

**Orange County  
Continuum of Care  
Homeless Assistance Programs**

**2018 Request for Qualifications  
(RFQ) for New Permanent Housing  
(PH) Projects**

**Release Date**

Monday, June 11, 2018

**Submission Deadline**

Monday, June 25, 2018 at 3:00pm (PST)

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# ORANGE COUNTY CONTINUUM OF CARE

## 2018 REQUEST FOR QUALIFICATIONS (RFQ) FOR NEW PERMANENT HOUSING (PH) PROJECTS

### BACKGROUND

Since 1994, the U.S. Department of Housing and Urban Development (HUD) has used the phrase “Continuum of Care (CoC)” when referring to a stream of funding specifically intended to serve homeless persons. This funding was established through the 1987 McKinney-Vento Homeless Assistance Act and reauthorized through the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009.

Each year, HUD releases a CoC Notice of Funding Availability (NOFA) to which hundreds of communities across the country respond by completing a lengthy grant application. Through the NOFA process, HUD awards funding, but also communicates policy priorities. In 2017, Orange County received over \$23 million to support ongoing operations of a variety of programs that provide housing and services to homeless adults, families and youth.

On April 09, 2018, HUD released the Fiscal Year (FY) 2018 Continuum of Care (CoC) Program Registration Notice<sup>1</sup> that makes available funding to communities nationwide to provide housing and services to homeless populations. The Registration Notice outlines HUD’s Homeless Policy and Program Priorities, including: creating a systemic response to homelessness utilizing CoC Program performance measures and through the Coordinated Entry System (CES); strategically allocate and use resources by comprehensively reviewing project outcome data, performance, and cost effectiveness; and using a Housing First approach throughout the Continuum of Care.

During the FY 2018 Program Competition, in addition to requests for renewal projects, CoCs may submit requests for new projects through the process of reallocation and the permanent housing bonus. Through the reallocation and permanent housing bonus, CoCs may create new permanent supportive housing projects, rapid re-housing projects, and/or joint component projects, which will combine transitional housing and rapid rehousing into a single project. Further information pertaining to funding availability and new projects will be discussed in more detail in the Request for Proposals if one should be released.

### ATTENTION CURRENT CONTINUUM OF CARE AGENCIES

Agencies that have submitted the 2018 Agency Administrative Review for renewal of CoC funds during the FY 2018 CoC NOFA cycle do not need to complete this Request for Qualifications.

If your agency did not submit a 2018 Agency Administrative Review for renewal of CoC funds during the FY 2018 CoC NOFA cycle continue on to the Request for Qualifications Process.

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<sup>1</sup> FY 2018 Continuum of Care Program Registration Notice - <https://www.hudexchange.info/resource/5695/fy-2018-coc-program-registration-notice/>

# REQUEST FOR QUALIFICATIONS PROCESS

The Orange County CoC will begin solicitation of Request for Qualifications for new permanent housing projects.

The Request for Qualifications will be a thorough review of an agency's capacity to administer a CoC homeless permanent housing project in the Orange County CoC and experience in administering similar programs as indicated in the Threshold Requirements for Agency Section of the RFQ. Agencies determined to meet the Threshold Requirements will be invited to participate if a Request for Proposals (RFP) for New Permanent Housing Projects is released.

The Request for Qualifications process will include a comprehensive review of the following:

1. Threshold Requirements for Agency
2. Technical Requirements
3. Document Presentation Requirements

## THRESHOLD REQUIREMENTS FOR AGENCY

The 2018 Request for Qualifications for New Permanent Housing will require all applicant agencies to meet the below Threshold Requirements:

1. Applicant must be an eligible entity;
2. Applicant must have financial and management capacity to carry out the project;
3. Applicant must show experience in providing services related those in this RFP
4. Applicant must submit required certifications and documentation;
5. Applicant must commit to participate in HMIS; and
6. Complete and timely submission of RFQ by applicant.

## TECHNICAL REQUIREMENTS

1. One (1) printed original with signatures and one (1) complete copy. All must be in binders with clearly labeled section tab dividers for all exhibits, attachments, and required documents.
2. One (1) electronic copy on a USB flash drive with completed RFQ submittal. Exhibits, attachments, and required documents to be organized and separated per Document Presentation Requirements.

## DOCUMENT PRESENTATION REQUIREMENTS

1. No late submissions will be accepted.
2. Clearly identify which version is the original and which is the copy on the cover page of the submittal.
3. Tab dividers will be clearly labeled between each exhibit and attachment.
4. All sections must be numbered separately within tab dividers in accordance with the Document Checklist.
5. Most recent documentation must be submitted for each Exhibit and Attachment.
6. Do not leave any blank responses without an explanation (e.g., if the question is not applicable, indicate N/A).
7. All documents with a signature block must be signed by the authorized officer(s).
8. All required documents must be included in the submission.
9. All supporting documents must be included and legible.

## REQUIRED DOCUMENTS

The following documents must be submitted.

- **Document Checklist**
- **Cover Letter** (signed by Authorized Signatory).
- **Exhibit 1: Lead Agency Information Form**
  - **Attachment 1:** Organizational Chart – include Board of Director’s body as it relates to the entire organization, and organization’s staff names and titles/positions.
  - **Attachment 2:** Board of Directors’ Roster<sup>2</sup> and Resolution authorizing submittal of the RFQ for new project application in the 2018 CoC NOFA competition process.
  - **Attachment 3:** State Certificate of Status<sup>3</sup>
  - **Attachment 4:** Organization’s Code of Conduct
  - **Attachment 5:** 501(c)3 Certification, if applicable.
  - **Attachment 6:** Most recent<sup>4</sup> HUD Monitoring letter and close out letter for all HUD Projects, if applicable.
  - **Attachment 7:** A list identifying agency’s past five years of experience receiving Federal and/or State assistance, highlighting any HUD experience.
- **Exhibit 2: Financial Assessment**
  - **Attachment 8:** Two most recent agency financial audits by a certified CPA<sup>5</sup>
  - **Attachment 9:** Two most recent A-133<sup>6</sup>, if applicable.
- **Exhibit 3: Participation Status in Local Continuum of Care and HMIS Data Information**
- **Exhibit 4: Terms and Conditions<sup>7</sup>**
- **Exhibit 5: Related Services Experience**

## AVAILABLE FUNDING FOR NEW COC PROJECTS

The Orange County Continuum of Care (CoC) through its approval body, the Continuum of Care Board, is issuing this notice to further the ongoing work in our community to “right-size” the system to end homelessness consistent with HUD guidance and HEARTH Act regulations.

As noted on the CoC Program Registration, “...HUD anticipates allowing CoCs to use the reallocation process to create, at a minimum, the following new projects:

- Permanent supportive housing projects that will primarily serve chronically homeless individuals and families, including unaccompanied youth;

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<sup>2</sup> Under the HEARTH Act, each recipient or project sponsor is required to provide for the participation of not less than one homeless individual on the board of directors or other equivalent policymaking entity of the recipient or project sponsor, to the extent that such entity considers and makes policy decisions regarding any project, supportive services, or assistance provided.

<sup>3</sup> Must be dated within the last 3 years.

<sup>4</sup> Most recent meaning, in the last six years. Only submit the documents if dated 2012 or later.

<sup>5</sup> The oldest audit that may be submitted is 2015.

<sup>6</sup> Minimum Federal assistance threshold increased in 2015 for the requirement of A-133 submittal from \$500,000 to \$750,000 in Federal assistance.

<sup>7</sup> The release of information document will allow the Orange County CoC to share information, such as data in the Line of Credit Control System, with 211OC, HUD and other applicable third party entities.

- Rapid rehousing (RRH) projects for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter, or persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness;<sup>8</sup>
- Joint component projects, which will combine transitional housing (TH) and permanent housing (PH) -RRH into a single project to serve individuals and families experiencing homelessness;
- Dedicated HMIS projects; or
- Supportive Services Only (SSO) projects for centralized and coordinated assessment systems.

Additional types of projects may be considered if authorized by the FY 2018 appropriation.

## ELIGIBLE PROJECT TYPES

This Letter of Interest to Participate in Request for Proposal for new Permanent Housing will gauge interest in the two main types of projects which are defined in the CoC Interim Rule (24 CFR 578.3)<sup>9</sup> and in the CoC Registration Notice.

Permanent Supportive Housing (PSH) is housing for homeless people with disabilities that is not time limited and that provides supportive services. New PSH projects must create beds that are dedicated to serve 100% people who are chronically homeless. These units are also subject to the requirements in HUD's Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status and Defining "Chronically Homeless" Final Rule. CPD-14-012 requires that PSH units be prioritized for those households with the longest histories of homelessness and the most severe needs, as determined using a standardized and objective assessment tool. PSH projects funded under this NOFA competition must also follow Housing First principles and participate in the Coordinated Entry System (CES).

Rapid Re-Housing (RRH) is a model of housing assistance that is designed to assist homeless people to move as quickly as possible into permanent housing and achieve stability in that housing. RRH assistance is time-limited, individualized, and flexible. Under the CoC Registration Notice, RRH projects will serve homeless individuals, including youth, and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other person meeting the criteria of paragraph (4) of the HUD definition of homeless. RRH projects funded under this NOFA competition must also follow Housing First principles and participate in the Coordinated Entry System (CES).

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<sup>8</sup> FY 2018 Continuum of Care Program Registration Notice - <https://www.hudexchange.info/resource/5308/fy-2018-coc-program-registration-notice/>

<sup>9</sup> CoC Interim Rule (24 CFR 578) - [https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf)

## SUBMITTAL TIMELINE

Please review the key dates and deadlines of the Request for Qualifications (RFQ) process:

Date <sup>10</sup>	Activity
Monday, June 11, 2018	RFQ by 2-1-1 Orange County
<ul style="list-style-type: none"> <li>• June 13, 2018 from 2:00pm to 4:00pm</li> <li>• June 14, 2018 from 9:00am to 11:00am</li> <li>• June 19, 2018 from 2:00pm to 4:00pm</li> <li>• June 21, 2018 from 1:00pm to 3:00pm</li> </ul>	RFQ Technical Assistance Office Hours will be held in Small Meeting Room A – 1505 E. 17th Street, Santa Ana, CA, 9270 <b>by appointment only.</b>
<b>Monday, June 25, 2018 by 3:00 pm PST</b>	<b>RFQ Deadline</b>

RFQ Technical Assistance office hours will be held in Small Meeting Room A: 1505 E. 17 Street, Suite 100, Santa Ana, 92705 by appointment only. Please contact Jocelyn Gaspar by email at [jgaspar@211oc.org](mailto:jgaspar@211oc.org) to schedule a technical assistance meeting.

Applicants must submit all required documents to 2-1-1 Orange County. The submission must be time-stamped on the cover page of the original and all complete copies by 2-1-1 Orange County staff. It is the sole responsibility of the applicant to ensure that delivery is made to 2-1-1 Orange County prior to the due date and time. Delivery receipts are available upon request. Timely submission is a Threshold Requirement.

The Request for Qualifications submission including all Exhibits and Attachments must be **hand delivered by 3:00 pm Pacific Standard Time on, June 25, 2018** to:

2-1-1 Orange County  
 Attention: Jocelyn Gaspar  
 1505 E. 17th Street, Suite 108  
 Santa Ana, CA 92705

## FURTHER QUESTIONS AND ADDITIONAL RESOURCES

2-1-1 Orange County is available to answer questions on the Request for Qualification, application deadlines, process, training, or to provide copies of application materials. For further questions or technical assistance, please contact 211OC.

211OC Contact	Phone	Email
Jocelyn Gaspar	(714) 589-2358	<a href="mailto:jgaspar@211oc.org">jgaspar@211oc.org</a>

Please **DO NOT** contact the HUD office regarding Orange County’s local application deadlines or process, as 211OC is available to answer those questions.

## RIGHT OF ORANGE COUNTY CONTINUUM OF CARE TO WAIVE IRREGULARITIES

The Orange County Continuum of Care reserves the right to:

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<sup>10</sup> Subject to change.

1. Withdraw this solicitation at any time without prior notice and, furthermore, makes no representation that any contract occur and that funds will be awarded by HUD to any respondent to this solicitation.
2. Waive any irregularities in the RFP process and to reject any and all submissions not in the best interest of the Continuum of Care.
3. To request additional information and material. In addition, once released, the application from HUD may require and warrant the request of supplemental material.
4. Not renew grants that have exhibited serious capacity issues in prior grants, including performance and financial problems, HMIS participation, or unresolved monitoring issues, or based on the best interest of the entire CoC Application. HUD will review applications and make the final funding decision.
5. Retain all submitted applications. Selection or rejection of an application does not affect these rights.

## **ADDITIONAL INFORMATION**

Agencies will be required to comply with terms set forth by the CoC and HUD. In addition, all applicants are strongly advised to review all applicable terms, conditions and federal requirements.

It is strongly recommended that you obtain and review information related to the Continuum of Care Program, the CoC Interim Rule, and the HEARTH Act Regulations, along with any other related documents prior to completion of this Letter of Intent. In addition, HUD will provide updates via their website at <https://www.hudexchange.info/>.