

SANTA MARIA / SANTA BARBARA COUNTY CONTINUUM OF CARE

Second Request for Proposals

FY 2013 Continuum of Care Program Competition

County of Santa Barbara
Community Services Department
Housing and Community Development Division
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www.countyofsb.org/housing

I. OBJECTIVE

The Santa Maria/Santa Barbara County Continuum of Care (CoC) requests proposals from non-profit and local government organizations interested in providing assistance to homeless individuals and families within Santa Barbara County. The CoC seeks projects that can make efficient, economical, and effective use of competitively awarded funds from the United States Department of Housing and Urban Development (HUD).

Approximately \$1.7 billion is available under the FY 2013 Continuum of Care Program (CoC Program) Competition. HUD anticipates that the appropriation for the CoC Program made available through the Consolidated and Further Continuing Appropriations Act, 2013, as subject to sequestration, is insufficient to fund all projects eligible for renewal in the FY 2013 CoC Program Competition. As such, the only new projects that the CoC may apply for include those created through reallocation discussed below.

The interim regulations implementing the CoC Program can be found at 24 CFR Part 578 (Federal Register; Vol. 77; No. 147; July 31, 2012). Acting as the Collaborative Applicant for the CoC, the County of Santa Barbara encourages proposals consistent with HUD’s goals as articulated in HUD’s Strategic Plan and Opening Doors: Federal Strategic Plan to Prevent and End Homelessness.

Please note that the County of Santa Barbara Community Services Department, Housing and Community Development Division (HCD) issued a Request for Proposals (RFP) for the FY 2013 CoC Program Competition on October 8, 2013. This is a second RFP for the FY 2013 CoC Program Competition, the purpose of which is to solicit additional responses from non-profit and local government organizations interested in creating new permanent supportive housing projects that exclusively serve chronically homeless individuals or families.

II. BACKGROUND

The County of Santa Barbara, on behalf of the CoC, will submit an application to HUD for federal assistance to provide housing and essential services to homeless individuals and families through the CoC Program.

HUD will require the CoC to rank all locally-approved renewal and new projects in a two-tiered approach, the purpose of which is to allow the CoC to clearly indicate to HUD which projects are prioritized for funding. Tier 1 will be equal to the CoC’s renewal demand less five percent, or \$1,413,793. Tier 2 will be the amount between the CoC’s Tier 1 and the CoC’s renewal demand, plus any approved amounts for a CoC planning grant, or \$93,210. HUD strongly advises the CoC to rank renewal and new projects determined to be high priority and high performing and that meet the needs of the CoC in Tier 1.

This RFP announces the CoC’s intention to receive proposals for new permanent supportive housing projects exclusively for chronically homeless individuals or families. Proposals will be reviewed to determine the project’s effectiveness in stabilizing chronically homeless individuals or families and contributing to local efforts to end chronic homelessness.

III. AVAILABLE FUNDS

Approximately \$65,923 of reallocated funding is available under this RFP. These funds may be granted for different terms as noted below.

IV. PROCUREMENT CONDITIONS

A. Priorities

Major priorities will be identifying projects that further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). Specifically, **only** projects that address the goal of ending chronic homelessness by 2015 will be considered.

B. Negotiations

HCD reserves the right to negotiate with respondents relative to pricing, project term, technical information, and/or other items from their proposals.

C. Technical Assistance

Technical assistance will be provided by a consultant, Geoffrey Gilbert, Ph.D, who has been hired by HCD. To request technical assistance, please send him an email at geoffrey@polisgroup.com. To ensure proper routing (i.e., not to be regarded as spam), please put "Technical Assistance Request" in the subject line. Please note that the consultant is only permitted to answer technical questions pertaining to program regulations and requirements and shall not give assistance that may provide a competitive advantage to a respondent. Additional technical assistance may be found at the OneCPD Resource Exchange (www.onecpd.info). All requests for technical assistance must be submitted by the date indicated in Section VII of this RFP.

D. Energy Efficiency and Section 3 Compliance

HCD supports the Energy Star initiative that encourages the use of energy-efficient appliances (see www.energystar.gov). Applications for new permanent supportive housing projects will *only* be included in the CoC Consolidated Application if the respondent agrees to utilize only Energy Star appliances in their projects. Respondents should also note that all projects proposing rehabilitation or new construction shall be required to conduct outreach to employ low- and very low-income persons per the Housing and Urban Development Act of 1968 (Section 3).

V. PROGRAM COMPONENTS

A. CoC Program

The interim regulations for the CoC Program can be found at 24 CFR Part 578. Eligible activities under this program can be found at 24 CFR §578.43 through §578.63.

B. Eligible Projects

Projects eligible for inclusion in the CoC Consolidated Application under this RFP are new permanent supportive housing projects that **exclusively serve chronically homeless individuals or families**. At the discretion of the CoC Review Committee, new projects can be created through a reallocation process whereby funding for one or more projects eligible for renewal under the FY 2013 CoC Program Competition is reduced or eliminated to make available funds to develop the new project(s).

Respondents are strongly encouraged to review the program regulations, the Notice of Funding Availability for the Fiscal Years 2013 and 2014 CoC Program Competition, and HUD-issued guidance at the OneCPD Resource Exchange (www.onecpd.info). HCD shall use its resources to assist respondents in submitting proposals that conform with the program regulations through the provision of technical assistance, but it does not make any representation that funding is guaranteed, or that its interpretations of the regulations

are fully consistent with HUD. **The responsibility for the completeness of a proposal and its conformity with the relevant HUD regulations is the sole responsibility of each respondent.**

C. Eligible Populations

Only new permanent supportive housing projects assisting chronically homeless individuals or families as defined in 24 CFR §578.3 shall be considered for inclusion in the CoC Consolidated Application.

- (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 an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and
 - (iii) Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;
- (2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) 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.

VI. PROJECT TERMS

The term for each project is dependent upon the activities being proposed. The initial term for new projects created through reallocation may be one year, two years, three years, four years, five years, or 15 years. However, the following exceptions apply:

- Any new project created through reallocation that includes leasing—either leasing alone or leasing costs plus other costs (e.g. supportive services, Homeless Management Information System [HMIS], etc.)—may only request up to a three-year grant term with funding for three years.
- Any of the following new projects created through reallocation may request one-year, two-year, three-year, four-year, or five-year grant terms with funding for the same number of years: operating costs, supportive services only, HMIS, and project administration.
- Any new project created through reallocation that requests new construction, acquisition, or rehabilitation must request a minimum of a three-year grant term and may request up to a five-year grant term.
- Any new projects created through reallocation requesting project-based rental assistance or sponsor-based rental assistance, or operating costs may request up to a 15-year grant term; however, respondents may only request up to five years of funding. Funding for the remainder of the term is subject to availability and respondents must apply for additional funds at such time and in such manner as HUD may require.
- If a respondent 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 three years requested, and the grant term will be three 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 HUD CPD Field Office) for all grants of funds for new construction, acquisition, and rehabilitation.

VII. PROPOSAL REQUIREMENTS AND FORMATS

Responding to this RFP is a multi-part process. Requirements for each part are detailed below.

It is the respondent’s responsibility to ensure that all required materials are submitted by the dates identified in this Section and in the appropriate format. All proposals must include the respondent’s DUNS Number. In addition, the proposal must be valid for a minimum of 180 days and signed by an authorized official of the respondent, as evidenced by (prior or new) board actions.

Part 1: Letter of Intent

Deadline:	Monday, December 30, 2013
Deliverable:	Letter of Intent
Submission Method:	Email <ul style="list-style-type: none"> • Geoffrey Gilbert, Ph.D, Consultant geoffrey@polisgroup.com • A.J. Quinoveva, Housing Program Specialist, Sr. aquinoveva@co.santa-barbara.ca.us

The Letter of Intent must include the following information. Additional information is not being requested and will not be considered as part of the review process.

Agency:

- Name
- Address
- Telephone
- Contact
- Years in Business
- Special Needs Population(s) Served
- DUNS Number
- Central Contractor Registration (CCR)/SAM.gov number

Experience:

- Years providing homeless assistance
- Years providing permanent housing assistance
- Years assisting chronic homeless population (see HUD Definition at: Federal Register, vol. 77, No. 147 (July 31, 2012), page 45443) 24 CFR 578.3
- Has your agency previously provided permanent housing assistance to a chronic homeless population?

Project Plan:

- Location of housing
- Describe how you intend to obtain site control.
- Describe property and types of units to be used.
- Will acquisition and/or rehabilitation be required to bring the units online?
- From the date of notification of award, how many months will it take to bring the units online.
- Target population(s)

- Will housing be limited to only the targeted population(s)?
- Briefly describe the outreach/marketing plan?
- List services to be made available on-site.
- List services to be made available off-site.
- List the services provided by other agencies on-site and off-site.
- How will you ensure that tenants remain stably housed for at least six months?
- Describe best practices or approaches used with respect to project design.

Budget:

- Identify any capital costs associated with this project (e.g., acquisition, rehabilitation, new construction)
- What percent of the capital costs will be paid for through HUD assistance?
- What other sources are being proposed? Are any funds already committed?
- Prepare annual operating and supportive social services budgets.
- Prepare a budget for HMIS participation.
- If only some of the project could be funded with HUD resources, would you be able to proceed?

Certifications:

On agency letterhead please certify to the following:

- Agency has read and understands the definition of chronic homelessness as found at Federal Register, vol. 77, No. 147 (July 31, 2012), page 45443) 24 CFR §578.3
- Agency understands that there is no limitation on the length of occupancy for persons in permanent supportive housing
- Agency further understands that in assisting a hard-to-serve population, it will terminate assistance for only egregious program violations (see: Federal Register, vol. 77, No. 147 (July 31, 2012), page 45462) 24 CFR §578.91

Part 2: e-snaps Project Application

Deadline:	TBA
Deliverables:	New Project Application
Submission Method:	e-snaps

Respondents with new projects recommended for approval must complete and submit a 2013 New Project Application in e-snaps. Failure to submit the 2013 New Project Application by the established deadline may preclude the inclusion of the project in the CoC Consolidated Application.

If necessary, authorized representatives of respondents with approved projects may be asked to attend a final review meeting to make final edits to their applications prior to submission to HUD. The authorized representative must have a strong knowledge of the application and the authority to make revisions to the approved project in order to strengthen the CoC’s overall score on the CoC Consolidated Application. During this process, HCD and its Consultant will work with authorized representatives to finalize the e-snaps New Project Applications.

VIII. SCHEDULE

Proposal Submission Deadline:	December 30, 2013
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CoC Review Committee Meeting:	January 3, 2014
e-snaps Renewal/New Project Application Submission Deadline:	TBA
Board of Supervisors Hearing:	January 21, 2014
CoC Consolidated Application Deadline:	February 3, 2014

Note: Dates subject to change

Respondents are **strongly** encouraged to attend the CoC Review Committee meeting scheduled for January 3, 2014 to address any questions the CoC Review Committee may have regarding the proposals. The location of the meeting will be announced in a separate communication.

IX. GENERAL REQUIREMENTS

Recipients and subrecipients of CoC Program funds must be aware of the following requirements.

A. Financial Requirements

Projects funded by the CoC Program are subject to the uniform policies and requirements of the Federal Office of Management and Budget (OMB) Circulars and Federal regulations implementing the Circulars. The recipient/subrecipient must meet any applicable audit requirements in accordance with the Office of Management and Budget Circulars A-110, A-128, and A-133. The recipient/subrecipient will be responsible for costs associated with an independent audit. As applicable, the audit must be provided to HUD in a timely manner.

B. Grant Administration

Recipients/subrecipients are responsible for ensuring that CoC Program funds are administered in accordance with the requirements of applicable laws and program regulations.

C. Performance Reports

All recipients are hereby advised that as a condition of being included in the final CoC Consolidated Application to HUD, recipients must enter into a Memorandum of Understanding (MOU) with HCD. This MOU will provide HCD with necessary access to the recipient’s project for monitoring and evaluation purposes. In addition, the respondent will be required to provide to HCD additional reports including APRs filed with HUD.

D. Recordkeeping

Recipients must ensure that records are maintained for a five-year period after the final expenditure to document compliance with the provisions of the program regulations and to make them available to HUD upon reasonable advance notice. Recipients are expected to use standard accounting practices in their fiscal recordkeeping.

E. Timely Use of Funds

Recipients are expected to utilize CoC Program funds in a timely manner. Program regulations make clear the standards that recipients will be held to regarding program implementation. HUD reserves the right to recapture funds not committed within 18 months of grant agreement execution.

F. Sanctions

If HUD or HCD determine that a recipient is not complying with CoC Program requirements, or with other applicable laws, it may elect to exclude a recipient from future CoC Consolidated Applications.

X. METHOD OF EVALUATION

A subcommittee of the Central Coast Collaborative on Homelessness (C3H) Coordination Committee, or CoC Review Committee, will complete its review and prepare a list of respondents recommended for funding. Projects will be included in the CoC Consolidated Application until funding made available in Tier 1 is exhausted.

Projects will be ranked according to the rating factors identified below.

1. Feasibility (taking into account timing, availability of other resources, and respondent's experience)
2. Percentage of funding request for housing-related activities (the higher the percentage for housing, the better)
3. Leverage (relative to other proposals)
4. Targeting of chronically homeless
5. Cost effectiveness
6. Participation in CoC planning process
7. Proposal completeness and accuracy
8. Service and geographic reach