

**Lynn Continuum of Care
FY2018 Continuum of Care Program Competition
Request for Proposals – REVISED 07.23.18
New Projects Created Through Bonus
New Projects for Domestic Violence Bonus
Expansion Projects for Eligible Renewal Projects
Consolidated Projects of Eligible Renewal Projects
Transition Grant**

Maximum Available Funding Bonus \$112,139
 Domestic Violence Bonus \$186,898
 Reallocation - No funds in this competition

RFP Distributed July 16,2018
Deadline for submission in esnaps August 16, 2018

I. Introduction and Purpose

This Request for Proposals (RFP) is being issued by the Lynn Continuum of Care (LCoC) and the Lynn Housing Authority & Neighborhood Development, the Collaborative Applicant (CA) for the LCoC. It requests proposals for the following projects which are to be undertaken in the geographic region covered by the LCoC, MA-502 :

- Bonus
- Domestic Violence Bonus
- Expansion to expand an eligible renewal project
- Consolidation of two or more eligible renewal projects
- Transition projects

Additional information and definitions can be found in the Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2018 Continuum of Care Program Competition, FR-6200-N-25 which can be found at:

<https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices>

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

Proposals must define a project as follows.

- A) New project applications proposing use of bonus funds up to \$112,139 may be created as:
- (a) Permanent housing-permanent supportive housing (PH-PSH) projects that meet the requirements of Dedicated PLUS as defined in Section III.C.3.f of the NOFA or where 100 percent of the beds are dedicated to individuals and families experiencing chronic homelessness, as defined in 24 CFR 578.3.
 - (b) Permanent housing-rapid rehousing (PH-RRH) projects that will serve homeless individuals and families, including unaccompanied youth;
 - (c) Joint TH and PH-RRH component projects as defined in Section III.C.3.m of the NOFA to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking who meet the following criteria:
 - (i) residing in a place not meant for human habitation;
 - (ii) residing in an emergency shelter;
 - (iii) person meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking;
 - (iv) residing in a transitional housing project that is being eliminated;

(v) residing in transitional housing funded by a Joint TH and PH-RRH component project as defined in Section III.C.3.m of the NOFA; or

(vi) receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

(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.

(e) Supportive services only (SSO-CE) project to develop or operate a centralized or coordinated assessment system.

Applicants will include a description of the community partnerships they utilize to provide services and referrals for clients.

Applicants will include a narrative description to explain your use of low barrier entry and the Housing First model of housing. If you have not used low barrier or Housing First before, how will you implement it?

B) New project applications proposing use of domestic violence bonus funds of \$186,898 may be:

(a) Permanent Housing-Rapid re-housing projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, 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.3.m of this NOFA dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3; or

(c) Supportive service 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, sexual assault, or stalking.

Applicants will include a description of the community partnerships they utilize to provide services and referrals for clients.

Applicants will include a narrative description to explain your use of low barrier entry and the Housing First model of housing. If you have not used low barrier or Housing First before, how will you implement it?

There can be only one component per CoC, e.g. one PH-RRH, one joint TH and PH-RRH per CoC.

C) Applicants may create new expansion projects (Section III.C.3.i of the NOFA) under the DV Bonus or bonus process 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.

(a) Project applicants that intend to submit a new project application for the purposes of expanding an eligible CoC Program renewal project must:

- (i) enter the grant number of the project that is eligible for renewal that the project applicant requests to expand on the new project application;
- (ii) indicate how the new project application will expand units, beds, services, persons served, or services provided to existing program participants, or in the case of HMIS or SSO-Coordinated Entry projects, how the current activities will be expanded for the CoC's geographic area; and
- (iii) ensure the funding request for the expansion grant is within the funding parameters allowed under the reallocation or bonus funding amounts available.

If the project applicant is applying to expand a non-CoC Program funded project (traditional expansion), the project applicant may apply for grant terms as found in Section IV.B.2 of the NOFA and may submit a project application as any other new project application.

(b) Project applicants may expand an existing renewal project that is not dedicated to serving survivors of domestic violence, dating violence sexual assault, 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. Prior to beginning the consolidation process in the project application, the applicant should consult with Samantha Graves in the Boston HUD field office to ensure it is eligible to consolidate the projects.

- a) 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.
- b) Applicant(s) should include documentation of the acknowledgement of the Boston HUD field office that it is eligible to consolidate the projects.

E) Eligible renewal project applicants have the ability in this funding cycle to transition from one CoC Program component to another.

- a) A grant to fund a new project (as permitted in Section II.B.2 of the NOFA) to transition an eligible renewal project being eliminated through reallocation from one program component to another over a 1-year period (see section III.C.3.q of the NOFA for more information). The new transition project must meet the requirements set forth in Section II.B.2 of the NOFA (e.g., no more than 50 percent of grant funds may be used for costs of eligible activities of the program component being eliminated) and the project eligibility and project quality thresholds established by HUD in Sections V.C.3.b and V.C.3.c of the NOFA.

- b) For a new project to be considered a transition grant, the applicant for the new project must be the same recipient for the eligible renewal grant(s) being eliminated, and the applicant must provide the grant number(s) of the projects being eliminated to create the new project and attach a copy of the most recently awarded project application (e.g., if the project was last funded in the FY 2017 CoC Program Competition, a copy of the FY 2017 CoC Program Competition project application must be attached to the project application).
- c) To be eligible to receive a transition grant, the renewal project applicant must have the consent of the LCoC and meet the standards outlined in Section III.C.3.r. of the NOFA. Applicants who wish to request a transition grant must submit a letter of intent to the LCoC no later than July 17, 2018 to be presented to the full LCoC membership for approval at the monthly CoC meeting on July 19, 2018. The letter of intent should include the following:
 - i. The name of the eligible renewal project being eliminated and the amount of funding attributed to it in the most recent GIW, how many beds or units it contains, how many of those are dedicated to CH, whether it is a Housing First program and the number of homeless persons served in the most recent APR. If the APR was run more than 3 months ago, the applicant should also run and include a current APR.
 - ii. The amount to be requested, number of beds or units to be included in the new application, how many of those are dedicated to CH, whether it is a Housing First program and the number of homeless persons to be served.
 - iii. The letter should be signed by the Chief Executive Officer or Executive Director of the project agency.

New projects will be accepted or rejected by an independent scoring committee and presented to the full membership of the LCoC.

II. 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. 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. This requirement does not apply to traditional expansion grants.
- 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.3.g of this NOFA more information) may only request a 1-year grant term, regardless of project type.

III. 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.

IV. Eligibility

Eligible 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 2018 funds if they are currently in operation and have an executed grant agreement that is dated no later than December 31, 2018 and expires in Calendar Year (CY) 2019 (the period from January 1, 2019 through December 31, 2019).

(1) HUD will not select renewal projects for an award of FY 2018 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 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.

B) New Projects.

(1) As pertains to this RFP, new projects can be created through bonus or DV Bonus.

V. Project Description

For Bonus, Domestic Violence Bonus and Expansion projects, applicants will submit a concept paper no later than July 24, 2018 that includes a description of the population/sub-population it will serve, cultural competence capacity related to the population/sub-population, the type of housing and services that will be provided, including those not covered by funding under this proposal, the number of dedicated CH beds, whether the project will use the Housing First model, whether it will participate in CE and the budget activities that are being requested.

Expansion projects should also include the name of the eligible renewal project it proposes expanding and how this expansion impacts the population served as well as the original project.

In addition, concept papers should indicate the applicant's experience and capacity by describing the agency's experience and staff qualifications in providing housing and/or homeless supportive services. Include details specific to serving persons experiencing chronic homelessness.

Applicant must demonstrate the capacity to provide all HUD-required deliverables in an accurate and timely manner. This can be demonstrated by attaching HMIS data quality reports from currently funded projects showing the organization's relative completeness of HMIS data entered for similar programs. Timeliness of HUD deliverables can be documented by the timely and complete submission of Annual Progress Reports (APRs) for the respondent's current grants, if any. If the organization does not currently administer a HUD-funded CoC grant, then the organization's capacity to meet timeliness and accuracy standards can be documented by the written statement of a state agency contract manager.

Concept papers should clearly indicate under which category they are making a request, bonus, DV Bonus or expansion.

Concept papers will not be required for consolidation requests, but applicants must submit their renewal applications and new consolidated application no later than August 16, 2018 and attach confirmation from the Field Office that this consolidation is eligible.

Concept papers for a transition grant should be developed as described in I.E. above.

VI. Attachments

Required Attachment	New Bonus	DV Bonus	Consolidation	Component Transition
Narrative description of community partnerships to access services and resources for clients New Bonus	X	X		
Narrative description of agency efforts to implement low barrier and Housing First	X	X	X	X
Most recent APR			X	X
SPM Report from 10/01/2016 to 09/30/2017			X	X
Documentation from Samantha Graves that the projects are eligible for renewal			X	
Description of request submitted to CoC for approval 07.24.18				X

VII. Timeline

RFP Distributed July 16, 2018
 Letter of Interest due July 27, 2018
 Transition requests due July 27, 2018
 Presentation of projects with concept papers to the Ranking and Review Committee August 06, 2018
 Ranking and Review Committee makes determinations to accept or reject new proposals
 Deadline in esnaps for first draft August 06, 2018
 Ranking and Review Committee Meeting to determine final ranking August 27, 2018
 Notification of Ranking and Review decisions presented to voting members of LCoC for electronic vote August 27, 2018

VIII. Proposal Submission and Questions

Concept papers should be submitted to Karen R. Byron, Byron Grant Consulting, at krbyron@byrongrantconsulting.com with a cc: to Olivia Lyons at olyons@lhand.org

Transition requests should be made to Olivia Lyons at olyons@lhand.org with a cc: to Karen Byron at krbyron@byrongrantconsulting.com.

Questions will be accepted until July 26, 2018, 5:00 p.m. and must be submitted electronically to:

krbyron@byrongrantconsulting.com with a cc: to olyons@lhand.org