

## **Northlake Homeless Coalition FY2021 Continuum of Care (CoC) Application Request for Proposals (RFP) #2021-002**

### **Option 1: Rapid Rehousing Project for Individuals and/or Families (RRH)**

### **Option 2: Joint Transitional Housing and Rapid Rehousing Project for Individuals and/or Families (TH/RRH)**

The Northlake Homeless Coalition invites all eligible organizations (501c3 nonprofit organizations and government entities) to submit a project application for a new project that will serve homeless individuals and families in one or more parishes in the Florida Parishes Region (Livingston, St. Helena, St. Tammany, Tangipahoa and Washington Parishes) and adhere to the Housing First program model. Eligible organizations consist of 501c3 nonprofit organizations and local and state units of government. Applicants may choose to submit one of two project types for this RFP: Option 1: Rapid Rehousing Project for Individuals and/or Families; or Option 2: Joint Transitional Housing and Rapid Rehousing Project for Individuals and/or Families (TH/RRH).

#### **I. Key Definitions**

- A. Evidence-based approach: a project or process that "employ[s] strong use of data and evidence, including the cost-effectiveness and impact of homeless programs on positive housing outcomes, recovery, self-sufficiency, and reducing homelessness." Examples include but are not limited to "rates of positive housing outcomes, such as reduced length of time homeless and reduced rates of return to homelessness; improvements in employment and income; and improvements in overall well-being, such as improvement in mental health, physical health, connections to family, and safety."
- B. Homelessness: defined in Section III.C.1 of the CoC Program NOFO; See [HUD Homeless Definition and Recordkeeping](#) Requirements for additional reference.
- C. Joint Transitional Housing and Rapid Re-housing Project (TH/RRH): The Joint TH and PH-RRH component project combines two existing program components—transitional housing and permanent housing-rapid rehousing—in a single project to serve individuals and families experiencing homelessness. Recipients should prioritize those with the highest needs using an evidence-based approach designed to provide stable housing and services that, to the greatest extent possible, move the participant towards self-sufficiency and independence. Program participants may only receive up to 24-months of total assistance. For more information about Joint TH and PH-RRH component projects, see Section V.C.3 of the NOFA.
- D. Rapid Re-housing Project (RRH): A type of permanent housing meeting the requirements of 24 CFR 578.37(a)(1)(ii). Continuum of Care funds may provide supportive services, as set forth in § 578.53, and/or short-term (up to 3 months) and/or medium-term (for 3 to 24 months) tenant-based rental assistance, as set forth in § 578.51(c), as necessary to help a homeless individual or family, with or without disabilities, move as quickly as possible into permanent housing and achieve stability in that housing.

## **II. Project Type Determination**

A. In section II.A.1-7 of the NOFO, HUD outlines the following policy priorities:

1. Ending homelessness for all persons.
2. Using a Housing First approach
3. Reducing an Unsheltered Homelessness
4. Improving System Performance
5. Partnering with Housing, Health and Service Agencies
6. Racial Equity
7. Persons with Lived Experience.

B. After consultation with the NHC Providers and Stakeholders Association, the DV Coordinated Entry Committee, and DV providers, NHC allocated \$44,149 to existing domestic violence projects for the acquisition and staffing of an HMIS comparable database. Victim Service Providers (VSP) are prohibited from entering client-level data into the local HMIS under standard privacy and security standards. The NOFO allows DV bonus funds to incorporate HMIS funding into existing projects to meet HUD CoC reporting requirements.

C. Because there are two Louisiana Coalition Against Domestic Violence (LCADV) member programs that cover different parishes within our CoC, the NHC gives applicants the option of creating one project serving the entirety of the NHC geographic region OR two or more projects serving a portion of the geographic area.

## **III. Eligible Population by Project Type:**

	<b>Rapid Rehousing (RRH)</b>	<b>Joint TH and RRH (TH/RRH)</b>
May serve people who qualify as homeless under paragraph (4) of the homeless definition in 24 CFR 578.3 (i.e. people fleeing domestic violence)	X	X
IF SERVING EXCLUSIVELY SINGLE PERSON HOUSEHOLDS: may restrict intake to a single gender	X	X
IF SERVING ANY MULTI-PERSON HOUSEHOLDS: may not restrict intake based on gender identity	X	X

## **IV. Eligible Line Item Costs by Project Type:**

	Rapid Rehousing (RRH)	Joint TH and RRH (TH/RRH)
Leasing		X
Rental Assistance	X	X
Supportive Services	X	X
Operating Costs		X
HMIS	X	X
Administration	X	X

## V. Available Funding

A total of \$165,196 is being made available for this project, with up to \$15,017 available in administrative funds and the remainder to be spent in other allowable budget categories for the project type. If a project does not cover the entire geographic region, the maximum grant application amount is \$82,598, with up to \$7,508 available in administrative funds and the remainder to be spent in other allowable budget categories for this project type.

The new sponsor(s) should be expected to begin summer or fall 2022 if awarded through the HUD competition. Once funded, the project is eligible for annual renewal through the CoC funding competition based on project performance, including program and fiscal compliance.

## VI. Application Deadline

**Application Deadline:** All applications must be submitted to the Northlake Homeless Coalition by 12:00 pm on Wednesday, November 24, 2021. Applications must be submitted electronically to [astapleton@northlakehomeless.org](mailto:astapleton@northlakehomeless.org).

## VII. Funding Requirements

Any organization applying for this funding must agree to the following:

- Adherence to the regulations set forth in the Interim Program Rule (24 CFR Part 578).
- Participation in the Coordinated Access and Assessment System (CAAS), including an MOU agreement outlining the responsibilities of the Continuum of Care and the CoC-funded agencies. Accept clients from the CAAS system, which prioritizes clients based on the Place Value Assessment tool and Campbell Danger Assessment as detailed in the CAAS Policies and Procedures.
- Current good standing as an NHC member agency or willingness to become an NHC Member Agency and adhere to the NHC Partnership Agreement, which outlines the roles of the CoC and the funded

agency, including the annual agency fee currently set at a rate equal to 2.1% of the total CoC funding awarded to the agency.

- Agreement to serve homeless individuals and families utilizing a low barrier entry Housing First Program model.
- Match Funding (cash or in-kind) for the project in accordance with the Interim Program Rule.
- Provide supportive services to 10-20 households annually and 6-8 households at any given time.
- Participate in twice monthly navigation meetings to facilitate transition of clients into the program.
- Clients should be rapidly housed in less than 30 days from referral into the program.
- Provide housing assistance and case management services, including assisting clients in obtaining income and mainstream benefits (employment, SSI, Medicaid, and assessment for Medicaid funded services) so that clients can sustain housing on their own or access PSH.
- Be willing to find and inspect housing for participants depending on the client's preference and the availability of rental units. Rent amounts for the housing units must be rent reasonable.

Adherence with the Housing First Program Model is defined as the following:

1. Clients will not be screened out based on the following:

- Having no or too little income
- Active or history of substance abuse
- Having a criminal record, with the exceptions for state-mandated restrictions
- History of domestic violence (e.g. lack of a protective order, period of separation from an abuser or law enforcement involvement)

2. Clients will not be terminated from the program based on the following:

- Failure to participate in supportive services
- Failure to make progress on a service plan
- Loss of income or failure to improve income
- Being a victim of domestic violence
- Any other activity not covered in a lease agreement

## **VIII. Budget**

The Northlake Homeless Coalition will assist the selected project sponsor in developing a more detailed budget, if necessary. Sample budgets for Options 1 and 2 are included for your reference below:

<b>Option 1: Sample RRH Budget (Whole Region)</b>	
Rental Assistance	118,200
Supportive Services	28,979
HMIS	3,000
Admin	15,017

Total CoC Funding	<b>165,196</b>
Match	41,299

<b>Option 2: Sample TH/RRH Budget (Partial Region)</b>	
Supportive Services	14,614
Leasing*	24,000
Rental Assistance	36,476
Admin	7,508
<b>Total CoC Funding</b>	<b>82,598</b>
Match	14,650

\* Leasing costs do not require match. All other budget categories require a 25% match.

These budgets are only a sample; the applicant is responsible for developing a budget that would meet the needs of the program and allow the applicant to serve 6-8 households at any given time.

For further information about RRH or joint TH/RRH programs, see the HUD Exchange, <https://www.hudexchange.info/>, or the National Alliance to End Homelessness website, [www.naeh.org](http://www.naeh.org).

## **IX. Meetings and Deadlines**

- RFP Information Web Conference 1: Thursday, November 4, 2021 at 11:00 am
- RFP Information Web Conference 2: Thursday, November 18, 2021 at 11:00 am
- Deadline for submitting proposal to NHC: Wednesday, November 24, 2021 at Noon
- Community Evaluation Process for New Projects: Thursday, December 2, 2021
- NHC informs applicants whether they were selected: December 6, 2021
- Selected agency must work with NHC to complete e-SNAPS application no later than: December 15, 2021.
- Anticipated Notification of Project Funding from HUD: Early Spring 2022
- Anticipated Project Start: Summer or Fall 2022

## **X. Proposal Format**

Your proposal, no more than 6 pages, must address the following:

- 1) Title of Project: RFP #2021-002 (please note whether your project is for Option 1, or 2), name of organization, Tax ID #, DUNS # and contact information of the applicant organization. Attach evidence of nonprofit tax-exempt status (i.e. IRS 501(c)3 letter).

- 2) Interest and Organizational Experience (10 points) - Describe your agency's experience and past performance in providing housing placement, employment search, planning for financial self-sufficiency, direct financial assistance and supportive stabilization services, especially experience providing housing and services to homeless individuals and families. Include past performance on other HUD-funded projects or similar projects, if applicable. Include experience with rapid rehousing, transitional housing, permanent supportive housing or other similar programs.
- 3) Safety Planning (20 points) – Describe how you will improve safety for the clients and include information regarding what data will be generated from which comparable database to demonstrate the degree that safety is being improved for the population served.
- 4) Housing First/Low-Barriers Approach (20 points)- Describe how you will utilize a “Housing First approach” in which assistance is offered without requiring compliance with treatment, medication, lack of income or any other area that would interfere with quickly housing a household within 30 days of entry into program. Describe how your program will ensure no additional barriers are placed on clients while they are enrolled in the program. Describe your agency’s plans to acquire further training and expertise in providing rapid rehousing services to families.
- 5) Plan for Effective Case Management and Supportive Services (20 points) - Describe how you have provided effective case management to homeless, disabled or other special needs populations in the past. Include experience providing services in a “Housing First approach” in which assistance is offered without requiring compliance with treatment or medication. Describe your agency’s plans to acquire further training and expertise in these practices and/or the progressive engagement approach to rapid rehousing. Describe the duties of the employees you will hire to provide the services and how they will be supervised. Attach a resume of the person who will provide supervision and the case manager, if known.
- 6) Staff Experience (10 points) - Please describe the job duties and qualifications of the employees you will hire to provide these services and include a resume of the person who will supervise this staff. Also describe the evidence-based practices and interventions used by your staff and how staff acquire and maintain skills through training and supervision. Attach job description(s) of project staff and a resume of the person who will provide supervision.
- 7) Implementation Timeline (5 points) - Describe the plan for rapid implementation, specifically how the project will house the first program participant within 1 month of the award and have full enrollment within 5 months. Include a timeline for hiring and training staff.
- 8) Financial Capacity (15 points) - Submit the most recent independent audit (and A-133 audit if applicable). Describe your agency’s capacity and ability to pay direct assistance payments to landlords (HUD CoC grants operate on a reimbursement basis). Optional: Supportive services budget may be submitted as an attachment to demonstrate eligible supportive services that would be provided by CoC funds along with other matching funds to support program participants.
- 9) Cultural Competence (10 points) - Describe your agency’s cultural competence. Include experience in serving with cultural sensitivity people who are racially, ethnically and religiously diverse; who speak languages other than English; who have a range of physical and mental disabilities; who are Lesbian, Gay, Bisexual or Transgendered; who are Young Adults or Elderly; and who are extremely low-income. Describe

the diversity of your board and staff, your agency's non-discrimination policies, and how you ensure that your staff meets the needs of clients with sensitivity toward clients' varied cultural and life experiences. Include how you plan to advance racial equity with this project.

11) Program Enhancement (5 points) - Describe what your agency will "bring to the table" in enhancing the performance of this program. Describe what matching funds will be used for your supportive services and rental assistance activities. Match may include in-kind sources and can include administrative costs.

Attachments: (mandatory to be considered for selection) (attachments not considered in page limit)

- Attach a copy of your most recent annual Financial Audit.
- Attach proof of nonprofit tax-exempt status, if your agency is a non-profit organization.
- Resume of supervisor
- Job Description(s) of project staff
- Match Commitment letter (25% of budget) indicating source of matching funds and uses of those funds on project activities.

Before submitting a project application, all applicants should read the following:

- [FY 2021 CoC Program Competition NOFO](#)
- [Project Application Detailed Instructions and Instructional Guides](#)
- [CoC Program Interim Rule](#)

For further questions or assistance, please contact Northlake Homeless Coalition Executive Director Amanda Stapleton at [astapleton@northlakehomeless.org](mailto:astapleton@northlakehomeless.org).