

**North Shore Continuum of Care
FY2019 Continuum of Care Program Competition
Request for Proposals**

New Projects Created Through Bonus and Reallocation
New Projects for Domestic Violence Bonus
Expansion Projects for Eligible Renewal Projects
Consolidated Projects of Eligible Renewal Projects
Transition Grants to Change from One CoC Component to Another

Maximum Available Funding Bonus \$107,351
 Domestic Violence Bonus \$214,702
 Reallocation: \$141,780

RFP Released: July 25, 2019

Concept Papers due: August 02, 2019

Deadline for Submission in esnaps: August 29, 2019

I. **Introduction and Purpose**

This Request for Proposals (RFP) is being issued by the North Shore Continuum of Care (NS CoC) and the City of Peabody, the Collaborative Applicant (CA) for the NSCoC for new projects seeking funding available through HUD Continuum of Care for:

- Bonus
- Reallocation
- Domestic violence bonus
- Expansion of eligible renewal projects

This funding is for projects which are to be undertaken in the geographic region covered by the NSCoC, MA-510. Concept papers describing the proposed project must be submitted as instructed in this RFP.

All concept papers will be reviewed and accepted or rejected by the Monitoring, Ranking, and Review Committee which will present those decisions to the full membership of the NSCoC. Projects chosen to be included in NSCoC NOFA response will then be required to submit full proposals. Technical Assistance is available to assist applicants in preparing and submitting their proposals.

This RFP also requests proposals for consolidation of two or more eligible renewal projects or project transition as described in this RFP. These do not require concept papers. However, requests for project component transition, must submit a letter of request to the NSCoC by August 2, 2019.

Additional information and definitions can be found in the Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2019 Continuum of Care Program Competition, FR-6200-N-25 which can be found at:

<https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/> and
<https://www.hudexchange.info/programs/e-snaps/>

Please note that this RFP is based upon the best information that is currently available and the NSCoC may need to revise the requirements described below and/or request additional information when all relevant information is released by HUD.

II. **Concept Papers for new projects created with Bonus, Reallocation, Domestic Violence Bonus, or Expansion**

Applicants who wish to submit proposal(s) for new project(s) as defined in this RFP must first submit a concept paper. Concept papers are due August 2, 2019 and should include the following:

Name, address, contact information for agency representative
Amount being requested

Describe the geographical locations to be served, the type of project; if for housing, the number of units generated, rents to be charged, who will be served: individuals, families, veterans, elders, survivors of domestic violence or youth.

Description of your use of Housing First or low barrier housing.

Indicate if the agency currently participates in HMIS and Coordinated Entry. If not, please note it is a requirement, and make a statement in the concept paper acknowledging that the project will be entered into HMIS and program participants will be in Coordinated Entry.

Technical Assistance is available for preparation of the application in esnaps should the project proposed in the concept paper be accepted.

III. **Eligible Project Components**

A) *New Projects* proposing use of bonus funds up to \$107,351 and/or reallocation funds of \$141,780 may be created as:

- a. Permanent housing-permanent supportive housing (PH-PSH) projects.
- b. Permanent housing-rapid rehousing (PH-RRH) projects.
- c. Joint TH and PH-RRH component projects.
- d. Dedicated HMIS project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in *e- snaps*. Additionally, if the CoC has organizations within its geographic area that are victim service providers, the HMIS Lead, or subrecipient, may request HMIS funds for a comparable database. Victim service providers may also request HMIS funds in their project application budgets to enter data into a comparable database.
- e. Supportive services only (SSO-CE) project to develop or operate a centralized or coordinated assessment system.

A new project may only use reallocated funds from eligible renewal project(s) that have previously been renewed under the CoC Program.

B) *New Projects for DV Bonus*. New projects that want to be considered for the DV Bonus of \$214,702, may be:

- a. Permanent Housing-Rapid re-housing projects dedicated to serving survivors of domestic violence, dating violence, or stalking that are defined as homeless at 24 CFR 578.3;
- b. Joint TH and PH-RRH component projects as defined in Section III.C.2.n of this NOFA dedicated to serving survivors of domestic violence, dating violence, or stalking that are defined as homeless at 24 CFR 578.3; or
- c. Supportive services only - coordinated entry project to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, or stalking.

- C) *Expansion Project.* HUD will allow project applicants to apply for a new expansion project (see Section III.C.2.j of the NOFA) under the DV Bonus, reallocation, and CoC bonus processes to expand existing projects that will increase the number of units, persons served, services provided to existing program participants, or to add additional activities to HMIS and SSO-Coordinated Entry projects. If the new expansion project will expand an existing eligible CoC Program renewal project HUD will not fund capital costs (i.e., new constructions, rehabilitation, or acquisition) and HUD will only allow a 1-year funding request.

Project applicants may expand an existing renewal project that is not currently dedicated to serving survivors of domestic violence, dating violence, or stalking that meet the definition of homeless in 24 CFR 578.3 to dedicate additional beds, units, persons served, or services provided to existing program participants to this population.

- D) Applicants have the opportunity in this competition to consolidate two or more eligible renewal projects into one project application.

To apply for a consolidated grant, applicants must submit separate renewal project applications for each of the eligible renewal project grants that are proposed to be consolidated, and an application for the new consolidated grant with the combined budget and information of all grants proposed for consolidation.

- E) Eligible renewal project applicants may transition from one CoC Program component to another by transitioning an eligible renewal project being eliminated through reallocation from one program component to another eligible new component over a 1-year period. Requests for project component transition, must submit a letter of request to the NSCoC by August 2, 2019.

Grant Term

The initial grant term for new project applications may be 1-year, 2-years, 3-years, 4-years, 5-years, or 15-years. However, the following exceptions apply:

- a. HUD will allow new projects to request a 1 year of funding with a longer initial grant term not to exceed 18 months. HUD has determined that most new projects requesting 1 year of funding normally take approximately 3 to 6 months to begin fully operating the new project (e.g., hiring staff, developing partnerships with landowners if leasing or renting). Therefore, a new project requesting 1 year of funding may request a grant term of 12 months to 18 months that will allow for the additional start-up process. Any new projects requesting capital costs (i.e., new construction, acquisition, or rehabilitation) are not eligible for 1-year requests. If 1-year of funding is requested for new projects with capital costs, HUD will increase the grant term to 3-years and the new project will be required to spend the funds requested over a 3-year period, assuming the project is conditionally selected for award.

b. Any new expansion project that is submitted to expand an eligible renewal CoC Program-funded project may only request a 1-year grant term, regardless of the project type.

b. Any new project that requests tenant-based rental assistance may request a 1-year, 2-year, 3-year, 4-year, or 5-year grant term.

c. Any new project that requests leasing costs—either leasing costs only or leasing costs plus other costs (e.g., supportive services, HMIS.)—may only request up to a 3-year grant term.

d. Any new project that requests project-based rental assistance or sponsor-based rental assistance, or operating costs may request up to a 15-year grant term; however, the project applicants may only request up to 5 years of funds. Funding for the remainder of the term is subject to availability. Applicants must apply for additional funds as a renewal project application prior to the anniversary of the first expenditure of grant funds by which date the grant funds should have been expended, or if the date upon which funds must be expended has been extended by HUD, the date upon which the extension ends. CoC Program funds are not guaranteed past the initial 5-year grant term, if conditionally awarded.

e. Any new project that requests operating costs, Supportive Services Only, HMIS, and project administration may request 1-year, 2-year, 3-year, 4-year, or 5-year grant terms with funding for the same number of years.

f. Any new project that requests new construction, acquisition, or rehabilitation must request a minimum of a 3-year grant term and may request up to a 5-year grant term.

g. If an applicant requests funds for new construction, acquisition, or rehabilitation in addition to requesting funds for operating, supportive services, or HMIS, the funding will be for the 3 years requested, and the grant term will be 3 years plus the time necessary to acquire the property, complete construction, and begin operating the project. HUD will require recordation of a HUD-approved use and repayment covenant (a form can be obtained from the local HUD CPD Field Office) for all grants of funds for new constructions, acquisition, and rehabilitation. (24 CFR 578.81)

h. Any new project that is requesting consideration under the DV Bonus (see Section III.C.2.h of this NOFA more information) may only request a 1-year grant term, regardless of project type.

D) Matching

The applicant must match all grant funds, except for leasing funds, with no less than 25% of funds or in-kind contributions from other sources. 24 CFR 578.73 provides the information regarding match requirements. Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match.

E) Eligibility

To be eligible, applicants must meet threshold requirements on page 33 of the FY19 NOFA, V. C.3.b.(1) and (2) and V. C.3.c.

Eligible renewal projects applicants are defined below.

A) Renewal Projects - Awards made under the CoC Program and S+C project-based rental assistance with rehabilitation 10-year grants, are eligible for renewal for FY 2019 funds if they are currently in operation and have an executed grant agreement that is dated no later than December 31, 2019 and expires in Calendar Year (CY) 2020 (the period from January 1, 2020 through December 31, 2020).

(1) HUD will not select renewal projects for an award of FY 2019 funds in this Competition unless the project meets one of the following additional eligibility requirements:

- (a) Any CoC Program grant or S+C project-based rental assistance grant with funds for rehabilitation awarded in a preceding Competition that expire in CY 2019.
- (b) Any S+C grant awarded prior to FY 2002 for which funding is expected to run out in CY 2019, and which has never applied for renewal funding.
- (c) Any grant awarded as S+C grant that included rehabilitation that has a 10-year grant term.

(2) The total request for each renewing project may not exceed the ARA. Additionally, where two or more eligible projects are being consolidated through the project application, the total ARA of the consolidated project must be equal to, or less than the sum of the original renewal projects. Because funds for acquisition, new construction, and rehabilitation may not be renewed, grants being renewed whose original expiring award included those funds may only renew leasing, supportive services, rental assistance, operating, and HMIS costs and may not exceed 10 percent in administrative costs. For information on ARA, see Section III.C.1.a of the NOFA.

F) Timeline

RFP distributed July 25, 2019
Concept papers for new projects due August 02, 2019
Transitions grants Letter of Intent August 02, 2019
Application deadline in e-snaps August 29, 2019
Monitoring, Ranking, and Review Committee meets to review project applications
September 3 and 4

G) Proposal Submission and Questions

Concept papers should be submitted to Kevin Hurley, kevin.hurley@peabody-ma.gov with a cc: to Karen Byron at krbyron@byrongrantconsulting.com

Project proposals should be submitted in e-snaps,
<https://www.hudexchange.info/programs/e-snaps/>

Full Application Instructions can be found
at: <https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/>

In addition, technical questions can be submitted to Ask A Question at <https://www.hudexchange.info/get-assistance/my-question/> Other questions can be emailed to Karen R. Byron, Byron Grant Consulting, at krbyron@byrongrantconsulting.com.

Please email Karen Byron, krbyron@byrongrantconsulting.com and cc: Kevin Hurley at kevin.hurley@peabody-ma.gov upon submission of your project application so that we may ensure it was received by the deadline. Include names and telephone numbers of individuals who can answer Ranking and Review Committee questions about the application on September 3 and 4, 2019. Should an applicant have additional information and/or documentation relevant to the application which cannot be entered into e-snaps, but should be considered by the review committee, this should also be emailed to Karen and Kevin.