

**HUD Continuum of Care (CoC) Program FY2013 & FY2014
Request for Proposals**

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Introduction

The federal Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act reauthorizes the 1992 McKinney-Vento Act with a renewed emphasis on performance and establishing goals and outcomes to end homelessness. To this end, the Housing and Urban Development (HUD) Continuum of Care (CoC) program provides funding to support the efforts of local public and private non-profit agencies providing services for individuals and families experiencing homelessness. For these funds, HUD requires that the local Continuum of Care board – the Washtenaw Housing Alliance in our community – ensure the review and ranking of each project.

On May 15, 2013, the Continuum of Care Board (CoC)/Washtenaw Housing Alliance (WHA) Board of Directors approved a resolution to redirect existing Transitional Housing and Supportive Services Only grants from the local HUD CoC Program to create 1) additional Rapid Re-housing (RRH), utilizing a progressive engagement approach to working with people facing homelessness, and 2) additional Permanent Supportive Housing (PSH) units. To ensure a fair and transparent process, the CoC/WHA Board concurrently approved the utilization of a Request for Proposals (RFP) process to determine the reallocation of these funds, to be conducted by the Funding Review Team of the Washtenaw Housing Alliance and staffed by the Washtenaw County Office of Community & Economic Development.

In order to be eligible to apply for one or more of these programs, an agency must demonstrate the following:

- 501(c)3 status or a program of a local unit of government
- Active participation in the Continuum of Care/Washtenaw Housing Alliance
- Financial, staffing and reporting capacity to administer federal funding
- Participation in the HMIS Service Point system with capacity to produce reports
- Willingness to provide services in a transparent and collaborative manner
- Commitment to a Housing First philosophy of working with people experiencing homelessness

Applicants must submit all required materials to the Washtenaw County Office of Community & Economic Development (OCED) in order to be considered. Incomplete or late materials will not be accepted. Collaborative applications will be accepted; however, a lead entity must be specified. Please direct all questions to Andrea Plevka, Human Services Manager at pleveka@ewashtenaw.org.

Submit electronically on December 20th, 2013 by 12:00 pm to:
Washtenaw County Office of Community & Economic Development
ATTN: Laura Urteaga-Fuentes
urteagal@ewashtenaw.org

HUD Continuum of Care (CoC) Program FY2013 & FY2014
REQUIRED RFP COVER SHEET

AGENCY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

PHONE: _____

E-MAIL: _____

Submission Checklist: Please provide one copy of each of the following documents for each project submission.

- Scope of Services Description (*One scope of services per program*)
- Narrative Responses to questions
- Program Budget (*One budget per program*)
- Signed MOUs with partners (sub-grantees)
- Current agency audit and detailed management letter
- 501C3 letter, if not already on file with OCED

Our agency intends to apply for funding through the HUD Continuum of Care (CoC) program for FY2013 & FY2014. Our signatures below indicate the completion and submission of our agency's response.

President/CEO: _____

Board Chair: _____

Submit on December 20th, 2013 by 12:00 pm to:
Washtenaw County Office of Community & Economic Development
ATTN: Laura Urteaga-Fuentes
urteagal@ewashtenaw.org

ESTIMATED FUNDING AVAILABILITY

Prior to submitting a proposal, it is expected that applicants will have reviewed the following:

- The Continuum of Care (CoC) Program Interim Rule:
https://www.onecpd.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf
- The Continuum of Care (CoC) FY2013 & 2014 Notice of Funding Availability (NOFA):
<https://www.onecpd.info/resource/3309/fy2013-fy2014coc-program-nofa/>
- The Continuum of Care (CoC) FY2013 & 2014 Project Applicant Profile Guide:
<https://www.onecpd.info/resource/2958/instructions-for-updating-the-project-applicant-profile/>

| Program Component | Reallocation Funding Available |
|--|--------------------------------|
| Rapid Re-Housing Projects <i>(serving households with children ONLY)</i> | \$2,572,686 |
| Permanent Supportive Housing Projects <i>(serving chronically homeless households ONLY)</i> | |

This Request for Proposals is soliciting applications for both Rapid Rehousing and Permanent Supportive Housing projects. The following sections broadly define the two eligible components (RRH and PSH), eligible target populations, the desired configuration of units created, and costs for units and services. Following each section are the required application questions to be completed by interested applicants.

Additionally, for specific support services – both legal services and child care services – this RFP is soliciting Letters of Interest. Entities interested in providing those specific services as a part of Rapid Rehousing and/or Permanent Supportive Housing support services should submit a Letter of Interest in lieu of an RFP response. Please submit Letters of Interest by the stated deadline and method below.

All applications must be completed in Microsoft Word and submitted electronically (including any required attachments) as e-mail attachments to Laura Urteaga-Fuentes at urteagal@ewashtenaw.org by 12:00pm on Friday, December 20th. Any incomplete or late applications will not be considered for this funding.

The Funding Review Team of the CoC/WHA will review all eligible applications for consistency with applicable federal and local funding mandates, priorities and goals. All applicants will be notified of their project application status no later than January 13th.

Applicants with projects selected via this RFP will be required to meet all HUD-mandated eligibility criteria and **must** submit all required information via eSNAPS according to stated deadlines.

I. CHILD CARE & LEGAL SERVICES ACTIVITIES

In addition to identifying both Rapid Re-Housing and Permanent Supportive Housing projects through this RFP, the CoC is requesting Letters of Interest from 501c3 nonprofit organizations providing child care and/or legal services that are willing and able to serve those households participating in the projects identified through this RFP. Organizations that meet the following criteria may submit solely a Letter of Interest that includes: a brief description of the type, scope, intensity and duration of services provided, as well as an estimated cost per unit for those services.

Eligible organizations:

1. Are a 501c3 nonprofit organization.
2. Have a minimum of a three (3) year history providing child care and/or legal services to homeless households with children.
3. Are actively engaged with the Washtenaw Housing Alliance.

Additional information may be requested of any agencies submitting Letters of Interest to determine eligibility. Please send your letter(s) electronically in PDF format to Laura Urteaga-Fuentes at urteagal@ewashtenaw.org by December 20, 2013 at 12:00pm.

II. RAPID RE-HOUSING (RRH)

This RFP process will identify no more than three (3) agencies, each providing no less than 50 Rapid Re-Housing (RRH) slots per year, which will provide RRH services to County residents who have completed an intake and assessment with Housing Access for Washtenaw County (HAWC) and are identified as needing short-term housing subsidy and/or support services.

The agency must ensure a comprehensive community-wide service that reflects community-informed decisions about service delivery, resource allocation and data collection/reporting. Successful applicants will be required to partner with the Ann Arbor Housing Commission to make monthly rent payments on behalf of their clients. RRH agencies will also provide supportive services to ensure households move to permanent housing (with or without subsidy), up to a maximum of 6 months after rental assistance stops. Applicants must also demonstrate a thorough understanding of the mainstream resources in the community, and how to best utilize them to ensure efficient and effective service delivery.

For those agencies intending to pursue RRH funding, please note that there are some critical differences between the Emergency Solutions Grant (ESG) RRH program and the CoC RRH program. More information is available here: https://www.onecpd.info/resources/documents/Rapid_Re-Housing_ESG_vs_CoC.pdf.

Additionally, a successful applicant shall commit to the following program principles:

- Pursue HUD national goals and objectives:
 - Create new permanent housing beds for chronically homeless persons; and
 - Increase the percentage of participants remaining in CoC funded permanent housing projects for at least six months to 80% or more; and
 - Increase the percentage of participants in all CoC-funded projects that have employment income to 20% or more; and
 - Increase the percentage of participants in all CoC-funded projects that have non-employment income to 54% or more; and
 - Increase the percentage of participants in all CoC-funded projects that obtained mainstream benefits to 56% or more; and
 - Decrease the number of homeless households with children.
- Ensure compliance with state and federal regulatory requirements;
- Ensure alignment with housing first principles and other best practices;
- Enter data into HMIS during client appointments (real-time) to ensure quality linkages to community partners;
- Utilize HMIS to document all referrals/linkages, client case notes (related to housing), and any additional data points requested by the community or required by the funder;
- Routinely review and correct HMIS data quality issues; and,
- Regularly monitor and report on outcome performance to the community.

Rapid Re-housing eligible activities include:

- Administration ([24 CFR 578.59](#)): Up to 7% of the total request.
- Rental Assistance ([24 CFR 578.51](#)): Funds are used to pay rent on units where the lease is between the program participant and the landowner. *Grantees must partner with the Ann Arbor Housing Commission to disburse monthly rent payments. The costs of administering*

the rental assistance are considered service delivery costs of rental assistance and are therefore eligible under rental assistance in the CoC Program.

- Supportive Services ([24 CFR 578.53](#))
 - Eligible activities: Annual assessment of service needs, assistance with moving costs, case management, child care, education services, employment assistance and job training, food, housing search and counseling services, legal services, life skills training, mental health services, outpatient health services, outreach services, substance abuse treatment services, transportation, utility deposits, and direct provision of services.
 - Successful applicants will ensure services directly support an individual or household living in a unit and align with HUD housing, income, and stability goals.
 - Eventual applicants will be provided exclusive services from identified agencies:
 - Legal Services: For legal advice and assessment in all referred legal cases pertaining to obtaining or maintaining housing. Examples of services provided include eviction prevention advocacy, mainstream benefits advocacy, and domestic violence services.
 - Child Care: For childcare stipends for households with children.
 - Employment Services: Selected agencies will play a critical role participate in hiring and training a business services liaison housed at the Michigan Works Service Center to maximize job preparation, training, and placement opportunities for those experiencing homelessness. Additionally, applicants selected to deliver RRH services will receive special consideration for identified future OCED Workforce Development RFP's.

| Rapid Re-Housing Configuration: Cost Per Unit Targets | | |
|---|--|-----------------------------|
| Unit Type | Minimum Number of Units PER PROJECT | Cost |
| Homeless Households with Children | 50 | Not to Exceed: \$6,000/unit |
| Note: <ol style="list-style-type: none"> 1. Rapid Re-housing projects must only serve households with children <i>living on the streets or in emergency shelter</i>. 2. Household cost/unit of \$6,000 is a general estimate based on national figures. Each applicant must identify and justify the appropriate funding amount for serving Households with Children with RRH. 3. Projects must serve a minimum of 50 units of RRH annually. However, projects demonstrating a capacity to serve a greater number of RRH units will be prioritized. 4. There must be one case manager for every 25 RRH units and one supervisor for each team of case managers. | | |

RRH NARRATIVE QUESTIONS

This section includes questions that are largely taken from the federal online application system for the Continuum of Care competition (eSNAPS). All projects selected through this RFP must submit a successful application in eSNAPS prior to the HUD deadline stated in the NOFA (see NOFA link on page 4 of this RFP). Please provide answers to all questions according to stated instructions. If possible, please keep all responses to fewer than 2,000 characters.

PART 1: Applicant Information

- 1. List any fiduciary and/or subrecipients with which you will be partnering. Please attach MOUs for all partnerships that detail financial commitments, match and leverage commitments, and service/unit provision responsibilities. Please also identify the DUNS number and whether there is an active SAM registration for the applicant and/or fiduciary.**
- 2. Describe the experience of the applicant and/or subrecipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.** Describe why the applicant, subrecipients, and/or partner organizations (e.g., developers, key contractors, subcontractors, service providers) are the appropriate entities to receive funding. Provide concrete examples that illustrate their experience and expertise in the following:
 - a. Working with and addressing the target population's identified housing and supportive service needs;
 - b. Developing and implementing relevant program systems, services, and/or residential property construction and rehabilitation;
 - c. Identifying and securing matching funds from a variety of sources; and
 - d. Managing basic organization operations including financial accounting systems.
- 3. Describe the experience of the applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sector funds.** Include experience with all Federal, State, local and private sector funds. If the applicant and subrecipient have no experience leveraging other funds, include the phrase "No experience leveraging other Federal, State, local, or private sector funds."
- 4. Describe the basic organization and management structure of the applicant and subrecipients (if any). Include evidence of internal and external coordination and an adequate financial accounting system.** Include the organization and management structure of the applicant and all subrecipients, making sure to include a description of internal and external coordination and the financial accounting system that will be used to administer the grant.
- 5. Are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the applicant or potential subrecipients (if any)?** Select "Yes" or "No" to indicate whether or not the subrecipient has open OIG audit findings; poor or noncompliance with applicable Civil Rights Laws and/or Executive Orders; or open McKinney-Vento related monitoring findings. The question is related to those projects for which the subrecipient organization is either a direct recipient or a subrecipient.
- 6. Describe the unresolved monitoring or audit findings:** This is a required field if "Yes" to the previous question. Use the space provided to explain the details of the unresolved monitoring or audit findings and the steps the applicant or subrecipient will take to resolve the findings.

PART 2: Project Information

- 1. Provide a description that addresses the entire scope of the proposed project.** The project description should address the entire scope of the project, including a clear picture of the target

population(s) to be served, the plan for addressing the identified needs/issues of the CoC target population(s), projected outcome(s), and coordination with other source(s)/partner(s). The narrative is expected to describe the project at full operational capacity. The description should be consistent with and make reference to other parts of this application.

- 2. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.** Provide a schedule and describe both a management plan and implementation methodology that will ensure that the project will begin operating within the requirements described in the FY2013 CoC Program NOFA and CoC Program interim rule if it is selected for a funding award.
- 3. Will your project participate in the CoC Coordinated Assessment System?** Indicate "Yes" if your project will participate in the Housing Access of Washtenaw County (HAWC) system.
- 4. Will your project have a specific population focus?** Indicate "Yes" if your project has special capacity in its facilities, program designs, tools, outreach or methodologies for a specific subpopulation or subpopulations. This does not necessarily mean that the project exclusively serves that subpopulation(s), but rather that they are uniquely equipped to serve them. If "Yes" is selected, please indicate the project's population focus. Please remember that applicants may only request new reallocated funds for PSH projects that serve the chronically homeless or for RRH projects that serve households with children.
- 5. Describe the outreach plan to bring these homeless participants into the project.** Describe how the applicant/subrecipient plans to bring homeless persons into the project. Also describe the contingency plan that the applicant/subrecipient will implement if the project experiences difficulty in meeting the requirements to serve exclusively chronically homeless individuals and/or families. The contingency plan may include re-evaluating the intake assessment procedures or outreach plan.
- 6. Will the project follow a "Housing First" model?** The Housing First model is one that offers "housing assistance 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." Indicate "Yes" if the project currently follows a housing first approach that allows the homeless to enter without barriers. Indicate "No" if the project does not follow a housing first approach.
- 7. Indicate the maximum length of assistance:** RRH projects may provide assistance to participants for a period of up to 24 months but may choose from 3, 12, 18, and 24 month periods.
- 8. Describe the method for determining the type, amount, and duration of rental assistance that participants can receive.** If the project is requesting rental assistance, describe the method or process the applicant will use to determine the type, amount, and duration of rental assistance that participants can receive.
- 9. Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation?** If "Yes," explain how and why the project will implement

this requirement for participants to live in particular structure, unit, or locality during all or a portion of the period of participation.

PART 3: Supportive Services Information

- 1. Are the proposed project policies and practices consistent with the laws related to providing education services to individuals and families:** Respond "Yes" or "No" to indicate whether the project policies provide for educational and related services to individuals and families experiencing homelessness, and if the policies are consistent with local and federal educational laws, including the McKinney-Vento Act.
- 2. Does the proposed project have a designated staff person to ensure that children are enrolled in school and receive educational services, as appropriate:** Respond "Yes" or "No" to indicate whether the project has a designated staff person responsible for ensuring that children and youth are enrolled in school and connected to the appropriate services within the community, including early childhood education programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney-Vento education services.
- 3. IF APPLICANT ANSWERS "NO" TO EITHER QUESTION #1 OR #2: Describe the manner in which the project applicant will take into account the educational needs of children when youth and/or families are placed in housing:** Use this space to explain how the project will plan to meet the educational needs of children and youth participants according to the requirements specified under section 426.B.4 of the McKinney-Vento Act as amended by HEARTH.
- 4. Describe how participants will be assisted to obtain and remain in permanent housing:** Describe how the project applicant will assist project participants to obtain and remain in permanent housing. The response should address how the applicant will take into consideration the needs of the target population and the barriers that are currently preventing them from obtaining and maintaining permanent housing. The applicant should describe how those needs and barriers will be addressed through the case management and/or other supportive services that will be offered through the project. If participants will be housed in units not owned by the project applicant, the narrative must also indicate how appropriate units will be identified and how the project applicant or subrecipient will ensure that rents are reasonable. Established arrangements and coordination with landlords and other homeless services providers should be detailed in the narrative.
- 5. Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently:** Describe the supportive services that will be provided to help project participants locate employment and access mainstream resources so that they are more likely to be able to live independently.
- 6. Will the project follow a "Progressive Engagement" model of service delivery?** If "yes," please describe how services will be delivered in alignment with this model.
- 7. For all supportive services available to participants, indicate who will provide them, how they will be accessed, and how often they will be provided.** Complete each row of drop down menus for supportive services that will be available to participants, using the funds requested

through the application and funds from other sources. If more than one provider or mode of access is relevant for a single service, please select the provider and mode of access that corresponds to the highest frequency.

- a. Provider: Fill in each "Provider" box with one of the following: "Applicant" to indicate that the applicant will provide the service directly; "Subrecipient" to indicate that a subrecipient will provide the service directly; "Partner" to indicate that an organization that is not a subrecipient of project funds, but with whom a formal agreement or MOU has been signed will provide the service directly; or, "Non-Partner" to indicate that a specific organization with whom no formal agreement has been established regularly provides the service to clients. If more than one provider offers the service at the same frequency, choose the provider closest to the grant funds (i.e. Applicant, then Subrecipient, then Partner, and lastly, non-Partner).

| Supportive Services | Provider |
|---|----------|
| Assessment of Service Needs | |
| Assistance with Moving Costs | |
| Case Management | |
| Child Care | |
| Education Services | |
| Employment Assistance and Job Training | |
| Food | |
| Housing Search and Counseling Services | |
| Legal Services | |
| Life Skills Training | |
| Mental Health Services | |
| Outpatient Health Services | |
| Outreach Services | |
| Substance Abuse Treatment Services | |
| Transportation | |
| Utility Deposits | |

PART 4: Performance Measures

Performance Measures: For each measure, enter a number in the blank cells according to the following instructions:

- a. Universe (#): Enter the total number of persons about whom the measure is expected to be reported. The Universe (#) is the total pool of persons that could be affected.
- b. Target (#): Enter the number of applicable clients from the universe who are expected to achieve the measure within the operating year. The Target (#) is the total number of persons from the pool that are affected.
- c. Target (%): Please calculate the percentage of clients projected to remain in permanent housing. For example, if 80 out of 100 clients are expected to remain in the permanent housing program or exit to other permanent housing, the Target (%) should be "80%."

1. **Housing Measures:** This is a required field. Persons remaining in permanent housing at the end of the operating year or exiting to permanent housing (subsidized or unsubsidized) during the operating year: Count each participant who is still living in your units supported by your

facility, or clients who have exited your units and moved into another permanent housing situation.

| | Universe Number (#) | Target Number (#) | Target Percent (%) |
|---|---------------------|-------------------|--------------------|
| Persons remaining in permanent housing as of the end of the operating year or exiting to permanent housing (subsidized or unsubsidized) during the operating year. | | | |

2. Income Measure: This is a required field where at least one option must be chosen by the project applicant. Choose one and complete the table.

- a. Persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit: Not applicable for youth below the age of 18. Total income can include all sources, public and private
- b. Persons age 18 through 61 who maintained or increased their earned income as of the end of the operating year or program exit: Not applicable for youth below the age of 18. Earned income should only include income from wages and private investments, and not public benefits.

| | Universe Number (#) | Target Number (#) | Target Percent (%) |
|--|---------------------|-------------------|--------------------|
| Persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit. | | | |
| Persons age 18 through 61 who maintained or increased their earned income as of the end of the operating year or program exit. | | | |

PART 5: Capacity & Staffing

1. Please identify who will be responsible for this program in your agency (including direct services, HMIS entry/oversight, reporting, attending community meetings, etc). Please describe the employees’ qualifications (e.g., training, education, experience, etc.) to run this RRH program. If there are additional staff to be hired, please briefly describe the necessary qualifications and how quickly they would be trained and able to deliver services.
2. Please describe how your agency will prepare to meet identified service capacity by program start in 2014.

PART 6: Program Budget

Please complete the attached budget worksheet (Appendix A – located in a separate Microsoft Excel file).

II. PERMANENT SUPPORTIVE HOUSING (PSH)

This RFP process will identify one or more agencies to create new Permanent Supportive Housing units for homeless households who have completed a screening and intake assessment with Housing Access for Washtenaw County (HAWC), are identified as needing permanent housing subsidy and supports, and who also meet the chronically homeless definition. Chronically Homeless is defined as the following ([24 CFR 578.3](#)):

(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.

The agency must ensure a comprehensive community-wide service that reflects community-informed decisions about service delivery, resource allocation and data collection/reporting. Successful applicants will be required to partner with the Ann Arbor Housing Commission (AAHC) to make monthly rent payments on behalf of their clients. Applicants must also demonstrate a thorough understanding of the various resources in the community, and how to best utilize them to ensure efficient and effective service delivery. Additionally, a successful applicant shall commit to the following program principles:

- Pursue HUD national goals and objectives:
 - Create new permanent housing beds for chronically homeless persons; and
 - Increase the percentage of participants remaining in CoC funded permanent housing projects for at least six months to 80% or more; and
 - Increase the percentage of participants in all CoC-funded projects that have employment income to 20% or more; and
 - Increase the percentage of participants in all CoC-funded projects that have non-employment income to 54% or more; and

- Increase the percentage of participants in all CoC-funded projects that obtained mainstream benefits to 56% or more; and
- Decrease the number of homeless households with children.
- Ensure compliance with state and federal regulatory requirements;
- Ensure alignment with housing first principles and other best practices;
- Enter data into HMIS during client appointments (real-time) to ensure quality linkages to community partners;
- Utilize HMIS to document all referrals/linkages, client case notes (related to housing), and any additional data points requested by the community or required by the funder;
- Routinely review and correct HMIS data quality issues; and,
- Regularly monitor and report on outcome performance to the community.

Permanent Supportive Housing eligible activities include:

- Administration ([24 CFR 578.59](#)): Up to 7% of the total request.
- Leasing ([24 CFR 578.49](#)): Funds are used to pay rent on units where the lease is between the recipient and the landowner, with a sublease or occupancy agreement with the program participant. The recipient may, but is not required to, charge the program participant an occupancy charge.
- Rental Assistance ([24 CFR 578.51](#)): Funds are used to pay rent on units where the lease is between the program participant and the landowner. *Grantees must partner with the Ann Arbor Housing Commission to disburse monthly rent payments. The costs of administering the rental assistance are considered service delivery costs of rental assistance and are therefore eligible under rental assistance in the CoC Program.*
- Supportive Services ([24 CFR 578.53](#))
 - Eligible activities: Annual assessment of service needs, assistance with moving costs, case management, child care, education services, employment assistance and job training, food, housing search and counseling services, legal services, life skills training, mental health services, outpatient health services, outreach services, substance abuse treatment services, transportation, utility deposits, and direct provision of services.
 - Successful applicants will ensure services directly support an individual or household living in a unit and align with HUD housing, income, and stability goals.
 - Legal Services: For legal advice and assessment in all referred legal cases pertaining to obtaining or maintaining housing. Examples of services provided include eviction prevention advocacy, mainstream benefits advocacy, and domestic violence services.
- Child Care: For childcare stipends for households with children. Operations ([24 CFR 578.55](#)): Funds are used to pay the costs of the day-to-day operations of a single structure or individual housing units. This can include:
 - Eligible activities: the maintenance and repair of housing, property taxes and insurance, scheduled payments to a reserve for replacement of major systems of the housing (provided that the payments must be based on the useful life of the system and expected replacement cost), building security for a structure where more than 50% of the units or area is paid for with grant funds, electricity, gas and water, furniture, and equipment.

| Permanent Supportive Housing: Cost Per Unit Targets (Based on FY2014 FMR) | | | |
|--|------------------------------|-----------------------------------|--------------------------------|
| Units | Annual Rent Cost/Unit | Annual Services Cost/ Unit | Total Cost/Unit Target* |
| Family 2 BR (\$952/mo) | \$ 11,424 | \$ 9,000 | \$20,424 |
| Family 3 BR (\$1,301/mo) | \$ 15,612 | \$ 9,000 | \$24,612 |
| Single 1 BR (\$803/mo) | \$ 9,636 | \$ 7,000 | \$16,636 |

Notes:
*Per Unit Cost includes administration for AAHC for rental payments. Final awards for Rental Assistance projects to PSH provider will not include that administration.

PSH NARRATIVE QUESTIONS

This section includes questions that are largely taken from the federal online application system for the Continuum of Care competition (eSNAPS). All projects selected through this RFP must submit a successful application in eSNAPS prior to the HUD deadline stated in the NOFA (see NOFA link on page 4 of this RFP). Please provide answers to all questions according to stated instructions. If possible, please keep all responses to fewer than 2,000 characters.

PART 1: Applicant Information

1. **List any fiduciary and/or subrecipients with which you will be partnering. Please attach MOUs for all partnerships that detail financial commitments, match and leverage commitments, and service/unit provision responsibilities. Please also identify the DUNS number and whether there is an active SAM registration for the applicant and/or fiduciary.**

2. **Describe the experience of the applicant and/or subrecipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.** Describe why the applicant, subrecipients, and/or partner organizations (e.g., developers, key contractors, subcontractors, service providers) are the appropriate entities to receive funding. Provide concrete examples that illustrate their experience and expertise in the following:
 - a. Working with and addressing the target population's identified housing and supportive service needs;
 - b. Developing and implementing relevant program systems, services, and/or residential property construction and rehabilitation;
 - c. Identifying and securing matching funds from a variety of sources; and
 - d. Managing basic organization operations including financial accounting systems.

3. **Describe the experience of the applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sector funds.** Include experience with all Federal, State, local and private sector funds. If the applicant and subrecipient have no experience leveraging other funds, include the phrase "No experience leveraging other Federal, State, local, or private sector funds."
4. **Describe the basic organization and management structure of the applicant and subrecipients (if any). Include evidence of internal and external coordination and an adequate financial accounting system.** Include the organization and management structure of the applicant and all subrecipients, making sure to include a description of internal and external coordination and the financial accounting system that will be used to administer the grant.
5. **Are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the applicant or potential subrecipients (if any)?** Select "Yes" or "No" to indicate whether or not the subrecipient has open OIG audit findings; poor or noncompliance with applicable Civil Rights Laws and/or Executive Orders; or open McKinney-Vento related monitoring findings. The question is related to those projects for which the subrecipient organization is either a direct recipient or a subrecipient.
6. **Describe the unresolved monitoring or audit findings:** This is a required field if "Yes" to the previous question. Use the space provided to explain the details of the unresolved monitoring or audit findings and the steps the applicant or subrecipient will take to resolve the findings.

PART 2: Project Information

1. **Provide a description that addresses the entire scope of the proposed project.** The project description should address the entire scope of the project, including a clear picture of the target population(s) to be served, the plan for addressing the identified needs/issues of the CoC target population(s), projected outcome(s), and coordination with other source(s)/partner(s). The narrative is expected to describe the project at full operational capacity. The description should be consistent with and make reference to other parts of this application.
2. **Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.** Provide a schedule and describe both a management plan and implementation methodology that will ensure that the project will begin operating within the requirements described in the FY2013 CoC Program NOFA and CoC Program interim rule if it is selected for a funding award.
3. **Will your project participate in the CoC Coordinated Assessment System?** Indicate "Yes" if your project will participate in the Housing Access of Washtenaw County (HAWC) system.
4. **Will your project have a specific population focus?** Indicate "Yes" if your project has special capacity in its facilities, program designs, tools, outreach or methodologies for a specific subpopulation or subpopulations. This does not necessarily mean that the project exclusively serves that subpopulation(s), but rather that they are uniquely equipped to serve them. If "Yes" is selected, please indicate the project's population focus. Please remember that applicants may only request new reallocated funds for PSH projects that serve the chronically homeless or for RRH projects that serve households with children.

5. **Describe the outreach plan to bring these homeless participants into the project.** Describe how the applicant/subrecipient plans to bring homeless persons into the project. Also describe the contingency plan that the applicant/subrecipient will implement if the project experiences difficulty in meeting the requirements to serve exclusively chronically homeless individuals and/or families. The contingency plan may include re-evaluating the intake assessment procedures or outreach plan.
6. **Will the project follow a "Housing First" model?** The Housing First model is one that offers "housing assistance 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." Indicate "Yes" if the project currently follows a housing first approach that allows the homeless to enter without barriers. Indicate "No" if the project does not follow a housing first approach.
7. **Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation?** If "Yes," explain how and why the project will implement this requirement for participants to live in particular structure, unit, or locality during all or a portion of the period of participation.

PART 3: Supportive Services Information

1. **Are the proposed project policies and practices consistent with the laws related to providing education services to individuals and families:** Respond "Yes" or "No" to indicate whether the project policies provide for educational and related services to individuals and families experiencing homelessness, and if the policies are consistent with local and federal educational laws, including the McKinney-Vento Act.
2. **Does the proposed project have a designated staff person to ensure that children are enrolled in school and receive educational services, as appropriate:** Respond "Yes" or "No" to indicate whether the project has a designated staff person responsible for ensuring that children and youth are enrolled in school and connected to the appropriate services within the community, including early childhood education programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney-Vento education services.
3. **IF APPLICANT ANSWERS "NO" TO EITHER QUESTION #1 OR #2: Describe the manner in which the project applicant will take into account the educational needs of children when youth and/or families are placed in housing:** Use this space to explain how the project will plan to meet the educational needs of children and youth participants according to the requirements specified under section 426.B.4 of the McKinney-Vento Act as amended by HEARTH.
4. **Describe how participants will be assisted to obtain and remain in permanent housing:** Describe how the project applicant will assist project participants to obtain and remain in permanent housing. The response should address how the applicant will take into consideration the needs of the target population and the barriers that are currently preventing them from obtaining and maintaining permanent housing. The applicant should describe how those needs and barriers will be addressed through the case management and/or other supportive services that will be offered through the project. If participants will be housed in units not owned by the

project applicant, the narrative must also indicate how appropriate units will be identified and how the project applicant or subrecipient will ensure that rents are reasonable. Established arrangements and coordination with landlords and other homeless services providers should be detailed in the narrative.

5. **Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently:** Describe the supportive services that will be provided to help project participants locate employment and access mainstream resources so that they are more likely to be able to live independently.
6. **Will the project follow a “Progressive Engagement” model of service delivery?** If “yes,” please describe how services will be delivered in alignment with this model.
7. **For all supportive services available to participants, indicate who will provide them, how they will be accessed, and how often they are provided.** Complete each row of drop down menus for supportive services that will be available to participants, using the funds requested through the application, and funds from other sources. If more than one provider or mode of access is relevant for a single service, please select the provider and mode of access that corresponds to the highest frequency.
 - a. Provider: Fill in each “Provider” box with one of the following: "Applicant" to indicate that the applicant will provide the service directly; "Subrecipient" to indicate that a subrecipient will provide the service directly; "Partner" to indicate that an organization that is not a subrecipient of project funds but with whom a formal agreement or MOU has been signed will provide the service directly; or, "Non-Partner" to indicate that a specific organization with whom no formal agreement has been established regularly provides the service to clients. If more than one provider offers the service at the same frequency, choose the provider closest to the grant funds (i.e. Applicant, then Subrecipient, then Partner, and lastly, non-Partner).

| Supportive Services | Provider |
|---|----------|
| Assessment of Service Needs | |
| Assistance with Moving Costs | |
| Case Management | |
| Child Care | |
| Education Services | |
| Employment Assistance and Job Training | |
| Food | |
| Housing Search and Counseling Services | |
| Legal Services | |
| Life Skills Training | |
| Mental Health Services | |
| Outpatient Health Services | |
| Outreach Services | |
| Substance Abuse Treatment Services | |
| Transportation | |
| Utility Deposits | |

PART 4: Unit Configuration

Please indicate the number of PSH units and beds that will be created with this project.

| Chronically Homeless Households | Units | Beds |
|---------------------------------|-------|------|
| WITHOUT children | | |
| WITH children | | |

PART 5: Performance Measures

Performance Measures: For each measure, enter a number in the blank cells according to the following instructions:

- d. Universe (#): Enter the total number of persons about whom the measure is expected to be reported. The Universe (#) is the total pool of persons that could be affected.
- e. Target (#): Enter the number of applicable clients from the universe who are expected to achieve the measure within the operating year. The Target (#) is the total number of persons from the pool that are affected.
- f. Target (%): Please calculate the percentage of clients projected to remain in permanent housing. For example, if 80 out of 100 clients are expected to remain in the permanent housing program or exit to other permanent housing, the Target (%) should be "80%."

1. **Housing Measures:** This is a required field. Persons remaining in permanent housing as of the end of the operating year or exiting to permanent housing (subsidized or unsubsidized) during the operating year: Count each participant who is still living in your units supported by your facility, or clients who have exited your units and moved into another permanent housing situation.

| | Universe Number (#) | Target Number (#) | Target Percent (%) |
|---|---------------------|-------------------|--------------------|
| Persons remaining in permanent housing as of the end of the operating year or exiting to permanent housing (subsidized or unsubsidized) during the operating year. | | | |

2. **Income Measure:** This is a required field where at least one option must be chosen by the project applicant. Choose one and complete the table.
 - a. Persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit: Not applicable for youth below the age of 18. Total income can include all sources, public and private
 - b. Persons age 18 through 61 who maintained or increased their earned income as of the end of the operating year or program exit: Not applicable for youth below the age of 18. Earned income should only include income from wages and private investments, and not public benefits.

| | Universe Number (#) | Target Number (#) | Target Percent (%) |
|---|---------------------|-------------------|--------------------|
| Persons age 18 and older who maintained or increased | | | |

| | | | |
|--|--|--|--|
| their total income (from all sources) as of the end of the operating year or program exit. | | | |
| Persons age 18 through 61 who maintained or increased their earned income as of the end of the operating year or program exit. | | | |

PART 6: Capacity & Staffing

1. Please identify who will be responsible for this program in your agency (including direct services, HMIS entry/oversight, reporting, attending community meetings, etc). Please describe the employees' qualifications (e.g., training, education, experience, etc.) to run this PSH program. If there are additional staff to be hired, please briefly describe the necessary qualifications and how quickly they would be trained and able to deliver services.
2. Please describe how your agency will prepare to meet identified service capacity by program start in 2014.

PART 7: Program Budget

Please complete the attached budget worksheet (Appendix A – located in a separate Microsoft Excel file).

Attachment A: HUD CoC Budget

| Eligible Costs | | | Total Assistance Requested for Grant Term (Applicant) |
|---|---|------------------------|---|
| 1a. Acquisition | | | N/A |
| 1b. Rehabilitation | | | N/A |
| 1c. New Construction | | | N/A |
| | Annual Assistance Requested (Applicant) | Grant Term (Applicant) | |
| 2a. Leased Units | \$ - | | \$ - |
| 2b. Leased Structures | \$ - | | \$ - |
| 3. Short-term/Medium-term Assistance | \$ - | | \$ - |
| 4. Long-term Rental Assistance | \$ - | | \$ - |
| 5. Supportive Services | \$ - | | \$ - |
| 6. Operating | \$ - | | \$ - |
| 7. HMIS | \$ - | | \$ - |
| 8. Sub-total Costs Requested | | | \$ - |
| 9. Admin (Up to 7%) | | | \$ - |
| 10. Total Assistance Plus Admin Requested | | | \$ - |
| 11. Cash Match (25%) | | | \$ - |
| 12. In-Kind Match | | | \$ - |
| 13. Total Match (25%)* | | | \$ - |
| 14. Total Budget | | | \$ - |

**Total Match: This field will automatically calculate the total combined value of the Cash and In-Kind Match. The total match must equal 25% of the request listed in the field "Total Eligible Costs Request" minus the amount requested for Leased Units and Leased Structures. There is no upper limit for Match. Cash and In-Kind Match entered into the budget must qualify as eligible program expenses under the CoC program regulations. Compliance with eligibility requirements will be verified at grant agreement.*