

**REQUEST FOR PROPOSALS (RFP)  
FY 2019 HUD Continuum of Care (CoC) Program Competition  
HI-501 Honolulu City and County  
Homeless Assistance Programs**



**Homeless**

**PARTNERS IN CARE**

**OAHU'S CONTINUUM OF CARE**

**REQUEST FOR PROPOSALS (RFP)**  
**FY 2019 HUD Continuum of Care (CoC) Program Competition HI-**  
**501 Honolulu City and County**  
**Homeless Assistance Programs**

**Summary**

The Continuum of Care (CoC) Program, authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act, (42 U.S.C. 11381–11389) (the Act), and the CoC Program rule found in 24 CFR part 578 is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly rehouse homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

Aloha United Way (AUW), as the Collaborative Applicant (CA) for Oahu’s CoC known as Partners in Care (PIC), is issuing this Request for Proposals (RFP) to seek applications from qualified nonprofit agencies providing shelter and supportive services to persons experiencing homelessness. Selected applicants will be included in the Honolulu CoC federal grant application for funds under the U.S. Department of Housing and Urban Development (HUD) CoC Program.

**Schedule**

RFP issued	July 17, 2019
<b>MANDATORY RFP Information and Q&amp;A Sessions,</b> PIC Office, 200 N. Vineyard Way, Ste. 210	July 29, 2019 (1 pm - 2 pm) July 31, 2019 (9 am -10 am)
Questions Deadline	July 31, 2019
RFP Answers Published	August 6, 2019
<b>PROPOSAL DUE</b>	<b>August 21, 2019 12PM HST</b>
Project Evaluation and Ranking	August 22 to September 2
<i>Optional</i> – Project Presentations to Evaluation Committee (applicants will be notified by PIC staff to schedule project presentation)	August 29, 2019
Planning Committee and Board of Directors Approval of Project Ranking	September 5, 2019
Intent to Award Notifications to Project Applicants	September 6, 2019
Appeals Due to PIC Office	<b>September 13, 2019 12PM HST</b>
Draft CoC Consolidated Application and Project Ranking Posted on Website for Public Review and Comment Period	Week of September 16
PIC Final Review and Revision of CoC Application	Week of September 23
Final Consolidated application and priority listing posted on PIC website	September 23, 2019

**RFP Training, Questions, and Communications**

To support all applicants in preparing their proposals the CoC will host two **mandatory** RFP information and Q&A sessions at the dates and times indicated in the schedule. Outside of these sessions, all questions must be submitted by email only to [sbaillie@auw.org](mailto:sbaillie@auw.org) by the RFP Questions Deadline. Questions will not be accepted after the RFP Questions Deadline. Interested parties are directed **not** to contact any employees, agents or officials of the CoC other than the person(s) specifically designated in this RFP.

**Point of Contact**

Sharon Baillie, Operations and Planning Manager

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## **BACKGROUND**

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**Continuum of Care (CoC):** The CoC Program (24 CFR Section 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless; and to optimize self-sufficiency among those experiencing homelessness.

The CoC Program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act, (42 U.S.C 11381-11389) (the “Act”), and the CoC program regulations are found in 24 CFR Section 578 (the CoC Interim Rule). The FY 2019 funds for the CoC Program were authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act, (42 U.S.C. 11381—11389) (the Act). The FY 2019 funds were authorized by the Consolidated Appropriations Act, 2019 (Pub. L. 116-6, approved February 15, 2019).

HUD designates the amount of funding available to each CoC using the Annual Renewal Demand (ARD) [(24 CFR 578.17(b)(2)] which is the total amount of all the CoC’s projects that will be eligible for renewal in the FY 2019 CoC Program Competition, before any required adjustments to funding for leasing, rental assistance, and operating budget line items based on FMR changes. The ARD will be calculated by combining the total amount of funds requested by eligible renewal projects on the Renewal Project Listing and the combined eligible renewal project amount(s) that were reallocated. The ARD for Honolulu CoC for the FY 2019 CoC Program Competition is estimated at \$9,210,982

**Applicants should read the [NOFA](#) in its entirety in conjunction with the CoC Program interim rule (24 CFR part 578) to ensure a comprehensive understanding of and compliance with all CoC Program requirements.** The NOFA frequently makes reference to citations from 24 CFR part 578.

**Partners in Care (PIC):** PIC is the CoC for Oahu, Hawaii, which serves the City and County of Honolulu. PIC is a membership organization of homeless service providers, other professionals, units of local and state government, program participants, and other community representatives. PIC is also a planning, coordinating, and advocacy body that develops recommendations for programs and services to fill gaps in Honolulu’s CoC. Membership of PIC is not required for submission of interest in response to this RFP. PIC works to:

- Promote community-wide commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers, state and local governments to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation caused to homeless individuals, families, and communities as a consequence of homelessness;
- Promote access to and effective use of mainstream programs by homeless individuals and families; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

PIC develops policies and procedures conforming to the HUD requirements detailed in 24 CFR part 578.1 to designate an agency to serve as the Collaborative Applicant (CA) to support year-round CoC planning of homeless and homeless prevention housing and services.

**Aloha United Way (AUW):** Aloha United Way (AUW): AUW has been supporting the community for the past 100 years, and in the past fifteen years, AUW has evolved from supporting individual services to developing broader projects and collaborations, striving to address not just immediate need, but the conditions that create need, so the community can benefit from long-term, sustainable solutions. PIC has designated AUW to serve as the CA. As the CA, AUW submits the CoC consolidated application to HUD in partnership with PIC and is the sole eligible applicant for the HUD CoC Program Planning Grant funds. Further, as the CA, AUW shall facilitate and support the required HUD process in collaboration with PIC to ensure the maximum amount of HUD CoC Program funds are received by the CoC and compliance with all applicable HUD rules and regulations.

### **HUD's 2019 Homeless Policy Priorities and Program Highlights**

These priorities (see Section II.A. of the NOFA) provide additional context regarding project selection criteria to help applicants better understand how the selection criteria support the goal of ending homelessness:

1. **Ending homelessness for all persons.** To end homelessness, CoCs should identify, engage, and effectively serve all persons experiencing homelessness. CoCs should measure their performance based on local data that consider the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, or those experiencing chronic homelessness). CoCs should have a comprehensive outreach strategy in place to identify and continuously engage all unsheltered individuals and families. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and long experiences of unsheltered homelessness to develop housing and supportive services tailored to their needs. Finally, CoCs should use the reallocation process to create new projects that improve their overall performance and better respond to their needs.
2. **Creating a systemic response to homelessness.** CoCs should be using system performance measures such as the average length of homeless episodes, rates of return to homelessness, and rates of exit to permanent housing destinations to determine how effectively they are serving people experiencing homelessness. Additionally, CoCs should use their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent.
3. **Strategically allocating and using resources.** Using cost, performance, and outcome data, CoCs should improve how resources are utilized to end homelessness. CoCs should review project quality, performance, and cost effectiveness. HUD also encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness. CoCs should also work to develop partnerships to help CoC Program participants sustainably exit permanent supportive housing, such as through partnerships with Public Housing Authorities (PHAs) and other government, faith-based, and nonprofit resources specializing in areas such as treating mental illness, treating substance abuse, job training, life skills, or similar activities, including those that help CoC Program participants, whenever possible, reach recovery, self-sufficiency, and independence. Finally, CoCs should review all projects eligible for renewal in FY 2019 to determine their effectiveness in serving people experiencing homelessness, including cost effectiveness.
4. **Using an Evidence-Based Approach.** CoCs should prioritize projects that employ strong use of data and evidence, including the cost-effectiveness and impact of homelessness programs on positive housing outcomes, recovery, self-sufficiency, and

reducing homelessness. Examples of measures that CoCs may use to evaluate projects include, but are not limited to: rates of positive housing outcomes, such as reduced length of time homeless and reduced rates of return to homelessness; improvements in employment and income; and improvements in overall well-being, such as improvements in mental health, physical health, connections to family, and safety.

5. **Increasing employment.** Employment provides people experiencing homelessness with income to afford housing. Employment also improves recovery outcomes for individuals with mental illness or addiction. CoCs and CoC-funded projects should work with local employment agencies and employers to prioritize training and employment opportunities for people experiencing homelessness. CoC's should also promote partnerships with public and private organizations that promote employment.
6. **Providing Flexibility for Housing First with Service Participation Requirements.** The traditional Housing First approach has two basic parts: First, individuals are rapidly placed and stabilized in permanent housing without any preconditions regarding income, work effort, sobriety or any other factor. Second, once in housing, individuals never face requirements to participate in services as a condition of retaining their housing. The first part, placement into permanent housing without preconditions, is an important priority to ensure that federal funds are allocated to providers that serve the most vulnerable homeless individuals. The NOFA maintains the commitment to unconditional acceptance of individuals into housing, especially for people with a high degree of vulnerability. At the same time, allowing service participation requirements once a person has been stably housed may promote important outcomes (e.g., employment, increased income, reduced substance use, and strengthened social connection), so the NOFA also provides communities and programs with flexibility, without penalty, to use service participation requirements after people have been stabilized in housing (consistent with 24 CFR 578.75(h)).

## ELIGIBLE PROJECT TYPES

**Honolulu CoC (PIC) for the FY 2019 CoC Program Competition has an estimated \$9,210,982 in funding for new and renewal project types based on our ARD.** PIC may reallocate up to \$460,549 for New Projects. A further, \$460,549 may be available for CoC Bonus projects. **DV Bonus Projects**, which will provide housing and services to survivors of domestic violence, dating violence, and stalking, has a possible **\$588,878** available. Please see project type descriptions in the Summary section herein or by reviewing the 2019 NOFA. During the 2019 CoC Competition, PIC will accept the following type of project proposals for inclusion in the 2019 CoC Consolidated Application to HUD.

### Eligible Renewal Projects:

Eligible renewal projects include:

- Proposals for Permanent Housing (including rapid re-housing (RRH), permanent supportive housing, and RRH/TH), which includes all new projects awarded during the 2017 and 2018 CoC Competition that are not yet under grant agreement with HUD or have not yet operated for an entire grant period;
- Transitional Housing for domestic violence survivors;
- Supportive Services Only – Coordinated Entry, awarded during the 2018 CoC Competition that is not yet under grant agreement with HUD or has not yet operated for an entire grant period.
- Homeless Management Information System.



## Eligible New Projects

**Created Through Reallocation of funds. PIC may reallocate up to \$460,549 to support new eligible housing programs.**

- Permanent housing-permanent supportive housing (PH-PSH) projects.
- Permanent housing-rapid re-housing (PH-RRH) projects.
- Joint TH and PH-RRH component projects.
- Dedicated HMIS project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in e-snaps. Additionally, if the CoC has organizations within its geographic area that are victim service providers, the HMIS Lead, or subrecipient, may request HMIS funds for a comparable database. Victim service providers may also request HMIS funds in their project application budgets to enter data into a comparable database.
- Supportive services only (SSO-CE) project to develop or operate a centralized or coordinated assessment system.
- Expansion of renewal projects

**Joint TH and PH-RRH Component Project.** The Joint TH and PH-RRH component project combines two existing program components—transitional housing and permanent housing-rapid re-housing—in a single project to serve individuals and families experiencing homelessness. Recipients should prioritize those with the highest needs using an evidence-based approach designed to provide stable housing and services that, to the greatest extent possible, move the participant towards self-sufficiency and independence. Program participants may only receive up to 24-months of total assistance. For more information about Joint TH and PH-RRH component projects, see Section V.C.3 of the NOFA.

If funded, HUD will limit eligible costs as follows, in addition to other limitations found in 24 CFR part 578:

- leasing of a structure or units, and operating costs to provide transitional housing;
- short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid re-housing portion of the project;
- supportive services;
- HMIS; and
- project administrative costs.

When a program participant is enrolled in a Joint TH and PH-RRH component project, the recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing 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 transitional housing unit, or the assistance provided through the PH-RRH component, but the recipient or subrecipient must make both types of assistance available. Additionally, if CoC Program funds are not being requested for both TH and PH-RRH units, the project application must still describe the number of TH and PH-RRH units that will be utilized by the project, if selected for conditional award, and provide details in the project description of how TH and PH-RRH assistance will be provided.

## Eligible Expansion Projects

**PIC is accepting Expansion Project Proposals for all program types specified in new eligible projects (PH-PSH, PH-RRH, PH-RRH, HMIS, SSO-CE).** HUD will allow project



applicants to apply for a new expansion project (see Section III.C.2.j of the NOFA) under the DV Bonus, reallocation, and CoC bonus processes to expand existing projects that will increase the number of units, persons served, services provided to existing program participants, or to add additional activities to HMIS and SSO-Coordinated Entry 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 HUD will only allow a 1-year funding request.

- Project applicants that intend to submit a new project application for the purposes of expanding an eligible CoC Program renewal project must:
  - enter the grant number of the project that is eligible for renewal that the project applicant requests to expand on the new project application;
  - indicate how the new project application will expand units, beds, services, persons served, or services provided to existing program participants, or in the case of HMIS or SSO-Coordinated Entry projects, how the current activities will be expanded for the CoC's geographic area; and
  - ensure the funding request for the expansion grant is within the funding parameters allowed under the reallocation or bonus funding amounts available.
- Project applicants may expand an existing renewal project that is not currently dedicated to serving survivors of domestic violence, dating violence, or stalking that meet the definition of homeless in 24 CFR 578.3 to dedicate additional beds, units, persons served, or services provided to existing program participants to this population.

The new expansion project application will be reviewed using the procedures and selection criteria established in Section V.C.3.b and V.C.3.c of the NOFA. If the new expansion project exceeds the amount of funding available under the reallocation or CoC bonus processes, HUD will reduce the funding request to the available amount, which could affect the activities of the new expansion project. If both the new expansion project and the CoC Program renewal project it expands are conditionally selected for funding, one grant agreement incorporating both approved project applications will be executed. If the renewal project application is not conditionally selected for funding, the expansion project application will not be selected.

**To apply for an expansion grant, project applicants must submit separate renewal and new project applications and a renewal application that includes the information from the renewal new project application that combines the activities, and budgets into one renewal project application.** While the renewal and new projects will be ranked by the CoC, the combined expansion project will not be ranked and, if selected for conditional award, will take the ranked position of the stand-alone renewal project, and the separate new project will be removed from the ranking resulting in project applications below to slide up one ranked position. However, if the combined renewal expansion project is also part of a consolidation project application, HUD will follow the ranking process for consolidated projects outlined in Section II.B.5 and if the combined expansion and consolidation is selected for conditional award, the ranked position of the stand-alone renewal project and the new project will be removed from the ranking, resulting in project applications below to slide up. If HUD determines the combined expansion project is ineligible, HUD will review the renewal and new project applications separately as these projects will retain their ranked position on the CoC Project listings.

### **New Domestic Violence (DV) Bonus Projects**

In the FY 2019 CoC Program Competition, CoCs will be able to apply for a DV Bonus for Permanent Housing-Rapid Re-housing (PH-RRH) projects, Joint TH and PH-RRH component projects, and SSO projects for coordinated entry (SSO-CE). DV projects are projects that are

dedicated to survivors of domestic violence, dating violence, or stalking who qualify under paragraph (4) of the definition of homeless at 24 CFR 578.3. A CoC may apply for any number of PH-RRH and Joint TH and PH-RRH projects provided that each application is for at least \$25,000. PIC may apply for up to 10 percent of its Preliminary Pro Rata Need (PPRN), totaling **\$586,863**, for the following types of projects which are limited to a 1-year funding request and must follow the Housing First approach:

- **Permanent Housing-Rapid Re-housing** (PH-RRH) projects dedicated to serving survivors of domestic violence, dating violence, or stalking that are defined as homeless at 24 CFR 578.3;
- **Joint TH and PH-RRH** component projects as defined in Section III.C.2.n of the NOFA dedicated to serving survivors of domestic violence, dating violence, or stalking that are defined as homeless at 24 CFR 578.3; or
- **Supportive services only-Coordinated Entry** project 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, or stalking.

### CoC Bonus Project

A CoC is eligible to apply for up to 5 percent of its Final Pro Rata Need (FPRN), or 25 percent of the CoC's Preliminary Pro Rata Need (PPRN) minus its ARD, whichever is greater. This amount represents \$460,549 in possible funding for new PIC Project Applicants. New projects created through the CoC Bonus must meet the project eligibility and quality threshold requirements established by HUD in Sections V.C.3.b and V.C.3.c of the NOFA. To be eligible to receive a bonus project, a CoC must demonstrate that it ranks projects based on how they improve system performance as outlined in Section VII.B.1.a of the NOFA.

### Eligible Populations

Projects may serve individuals meeting the definition of "homeless" in 24 CFR 578.3. Additionally, any youth-serving provider funded under the NOFA may serve unaccompanied youth aged 24 and under (or families headed by youth aged 24 and under) who have an unsafe primary nighttime residence and no safe alternative to that residence. Organizations serving unaccompanied children under the age of 18 should be aware that there may be state and local laws or regulations that can affect program design or eligibility for these youth.

For DV Bonus Projects eligible populations are any individual or family who:

- 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 residence or has made the individual or family afraid to return to their primary nighttime residence;
- Has no other residence; and
- Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

### Resources

The following resources may be useful for the preparation of your application:

- **Accessing the e-snaps Project Application instructions** - <https://files.hudexchange.info/resources/documents/how-to-access-the-project->

[application.pdf](#)

- **HUD Exchange e-snaps: CoC Program Resources** - <https://www.hudexchange.info/programs/e-snaps/>
- **HUD Ask A Question** - <https://www.hudexchange.info/program-support/my-question/>
- **FY 2019 CoC NOFA** - <https://files.hudexchange.info/resources/documents/FY-2019-CoC-Program-Competition-NOFA.pdf>
- **DUNS Number** - <https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html>
- **System for Award Management (SAM)** - <https://www.grants.gov/applicants/organization-registration/step-2-register-with-sam.html>
- **24 CFR Part 578 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH): Continuum of Care Program** - [https://files.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](https://files.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf)
- **PIC Homeless Reports** - <https://www.partnersincareoahu.org/homeless-reports>
- **2019 PIC CoC Program Competition** including Project Review and Ranking Evaluation Rubric - <https://www.partnersincareoahu.org/homeless-reports>

**Terms, Acronyms, and Definitions Used in this RFP**

Term	Definition
<b>APR</b>	Annual Performance Reports
<b>ARD</b>	Annual Renewal Demand
<b>AUW</b>	Aloha United Way
<b>CA</b>	Collaborative Applicant – the eligible applicant that has been designated by the CoC to apply for a grant for CoC planning funds on behalf of the Continuum. The Honolulu CoC (PIC) CA is AUW.
<b>CES</b>	Coordinated Entry System – PIC chosen process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool. All projects must participate in coordinated entry, and selection of program participants must be consistent with the CoC's Coordinated Entry process.
<b>CoC</b>	Continuum of Care 1. Federal Continuum of Care contract program stressing permanent solutions to homelessness. 2. 24 CFR Part 578 HEARTH definition - The group organized to carry out the responsibilities required under the CoC competition and that is composed of representatives of a cross-sector or entities and

	organizations. PIC is the CoC for Oahu, Hawaii, which serves the City and County of Honolulu.
<b>e-snaps</b>	The electronic grants management system used by HUD's Office of Special Needs Assistance Programs (SNAPS) is known as e-snaps.
<b>eLOCCS</b>	Grant disbursements are facilitated via the Internet through the eLOCCS system.
<b>HEARTH</b>	24 CFR Part 578 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH): Continuum of Care Program
<b>HMIS</b>	Homeless Management Information System
<b>HUD</b>	U.S. Department of Housing and Urban Development
<b>McKinney Vento</b>	The McKinney-Vento Homeless Assistance Act – the primary Federal law to address homelessness
<b>NOFA</b>	Notice of Funding Availability from the U.S. Department of Housing and Urban Development
<b>PIC</b>	Partners in Care - a membership organization of homeless service providers, other professionals, units of local and state government, program participants, and other community representatives. PIC is also a planning, coordinating, and advocacy body that develops recommendations for programs and services to fill gaps in Honolulu's CoC.
<b>PH</b>	Permanent Housing
<b>PSH</b>	Permanent Supportive Housing
<b>RRH</b>	Rapid Re-housing
<b>TH</b>	Transitional Housing

## **PRE-PROPOSAL INFORMATION**

### **Mandatory Applicant RFP Information and Q&A Sessions**

The strength of project applications are an important component in the overall CoC application submitted to HUD. To ensure each project is submitting the best application possible we are conducting two mandatory RFP Information and Q&A Sessions at the **PIC Office, 200 North Vineyard Boulevard, Suite 210** at:

- **Monday, July 29, 2019 1:00 p.m. to 2:00 p.m.**
- **Wednesday, July 31, 2019 9:00 a.m. to 10 a.m.**

A call-in option is available for those who are not able to attend in person by calling 515-604-9577, Access Code 131975. A representative from the project applicant agency must attend one of the two sessions and have attendance documented either through the sign-in sheet or roll call (for those calling in). Applications will not be accepted from organizations who do not attend at least one of the RFP Information and Q&A Sessions.

## **Questions, RFP Answers & Clarifications**

Questions will be answered during the RFP Information and Q&A Sessions. Additional questions or requests for interpretation must be submitted by email to [sbaillie@auw.org](mailto:sbaillie@auw.org) until the RFP Questions Deadline, July 31, 2019.

A summary of questions and answers pertaining to this RFP, submitted through email and provided during the RFP Information and Q&A Sessions, will be published on the PIC [website](#) by August 6, 2019.

## **SUBMISSION REQUIREMENTS**

### **Proposals must be received no later than Wednesday, August 21, 2019 at 12:00 p.m.**

Completed proposals must include one (1) original hard copy, five (5) copies of project proposal packets, and one (1) electronic PDF copy via flash drive to be considered. Each packet should have the type of project submission (i.e., Renewal, New, DV Bonus, Expansion, etc.) required documents in order, with sections properly marked and proper binding (no binder clips). File names should be descriptive in the electronic copy. Applications that do not include both hard copies and electronic copies will not be considered. One proposal must be completed for each project type. Please note that agencies submitting multiple project proposals are only required to submit one copy of the agency audit and financials. If your agency does not have an audit please explain why in the narrative.

### **Mail or deliver proposal submissions to:**

**Partners in Care  
200 North Vineyard Boulevard, Suite 210  
Honolulu, HI 96817**

All applications must be postmarked or received in the PIC office by the deadline. Proposals submitted by email or fax will not be accepted. Late submissions will not be considered, including those submitted late due to mail or delivery service failure. Supplemental documents or revisions after the Proposal Deadline will not be accepted.

## **Renewal Projects**

### ***Proposal Submission Requirements for Renewal Projects – PSH, RRH, TH, and Joint TH/RRH***

- Completed e-snaps Project Application (please use the e-snaps project export into PDF format).
- Project APR submitted to HUD for the most recent completed grant period. (Projects operating less than one year are exempt but should include a statement to this effect).
- APR Report from HMIS Caseworthy for the period between July 1, 2018 to June 30 30, 2019.
- eLOCCS draw down report for the current and most recent grant period ended. (Projects awarded in FY17 or FY18 not yet under grant agreement or operating less than one year should include a quarterly drawdown if available and a statement to this effect)
- Agency most recent financial audit.
- Agency financials for the most recently concluded fiscal year including balance sheet and income statement.

- Any HUD and/or City monitoring letter(s) received during the last three years for the project.
- **Project Narrative:** maximum five (5) sequentially numbered pages; 12 pt. font; double-spaced; one-inch margins; addressing the following:
  - A. Describe how the project aligns with all Policy Priorities outlined in Section II.A of the 2019 NOFA. Respond to all six points and specifically speak to:
    - a. Project cost effectiveness and project impact on positive housing outcomes, recovery, self-sufficiency, and reducing homelessness.
    - b. How your project collaborates or will collaborate with local employment agencies, organizations that promote employment, and employers to prioritize training and employment opportunities for people experiencing homelessness.
    - c. Project outcomes, such as rates of positive housing outcomes, such as reduced length of time homeless and reduced rates of return to homelessness; improvements in employment and income; and improvements in overall well-being, such as improvements in mental health, physical health, connections to family, and safety.
  - B. Describe your target population and project impact on CoC system performance (please include data in this section);
  - C. Describe current project participation in the CoC Coordinated Entry System;
  - D. Describe agency participation in PIC membership and leadership;
  - E. Describe your timely draw down of grant monies, HMIS participation, data collection, and APR submission (if relevant) to HUD during most recent grant period. Have you met all required deadlines? If not, please explain.

***Proposal Submission Requirements for Renewal Project – HMIS***

- Completed e-snaps Project Application (please use the e-snaps project export into PDF format).
- A copy of the approved and executed MOU defining the roles and responsibilities of the CoC and the HMIS Lead.
- Agency most recent financial audit.
- Agency financials for the most recently concluded fiscal year including balance sheet and income statement.
- HUD and/or City monitoring letter(s) received during the last three years for the project.
- **Project Narrative:** maximum two (2) sequentially numbered pages; 12 pt. font; double-spaced; one-inch margins; addressing the following:
  - A. Describe current HMIS activities within the CoC's geographic area;
  - B. Describe HMIS data standards and abilities;
  - C. Describe current project participation in the CoC Coordinated Entry System;
  - D. Describe agency participation in PIC membership and leadership;

***Proposal Submission Requirements for Renewal Project – SSO-CES***

- Completed e-snaps Project Application (please use the e-snaps project export into PDF format).
- Agency most recent financial audit.
- Agency financials for the most recently concluded fiscal year including balance sheet and income statement.
- HUD and/or City monitoring letter(s) received during the last three years for the project.
- Completed Coordinated Entry Self-Assessment, with assessment notes included in



each section - <https://www.hudexchange.info/resources/documents/coordinated-entry-self-assessment.pdf>

## **Expansion Projects**

### **Proposal Submission Requirements for PH-PSH, PH-RRH, PH-RRH, HMIS, and SSO-CE Expansion Projects**

*For projects that are expanding their current CoC Program-funded project, project applicants will be required to submit **three project applications**:*

- Complete a renewal project application for the project that will be expanded;
- Complete a new project application with just the expansion information;
  - o Indicate in the narrative how the new project application will expand units, beds, services, persons served, or services provided to existing program participants, or in the case of HMIS or SSO-Coordinated Entry projects, how the current activities will be expanded for the CoC's geographic area
- Complete an e-snaps Project Application that incorporates the renewal and new expansion activities and the combined budget line items for the renewal and the new expansion (please use the e-snaps project export into PDF format). Refer to the NOFA for additional guidance for the expansion application.
- Project Narrative: maximum five (5) sequentially numbered pages; 12 pt. font; double-spaced; one-inch margins; write a summary narrative based on the capacity of the expanded project addressing the following:
  - A. Describe the need for the expansion project;
  - B. Briefly describe your target population, including subpopulations;
  - C. Detail how the expansion project meets the needs of the target population and unmet need(s) in the CoC for housing services (please include data in this section);
  - D. Describe how the expansion project increases cost effectiveness and anticipated project impact on positive housing outcomes, recovery, self-sufficiency, and reducing homelessness;
  - E. Describe anticipated project outcomes, such as rates of positive housing outcomes, such as reduced length of time homeless and reduced rates of return to homelessness; improvements in employment and income; and improvements in overall well-being, such as improvements in mental health, physical health, connections to family, and safety;
  - F. Describe how the expansion project will increase the number of units, persons served, services provided to existing program participants, or to add additional activities to HMIS and SSO-Coordinated Entry projects;
  - G. Provide a brief timeline with milestones for rapid implementation of the project.
  - H. Attach your renewal and new project narratives (not counted in the five page limit)

## **New Projects**

### **Proposal Submission Requirements for New Eligible Housing Projects**

- Completed e-snaps Project Application (please use the e-snaps project export into PDF format).
- Agency most recent financial audit.
- Agency financials for the most recently concluded fiscal year including balance sheet and income statement.



- Project Narrative: maximum ten (10) sequentially numbered pages; 12 pt. font; double-spaced; one-inch margins; addressing the following:
  - I. Describe how the project aligns with all Policy Priorities outlined in Section II.A of the 2019 NOFA. Respond to all six points and specifically speak to:
    - a. Project cost effectiveness and anticipated project impact on positive housing outcomes, recovery, self-sufficiency, and reducing homelessness.
    - b. How your project collaborates or will collaborate with local employment agencies, organizations that promote employment, and employers to prioritize training and employment opportunities for people experiencing homelessness.
    - c. Anticipated project outcomes, such as rates of positive housing outcomes, such as reduced length of time homeless and reduced rates of return to homelessness; improvements in employment and income; and improvements in overall well-being, such as improvements in mental health, physical health, connections to family, and safety.
  - J. Describe your target population, including subpopulations;
  - K. Describe applicant experience in working with the target population and providing housing services;
  - L. Detail how the design of housing and supportive services meets the needs of the target population and unmet need(s) in the CoC for housing services (please include data in this section);
  - M. Describe applicant participation in the CoC Coordinated Entry System and the PIC CoC;
  - N. Describe applicant and staff experience in effectively utilizing federal funds;
  - O. Describe applicant current experience in low barrier approach to housing and how the applicant will ensure the proposed program will implement a Housing First low barrier approach;
  - P. Provide a brief timeline with milestones for rapid implementation of the project.

### **New DV Bonus Projects**

#### **Proposal Submission Requirements for New Eligible Housing Projects**

- Completed e-snaps Project Application (please use the e-snaps project export into PDF format).
- Agency most recent financial audit.
- Agency financials for the most recently concluded fiscal year including balance sheet and income statement.
- Project Narrative: maximum twelve (12) sequentially numbered pages; 12 pt. font; double-spaced; one-inch margins; addressing the following:
  - A. Describe how the project aligns with all Policy Priorities outlined in Section II.A of the 2019 NOFA. Respond to all six points and specifically speak to:
    - a. Project cost effectiveness and anticipated project impact on positive housing outcomes, recovery, self-sufficiency, and reducing homelessness.
    - b. How your project collaborates or will collaborate with local employment agencies, organizations that promote employment, and employers to prioritize training and employment opportunities for people experiencing homelessness.
    - c. Anticipated project outcomes, such as rates of positive housing outcomes, such as reduced length of time homeless and reduced rates of return to homelessness; improvements in employment and income; and improvements in overall well-being, such as improvements in mental health, physical health,

- connections to family, and safety.
- B. Describe your target population, including subpopulations;
  - C. Describe applicant experience in working with the target population and providing housing services;
  - D. Detail how the design of housing and supportive services meets the needs of the target population, including how you have/will improve safety for the target population, and unmet need(s) in the CoC for housing services (please include data in this section);
  - E. Demonstrate how you use trauma-informed, victim/survivor-centered approaches
  - F. Describe applicant participation in the CoC Coordinated Entry System and the PIC CoC;
  - G. Describe applicant and staff experience in effectively utilizing federal funds;
  - H. Describe applicant current experience in low barrier approach to housing and how the applicant will ensure the proposed program will implement a Housing First low barrier approach;
  - I. Provide a brief timeline with milestones for rapid implementation of the project.

### **Project Budget Match Requirements**

**All eligible funding costs, except leasing, must be matched with no less than a 25% cash or in-kind contribution.** No match is required for leasing. The match requirements apply to project administration funds, CoC planning costs, and UFA (Unified Funding Agency) costs, along with the traditional expenses – operations, rental assistance, supportive services, and HMIS. Match must be met on an annual basis.

For an in-kind match, the applicant may use the value of property, equipment, goods, or services contributed to the project, provided that, if the applicant had to pay for such items with grants funds, the costs would have been eligible. If third party services are to be used as a match, the applicant and the third-party services provider that will deliver the services must enter into a memorandum of understanding (MOU) *before the grant is executed* documenting that the third party will provide such services and value towards the project. To be eligible for match, the cash or in-kind must be used for services that are eligible under the activities listed in 24 CFR 578 Subpart D.

HUD considers any matching funds above and beyond the minimum required amount to be leverage. Leveraging includes all funds, resources, and/or services that the applicant can secure on behalf of the client being served. While leveraging includes all cash matching funds, it is broader in scope, including any other services, supplies, equipment, space, etc. that are provided by sources other than HUD.

Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match.

### **PROJECT REVIEW & RANKING**

All project applicants must meet all statutory and regulatory requirements in the Act and 24 CFR part 578; and all project applicants must meet *Threshold Requirements* as outlined in Section V.C.3 of the NOFA.

Pursuant to Section I.K of the NOFA, HUD expects each CoC to implement a thorough review and oversight process at the local level for both new and renewal project applications submitted

to HUD in the FY 2019 CoC Program Competition. Deficient project applications prolong the review process for HUD, which results in delayed funding announcements, lost funding for CoCs due to rejected projects, and delays in funds to house and assist individuals and families experiencing homelessness. CoCs are expected to closely review information provided in each project application to ensure: (1) all proposed program participants will be eligible for the program component type selected; (2) the information provided in the project application and proposed activities are eligible and consistent with program requirements at 24 CFR part 578; (3) each project narrative is fully responsive to the question being asked and meets all the criteria for that question as required by the NOFA; (4) the data provided in various parts of the project application are consistent; and (5) all required attachments correspond to the list of attachments in e-snaps that must contain accurate and complete information dated between May 1, 2019 and September 18, 2019.

The NOFA requires that each CoC conduct a transparent and objective process to review and rank all applications for renewal of existing projects and creation of new projects. Ranking of renewal projects must incorporate regularly collected data on project performance and effectiveness and should reflect compliance with the CoC's established processes and priorities.

HUD will continue the Tier 1 and Tier 2 funding process. Tier 1 is equal to 100 percent of the combined Annual Renewal Amounts for all projects eligible for renewal for the first time plus 94 percent of the combined Annual Renewal Amounts for all other projects eligible for renewal. (**\$8,535,720**), as described in Section III.C.2.a of the NOFA. Project applications in Tier 1 will be conditionally selected from the highest scoring to the lowest scoring CoC, provided the project applications pass both eligibility and threshold review. Any type of new or renewal project application can be placed in Tier 1. However, in the event insufficient funding is available to award all Tier 1 projects, Tier 1 will be reduced proportionately, which could result in some Tier 1 projects falling into Tier 2. Therefore, CoCs should carefully determine the priority and ranking for all project applications in Tier 1.

Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for CoC Bonus projects (not including amounts available for DV Bonus projects) and before adjustments are made to permanent housing leasing, operating, and rental assistance budget line items based on changes to Fair Market Rent (FMR) as described in Section III.K of the NOFA. This does not include the amounts available for CoC planning and UFA Costs (if applicable) projects. Project applications placed in Tier 2 will be assessed for eligibility and threshold requirements, and funding will be determined using the CoC Application score as well as the factors listed in Section II.B.10 of the NOFA.

If a project application straddles the Tier 1 and Tier 2 funding line, HUD will conditionally select the project up to the amount of funding that falls within Tier. Using the CoC score and other factors described in Section II.B.10 of the NOFA, HUD may fund the Tier 2 portion of the project. If HUD does not fund the Tier 2 portion of the project, HUD may award the project at the reduced amount, provided the project is still feasible with the reduced funding (e.g., is able to continue serving homeless program participants effectively).

PIC will review all project applications in accordance to Section II.B.1 of the NOFA consistent with *Performance-Based Decisions*. Pursuant to the requirements of the FY 2019 Appropriations Act:

- CoCs cannot receive grants for new projects, other than through reallocation, unless the CoC competitively ranks projects based on how they improve system performance as outlined in Section VII.B.1.a of the NOFA;

- HUD is increasing the share of the CoC score that is based on performance criteria; and
- HUD will prioritize funding for CoCs that have demonstrated the ability to reallocate resources to higher performing projects.

In evaluating applications for funding, HUD will consider an applicant's past performance in managing funds. Items HUD may consider include, but are not limited to:

- The ability to account for funds appropriately;
- Timely use of funds received from HUD;
- Timely submission and quality of reports submitted to HUD;
- Meeting program requirements;
- Meeting performance targets as established in the grant agreement;
- The applicant's organizational capacity, including staffing structures and capabilities;
- Time-lines for completion of activities and receipt of promised matching or leveraged funds; and
- The number of persons to be served or targeted for assistance.

**All project applicants will be reviewed and ranked using the PIC [Project Evaluation Rubrics](#).**

Applicants may appeal any of the following decisions:

- Project ranking in Tier 1
- Placement of project into Tier 2
- Reduction of renewal grant amount (i.e. renewal grant partially re-allocated to a new project)
- Elimination of renewal grant (i.e. entire grant re-allocated to a new project) if not previously notified that grant was to be re-allocated as a result of low performance.

The U.S. Department of Housing and Urban Development (HUD) published the Notice of Funding Availability (NOFA) for the Continuum of Care (CoC) Homeless Assistance Program on July 3, 2019 under Funding Opportunity Number FR-6200-N-25. The deadline for submitting applications to HUD for the FY 2019 CoC Program Competition is **September 30, 2019 at 8:00 pm eastern time** at [www.hud.gov/esnaps](http://www.hud.gov/esnaps).

Appeals must be submitted in writing to the PIC Board of Directors and received by **12:00 PM on Friday, September 13, 2019**, mailed or delivered to 200 North Vineyard Boulevard, Suite. 210, Honolulu, HI 96817. Appeals will be heard by an appeal panel made up of the non-conflicted members of the PIC Board of Directors who did not serve on the initial Evaluation Committee. The decision of the appeal panel is final.

## **TERMS AND CONDITIONS**

In accordance with Section V.C.3.d of the NOFA, renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in the NOFA or they will be rejected from consideration for funding. When considering renewal projects for award; HUD will review information in eLOCCS, APRs, and information provided from the local HUD CPD field office; including monitoring reports and audit reports as applicable, and performance standards on prior grants, and will assess projects using the following criteria on a pass/fail basis:

- Whether the project applicant's performance met the plans and goals established in the initial application, as amended;
- Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been

met;

- The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except dedicated HMIS projects that are not required to meet this standard; and
- Whether there is 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 HUD approval, or has lost a project site.

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

- Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- Audit finding(s) for which a response is overdue or unsatisfactory;
- History of inadequate financial management accounting practices;
- Evidence of untimely expenditures on prior award;
- History of other major capacity issues that have significantly affected the operation of the project and its performance;
- History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and
- History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

CoC program participants shall be responsible for compliance with all applicable federal, state, and local laws, ordinances, directives, rules, and regulations, including but not limited to the program requirements of 24 CFR 578.

Successful applicants are expected to initiate approved projects promptly after execution of the grant agreement. HUD may take action if certain performance standards are not met. In addition, applicants are expected to expend grant funds on a timely basis.

PIC reserves the right to amend or revise the terms and conditions of this RFP at any time, and will publish any and all amendments at [www.partnersincareoahu.org](http://www.partnersincareoahu.org). Applicants should review this website regularly for any and all amendments to the RFP FY 2019 HUD Continuum of Care (CoC) Program Competition HI-501 Honolulu City and County, Homeless Assistance Programs.

### **HMIS or Equivalent Participation Requirement**

Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that meets the needs of the local HMIS.

### **Reporting Requirements**

HUD requires recipients to submit performance and financial reports under OMB guidance and program instructions.

- **Reporting Requirements and Frequency of Reporting.** See the NOFA and award agreement for the reporting requirements, including content, method of data collection,

and reporting frequency. Applicants should be aware that the share of their Federal award may be subject to post award reporting requirements as reflected in Appendix XII to Part 200-Award Term and Condition for Recipient Integrity and Performance Matters.

- **Performance Reporting.** All HUD funded programs, including this program, require recipients to submit, not less than annually, a report documenting achievement of outcomes under the purpose of the program and the work plan in the award agreement.