

Tucson Pima Collaboration to End Homelessness

Department of Housing and Urban Development Continuum of Care Program (CoC) Competition FY 2017

Bonus Project Request For Proposals

- A. TPCCH is requesting proposals to fund new bonus project(s). CoCs may create new projects through the permanent housing bonus up to \$490,188 for the following types of new projects:
- a. CoCs may create new permanent supportive housing projects that meet the requirements of DedicatedPLUS as defined in Section III.A.3.d. of this NOFA or new permanent supportive housing projects where 100 percent of the beds are dedicated to chronic homelessness.
 - b. CoCs may create new rapid rehousing projects that will serve homeless individuals and families, including unaccompanied youth, who meet the following criteria:
 - i. Residing in a place not meant for human habitation;
 - ii. Residing in an emergency shelter;
 - iii. Persons meeting the criteria of paragraph(4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
 - iv. Residing in a transitional housing project that was eliminated in the FY2017 CoC Program Competition;
 - v. Residing in transitional housing funded by a Joint TH and PH-RRH component project (see Section III.A.3.h. of this 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.
 - c. CoCs may create new Joint TH and PH-RRH component projects as defined in Section III.A.3.h. of this NOFA to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence.

This notice is a guide to the requirements for this application. For a full description of all HUD requirements for this project, please reference the NOFA at:

<https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf>

B. Funds Available Through This Request For Proposals

In response to the 2017 NOFA, estimates that it may apply for \$490,188 for bonus and issuing this RFP for such bonus projects. Applicants for funds cannot request more than

this amount. HUD has stated that our CoC can submit multiple bonus projects applications provided all of these projects are up to or at the estimated \$490,188 limit.

C. Information and Deadlines

1. Organizations wishing to apply for bonus project(s) funds must submit the written application to the NOFA2017 group at NOFA2017@communitypartnersinc.org and the application in *e-snaps* no later than **Friday August 25, 2017, 11:59:59 AM. Arizona Time.**
2. The TPCCH Continuum of Services Committee will review applications for threshold requirements and forward to TPCCH's 2017 Review Panel those applications that meet threshold requirements. The TPCCH 2017 Review Panel will review, score, select among, and rank the bonus project applications. Results of the Panel's review of applications will be announced on **September 13th, 2017, by 11:59:59 AM Arizona Time.**
3. Applicants may appeal TPCCH's decision regarding their application. The deadline for submission of an appeal regarding a bonus project is **September 15th, 2016, 11:59:59 AM. Arizona Time.** Per the TPCCH Project Performance Rating & Ranking Process, the appeal will be reviewed by the PEM Committee on **September 20th, 2017.** PEM will prepare a checklist of appealable items and compile all communications with the appealing applicant before forwarding to the Board for final review.
4. All questions regarding this Bonus Project Application Form should be directed to the community email at NOFA2017@communitypartnersinc.org or call the Collaborative Applicant Sasha Hawman at 520.901.6818.
5. The written application and appeals should be submitted to the community email at NOFA2017@communitypartnersinc.org.

D. Project Overview

Please provide the following information in your response to the request for proposals. (2 points)

1. Name of Organization.
2. Contact Persons (minimum 2).
 - a. Email for each contact person.
 - b. Phone Number for each contact person.
3. Organization DUNS and SAM #s.

4. New Project Name.
5. All project subrecipients, if any.
6. Type of Project (must meet criteria in Part A above).
7. Target Subpopulation.
8. Proposed number of units for households with children.
9. Proposed number of units for households without children.

E. Budget

Please provide a budget for your new project based on the categories below. (6 points)

Instructions Regarding The Project Budget

1. Administrative expenses above 10.00% are not allowed.
2. Match as defined in 24 CFR 578.73 totaling 25.00% is required.
3. Leverage totaling 150.00% of the total project budget (including matching funds and admin costs) is required.
4. Matching funds cannot also be used towards meeting the 150.00% leverage requirement.
5. Budget must match the *e-snaps* application submitted to the Collaborative Applicant.

Project Budget	
Line Item	Amount
Operations	
Supportive Services	
Rental Assistance	
Leasing	
Administration	
Matching Funds	
Leverage	
Total Funding Request	

F. Budget Justification

1. Provide a justification for all line items requested in your budget. (6 points)
2. Describe the source of your matching funds. See 24 CFR 578.73 for details of eligible matching funds. (2 points)
3. Describe the source of your leverage. (2 points)

G. Project Description

Provide a description your organization's proposed project. Please make sure this description includes the population or sub-population your project will serve, and the type of housing and services that will be provided. (6 points)

F. Statutory and Regulatory Threshold Requirements

To be eligible for funding under this NOFA, project applicants must meet all statutory and regulatory requirements in 24 CFR 578.

1. Describe if your organization is a private nonprofit organization, state, local government, or instrumentality of state and local government. (1 point)
2. Provide your organization's DUNS Number and verification as an attachment to this application. (1 point)
3. Does your organization have an active SAM registration? Provide verification as an attachment to this application. (1 point)
4. Please attach your most recent agency audit. If there are findings please explain these findings. (2 points)
5. Describe your organization's demonstrated the financial and management capacity to carry out the project. (3 points)
6. Describe how your project will be cost-effective with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity. (3 points)
7. Describe how your organization will administer this project in the most integrated setting appropriate to the needs of qualified homeless with disabilities. This means that programs or activities must be offered in a setting that enables the homeless with disabilities to interact with others without disabilities to the fullest extent possible. (3 points)
8. Describe how you will ensure that all program participants will meet the eligibility requirements per the 2017 NOFA and 24 CFR 578.3. (2 points)

H. Project Quality Threshold Requirements

New projects created through a permanent housing bonus must meet the project eligibility and threshold requirements established by HUD in Sections V.G.2.b. and V.G.2.c. of this NOFA. To assure your proposed project meets these threshold requirements please respond to the following questions. **If your project does not score at least three out of five possible threshold points in these next questions it will be rejected by TPCH for not meeting minimum HUD threshold criteria.** Projects that meet threshold review will be moved on to scoring. Each question is worth one threshold point; the points listed below are for the purpose of project scoring.

1. Whether the type of housing and number and configuration of units will fit the needs of the program participants (e.g., 2 or more bedrooms for families) (5 points);
2. Whether the type of the supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing—this includes all supportive services, regardless of funding source (e.g., child care for families with children, case management, life skills, drug counseling) (5 points);
3. Whether the specific plan for ensuring that program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply meets the needs of the program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education) (5 points);
4. Whether program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., allows the participant the mobility to access needed services, case management follow-up, additional assistance to ensure retention of permanent housing)(5 points); and
5. Whether at least 75 percent of the proposed program participants come from the street or other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence (5 points).

I. Additional Project Quality Threshold Requirements

HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria. Please describe how your projects will meet the criteria below. Projects must meet #3, #4 and #5 below to pass the threshold review.

1. Describe your use of a *Housing First* model, including your experience in operating a successful *Housing First* program. Describe a program design that meets the definition of *Housing First* as described in Section II.A.6 of this FY 2015 CoC Funding Notice. (3 points)
2. Describe how your organization participates in coordinated entry. (3 points)
3. Explain how this project will help end homelessness in Tucson and Pima County. (3 points).
4. Describe how your project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings; (3 points)
5. Describe how your organization meets timeliness standards per 24 CFR 578.85. (3 points)

HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, or unresolved audit/monitoring findings related to one or more existing grants. The timeliness standards include complying with the following (as applicable to your project):

- a. Distribute the funds to subrecipients;
- b. Distribute the appropriate portion of the funds to a subrecipient no later than 45 days after receiving an approvable request for such distribution from the subrecipient
- c. Draw down funds at least once per quarter of the program year, after eligible activities commence.

J. *e-snaps* Application

All applicants must complete the application in *e-snaps* and submit the application to the Collaborative Applicant via *e-snaps* and to NOFA2017@communitypartnersinc.org. (20 points)

The *e-snaps* application must match the written application.

K. Rating Criteria Scoring Table

Below is an overview of how TPCCH will score projects. A maximum of 100 points is possible in the application.

Rating Criteria	Possible Points
Project Overview	2
Budget	6
Budget Justification	10
Project Description	6
Statutory and Regulatory Threshold Requirements	16
Project Quality Threshold Requirements (must score at least 15 or application will be rejected)	25
Additional Project Quality Threshold Requirements	15
<i>e-snaps</i> application (Must submit an application or project will be rejected)	20
Total:	100