

**REQUEST FOR PROPOSALS (RFP)**  
**FY 2016 HUD Continuum of Care (CoC) Program Competition**  
**HI-501 Honolulu City and County**  
**Homeless Assistance Programs**



~~Homeless~~

**PARTNERS IN CARE**  
**Oahu Continuum of Care**

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**I. SUMMARY**

Aloha United Way (AUW), as the Collaborative Applicant (CA) for Oahu's Continuum of Care (CoC) known as Partners in Care (PIC), is issuing this Request for Proposals (RFP) to seek applications from qualified nonprofit agencies providing shelter and supportive services to persons experiencing homelessness. Selected applicants will be included in the Honolulu Continuum of Care's federal grant application for funds under the U.S. Department of Housing and Urban Development's (HUD) Continuum of Care Program (CoC).

The CoC Program (24 CFR Section 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless; and to optimize self-sufficiency among those experiencing homelessness.

The CoC Program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act, (42 U.S.C 11381-11389) (the "Act"), and the CoC program regulations are found in 24 CFR Section 578 (the CoC Interim Rule). The FY 2016 funds for the CoC Program were authorized by Consolidated and Further Continuing Appropriations Act, 2016 (Public Law 114-113, approved December 18, 2015, the "FY 2016 HUD Appropriations Act").

AUW submits the consolidated application to HUD as the CA in partnership with the Honolulu CoC, known as Partners in Care (PIC). PIC is a membership organization of homeless service providers, others professionals, units of local and state government, program participants, and other community representatives. PIC is also a planning, coordinating, and advocacy body that develops recommendations for programs and services to fill gaps in Honolulu's CoC. Membership of PIC is not required for submission of interest in response to this RFP.

Total funding available is determined by the Annual Renewal Demand (ARD) [(24 CFR 578.17(b)(2)], which is the total amount of all CoC funding directly with HUD, and is the total amount of all CoC's projects that will be eligible for renewal in the FY 2016 CoC Program Competition, before any required adjustments to funding for leasing, rental assistance, and operating budget line items based on FMR changes. The ARD for Honolulu CoC for the FY 2016 CoC Program Competition is estimated at **\$9,099,981**.

In the FY 2016 CoC Program Competition, in addition to requests for renewal projects and CoC planning, CoCs may submit requests for new projects through the process of reallocation or the permanent housing bonus. The FY 2016 Appropriations Act establishes certain requirements for the Competition:

- CoCs cannot receive grants for new projects, other than through reallocation, unless the CoC competitively ranks projects based on how they improve system performance;
- HUD must base an increasing share of the CoC score on performance criteria; and
- HUD must prioritize funding for CoCs that have demonstrated the ability to reallocate resources to higher performing projects.

The following types of projects may only be created using funds that the CoC has made available through reallocation. Through the reallocation process CoCs may create the following types of new projects:

- New permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families, as defined in 24 CFR 578.3.
- New rapid rehousing projects that will serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness.
- New Supportive Service Only project specifically for a centralized or coordinated entry system.
- New 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 subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in e-snaps.

CoCs may create new projects through the permanent housing bonus up to 5% of the CoC's FPRN for the following types of new projects:

- New permanent supportive housing projects that will serve 100% chronically homeless individuals and families; and
- New rapid rehousing projects that will serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness.

New permanent housing projects will be evaluated using the same criteria regardless of whether the CoC has identified them as bonus or reallocation projects.

HUD will continue the Tier 1 and Tier 2 funding process. HUD will establish Tier 1 and Tier 2 amounts based on the final HUD-approved GIW. A report that lists each CoC's ARD Tier 1 amount, CoC planning, and permanent housing bonus amount available will be posted on the HUD Exchange website no earlier than August 2, 2016. Allocations are subject to changes.

The tiers are financial thresholds. Tier 1 is equal to 93% of the Honolulu CoC's ARD, estimated at \$8,462,982.33. Tier 2 is the difference between Tier 1 and CoC's ARD plus any amount available for the permanent housing bonus as described in Section II.B.4 of the 2016 NOFA. The CoC Application score and the project application score(s) will determine which projects in Tier 2 will be conditionally selected for award.

The HUD Notice of Funding Availability (NOFA) for the FY 2016 CoC Program Competition is posted on the HUD Exchange and posted at [www.partnersincareoahu.org](http://www.partnersincareoahu.org). Every potential application should review the NOFA carefully in its entirety in conjunction with the CoC Program interim rule (24 CFR Section 578) in order to gain a comprehensive understanding and to comply with CoC Program requirements.

## **II. BACKGROUND INFORMATION**

PIC is the CoC for Oahu, Hawaii, which serves the City and County of Honolulu. PIC works to:

- Promote community-wide commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers, States and local governments to re- house homeless individuals and families rapidly while minimizing the trauma and dislocation caused to homeless individuals, families, and communities as a consequence of homelessness;
- Promote access to and effective use of mainstream programs by homeless individuals and families; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

PIC develops policies and procedures conforming to the HUD requirements detailed in 24 CFR part 578.1 to designate an agency to serve as the CA to support year-round CoC planning of homeless and homeless prevention housing and services.

PIC has designated AUW to serve as the CA, and as such is the sole eligible applicant for the HUD CoC Program Planning Grant funds, and shall manage the required HUD process on behalf of PIC to ensure the maximum amount of HUD CoC Program funds are received by the PIC and that the CoC is in compliance with all applicable HUD rules and regulations.

AUW has been supporting the community for the past 95 years. During the past eight years, AUW has evolved from supporting individual services to developing broader projects and collaborations, striving to address not just immediate need, but the conditions that create need, so the community can benefit from long-term, sustainable solutions.

## **III. SCOPE OF SERVICES**

Provisions of 24 CFR 578.37 state that CoC funds may be used for only projects under the following program components which are fully described at 24 CFR 578.37.

1. Permanent Housing (PH), defined as community-based housing without a designated length of stay in which formerly homeless individuals and families live as independently as possible. The CoC Program may fund two types of PH:
  - a. Permanent Supportive Housing (PSH), defined as housing with indefinite leasing or rental assistance paired with services to help homeless people with disabilities achieve housing stability; and
  - b. Rapid Re-Housing (RRH), a model that emphasizes housing search and relocation services and short -and medium-term rental assistance to move homeless people as rapidly as possible into permanent housing.
2. Transitional Housing (TH), which may be used to cover the costs of up to 24 months of housing with accompanying support services, providing a period of stability to enable homeless people to transition successfully to and maintain permanent housing within 24 months of program entry. Program participants must have a lease or occupancy agreement in place when residing in transitional housing. Please review 24 CFR Section 578.79 for limitations on TH

where HUD may discontinue assistance for a TH project if more than half of the homeless individuals or families remain in that project longer than 24 months.

3. Supportive Services Only (SSO), which is limited to recipients and subrecipients providing services to individuals and families not residing in housing operated by the recipient. SSO recipients and subrecipients may use funds to conduct outreach to sheltered and unsheltered homeless persons, link clients with housing or other necessary services, and provide ongoing support. SSO projects may be offered in a structure or structures at one central site, or in multiple buildings at scattered sites where services are delivered. Projects may also be operated independent of a building (e.g. street outreach) and in a variety of community-based settings, including homeless programs operated by other agencies.
4. Homeless Management Information System (HMIS), where funds under this component may be used only by HMIS leads for leasing a structure in which the HMIS operates for operating the structure in which the HMIS is housed, and/or for covering other costs related to establishing, operating, and customizing a CoC's HMIS. Other recipients and subrecipients may not apply for funds under the HMIS program component, but may include costs associated with contributing data to the CoC's HMIS within their project under another program component (PH, TH, or SSO).

All projects and services proposed under this RFP must align with the goals articulated in *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness* and the following HUD Policy Priorities as outlined in Section II of the 2016 NOFA (<https://www.usich.gov/opening-doors>):

1. Create a systemic response to homelessness through system performance measurement and the creation of an effective Coordinated Entry process.
2. Promote participant choices made by those experiencing homelessness.
3. Working together as a collaborative system by coordinating homeless assistance and mainstream housing and service providers to ensure that people experiencing homelessness receive assistance as quickly as possible, and that the assistance is focused on helping them obtain and retain housing.
4. Make the delivery of homeless assistance more open, inclusive, and transparent.
5. Strategically allocate resources using cost, performance, and outcome data.
6. End chronic homelessness by targeting those with the highest needs and longest history of homelessness for existing and new permanent supportive housing.
7. End family homelessness by expanding rapid rehousing programs.
8. End youth homelessness by supporting projects with better outcomes for youth.
9. End veteran homelessness by prioritizing veterans and their families when they cannot be effectively assisted with VA services.
10. Using a Housing First approach by using data to quickly and stably house homeless persons, engaging landlords and property owners, removing barriers to entry, and adopting client – centered service methods.

#### **IV. ELIGIBILITY**

The CoC Program interim rule at 24 CFR part 578 details the requirement which grants awarded under this Competition must comply. Project Applicants should review in detail. As required in the Code of Federal Regulations (CFR) at 2 CFR 25.200 and 24 CFR Part 5 Subpart K, all applicants for financial assistance must have an active Data Universal Numbering System (DUNS) number

(<http://fedgov.dnb.com/webform>) and have an active registration in the System for Award Management (SAM) ([www.sam.gov](http://www.sam.gov)) before submitting an application. Getting a DUNS number and completing SAM registration can take up to four weeks.

*Eligible Project Applicants.* Eligible Project Applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments, and public housing agencies, as defined in 24 CFR 5.100, without limitations or exclusion. For-profit entities are not eligible to apply for grants or to be subrecipients of grant funds.

*Renewal Projects.* Project Applicants should review in detail Section IV(B)(1) and Section V(C) of the 2016 NOFA for eligibility information for renewal projects. Awards made under the CoC Program, Supportive Housing Program (SHP), and Shelter Plus Care (S+C) are eligible for renewal for FY 2016 if they have executed grant agreement by December 31, 2016 and have expiration date that occurs in Calendar year (CY) 2017 (between January 1, 2017 and December 31, 2017).

Applicants that were eligible under the SHP and S+C programs but are no longer eligible under the CoC Program, will continue to be eligible for renewal of leasing, operating, supportive services, rental assistance, HMIS, and project administration costs under 24 CFR 578.33(d)(1), so long as their project continues to serve the same population and the same number of program participants or units in the same type of housing as identified in their most recently amended grant agreement signed before August 30, 2012. No new Safe Haven projects will be funded; however, existing Safe Haven projects may be renewed to continue to carry out activities that are eligible costs under Subpart D of the CoC Program interim rule.

In addition, HUD will not select a renewal project for an award for FY 2016 funds in the FY 2016 CoC Program Competition unless the project meets one of the following additional eligibility requirements:

- Any CoC Program, SHP, or S+C grants awarded in a preceding Competition that expire in CY 2017.
- Any S+C grant awarded prior to FY 2002 for which funding is expected to run out in CY 2017, and which has never applied for renewal funding.
- Any SHP or S+C grant originally awarded in the FY 2010 Homeless Assistance Programs Competition and, notwithstanding the expiration date, that has funds expiring in CY 2017 or later and has not been renewed in a previous competition.

The total request for each renewing project may not exceed the ARA approved by HUD for that project. 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% in administrative costs. HUD will recapture grant funds remaining unspent at the end of the previous grant period when it renews a grant.

HUD encourages the consolidation of appropriate renewal grants when the grants are with the same recipient, have the same component and expire in the same year. However, projects that have not yet been consolidated must submit separate project applications for individual renewal grants (2016 NOFA Section V.C.4).

Shelter Plus Care projects renewing for the first time under this NOFA are allowed to indicate a higher number of units than approved in the original application on the GIW during the FY 2016 CoC Program Registration process (2016 NOFA Section V.C.5). Renewal project instructional guide is available on the HUD Exchange.

*New Projects.* PIC encourages new and existing providers to apply for new projects, and the CoC aims to reallocate to new projects in the FY 2016 CoC Program Competition. The following are the types of new projects that will be accepted pursuant to 2016 NOFA Section II.B.3:

- New PSH projects where all beds will be dedicated for use by chronically homeless individuals and families, as defined in 24 CFR 578.3;
- New RRH projects for homeless individuals and families who enter directly from the streets or emergency shelters, youth up to age 24, and persons who meet the criteria of paragraph (4) of the definition of homeless pursuant to 24 CFR 578.3;
- New Supportive Services Only projects for centralized or coordinated entry systems; and
- New HMIS Project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead.

*Permanent Housing Bonus.* A report that lists each CoC's ARD Tier 1 amount, CoC planning, and permanent housing bonus amount available will be posted on the HUD Exchange website no earlier than August 2, 2016. CoCs may create new projects through the permanent housing bonus up to 5% of the CoC's FPRN for the following types of new projects:

- New permanent supportive housing projects that will serve 100 % chronically homeless families and individuals; and
- New rapid rehousing projects that will serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness.

*CoC Planning Grant.* AUW as the CA will submit through collaboration with PIC an application that complies with the activities of 24 CFR 578.39. The grant seeks the maximum funding amount available which will be posted on the HUD Exchange website no earlier than August 2, 2016.

*Matching.* All eligible funding costs, except for leasing, must be matched with no less than 25% cash or in-kind contribution. No match is required for leasing. See Section IV, Terms and Conditions herein and 24 CFR 578.73 for information regarding match requirements.

*Indirect Costs.* Indirect costs defined at 2 CFR 200.56 represent the expenses of doing business that are not readily identified with particular cooperative agreement, grant, contract, project function, or activity, but are necessary for the general operation of the applicant organization and the conduct of activities it performs.

Applicants selected for funding pursuant to this NOFA may charge indirect costs to the award. Applicants with approved federally negotiated indirect cost rate must submit with their application a copy of their approved Indirect Cost Rate Proposal to substantiate the request. Applicants that do not have an approved federally negotiated indirect cost rate may charge a maximum rate of 10% of modified total direct costs pursuant to 2 CFR 200.414(f).

*Other Project Eligibility Requirements.* Project applicants should review 2016 NOFA Section V.G for additional Statutory and Regulatory Requirements, and Threshold Requirements.

## **V. EVALUATION**

All new applicants will be initially reviewed to determine if the proposed project meets minimum requirements for participation in the CoC Program pursuant to Section V of the 2016 NOFA. Applications will be reviewed by PIC Director to determine that: 1) the application is submitted by an agency eligible to receive assistance through the CoC programs; 2) the proposed project will serve eligible CoC beneficiaries; and 3) the activities proposed are eligible for assistance under the CoC programs and appropriate for the population to be served. Applications must meet a threshold score based on these minimum requirements. Applications that do not meet minimum requirements will be returned to the proposing agency.

### ***Process for Rating and Ranking of Renewal and New Projects***

The Honolulu CoC, PIC, will use the following process to rank all project/program applications in the 2016 Continuum of Care Program Competition.

#### ***HUD Requirements***

The U.S. Department of Housing and Urban Development (HUD) published the Notice of Funding Availability (NOFA) for the Continuum of Care (CoC) Homeless Assistance Program on June 29, 2016 under Funding Opportunity Number FR-6000-N-25. The deadline for submitting applications to HUD for the FY 2016 CoC Program Competition is September 14, 2016, 7:59:59 pm eastern time at [www.hud.gov/esnaps](http://www.hud.gov/esnaps).

#### ***Ranking Requirements***

The NOFA requires that each CoC conduct a transparent and objective process to review and rank all applications for renewal of existing projects and creation of new projects. Ranking of renewal projects must incorporate regularly collected data on project performance and effectiveness and should reflect compliance with the CoC's established processes and priorities.

#### ***Re-Allocation***

CoCs may use funds taken in whole or in part from existing grants to create new projects through re-allocation. Two types of projects may be created:

- Permanent Supportive Housing (PSH) serving chronically homeless people
- Rapid Re-Housing (RRH) serving homeless families coming from streets or shelters (not transitional housing)

#### ***Bonus***

PIC's intent is to align with HUD on any opportunities for additional funding or bonus points.

#### ***Tiers***

As previously mentioned, to ensure that CoCs have the opportunity to prioritize their projects locally in the event that HUD is not able to fund all renewals, HUD requires that CoCs rank projects in 2 tiers. The tiers are financial thresholds. Tier 1 is equal to 93% of the CoC's Annual Renewal Demand (ARD) amount. Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available

for the permanent housing bonus (before adjustments are made to permanent housing leasing, operating, and rental assistance line items based on changes to FMV) as described in Section II.B.4 of the 2016 NOFA. Projects placed in Tier 2 will be assessed for eligibility and threshold requirements, and funding will be determined using the CoC Application score as well as factors listed in Section II.B.17 of the 2016 NOFA.

#### *HUD Priority Order*

The Honolulu CoC will rank projects pursuant to HUD'S Policy Priorities for this CoC Program Competition as described herein and in Section II.A of the 2016 NOFA.

1. Create a systemic response to homelessness;
2. Strategically allocate resources;
3. End chronic homelessness;
4. End family homelessness;
5. End youth homelessness;
6. End veteran homelessness; and
7. Use a Housing First Approach.

#### ***PIC Policy on Project Re-Allocation, Ranking and Tiering***

##### *Policy Objectives*

In developing our local policy governing project ranking, re-allocation, and tiering, PIC's objectives are to:

- Comply with all HUD requirements;
- Use a coordinated, inclusive, and outcome-oriented community process for the solicitation, objective review, ranking and selection of CoC Program project applications;
- Use objective criteria including past project performance and monitoring results in review, ranking and selection process of CoC Program project applications;
- Consider severity of needs, barriers to care, and vulnerabilities experienced by program participants, which includes but is not limited to: low or no income, current or past substance abuse, criminal record, and chronic homelessness.
- Preserve funding for high performing projects that are operated in alignment with PIC's initiatives, priorities, and other best practices; and
- Reallocate from lower performing projects to create new higher performing projects.

##### *General Project Review and Ranking Policy*

The CoC will invite submissions for new and renewal projects, and will conduct a review and ranking in accordance with established procedures. The CoC will prioritize the following project types in order of priority during 2016 CoC Program Competition:

1. Renewal and new PH – PSH and RRH, renewal safe haven, HMIS, SSO for centralized or coordinated entry system, or transitional housing that exclusively serves youth homeless projects;
2. Renewal transitional housing for those nonexclusively serving youth; and
3. Renewal SSO project applications other than for centralized or coordinated assessment system.

##### *Rating and Ranking Process*

A Request for Proposals (RFP) will be issued by PIC and AUW (as the CA) to gather relevant performance documentation from each renewal and new project applicant. Data obtained through the

RFP process will be used to calculate a score for each application. All projects will be ranked by a review panel using objective scoring tools approved by PIC.

The general approach to rating and ranking will be to organize projects into four groups. Each group is ranked for meeting the following minimum project quality threshold levels and Eligibility Information as described in Section V.G of the 2016 NOFA. Projects are then scored and ranked by the Evaluation Committee for operating in alignment with HUD'S Policy Priorities for this CoC Program Competition as described in Section II.A of the 2016 NOFA (CoC may implement higher minimum quality thresholds then described in the 2016 NOFA) and adherence to our local objectives for ranking, re-allocation and tiering:

1. New Permanent Housing – PSH and RRH (Minimum quality threshold of 3 of 5 points):
  - a. The type of housing, number and configuration of units fits the needs of program participants (1 point);
  - b. The type of supportive services offered will ensure successful retention or help obtain permanent housing (1 point);
  - c. There is a specific plan for ensuring participants are assisted with obtaining the benefits of mainstream health, social, and employment programs (1 point);
  - d. Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (1 point); and
  - e. At least 75% 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 (1 point).
2. New Supportive Services Only projects for centralized or coordinated assessment systems (Minimum quality threshold 2 of 4 points):
  - a. The centralized or coordinated assessment system is easily accessible for all persons within Honolulu City and County who are seeking information regarding homeless assistance (1 point);
  - b. A strategy for advertising the program that is designed specifically to reach homeless persons with the highest barriers (1 point);
  - c. Standardized assessment process (1 point); and
  - d. The program ensures that program participants are directed to appropriate housing and services that fit their needs (1 point).
3. New HMIS Projects (Minimum quality threshold 2 of 4 points):
  - a. Funds expended in a way that is consistent with the CoC funding strategy for HMIS and furthers the CoC's HMIS implementation (1 point);
  - b. HMIS collects all Universal Data Elements as set forth in HMIS Data Standards (1 point);
  - c. HMIS un-duplicates client records (1 point); and
  - d. HMIS produces all HUD-required reports and provide data as needed for HUD reporting.
4. Project Renewal for projects expiring in CY 2017 (Must meet minimum project eligibility, capacity, timeliness and performance standards identified in the 2016 NOFA):
  - a. Review of APRs, information in eLOCCS, monitoring reports, and audit reports;
  - b. Project applicant's performance met the plans and goals established in the initial application;

- c. Project applicant demonstrated all timeliness standards for grants being renewed;
- d. Project applicant performance in assisting program participants to achieve and maintain independent living and records of success;
- e. No evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site; and
- f. The CoC will reduce or reject funding request from project applicants for outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon; audit findings for which a response is overdue or unsatisfactory; history of inadequate financial management accounting practices; evidence of untimely expenditure on prior award; history of other major capacity issues that have significantly affected the operation of the project and its performance; history of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

Within each group, projects will be scored using HUD established scoring tools, the attached NOFA 2016 Project Evaluation, and placed in their ranked order.

#### *Review Panel*

The Collaborative Applicant, with support from the PIC NOFA Task Force and Planning Committee, will convene an unbiased Evaluation Committee to review and score each project application. The Evaluation Committee will review the applications and score each application as described above. The Evaluation Committee will review and average their scores, and arrive at a proposed final ranking for recommendation to the PIC Executive Committee.

#### *Final Project Priority List and Notification to Applicants*

Once the rating and ranking processes for new and renewal projects are complete, the Collaborative Applicant will create a proposed Project Priority List for review and approval by the PIC Planning Committee and the PIC Executive Committee. This proposed list can include recommendations to adjust the placement of projects in Tier 2 in order to maximize the total funding award for Oahu or strengthen the consolidated application. After the Project Priority List is approved, notice of the results will be sent to applicants and posted on the PIC website at [www.partnersincareoahu.org](http://www.partnersincareoahu.org).

#### *Tiering Policy*

Once the rank order of projects has been determined, the projects at the bottom of the list (up to an amount equal to a % determined by HUD of ARD) will fall into Tier 2. The PIC Executive Committee reserves the option of re-ordering the project list to place projects into Tier 2 to best position Oahu to receive the maximum amount of funding.

#### *Appeal Process*

Applicants may appeal any of the following decisions:

- Project ranking in Tier 1
- Placement of project into Tier 2
- Reduction of renewal grant amount (i.e. renewal grant partially re-allocated to a new project)

- Elimination of renewal grant (i.e. entire grant re-allocated to a new project) if not previously notified that grant was to be re-allocated as a result of low performance.

Appeals must be submitted in writing to the PIC Executive Committee and received by 4:00 p.m. on Wednesday, September 7, 2016 at AUW, 200 N. Vineyard Boulevard, Ste. 700, Honolulu, HI 96817. Appeals will be heard by an appeal panel made up of the non-conflicted members of the PIC Executive Committee who did not serve on the initial review panel. The decision of the appeal panel is final.

## **VI. TERMS AND CONDITIONS**

CoC program participants shall be responsible for compliance with all applicable federal, state, and local laws, ordinances, directives, rules, and regulations, including but not limited to the program requirements of 24 CFR 578.

All eligible funding costs, except leasing, must be matched with no less than a 25 % cash or in-kind contribution. No match is required for leasing. The match requirements apply to project administration funds, CoC planning costs, and UFA (Unified Funding Agency) costs, along with the traditional expenses – operations, rental assistance, supportive services, and HMIS. Match must be met on an annual basis.

For an in-kind match, the recipient or subrecipient may use the value of property, equipment, goods, or services contributed to the project, provided that, if the recipient or subrecipient had to pay for such items with grants funds, the costs would have been eligible. If third party services are to be used as a match, the recipient or subrecipient and the third-party services provider that will deliver the services must enter into a memorandum of understanding (MOU) – before the grant is executed – documenting that the third party will provide such services and value towards the project. To be eligible for match, the cash or in-kind services must provide services that are eligible under the activities listed in 24 CFR 578 Subpart D.

HUD considers any matching funds above and beyond the minimum required amount to be leverage. Leveraging includes all funds, resources, and/or services that the applicant can secure on behalf of the client being served. While leveraging includes all cash matching funds, it is broader in scope, including any other services, supplies, equipment, space, etc. that are provided by sources other than HUD.

Successful applicants are expected to initiate approved projects promptly after execution of the grant agreement. HUD may take action if certain performance standards are not met. In addition, applicants are expected to expend grant funds on a timely basis.

PIC reserves the right to amend or revise the terms and conditions of this RFP at any time, and will publish any and all amendments at [www.partnersincareoahu.org](http://www.partnersincareoahu.org). Applicants should review this website, regularly, for any and all amendments to the RFP FY 2016 HUD Continuum of Care (CoC) Program Competition HI-501 Honolulu City and County, Homeless Assistance Programs.

## **VII. PROPOSAL REQUIREMENTS**

HUD requires the electronic submission of CoC Project Applications through their e-snaps system, which is available at [www.hud.gov/e-snaps](http://www.hud.gov/e-snaps) or can be accessed from HUD's OneCPD Resource Exchange at <https://www.onecpd.info/e-snaps/>. For assistance with e-snaps, renewal project applicants will find detailed instructions at <https://www.hudexchange.info/resources/documents/renewal-project-application-detailed-instructions.pdf> and new project applicants will find detailed instructions at <https://www.hudexchange.info/resources/documents/new-project-application-detailed-instructions.pdf>.

1. "SUBMIT" Project Application with ALL supporting documents into e-snaps at [www.hud.gov/e-snaps](http://www.hud.gov/e-snaps) by the required deadline of Friday, August 12, 2016 at 4:00 p.m. HT.
2. Submit six (6) hard copy sets (1 Original and 5 copies) of the following documents (please use a binder clip) to PIC c/o A UW by the required deadline of Friday, August 12, 2016 at 4:00 p.m. HT (must receive date stamp by A UW Receptionist on 7<sup>th</sup> Floor by required day and time). All documents must also be attached to the Project Application in e-snaps.
  - a. Completed e-snap Project Application (please use esnaps project export into PDF format).
  - b. Project Proposal: maximum 10 pages; 12 pt. font; single or double spaced; using section headings as outlined in the attached *Project Evaluation Criteria*; and providing narrative, charts and graphs in response to evaluation criteria of each section. Project proposals will be ranked for meeting minimum project quality threshold levels and Eligibility Information as described in Section V.G of the 2016 NOFA. Project proposals are then scored by the Evaluation Committee using *Project Evaluation Criteria* which are in alignment with HUD'S Policy Priorities for this CoC Program Competition as described in Section II.A of the 2016 NOFA and adhere to local objectives for ranking, re-allocation and tiering. See Evaluation Section of this RFP.
  - c. Match/Leverage Documentation.
  - d. Project Budget.
  - e. Agency Financials including income statement and balance sheet for 1) the most recent completed fiscal year, and 2) most recent YTD financial statements for 2016.
3. Other required attachments to completed project application in ensaps, in addition to those in section 2 above, combined into one attachment in e-snaps in PDF format:
  - a. 501(c)(3) certification
  - b. Most recent FY Independent Financial Audit with Management Notes and Corrective Actions, if applicable
  - c. Current list of agency's Board of Directors including contact information and affiliations
  - d. Charter of Incorporation
  - e. Bylaws
  - f. SF-424 Application for Federal Assistance
  - g. HUD Form 2880, Applicant/Recipient Disclosure/Update Report
  - h. SF-LLL, Executed Disclosure of Lobbying Activities, if applicable
  - i. Applicant Code of Conduct
  - j. HUD-50070, Certification for a Drug-Free Workplace
4. FOR RENEWAL PROJECTS ONLY: submit as attachment to completed application in e-snaps and as hard copies included with project proposal described above:
  - a. Relevant sections of the project's 2015 CoC application

- b. The most recent HUD and/or City monitoring letter(s) describing the results of the monitoring. If findings and issues were cited, provide the corrective action plan implemented by your agency
- c. The project's most recently completed Annual Performance Report (APR)

**Proposals may be mailed or hand delivered but must be received and date stamped by reception on Friday, August 12, 2016 at 4:00 p.m. Mail or deliver proposal submissions to:**

**Partners in Care  
c/o Aloha United Way  
200 N. Vineyard Boulevard, Ste. 700  
Honolulu, HI 96817**

**VIII. POINTS OF CONTACT:**

**Jen Stasch, Director  
Partners in Care  
[jstasch@auw.org](mailto:jstasch@auw.org) or 543-2282**

**OR**

**Marc Gannon, Vice President  
Aloha United Way  
[marc@auw.org](mailto:marc@auw.org) or 543-2215**

**IX. TENTATIVE RFP SCHEDULE:**

July 15, 2016	RFP released and posted on PIC website
July 19, 2016	RFP Information and Q&A Session, PIC General Meeting, Kapolei Hale, 12:00 to 1:30 p.m.
July 20, 2016	RFP Information and Q&A Session, AUW 5 <sup>th</sup> Floor Conference Room, 2:00 to 3:00 p.m.
July 22, 2016	RFP Information and Q&A Session, AUW 7 <sup>th</sup> Floor Conference Room, 2:00 to 3:00 p.m.
<b>August 12, 2016</b>	<b>DEADLINE TO SUBMIT PROJECT APPLICATION BY 4:00 PM HT</b>
August 15-16, 2016	PIC Director Application Review for minimum threshold and eligibility requirements
August 17-24, 2016	Evaluation Committee Reviews and Scores Applications
August 26, 2016	Written Notifications of Awards
August 29, 2016	Project Applications Updated with Evaluation Recommendations
August 29, 2016	Priority Listing with Project Applications on Website
Aug 26 to Sept 9, 2016	PIC Review and Revision of CoC Application
September 13, 2016	AUW Submits HUD Application in e-snaps