

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

**2016 Request for Proposals (RFP) for
New Permanent Supportive Housing
(PSH) Projects**

Release Date

Tuesday, July 19, 2016

Submission Deadline

Tuesday, August 2, 2016 at 12:00pm (PST)

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ORANGE COUNTY CONTINUUM OF CARE

2016 REQUEST FOR PROPOSALS (RFP) FOR NEW PERMANENT SUPPORTIVE HOUSING (PSH) PROJECTS

BACKGROUND

Welcome to the Request for Proposals (RFP) for New Permanent Supportive Housing (PSH) projects for the 2016 Orange County Continuum of Care (CoC) Homeless Assistance Program.

The Orange County CoC will begin solicitations of Request for Proposals for new permanent supportive housing projects. The following process is applicable to agencies that have submitted a Request for Qualifications (RFQ) and CoC-agencies that answered Exhibit 6 affirmatively in the LOI/Part I Process.

In Orange County, the Commission to End Homelessness (C2eH) and CoC Board is the group of community stakeholders that sets local priorities for the FY 2016 CoC program Notice of Funding Availability (NOFA)¹. Consequently, the C2eH, in collaboration with Orange County CoC, have set forth the following Request for Proposal for new permanent supportive housing 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 permanent supportive housing project by the agency and determination of how it meets HUD's Policy and Program Priorities as indicated in the FY 2016 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
Permanent Housing (PH) Bonus Projects	approximately \$1,101,295
Permanent Supportive Housing (PSH) or Rapid Re-Housing (RRH) for Homeless Individuals Created Through Re-Allocation	\$478,863 ² (subject to change)

On Tuesday, June 21, 2016 HUD issued a Correction on the FY 2016 Continuum of Care (CoC) Program Registration Notice. The revised version of the Notice clarified that the Permanent Housing Bonus amount available to CoC is 5 percent of a CoC's Final Pro Rata Need³. The correction is found on page 35 in Section

¹ FY 2016 CoC Program NOFA: <https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf>

² Amount is subject to change upon finalization of 2016 CoC Ad Hoc Reallocation and Permanent Housing Bonus Recommendations: http://ocpartnership.net/images/website/1236/files/Recommendations_for_Reallocation_and_Permanent_Housing_Bonus.pdf

³ Correction: FY 2016 Continuum of Care (CoC) Program Registration Notice – <http://us5.campaign-archive2.com/?u=87d7c8afc03ba69ee70d865b9&id=b886904ded&e=13b87d0031>

IV.B.6 which states, “HUD will continue the Permanent Housing Bonus. All CoCs may create new projects through the permanent housing bonus up to 5 percent of the CoC’s [Final Pro Rata Need] FPRN for the following types of new projects for those CoCs that meet the criteria provided in V.4. of this Notice and additional criteria provided in the FY 2016 CoC Program Competition NOFA:

- New permanent supportive housing projects that will serve 100 percent chronically homeless families and individuals including youth experiencing chronic homelessness; and
- New rapid rehousing projects that will serve homeless individuals and families, including youth, coming directly from the streets or emergency shelters, or fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homeless.”

The Orange County CoC has determined it will only solicit Request for Proposals for new permanent supportive housing projects that will serve 100 percent chronically homeless individuals and families including youth experiencing chronic homelessness. However, prioritizing chronically homeless individuals is the top priority. Per HUD, applications focusing on the severity of needs and vulnerabilities of chronically homeless individuals and families which includes, but is not limited to: low or no income, current or past substance abuse, criminal record – with the exception if restrictions imposed by federal, state, or local law or ordinance are a priority. The applicant will fill beds with persons with the most severe needs as determined by the Coordinated Entry System.

Also as noted on page 35 of the 2016 CoC Program Registration, “HUD will continue the Reallocation process. All CoCs may reduce or eliminate funds from eligible renewal projects, including first-time renewal projects formerly funded under the S+C program, to develop new projects. CoCs may use the reallocation process to create:

- new permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families; [and]
- new rapid rehousing projects for homeless individuals and families who enter directly from the streets or emergency shelters, youth up to age 24, and includes persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness...”

The Orange County CoC has elected to solicit applications only for new permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families including youth experiencing chronic homelessness. However, prioritizing chronically homeless individuals is the top priority. Per HUD, applications focusing on the severity of needs and vulnerabilities of chronically homeless individuals and families which includes, but is not limited to: low or no income, current or past substance abuse, criminal record – with the exception if restrictions imposed by federal, state, or local law or ordinance are a priority. The applicant will fill beds with persons with the most severe needs as determined by the Coordinated Entry System.

ELIGIBLE PROJECT TYPE

The Request for Proposal for new Permanent Housing will gauge interest in Permanent Supportive Housing (PSH) which are defined in the CoC Interim Rule (24 CFR 578.3)⁴, the 2016 Registration Notice, and below.

⁴ CoC Interim Rule (21 CFR 578) -

https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

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	Permanent Supportive Housing
Eligible Applicants	Non-profits, government entities, public housing authorities
Eligible Participants	100 % Chronically homeless people
Eligible Activities/ Expenses (24 CFR 578.43- 578.63)	<ul style="list-style-type: none"> • Leasing • Rental Assistance (TRA, SRA, PRA) • Operating Costs • Support Services
Orange County CoC/ 211OC HMIS and CE	Annual fee; 1.5% of grant to be budgeted towards HMIS/CE system fee. ⁵
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, 2018. 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.
Leverage	At least 150% of grant request.
Coordinated Entry	Must agree to participate in Orange County Coordinated Entry System.
Housing First Model	Must operate a Housing First Model.

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 Rule⁶. 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).

A chronically homeless individual is defined as,

⁵ HMIS/CE fee approved in the FY2015 CoC Funding Cycle by C2eH/CoC Board on October 16, 2016 - http://ocpartnership.net/images/website/1236/files/c2eh_ec_special_meeting_minutes_final_-_october_2015_2267.pdf

⁶ Defining “Chronically Homeless” Final rule: <https://www.hudexchange.info/resources/documents/Defining-Chronically-Homeless-Final-Rule.pdf>

1. An individual who:
 - a. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
 - b. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least four separate occasions in the last 3 years, where the cumulative total of the four occasions is at least one year. Stays in institutions of 90 days or less will not constitute as a break in homelessness, but rather such stays are included in the cumulative total; and
 - c. Can be diagnosed with one or more of the following conditions: Substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), posttraumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;
2. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility for fewer than 90 days and met all of the criteria in paragraph (1), before entering that facility; or
3. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1), including a family whose composition has fluctuated while the head of household has been homeless.

PROJECT QUALITY REQUIREMENTS

The FY 2016 CoC Program NOFA requires all project applicants to meet Threshold Requirements as listed in Section V.G.2. Threshold requirements (page 23 and 24 of the FY2016 CoC Program NOFA) include:

- 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.

Per HUD, to be considered a meeting project quality threshold, new permanent housing – permanent supportive housing applications must receive at least 3 out of the 5 points available for the criteria below. New permanent housing projects that do not receive at least 3 points will be rejected.

- a) Whether the type of housing and number of 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);
- e) Whether at least 75 percent of the propose program participants come from the street or other locations, not meant for human habitation, emergency shelters, safe heavens, or fleeing domestic violence (1 point).

HUD THRESHOLD REQUIREMENTS FOR NEW PERMANENT HOUSING PROJECTS

As indicated on page 26 of the FY 2016 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.

BONUS POINTS

One of HUD’s Homeless Policy and Program Priorities included in the FY 2016 CoC Program NOFA, is a commitment to addressing the severity of needs and vulnerabilities experienced by program participants which includes, but is not limited to: low or no income, current or past substance abuse, criminal records – with the exception of restrictions imposed by federal, state, or local law or ordinance – and chronic homelessness in the CoC.

The Orange County CoC shares the commitment to addressing the severity of needs and vulnerabilities experienced by program participants which includes, but is not limited to: low or no income, current or past substance abuse, criminal records – with the exception of restrictions imposed by federal, state, or local law or ordinance – and chronic homelessness in the orange County CoC. In order to help reach that goal, the Orange County CoC is seeking eligible applications for permanent supportive housing projects that address the target population. Up to five (5) bonus points are therefore available for eligible applicants that demonstrate the capacity to address the needs of the target population in their projects.

If you are submitting a project that is addressing the needs of the target population, please complete Exhibit 6 in its entirety providing responses to the following:

1. Describe experience working with the target population and the type of services and housing provided.
2. The number of years of experience serving this population and the outcomes achieved in ending homelessness for the persons served.
3. Describe experience, relationships and partnership(s) with other agencies (i.e., Homeless Court, Health Care Agency, Social Service Agency) that provide services to, or advocate for the target population.

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. 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 C2EH (with review of the CoC Ad Hoc Committee). Applicants will be notified of the results no later than August 30, 2016. 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:

	Criterion	Points	Description of basis for assigning points
1	Capacity of Grantee and Partners	Up to 25 points	Applicant and any sub recipients have recent relevant experience in providing housing to homeless people, administering leasing or rental assistance funds, delivering services and entering HMIS data. If application has sub recipients, applicant organizations have experience working together. No applicant or sub recipient has outstanding monitoring or audit issues or issues are explained. Applicant has experience managing HUD funds and has history of timely expenditure of HUD funds if applicable.
2	Housing Location and Navigation	Up to 10 points	Describe your agency's experience in Searching for housing units in Orange County that will accept individuals and families with high barriers such as, but not limited to eviction histories, poor credit histories, felonies; Developing relationships with landlords & property managers; Inspecting housing units using HUD's habitability standards; and support & contact to property managers/landlords.
3	Appropriateness of Housing	Up to 10 points	Type, scale, and location of the housing fits the needs of the program participants. Participants are assisted to enter housing as quickly as possible. Programs and activities are offered in a setting that enables homeless people with disabilities to interact with others without disabilities to the fullest extent possible.
4	Service Plan	Up to 25 points	Type, scale, location of the supportive services fit the needs of the program participants and are readily accessible. There is a specific plan to ensure participants are assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible (including, for bonus PSH, Medi-Cal funded non-emergency services). There is a specific plan to ensure participants are assisted to obtain and remain in permanent housing in a manner that fits their needs. There is a specific plan to ensure participants are assisted to increase their incomes and live independently.
5	Housing First Approach	Up to 6 points	All participants are referred through Coordinated Entry System to the applicant and offered housing assistance without preconditions (such as sobriety or a minimum income threshold) or service participation requirements. Rapid placement and stabilization in permanent housing are primary program objectives.
6	Timing	Up to 8 points	Project has a clear plan to begin operations within one year of award.

7	Budget and Match	Up to 8 points	Budget is reasonable for type of project and clearly articulated; Required match of at least 25% is included and documented. Project is cost effective compared to other similar new permanent housing applications.
8	Participation in CoC meetings, PIT, HIC, HMIS	Up to 5 points	Applicant has participated in local planning processes to end homelessness.
9	Completeness and Clarity of Application	Up to 3 points	Maximum points will be awarded if application is complete and all questions relevant to the project are answered.
10	Bonus Points - Chronically Homeless with Severe Needs	Up to 5 points	In accordance with HUD's, and the Orange County CoC's commitment to end Veteran Homelessness, bonus points are available for eligible projects that include preference to serve homeless Veterans.

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
 - **Attachment 2:** Environmental Review of Categorically Excluded not Subject to Section 58.5
- **Exhibit 3: Financial Commitment**
 - **Attachment 3:** In-Kind Memorandum of Understanding (MOU)
 - **Attachment 4:** 25% of Match Documentation Letters for 2016⁷
- **Exhibit 4: Housing First Model Assessment**
- **Exhibit 5: Coordinated Entry System Participation**
- **Exhibit 6: Bonus Points For Target Population**
- **Required HUD Forms**
 - **SF 424 Sup** – Survey on Ensuring Equal Opportunity for Applicants
 - **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.

⁷ If match documentation letters will not be ready by submission deadline, they will be needed in time of e-Snap submission.

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 front of the submittal.
3. All sections will be numbered separately within tab dividers in accordance with the Document Checklist.
4. **Most recent documentation** must be submitted for each Exhibit and Attachment.
5. **Complete** all attachments and exhibits per RFQ requirements. Do not leave any blank responses without an explanation.
 - a. Example: if the question is not applicable to your agency, indicate “Not Applicable.”
6. Tab dividers clearly labeled between each exhibit and attachment
7. All documents with a signature block must be signed by the authorized officer(s).
8. All supporting documents must be included and legible

SUBMITTAL TIMELINE

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

Date ⁸	Activity
Tuesday, July 19th	RFP Released by 2-1-1 Orange County
Friday, July 22 nd from 1:30pm to 2:30pm	RFP Technical Assistance Workshop
Friday, July 29 th at 5:00pm	Cut off for questions to Zulima Pelayo
Tuesday, August 2nd, 2016 at 12:00pm (PST)	RFQ Deadline

The Request for Proposals Technical Assistance Workshop will be held at OC Community Services, Building B, Conference Rooms A/B located at 1300 S. Grand Ave, Santa Ana, CA 92705.

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 12:00 pm (noon) Pacific Standard Time on Tuesday, August 2nd, 2016.**

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

⁸ Subject to change.

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 2-1-1 Orange County.

211 OC Staff Person	Phone	Email
Zulima Pelayo	(714) 589-2358	zpelayo@211oc.org

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