

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

**2017 Request for Proposals (RFP) for  
New Permanent Supportive Housing  
(PSH) Projects**

**Release Date**

Monday, August 14<sup>th</sup>, 2017

**Submission Deadline**

Monday, August 28, 2017 at 3:00pm (PST)

# TABLE OF CONTENTS

ORANGE COUNTY CONTINUUM OF CARE.....	3
2017 REQUEST FOR PROPOSALS (RFP) FOR NEW PERMANENT SUPPORTIVE HOUSING (PSH) PROJECTS.....	3
BACKGROUND .....	3
REQUEST FOR PROPOSALS PROCESS .....	3
AVAILABLE FUNDING FOR NEW COC PROJECTS.....	3
ELIGIBLE PROJECT TYPE.....	4
PROJECT QUALITY REQUIREMENTS.....	5
HUD THRESHOLD REQUIREMENTS FOR NEW PERMANENT HOUSING PROJECTS.....	6
REVIEW AND RANKING PROCESS .....	6
RATING CRITERIA .....	8
REQUIRED DOCUMENTS .....	9
TECHNICAL REQUIREMENTS.....	9
DOCUMENT PRESENTATION REQUIREMENTS .....	10
SUBMITTAL TIMELINE .....	10
FURTHER QUESTIONS AND ADDITIONAL RESOURCES .....	11
RIGHT OF ORANGE COUNTY CONTINUUM OF CARE TO WAIVE IRREGULARITIES .....	11
ADDITIONAL INFORMATION .....	11

# ORANGE COUNTY CONTINUUM OF CARE

## 2017 REQUEST FOR PROPOSALS (RFP) FOR NEW PERMANENT SUPPORTIVE HOUSING (PSH) PROJECTS

### BACKGROUND

Welcome to the Request for Proposals (RFP) for New Permanent Supportive Housing (PSH) projects for the 2017 Orange County Continuum of Care (CoC) Homeless Assistance Program.

The Orange County CoC will begin solicitations of Request for Proposals for new permanent supportive housing projects. The following process is applicable to agencies that have submitted a Request for Qualifications (RFQ) and CoC-agencies that answered Exhibit 4 affirmatively in the LOI/Part I Process.

In Orange County, the Commission to End Homelessness (C2eH) and CoC Board is the group of community stakeholders that sets local priorities for the FY 2017 CoC program Notice of Funding Availability (NOFA)<sup>1</sup>. Consequently, the C2eH, in collaboration with Orange County CoC, have set forth the following Request for Proposal for new permanent supportive housing projects and will evaluate submittals to ensure the most competitive application is put forth to the Department of Housing and Urban Development (HUD) consistent with HUD guidance and HEARTH Act regulations.

### REQUEST FOR PROPOSALS PROCESS

The Request for Proposals will be a thorough review of the proposed CoC homeless permanent supportive housing project by the agency and determination of how it meets HUD's Policy and Program Priorities as indicated in the FY 2017 CoC Program NOFA.

### AVAILABLE FUNDING FOR NEW COC PROJECTS

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

Project Type	Amount Available
Permanent Housing (PH) Bonus Projects for Chronically Homeless Individuals	Approximately \$1,302,224

**The Orange County CoC has determined it will only solicit Request for Proposals for new permanent supportive housing projects that will serve 100 percent chronically homeless individuals and families including youth experiencing chronic homelessness. However, prioritizing chronically homeless individuals is the top priority. Per HUD, applications focusing on the severity of needs and vulnerabilities of chronically homeless individuals and families which includes, but is not limited to: low or no income, current or past substance abuse, criminal record – with the exception if restrictions imposed by federal, state, or local law or ordinance are a priority. The applicant will fill beds with persons with the most severe needs as**

---

<sup>1</sup> FY 2017 CoC Program NOFA: <https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf>

**determined by the Coordinated Entry System. Therefore, the C2eH, in collaboration with Orange County CoC is soliciting one large project or two smaller projects for this year’s Request for Proposals. <sup>2</sup>**

In addition, as noted on page 32 of the 2017 CoC Program Registration Notice, “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 that will primarily serve persons experiencing homelessness, including unaccompanied homeless youth.”

**ELIGIBLE PROJECT TYPE**

The Request for Proposal for new Permanent Housing will gauge interest in Permanent Supportive Housing (PSH) which are defined in the CoC Interim Rule (24 CFR 578.3)<sup>3</sup>, the 2017 Program Registration Notice, and below.

All proposed services must be new, and proposed project funding cannot replace other existing funding sources. Additional detail on the requirements for each type of new project that may be funded through this Request for Proposals are detailed in the table below.

<b>Category</b>	<b>Permanent Supportive Housing</b>
Eligible Applicants	Non-profits, government entities, public housing authorities
Eligible Participants	100 % Chronically homeless people
Eligible Activities/ Expenses (24 CFR 578.43- 578.63)	<ul style="list-style-type: none"> <li>• Leasing</li> <li>• Rental Assistance (TRA Preferred, but will accept SRA, PRA)</li> <li>• Operating Costs</li> <li>• Support Services</li> </ul>
Support Services	Grant funds may be used for any supportive service listed as eligible under 578.53
Grant Term	Only one (1) year grant terms will be considered, to maximize available funding.
Timeliness	Program funds must be obligated by September 30, 2018. Applicants must start programs in a timely manner.
Match	25% of total grant request. Leasing funds do not have to be matched. Match can be cash or in-kind and must be spent on eligible project costs.
Coordinated Entry	Must agree to participate in Orange County Coordinated Entry System.
Housing First Model	Must operate a Housing First Model.

---

<sup>2</sup> This recommendation has been approved by the CoC Ad-Hoc Committee and shall be presented to the Commission to End Homelessness for final approval.

<sup>3</sup> CoC Interim Rule (24 CFR 578) - [https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf)

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<sup>4</sup>. 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).

A chronically homeless individual is defined as,

1. An individual who:
  - a. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
  - b. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least four separate occasions in the last 3 years, where the cumulative total of the four occasions is at least one year. Stays in institutions of 90 days or less will not constitute as a break in homelessness, but rather such stays are included in the cumulative total; and
  - c. Can be diagnosed with one or more of the following conditions: Substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), posttraumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;
2. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility for fewer than 90 days and met all of the criteria in paragraph (1), before entering that facility; or
3. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1), including a family whose composition has fluctuated while the head of household has been homeless.

## PROJECT QUALITY REQUIREMENTS

The FY 2017 CoC Program NOFA requires all project applicants to meet Threshold Requirements as listed in Section V.G.2. Threshold requirements (page 29 and 30 of the FY 2017 CoC Program NOFA) include:

- a. Ineligible Applicants.
- b. Project Eligibility Threshold. HUD will review all projects to determine if they meet the following eligibility threshold requirements on a pass/fail standard.
  - 1) Project applicants and potential sub-recipients must meet the eligibility requirements of the CoC Program as described in 24 CFR part 578 and provide evidence of eligibility required in the applications.

---

<sup>4</sup> Defining "Chronically Homeless" Final rule: <https://www.hudexchange.info/resources/documents/Defining-Chronically-Homeless-Final-Rule.pdf>

- 2) Project applicants and sub-recipients must demonstrate the financial and management capacity and experience to carry out the projects as detailed in the project application and to administer Federal funds.
- 3) Project applicants must submit the required certifications as specified in the NOFA.
- 4) The population to be served must meet program eligibility requirements as described in the Act, and the project application must clearly establish eligibility of project applicants.
- 5) The project must be cost effective.
- 6) Project applicants must agree to participate in a local HMIS System.

Per HUD, to be considered a meeting project quality threshold, new permanent housing – permanent supportive housing applications must receive at least 3 out of the 4 points available for the criteria below. New permanent housing projects that do not receive at least 3 points will be rejected.

- a) Whether the type of housing and number of configuration of units will fit the needs of the program participants (1 point);
- b) 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 (1 point);
- c) 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 (1 point);
- d) Whether program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (1 point);

## HUD THRESHOLD REQUIREMENTS FOR NEW PERMANENT HOUSING PROJECTS

As indicated on page 34 of the FY 2017 CoC Program NOFA, 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 the following criteria:

- a. Project applicants and potential sub-recipients 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 sub-recipient, regular drawdowns, and timely resolution of any monitoring findings; and
- b. Project applicants must demonstrate they will be able to meet all timelines standards per 24 CFR 578.85. Project applicants with exiting project must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for new projects, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more exiting grants, or does not routinely draw funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.

## REVIEW AND RANKING PROCESS

Applicants responding to this Request for Proposals must submit materials as described in this Request for Proposals. All applications will be reviewed to ensure they meet HUD threshold requirements and quality standards. Any correctable deficiencies will be identified and applicants will have the opportunity to

submit corrected documents before the final CoC application is submitted to HUD. **Applications that are late, incomplete, or substantially deficient will not be advanced to the Project Review Panel for scoring.**

The CoC will convene an unbiased Project Review Panel to review each new project that passes the technical review. Any member of the CoC who is making an application or is affiliated with an organization that is making an application will not participate in the ranking process or otherwise influence those that are ranking the applications.

The Project Review Panel will receive the applications and scoring instructions in advance of the meeting. The Project Review Panel will hold one meeting to review and average their scores and arrive at a decision about which projects to fund. Should there be a need for clarification, the Project Review Panel may call in high performing applicants for a Question and Answer Session. This session is at the discretion of the Project Review Panel. In keeping with HUD requirements, the Project Review Panel will also assign a ranked order to all projects that will be funded. They will also recommend which project/s should be submitted as the permanent housing bonuses. The Project Review Panel may also recommend that projects either increase or decrease their funding request to maximize the use of available re-allocated or bonus funds.

The final ranking of new projects as determined by the Project Review Panel will be recommended to the Commission to End Homelessness. Applicants will be notified of the results no later than September 11, 2017. Any projects not selected for funding may appeal the decision by following the CoC's appeal process.

Placement on the Project Priority List does not guarantee funding, as HUD will review and assess all new project applications for threshold compliance and project quality.

Applicants conditionally selected for funding by HUD will be required to provide additional information in the form of a technical submission within 30 days of notification by HUD Los Angeles of the project's conditional approval.

# RATING CRITERIA

All projects will be scored on a 100 point scale using the following criteria:

	<b>Criterion</b>	<b>Points</b>	<b>Description of basis for assigning points</b>
1	Capacity of Grantee and Partners	Up to 25 points	Applicant and any sub recipients have recent relevant experience in providing housing to homeless people, administering leasing or rental assistance funds, delivering services and entering HMIS data. If application has sub recipients, applicant organizations have experience working together. No applicant or sub recipient has outstanding monitoring or audit issues or issues are explained. Applicant has experience managing HUD funds and has history of timely expenditure of HUD funds if applicable.
2	Housing Location and Navigation	Up to 10 points	Describe your agency's experience in searching for housing units with a client centered approach for individuals and families with high barriers such as, but not limited to eviction histories, poor credit histories, felonies; Developing relationships with landlords & property managers; Inspecting housing units using HUD's habitability standards; and support & contact to property managers/landlords.
3	Stabilization Process Plan	Up to 10 points	Type, scale, and location of the housing fits the needs of the program participants, such as ADA units for people with disabilities experiencing homelessness. Participants are assisted to enter housing as quickly as possible. Programs and activities are offered in a setting that enables homeless people with disabilities to interact with others without disabilities to the fullest extent possible.
4	Service Plan	Up to 25 points	Type, scale, location of the supportive services fit the needs of the program participants and are readily accessible. There is a specific plan to ensure participants are assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible (including, for bonus PSH, Medi-Cal funded non-emergency services). There is a specific plan to ensure participants are assisted to obtain and remain in permanent housing in a manner that fits their needs. There is a specific plan to ensure participants are assisted to increase their incomes and live independently. There is a specific plan to implement a client-centered approach. There is a specific and measurable plan to improve system performance that benefits the local CoC.

5	Housing First Approach	Up to 10 points	All participants are referred through Coordinated Entry System to the applicant and offered housing assistance without preconditions (such as sobriety or a minimum income threshold) or service participation requirements. Rapid placement and stabilization in permanent housing are primary program objectives.
6	Timing	Up to 4 points	Project has a clear plan to begin operations within one year of award.
7	Budget and Match	Up to 8 points	Budget is reasonable for type of project and clearly articulated; Required match of at least 25% is included and documented. Project is cost effective compared to other similar new permanent housing applications.
8	Participation in CoC meetings, PIT, HIC, HMIS	Up to 5 points	Applicant has participated in local planning processes to end homelessness.
9	Completeness and Clarity of Application	Up to 3 points	Maximum points will be awarded if application is complete and all questions relevant to the project are answered.

## REQUIRED DOCUMENTS

The following documents must be submitted.

- **Documents Checklist**
- **Cover Letter** (signed by Authorized Signatory).
- **HUD CoC Project Application (e-snaps)**
- **Exhibit 1: Certificate of Consistency in the Consolidated Plan**
- **Exhibit 2: Environmental Information Form**
  - **Attachment 1:** Limited Scope Environmental Review Form **or** Environmental Review of Categorically Excluded not Subject to Section 58.5
- **Exhibit 3: Financial Commitment**
  - **Attachment 2:** In-Kind Memorandum of Understanding (MOU)
  - **Attachment 3:** 25% of Match Documentation Letters for 2017
- **Exhibit 4: Housing First Model Assessment**
  - **Attachment 4:** Document Supporting Housing First Model Programs
- **Exhibit 5: Coordinated Entry System Participation**
- **Required HUD Forms (Please enter directly into e-snaps and download as a PDF export)**
  - **SF 424 Sup** – Survey on Ensuring Equal Opportunity for Applicants
  - **SF – LLL** – Disclosure of Lobbying Activities
  - **2880** – Applicant/Recipient Disclosure/Update Report
  - **50070** – Drug Free Workplace Certification

## 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 Proposals 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 cover page of the submittal.
3. Tab dividers will be clearly labeled between each exhibit and attachment.
4. All sections must be numbered separately within tab dividers in accordance with the Document Checklist.
5. Most recent documentation must be submitted for each exhibit and attachment.
6. Do not leave any blank responses without an explanation (e.g., if the question is not applicable, indicate N/A).
7. All documents with a signature block must be signed by the authorized officer(s).
8. All required documents must be included in the submission.
9. All supporting documents must be included and legible.

## SUBMITTAL TIMELINE

Please review the key dates and deadlines of the Request for Proposals process:

Date <sup>5</sup>	Activity
Monday, August 14, 2017	RFP Released by 2-1-1 Orange County
Friday, August 18, 2017 at 1:30PM	RFP Technical Assistance Workshop
Thursday, August 24, 2017	Cut off for questions to Jocelyn Gaspar
Monday, August 28, 2017 at 3:00PM	<b>RFP Deadline</b>

The Request for Proposals Technical Assistance Workshop will be held at 2-1-1 Orange County, 1505 E. 17th Street, Suite 100, Santa Ana, CA 92705.

Applicants must submit all required documents to 2-1-1 Orange County. 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 Document Presentation Requirement.

The Request for Proposals submission including all Exhibits and Attachments must be **hand delivered by 3:00 p.m. Pacific Standard Time on Monday, August 28, 2017**

2-1-1 Orange County  
 Attention: Jocelyn Gaspar  
 1505 E. 17th Street, Suite 108,  
 Santa Ana, CA 92705

---

<sup>5</sup> Subject to change.

## FURTHER QUESTIONS AND ADDITIONAL RESOURCES

2-1-1 Orange County is available to answer questions on the Request for Proposals, application deadlines, process, training, or to provide copies of application materials. For further questions or technical assistance, please contact 2-1-1 Orange County.

211OC Contact	Phone	Email
Jocelyn Gaspar	(714) 589-2358	<a href="mailto:jgaspar@211oc.org">jgaspar@211oc.org</a>

Specific questions regarding your HUD grant amount, HUD guidelines and etc. should be directed to your local HUD field office representative. **Please DO NOT contact the HUD office regarding Orange County's local application deadlines or process,** as 2-1-1 Orange County 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 an 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 <https://www.hudexchange.info/>