

**REQUEST FOR PROPOSALS (RFP)**  
**FY 2017 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 2017 7 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 2017 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, other 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 2017 7 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 2017 CoC Program Competition is estimated at **\$9,099,981**.

CoCs and applicants should read the [NOFA](#) in its entirety in conjunction with the CoC Program interim rule (24 CFR part 578) in order to ensure a comprehensive understanding of and compliance with all CoC Program requirements. The NOFA frequently makes reference to citations from 24 CFR part 578. Applicants should review the FY 2017 General Section NOFA published on September 16, 2016 as well as any additional Notices and HUD guidance provided in relation to the CoC Program.

- CoCs should consider the policy priorities established in the NOFA in conjunction with local

priorities to determine the ranking of new and renewal project application requests. See Section II. of this NOFA for more information on HUD's homeless policy and program priorities.

- HUD will conduct a threshold review of ranked projects for all CoCs that submit the CoC Consolidated Application by the application deadline.
- HUD may issue up to two conditional funding announcements with the criteria set forth in Section VII. of this NOFA.
- HUD will score the FY 2017 CoC Application portion of the CoC Consolidated Applications in accordance with the criteria set forth in Section VII of this NOFA.
- HUD will select new and renewal project applications in Tier 1 in accordance with the criteria set forth in Section II.B.16. of this NOFA.
- The project application score(s), which will incorporate the CoC Application score, will determine which projects in Tier 2 will be conditionally selected for award as set forth in Section II.B.17. of this NOFA.

***Policy Priorities.*** These priorities provide additional context regarding selection criteria found in Section VII.A of the NOFA:

- Ending homelessness for all persons. To end homelessness, CoCs should identify, engage, and effectively serve all persons experiencing homelessness. CoCs should measure their performance based on local data that take into account the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, or those experiencing chronic homelessness). CoCs should have a comprehensive outreach strategy in place to identify and continuously engage all unsheltered individuals and families. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs. Finally, CoCs should use the reallocation process to create new projects that improve their overall performance and better respond to their needs.
- Creating a systemic response to homelessness. CoCs should be using system performance measures such as the average length of homeless episodes, rates of return to homelessness, and rates of exit to permanent housing destinations to determine how effectively they are serving people experiencing homelessness. Additionally, CoCs should be using their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent.
- Strategically allocating and using resources. Using cost, performance, and outcome data, CoCs should improve how resources are utilized to end homelessness. CoCs should review project quality, performance, and cost effectiveness. HUD also encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness. Finally, CoCs should review all projects eligible for renewal in FY 2017 to determine their effectiveness in serving people experiencing homelessness as well as their cost effectiveness.
- Use a Housing First approach. Housing First prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. CoC Program funded projects should help individuals and families move quickly into permanent housing, and the CoC should measure and help projects reduce the length of time people experience homelessness. Additionally, CoCs should engage landlords and property owners, remove barriers to entry, and adopt client-centered service methods.

**New Projects.** CoCs may create new projects by making funds available through reallocation or by using amounts available through the permanent housing bonus. The following types of projects may be created using funds that the CoC has made available through reallocation:

- 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.
- CoCs may create new rapid rehousing projects that will serve homeless individuals and families, including unaccompanied youth, who meet the following criteria: (a) residing in a place not meant for human habitation; (b) residing in an emergency shelter; (c) persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations; (d) residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition; (e) residing in transitional housing funded by a Joint TH and PH-RRH component project (see Section III.A.3.h. of this NOFA); or (f) 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.
- 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.
- CoCs may create a new dedicated Homeless Management Information System (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.
- CoCs may create a new supportive services only project to develop or operate a new centralized or coordinated assessment system.

**Reallocation.** CoCs may only reallocate eligible renewal projects that have previously been renewed under the CoC Program or projects funded under the Supportive Housing Program (SHP) or Shelter Plus Care (S+C) Program that are eligible for first-time renewal in the FY 2017 CoC Program Competition. PIC will be reallocating **\$300,000** to support a new project for supportive services only to operate our CoC's coordinated entry system.

**Permanent Housing Bonus.** CoCs may create new projects through the permanent housing bonus up to 6 percent of the CoC's Final Pro Rata Need (FPRN) (**\$545,999**) for the following types of new projects:

- 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.
- CoCs may create new rapid rehousing projects that will serve homeless individuals and families, including unaccompanied youth, who meet the following criteria: (a) residing in a place not meant for human habitation; (b) residing in an emergency shelter; (c) persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations; (d) residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition; (e) residing in transitional housing funded by a Joint TH and PH-RRH component project (see Section III.A.3.h. of this NOFA); or (f) 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.
- 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.

Because new Joint TH and PH-RRH projects and permanent housing projects (permanent supportive housing and rapid rehousing) may be created through either reallocation or the permanent housing bonus, HUD may reclassify these projects that a project applicant or a CoC has classified as reallocation or permanent housing bonus if the project would be ineligible for funding because the CoC exceeded either its reallocation or permanent housing bonus amount. New Joint TH and PH-RRH component projects and permanent housing projects will be evaluated using the same criteria regardless of whether the CoC has identified them as bonus or reallocation projects.

***New Expansion Project.*** New in the FY 2017 CoC Program Competition, HUD will allow project applicants to apply for a new expansion project under the reallocation process or permanent housing bonus in order to expand existing eligible renewal projects that will increase the number of units in the project, or allow the recipient to serve additional persons. Project applicants that intend to submit a new reallocation or permanent housing bonus project for the purposes of expanding an eligible renewal project must:

- provide the eligible renewal grant number that the project applicant requests to expand on the new project application;
- indicate how the new project application will expand units, beds, services, persons served, or in the case of HMIS projects, how the current HMIS grant activities will be expanded for the CoC's geographic area; and
- ensure the funding request for the new expansion project is within the funding parameters allowed under the reallocation process or permanent housing bonus.

The new expansion project application will be reviewed using the procedures and selection criteria established in Section V.G.2.c. of this NOFA. If the new expansion project exceeds the amount of funding available under the reallocation process or permanent housing bonus amount, HUD will reduce the funding request to the available amount, which could affect the activities of the new expansion project. If both the new expansion project and the renewal it expands are conditionally selected for funding, one grant agreement incorporating both project applications will be executed. If the renewal project application is not conditionally selected for funding, the expansion project application will not be selected.

## **II. BACKGROUND**

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 facilitate and support the required HUD process in collaboration with PIC to ensure the maximum amount of HUD CoC Program funds are received by 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**

During the 2017 CoC Competition, PIC will accept the following type of project proposals for inclusion in the 2017 CoC Consolidated Application to HUD. Please see project type descriptions in the Summary section herein or by reviewing the 2017 NOFA.

- Renewal Project Proposals for PH (both PSH and RRH) and TH for victims of domestic violence.
- Renewal Projects Proposals for HMIS.
- Renewal New Project Proposals for PH (both PSH and RRH) which include all new projects awarded during the 2016 CoC Competition that are not yet under grant agreement with HUD or have not yet operated for an entire grant period.
- New SSO-CES Project Proposals through reallocation with a maximum project budget of \$300,000, excluding 25% match requirement.
- New PH Bonus Project Proposals for all project types listed in the Summary section and 2017 NOFA with a maximum project budget of \$545,999, excluding 25% match requirement.

### **IV. PROJECT EVALUATION**

All applicants will be reviewed to determine if the proposed project meets minimum requirements for participation in the CoC Program pursuant to Section V of the 2017 NOFA. Applications that do not meet minimum requirements will be returned to the proposing agency.

[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 July 14, 2017 under Funding Opportunity Number FR-6100-N-25.](#) The deadline for submitting applications to HUD for the FY 2017 CoC Program Competition is September 28, 2017 at 7:59:59 pm eastern time at [www.hud.gov/esnaps](http://www.hud.gov/esnaps).

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.

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 94% of the CoC's FY 2017 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.16 of the 2017 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 2017 NOFA.

All project applicants will be reviewed and ranked using the [HUD Project Rating and Ranking Tool](#). Project applicants are strongly encouraged to review this tool to understand how project proposals will be reviewed and ranked by the Evaluation Committee. PIC may slightly revise rating factors and point values to align with our current [HMIS Policies and Procedures](#) for data quality and timeliness. Please note that Renewal New Project Proposals (new projects awarded during the 2016 CoC Competition that are not yet under grant agreement with HUD or have not yet operated for an entire grant period) will be reviewed using the HUD New Projects Rating Tool, not the Renewal/Expansion Rating Tool.

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 Board of Directors and received by 4:00 p.m. on Monday, September 11, 2017 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 Board of Directors who did not serve on the initial Evaluation Committee. The decision of the appeal panel is final.

## **V. 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 2017 HUD Continuum of Care (CoC) Program Competition HI-501 Honolulu City and County, Homeless Assistance Programs.

## **VI. PROJECT PROPOPOSAL SUBMISSION REQUIREMENTS:**

“SUBMIT” Project Application with ALL supporting documents required by HUD into e-snaps at [www.hud.gov/e-snaps](http://www.hud.gov/e-snaps) by the required deadline of Monday, August 14, 2017 at 4:00 p.m. HT. [E-snap resources and instructional guides related to the FY 2017 CoC Program Competition](#). Project Applicants must carefully review Section VI.C.2 of the 2017 NOFA which details the application procedure and all required forms and attachments.

In addition, project applicants must submit six (6) hard copies of project proposals containing only documents and attachments listed below by project type. These hard copy packets will be used by the Evaluation Committee in reviewing and ranking all project applications. The Evaluation Committee may also review forms and attachments in e-snaps. Again, all documents must be uploaded and attached to the Project Application in e-snaps including all HUD required attachments and those required by the CoC for project review and ranking (i.e. narrative).

### **Renewal Projects – PSH, RRH, AND TH**

- Completed e-snap Project Application (please use e-snap’s project export into PDF format).
- APR Report from HMIS Caseworthy for the period between October 1, 2015 to September 30, 2016.
- Agency financials for the most recent annual reporting period including balance sheet and income statement.
- Project Narrative: maximum four (4) pages; 12 pt. font; double-spaced; one-inch margins; addressing the following:
  - Project aligned with Policy Priorities outlined in Section II.A of the 2017 NOFA;
  - Project participation in design and implementation of the CoC Coordinated Entry System;
  - Project impact on CoC system performance; and
  - Timely draw down of grant monies and APR submission to HUD during most recent grant period.
- HUD and/or City monitoring letter(s) received during the last three years.

### **Renewal Project – HMIS**

- Completed e-snap Project Application (please use e-snap’s project export into PDF format).
- HUD and/or City monitoring letter(s) received during the last three years.

### **Renewal New Projects**

- Completed e-snap Project Application (please use e-snap’s project export into PDF format).

- Agency financials for the most recent annual reporting period including balance sheet and income statement.
- Project Narrative: maximum four (4) pages; 12 pt. font; double-spaced; one-inch margins; addressing the following:
  - Project aligned with Policy Priorities outlined in Section II.A of the 2017 NOFA;
  - Project continues to meet the needs of the CoC;
  - Project participation in design and implementation of the CoC Coordinated Entry System; and
  - Project cost effectiveness.

### **New SSO-CES Projects**

- Completed e-snap Project Application (please use e-snap’s project export into PDF format).
- Agency financials for the most recent annual reporting period including balance sheet and income statement.
- Project Narrative: maximum ten (10) pages; 12 pt. font; double-spaced; one-inch margins; addressing the following:
  - Experience in effectively utilizing federal funds;
  - Demonstrated understanding of [CPD 17- 01 - Notice Establishing Additional Requirements for a Continuum of Care](#);
  - Experience of applicant and sub-recipients in administering the CoC’s CES for all sub-populations;
  - Participation in planning, design and implementation of the CoC’s CES during the last two calendar years;
  - Effective project staffing and operations plan for strengthening portals of entry, conducting case conferencing, and matching/referral process in accordance with CoC policies and procedures, and prioritization;
  - Project aligned with current CES Policies and Procedures published for both Singles and Families at [www.partnersincareoahu.org](http://www.partnersincareoahu.org);
  - Project aligned with Policy Priorities outlined in Section II.A of the 2017 NOFA;
  - Timeline for rapid implementation of the project; and
  - Project cost effectiveness.

### **Permanent Housing Bonus Projects**

- Completed e-snap Project Application (please use e-snap’s project export into PDF format).
- Agency financials for the most recent annual reporting period including balance sheet and income statement.
- Project Narrative: maximum ten (10) pages; 12 pt. font; double-spaced; one-inch margins; addressing the following:
  - Experience in effectively utilizing federal funds;
  - Project meets unmet need in the CoC for housing services;
  - Experience of applicant and sub-recipients in working with target population and providing housing services;
  - Describe experience in utilizing Housing First approach;
  - Project aligned with Policy Priorities outlined in Section II.A of the 2017 NOFA;
  - Project participation in design and implementation of the CoC Coordinated Entry System;
  - How the design of housing and supportive services will effectively meet the needs of the community;

- Timeline for rapid implementation of the project; and
- Project cost effectiveness.

**Proposals may be mailed or hand delivered but must be received no later than Monday, August 14, 2017 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**

**VII. POINT OF CONTACT:**

**Jen Stasch, JD, MPH  
Director of Partners in Care  
543-2282 or jstasch@auw.org**

**VIII. RFP SCHEDULE:**

August 1, 2017	RFP released and posted on PIC website
August 4, 2017 (1-3) August 7, 2017 (11-1)	RFP Information and Q&A Sessions, AUW 5 <sup>th</sup> Floor Conference Room
<b>August 14, 2017</b>	<b>DEADLINE TO SUBMIT PROJECT APPLICATION BY 4:00 PM HST</b>
August 16 to August 24	Project Evaluation and Ranking
Week of August 29	Planning Committee and Board of Directors Approval of Project Ranking
September 5, 2017	Written Notifications to Project Applicants
Week of Sept. 18, 2017	Draft CoC Consolidated Application and Project Ranking Posted on Website for Public Review and Comment Period
September 23, 2017	PIC Final Review and Revision of CoC Application
September 25, 2017	Final Consolidated application and priority listing posted on PIC website
September 26 , 2017	AUW Submits HUD Application in e-snaps