

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

**2016 Request for Qualifications**  
**(RFQ) for New Permanent Housing**  
**(PH) Projects**

**Release Date**

Friday, June 10, 2016

**Submission Deadline**

Friday, July 1st, 2016 at 12:00pm (PST)

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# ORANGE COUNTY CONTINUUM OF CARE

## 2016 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 2015, 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. The Orange County CoC also were also awarded two new Permanent Supportive Housing project for individuals and families experiencing chronic homelessness and one new Rapid Rehousing project with a veteran preference through reallocated and bonus funds.

On April 22, 2016, HUD released the Fiscal Year (FY) 2016 Continuum of Care (CoC) Program Registration Notice<sup>1</sup> that makes available approximately \$1.9 billion to communities nationwide to provide housing and services to homeless populations. The Registration Notice emphasizes HUD’s Homeless Policy and Program Priorities, including: creating a systemic response to homelessness through the creation of a Coordinated Entry System (CES); strategically allocate sources by comprehensively reviewing project quality, performance, and cost effectiveness; end chronic homelessness; end family homelessness; end youth homelessness; end veteran homelessness; and using a Housing First approach throughout the Continuum of Care.

During the FY 2016 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 or create new rapid re-housing projects. Further information pertaining to funding availability and new projects will be discussed to more detail in the document.

### ATTENTION CURRENT CONTINUUM OF CARE AGENCIES

Agencies that have submitted the 2016 Letter of Intent (LOI)/Part I: Agency Administrative Review for renewal of CoC funds during the FY 2016 CoC NOFA cycle complete the alternative process described below.

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<sup>1</sup> FY 2016 Continuum of Care Program Registration Notice - <https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-Registration-Notice.pdf>

In the LOI/Part I Exhibit 6: Letter of Interest to Participate in Request for Proposals for New Projects<sup>2</sup>, serves as an authorization to utilize the documentation submitted during LOI/Part I to be utilized to evaluate the agency's capacity to administer a CoC homeless permanent housing project in the Orange County CoC while complying with HUD requirements .

Referencing Exhibit 6, 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?"

- **If your agency answered the above question with "Yes," your agency must re-submit a copy of Exhibit 6 and a cover letter signed by an authorized signatory by Friday, July 1<sup>st</sup>, 2016 at 12:00pm PST.**
- **If your agency answered the above question with "No," and your agency has re-considered and is now interested in applying for a new permanent housing project, your agency must submit a revised copy of Exhibit 6 and a cover letter signed by an authorized signatory by Friday, July 1<sup>st</sup>, 2016 at 12:00pm PST.**

If your agency did not submit a 2016 Letter of Intent (LOI)/Part I: Agency Administrative Review for renewal of CoC funds during the FY 2016 CoC NOFA cycle continue on to the Request for Qualifications Process.

## 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 agency's capacity to administer a CoC homeless permanent housing project in the Orange County CoC while complying with HUD requirements as indicated in the Threshold Requirements for Agency Section. Agencies determined to meet the Threshold Requirements for Agency will be invited to participate in the Request for Proposals (RFP) for New Permanent Housing Projects, in which specific project information will be requested. The RFP for New Permanent Housing Projects will be released once HUD releases the FY 2016 CoC NOFA.

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 2016 Request for Qualifications for New Permanent Housing will require all applicant agencies to meet the below Threshold Requirements. The threshold requirements include:

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

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<sup>2</sup> LOI/Part I Exhibit 6: Letter of Interest to Participate in Request for Proposals for New Projects - [http://ocpartnership.net/images/website/1236/files/2016\\_loi-part\\_i\\_exhibit\\_6\\_2518.doc](http://ocpartnership.net/images/website/1236/files/2016_loi-part_i_exhibit_6_2518.doc)

5. Complete and timely submission of RFQ by applicant.

## 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 Qualification 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.

## REQUIRED DOCUMENTS

The following documents must be submitted.

- **Documents 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>3</sup> and Resolution authorizing submittal of the letter of intent for new project application in the 2016 Continuum of Care NOFA competition process.
  - **Attachment 3:** State Certificate of Status
  - **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 your past 5 years of experience receiving Federal and/or State assistance, highlighting any HUD experience.

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<sup>3</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>4</sup> Most recent meaning, in the last six years. Only submit the documents if dated 2010 or later.

- **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, Ten Year Plan to End Homelessness, and HMIS Data Information**
- **Exhibit 4: Terms and Conditions<sup>7</sup>**

## AVAILABLE FUNDING FOR NEW COC PROJECTS

The Orange County Continuum of Care (CoC) through its approval body, the Commission to End Homeless (C2eH), 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.

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

<b>Project Type</b>	<b>Amount Available</b>
Permanent Housing (PH) Bonus Projects	\$3,457,960
Permanent Supportive Housing (PSH) or Rapid Re-Housing (RRH) for Homeless Individuals Created Through Re-Allocation	To Be Determined

Although noted on page 35 of the 2016 CoC Program Registration, “HUD will continue the Permanent Housing Bonus. All CoCs may create new projects through the permanent housing bonus up to 15 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 Qualifications for Agencies that are interested in new permanent supportive housing projects that will serve 100 percent chronically homeless families and individuals including youth experiencing chronic homelessness for the Permanent Housing Bonus Project.

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]

<sup>5</sup> The oldest audit that may be submitted is 2013.

<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.

- 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 should solicit applications only for the above mentioned.

## 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>8</sup> and in the 2016 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 FY 2016 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, participate in the Coordinated Entry System (CES), and may not offer services to individuals or families from Transitional Housing (TH).

## SUBMITTAL TIMELINE

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

<b>Date<sup>9</sup></b>	<b>Activity</b>
Friday, June 10 <sup>th</sup> , 2016	RFQ by 2-1-1 Orange County
Monday, June 20 <sup>th</sup> , 2016 at 9:00am - 11:00am	RFQ Technical Assistance Workshop
Monday, June 27 <sup>th</sup> , 2016 at 5:00pm	Cut off for questions to Zulima Pelayo
<b>Friday, July 1<sup>st</sup>, 2016 at 12:00pm</b>	<b>RFQ Deadline</b>

<sup>8</sup> CoC Interim Rule (21 CFR 578) - [https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf)

<sup>9</sup> Subject to change.

The RFQ Technical Assistance will be held at CASA Training Room – 1505 E. 17<sup>th</sup> Street, Suite 200 Santa Ana, CA, 92705 from 9:00am to 11:00am.

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 12:00 pm (noon) Pacific Standard Time on Friday, July 1<sup>st</sup>, 2016** to:

2-1-1 Orange County  
Attention: Zulima Pelayo  
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.

211 OC Staff Person	Phone	Email
Zulima Pelayo	(714) 589-2358	<a href="mailto:zpelayo@211oc.org">zpelayo@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:

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 a 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