

SPRINGFIELD-HAMPDEN COUNTY CONTINUUM OF CARE

2018 Continuum of Care Competition

REQUEST FOR PROPOSALS

**For Springfield-Hampden County CoC Renewal Projects, Expansion Projects,
and New Projects that will provide:**

- **Permanent Supportive Housing (PSH);**
 - **Rapid Rehousing (TH);**
- **Combined Transitional Housing-Rapid Rehousing (TH-RRH); and**
- **Coordinated Entry for Domestic Violence Survivors (SSO-CE)**

Total Possible Available Funding: \$4,261,383

Amount includes \$398,730 of new funds which is only available for programs
dedicated to serving survivors of domestic violence

RFP Available: Wednesday, July 11, 2018

<https://springfieldhampdencoc.wordpress.com>

Bidder's Conference: Wednesday, August 1, 2018, 10 a.m.

Office of Housing, 1600 E. Columbus Ave., Springfield

Applications Due: Wednesday, August 15, 2018, 4 p.m.

On-line application submitted and documents delivered to Office of Housing, 1600 E. Columbus Ave.,
Springfield

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I. INTRODUCTION

The U.S Department of Housing and Urban Development (HUD) released the 2018 Notice of Funding Availability (NOFA) for the Continuum of Care Homeless Assistance Program on June 20, 2018. The NOFA is available at <https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf>. Continuum of Care (CoC) collaborative applications must be submitted to HUD no later than September 18, 2018.

The HUD NOFA sets up the procedure by which a CoC, through its designee, submits a single collaborative application to fund the CoC and eligible projects that advance the CoC goals. The designee for the Springfield-Hampden County Continuum of Care is the City of Springfield, which administers the CoC and all grants awarded to the CoC.

The consolidated application that will be submitted by the City of Springfield for the FY18 CoC Program Competition will include renewal projects from prior competitions and eligible expansion and/or new projects. The CoC is seeking proposals from Hampden County providers of services and housing for renewal projects, and for expansion or new projects, that provide permanent supportive housing that is for chronically homeless individuals or families or that is designated “DedicatedPLUS,” rapid rehousing for persons who are literally homeless, and combined transitional housing-rapid rehousing for persons who are literally homeless. In addition, the CoC is seeking proposals from Hamden County providers for a special bonus pool of money targeted to servicing victims of domestic violence, dating violence, sexual assault, and stalking. DV Bonus projects may provide rapid rehousing or joint transitional housing-rapid rehousing, and may also fund a coordinated entry projects targeted to this population.

Projects funded through this competition will have an operating year of July 1, 2019 to June 30, 2020, unless the project receives a multi-year grant. Multi-year projects will have a start date of July 1, 2019.

Eligible applicants include non-profits, local and state government, and housing authorities.

Applications must be submitted in HUD’s electronic grant application system *esnaps*. The City of Springfield will provide applicants access to *esnaps* and technical assistance regarding use of the system. Scoring criteria for new and renewal projects is attached as Appendix A.

II. FUNDING OPPORTUNITY

FUNDS AVAILABLE

The CoC expects to be awarded a minimum of \$3,406,010 in this funding round, and may receive up to \$4,261,383. The projects listed in Appendix B are eligible to apply for renewal, for the amounts listed for each grant. The cost to fund all renewal programs, if all programs are funded and selected for renewal at full cost, is \$3,623,415. New programs may be selected in place of renewal programs, and renewal programs may have budgets reduced.

In addition to the pool of renewal funds, the CoC is eligible to apply for Bonus Project funds in the amount of \$239,238, and DV Bonus Project funds in the amount of \$398,730.

ELIGIBLE PROJECTS

The following five types of projects are eligible for funding in this competition:

1. Renewal Projects

Projects currently funded under the CoC Program are eligible to apply for renewal for FY18 funds. These projects are listed in Attachment B.

Renewal projects apply seeking the same funded items that are in the FY17 grant. These projects may request a reduction in rental assistance funds (if the project does not spend all funds) but may not request increases in any line item, and may not move funds between line items.

2. NEW Permanent Supportive Housing (PSH) – either 100% for Chronically Homeless Individuals and/or Families or designated as DedicatedPLUS project

New permanent supportive housing projects that will serve 100% chronically homeless individuals/families or will be designated as DedicatedPLUS are eligible to apply in this competition. Permanent housing is community-based housing, the purpose of which is to provide supportive housing without a designated length of stay.

A DedicatedPLUS project is a permanent supportive housing project where 100 percent of the beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth, who at intake are:

- experiencing chronic homelessness as defined in 24 CFR 578.3;
- residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;

- residing in transitional housing funded by a Joint TH-RRH project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
- residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or
- receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

For PSH and DedicatedPLUS PSH, CoC funds may be used for: leasing; rental assistance; operating costs; supportive services; and administrative costs. Definitions and guidance for these items is at 24 CFR 578.43-578.63.

3. NEW Rapid Rehousing for Homeless Individuals, Households with Children, or Youth, and for Persons Fleeing/Attempting to Flee Domestic Violence

New rapid rehousing projects that will serve homeless individuals, homeless households with children or homeless youth, or persons fleeing/attempting to flee domestic violence are eligible to apply in this competition.

For RRH, CoC funds may be used for: supportive services; short-term (up to 3 months) and/or medium-term (3 to 24 months) tenant-based rental assistance (as necessary to help participants move as quickly as possible into permanent housing and achieve stability in that housing); and administrative costs. Definitions and guidance for these items is at 24 CFR 578.43-578.63.

4. NEW Joint Transitional Housing-Rapid Rehousing Program (TH-RRH)

New joint transitional housing-rapid rehousing (TH-RRH) projects that serve homeless individuals, homeless households with children or homeless youth, or persons fleeing/attempting to flee domestic violence are eligible to apply in this competition.

TH-RRH grantees must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the RRH component, to all participants. A program participant may choose to receive only the transitional housing unit or only the assistance provided through the RRH component, but the grantee must make both types of assistance available. There must be sufficient supply of RRH assistance to offer RRH to all TH participants; this requirement may be met by having twice as many RRH units as TH units, or by budgeting twice the funds for RRH as are allocated for TH.

For TH-RRH, CoC funds may be used to pay (1) capital costs (i.e., new construction, rehabilitation, or acquisition), leasing of a structure or units, and operating costs to provide transitional housing; (2) short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project; (3) supportive services; and (4) project administrative costs. Definitions and guidance for these items is at 24 CFR 578.43-578.63.

5. NEW Coordinated Entry for victims of domestic violence, dating violence, sexual assault, or stalking

A new domestic violence coordinated entry-supportive services only (DV SSO-CE) project which will implement policies, procedures, and practices that will equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking is eligible in this competition.

For DV SSO-CE, CoC funds may be used to pay for supportive services which support coordinated entry, such as assessment of service needs and housing counseling services. Allowable costs for these services include personnel costs and the costs of maintaining a location for operation of these services. Definitions and guidance for these items is at 24 CFR 578.43-578.63.

DOMESTIC VIOLENCE: BONUS PROJECT & PROGRAM MODIFICATIONS

This competition includes funds which may only be applied for to support projects designed to serve survivors of domestic violence, dating violence, sexual assault, or stalking. The CoC may apply for up to \$398,730 to support projects to serve this population. The CoC is permitted to submit one application in each of the following three categories for the DV Bonus (for a maximum of 3 projects):

- Rapid Rehousing (RRH)
- Joint Transitional Housing – Rapid Rehousing (TH-RRH)
- Coordinated Entry (SSO-CE)

These funds may be used to support providers with programs dedicated to this population, or may be used to enable an existing program to expand its program by dedicating additional units, beds, persons served, or services provided to this population.

DV Bonus projects that are funded will be eligible for ongoing annual renewals through the regular CoC competition.

The CoC competition and operations are modified for projects designed to serve victims of domestic violence, in order to accommodate the particular need for privacy and safety required by these programs. The following modifications apply:

- While all CoC-funded programs are required to participate in coordinated entry into housing and services, the CoC adapts these policies and procedures to address privacy, confidentiality and safety for victims of domestic violence.

- The performance of CoC programs are evaluated annually, and part of the performance evaluation includes review of measures in reports pulled directly by the CoC from the Homeless Management Information System (HMIS). However, domestic violence entities are prohibited from using the CoC's HMIS, but must use a comparable data system. To accommodate the different data-keeping requirements, the CoC will request that DV programs submit their own aggregated data reports for the performance evaluation.

COC PRIORITY FOR NEW PROJECTS FOR THE FY2018 COMPETITION

The CoC has identified that the highest priority for new projects (other than DV Bonus projects) in this competition are projects which will provide permanent supportive housing to chronically homeless families. Other projects will be considered, but will not be weighted as high. The CoC has not established any local priority for DV Bonus projects.

ELIGIBLE COSTS

The following guidance indicates the costs that may be included in program budgets, to be paid for by the CoC grant or by matching funds.

Rental Assistance

Rental assistance for homeless individuals and families, including tenant-based rental assistance. Grant funds may be used for security deposits in an amount not to exceed two months of rent, as well as last month's rent.

Leasing

The costs of leasing scattered site units to provide housing to homeless persons.

Leasing: Limits on rent costs. Rents paid must be reasonable in relation to comparable space or units, and may not be more than the owner charges others for comparable units. Rents for residential units cannot exceed the HUD Fair Market Rent (FMR).

Utilities. Utilities are not a leasing line item. If utilities are not provided by the landlord, utility costs are an operating cost.

Security deposits and first and last month's rent. Grant funds may be used to pay security deposits, in an amount not to exceed two months of actual rent, as well as last month's rent.

Supportive Services

The eligible costs of supportive services that address the special needs of the program participants.

Supportive Services in PSH and RRH Programs Must Relate to Housing Stability

CoC supportive services must be necessary to assist program participants obtain and maintain housing, and agencies must conduct an annual assessment of the service needs of the program participants and adjust services accordingly.

Eligible supportive services costs:

- Reasonable one-time moving costs
- Case management
- Food—meals or groceries for program participants
- Housing search and counseling services
- Life skills training
- Outreach services
- Transportation
- Utility deposits (one-time fee, paid to utility companies)
- Direct provision of services: 1) costs of labor, supplies, and materials; and 2) salary and benefit packages of service delivery staff

Ineligible costs: Any cost that is not described as an eligible cost is not an eligible cost.

Operating Costs

Grant funds may be used to pay the costs of the day-to-day operation of permanent supportive housing in a single structure or individual housing units.

Eligible operating costs:

- Maintenance and repair of housing
- Property taxes and insurance
- Building security for a structure where more than 50 percent of the units or area is paid for with grant funds
- Electricity, gas, and water
- Furniture
- Equipment

Ineligible costs Program funds may not be used for rental assistance and operating costs in the same project. Program funds may not be used for the maintenance and repair of housing where the costs of maintaining and repairing the housing are included in the lease.

Project Administration

Projects awarded funds may use up to 50% of the HUD-allowed administrative funds associated with the project. The HUD-allowed administrative costs for new grants are 10% and for renewal grants is the amount previously set by HUD in the grant inventory worksheet—these amounts are listed in Appendix B. New projects are encouraged to use the full 10% administrative costs.

The City of Springfield retains 50% of the HUD-allowed administrative funds on each project to cover its costs of administering the CoC program.

GRANT TERM

Renewal projects may only apply for one-year grant terms.

New projects may request funds for an initial grant term of 1 year, 2 years, 3 years, 4 years, or 5 years. The funding request submitted at this time must cover the entire period of the initial grant term. This means that if a project's annual budget is \$100,000, the project must request \$200,000 if applying for a 2-year term, \$300,000 if applying for a 3-year term, and 500,000 for a 5-year term.

Grant terms for new projects are subject to the following requirements:

- Any new expansion project that is submitted to expand an eligible renewal CoC Program-funded project may only request a 1-year grant term, regardless of the project type.
- Any new project that requests leasing—either leasing alone or leasing costs plus other costs (e.g. supportive services, HMIS, etc.)—may only request up to a 3-year grant term.
- Any of the following new projects may request 1-year, 2-year, 3-year, 4-year, or 5-year grant terms with funding for the same number of years: tenant-based rental assistance, operating costs, supportive services only, HMIS, and project administration.
- Any new project that requests new construction, acquisition, or rehabilitation must request a minimum of a 3-year grant term and may request up to a 5-year grant term.
- Any new projects requesting project-based rental assistance or sponsor-based rental assistance, or operating costs may request up to a 15-year grant term; however, the project applicants may only request up to 5 years of funds. Funding for the remainder of the term is subject to availability and applicants must apply for additional funds at such time and in such manner as HUD may require.
- If an applicant requests funds for new construction, acquisition, or rehabilitation in addition to requesting funds for operating, supportive services, or HMIS, the funding will be for the 3 years requested, and the grant term will be 3 years plus the time necessary to acquire the property, complete construction, and begin operating the project. HUD will require recordation of a HUD-approved use and repayment covenant (a form may be obtained from the local HUD CPD field office) for all grants of funds for new constructions, acquisition, and rehabilitation. (24 CFR 578.81)
- Any new project that is requesting consideration under the DV Bonus may only request a 1-year grant term, regardless of project type.

III. COC PROGRAM REQUIREMENTS

MATCHING FUNDS

The grantee must match all grant funds, except for leasing funds, with no less than 25% of funds or in-kind contributions from other sources. Guidance regarding cash and in-kind match is at 24 CFR 578.73. Cash match must be used for the costs of activities that are eligible CoC Program costs. Rental income received from participants may be counted as match.

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

All successful project applicants, with the exception of entities that are victim service providers, must participate in the CoC's Homeless Management Information System (HMIS). Access to the HMIS is made available to CoC grantees at no cost, and the CoC provides training in use of the system. Applicants should not include costs for HMIS in project budgets.

Victim services providers are required to use a comparable data collection system for recording client-level data, and may include HMIS costs in program budgets.

COORDINATED ENTRY SYSTEM

The CoC operates a coordinated entry system, in which persons to be referred to housing are assessed using a common assessment tool, and are placed on a shared wait list which prioritizes eligible applicants by need. All successful applicants are required to participate in the CoC's coordinated entry system, and are required to fill all vacancies through the coordinated entry system.

The coordinated entry system is modified for programs that serve survivors of domestic violence in order to address the unique needs of participants in those programs for confidentiality. Survivors are included in coordinated entry by using a code that stands in for name and any other personally identifying information.

HUD REQUIREMENTS

This document summarizes key components of the CoC Program. More information is available from the NOFA, available at <https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf>, and from the Continuum of Care Program regulations, www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf. If there are any conflicts between guidance in this document and HUD guidance, the HUD guidance takes priority and is what should be relied upon.

IV. APPLICATION PROCESS

The FY18 CoC competition is open to renewal and eligible new projects, which will be scored competitively. The highest scoring projects will be included in the CoC application submitted to HUD.

Applicants will need to log in to *esnaps* to complete a renewal or new application.

Renewal. The City of Springfield has created renewal application files in *esnaps* for each existing project. Renewal applicants must open the renewal application, fill in missing information, update existing information, and upload any required supporting documents. Once complete, applicants must submit the renewal application in *esnaps*.

Expansion and New Projects. New project applicants must provide notice to Gerry McCafferty, gmccafferty@springfieldcityhall.com, of the intent to submit a new application and whether the new project being created is 1) permanent supportive housing, 2) rapid rehousing, 3) joint transitional housing-rapid rehousing, or 4) coordinated entry for DV survivors. Within 2 business days of notification, the new project application will be set up in *esnaps* and ready for entry of application information. Expansion and new project sponsors must open the new project application, fill in application information, and upload required supporting documents. Once complete, applicants must submit the expansion or new application in *esnaps*.

ESNAPS GUIDANCE AND TECHNICAL ASSISTANCE

Esnaps is available at www.esnaps.hud.gov. Any applicant that does not already have the ability to log in to the CoCs *esnaps* account must request access from Deborah Merkman, dmerkman@springfieldcityhall.com or 413-787-7746. Deborah Merkman can also provide technical assistance regarding *esnaps* use throughout the application process.

INSTRUCTIONS FOR SUBMISSION OF APPLICATION IN ESNAPS

1. Applicant access to *esnaps*.

- The applicant must designate a staff person to access *esnaps*.
- The designated individual must visit the *esnaps* site, www.esnaps.hud.gov, click the “Create Profile” button, and provide the required information. Following this step, the individual must send an email to Deborah Merkman, dmerkman@springfieldcityhall.com, and request that the individual be linked to the Springfield-Hampden County CoC account. Ms. Merkman will send a response email conforming that the individual has been added.
- Renewal applications have already been created.

- For new projects: Send notice to Gerry McCafferty, gmccafferty@springfieldcityhall.com of the intent to apply for a new project, the name of the new project, and whether the new project is: 1) permanent supportive housing; 2) rapid rehousing 3) transitional housing-rapid rehousing, or 4) coordinated entry for DV survivors. Within 2 business days, Ms. McCafferty will create a new project application for the proposed project, which shall be the name of the applicant agency – name of the proposed project.

2. Accessing program application in *esnaps*.

- The applicant's *esnaps* user should log-in to *esnaps* and click the "Submissions" button in the left-hand column. At the top middle of the page that opens is a section named "Submissions Filters" and the top line is "Applicant Project Name." Use the drop-down menu to find your project. Once your agency and program name are in the box from the drop-down menu, click the "Filter" button.
- Once the system filters to only your program, look in the second column for "Renewal Project Application FY2018" or "New Project Application FY2018." To open the application, click on the orange and grey icon to the left of the program name.

3. Completing the *esnaps* application.

- Note that Part 1 of the application has been completed by the City of Springfield. Because HUD grants are awarded to the City, the City is considered the applicant. Each program grantee is a subrecipient. Subrecipient information begins in Part 2.
- Detailed instructions for completing the application will be made available at the following sites:
 - FY2018 Renewal Detailed Instructions:
<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>
 - FY2018 New Project Renewal Detailed Instructions:
<https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>

4. *Esnaps* attachment

- All new applications must contain documentation of the agency's 501(c)(3) status, which must be uploaded at screen 7A.

5. Submittal of the *esnaps* application.

- Once the application is complete, the “Submit” button on screen 8B will no longer be greyed out. Click the Submit button.

INSTRUCTIONS FOR SUBMISSION OF REQUIRED DOCUMENTS

In addition to the esnaps submission, applicants must mail or deliver the following documents to the Office of Housing, 1600 E. Columbus Ave., Springfield, MA 01103. Please place required documents in an envelope. On the outside of the envelope, print “FY2018 CoC Competition” and your agency and program name. If your agency is submitting applications for more than one program, please submit a separate envelope for each program.

Renewal Applicants must submit:

- Completed Housing First/Low Demand Self-Assessment (included in Appendix C)
- Documentation of required match
- Current List of Board of Directors with identification of Officers and terms

New Applicants must submit:

- Completed Housing First/Low Demand Self-Assessment (included in Appendix C) – complete to reflect program design of proposed project
- Documentation of required match
- Agency Articles of Incorporation
- Current List of Board of Directors with identification of Officers and terms
- Certified Organization Audit/Financial Statements of most recent year:
 - Copy of OMB A-133 Audit (Required if \$500,000 or more in aggregate Federal funds expended); or
 - Financial statements audited by a CPA (if not bound by the requirements of OMB A-133)
- Agency Financial Management Policies and Procedures
- Agency Procurement Policies and Procedures

BOTH THE ESNAPS SUBMISSION AND THE REQUIRED DOCUMENTS MUST BE RECEIVED BY AUGUST 15, 2018 AT 4:00 P.M.

V. APPLICATION REVIEW AND SELECTION

THRESHOLD REQUIREMENTS

To be eligible for consideration by the CoC Scoring and Ranking Committee, all projects must first successfully pass a review of threshold requirements. City of Springfield CoC staff will perform a threshold review of all submitted projects. ***Each project must meet the following minimum standards:***

1. The application must be submitted on time.
2. The application must be complete and data consistent.
3. The project must use a Housing First and/or Low Barrier model.
4. The applicant must provide documentation of minimum match.
5. The project must participate in coordinated entry (or commit to participate, if it is a new project).
6. The project must be financially feasible.
7. The applicant must provide documentation of organizational financial stability. (This is a review of audits or financial statements. For renewal projects, this review has been completed as part of program monitoring.)

COMPETITIVE REVIEW

All applications that meet the threshold requirements will be forwarded to the CoC Scoring and Ranking Committee for evaluation, selection and ranking. Appendix A provides the scoring rubric that will be used to score renewal and new projects.

Scores will determine each project's rank in the CoC's application to HUD, and rank will be the primary determinant of placement into Tier 1 and Tier 2. Scores may also be used to reject applications or to reduce budgets for low-scoring projects or over-funded projects.

Scoring and Ranking. The scoring rubric evaluates past performance (of renewal applicants) and promotes best practices or practices that will improve our local response to homelessness and align our response with national policies and best practices. These include:

- Fidelity of commitment to a Housing First/Low-Demand service model; and
- Projects that promote geographic diversity of programs throughout our CoC.

Reallocation. Reallocation is the process of removing funding (in whole or in part) from a renewal project to fund a new project. There are several types of reallocation that may happen:

- Renewal projects that are ranked below all other renewal and new projects and fall below the cut-off for Tier 2 will not be included in the application.
- Low-scoring applications placed in Tier 2 may be reduced by the CoC Scoring and Ranking Committee in order to enable the CoC to fall within the Tier 2 limit.
- Projects which consistently do not draw down 90% or more of funds may have budgets reduced by the CoC Scoring and Ranking Committee to conform to actual spending.

Selection. Once the committee completes the scoring and ranking, the committee may consider the CoC's overall funding priorities, whether the initial scoring is likely to result in any critical service gaps, and strategy related to Tier cut offs and HUD's selection process, and may make adjustments to budgets and produce the final ranking of projects to be included in the CoC application. The Committee's rationale for any adjustments must be recorded and made public with the published rankings.

Because HMIS is required for the CoC and must be funded, HMIS grants will receive the maximum score. The CoC's Coordinated Entry project, which is not comparable to any other projects and is a needed CoC component, will receive the maximum score this year.

Project selections, rankings and tier allocations will be provided to proposers by written notice and published on the following website no later than August 31, 2018:

Springfield-Hampden Continuum of Care
<https://springfieldhampdencoc.wordpress.com/>

Applicants not selected by the CoC to be included in the CoC submission to HUD may appeal by submitting their *esnaps* Solo Application directly to HUD no later than September 18, 2018, 7:59:59 p.m. eastern time.

VI. RFP SCHEDULE

July 11, 2018	Hampden County CoC FY18 Competition Opens
August 1, 2018 10:00 a.m.	Bidders Conference (optional) City of Springfield Office of Housing, 1600 E. Columbus Ave., Springfield
August 15, 2018 4:00 p.m.	Deadline for Submittal of Complete Application Complete applications include: <ol style="list-style-type: none">1. <i>Esnaps</i> submittal with following attachments uploaded:<ul style="list-style-type: none">• Documentation of agency 501(c)(3) status2. Delivery of CoC Required Documents to the Springfield Office of Housing, 1600 E. Columbus Ave. Springfield.
August 31, 2018	CoC notifies applicants in writing whether projects will be accepted, rejected, or reduced, and the reason for any rejection or reduction
Sept. 16, 2018	Full CoC Application posted on CoC website
Sept. 18, 2018	CoC Application Submitted to HUD in <i>esnaps</i> Any rejected applicants may submit <i>esnaps</i> Solo Application directly to HUD no later than 7:59:59 p.m. eastern time on Sept. 18, 2018.

VII. DEFINITIONS

Chronically Homeless (1) An individual who: (i) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and (ii) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in in emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years, adding up to a total of 12 months; and (iii) Can be diagnosed with one or more of the following conditions: substance abuse disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability; or (2) an individual who has been residing in an institutional care facility, including a jail, mental health or substance abuse facility, hospital or other similar facility for fewer than 90 days and has met all the criteria in paragraph (1) of this definition 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) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

Housing First is a model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals. The only real expectations of Housing First, which the individual agrees to prior to starting with the program, is to agree to have support workers visit at home, to pay their rent on time and in full (or agree to third party payment of rent), and to avoid disrupting the reasonable enjoyment of other tenants in the same building that would cause their eviction.

Permanent Supportive Housing (PSH) means permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently. Permanent housing is community-based housing without a designated length of stay. To be permanent housing, the program participant must be the tenant on a lease for a term of at least one year, which is renewable for terms that are a minimum of one month long, and is terminable only for cause.

Rapid Rehousing (RRH) means short-term (up to 3 month) or medium-term (3 to 24 months) financial assistance to obtain or maintain permanent housing, along with case management during the period of rental assistance.

Transitional Housing (TH) means housing, where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months or such longer period as HUD determines necessary. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended.

SCORING FOR RENEWAL APPLICATIONS FOR FY18 COC PROGRAM COMPETITION	
PERFORMANCE – 40 points	
Housing Stabilization: Percent of persons who remain in or exit to permanent housing	90% or more - 25 points 85-89% - 10 points
Returns to homelessness: Percent of persons who exited program in 2014-2017 that returned to homelessness within 2 years of exit	Less than 5% - 5 points
Increase employment income: Percent of adult participants who increased employment income	8% or more - 5 points
Increase non-employment income: Percent of adult participants who increased non-employment income	40% or more - 5 points
PROJECT EFFECTIVENESS – 35 points	
Utilization: Average number of beds/units filled during the grant period	90% or more - 15 points 85-89% - 5 points
Cost: Project has reasonable cost per permanent housing maintenance/exit	Below \$10,000 - 5 points \$10,001 to 15,000 – 2 points
Monitoring results: Project has no unaddressed monitoring findings or concerns (fiscal/program requirements) in most recent monitoring	No findings or concerns - 5 points Findings or concerns which have been fully addressed – 2.5 points
Data Quality: Percent of data points which are complete	95% or above - 5 points
Timeliness of Data Entry: Percent of entries/exits recorded in HMIS within 10 days	95% or above – 5 points
COORDINATED ENTRY/TARGETING – 15 points	
Coordinated entry: All vacancies filled through coordinated entry	Yes – 10 points
Fidelity to Housing First model: Score on Housing First Self-Assessment (on next page)	Score of 10 - 5 points
LOCAL FACTOR– 10 points	
Geographic diversity: Location of project	Located in Springfield – 0 points Located in Holyoke, Chicopee, Westfield – 5 points Located in Hampden County outside listed cities – 10 points Scattered sites in multiple cities/towns – 5 points

SCORING FOR NEW APPLICATIONS FOR FY18 COC PROGRAM COMPETITION

EXPERIENCE – 25 points

Experience with proposed population and provision of housing	5 years’ experience with population <u>and</u> 5 years providing housing -10 points 5 years’ experience with population <u>or</u> 5 years providing housing -5 points
Experience with using a Housing First/low demand approach	Experience operating a Housing First or low demand project - 10 points
Experience effectively using federal funds	Experience with federal grants - 5 points

DESIGN OF HOUSING & SUPPORTIVE SERVICES – 25 points

Services Match between proposed participants and services to be provided	Project demonstrates that appropriate services will be made available to participants – 10 points
Housing First Design Plan to assist participants to rapidly secure and maintain permanent housing	Project design reflects Housing First/ low demand model – 10 points
Income Plan to assist participants to increase/maintain income and to maximize their ability to live independently	Applicant describes specific services or supports directed toward increasing employment and non-employment income – 5 points

TIMELINESS – 10 points

Plan for rapid implementation of the program	Applicant provides realistic and quick implementation plan – 10 points
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FINANCIAL – 30 points

Cost Project is cost-effective when projected cost per person served and achieving a successful housing placement is compared to CoC average cost	Under \$10,000 – 10 points \$10,001 to 15,000 – 5 points
Audit Organization’s most recent audit 1) found no exceptions to standard practices; 2) identified agency as ‘low risk’; and 3) indicates no findings	No exceptions to standard practices – 3 points Agency identified as low risk – 3 points Indicates no findings – 4 points
Match	Documented match amount meets HUD requirements – 5 points
Budget	Budgeted costs are reasonable, allocable, and allowable – 5 points

LOCAL FACTOR– 10 points

Geographic diversity:	Located in Springfield – 0 points Located in Holyoke, Chicopee, Westfield – 5 points Located in Hampden County outside listed cities – 10 points Scattered sites in multiple cities/towns – 5 points
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APPENDIX B

Projects Eligible for Renewal, with Allowable Budget Line Amounts

Projects highlighted in light blue reflect the consolidation of previous grants operated by the same organization. Look for these projects in *esnaps* using the project name listed below. See the *esnaps* Renewal Grant Consolidation Screen in the listed project to show the grants that have been included in the consolidation.

Project Name	Project Component	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin	TOTAL
Catholic Charities RRH	PH	\$0	\$347,640	\$86,644	\$0	\$0	\$13,692	\$447,976
CHD Family PSH	PH	117,300	\$136,380	\$73,400	\$0	\$0	\$20,681	\$347,761
FOH-CSO Coordinated Assessment	SSO	\$0	\$0	\$233,645	\$0	\$0	\$16,355	\$250,000
FOH-CSO PSH/Springfield	PH	\$153,212	\$0	\$68,612	\$0	\$0	\$15,789	\$237,613
Gandara SHINE RRH	PH	\$0	\$222,816	\$153,058	\$0	\$0	\$29,326	\$405,200
HMIS	HMIS	\$0	\$0	\$0	\$0	\$59,317	\$2,675	\$61,992
MHA Consolidated S+C	PH	\$0	\$601,308	\$0	\$0	\$0	\$44,532	\$645,840
RVCC CoC Program	PH	\$0	\$219,816	\$66,097	\$0	\$0	\$17,572	\$303,485
SMOC - Bowdoin/Tranquility Home	PH	\$0	\$0	\$37,499	\$22,654	\$0	\$3,773	\$63,926
Viability Next Step	PH	\$0	\$253,080	\$230,999	\$0	\$0	\$33,074	\$517,153
VOC – Scattered Site Family Supportive Housing	PH	\$0	\$95,136	\$22,536	\$0	\$0	\$7,887	\$125,559
Way Finders - RRH	PH	\$0	\$145,692	\$0	\$0	\$0	\$8,629	\$154,321
Way Finders - Turning Point	PH	\$0	\$0	\$16,838	\$42,052	\$0	\$3,699	\$62,589
TOTAL		\$270,512	\$2,021,868	\$989,328	\$64,706	\$59,317	217,684	\$3,623,415

Housing First Self-Assessment

Name of Agency and Program: _____

Check box if answer is yes:

- 1. Access to program is not contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in services, or other unnecessary conditions.
- 2. Program does everything possible not to reject an individual or family on the basis of poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that are interpreted as indicating a lack of "housing readiness."
- 3. People with disabilities are offered clear opportunities to request reasonable accommodations within applications and screening processes and during tenancy, and building and apartment units are or can be modified to accommodate disabilities.
- 4. Housing and service plans are highly tenant-driven.
- 5. Supportive services emphasize engagement and problem-solving over therapeutic goals.
- 6. Participation in services or compliance with service plans are not conditions of tenancy, but are reviewed with tenants and regularly offered as a resource to tenants.
- 7. Services are informed by a harm-reduction philosophy that recognizes that drug and alcohol use and addiction are part of some tenants' lives. Tenants are engaged in non-judgmental communication regarding drug and alcohol use and are offered education regarding how to avoid risky behaviors and engage in safer practices.
- 8. Substance use in and of itself, without other lease violations, is not considered a reason for eviction.
- 9. Tenants in supportive housing are given reasonable flexibility in paying their share of the rent on time and offered special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements.
- 10. Every effort is made to provide a tenant the opportunity to transfer from one housing situation, program, or project to another if a tenancy is in jeopardy. Wherever possible, eviction back into homelessness is avoided.

TOTAL number of boxes checked: