

SANTA MARIA / SANTA BARBARA COUNTY CONTINUUM OF CARE

# **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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## 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, CoC planning, and Unified Funding Agency (UFA) costs.

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) will issue a separate Notice of Funding Availability for the Community Development Block Grant (CDBG) Program, HOME Investment Partnerships Program (HOME), and Emergency Solutions Grants (ESG) Program funds in late Fall 2013.

## 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. For the FY 2013 CoC Program Competition, the CoC's renewal demand is \$1,488,203 and the CoC may request additional funds totaling \$18,800 for a CoC planning grant.

HUD will require the CoC to rank all locally-approved 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 in the event that the total renewal demand nationwide exceeds the amount available under the FY 2013 CoC Program Competition. Tier 1 will be equal to the CoC's renewal demand less the national percentage funding cut as identified in the CoC Program Notice of Funding Availability. 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. Please note that HUD has not yet released the CoC Program Notice of Funding Availability so we do not yet know how deep the funding cut will be.

This Request for Proposals (RFP) announces the CoC's intention to receive proposals for renewal projects and letters of intent for new permanent supportive housing projects for the chronically homeless. Proposals will be reviewed to determine the project's effectiveness in stabilizing homeless individuals and families and demonstrating progress in ending homelessness.

### III. 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, projects that address the goals listed below will be prioritized:

- End homelessness and substantially reduce the number of families and individuals with severe housing needs
- End chronic homelessness by 2015
- End veteran homelessness by 2015
- End family and youth homelessness by 2020

#### 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](mailto: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](http://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](http://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).

### IV. 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 §578.39 through §578.63.

#### B. Eligible Projects

Projects eligible for inclusion in the CoC Consolidated Application are renewal projects and new permanent supportive housing projects that serve the chronically homeless, described below. Also eligible is a CoC Planning project.

Renewal Projects

Projects currently funded under the CoC Program that expire in Calendar Year 2014 are eligible for renewal under the FY 2013 CoC Program Competition. All projects previously funded under the Supportive Housing Program and Shelter Plus Care program that are seeking first-time renewal funding must apply as a CoC Program project under the applicable program component.

New Permanent Supportive Housing Projects

At the discretion of the CoC Review Committee, new permanent supportive housing projects that serve the chronically homeless can be created through a reallocation process whereby funding for one or more projects eligible for renewal is reduced or eliminated to make available funds to develop the new project(s).

The CoC Review Committee reserves the right to reject renewal projects that have exhibited significant capacity and performance issues. In addition, renewal project applicants will continue to contract directly with HUD.

Applicants are strongly encouraged to review the program regulations for the component for which they will be applying. HUD posted guidance on each program component at the OneCPD Resource Exchange ([www.onecpd.info](http://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 projects assisting homeless populations as defined by HUD shall be considered for inclusion in the CoC Consolidated Application. **Please note that HUD has recently made changes to its definition of homeless.** Projects that are dedicated to serving chronically homeless must continue to serve chronically homeless persons **exclusively** throughout the duration of funding. Respondents interested in submitting a Letter of Intent for a new permanent supportive housing project created through reallocation must serve chronically homeless families and/or persons exclusively.<sup>1</sup>

Literally Homeless

Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (i) Has a primary nighttime residence that is a public or private place not meant for human habitation
- (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, and local government programs); or

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<sup>1</sup> A chronically homeless person (or family) is defined as a disabled individual or head of household who has been homeless continuously for a year or more or has had at least four episodes of homelessness in the past three years. A disabling condition is defined as a diagnosable substance abuse disorder, serious mental illness, development disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions.

To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency shelter during that time. An episode is a separate, distinct, and sustained stay on the streets and/or in an emergency shelter.

- (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Eligible Components:	Supportive Services Only Transitional Housing Permanent Supportive Housing
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Permanent Supportive Housing projects have the following additional limitations on eligibility within this category:

- Individuals and families coming from transitional housing must have originally come from the streets or emergency shelter
- Individuals and families must also have an individual family member with a disability.

Imminent Risk of Homelessness

Individual or family who will imminently lose their primary nighttime residence, provided that:

- (i) Residence will be lost within 14 days of the date of application for homeless assistance;
- (ii) No subsequent residence has been identified; and
- (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing.

Eligible Components:	Supportive Services Only Transitional Housing
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Homeless under Other Federal Statutes<sup>2</sup>

Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- (i) Are defined as homeless under the other listed federal statutes;
- (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
- (iii) Have experienced persistent instability as measured by two moves or more during the preceding 60 days; and
- (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers

Eligible Components:	Supportive Services Only Transitional Housing
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Fleeing/Attempting to Flee Domestic Violence

Any individual or family who:

- (i) Is fleeing, or attempting to flee, domestic violence;
- (ii) Has no other residence; and

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<sup>2</sup> Projects must be located within a CoC that has received HUD approval to serve this category.

(iii) Lacks the resources or support networks to obtain other permanent housing.

Eligible Components:	Supportive Services Only Transitional Housing Permanent Supportive Housing
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**V. PROJECT TERMS**

The term for each project is dependent upon the activities being proposed. HUD will continue to limit the term for renewal projects to one year of funding; requests for multiple years of funding will be reduced to one-year amounts. HUD will allow new projects created through reallocation to request funding for one year to facilitate implementation of CoC strategies to reduce gaps in permanent housing. Any new projects created through reallocation that request capital costs (i.e., new construction, acquisition, or rehabilitation) are not eligible for one-year terms and will be increased to a three-year term if submitted for a one-year term.

**VI. PROPOSAL REQUIREMENTS AND FORMATS**

Responding to this RFP is a multi-part process. Requirements for each part are detailed below according to project type: renewal projects and new permanent supportive housing projects.

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.

**A. Renewal Projects**

Part 1: Annual Performance Report (APR)

Deadline:	Friday, October 18, 2013
Deliverable:	2012-2013 APR
Submission Method:	Email <ul style="list-style-type: none"> <li>• Geoffrey Gilbert, Ph.D, Consultant  <a href="mailto:geoffrey@polisgroup.com">geoffrey@polisgroup.com</a></li> <li>• A.J. Quinoveva, Housing Program Specialist, Sr.  <a href="mailto:aquinoveva@co.santa-barbara.ca.us">aquinoveva@co.santa-barbara.ca.us</a></li> </ul>

Part 2: Proposal

Deadline:	Tuesday, October 22, 2013
Deliverables:	<ol style="list-style-type: none"> <li>1. Most recent Project Application submitted in e-snaps</li> <li>2. Most recent HUD grant agreement</li> <li>3. Most recent HUD monitoring letter</li> <li>4. Most recent audited financial statements</li> </ol>

	5. HMIS Data Information
Submission Method:	Email <ul style="list-style-type: none"> <li>• Geoffrey Gilbert, Ph.D, Consultant  <a href="mailto:geoffrey@polisgroup.com">geoffrey@polisgroup.com</a></li> <li>• A.J. Quinoveva, Housing Program Specialist, Sr.  <a href="mailto:aquinoveva@co.santa-barbara.ca.us">aquinoveva@co.santa-barbara.ca.us</a></li> </ul>

Part 3: e-snaps Project Application

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

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

**B. New Permanent Supportive Housing Projects**

Part 1: Letter of Intent

Deadline:	Tuesday, October 22, 2013
Deliverable:	Letter of Intent on agency letterhead that includes the following: <ol style="list-style-type: none"> <li>1. Description of proposed project</li> <li>2. List of partners and their roles in the project</li> <li>3. Description of experience providing permanent supportive housing to the chronically homeless</li> <li>4. Description of experience administering federal funds</li> </ol>
Submission Method:	Email <ul style="list-style-type: none"> <li>• Geoffrey Gilbert, Ph.D, Consultant  <a href="mailto:geoffrey@polisgroup.com">geoffrey@polisgroup.com</a></li> <li>• A.J. Quinoveva, Housing Program Specialist, Sr.  <a href="mailto:aquinoveva@co.santa-barbara.ca.us">aquinoveva@co.santa-barbara.ca.us</a></li> </ul>

Part 2: e-snaps Project Application

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

New permanent housing 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.

## VII. SCHEDULE

CoC Program Information Session:	October 3, 2013
RFP Issued:	October 7, 2013
Training/Orientation:	October 10, 2013
APR Submission Deadline:	October 18, 2013
Technical Assistance Deadline:	October 21, 2013
Proposal Submission Deadline:	October 22, 2013
CoC Review Committee Meeting:	October 25, 2013
e-snaps Renewal/New Project Application Submission Deadline:	TBA
Board of Supervisors Hearing:	December 3, 2013
CoC Consolidated Application Deadline:	TBA

**Note:** Dates subject to change

If necessary, authorized representatives of 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 Renewal/New Project Applications.

## VIII. 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.

**IX. 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 ranked by the CoC Review Committee within the following categories:

- High-performing renewal projects
- CoC Planning project
- Permanent supportive housing projects serving the chronically homeless (Reallocated Projects)

Projects will be included in the CoC Consolidated Application until the CoC’s Annual Renewal Demand, plus any approved amount for a CoC Planning project, is exhausted.

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

**A. Renewal Project Rating Factors**

1. Budget
  - a. Per person expense (request / number served)
  - b. HUD percentage of project budget
2. Permanent Housing Exits and Retention
  - a. Percentage of transitional housing exits to permanent housing; or
  - b. Number of project participants housed in permanent housing six months or longer
3. Percentage of project participants accessing mainstream resources
4. Percentage of project participants with employment income
5. Income ranges above area median income
6. Accuracy and timeliness of APR
7. HMIS participation

**B. New Permanent Supportive Housing Project Rating Factors**

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