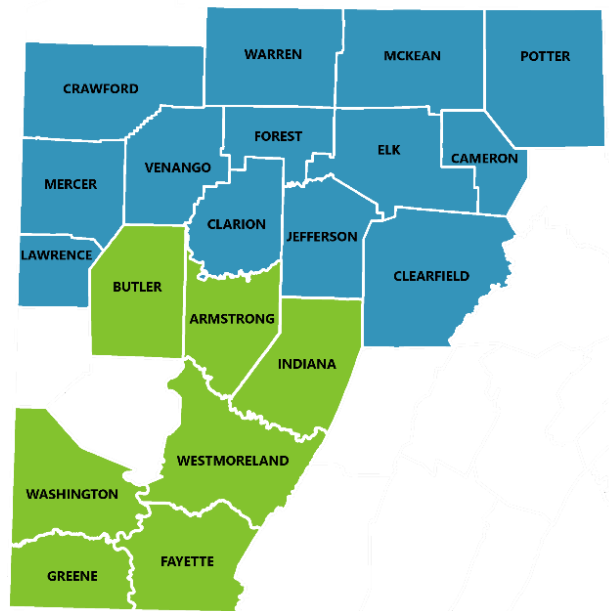
Proposals from eligible organizations across all 20 counties are invited to apply for this funding opportunity.

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

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

Dubois Housing Authority PA0458 PSH Grant

County:	Clearfield
Project Type:	Permanent Supportive Housing
Target Population:	100% dedicated to serving households with a disabling condition experiencing chronic homelessness. This includes both households with children and households without children.
Grant Period:	FY23: 4/1/24-8/31/25 FY24: Anticipated to be 9/1/25-8/31/26
Number of Units:	37 scattered-site apartments, including 0BR, 1 BR, 2BR, and 3BR units

Budget awarded by HUD in FY24 CoC Competition (this incorporated HUD's adjustments based on updated Fair Market Rents and cost-of-living adjustments for supportive services):

Tenant-Based Rental Assistance:	$312,444
Supportive Services:	$31,800
Administration:	$29,000
Total CoC Grant Award:	**$373,244**
25% Match Required (In-Kind or Cash):	$93,311

As of May 2025, the project had 39 households currently housed.

Please note that budgets for PSH projects funded through the HUD CoC Program are typically updated annually to reflect changes in rental costs and as of FY24 HUD may also adjust supportive services line items for cost of living. Rental Assistance and Supportive Services Budget Line Items (BLIs) may therefore fluctuate.

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/ and in the CoC Virtual Binders here: https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/coc-eligible-activities-overview/.

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
- Applicants must follow the Western PA CoC's Written Standards for providing assistance.

- The Western 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. Per HUD CoC regulation, a minimum of monthly case management is required for participants in Rapid Re-Housing projects.

- All projects funded through the CoC are expected to operate in accordance with a Housing First approach, which includes:
    - 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
        - Being a survivor 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 survivor of domestic violence
        - Any other activity not covered in a lease agreement typically found in the project's geographic area

- All new project participants enrolled must come from the CoC's Coordinated Entry By Name List, a prioritized waiting list.
- 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.

- All CoC-funded projects will be expected to participate in the meetings of the local Regional Homeless Advisory Board (RHAB) and Coordinated Entry By Name List (BNL) meetings (if applicable). 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.

- All CoC-funded projects 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

- All CoC-funded projects 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 Western PA CoC Funding Committee based on the following criteria. Please note that the CoC's Funding Policies can be found here. The Funding Policies outline the new project selection process that is followed by the Western PA CoC Funding Committee.

Please note that organizations that are not currently CoC-funded organizations will have additional questions to answer in the RFP Application.

- Threshold: to be considered, applicants must:
  - Project must be submitted by an eligible applicant (non-profit, state or local government or instrumentality of state of local government, public housing authority)
  - Application must be for an eligible project type and eligible geography (as outlined in the RFP)
  - 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
  - Provide ongoing case management for all participants, following the guidance as outlined in the Written Standards. See Written Standards for more details about case management expectations for all CoC-funded projects (pages 22- 25). See project-type specific sections of the Written Standards for specific case management expectations by project type.
  - Participate in the Western PA CoC Coordinated Entry System

- Follow the CoC's written standards for prioritizing and providing assistance
- Enter data into PA-HMIS or DV comparable database
- Participate in the Regional Homeless Action Board (RHAB)/CoC
- Must be in good standing with HUD and PA DCED, with no outstanding monitoring findings or debts.

- Selection Criteria: Applicants will be evaluated based on several factors, which may include the below listed criteria:
  - Geographic area: **Proposals to serve an expanded geographic area are welcome**; the project must include Clearfield County in its coverage area.
  - Demonstration of need.
  - Organizational capacity to operate a CoC-funded project, including fiscal capacity and grant management capacity.
  - Ability to serve all household types (households with children, households without children, and couples)
  - Approach for providing case management and supportive services, including case management ratio
  - Coordination and integration with other mainstream health, social services, and employment partners
  - Cost effectiveness of approach, as compared to similar projects within the CoC
  - Experience operating programs with using a Housing First approach
  - Experience providing client-centered and culturally competent services
  - Experience providing community-based housing/homeless assistance, either directly or with the assistance of a community partner, including the ability to provide housing search and location services
  - 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
  - If applicable, capacity of the applicant to implement a regional project, either directly or through partnerships with other organizations throughout the region
  - Organizational capacity and experience to ensure successful and inclusive program operation.
  - Experience incorporating persons with lived experience of homelessness into project decision-making, including design and delivery of services
  - 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

The CoC may choose to schedule virtual discussions with RFP respondents to discuss this opportunity in further detail and ask questions. Applicants will be notified if they are selected for this opportunity. At that time, the selected applicant 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. This process will require your organization to be registered with System for Award Management (SAM) and have a UEI (Unique Entity ID) Number (Note: The UEI Number replaced the DUNS Number). The Unique Entity ID is assigned automatically to entities when they register on SAM.gov or when they request a Unique Entity ID).

Questions?
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