

**MA-505 Bristol County Continuum of Care**

**2024 Continuum of Care Competition**

**RFP**

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**REQUEST FOR PROPOSALS**

For the MA-505 Bristol County CoC Renewal Projects, New Projects and DV Bonus Projects

**RFP Available: August 10, 2024**

**Applications Due: August 30, 2024 by 12.00 PM**

City of New Bedford Office of Housing & Community Development, Collaborative Applicant

608 Pleasant Street | New Bedford, MA 02740

This is the MA-505 Local Competition Public Announcement and RFP. This material has been released and advertised through direct emails, Facebook and the [www.bristolcountycoc.com](http://www.bristolcountycoc.com) website.

**Request for Proposals**

**Bristol County Continuum of Care Projects that will provide Permanent Housing**

Introduction

The U.S. Department of Housing and Urban Development (HUD) has released a Notice of Funding Opportunity (NOFO) for the Continuum of Care (CoC) Homeless Assistance Program. Following that release, the City of New Bedford’s Office of Housing and Community Development (OHCD), as Collaborative Applicant on behalf of the MA-505 New Bedford | Attleboro | Taunton | Bristol County Continuum of Care, (hereafter Bristol County CoC or “BCCC”), is now issuing this Request for Proposals (RFP) to allow adequate time for the development of proposals for CoC funding for renewal, new and DV bonus projects as well as a local review and decision-making process.

A single, consolidated submission of all selected projects within the BCCC will be submitted to HUD by the OHCD on behalf of the BCCC. Funding will be derived from a Federal Fiscal Year 2024 allocation of HUD funding with the potential for renewal in FY25 (hereafter this references FY24 with this understanding) and is subject to funding availability under the NOFO. The OHCD reserves the right to request that applicant organizations submit adjusted project budgets based on the amount of funding made available by HUD.

The NOFO grant opportunity was published on July 31.2024 through grants.gov at:

<https://grants.gov/search-results-detail/355762>

The HUD 2024 NOFO, itself, is available online at:

<https://www.hud.gov/sites/dfiles/CPD/documents/FY2024_FY2025_CoC_and_YHDP_NOFO_FR-6800-N-25.pdf>

***Please contact the OHCD if you cannot access the NOFO.***

The OHCD reserves the right to publish additional information/guidance consistent with NOFO guidelines and further reserves the right to modify, correct or amend this RFP to ensure consistency with HUD regulations.

The HUD NOFO sets up the procedure by which a CoC, through its Collaborative Applicant, submits a single collaborative application to fund the CoC and eligible projects that advance the CoC’s goals. The Collaborative Applicant for the BCCC is the OHCD which serves as grantee and administers the CoC and grants awarded to the CoC.

The consolidated application to be submitted by the OHCD for the FY2024 CoC Program Competition may include renewal projects from prior competitions and eligible new projects. The CoC is specifically seeking proposals for renewal projects and for new projects created through reallocation or CoC Bonus processes—new Permanent Housing-Supportive Housing (PH-PSH) projects, new Permanent Housing-Rapid ReHousing (PH-RRH) projects and Joint Transitional/Permanent Housing-Rapid ReHousing (Joint TH/PH-RRH). In addition, under the DV Bonus (specifically dedicated to serving survivors of domestic violence, dating violence, sexual assault or stalking who are defined as homeless (24 CFR 578.3)) the CoC is also seeking new (DV) PH-RRH and new (DV) SSO-CE projects.

**Please review the HUD NOFO and website materials for technical assistance. If questions remain after doing so, please contact the OHCD at 508.979.1500.**

Ranked/selected applications must be submitted in HUD’s electronic grant application system known as *esnaps*. Only ranked applicants will be given access to *esnaps* through the OHCD. An explanation of the process that will be used for selection of projects, including the scoring criteria, is included in this RFP as Appendix B. The BCCC’s Performance Review Committee (PRC) will review all new/renewal projects and offer its recommendation to the CoC membership for its review and ranking vote. Any new/DV bonus projects, together with renewal projects, will go through the PRC review/ranking process (Appendix B) and be subject to the final approval by the governing board of the CoC, the BCCC. That final ranking, along with final project applications to be submitted through HUD’s *esnaps* system, will, along with the project priority listing, be paired with the CoC’s collaborative application and will constitute the CoC’s Consolidated Application to HUD. HUD will make final decisions regarding awards via a national competition.

**The deadline for submission of the application is Friday, August 30, 2024 by 12.00 PM Noon.**

Eligible Applicants

Eligible applicants include non-profits, local and state government, and housing authorities. (Faith based organizations may apply for this award as set forth at 24 CFR 5.109 and in accordance with the HUD NOFO but may not use direct financial assistance from HUD to support or engage in any explicitly religious activities except as otherwise permitted under statute and as highlighted in the HUD NOFO.)

All recipients/subrecipients of HUD CoC funds must comply with HUD and New Bedford CoC Conflict of Interest requirements, including:

* Projects cannot use leasing funds in buildings owned by the recipient, subrecipient, their parent organization(s), a staff or board member, relative or business associate.
* The owner of a unit or his/her subordinate may not conduct the Housing Quality Standard, Rent Reasonableness or lead-based paint visual inspection; and
* Staff, persons with whom staff has immediate family or business ties and board members are prohibited from accruing any financial interest/benefit from CoC assisted activities during their tenure with the organization and for one year following tenure.

All subrecipients must be registered with <https://www.sam.gov/SAM> before application submission and must provide a valid UEI number, registered and active at the SAM website in the application.

The HUD NOFO highlights eligibility requirements for all applicants of HUD Grant Programs against which applicants will be evaluated.

Funding Availability

The BCCC expects to be eligible for an estimated $3+ million in this funding round. Although as of the publication of this RFP HUD had not released exact funding amounts, it is anticipated that funds for a new CoC Bonus project and a DV Bonus project will also be available to this CoC.

* **Renewal Projects.** Based on currently funded projects eligible for renewal, it is estimated that the total amount of funding to be available for Renewal Projects (see Eligible Projects) from HUD will be $3,124,248.
* **New Projects** can be funded in two ways: through reallocation from existing projects or through a bonus funding process, as described in this RFP and in greater detail in the HUD NOFO. New project activities are limited to permanent supportive housing (for individuals only), permanent housing-rapid rehousing, joint transitional/permanent housing-rapid rehousing and coordinated entry SSO projects specifically related to domestic violence as detailed in the NOFO. Please note: HUD strictly limits the type of projects for which reallocated or bonus funds may be used. Although exact amounts were not yet available as of this RFP publication date, the following was available in the 2023 funding round:
* **New Project through a CoC Bonus.** A potential award of up to$182,196 for new CoC permanent housing projects.
* **New Project through a DV Bonus.** A potential award of up to$260,280 was available for new permitted DV bonus projects.

Similar funding levels are anticipated in the 2024 competition round. Additional funds may also be available through the reallocation process as determined by the CoC’s Performance Review Committee (PRC).

Tier 1 will be equal to 90% of the CoC’s Annual Renewal Demand (ARD); Tier 2 is the difference between Tier 1 and the maximum amount of renewal, reallocation and CoC Bonus funds that the CoC can apply for (exclusive of CoC planning projects or projects selected with DV Bonus funds). The OHCD reserves the right to adjust proposals and funding amounts based on final allocations published by HUD.

Eligible Projects

All projects funded through this NOFO competition must include the eligibility criteria relative to project type (renewal, new or bonus) as stipulated in this RFP and must participate in HMIS (or in the case of a Victim Services Provider must participate in an HMIS Comparable Database), coordinated entry, select program participants consistent with the New Bedford Coordinated Entry System, ensure that youth aged 24 and under must not be required to provide third party documentation that they meet the homeless definition in 24 CFR 578.3 as a condition for receiving services funded under this NOFO, and any other applicable conditions noted in the NOFO. In addition, the following types of projects are eligible for funding in this competition:

**Eligible Renewal Projects**

Projects currently funded as SSO-Coordinated Entry, HMIS and Permanent Supportive Housing (PSH) are eligible for renewal for FY 2024 funds if they have a subrecipient agreement that expires in Calendar Year 2025. **Projects may be renewed as is**, or they may be part of transition, expansion or consolidated projects as further described in this section and in the NOFO.

* **Transition Grants:** HUD is permitting transition grants to fund a new CoC project to transition an eligible renewal project being eliminated through reallocation from one program component to another eligible new component over a one (1) year period. Transition Grants are *not* an additional source of funding but rather, would be part of the existing Annual Renewal Demand (ARD) amount for the CoC. Transition grants must meet several requirements. (*See the HUD NOFO including Section I.B.2.b.(30) for further details).*
* **Expansion Projects:** HUD will allow project applicants to apply for a new expansion project (*see section I.B.2.b.(10) of the NOFO*) through reallocation, CoC Bonus, and DV Bonus processes to expand existing projects to increase the number of units, persons served, services provided to existing program participants, or to add additional activities to HMIS and SSO-CE projects. If the new expansion project will expand an existing eligible CoC Program renewal project, HUD will not fund capital costs (i.e., new constructions, rehabilitation, or acquisition) and will only allow 1-year funding requests. *(See the HUD NOFO including Section I.B.2.b.(9) and III.B.4.a.(6) for further details)*.
* **Grant Consolidation Projects**: Eligible renewal project applicants can consolidate two or more eligible renewal projects into one project application during the renewal application process provided certain conditions are met. Consultation with the OHCD prior to undertaking this opportunity is required as HUD must confirm eligibility to consolidate projects. *(See the HUD NOFO including Sections I.B.2.b. (12), I.B.3.d. and III.B.4.a (7) and (12) for further details)*.

**Eligible New/Bonus DV Projects**

Projects not currently funded in the MA-505 and that propose to provide *new* CoC Permanent Housing—Permanent Supportive Housing (PH-PSH), new Permanent Housing—Rapid ReHousing (PH-RRH), Joint Transitional/Permanent Housing-Rapid ReHousing (Joint TH/PH-RRH) *or* new PH-RRH specific to DV or SSO-CE specific to DV are eligible to apply for FY2024 funds as a new project provided they meet all requirements of the NOFO and this RFP, including:

**New Projects created through reallocation or CoC Bonus processes:**

* + **Permanent Housing—Permanent Supportive Housing (PH-PSH) for Individuals**. New permanent supportive housing projects that will serve 100% chronically homeless individuals (*See 24 CFR 578.3*) or persons who meet the definition of DedicatedPLUS (*See the HUD NOFO including Section I.B.2.b.(5) for further details)* are eligible to apply in this competition in accordance with the NOFO. Permanent housing is community-based housing, the purpose of which is to provide housing without a designated length of stay. Grant funds may be used for leasing, rental assistance, operating costs and supportive services; definitions and guidance for each of these items is at 24 CFR 578.49 – 24 CFR 578.63. “Chronically homeless” is defined in Appendix A of this RFP.
  + **Permanent Housing-Rapid ReHousing (PH-RRH) for Individuals or Families.** New permanent rapid rehousing projects for persons who qualify as homeless under paragraphs (1), (2) or (4) of 24 CFR 578.3, Section 103(b) of the McKinney-Vento Assistance Act.
  + **Joint TH/PH-RRH Component Project for Individuals or Families.** New housing projects that combine two existing program components – Transitional Housing and Permanent Housing Rapid ReHousing – into a single project to serve individuals and families experiencing homelessness. The project must adopt a Housing First approach *(see* *Sections I.A.4.b.(2) and I.B.2.b.(15) of the NOFO)* across the entire project and program participants may only receive up to 24 months of total assistance. *(For more information about Joint TH/PH-RRH project quality threshold requirements, see Section III.C.4.b. of the NOFO).*

If funded, HUD will limit eligible costs as follows, in addition to other limitations found in the Rule: (a) leasing of a structure or units and operating costs to provide transitional housing; (b) short or medium term tenant based rental assistance on behalf of program participants to pay for the RRH portion of the project; (c) supportive services; (d) costs of contributing data to the HMIS, and (e)project administrative costs. Project applicants must provide details in the project description of how TH and PH-RRH assistance will be provided. Additionally, if CoC program funds are not being requested for both TH and PH-RRH units, the project application must describe and include the number of the project’s TH and PH-RRH units what will be paid for from another funding source. Applicants may only use CoC Program Leasing funds or non-CoC Program Funds to house program participants enrolled in the TH portion of the project.

When a program participant is enrolled in a Joint TH/PH-RRH component project, the subrecipient must be able to provide both components including the units supported by the TH component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. A program participant may choose to receive only the assistance provided through the TH portion of the project or the assistance provided through the PH-RRH component, but the subrecipient must make both types of assistance available.

**New DV Bonus Projects:**

A new DV Bonus Project must be dedicated to individuals and families of persons experiencing trauma or a lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault or stalking who qualify under paragraphs (1) or (4) of the definition of homeless at 24 CFR 578.3 or section 103(b) of the McKinney-Vento Homeless Assistance Act (s*ee the HUD NOFO including Sections I.B.2.b.(6), I.B.3.j, I.B.2.b.(6) and III.B.4.a.(4) for further details)* and must fall under one of the following:

* + - **Permanent Housing Rapid (PH-RRH) projects** dedicated to serving survivors of domestic violence, dating violence, sexual assault or stalking that are defined as homeless (24 CFR 578.3) that follow a housing first approach and provide eligible activities that the Secretary of HUD determines are critical to assist persons fleeing/attempting to flee domestic violence. New projects that are dedicated as defined at 24 CFR 578.3 Definition for Homeless, paragraph (4).
    - **Joint Transitional/Permanent Housing-Rapid ReHousing (Joint TH/PH-RRH) projects** defined in section I.B.2.b(18) of the NOFO dedicated to serving individuals and families of persons experiencing trauma or a lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault or stalking who are defined as homeless under 24 CFR 578.3 or section 103(b) of the McKinney-Vento Homeless Assistance Act. Combines TH and PH-RRH into one project.
    - **SSO Projects for Coordinated Entry (SSO-CE)** to implement policies, procedures, and practices that equip the CoC’s coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking (e.g., to implement policies and procedures that are trauma-informed, client-centered or to better coordinate referrals between the CoC’s coordinated entry and the victim service providers coordinated entry system where they are different).

Additional information germane to these projects:

* PSH projects cannot combine the following types of assistance in a single structure or housing unit:
  + Leasing and acquisition, rehabilitation or new construction.
  + Tenant-based rental assistance and acquisition, rehabilitation, or new construction.
  + Short or medium-term rental assistance and acquisition, rehabilitation or new construction.
  + Rental assistance and leasing, and
  + Rental assistance and operating
* All projects must follow the written policies and procedures established by the CoC for determining and prioritizing which eligible families and individuals will receive rapid rehousing assistance, as well as the amount or percentage of rent that each program participant must pay.
* All projects may set a maximum amount or percentage of rental assistance that a program participant may receive, a maximum number of months that a program participant may receive rental assistance, and/or a maximum number of times that a program participant may receive rental assistance. The recipient or subrecipient may also require program participants to share in the costs of rent.
* Rental assistance, where applicable, must be limited to no more than 24 months to a household.
* All projects may provide supportive services for no longer than 6 months after rental assistance stops.
* All projects must re-evaluate, not less than once annually, that the program participant lacks sufficient resources and support networks necessary to retain housing without Continuum of Care assistance and the types and amounts of assistance that the program participant needs to retain housing. The recipient or subrecipient may require each program participant receiving assistance to notify the recipient or subrecipient of changes in the program participant‘s income or other circumstances (e.g., changes in household composition) that affect the program participant's need for assistance. When notified of a relevant change, the recipient or subrecipient must reevaluate the program participant’s eligibility and the amount/types of assistance that the program participant needs.
* All projects must require the program participant to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability. (The project is exempt from this requirement if the Violence Against Women Act of 1994 (42 U.S.C. 13925 *et seq.*) or the Family Violence Prevention and Services Act (42 U.S.C. 10401 *et seq.*) prohibits the recipient carrying out the project from making its housing conditional on the participant‘s acceptance of services.)
* All projects must meet the threshold criteria shown in the application package in Appendix D.
* New projects may only be funded through reallocation of funds from existing projects or through the permanent housing bonus process. HUD strictly limits the type of projects for which reallocated or bonus funds may be used.
* All projects will be limited to requests for one year of assistance unless a different term is required by HUD. Upon expiration, projects may be renewed subject to HUD requirements, local priorities, satisfactory performance, and availability of funds.

Eligible Populations

Populations who may be served by each of the project types are, as follow:

1. **Permanent Supportive Housing (PSH)**

* All PSH projects must dedicate 100% of the units to chronically homeless individuals as defined by HUD. (Appendix A).
* Project applicants must demonstrate that they will first serve the chronically homeless according to the order of priority established in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons.
* Disabilities: All PSH projects must serve exclusively disabled households as defined by HUD.
* PSH projects may serve survivors of domestic violence, dating violence, sexual assault, or stalking as defined at 24 CFR 578.3 Definition of Homeless, paragraph (4) and as further described in the NOFO.

1. **PH Rapid ReHousing (PH-RRH)**

* All PH-RRH projects must serve 100% literally homeless families and/or single adults coming from emergency shelters and/or unsheltered locations or meeting the criteria of paragraph (4) of the HUD definition of homeless including survivors of domestic violence, dating violence, sexual assault, or stalking as defined under homeless, paragraph (4) at 24 CFR 578.3 and as further described in the NOFO.
* Persons in transitional housing are *not* eligible for either project type, even if they met the criteria described above prior to entering the Transitional Housing (TH) Program, unless they meet the criteria of category (4) definition of homelessness at 24 CFR 578.3 (survivors of domestic violence, dating violence, sexual assault, or stalking as defined). A household would meet category 4 of the definition of homelessness if they are fleeting or attempting to flee from domestic violence and meet all other requirements, regardless of where they are residing and as further described in the NOFO.

1. **Joint Transitional/Permanent Housing-Rapid ReHousing (Joint TH/PH-RRH)**

* All Joint TH/PH-RRH projects must serve persons who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3, Section 103(b) of the McKinney-Vento Homeless Assistance Act following a Housing First approach.
* New DV Bonus and DV Reallocation projects must serve individuals and families of persons experiencing trauma or a lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, and stalking who qualify as homeless under paragraphs (1) or (4) of the definition of homeless at 24 CFR 578.3 or Section 103(b) of the McKinney-Vento Homeless Assistance Act.

1. **SSO Projects for Coordinated Entry (SSO-CE) Component Projects**

Individuals and families who are survivors of domestic violence, dating violence, sexual assault or stalking and as further described in the NOFO.

Eligible Costs

The following guidance indicates the costs that may be included in program budgets, to be paid for by the CoC grant or by matching funds.

**Rental Assistance**

Rental assistance for homeless individuals and families, including tenant-based rental assistance. Grant funds may be used for security deposits in an amount not to exceed two months of rent, as well as last month’s rent.

**Leasing**

The costs of leasing scattered site units to provide housing to homeless persons.

*Leasing: Limits on rent costs*. Rents paid must be reasonable in relation to comparable space or units and may not be more than the owner charges others for comparable units. Rents for residential units cannot exceed the HUD Fair Market Rent (FMR).

*Utilities.* Utilities are not a leasing line item. If utilities are not provided by the landlord, utility costs are an operating cost.

*Security deposits and first and last month‘s rent*. Grant funds may be used to pay security deposits, in an amount not to exceed two months of actual rent, as well as last month’s rent.

**Supportive Services**

The eligible costs of supportive services that address the special needs of the program participants.

Supportive Services in PSH and PH-RRH Projects must relate to housing stability.Supportive services must be necessary to assist program participants obtain and maintain housing and agencies must conduct an annual assessment of the service needs of the program participants and adjust services accordingly to achieve those ends.

*Eligible supportive services costs:*

* Reasonable one-time moving costs
* Case management
* Food—meals or groceries for program participants
* Housing search and counseling services
* Life skills training
* Outreach services
* Transportation
* Utility deposits (one-time fee, paid to utility companies)
* Direct provision of services: 1) costs of labor, supplies, and materials; and 2) salary and benefit packages of service delivery staff.

*Ineligible costs:* Any cost that not described as an eligible cost is ineligible.

**Operating Costs**

Grant funds may be used to pay the costs of the day-to-day operation of permanent supportive housing in a single structure or individual housing units.

*Eligible operating costs*:

* Maintenance and repair of housing
* Property taxes and insurance
* Building security for a structure where more than 50 percent of the units or area is paid for with grant funds
* Electricity, gas, and water
* Furniture
* Equipment.

*Ineligible costs* Program funds may not be used for rental assistance and operating costs in the same project. Program funds may not be used for the maintenance and repair of housing where the costs of maintaining and repairing the housing are included in the lease.

**Project Administration**

*All renewal subgrantees are required to allocate the maximum 10% of their full grant amount to administration*. The subgrantee may use up to 50% of the HUD-allowed administrative funds associated with the project; the remaining 50% of the allowed administrative funds are retained by the City of New Bedford for those projects for which it is the grantee. The HUD-allowed administrative costs allowable for new grants are 7% of the full grant amount.

Matching Funds

Applicants awarded funding must match all funds, except for leasing funds, with no less than 25% of funds or in-kind contributions from other sources. Guidance regarding cash and in-kind match is at 24 CFR 578.73. Cash match must be used for the costs of activities that are eligible CoC Program costs. Appendix C of this RFP as well as the NOFO and HUD regulations provide information required to documenting match.

Homeless Management Information System

All successful project applicants—except for entities that are victim service providers—must participate in the CoC’s Homeless Management Information System (HMIS). Please refer to the NOFO, itself, for information regarding required HMIS DV data expectations and comparable database use in the case of DV projects.

Coordinated Entry/Assessment System

All successful applicants must participate in the CoC’s coordinated entry/assessment system.

Grant Term

Renewal projects may only apply for one year grant terms. New projects may request funds for a grant term of 1 year though an additional length of time to allow for startup/rent up can be considered if demonstrably needed.

Please note: any new project application that includes leasing–either leasing alone or leasing costs plus other costs (e.g. supportive services, HMIS, etc.) may only request up to a 1-year grant term.

HUD Requirements & Resources

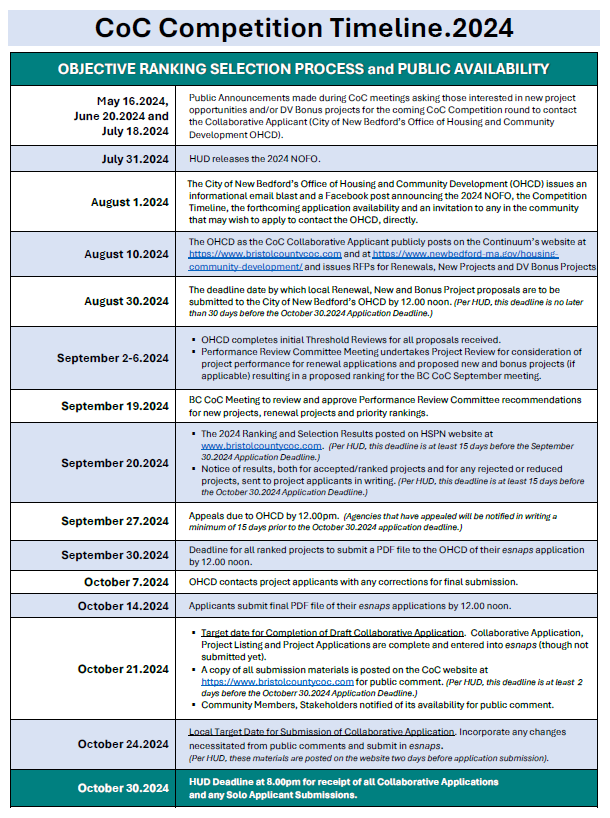
While this document summarizes key components of the CoC Program, more information is available from the NOFO, itself and HUD.

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| A copy of the NOFO 2024 is available here: | <https://www.hud.gov/sites/dfiles/CPD/documents/FY2024_FY2025_CoC_and_YHDP_NOFO_FR-6800-N-25.pdf> |
| Project Application Detailed Instructions and Navigational Guides | *As of the date of this RFP’s publication, this material had not yet been published but when it is, it is anticipated to be located here:*  <https://www.hud.gov/program_offices/comm_planning/coc/competition> |
| HUD e-snaps Training and Resources Page | <https://www.hudexchange.info/programs/e-snaps/> |
| FY2024 CoC Program Project Application Frequently Asked Questions | <https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY2024_Project_Application_FAQs_8-1-24.pdf> |

If there are any conflicts between guidance in this document and the NOFO and/or HUD guidance, the NOFO/HUD guidance takes priority and is what should *always* be relied upon.

All parties intending to apply for funding are strongly encouraged to review renewal and new/bonus program regulations.

Timeline



Threshold Requirements & Competitive Review

**Threshold Requirements.** To be eligible for consideration as an applicant for funding described in the NOFO and this RFP, all projects must first successfully pass a review of threshold requirements. The OHCD will perform a threshold review of all submitted projects. Each project must meet the eligibility requirements for applicants of HUD grant programs stipulated in the NOFO (*See the HUD NOFO for details*) as well as the project eligibility threshold requirements and project quality threshold requirements stipulated in the NOFO and the following minimum standards in order to be considered for scoring; those projects not meeting the threshold criteria as determined by the OHCD will not be scored or considered for funding.

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| **Threshold Criteria** |
| **For NEW and DV BONUS projects:** |
| * Evidence of need within the CoC and that the project as proposed will improve the CoC’s system performance. |
| * Demonstrated financial and management capacity and experience to carry out the project including documentation of having served HUD-eligible individuals/families experiencing homelessness during the previous calendar year. |
| * Proposal for an eligible activity for eligible homeless population pursuant to HUD requirements |
| * Eligibility as contractor for federal funds per <https://www.sam.gov/>, current tax-exempt status as verified by IRS 501(c)3 designation letter and must not owe overdue tax debts as documented on IRS 990 submission to the IRS. |
| * Evidence that the proposal does not use HUD funds to supplant current funding. |
| * Matching funds are identified. |
| * Applicant agrees to participate in the CoCs HMIS (or comparable data base if DV project) and coordinated entry |
| * A copy of the applicant’s Code of Conduct is provided. |
| * For new PSH projects, evidence of serving individuals, only. |
| * Submission of a complete application by the deadline including all required certifications specified. |
| **For RENEWAL projects:** |
| * Proposed project meets overarching intent and goals established in the initial application, |
| * Demonstrated capacity to meet all timeliness standards, including standards for the expenditure of grant funds, |
| * Demonstration of positive performance in assisting program participants to achieve and maintain independent living and records of success. |
| * Must be a current and active participant in the CoC’s HMIS and its coordinated entry system |
| * Must provide a complete application by the deadline including submission of all required certifications specified |
| **For ALL projects:** |
| * Evidence project will fill an existing gap within the CoC and/or propel it forward toward improving its system performance and meeting its goal of ending homelessness. |
| * If for housing, project proposes to serve 100% Chronically Homeless individuals. |
| * Application demonstrates a plan for rapid implementation/seamless continuation of the program. |
| * Evidence of coordination with housing and healthcare consistent with the NOFO (*See the HUD NOFO for details).* |
| * Evidence of racial equity and the promotion of meaningful, authentic involvement of those with lived experience in program administration. |

**Competitive Review.** All applications that meet the threshold requirements will be forwarded to the CoC’s Performance Review Committee for evaluation, selection and ranking. Appendix B explains the process that will be used for the competitive review.

All applications for funding will be vetted, evaluated and ranked by the CoC’s Performance Review Committee (PRC) which may or may not require a brief presentation of the proposal by the applicant; additionally, the recommended ranking will be ratified by the BCCC membership and eventually submitted to HUD via the E-SNAPS system. The City of New Bedford’s OHCD will act as the Collaborative Applicant and apply for funds on behalf of the MA-505 BC CoC for renewal projects and any new projects/DV bonus identified as ranked by the CoC membership.

**IMPORTANT!** When considering renewal projects for award, HUD—and by extension the BCCC through both the OHCD and the PRC--will review information in the Line of Credit Control System (LOCCS), Annual Performance Reports (APRs), information provided from/for the local HUD/CPD Field Office that includes monitoring reports and audit reports as applicable, performance achievements on prior grants, and will also assess projects on the following criteria using a pass/fail basis:

1. The project applicant’s performance against plans and goals established in the initial application as amended;
2. Project applicants must demonstrate all timeliness standards for grants being renewed, including that the standards for the expenditure of grant funds have been met;
3. The project applicant’s performance in assisting program participants to achieve and maintain independent living and record of success, except HMIS dedicated projects are not required to meet this standard; and
4. Evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior OHCD/HUD approval, or has lost a project site. These conditions may result in the rejection of an application from the competition.

HUD/Bristol County CoC reserves the right to reduce or reject a funding request from the project applicant for the following reasons:

1. Outstanding obligation to HUD in arrears or for which a payment schedule has not been agreed upon;
2. Audit finding(s) for which a response is overdue or unsatisfactory;
3. History of inadequate financial management accounting practices;
4. Evidence of untimely expenditures on prior award;
5. History of other major capacity issues that have significantly impacted the operation of the project and its performance;
6. Timeliness in reimbursing subrecipients for eligible costs. HUD will consider a project applicant as meeting this standard if it has drawn down grant funds at least once per month; and
7. History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

HUD requires the CoC to rank all projects applying for grant funds in E-SNAPS. To ensure that the CoC has the opportunity to prioritize its projects locally in the event that HUD is not able to fund all renewals, HUD requires CoCs to rank projects within 2 tiers, similar to NOFOs issued over the past several years.

See Appendix B for the scoring criteria used for the competitive review of new, bonus DV and renewal projects.

Application Requirements

This RFP was released on August 10, 2024. RENEWAL and NEW/DV BONUS project applications are located within Appendix D of this RFP.

**Deadline**

Applicants desiring to submit RENEWAL and NEW/DV BONUS projects must submit a completed application packet including required attachments to the City **by 12:00pm on Friday, August 30, 2024**. Late applications will not be accepted.

**Submission**

All documents must be submitted in PDF electronic format to Jennifer Clarke, Deputy Director, via e-mail to [Jennifer.Clarke@newbedford-ma.gov](mailto:Jennifer.Clarke@newbedford-ma.gov). NOTE: Successful applicants will later be required to complete an electronic application in HUD’s *esnaps* system at the direction of the OHCD according to the timeline provided in this RFP.

**Project Requirements & Priorities**

All applications must propose eligible activities/projects and serve eligible populations as further described within this RFP, within the published NOFO and in accordance with HUD regulations. All CoC Program funded projects must comply in full with the CoC’s Written Standards as well as all HUD regulations and NOFO requirements. The HUD statute that governs the CoC Program may be found at: <https://www.hudexchange.info/resources/documents/CoCProgramInterimRule.pdf>

CoC Program funded projects may also be subject to additional criteria as set forth in annual competitive application processes administered by the Bristol County CoC in conjunction with HUD’s annual CoC program competitions. All applicants are responsible for reviewing the CoC’s Written Standards and the CoC Program NOFO in their entirety.

Appendices

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Appendix A

**Definition of Homeless and Chronically Homeless**

Appendix B

**CoC Application Selection Process, Scoring, Ranking, and Reallocation Process 2024**

* Selection Process
* Scoring
* Ranking
* Reallocation Process 2024

Appendix C

**Match for the Continuum of Care Program**

Appendix D

**Applications for Funding**

* **Application for Renewal Projects**
* **Application for New/DV Bonus Projects**

Appendix A

**Definition of Homeless and Chronically Homeless**

**“Homeless” is defined as:**

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
2. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

(2) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low- income individuals); or

(3) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

1. An individual or family who will imminently lose their primary nighttime residence, provided that:
2. The primary nighttime resident will be lost within 14 days of the date of application for homeless assistance;
3. No subsequent residence has been identified and
4. The individual or family lacks the resources or support networks (e.g. family, friends, faith-based or other social networks) needed to obtain other permanent housing;
5. (not applicable)
6. Any individual or family who:
7. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual’s or family’s primary nighttime resident or has made the individual or family afraid to return to their primary nighttime residence;
8. Has no other residence and
9. Lacks the resources or support networks (e.g. family, friends, faith-based or other social networks) needed to obtain other permanent housing.

**“Chronically homeless” is defined as:**

(1) A ‘‘homeless individual with a disability,’’ as defined in section 401(9)of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who: (i) Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and (ii) Has been homeless and living as described in paragraph (1)(i) of this definition continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

Appendix B

**CoC Application Selection Process, Scoring, Ranking, and Reallocation Process 2024**

Selection Process

## The process for considering projects includes a threshold review requirement, project scoring and responses to any requests for explanations, more information and/or a brief presentation by the applicant made by the CoC’s Performance Review Committee (PRC). The process ends with the PRC presenting its recommended ranking to the Bristol County CoC (BCCC) membership and then voting for the final ranking of projects. (A complete explanation of the CoC’s Review and Ranking Procedures is available online at: <https://www.bristolcountycoc.com/2024-review-and-ranking-procedures-for-coc-competition/>.

## **Threshold Review.** The City of New Bedford’s Office of Housing & Community Development (OHCD) as collaborative applicant on behalf of the BCCC will complete the threshold review for all submitted applications. The OHCD will then provide all information necessary for scoring each application meeting the threshold requirements to the PRC.

## Agencies that do not meet the threshold score or who are not recommended for funding or reduced funding may appeal and address the members of the COC PRC based only on the guidelines within this Appendix B (agencies recommended or only partially funded are *not* eligible to request an appeal).

## **Scoring.** The PRC will complete the review, scoring and evaluation process using the scoring rubrics provided in this Appendix.

## In the case of renewal applications, the scoring rubric evaluates past performance. In the case of new applications, DV bonus applications and renewal applications, the scoring rubric evaluates practices that will improve the BCCC’s system response to homelessness and align this response with national policies and best practices. These include, but are not limited to:

## Commitment to a Housing First low-demand service approach

## Implementing low-barrier standards

## The OHCD and/or the CoC’s PRC reserve the right to request additional and/or clarifying information in order to inform its review of a project.

Scores will determine each project’s rank in the CoC’s application to HUD and rank will be the primary determinant of placement into Tier 1 and Tier 2. Scores may also be used to reject applications or to reduce budgets for low-scoring projects or over-funded projects.

## **Final Selection.** After scoring the application, the PRC will present its resulting ranking recommendation (as discussed elsewhere in this Appendix) for funding approval to the BCCC membership meeting after which a vote will be taken on ranking.

#### If the project is not selected for funding, the applicant has the right to appeal, provided that the appeal is based upon violations of program regulations. For example, reviewing members did not consistently follow the scoring criteria and process or if there was a conflict of interest that prevented a fair review of the proposal. No appeals will be heard based on funding level. Appeals must be made consistent with the NOFO.

Scoring

**New Projects/DV Bonus Projects**

## Consideration for funding of new/DV bonus projects funded out of the CoC Bonus and/or including those created as a result of reallocation, will be based on the following performance objectives:

* Agency Experience and Capacity (20 point maximum)
* Project Quality (40 point maximum)
* Match Resources (20 point maximum)
* Fiscal Management (20 point maximum)

New and bonus projects may score up to 100 points maximum based on information provided in the application including attachments of required materials. Specific scoring criteria for new/bonus projects is as follows:

|  |  |
| --- | --- |
| **Scoring Criteria :: New / Bonus DV Projects** | |
| **STANDARDS AND SCORING** | **MAX POINTS** |
| **Agency Experience and Capacity.**  Applicants demonstrating extensive experience in administering HUD or other federal funds and providing the proposed service and/or serving the proposed population, demonstrating that the proposed project will fill an existing gap within the CoC and/or that it propels the CoC forward toward improving its system performance and meeting its goal of ending homelessness will receive up to 20 points. | **20** |
| **Project Quality.**  Each application will be scored on the overall quality of the project, and the extent to which the applicant can clearly demonstrate the following:   * Housing First (9 points): Applicants may receive up to 9 points based on the extent to which the project will follow a Housing First model/low barrier approach. * Chronic Homeless (5 points) Projects proposing to have at least 100% of beds dedicated to chronic homeless will receive 5 points. * Severity of Barriers (3 points): For NEW projects only: Applicants may receive up to 3 points when clearly demonstrating project participants will have significant barriers. For DV BONUS projects only: Applicants may receive 3 points when clearly demonstrating project participants will meet DV Bonus participant eligibility. * Health Care Coordination/Partnerships (10 points): Applicants may receive up to 10 points based on the extent to which the project is fully connected with public/private healthcare organizations to assist program participants receive primary care, housing related services and obtain medical insurance to address healthcare needs. * LGBTQ+ (3 points): Projects demonstrating authentic outreach to the LGBTQ+ community and/or ensured that LGBTQ+ individuals and/or families receive supportive services and housing free from discrimination will receive up to 3 points. * Lived Experience & Expertise (5 points): For NEW projects only: Applicants may receive up to 5 points based on the extent to which the agency authentically incorporates those currently experiencing homelessness or with lived experience into decision-making. For DV BONUS projects only: Applicants may receive up to 5 points based on the extent to which the agency authentically incorporates survivors of domestic violence, sexual predation, etc. into its decision-making. * Racial Equity (5 points): Projects demonstrating initiatives consistent with racial equity and the equity of those historically marginalized may receive up to 5 points. | **40** |
| **Match Resources.**  Projects demonstrating ability to match the required HUD 25% match will receive up to 20 points. | **20** |
| **Fiscal Management.**  To receive maximum points, applicants must demonstrate history of financial stability, including prompt expenditure of program funds, and no outstanding audit or HUD monitoring findings. | **20** |
| **TOTAL POSSIBLE POINTS *for* NEW PROJECTS / BONUS DV PROJECTS** | **100** |

**Renewal Projects**

## Consideration for funding of renewal projects, including those created as a result of reallocation, will be based on the scored submitted application, objective scoring criteria from HMIS, SimTech dashboards and previous APR reporting, percentage drawdowns in the current program year cycle through the HUD LOCCS system, and monitoring results from the OHCD and/or HUD. The following performance objectives will be used to score renewal projects:

* Performance (70 point maximum)
* Data Quality (10 point maximum)
* Fiscal Management (10 point maximum)
* Narrative Responses #3-6 (10 point maximum)

In addition to these scored elements, all renewal projects will be expected to satisfy additional evaluation criteria noted within this section. Renewal projects may score up to 100 points maximum based on information provided in the application including attachments of required materials. Specific scoring criteria for renewal projects is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Scoring Criteria :: Renewal Projects** | | | | |
| **GOALS** | **PERFORMANCE STANDARD** |  | **SCORING** | **MAX POINTS** |
| 1. **Housing Stability**   *Persons residing in permanent housing exited to another form of a permanent housing destination.*  ***Goal 85%*** | Based on APR Q1 & Q23c  *The % of persons who exited to permanent housing destinations as of the end of the operating year.* | ≥85%=15  80%-84%=10  65%-79%= 8  55%-64%= 3  ≤54%= 0 | **15** |
| 1. **Returns to Homelessness**   *Persons exiting permanent housing will not return to homelessness (Including Transitional Housing)*  ***Goal <10%*** | Based on APR Q1 & Q23c  *The % of persons in the PSH program returning to homelessness shall be less than 10%.* | <0% - <2% =10  <3% - <5% = 7  <6% - <8% = 4  <9% =2  <10%= 0 | **10** |
| 1. **Earned Income – Stayers**   *Adult stayers will increase earned income (employment income).*  ***Goal 10%*** | Based on APR Q19a1 – Adults with Earned Income  *The % of persons ages 18 or older staying in the program who increased their income (employment income) as of the latest annual assessment.* | ≥10%= 5  9%-7%= 4  6%-4%= 3  3%-2%= 2  ≤1%= 0 | **5** |
| 1. **Non-Employment Cash Income – Stayers**   *Adult stayers will increase non-employment cash income (mainstream resources).*  ***Goal 40%*** | Based on APR Q19a1 – Adults with Other Income  *The % of persons ages 18 or older staying in the program who increased their non-employment cash income (mainstream resources) as of the latest annual assessment* | ≥40%= 5  39%-30%= 4  29%-20%= 3  19%-10%= 2  ≤9%= 0 | **5** |
| 1. **Earned Income – Leavers**   *Adult leavers will increase earned income (employment income).*  ***Goal 20%*** | Based on APR Q19a2 – Adults with Earned Income  *The % of persons ages 18 or older leaving the program who increased their income (employment income) by program exit.* | ≥20%= 5  14%-19%= 4  7%-13%= 3  2%-6%= 2  ≤1%= 0 | **5** |
| 1. **Non-Employment Cash Income – leavers**   *Adult leavers will increase non-employment cash income (mainstream resources).*  ***Goal 50%*** | Based on APR Q19a2 – Adults with Other Income  *The % of persons ages 18 or older leaving the program who increased their non-employment cash income (mainstream resources) by program exit.* | ≥50%= 5  49%-40%= 4  39%-30%= 3  30%-20%= 2  ≤19%= 0 | **5** |
| 1. **Utilization Rate - Beds**   *Program operates at full capacity, with low vacancy rate, and quickly fill vacancies.*  ***Goal 90%*** | Based on APR Q8b  *Average quarterly utilization rate during the operating year.* | ≥90%= 15  70%-89%= 10  51%-69%= 5  ≤50%= 0 | **15** |
| 1. **Date Quality**   *Agency’s thoroughness in ensuring all data is collected and entered into HMIS.*  ***Goal = No Omissions*** | Based on APR Q2, Q3, Q4, Q5 | 0 oms= 10  1%-10%= 6  11%-20%= 4  21%>= 0 | **10** |
| 1. **Chronic Homeless - Persons**   *Persons who are chronically homeless by household*  ***Goal 100%*** | Based on APR Q26b  *The # of chronically homeless persons divided by the total number of persons served.* |  | Prorated up to 10 points for 100% of  CH Beds. | **10** |
| **10.Fiscal Management**  *Complete and timely drawdown of funds.*  ***Goal = 100% Drawdown*** | Based on HUD LOCCS |  | 0%=10  1%-5%= 8  6%-10%= 5  10%>= 0 | **10** |
| **11.Narrative Responses.**  Applicant responses to the six narrative responses from questions #3 - #8 and threshold criteria will each be scored with a cumulative total of 10 points possible. | |  | Up to 2.5 points per question possible | **10** |
| **TOTAL POSSIBLE POINTS** | | | | **100** |

Additional Evaluation Criteria

Renewal projects will also be evaluated based on the following baseline criteria. Subrecipients that fail that meet these required criteria will lose points.

|  |
| --- |
| **Additional Evaluation Criteria\*** |
|  |
| **Agency Experience and Capacity.**   * Administration: Applicants demonstrating extensive experience in administering HUD or other federal funds and providing the proposed service and/or serving. |
| **Fiscal Management.**   * Applicants must demonstrate history of financial stability, including prompt expenditure of program funds, and no outstanding audit or HUD monitoring findings. |
| **Project Quality.**   * Housing First: Applicants will be evaluated to the extent to which the Permanent Supportive Housing Bonus project will follow a Housing First model/low barrier approach. * Mainstream Services: Applicants will be evaluated to the extent to which the project is fully leveraging mainstream resources for supportive services. * Low Barrier: Projects must demonstrate low barriers to program admission and flexible participation policies designed to retain program participants. * Consistency of Program: Applicants will be evaluated to the extent to which the project’s performance is consistent against plans and goals established in the application. |

*\*The presence of all threshold criteria is also part of the additional evaluation criteria.*

Ranking

HUD requires that all CoCs list all projects that they approved to submit project applications to HUD, in the order of priority as determined by the CoC. CoCs should place all new and renewal project applications that the CoC determines are high priority, high performing, and meet the needs and gaps as identified by the CoC in Tier 1. HUD will select projects in Tier 1 as described in the NOFO. HUD will select all projects in Tier 1 before selecting any projects in Tier 2. Then, HUD will select projects in Tier 2 as described in the NOFO. Lower ranked projects may be selected for funding above higher ranked projects, consistent with HUD’s selection priorities.

The CoC renewal application components and narratives serve to:

* Confirm the capacity of agencies to provide CoC funded programs;
* Provide information on program delivery in order to evaluate performance and meeting HUD priorities for scoring and ranking of projects by the PRC; and
* Provide project level narrative to be utilized in the CoC Collaborative Application. HUD will limit renewal grants to one (1) year of funding. Renewal Project Applications that request multiple years of funding will be reduced to one (1) year grant amounts.

Renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards. HUD will review information in the LOCCS; Annual Performance Reports (APRs); and information provided from the HUD local /CPD Field Office, including monitoring reports and Part 200 audit reports as applicable, as well as performance standards on prior grants, and assess a project on the following criteria using a pass/fail basis:

* Applicant’s performance against plans and goals;
* Timeliness standards;
* Applicant’s performance in assisting program participants to achieve and maintain independent living and record of success;
* Financial management accounting practices;
* Timely expenditures;
* Capacity;
* Timeliness; and
* Eligible activities.

Reallocation Process

The U.S. Department of Housing and Urban Development (HUD) requires that CoCs careful evaluate and review all renewal projects and to develop a reallocation process for projects funded with CoC funds. Reallocating funds is an important tool used by CoCs to make strategic improvements to their homelessness system. Through reallocation, the CoC can create new projects that are aligned with HUD’s goals, by eliminating projects that are underperforming or are more appropriately funded from other sources. Reallocation is particularly important when new resources are not available.

The Bristol County CoC relies on this reallocation process in determining funding to ensure highest performing projects and those that can positively effect system performance throughout the continuum receive reallocated funding from lower-performing projects.

A copy of the BCCC’s Reallocation Process is available online at <https://www.bristolcountycoc.com/2024-reallocation-plan/>.

Appendix C

**Match for the Continuum of Care Program**

**Match Guidance:**

* Per the HEARTH Interim Rule (24 CFR 578.73), match must equal at least 25 percent of the total grant request including admin costs but excluding leasing costs (i.e., any funds identified for Leased Units and Leased Structures). For example, if the ‘total assistance requested’ is $100,000, and the project applicant did not request costs for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to no less than $25,000. For example, if the ‘total assistance requested’ is $100,000, of which $50,000 is for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to no less than $12,500 (i.e. , ($100,000 Total Assistance - $50,000 Leasing)\*.25).
* HUD expects that the full match amount committed in the application is met and would monitor based on that amount. Match that exceeds the minimum requirement should be used to meet the leverage requirements described below.
* The total match requirement can be met through cash, in-kind, or a combination of the two.
* Match must be used for eligible costs for the program component you are applying for, as set forth in the HEARTH Interim Rule (Subpart D of 24 CFR part 578).
* Cash sources. A recipient or subrecipient may use funds from any source, including any other federal sources (excluding Continuum of Care program funds), as well as State, local, and private sources, provided that funds from the source are not statutorily prohibited to be used as a match. The recipient must ensure that any funds used to satisfy the matching requirements of this section are eligible under the laws governing the funds in order to be used as matching funds for a grant awarded under this program.
* The recipient may use the value of any real property, equipment, goods, or services contributed to the project as match, provided that if the recipient had to pay for them with grant funds, the costs would have been eligible. Any such value previously used as match, may not be used again.
* If match is provided through in-kind sources from a third party, it must be documented by an MOU between the recipient or subrecipient and the third party that will provide the services. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient’s or subrecipient’s organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market. The MOU must establish the unconditional commitment, except for selection to receive a grant, by the third party to provide the services, the specific service to be provided, the profession of the persons providing the service, and the hourly cost of the service to be provided. Subrecipients using staff time as an in-kind match must provide job descriptions for each position.
* During the term of the grant, the recipient or subrecipient must keep and make available, for inspection, records documenting the service hours provided.
* To qualify as match, funds must come to and be disbursed by the grantee. If benefits are paid directly to program participants, the funding is not going through the agency's books and it cannot be counted as match.
* Tenant rent payments or public benefits participants receive. When rents are paid directly to the subrecipient agency, it is considered to be 'program income' and can, provided all conditions are met including it being so noted in the relevant match question in the *esnaps* renewal project application, be counted as match for CoC program awards. Rent paid directly to a private landlord does not come to the grantee and so that cannot qualify as match.

Appendix D

**Applications**

The 2024 CoC competition is open to renewal and eligible new/DV Bonus projects, all of which will be scored competitively. The highest scoring projects will be included in the CoC Consolidated Application submitted to HUD. Each project requires its own complete application.

All applicants must complete the paper application in accordance with this RFP. Those projects selected for funding by a vote of the BCCC membership will then be expected to complete an online *esnaps* renewal or new/DV bonus application (as applicable) according to guidance to be provided through the OHCD.

**For RENEWAL project applications (only)…**

Applicants submitting a **renewal** project application must include the following:

A completed CoC Renewal Application

Most recent Form 990 for Applicant

Most recent audited financial statement *(Required only if $750,000 in aggregate federal funds expended)*

A copy of the last “e-snaps” application for the project submitted to HUD. Applicant must review it and provide a marked-up copy with any changes to the city as part of complete application submission.

A copy of the most recently completed Annual Performance Report (APR) for the most recent grant year. Please note: HMIS data for other time periods may also be used by in developing performance scores for ranking of renewal projects including, but not limited to, use of the HUD scoring model.

**For NEW project applications (only)…**

Applicants submitting a **new** project application must also include the following:

Completed CoC New Project Application *(begins after the Renewal Application)*

Most recent Form 990 for Applicant

Most recent audited financial statement (Required only if $750,000 in aggregate federal funds expended)

Evidence of eligibility as contractor for federal funds per <https://www.sam.gov>,

Current tax-exempt status verified by IRS 501(c)3 letter

Copy of Code of Conduct for Applicant Agency

**IMPORTANT!**

Failure to include the materials noted for your application type

means that your application is incomplete and will not meet the requirements of this RFP.

**The deadline for submission of this application is Friday, August 30.2024 by 12.00 pm.**

**Icon

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**2024 BRISTOL COUNTY COC**

**RENEWAL APPLICATION**

To renew existing PSH and SSO Bristol County CoC Projects

**The deadline for submission of this application is**

**Friday, August 30, 2024 by 12.00 pm.**

**Applicants must submit a complete application including all**

**additional materials referenced in this RFP to be considered.**

*WORD LIMIT: Only text provided within the originally sized boxes will be considered in reviewing application.*

**I. AGENCY AND PROJECT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Applicant Agency:** |  | | |
| **Project Name:** |  | | |
| **Project Location:**  *(Physical address of the project; if project is scattered site, write “scattered site.”)* |  | | |
| **Check Only if Applicable:** | Transition Grant  Expansion Project  Consolidated Project | | |
| **Check HUD Component Type:** | Permanent Supportive Housing (PSH)  SSO Coordinated Entry | | |
| **Renewal Amount** *(Same as current budget)* |  | | |
| **Agency UEI Number:** |  | **Tax ID or EIN** *(format: 12-3456789)* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Contact Person:** |  | | |
| **Job Title of Contact Person:** |  | | |
| **Agency Mailing Address:** |  | | |
| **Contact Phone Number:** |  | **Fax number:** |  |
| **Email Address:** |  | | |

|  |  |
| --- | --- |
| **# of Units Currently:** |  |

|  |  |
| --- | --- |
| **# of Beds Currently:** |  |

|  |
| --- |
| **If you checked either Transition Grant, Expansion Project or Consolidated Project in the section above, please detail the exact nature of what is being proposed through the use of one of these options as relates to the renewal of your project. Please be sure that your understanding and application of these terms is consistent with the NOFO and this RFP.** *If none of these were checked, please mark this as Not Applicable and proceed to the narratives on the following page.* |
|  |

**II. PROJECT NARRATIVES**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Does the project have 100% dedicated beds for chronically homeless individuals and/or families?** | | Yes  No | |
| **2. If funded, does the applicant anticipate a seamless continuation of the program?** | | Yes  No | |
| **3. Has the proposed renewal project fully connected with public/private healthcare organizations to assist program participants receive primary care, housing related services and obtain medical insurance consistent with the NOFO?** | | Yes  No | |
| **If YES:** Briefly identify with whom such coordination has been undertaken, how long it has existed or when it is anticipated to start and provide a description of the nature of the healthcare collaboration and the extent to which it benefits program participants.  **If NO:** Briefly describe what barriers may be faced in so doing and what future plans the program has for mitigating those barriers toward collaboration with a healthcare partner. | | | |
|  | | | |
| **4. Has the agency, specific to the proposed renewal project, intentionally and effectively instituted racial equity and/or equity initiatives including efforts to obtain input and include historically marginalized populations when identifying any barriers to participation faced by such persons?** | | Yes  No | |
| **If YES:** Briefly describe what the agency has done, the breadth of its efforts and its relatedness to the proposed renewal project. Please discuss whether this is agency-wide, program-specific, related to staff and/or related to service delivery, barriers, etc.  **If NO:** Briefly describe what barriers may be faced in so doing and what future plans the program has for mitigating those barriers in order to ensure racial equity and equity for historically marginalized populations. | | | |
|  | | | |
| **5. Has the agency, specific to the proposed renewal project, authentically and effectively engaged with those with current or recent-past (within the last 7 years or currently) lived experiences of homelessness?** | | Yes  No | |
| **If YES:** Briefly identify the level of involvement those with lived experience have in shaping policy and program administration.  **If NO:** Briefly describe what barriers may be faced in so doing and what future plans the program has for mitigating those barriers toward empowering those with lived experience within the proposed renewal project and authentically listening and acting upon their suggestions. | | | |
|  | | | |
| **6. Does the proposed renewal project strive to operate the program using a Housing First approach?** | Yes  No | |
| **If YES:** Briefly identify if there are any circumstances which would lead to your tenant’s removal from the program (*e.g. 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 or other activity not covered in a typical lease agreement*).  **If NO:** Briefly describe why the renewal program does not use a Housing First approach. | | |
|  | | |
| **7. Has your agency experienced any findings, unspent balances, inability to invoice for financial expenditures in a timely manner or failure to consistently submit all required reporting including in SAGE, APRs, etc. over the past two years?** | Yes  No | |
| **If YES:** Briefly discuss what issues have existed, what circumstances arose that caused them, how the agency responded/is responding and what steps are being taken to ensure agency capacity and no issues going forward during the coming renewal year. | | |
|  | | |
| **8. How has your agency, in operating this CoC Project, authentically reached out to LGBTQ+ community and/or ensured that LGBTQ+ individuals and/or families receive supportive services and housing free from discrimination?** Does your agency have an anti-discrimination policy that expressly prohibits such discrimination? | Yes  No | |
| **Please briefly discuss your response.** | | |
|  | | |

**III. FISCAL INFORMATION**

|  |  |
| --- | --- |
| **10. Do you anticipate having unexpended funds at the expiration date of your current contract?** | Yes  No |
| **11.Have you had unexpended funds at the expiration of grant terms in the past two years?** | Yes  No |
| **If YES:** Please identify how much money you anticipate leaving unexpended this year/have left in the past two years (dollar amounts by year) and briefly identify why funding was returned discussing how that will change in the coming grant cycle if the proposed renewal is funded. | |
|  | |

**IV. MATCH**

You are required to provide a SIGNED LETTER(s) on agency letterhead detailing the source and amount of the required 25% match. *Please note: final match letters are not due with this renewal application, however the applicant should be prepared to produce final letters upon request and dated in accordance with HUD requirements.* Match can include in-kind components that are exclusively and directly part of the project and may be cash or non-cash (in-kind) resources provided by the recipient toward the actual costs of operating the project. Cash can come from other grant funding, unrestricted general funds, fundraising activities, private donations, etc. All grant funds must be matched with an amount no less than 25% of the awarded grant amount (excluding the amount awarded to the leasing budget line item) with cash or in-kind resources.

**Amount of Match Being Provided:** $

**V. ASSURANCES**

To the best of my knowledge and belief, all information in this application is true and correct. The governing body of the applicant has duly authorized this document and the applicant will comply with the following:

* Applicant agrees to complete the HUD Project Application forms with the same information as contained in this application unless the Performance Review Committee has made adjustments during the rating/ranking process. Those adjustments would supersede this document and are included in the Project Ranking Letter sent to each applicant.
* Applicant agrees to participate fully in the New Bedford Continuum of Care’s Homeless Management Information System (HMIS) or comparable system for DV projects and coordinated entry system.
* Applicant understands that HUD CoC funded homeless projects are monitored by City of New Bedford as the CoC lead. This can include an annual site visit and submission annually of the applicant’s most recent Annual Performance Reports (APR) submitted to HUD and most recent audited financial statement.

If awarded funding, the applicant agrees to inform the City of New Bedford when the following occurs:

* Organization has staff vacancies that are of a duration that could affect the projected number of participants served or result in HUD funds not being fully expended;
* Changes to an existing project that are significantly different than what the funds were originally approved for, including any budget amendments/modifications submitted to HUD and agrees to bring these to the city’s OHCD for approval prior to the final 30 days of the grant year;
* Any increase/decrease in match funding for the project that could affect the projected number of participants served, services provided, ability to meet matching requirements, etc. and
* Significant delays in the start-up or operation of a project.

|  |  |
| --- | --- |
| **Authorized Signer’s Name:** |  |
| **Title:** |  |
| **Phone:** |  |
| **Email:** |  |
| Signature of Authorized Representative:    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  “X” indicates electronic signature submitted | |
| **Date:** |  |

**IMPORTANT!**

PLEASE ENSURE THAT YOUR APPLICATION IS COMPLETE; ANY ATTACHED MATERIALS REQUIRED AND REFERENCED WITHIN THE RFP SHOULD BE INCLUDED AND SUBMITTED WITH THIS APPLICATION AS ONE PDF DOCUMENT.

**2024 BRISTOL COUNTY COC**



**NEW/BONUS DV APPLICATION**

For Bristol County CoC New or Bonus DV Projects that will provide

Permanent Supportive Housing (PH-PSH), Permanent Housing Rapid ReHousing (PH-RRH),

and those providing New DV Projects (PSH-RRH, and Coordinated Entry SSO)

**The deadline for submission of this application is**

**Friday, August 30, 2024 by 12.00 pm.**

**Applicants must submit a complete application and all additional required materials to be considered.**

*WORD LIMIT: Only text provided within the originally sized boxes will be considered in reviewing application.*

**I. AGENCY AND PROJECT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Applicant Agency:** |  | | |
| **Project Name:** |  | | |
| **Project Location:**  *(Physical address of the project; if project is scattered site, write “scattered site.”)* |  | | |
| **Check One Applicable Box - NEW**  *Only if applying for a new project through reallocation or CoC Bonus process***:** | Permanent Housing—Supportive Housing (PH-PSH)  Permanent Housing—Rapid ReHousing (PH-RRH) | | |
| **Check One Applicable Box – DV BONUS**  *Only if applying for a new project under the DV Bonus process***:** | Permanent Housing Rapid ReHousing (PH-RRH)  SSO Project for Coordinated Entry (SSO-CE) | | |
| **Proposed Total Budget Amount:** |  | | |
| **Agency UEI Number:** |  | **Tax ID or EIN** *(format: 12-3456789)* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Contact Person:** |  | | |
| **Job Title of Contact Person:** |  | | |
| **Agency Mailing Address:** |  | | |
| **Contact Phone Number:** |  | **Fax number:** |  |
| **Email Address:** |  | | |

|  |  |
| --- | --- |
| **# of Units Proposed:** |  |

|  |  |
| --- | --- |
| **# of Beds Proposed:** |  |

|  |
| --- |
| **NOTE:** Funding for new projects may come from either CoC Bonus funding, Reallocation, a combination of CoC Bonus funding and Reallocation or DV Bonus funding**.** New projects seeking funding through the DV Bonus must be dedicated to survivors of domestic violence, dating violence, sexual assault or stalking as defined at 24 CFR 578.3 Definition for Homeless, paragraph (4) and as defined in the NOFO. |

**II. PROJECT NARRATIVES**

|  |  |  |
| --- | --- | --- |
| **1. Is there a need within the Bristol County CoC for the project you are proposing?** | | Yes  No |
| **If YES:** Please provide a brief description of the proposed project and data/evidence that demonstrates both the need and how the proposed project will meet that need. | | |
|  | | |
| **2**. **Will the proposed project have 100% dedicated beds for chronically homeless individuals and/or families?** | Yes  No | |
| **3. Will the proposed new project strive to operate the program using a Housing First approach?** | Yes  No | |
| **If YES:** Briefly identify if there are any circumstances which would lead to your tenant’s removal from the program (*e.g. 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 or other activity not covered in a typical lease agreement*).  **If NO:** Briefly describe why the proposed program does not follow the Housing First model. | | |
|  | | |
| **4. Has the proposed new project fully connected with public/private healthcare organizations to assist program participants receive primary care, housing related services and obtain medical insurance consistent with the NOFO?** | Yes  No | |
| **If YES:** Briefly identify with whom such coordination has been undertaken, how long it has existed or when it is anticipated to start and provide a description of the nature of the healthcare collaboration and the extent to which it is anticipated to benefit program participants.  **If NO:** Briefly describe what barriers may be faced in so doing and what future plans the program has for mitigating those barriers toward collaboration with a healthcare partner. | | |
|  |  | |
| **5. Has the agency, specific to the proposed new project, intentionally and effectively instituted racial equity initiatives and/or equity initiatives including efforts to obtain input and include historically marginalized populations when identifying any barriers to participation faced by such persons?** | Yes  No | |
| **If YES:** Briefly describe what the agency has done, the breadth of its efforts and its relatedness to the proposed renewal project. Please discuss whether this is agency-wide, program-specific, related to staff and/or related to service delivery, barriers, etc.  **If NO:** Briefly describe what barriers may be faced in so doing and what future plans the program has for mitigating those barriers in order to ensure racial equity and equity for historically marginalized populations. | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| **6. Has the agency, specific to the proposed new project authentically and effectively engaged with those with current or recent-past lived experiences of homelessness or in the case of a DV Bonus project, survivors?** | | Yes  No |
| **If YES:** Briefly identify the level of involvement those with lived experience have in shaping policy and program administration.  **If NO:** Briefly describe what barriers may be faced in so doing and what future plans the program has for mitigating those barriers toward empowering those with lived experience within the proposed new project in an authentic way and acting upon their suggestions. | | |
|  | | |
| **7. Does the agency have experience and demonstrable capacity in undertaking the kind of project being proposed?** | Yes  No | |
| **If YES:** Briefly describe the agency’s relevant experience with similar programming, working with those experiencing homelessness, working with the U.S. Department of Housing & Urban Development and having the administrative and fiscal resources to undertake the proposed programming in a manner that ensures excellent performance. | | |
|  | | |
| **8. Has your agency experienced any findings, unspent balances, inability to invoice for financial expenditures in a timely manner, or failure to consistently submit any required reporting to state or federal funders for other grants over the past two years?** | Yes  No | |
| **If YES:** Briefly discuss what issues have existed, what circumstances arose that caused them, how the agency responded/is responding and what steps are being taken to ensure agency capacity and no issues going forward should this project be funded. | | |
|  | | |
| **9. Has your agency, in operating this CoC Project, reached out to LGBTQ+ community and/or ensured that LGBTQ+ individuals and families receive supportive services and housing free from discrimination?** Does your agency have an anti-discrimination policy that expressly prohibits such discrimination? | Yes  No | |
| Briefly discuss your response. | | |
|  | | |

*Application continues on following page.*

**III. Project eligibility Type**

**Eligible Types for NEW CoC Projects-Permanent Housing Bonus or DV Bonus.** Please check applicable project type *(first column)* then answer all corresponding questions specific to that selection.

|  |  |
| --- | --- |
| **Project Type** | **Questions** *(check all applicable for the project type selected)* |
| New Permanent Supportive  Housing (**PSH**) | Operations:  Tenant-Based Rental Assistance [RA]  Sponsor-Based RA  Project-Based RA  Project-Based/Leasing [*leases building/units*]  Project-Based/Operations [*owns building*] |
| Rental Assistance Administrator:  Local PHA  Unit of Local Government  State |
| Population To Be Served: *Check all applicable*  Individuals  Families  Unaccompanied Youth (18-24)  Severe/Persistent Mental Health]  Chronic Substance Use Disorder  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| New Permanent Housing Rapid  ReHousing (**PH-RRH**) | Population To Be Served: *Check all applicable*    Individuals  Families  Unaccompanied Youth (18-24) |
| Bonus/DV Permanent Housing  Rapid ReHousing (DV **PH-RRH**) | Population To Be Served: *Check all applicable*    Individuals  Families  Unaccompanied Youth (18-24)  Fleeing Domestic Violence, etc. |

**All projects:**

|  |  |  |
| --- | --- | --- |
| **If your new program is selected will it....** | **YES** | **NO** |
| Quickly move participants into Permanent Housing (PH)? |  |  |
| Require participants to live in a particular structure/unit/locality? |  |  |
| Have at least 80% of CoC PH participants remain in or exit to PH destinations? |  |  |
| Actively participate in New Bedford’s Coordinated Entry and HMIS |  |  |
| Ensure that a 25% match requirement is met? |  |  |

**IV. FISCAL INFORMATION**

|  |  |
| --- | --- |
| **Eligible Costs** | **Total Assistance Requested for Grant Term (Applicant)** |
| **1a. Leased Units** | $ |
| **1b. Leased Structures** | $ |
| **2. Housing Relocation and**  **Stabilization** | $ |
| **3. Short-term/Medium-term**  **Assistance** | $ |
| **4. Long-term Rental**  **Assistance** | $ |
| **5. Supportive Services** | $ |
| **6. Operating** | $ |
| **7. HMIS** | N/A |
| **8. Sub-Total Costs Requested** | $ |
| **9. Admin (Up to 10% of Subtotal Costs)** | $ |
| **10. Total Assistance plus Admin Requested** | $ |
| **11. Cash Match** | $ |
| **12. In-Kind Match** | $ |
| **13. Total Match** | $ |
| **14. Total Budget** | **$** |

**V. MATCH**

You are required to provide a SIGNED LETTER(s) on agency letterhead detailing the source and amount of the required 25% match. *Please note: final match letters are not due with this renewal application, however the applicant should be prepared to produce final letters upon request and dated in accordance with HUD requirements.* Match can include in-kind components that are exclusively and directly part of the project and may be cash or non-cash (in-kind) resources provided by the recipient toward the actual costs of operating the project. Cash can come from other grant funding, unrestricted general funds, fundraising activities, private donations, etc. All grant funds must be matched with an amount no less than 25% of the awarded grant amount (excluding the amount awarded to the leasing budget line item) with cash or in-kind resources.

**Amount of Match Being Provided:** $

**VI. AGENCY QUESTIONNAIRE**

***Please check either yes or no to the questions below:***

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| In the past ten (10) years, has your organization ever had its nonprofit status revoked or withheld by the IRS, the Secretary of State, or the State Attorney General? |  |  |
| Have you completed the annual update to your organization’s registration with the federal government at www.sam.gov |  |  |
| Have all due IRS 990 filings been submitted to the IRS? |  |  |
| Does your organization currently have any unresolved fiscal reporting, or program issues with any of its funding sources? |  |  |
| Have you attached all of the materials required by this application? |  |  |

**VII. ASSURANCES**

To the best of my knowledge and belief, all information in this application is true and correct. The governing body of the applicant has duly authorized this document and the applicant will comply with the following:

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* Significant delays in the start-up or operation of a project.

*Signature block follows on the next page.*

|  |  |
| --- | --- |
| **Authorized Signer’s Name:** |  |
| **Title:** |  |
| **Phone:** |  |
| **Email:** |  |
| Signature of Authorized Representative:    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  “X” indicates electronic signature submitted | |
| **Date:** |  |

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