Request for Qualifications for New Permanent Housing Projects Technical Assistance Workshop

2016 CONTINUUM OF CARE FUNDING CYCLE
Agenda

Introductions
RFQ Process Review
Submittal Sample
Exhibits Review
Attachments Review
Available Funding for New Continuum of Care Projects
Eligible Project Types
Questions
Introductions

NAME, TITLE, AGENCY
RFQ Process Review

THRESHOLD REQUIREMENTS FOR AGENCY
TECHNICAL REQUIREMENTS
DOCUMENT PRESENTATION REQUIREMENTS
Threshold Requirements for Agency

1. Applicant must be an eligible entity;
2. Applicant must have financial and management capacity to carry out the project;
3. Applicant must submit required certifications and documentation;
4. Applicant must commit to participate in HMIS; and
5. Complete and timely submission of RFQ by applicant.
Technical Requirements

Paper Submittal
- Original and Copy, both clearly labeled
- Dividers between each exhibit, attachment, and required documents.
- Diver must be labeled.
- Reference Submittal Sample

USB Submittal
- Each Exhibit, Attachment, and Required Documents must be its own file.
USB Submittal Sample
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. All sections will be numbered separately within tab dividers, in accordance with the Document Checklist.
4. Most recent documentation is submitted for each Exhibit and Attachment.
5. Complete all attachments and exhibits per RFQ requirements. Do not leave any blank responses without an explanation (e.g., if the question is not applicable, indicate N/A).
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.
Current Continuum of Care Agencies

RENEWAL AGENCIES - SUBMITTED AN LOI/PART I: AGENCY ADMINISTRATIVE REVIEW IN MAY 2016
Submittal Requirements

One (1) copy of Exhibit 6: Letter of Intent to Participate in Request for Proposal for New Projects
One (1) copy of Cover Letter signed by an authorized signatory
No need for binders, folders, or notebooks.
Exhibit 6: Letter of Intent to Participate in Request for Proposal for New Projects

**Question:** Is the above mentioned agency interested in applying for funding for new projects during the 2016 CoC program funding cycle based on reallocation or bonus project opportunity described in the 2016 CoC NOFA?

**Answer MUST be:** YES

- If your agency initially answered “Yes,” agency must resubmit a copy of Exhibit 6.
- If your agency initially answered “No” and has now re-considered and is interested in applying for new Permanent Housing Projects, revise Exhibit 6 and submit.
Exhibit 6: Letter of Intent to Participate in Request for Proposal for New Projects

There may be duplicate signatures

- Example: Person authorized to sign the HUD application is also the Executive Director of the agency.
Submittal Sample
Exhibits Review
Exhibit 1: Lead Agency Information Form

Agency Type
- Not-for-profit organization
- Faith-based organization
- Public Housing Authority
- Other unit of local government

Physical Address
- Administrative Offices, not P.O. Box

Primary Point of Contact for RFQ
- Person completing RFQ
- Person able to answer questions related to RFQ submittal, if needed

Chief Executive Director Contact
- CEO
- President
Exhibit 1: Lead Agency Information Form

There may be duplicate signatures

- Example: Person authorized to sign the HUD application is also the Executive Director of the agency.

Name, Title and Signature of Person who will complete the application:

Click here to enter text.

Name/Title __________________________________________ Signature __________ Date __________

Name and Signature of Person authorized to sign the HUD application:

Click here to enter text.

Name/Title __________________________________________ Signature __________ Date __________

I certify, on behalf of my agency, that all information contained in this application is accurate and true, based on our current records. I understand that falsifying information or failing to provide accurate information will have a negative impact on my overall review and may result in removal from the Continuum of Care Application to HUD.

Executive Director/CEO/President __________________________________________ Date __________
Exhibit 2: Financial Assessment

Two most recent A-133 or Single Audits
- Nothing older than 2013 should be submitted.
- Eligible years to submit 2013, 2014, and 2015

Any unresolved fiscal, reporting, or program issues with any of its funding sources
- Federal
- State
- Private
- Foundation

If “No,” indicate “Not Applicable” in the text box.
Exhibit 2: Financial Assessment

Have any funds been returned to any funders within the last twenty-four (24) months?

- Unspent funds in grant term
- Remittance of funds

If “No,” indicate “Not Applicable” in the text box.

Please include the following documents:

- Attachment 8: Two most recent agency financial audits by a certified CPA
- Attachment 9: Two most recent A-133s, if applicable.
Exhibit 2: Financial Assessment

There may be duplicate signatures
- Example: Person authorized to sign the HUD application is also the Executive Director of the agency.
Ten Year Plan to End Homelessness and Local Continuum of Care Participation
- Commission to End Homelessness Board
- Commission to End Homelessness Executive Committee
- Implementation Groups
- Subcommittees
- Homeless Provider Forum

Sign in sheets from above mentioned meetings are utilized to determine participation.

Participation for Calendar Year 2015 will be considered.
Commitment to participate in HMIS is part of Threshold Requirements for Agency
  ◦ Evaluates current participation

If “No,” indicate “Not Applicable” in the text box.

Agency HMIS Administrator
  ◦ Agency staff person
  ◦ Not Casey Parnis, Eryn DeRycke, or Rosa Durham
Exhibit 3: Participation Status in Local CoC, Ten Year Plan to End Homelessness, & HMIS Data Information

If “No,” indicate “Not Applicable” in the text box.

2016 Annual Sheltered Homeless Count
1. Did your agency participate in the 2016 homeless count for the Orange County Continuum of Care?
   - Yes  □ No

   a. If applicable, did your agency submit the complete and accurate information requested for the homeless count by the deadline?
      - Yes  □ No

   b. If no, why did your agency not meet the required deadline?

2016 Annual Housing Inventory Count
1. Did your agency submit the complete and accurate information requested for the Housing Inventory Count for Orange County Continuum of Care by the deadline?
   - Yes  □ No

   a. If no, why did your organization not meet the required deadline?
Exhibit 3: Participation Status in Local CoC, Ten Year Plan to End Homelessness, & HMIS Data Information

There may be duplicate signatures
- Example: Person authorized to sign the HUD application is also the Executive Director of the agency.
Exhibit 4: Terms and Conditions

There may be duplicate signatures
  ◦ Example: Person authorized to sign the HUD application is also the Executive Director of the agency.
Attachments Review
Attachment 1: Organizational Chart

Should include:

- Board of Directors (in relation to the organization)
- Titles and Names of staff employed by the agency
Attachment 2:
Board of Director’s Roster and Resolution

Roster to include:
- Name
- Position on the Board
- Note changes in key members
- Include and identify currently homeless or previously homeless individual per HEARTH Act requirement

Resolution must provide authorization to apply for and receive funding from your Board.
Attachment 3: State Certificate of Status
Attachment 4: Organization’s Code of Conduct

Code of Conduct should include HUD required information.

If Code of Conduct has been submitted to HUD prior to November 23, 2015
→ provide page number of the California look-up listing document

If no Code of Conduct has been submitted to HUD or if the name of the organization or authorized official has changed
→ include Code of Conduct as Attachment 4
Attachment 5: 501 (c)3 Certification
Attachment 6: HUD Monitoring Letter and Close Out Letter

Most recent meaning, in the last six years. Only submit documents if dated 2010 or later.

**Monitoring Letter** lists out of compliance findings.

**Close Out Letters** list that out of compliance findings have been resolved.
Attachment 7: List identifying past 5 years of experience receiving Federal or State assistance

- Highlight any Department of Housing and Urban Development (HUD) experience
Attachment 8: Agency Financial Audits by Certified CPA

Nothing older than 2013 should be submitted.
Eligible years to submit 2013, 2014, and 2015
Attachment 9: A-133 audit

Nothing older than 2013 should be submitted.
Eligible years to submit 2013, 2014, and 2015.

If not applicable
  ◦ Still include a tab in the binder labeled Attachment 9 with a note stating “Not Applicable.”
Available Funding for New Continuum of Care Projects
Permanent Housing Bonus Project(s)

Page 35 of the 2016 CoC Program registration notes, “HUD will continue the Permanent Housing Bonus. All CoC’s may create new projects through the permanent housing bonus up to 15 percent of the CoC’s Final Pro Rata Need…”

Amount Available for the Orange County Continuum of Care is $3,457,960.
Reallocation

Amount available is yet to be determined.

Amount will be made available upon the released of the Request for Proposals (RFP).
Eligible Project Types
Eligible Projects

PERMANENT HOUSING BONUS PROJECT(S)

Permanent Supportive Housing projects that will serve 100% chronically homeless families and individuals, including youth experiencing chronic homelessness.

REALLOCATION

Permanent Supportive Housing projects that will serve 100% chronically homeless families and individuals, including youth experiencing chronic homelessness.

Rapid Rehousing projects for homeless individuals and families who enter directly from the streets or emergency shelter, 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.
Deadline for RFQ

Cut off for questions: Monday, June 27th, 2016 at 5:00pm

**Deadline:** Friday, July 1st, 2016 by 12:00 pm Pacific Standard Time (PST)

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

RFQs will not be accepted after the deadline.
More Information

Email or call Zulima Pelayo
- zpelayo@211oc.org
- 714-589-2358

HUD Exchange:
- https://www.hudexchange.info/

FY 2016 CoC Program Registration Notice:

Do not contact the HUD office regarding Orange County’s local application deadlines or process.
Questions