

# 2016 Supplemental RFP for Renewal Funds (8-3-16)

## PART I.

### General Information on Existing Request for Proposals

All current grantees with existing McKinney-Vento projects located within the 33-county jurisdiction of the Washington Balance of State Continuum (all counties with the exception of Snohomish, King, Pierce, Clark, Yakima and Spokane) are invited to submit an application for Renewal of their grant. NOTE: Current grantees who wish to improve their project outcomes by submitting a new project under the Reallocation of Funds process, or who currently have low-scoring projects and have been communicating with Department of Commerce/McKinney-Vento Continuum Collaborative Applicant staff about reallocating funds to new projects, should apply under the RFP for Reallocation posted on the Continuum's website.

This Request for Proposal announcement is a product of our consultation process with the Balance of Washington State Continuum members and interested parties. It follows up on the release of the Invitation to Submit Renewal Applications on July 27<sup>th</sup>, Draft Request for Proposal on July 27<sup>th</sup>, the results of the Survey on Policies and Procedures for the 2016 Competition and the July 29<sup>th</sup> Conference Call to discuss and finalize this RFP.

### Funds Available through Request for Proposals/Eligible Projects

Under the Renewal RFP applicants may request funds to continue activities for the number of funds included in the Grant Inventory Worksheet (GIW) forwarded with the July 27, 2016 Invitation to Submit Renewal Applications. Only activities listed in the GIW are eligible for grant assistance and the grantee is restricted to the Administration Budget listed in the GIW.

All projects will need to prioritize beds for placement of the most vulnerable persons first. Applicants must employ a "Housing First" approach in serving participants. **To be considered,**

### Application Deadlines and Application Content

Applications must be submitted to the Continuum by the **application deadline of 4:00 PM August 15, 2016** for rating and ranking. Information and materials submitted after that date will not be considered in the rating and ranking process.

"Applications" to be submitted consist of the following documents:

- 1) Supplemental Information for Rating and Thresholds – A response to the narrative requested must be e-mailed to John Epler at [johneppler@comcast.net](mailto:johneppler@comcast.net) (See page 4 for specific requirements)
- 2) Preparation of the HUD project application in E-Snaps. Also, please hit the "submit" button.

## Renewal Application Timelines

7/27/16 – DRAFT Request for Proposals (RFP) published, posted and e-mailed for comment

7/29/16 – 10:30 AM Webinar to obtain input on the Draft RFP/discuss application process

8/3/16 – RFP published, posted and e-mailed to all interested parties

**8/15/16 4:00 PM - Deadline for preparation of the Application in E-Snaps and the submission of Supplemental Information for Rating and Thresholds** to [johneppler@comcast.net](mailto:johneppler@comcast.net) and [nickmondau@commerce.wa.gov](mailto:nickmondau@commerce.wa.gov)

8/29/16 - Notice of Continuum decision on project applications

8/29/16 - Supplemental information to support the CoC application due from County Continuum of Care Coordinators and Grant Applicants

By 9/12/16 – The Continuum submits all selected applications to HUD

## Rating Criteria for Scoring Renewal Applications

The Continuum will use the following criteria to rate and rank the Renewal projects. Each application will be scored on the overall quality of the project, and the extent to which the applicant can clearly demonstrate the below performance-based criteria. NOTE: Criteria 1-7 are based on Annual Performance Reports submitted by the Grantee for the last two years. Criterion 8 is based on the Application. Criterion 9 is based on written commitments made by grantees providing chronic homeless beds. Criterion 10 is based on the existing household count and budget in the Application.

- 1. Extent to the project provides Housing Stability (0-10 points)** – Transitional Housing Projects will be rated based upon their relative ability to move persons from transitional to permanent housing. Permanent Housing projects will be rated based upon the length of stay in permanent housing. SSO projects will be given the average of all TH projects for their score.
- 2. Non-cash resources for Participants (0-10 points)** - The extent to which exiting participants have accessed non-cash resources.
- 3. Employment Income (0-10 points)** – The extent to which participants exiting have employment.
- 4. Employment Increase (0-10 points)** – The extent to which exiting participants have increased their employment income.
- 5. Other Sources of Income (0-10)** – The extent to which the exiting participants leave with other sources of income.
- 6. Increased Other Sources of Income (0-10)** – The extent to which the exiting participants leave with additional other income

**7. Hard to Serve Population (0-10)** – The extent to which the project serves difficult to serve populations such as substance abusers, mentally ill persons, domestic violence victims, youth, chronic homeless, etc.

**8. Whether the project is the only McKinney-Vento project in the County (0 or 2 points)** – Points will be awarded to applicants of counties in which there is not currently a McKinney-Vento grant awarded.

**9. Extent to which Project provides Chronic Homeless beds (0-4 points)** – Score is based on the percentage of beds in the project which are either dedicated to or prioritized on turnover to households qualifying as Chronic Homeless.

**10. Utilization of funds (0-10)** – The extent to which the project uses all funds and does not return funds to Treasury at the end of the program year.

**11. Cost Effectiveness (0-5)** – The extent to which the grantee utilizes funds in a cost effective manner – This will be determined by calculating the grant amount request per household served at a point in time, compared similar projects within each project type category (comparing SSOs, TH, RRH and PSH separately).

## **Threshold Criteria**

All Applications must meet the following threshold requirements:

1. Submit a complete application by the deadline
2. The applicant’s organizational capacity is adequate to successfully manage McKinney-Vento funds, including consideration of their ability to manage existing McKinney-Vento grants.
3. The applicants meet the HUD eligibility requirements and thresholds.
4. The proposed activities meet McKinney-Vento eligibility requirements.
5. The grant request is reasonable based upon the proposed scope.
6. A review of their latest Independent Audit reveals no major findings unaddressed (Evidence of agency’s adequate capacity determined by the applicant’s response this the Audit findings) and the receipt of the summary pages of the applicant’s most recent Audit.
7. For applicants with current HUD McKinney-Vento grants, the latest HUD Monitoring letter reveals no major findings unaddressed (Applicants who currently have HUD McKinney grants must also include the latest HUD monitoring letter and, if appropriate, evidence of actions to clear findings or evidence findings have been cleared by HUD).
8. The overall application will be reviewed to determine if the new project is likely to improve the Continuum’s outcome performance and will contribute to reducing homelessness.
9. The project must meet HUD’s specific threshold requirements (found on page 23-27 of the 2016 HUD NOFA) as stated in the attached document entitled HUD’s Threshold Requirements”.
10. The Continuum must receive a county continuum response and a grantee response to the Continuum’s request for *“Supplemental Information to Support the Balance of State CoC plication”*.
11. To demonstrate organizational capacity, the most recently reported performance scores for those grants must equal at least the average of all project performance score.
12. Projects serving persons with disabilities must provide a brief statement on how they will ensure that persons with disabilities can interact with other persons without disabilities.
13. Grantees must demonstrate that their project will help improve the local County Continuum operating system.

14. Grantees must demonstrate that their project supports at least one of the 4 HUD Policy Priorities listed in number 6 below.

### **Supplemental Application Rating and Threshold Requirements:**

Following are the required documents for an ~~Preliminary~~ Application for ~~Bonus~~ Renewal Funds to be submitted to [johneppler@comcast.net](mailto:johneppler@comcast.net) and [nick.mondau@commerce.wa.gov](mailto:nick.mondau@commerce.wa.gov) by the 4:00 PM August 15 deadline:

1. Submit the Summary Pages of the most recently completed Independent Audit Letter showing significant findings and issues and, as appropriate, evidence of adequate responses to findings and issues identified.
2. Submit a copy of the latest HUD monitoring letter and, if appropriate, evidence of actions to clear findings (or evidence HUD has cleared the findings).
3. Projects serving persons with chronic homeless persons and persons with disabilities must provide a brief statement on how they will ensure that persons with disabilities are given opportunities to interact with other persons without disabilities.
4. To assess the grantees compliance with HUD LOCCS Drawdown requirements, submit a list of the date of all LOCCS drawdowns made since August 1, 2015.
5. Provide a brief statement on how your renewal project supports and improves the local County Continuum's operating system.
6. Indicate in a brief statement the extent to which your project supports the current HUD Policy Priorities, including the following 2016 HUD priorities:
  - End Family, Chronic, Veterans and Youth homelessness – Projects target one or more of these HUD priority populations
  - Integration – Programs which ensure that participants with disabilities can interact with persons without disabilities to the extent feasible
  - Improve Outreach – Effectively engage persons in sheltered and unsheltered conditions and provide meaningful access to services and programs, including persons with limited English proficiency (LED).
  - Adopt client-centered service methods – Programs are tailored to the needs of participants to meet their unique needs.

### **Technical Assistance**

Contact Nick Mondau at 360-725-3028 or [nick.mondau@commerce.wa.gov](mailto:nick.mondau@commerce.wa.gov) for any questions or for technical assistance in preparing your application

**PART II.**  
**GENERAL POLICIES AND PROCEDURES OF THE BALANCE OF WASHINGTON STATE  
CONTINUUM OF CARE RELATED TO THE ANNUAL COMPETITION PROCESS AND  
CRITERIA FOR THE AWARD OF MCKINNEY-VENTO HOMELESS GRANTS  
(7-30-16)**

**POLICIES**

**The principle of fair play through an open, inclusive and transparent application process will be employed throughout the competition.**

The Continuum will manage the application process with an openness throughout, including significant information exchange and the assignment of staff to help clarify and assist applicants throughout the process. RFPs will be broadcast to the broadest mailing list possible to maximize opportunities for all potential applicants throughout the Continuum to participate. Criteria for selecting Bonus Funds applications will give preference to applicants from counties without current HUD McKinney-Vento grants. Application criteria are developed in an open process of the Continuum of Care Steering Committee with minutes of meetings at which all interested parties are invited to join and participate. The rating criteria are reviewed and subject to modification by the Continuum Steering Committee on an annual basis.

Members of the Rating and Ranking Committee are composed of persons invited by staff of the Continuum to participate in the rating and ranking process. Persons are chosen for their non-conflicted position and experience with activities to end homelessness. No applicants may participate in a Committee to review and rate projects who are competing or potentially competing for project funding in the current round of competition. Membership on the Committee will reflect as much as feasible the major geographical framework of the Continuum - with at least one representative from the eastern and the western regions of the state. In addition, to the extent feasible, a former homeless person will be included (as has been the case from 2011-2015).

**Project Selection Criteria**

The Rating Criteria will be provided to all interested parties as part of the Invitation to Apply Notice/RFP. The criteria are approved each year by the Continuum. There may be separate selection criteria dependent upon the need to respond to the HUD NOFA (for instance, the 2016 Project Selection Process includes 3 separate rating systems – Renewal, Reallocation and Bonus Fund applications.) For 2016, the criteria found below are posted on the Continuum website and included in e-mail communications to all potential interested persons in the Balance of State jurisdiction.

Rating criteria for renewals will be based primarily upon objective and outcome-based data on the performance of the existing project; and projects requesting new funds (Bonus and Reallocation) will be based largely upon the quality of the proposal, capacity, extent to which

they serve the most difficult populations, housing first commitments and leverage. The full set of criteria can be found in the RFPs of each of the application types.

If two or more Bonus Fund applications are submitted from the same county, the local Continuum must provide their priority ranking of the projects (preferably with the applications and before the deadline). If two (or more applications) are ranked differently at the local level than the Balance of State (BoS) Continuum process, the Balance of State Continuum will apply the ranking of the local Continuum in developing the BoS Continuum's ranking list (for example if two projects submitted from a local Continuum are ranked numbers 2 and 4 in the BoS Competition and the local Continuum ranked those projects 2 and 1 respectively, the BoS Continuum will switch the order so that local Continuum project #1 is ranked #2 and local Continuum project #2 is ranked #4 in the BoS Continuum rankings. In the event that no local county preference letter is received on a timely basis, the rankings of the BoS Continuum will govern the final rankings.

### **Encouragement of applications from counties and new applicants not previously funded with McKinney-Vento Funds**

The Continuum will encourage new applications from counties and applicants which have not previously received HUD McKinney-Vento funding. Counties will be notified of this preference in the Request for Proposals. In addition, applications from new counties will be given bonus points in the rating system. Finally, applications from previously unfunded counties and applicants which have not previously received McKinney-Vento funds will be offered priority for technical assistance to help them prepare.

### **General Timing of Application Process**

The following guidelines will be followed to the extent feasible in completing the annual application process:

- Notices inviting applications for various categories are forwarded to the broadest e-mail list maintained by the Continuum as soon as the analysis of the annual HUD NOFA is completed, project and Continuum of Care application forms are available from HUD and input from the Continuum Steering Committee is obtained to set priorities and application processes for the competition. This notice will also be posted on the Continuum's website. All major amendments or changes will be similarly announced by e-mail communication on a timely basis and major actions will be posted on the website.
- By HUD requirement, all project applications are due to the Collaborative Applicant at least 60 days prior to the submission date deadline for the Continuum's Application to HUD.
- By HUD requirement, at least 15 days prior to the deadline for submission of Continuum's Application to HUD, any applicants whose application is 1) rejected by the Continuum or 2) otherwise will not be sent to HUD as part of the Continuum's application, will be provided written notice of the results, the reasoning for the decision and advised of the opportunity to appeal the results prior to submission of the

Continuum's CoC application. Applicants will be advised as soon as is feasible to allow adequate time for potential correction of any error in the process.

- Prior to the submission of the Continuum and Project Applications to HUD, the Final Project Listing and the Continuum's Application will be posted on the Continuum website and the full membership, stakeholders and interested parties will be provided an e-mail, communicating the results of the Project Listing (including information on the projects rejected and accepted) and the Continuum's Application. All parties will be advised by e-mail where on the Continuum's website the information is located.
- In addition, the Continuum has established a goal of posting the Continuum's Consolidated Application with attachments on the Continuum website at least two days prior to the HUD submission deadline.

### **Establishing Project Ranking and HUD Project Priority List**

Projects are rated by a Ranking and Rating Committee using qualitative and performance-based information. Applications for Renewal of Existing Grants (Renewals) are ranked primarily on performance outcome data obtained through the Annual Performance Report and HMIS, whereas applications for new projects rely on a combination of project/applicant capacity, project quality and project impact.

The overall approach to developing the Continuum's Project Priority List is to start by ranking the Renewal projects in order of their performance score against all other Renewal projects, integrate Bonus projects into the List based on their score against all other Bonus projects and rank all Reallocated projects at the bottom of Tier 1 based upon their score in the Reallocation competition.

In order to minimize anomalies in program management and outcome data, Renewal projects will be rated based upon outcome data obtained from the most recent two Annual Project Report (APRs) and HMIS years. Recognizing that some small projects with limited participant turnover (particularly PSH projects) are at a disadvantage in some outcome categories because they have too small of a universe in data (several APR outcome data sources measure results of only those exiting) to provide a fair measure of their success, Renewal applicants with 3 or fewer exits per year will receive the average score of all other Renewals with 4 or more exits for that outcome measure. Renewal projects will be ranked in both Tier 1 and Tier 2 in the order of their ranked scores against other Renewal projects.

All Reallocation applications will be placed in Tier 1 in recognition of their cooperation to change their existing renewal-eligible grant to improve their program outcomes and relate their projects more strongly to the priorities of the Continuum and HUD. In the two future competitions, they will continue to be placed in Tier 1 until there is sufficient performance data from APRs and HMIS so that they may be scored and rank fairly against other renewal projects with at least two years of performance data.

Similarly, new projects obtaining funding through Bonus Funds will not, in their second and third years of operation, be placed in competition with other renewals until they have reported on two years of performance.

Lower-scoring Renewal projects and all New Bonus projects will be placed in Tier 2.

The Continuum's HMIS project will be included in Tier 1 of the Project Priority List as it is an essential service to all counties in the Continuum. The Continuum's Planning Only grant is, by HUD requirement, not included in the Priority Project List.

The Continuum Rating and Ranking Committee (composed of non-conflicted members) will propose the ranking placement of projects from the Renewal and Bonus pools (Reallocation projects will be ranked at the bottom of Tier1) into a single Project List for submission to HUD. Because Renewal and Bonus application criteria have their own unique criteria, it will be necessary for the Ranking and Rating Committee to propose how to integrate the Bonus projects into the Tier 2 ranked list. The Rating and Ranking Committee may seek the advice of the Continuum Steering Committee by discussing general methodologies for melding the three categories. This may be done by discussing options broadly to "blind" out information that might identify or reveal specific projects impacted. The ultimate decision on placement will rest with the non-conflicted Rating and Ranking Committee.

New Bonus Applications received after the Continuum's project application deadline (or which are substantially incomplete by the deadline), or which do not otherwise meet threshold requirements, will be rejected. Renewal and Reallocation Applications received after the Continuum's project application deadline (or which are substantially incomplete at the deadline) are subject to rejection or placement at the bottom of Tier 2. Applicants or projects not meeting the HUD threshold requirements and/or the Continuum Threshold requirements for the specific category (Renewal, Bonus or Reallocation) of application included in the RFP for that category, are subject to rejection. As indicated above, applicants may appeal a decision of the Continuum following procedures in the Continuum's Policies and Procedures. A written appeal to the Continuum (Collaborative Applicant – WA Dept. of Commerce, [nick.mondau@commerce.wa.gov](mailto:nick.mondau@commerce.wa.gov)) must be received within 5 days of receipt of rejection or will not receive further consideration.

## **HUD Scoring System**

The following is provided to give applicants and interested parties additional information on HUD policies and competition procedures/criteria that may affect an individual project application:

The HUD NOFA for the 2016 competition indicates that HUD will assign points to projects listed in Tier 2 of the Continuum's ranked Project List after it is submitted application to HUD. Since these steps will be applied after the Continuum submits the its Project Priority List, these

adjustments will affect the order of funding in Tier 2 and which projects receive funding. The following are points that make up the final ranking scores for projects:

1. Continuum of Care score – Each project listed in the Continuum’s Project Priority List will receive up to 50 points based upon the score of the BoS Continuum’s application rated against all other continuum’s competing nationally.

2. Project Type score – HUD will award points based upon the three different categories of project types:

- Permanent Supportive Housing, Rapid Rehousing and Transitional Housing projects (serving youth) will receive 5 points
- Transitional Housing projects (not serving youth) will receive 3 points
- Supportive Services Only projects will receive 1 point

3. Project List Ranking – Each project in Tier 2 will receive up to 35 points depending on the ranking of the project based upon their percentage of the grant request in Tier 2. The highest rated project in Tier 2 could receive close to 35 points and the lowest rated project close to 0 points.

4. Commitment to HUD Policy Priorities – Up to 10 points for permanent housing applications committed to applying the Housing First model; and up to 10 points for Transitional Housing, Safe Havens and Supportive Services Only projects demonstrating that they will operate as a low-barrier project, prioritizing rapid placement and stabilization in permanent housing and do not have service participation requirements or other preconditions to entry.