

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

**2018 Request for Proposals (RFP) for  
New Bonus Projects**

**Release Date**

July 27, 2018

**Submission Deadline**

August 10, 2018 at 3:00pm (PST)

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# ORANGE COUNTY CONTINUUM OF CARE

## 2018 REQUEST FOR PROPOSALS (RFP) FOR NEW BONUS PROJECTS

### BACKGROUND

Welcome to the Request for Proposals (RFP) for New Bonus Projects for the 2018 Orange County Continuum of Care (CoC) Homeless Assistance Program.

The Orange County CoC will begin solicitations of Request for Proposals for new rapid rehousing projects. The following process is applicable to agencies that have submitted a Request for Qualifications (RFQ) and CoC-agencies that answered Exhibit 4 affirmatively in the Agency Administrative Review Process.

In Orange County, the Continuum of Care Board is the group of community stakeholders that sets local priorities for the FY 2018 CoC program Notice of Funding Availability (NOFA)<sup>1</sup>. Consequently, the Continuum of Care Board, in collaboration with Orange County CoC, have set forth the following Request for Proposal for new rapid rehousing projects and will evaluate submittals to ensure the most competitive application is put forth to the Department of Housing and Urban Development (HUD) consistent with HUD guidance and HEARTH Act regulations.

### REQUEST FOR PROPOSALS PROCESS

The Request for Proposals will be a thorough review of the proposed CoC homeless rapid rehousing project by the agency and determination of how it meets HUD's Policy and Program Priorities as indicated in the FY 2018 CoC Program NOFA.

### AVAILABLE FUNDING FOR NEW COC PROJECTS

The Orange County CoC is inviting the following proposals for new projects:

Project Type	Amount Available
Rapid Rehousing Bonus Project	Approximately \$1,368,454

**The Orange County CoC has determined it will only solicit Request for Proposals for rapid rehousing projects that will serve homeless individuals and families, including unaccompanied youth, who enter directly from the streets or emergency shelters, and includes persons fleeing domestic violence situations and other persons meeting the criteria of paragraph 4 of the HUD definition of homeless. The applicant will fill beds with persons with the most severe needs as determined by the Coordinated Entry System.**

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<sup>1</sup> FY 2018 CoC Program NOFA: <https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf>

## ELIGIBLE PROJECT TYPE

The Request for Proposal for new bonus projects will gauge interest in Rapid Rehousing (RRH) which are defined in the CoC Interim Rule (24 CFR 578.3)<sup>2</sup> and below.

All proposed services must be new, and proposed project funding cannot replace other existing funding sources. Additional detail on the requirements for each type of new project that may be funded through this Request for Proposals are detailed in the table below.

Category	Rapid Rehousing
Eligible Applicants	Non-profits, government entities, public housing authorities
Eligible Participants	Homeless individuals and families, including unaccompanied youth who enter directly from the streets or emergency shelters, and includes persons fleeing domestic violence situations and other persons meeting the criteria of paragraph 4 of the HUD definition of homeless.
Eligible Activities/ Expenses (24 CFR 578.43- 578.63)	<ul style="list-style-type: none"> <li>Term Rental Assistance (6-12 months)</li> <li>Support Services</li> </ul>
Support Services	Grant funds may be used for any supportive service listed as eligible under 578.53
Grant Term	Only one (1) year grant terms will be considered, to maximize available funding.
Timeliness	Program funds must be obligated by September 30, 2020. Applicants must start programs in a timely manner.
Match	25% of total grant request. Leasing funds do not have to be matched. Match can be cash or in-kind and must be spent on eligible project costs.
Coordinated Entry	Must agree to participate in Orange County Coordinated Entry System.
Housing First Model	Must operate a Housing First Model.

Rapid Rehousing: 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. Rapid rehousing assistance is time-limited, individualized, and flexible. Under the current NOFA rapid rehousing projects will serve homeless individuals 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.

## PROJECT QUALITY REQUIREMENTS

The FY 2018 CoC Program NOFA requires all project applicants to meet Threshold Requirements as listed in Section V.C.3. Threshold requirements include:

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<sup>2</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)

- a. Ineligible Applicants.
- b. Project Eligibility Threshold. HUD will review all projects to determine if they meet the following eligibility threshold requirements on a pass/fail standard.
  - 1) Project applicants and potential sub-recipients must meet the eligibility requirements of the CoC Program as described in 24 CFR part 578 and provide evidence of eligibility required in the applications.
  - 2) Project applicants and sub-recipients must demonstrate the financial and management capacity and experience to carry out the projects as detailed in the project application and to administer Federal funds.
  - 3) Project applicants must submit the required certifications as specified in the NOFA.
  - 4) The population to be served must meet program eligibility requirements as described in the Act, and the project application must clearly establish eligibility of project applicants.
  - 5) The project must be cost effective.
  - 6) Project applicants must agree to participate in a local HMIS System.

HUD will review all new project applications to determine if they meet the following project quality threshold requirement. New permanent housing project must receive at least 3 out of the 4 points available for Rapid Rehousing. Projects that do not receive at least 3 points will be rejected.

- a) Whether the type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (1 point);
- b) Whether the type of the supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing – this includes all supportive services, regardless of funding source (1 point);
- c) Whether the specific plan for ensuring that program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply meets the needs of the program participants (1 point);
- d) Whether program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (1 point);

### **HUD THRESHOLD REQUIREMENTS FOR NEW BONUS PROJECTS**

As indicated on page 39 of the FY 2018 CoC Program NOFA, HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. To be considered as meeting project quality threshold, all new projects must meet the following criteria:

- a. Project applicants and potential sub-recipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of sub-recipient, regular drawdowns, and timely resolution of any monitoring findings; and
- b. Project applicants must demonstrate they will be able to meet all timelines standards per 24 CFR 578.85. Project applicants with exiting project must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for new projects, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more

exiting grants, or does not routinely draw funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.

## REVIEW AND RANKING PROCESS

Applicants responding to this Request for Proposals must submit materials as described in this Request for Proposals. All applications will be reviewed to ensure they meet HUD threshold requirements and quality standards. Any correctable deficiencies will be identified and applicants will have the opportunity to submit corrected documents before the final CoC application is submitted to HUD. **Applications that are late, incomplete, or substantially deficient will not be advanced to the Project Review Panel for scoring.**

The CoC will convene an unbiased Project Review Panel to review each new project that passes the technical review. Any member of the CoC who is making an application or is affiliated with an organization that is making an application will not participate in the ranking process or otherwise influence those that are ranking the applications.

The Project Review Panel will receive the applications and scoring instructions in advance of the meeting. The Project Review Panel will hold one meeting to review and average their scores and arrive at a decision about which projects to fund. Should there be a need for clarification, the Project Review Panel may call in high performing applicants for a Question and Answer Session. This session is at the discretion of the Project Review Panel. In keeping with HUD requirements, the Project Review Panel will also assign a ranked order to all projects that will be funded. They will also recommend which project/s should be submitted as the permanent housing bonuses. The Project Review Panel may also recommend that projects either increase or decrease their funding request to maximize the use of available re-allocated or bonus funds.

The final ranking of new projects as determined by the Project Review Panel will be recommended to the CoC Ad Hoc Committee to determine their order on the Project Priority Listing submitted to HUD. The final Project Priority list will be approved by the Continuum of Care Board (with review of the CoC Ad Hoc Committee). Applicants will be notified of the results no later than **August 23, 2018**. Any projects not selected for funding may appeal the decision by following the CoC's appeal process. Placement on the Project Priority List does not guarantee funding, as HUD will review and assess all new project applications for threshold compliance and project quality.

Applicants conditionally selected for funding by HUD will be required to provide additional information in the form of a technical submission within 30 days of notification by HUD Los Angeles of the project's conditional approval.

# RATING CRITERIA

All projects will be scored on a 100 point scale using the following criteria:

	<b>Criterion</b>	<b>Points</b>	<b>Description of basis for assigning points</b>
1	Capacity of Grantee and Partners	Up to 25 points	Describe any recent relevant experience that the applicant and any sub recipients has in effectively utilizing federal funds and performing the activities proposed in the application. Also describe experience in delivering services and entering HMIS data. No applicant or sub recipient should have outstanding monitoring or audit issues. If so, provide an explanation.
2	Service Plan and Supportive Services	Up to 25 points	Describe how participants will be assisted to obtain and remain in permanent housing, increase their employment and/or income and maximize their ability to live independently. Describe how you will implement a client-centered approach. Specifically describe which evidence-informed practices the project will use in providing supportive services. In order to receive full points, you must clearly describe the evidence-informed practices that the project will use.
3	Outcomes	Up to 10 points	Describe the outcomes you will use to determine success for this project and how you will measure those outcomes. Outcomes should focus on how the project will help clients' improve their lives or benefit the community, rather than just measuring the amount or types of services provided. Describe how you plan to measure and improve system performance that benefits the local CoC.
4	Project Readiness	Up to 10 points	Describe the estimated schedule for the proposed activities. Full points will be given to projects that can begin soon after the grant is awarded. In order for new construction, acquisition and rehab projects to receive full points for this question, they must have a budget prepared by a licensed architect or contractor and a commitment for at least 50% of the total development costs. You will be asked to provide proof if your project is selected.
5	Budget and Match	Up to 10 points	Budget is reasonable for type of project and clearly articulated; Required match of at least 25% is included and documented. Please include any relevant information regarding the financial stability of your organization.

6	Housing First Approach	Up to 15 points	<p>Priority will be given to projects that utilize a Housing First approach. Describe your organization’s experience with utilizing a Housing First approach. Full points will be given to applicants that can demonstrate a history of using Housing First. Indicate to what extent your project will utilize a Housing First approach by answering all of the following questions:</p> <ol style="list-style-type: none"> <li>1. What will be the process for accepting a new client into the program?</li> <li>2. What will the eligibility criteria be? Specifically address whether the program will accept people with little/no income, active or history of substance abuse, criminal record or history of domestic violence.</li> <li>3. Under what circumstances will you terminate a client from the program? Specifically address whether the program will terminate clients for failure to participate in supportive services, failure to make progress on a service plan, loss of income or failure to increase income, being a victim of domestic violence or for other activity not typically covered in a lease agreement.</li> <li>4. What services, if any, will you require clients to receive in order to stay in the housing program?</li> <li>5. What will happen if a client relapses while in the program?</li> </ol>
7	Participation Coordinated Entry System	Up to 5 points	Applicant has participated in Coordinated Entry System. Please describe experience working with CES.

## REQUIRED DOCUMENTS

The following documents must be submitted.

- **Documents Checklist**
- **Cover Letter** (signed by Authorized Signatory).
- **HUD CoC Project Application (e-snaps)**
- **Exhibit 1: Certificate of Consistency in the Consolidated Plan**
- **Exhibit 2: Environmental Information Form**
  - **Attachment 1:** Limited Scope Environmental Review Form **or** Environmental Review of Categorical Exclusion not Subject to Section 58.5
- **Exhibit 3: Financial Commitment**
  - **Attachment 2:** In-Kind Memorandum of Understanding (MOU)
  - **Attachment 3:** 25% of Match Documentation Letters for 2018
- **Exhibit 4: Housing First Model Assessment**



- **Attachment 4:** Document Supporting Housing First Model Programs
- **Exhibit 5: Coordinated Entry System Participation**
- **HUD CoC Project Application (e-snaps)**
  - **HUD Forms (Please enter directly into e-snaps and download as a PDF export)**
    - **SF 424 Sup** – Survey on Ensuring Equal Opportunity for Applicants (Voluntary)
    - **SF 424** – Application for Federal Assistance
    - **SF – LLL** – Disclosure of Lobbying Activities
    - **2880** – Applicant/Recipient Disclosure/Update Report
    - **50070** – Drug Free Workplace Certification

## TECHNICAL REQUIREMENTS

1. One (1) printed original with signatures and four (4) complete copies in binders with clearly marked section tab dividers for all exhibits, attachments, and supporting documents. Clearly mark original and copy.
2. One (1) electronic copy on a USB flash drive with completed Request for Proposals submittal – exhibits, attachments, and supporting 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.

## SUBMITTAL TIMELINE

Please review the key dates and deadlines of the Request for Proposals process:

<b>Date<sup>3</sup></b>	<b>Activity</b>
July 27, 2018	RFP Released by 2-1-1 Orange County
August 6, 2018 August 7, 2018 August 8, 2018	<b>RFP Technical Assistance by Appointment only</b>
August 9, 2018	Cut off for questions to Jocelyn Gaspar
August 10, 2018 at 3:00PM	<b>RFP Deadline</b>

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<sup>3</sup> Subject to change.

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. 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 Document Presentation Requirement.

The Request for Proposals submission including all Exhibits and Attachments must be **hand delivered by 3:00 p.m. Pacific Standard Time on August 10, 2018**

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 Proposals, application deadlines, process, training, or to provide copies of application materials. For further questions or technical assistance, please contact 2-1-1 Orange County.

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

Specific questions regarding your HUD grant amount, HUD guidelines and etc. should be directed to your local HUD field office representative. **Please DO NOT contact the HUD office regarding Orange County's local application deadlines or process**, as 2-1-1 Orange County 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:

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/>