



## **2018 Request for Proposals for Continuum of Care Program Reallocation Projects 8/3/2018**

### **PART I**

#### **A. General Information on Request for Proposals**

All renewal projects in the Washington Balance of State Continuum of Care (BoS CoC) are eligible to submit a request to reallocate their project as part of the [2018 Department of Housing and Urban Development CoC Notice of Funding Availability \(NOFA\)](#).

**Renewal projects can reallocate** to one of the following three project types:

- (1)** Rapid Re-housing (PH-RRH) projects that follow a housing first approach.
- (2)** Joint TH and PH-RRH component projects as defined in Section II.C.3.m of this NOFA that follow a housing first approach.
- (3)** Permanent Supportive Housing (PSH) projects that meet the requirements of DedicatedPLUS as defined in Section III.C.3.f of the [NOFA](#) or where 100 percent of the beds are dedicated to individuals and families experiencing chronic homelessness, as defined in [24 CFR 578.3](#). PSH projects must follow a housing first approach.

Regardless of the type of project the CoC applies for, the grant term must be 1-year. Awarded projects can apply for renewal funding in future CoC competitions.

Requests may only be made for projects located within the 34-county jurisdiction of the Washington Balance of State Continuum of Care (all counties with the exception of Snohomish, King, Pierce, Clark and Spokane).

Applicants may request Reallocation Funds for the following eligible activities, depending on the proposed project type: operations, leasing, rental assistance, supportive services, and up to 10% administration. Capital costs such as acquisition, construction, reconstruction or conversion are not eligible for grant assistance.

**To be considered, Preliminary Applications must be submitted by the application deadline of 5:00 PM August 17, 2018.**

Applicants should communicate with their local county(s) continuum to receive input on the decision to reallocate, in order to make sure the new project aligns with the local plan to end homelessness.

Potential applicants who have not already discussed their preliminary project design with Matt Mazur-Hart (360-725-2926; [matt.mazur-hart@commerce.wa.gov](mailto:matt.mazur-hart@commerce.wa.gov)), Nick Mondau (360-725-3028; [nick.mondau@commerce.wa.gov](mailto:nick.mondau@commerce.wa.gov)), or John Epler (206-794-5125; [johnnepler@comcast.net](mailto:johnepler@comcast.net)) should contact one of them to discuss the project concept and seek technical assistance by August 7<sup>th</sup>.

## **B. Funds through Request for Proposals**

Applicants using Reallocation Funds captured from existing projects may apply for the same amount of funds they are relinquishing from the existing project.

Applicants should review detail on definitions and program requirements found in HUD Continuum of Care Program regulations at [24 CFR 578](#), and may also refer to the definitions in the Section III of the [2018 HUD NOFA](#).

## **C. Reallocation Fund Application Timeline**

- 8/3/18 – Reallocation RFP released and posted to the BoS CoC website
- 8/7/18 – Suggested date by which to advise CoC of interest to apply for reallocation funding. Contact Matt Mazur-Hart (360-725-2926; [matt.mazur-hart@commerce.wa.gov](mailto:matt.mazur-hart@commerce.wa.gov)), Nick Mondau (360-725-3028; [nick.mondau@commerce.wa.gov](mailto:nick.mondau@commerce.wa.gov)), or John Epler (206-794-5125; [johnnepler@comcast.net](mailto:johnepler@comcast.net)).
- 8/17/18 5:00 PM - **Deadline for submission** of application and leverage letters to Matt Mazur-Hart at [matt.mazur-hart@commerce.wa.gov](mailto:matt.mazur-hart@commerce.wa.gov)
- 8/27/18 – Notice of BoS CoC decision on reallocation applications

## **D. Scoring Information for All Reallocation Projects**

### **Part 1 – Threshold Criteria for Reallocation Projects**

All reallocation applications must meet the following threshold requirements.

- (1) Applicant agrees to operate the project using a low barrier, Housing First model according to the definition below, [Section 2.1.3 of the Commerce Guidelines for the Consolidated Homeless Grant; March 2018](#), and as described in the [USICH Housing First Checklist; September 2016](#).

Housing First means low barrier projects that do not have service participation requirements or preconditions to entry and prioritize rapid placement and stabilization in permanent housing. This means the projects allow entry to project participants regardless of their income, credit history, current or past substance use, history of victimization (e.g., domestic violence, sexual assault, childhood abuse), and criminal record. Participants are not terminated from the project for loss of income or failure to increase income, failure to participate in supportive services,

failure to make progress toward a service plan, or any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area.

- (2) Applicant agrees to serve vulnerable homeless populations (see [HUD CPD Notice 16-11](#)).
- (3) Applicant is participating (or agrees to participate) in the local Coordinated Entry System, which must be in compliance with [BoS CoC CE guidelines](#).
- (4) 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.

All Applicants must also meet the following:

- (1) Submit a complete application by the deadline
- (2) Meet all HUD and Continuum applicant eligibility requirements and thresholds
- (3) The proposed activities meet Continuum of Care Program eligibility requirements
- (4) The grant request is reasonable based upon the proposed scope
- (5) A review of their latest Independent Audit reveals no major findings unaddressed. (Evidence of agency's adequate capacity determined by the applicant's response to the Audit findings) and the receipt of the summary pages of the applicant's most recent Audit.
- (6) For applicants with current HUD Continuum of Care Program grants, the latest HUD Monitoring letter reveals no major findings unaddressed. (Applicants who currently have HUD Continuum of Care Program 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).
- (7) 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.
- (8) The project and the applicant meet or will meet HUD's Continuum of Care Program threshold requirements as listed in the [2018 HUD NOFA](#)
- (9) To demonstrate organizational capacity, if an applicant for Bonus Funds is currently operating Continuum of Care Program funded project(s), the most recently reported performance scores for those grants should not be substantially below the average total of all project performance scores.
- (10) The applicant has submitted all items listed below under "Application Components".

## **Part 2 – Rating Criteria for Standard Bonus and DV Bonus Projects**

DV Bonus Project proposals and Standard Bonus Project proposals will both be scored on the criteria below. **The narrative to address the following nine scoring criteria cannot exceed five pages.**

### **(1) Project Prioritizes Based on Greatest Need/Vulnerability (0-20 points)**

All projects will receive points on how well they describe the severity of need of the population they propose to serve and how they will prioritize the most vulnerable populations. To receive full points, applicants must clearly describe:

- the outreach process used to engage homeless persons living on the streets or in shelter;
- the process used for prioritizing persons with the most severe needs;
- identify the specialized needs of vulnerable populations they will serve such as unaccompanied youth, families with children, Veterans, survivors of domestic violence, and chronic homeless persons

Applicants should carefully review [HUD CPD 16-11 Notice Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing](#) and consider the requirements found in [HUD CPD 17-01 Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System](#).

## **(2) Housing First (0-20 points)**

Applicants will receive points based on the extent to which the project will follow a Housing First model, based on the definition in the 'Threshold' section.

To receive full points, the applicant must:

- Demonstrate the extent of experience it has in operating a successful Housing First project or demonstrate a plan to develop the knowledge necessary to operate a successful Housing First project
- Clearly describe a project design that meets the above definition of Housing First

## **(3) Coordination with Local Providers and Mainstream Services (0-15 points)**

Applicants will receive points based on the extent to which the project leverages mainstream and/or local resources for supportive services. To receive full points, applicants must demonstrate the leveraging of Medicaid resources available in the state. Applicants will receive points as follows:

- Applicants may receive up to 10 points for demonstrating a strong partnership with Medicaid services. Applicants should demonstrate that specific activities are in place to identify and enroll all Medicaid-eligible project participants. Applicants should also ensure that a process is in place to link project participants to Medicaid-financed services, including case management, tenancy supports, behavioral health services, or other services important to supporting housing stability. Project applicants may include Medicaid-financed services either by the recipient receiving Medicaid coverage payments for services provided to project participants or through formal partnerships with one or more Medicaid billable providers (e.g., Federally Qualified Health Centers). No points will be awarded for Medicaid-financed health services provided in a hospital setting. Where projects can demonstrate that there are barriers to including Medicaid-financed services in the project, applicants will receive up to 10 points under this paragraph for demonstrating that the project leveraged non-Medicaid resources available in the local continuum's geographic area, including mainstream behavioral health system resources such as mental health or substance abuse prevention and treatment block grants or state behavioral health system funding.
- Applicants may receive up to 5 points for demonstrating that the project will utilize partnerships with existing local service providers to enhance the range of and access to additional resources that promote housing stability and positive grant outcomes. Optional services through such partnerships may include but are not limited to: home visitation, job training, substance abuse treatment, financial literacy, life skills education, mental health services, etc. Applicants can also describe the service partnerships that exist within its own organization, especially in communities without other local providers to offer these services.

## **(4) Leveraging (0-5 points)**

Applicants may receive points based on the extent to which the project will leverage additional resources to develop a comprehensive project that meets the needs of people experiencing

homelessness and ensure successful project outcomes. To receive full points, applicants must demonstrate, with a written commitment, that the cash or in-kind value of leveraged commitments is at least 200 percent of the total request to HUD.

- Applicants will be scored on the amount of valid, firm commitments in signed letters meeting HUD requirements and submitted by the due date (see “2018 Information on Leverage Letter Requirements” in Part III below).

#### **(5) Readiness (0-10 points)**

Applicants will receive points based upon the extent of the project’s readiness to proceed. The score will be based on the following.

- Narrative describing the actions taken and actions to be taken, including but not limited to staffing, training, developing project operating procedures, coordination or negotiation with landlords (if appropriate), and any steps involved in the development of the housing resource - to prepare for an early and successful start of the project.
- Projected timeline of major steps, indicating the number of months between each step beginning from the execution of a HUD contract to beginning occupancy to full occupancy.

#### **(6) Capacity (0-10 points)**

Applicants will receive points based on the extent to which the applicant’s experience is relevant to the type of participants to be served and the type of housing proposed. If the applicant does not have current capacity for its proposed project, but plans to build that capacity by the project’s start date, it must clearly demonstrate how it will build that capacity in its application. Capacity includes:

- Overall experience of the organization
- Experience of the organization in undertaking similar activities - including experience with the population to be served and the type of housing and services to be provided
- Experience of staff proposed to operate the project OR the standards the organization will use in recruiting/hiring for positions in the project

#### **(7) Soundness of Approach (0-15 points)**

Applications will be scored based upon the description of the project and its proposed outcomes. Outcomes proposed will be considered based on the appropriateness of proposed best practices and activities that would result in their achievement.

- Description of project model
- If the project is not operated by a domestic violence provider, applicant must describe how the project plans to collaborate with its local DV provider to help ensure the safety and confidentiality of DV survivors served by the project (this, like the rest of the rating criteria in Part 2, applies to all applicants – DV Bonus and Standard Bonus)
- If the project is operated by a domestic violence provider, applicant must describe how the project adheres to DV survivor project best practices, as defined here:  
<https://wscadv.org/projects/domestic-violence-housing-first/toolkit/survivor-driven-trauma-informed-mobile-advocacy/>
- Use data to demonstrate performance of similar projects serving same populations in the community or elsewhere

- Description of the major outcomes to be achieved through the project (use annualized data/outcomes as a timeframe where appropriate)
- Description of major steps that will be taken to achieve the proposed outcomes

**(8) Meeting a Community Need (0-10 points)**

- Applicant utilizes data to demonstrate an unmet community need
- Description of how the project fits with local community plan

**(9) The project is in a county that doesn't already have a CoC Program grant (0 or 5 points)**

To broaden the range of assistance throughout the 34-county CoC, 5 points will be given to projects proposed in counties which do not currently have CoC Program grants.

# **Washington Balance of State Continuum of Care Competition Process and Reward Criteria Policies and Procedures**

**8/3/2018**

## **PART II**

### **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. 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.

### **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, 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 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 three 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.

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.



## **Information on Leverage Letter Requirements 8/3/2018**

### **Part III**

It is important to the success of the application that we demonstrate that the Balance of State Continuum of Care is able to leverage other federal, local, and state funds in our projects.

**Leverage can be cash or the value of labor or materials provided to the project (in-kind).** It can include below-market lease payments by agencies, rental income for tenants put back into the program, volunteer labor at \$10/hour or, if professional labor (lawyers, doctors, etc.) is provided, it can be valued at the going cost of the service. It can also include services provided for free or at reduced rates by other agencies and staff time of your agency that is not reimbursed by the Continuum of Care Program grant.

In short, leverage includes everything that contributes to the project, other than Continuum of Care Program grant itself, as long as a firm letter of commitment is obtained meeting the requirements of the model below. Applicants are encouraged to maximize their leverage points by requesting letters which cover the full term of the grant period requested. Only letters and agreements meeting the below requirements that are dated after July 1, 2018 and submitted by the deadline of August 17, 2018 will be accepted for rating purposes. Only letters with firm commitments will be accepted (no “subject to budget approval”, etc. will be accepted for determining the amount of leverage). All letters should be forwarded by e-mail to [matt.mazur-hart@commerce.wa.gov](mailto:matt.mazur-hart@commerce.wa.gov) as part of the application.

**Model Commitment or Donation Letter for Leverage for**

**New Projects**

**Bold Print** = Suggested Text

Regular Print = (Explanation of fill-in item)

Typed on Donor Agency Letterhead

**To:** \_\_\_\_\_ (*Sponsor of Project*) \_\_\_\_\_ (*a date between July 1 and August 17, 2018*)

**Subject: Commitment to the** \_\_\_\_\_ (*Name of Homeless Project*)

**(A. For Services, Leasing or Operations Costs):**

**If the** \_\_\_\_\_ (*name of homeless project*) **is awarded HUD Continuum of Care Program funds,**  
\_\_\_\_\_ (*name of agency, church, organization, government, person or business*) **commits to**  
**provide contributions worth \$\_\_\_\_\_ over the next year to** \_\_\_\_\_ (*name of sponsor*  
*organization*). **Our contribution for** \_\_\_\_\_ (*operations or type of service: e.g. cash,*  
*childcare, case management, clothing, food, etc.*) **will be available for the 12 month period beginning February**  
**1, 2019 (beginning date of the potential Program Period for the grant).**

1. (If professional services based on an hourly rate are involved add the following to the first two sentences of A.): **The commitment is calculated based upon \_\_\_\_\_ hours of \_\_\_\_\_** (*type of service*) **at our normal rate of \$\_\_\_\_\_/hour.**

2. (If non-professional/volunteer services are involved add the following to the first two sentences of A.): **The commitment is based upon \_\_\_\_\_ hours of service at the rate of \$10.00/hour.**

3. (If the donation is a physical item, add the following to the first two sentences of A.): **The amount of the contribution is based upon a donation of \_\_\_\_\_ (units) of \_\_\_\_\_** (*words describing the contribution*).

4. If the donation is space, the following to the first two sentences of A.):

5. If the donation is housing or office space leased at below market rents, state the following:) **We agree to lease \_\_\_\_\_ (number of units) to \_\_\_\_\_** (*name of the agency renting or participants in the agency's program*) **at the following rents of \_\_\_\_\_ (# of units by bedroom size and \$ for rent) for a one year period beginning February 1, 2019.** (You will then need to use some standard - Fair Market Rents, documented comparable rents, a letter from a realtor establishing comparable rents - to calculate the amount of the benefit representing the difference between standard rents and the agreed upon rents).

**Sincerely,**

\_\_\_\_\_ (*must be signed by an authorized representative of the donating agency*)

\_\_\_\_\_ (*title*)