

Overview of the Request for Proposals for New Continuum of Care Projects

How much money is available under this RFP?

Estimated \$4M, which includes:

\$ 500,000 annually / \$2,552,751 awarded in 2015 for Rapid Rehousing families/youth – 25 households
\$1,631,586 in bonus -- Philadelphia is eligible to request
\$2,000,000 in reallocated or reduced funds from existing projects

What's the timing?

August 12, 2016	Proposals due
August 30, 2016	Decision regarding inclusion in CoC application or not
September 14, 2016	CoC application submitted to HUD
By December, 2016?	HUD notification of award? (depends on HUD)
Spring, 2017?	HUD Grant Agreement issuance? (depends on HUD)

Why Two RFPs?

Permanent Supportive Housing for People who are Chronically Homeless, including Individuals and Families – eligible budget activities are below:

- Acquisition
- Rehab or New Construction
- Leasing
- Rental Assistance - tenant based, sponsor based, or project based
- Operating
- Supportive Services
- Administration

Rapid Rehousing for Individuals or Families, including Youth – eligible budget activities are below:

- Rental Assistance – tenant based, participant must have a lease with the landlord
- Supportive Services
- Administration

Corrections and Clarifications:

Hard copy proposals ONLY - no electronic submissions required at this time.

Income Limits – Disregard

Time Frame – HUD's project application requires that grantees make a commitment to have the project under Grant Agreement by September 30, 2018.

The HUD Continuum of Care Interim Rule says: Recipients must initiate approved activities and projects promptly. Recipients of funds for rehabilitation and new construction must begin construction activities within 9 months of the signing of the grant, and such activities must be completed within 24 months.

The Notice of Funding Availability states that:
in order to expend funds within statutorily required deadlines, applicants for sponsor based and project based rental assistance must execute the grant agreement and begin providing rental assistance within 2 years of the announcement of the award. However, HUD strongly encourages all rental assistance to begin within 12 months of award.

The New Project application in esnaps says "in order to expend funds within statutory required deadlines, applicants must be able to begin assistance within 12 months of conditional award. the one exception is for applicants who are awarded sponsor based and project based assistance. These recipients will have 24 months to execute a grant agreement; however HUD encourages all to begin assistance within 12 months."

Terms

Any new project that requests new construction, acquisition, or rehabilitation must request a three year term.

The City is requesting that all other new projects provide one-year budgets. If there is an opportunity, based on funding, to lengthen the terms, we reserve the right to do that.

If a project requests funding for new construction, acquisition or rehabilitation AND operating or supportive services, the funding will be for 3 years, meaning that the grant term will be 3 years of operating and services funding. This does not include the time needed to acquire the property and complete construction.

The RFP strongly encourages applicants to review the CoC regulations, found at <https://www.hudexchange.info/programs/coc/>.

QUESTIONS SUBMITTED VIA EMAIL

Could we propose a model of PSH that includes plans for participants to move to other housing after a period of time?

Permanent Supportive Housing does not have time limits, as long as participants in the program continue to need the level of services and supports provided. Having a “move on” strategy for people who don’t need the level or types of services, or who make a choice to move (or transfer) to another housing location can be a good approach to make sure housing is targeted to those with the greatest needs.

Could an agency that owns apartment units have a partnership with a non profit Rapid Re-housing provider and be able to receive rental payments?

Yes, if there are no other HUD subsidies already allocated to the apartments; and if the Rapid Re-housing clients have choice in the selection of housing (e.g. they would not be required to rent these specific apartments).

Is there a time frame for the units to come on line?

Recipients must initiate approved activities and projects promptly. Recipients of funds for rehabilitation and new construction must begin construction activities within 9 months of the signing of the grant, and such activities must be completed within 24 months.

The Housing Stabilization Specialist can carry a maximum caseload of 40. Is there a minimum caseload? 25 households.

The cost for staff and overhead directly associated with carrying out activities under leasing or rental assistance are not administrative costs, but are eligible costs under leasing and rental assistance. We are wondering if we could charge one of our accounting staff based on this explanation. The accounting staff will be responsible for processing the rental assistance for clients.

Yes, if they are the staff who are conducting eligible activities. The eligible activities that can be charged to rental assistance include processing rental payments to landlords, examining participant income and family composition, providing housing information and assistance, inspecting units for compliance with housing quality standards, and receiving new participants.

Can you share any information on the total amount of funding available and the “approximate” number of awards you anticipate giving out?

As indicated on page 3 of the RFPs, HUD will provide bonus funding in the 2016 application in an amount up to \$1,631,586. OHS is also seeking to identify a provider for Rapid Re-housing funds awarded for a family project in 2015. Third, the City may reallocate funding from existing projects. Last year, 4 new projects were awarded.

Are there any general guidelines you can offer re: the budget size, and/or number of people (overall) you are expecting to have served per project?

The project size needs to make sense for the target population and the capacity of the provider. Generally, we seek to fund at least 100 new units every year.

For “matching funds”--- are there restrictions on the source of matching funds, and/or the activities that the matching funds can be used for?

As indicated on page 9 of the Rapid Re-housing RFP and page 7 of the PSH RFP, all costs paid for with matching funds must be for activities that are eligible under the CoC Program, even if you are not getting HUD funds for that activity. This means, for example, that a project that doesn't have CoC funds for supportive services can contribute matching funds for activities defined as supportive services that assist people in the project.

While the budget is for one year, can an applicant request multi-year funding?

With the exception of projects that include rehabilitation or new construction (which must be for a three year term), projects must submit one-year budgets. If there is an opportunity, based on funding, to lengthen the terms, we reserve the right to do that.

Regarding the proposal submission--- it states on pg. 12 that you are accepting only hard copies, and on pg. 18 that *both* an electronic and hard copy should be submitted. Can you clarify?

Hard copies only are required on August 12, 2016 (one original and 5 copies). If projects are selected to be included in Philadelphia's application to HUD, we will request your proposal and additional information electronically.

On pg. 7 of the proposal, it refers to the need to schedule an intake appointment within 10 days “after receiving a RRH application from OSH.” Does that mean that the service provider would not be doing their own street outreach, but would receive all referrals from OSH? Or would it be a combination of outreach conducted by both--- to identify eligible participants?

Yes. All referrals will come from OHS, as indicated in the PSH RFP on page 7 and the Rapid Re-housing RFP on page 9, projects must participate in the CoC's Coordinated Entry system. However, providers may also refer people into the Coordinated Entry system.

On pg. 15, it states that “Income limits are in Appendix C”--- There is no “Appendix C” attached to the RFP.

Income limits are not included in this Request for Proposal. HUD Continuum of Care funding does not have income limits.

Is this a one-time opportunity, or can we apply in years 2, 3, etc.? (if we don't apply this year, are we “locked out”?)

Annually, the CoC issues a Request for Proposals for new projects. The amount of funding available for new projects varies depending on HUD appropriations and local decisions about reallocation, but the opportunity to apply is an annual opportunity.

Can you clarify the match:

- a. **Can any COC eligible activity/funding apply as match, or does it have to be specifically rapid rehousing? (would we have to have other case managers doing rapid rehousing as part of the match?)**
Any CoC eligible activity is eligible to meet match requirements.
- b. **Is the match only applicable to the staff/supportive services or does it also apply to the actual rental assistance being provided to the clients?**

A total of 25% match must be documented. The basis of the 25% consists of all HUD budget lines with the exception of leasing.

Does the Housing Stabilization Specialist have to be certified in Housing Quality Standards? No. However, all housing units that are receiving CoC leasing or rental assistance funding must pass Housing Quality Standards.

Can we include a percentage of supervisory costs outside of the 5% admin?

It depends on the activities of those staff; generally, however, they would be included in admin costs.

Can we include a percentage of accounting and compliance staff who would be needed to monitor the program and process payments?

Yes, if their activities are eligible as described below. Below is a detailed description of eligible administrative costs from the CoC Interim Rule:

(1) General management, oversight, and coordination. Costs of overall program management, coordination, monitoring, and evaluation. These costs include, but are not limited to, necessary expenditures for the following:

(i) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration. In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant. Program administration assignments include the following:

(A) Preparing program budgets and schedules, and amendments to those budgets and schedules;

(B) Developing systems for assuring compliance with program requirements;

(C) Developing agreements with subrecipients and contractors to carry out program activities;

(D) Monitoring program activities for progress and compliance with program requirements;

(E) Preparing reports and other documents directly related to the program for submission to HUD;

(F) Coordinating the resolution of audit and monitoring findings;

(G) Evaluating program results against stated objectives; and

(H) Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described in paragraph above.

(ii) Travel costs incurred for monitoring of subrecipients;

(iii) Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services; and

(iv) Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.

(2) Training on Continuum of Care requirements. Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings.

(3) Environmental review. Costs of carrying out the environmental review responsibilities under § 578.31.

Any sense of sustainability? Is the intention that this be renewed?

Renewal funding is intended as long as projects are performing well, continue to meet a need in the community, and are contributing to the community's overall efforts to end homelessness. If funded, the project would participate in the annual renewal review and ranking process.

ADDITIONAL QUESTIONS AT THE INFORMATIONAL BRIEFING 7/29/16 THAT ARE NOT ALREADY ANSWERED ABOVE

Can we ask for both construction/rehab money and 3 years of operating money in application?

Yes. Please note that in the past McKinney construction funding had to be matched 1:1 with other sources. You may now request 100% of funding for rehabilitation or new construction costs. However, note that the 25% match is still required.

What documentation do we need to show for the building, if we are asking for acquisition funding?

Could we say we haven't identified a property yet?

Documentation that clearly shows a commitment from the owner to sell the property to the non profit writing the proposal. Proposals that can more quickly bring housing on line are more competitive.

What salaries are included with supportive services?

As in the RFP, below are the eligible services. Salary costs for these services are eligible to request. In the past, the City has capped the supportive services request. There is no maximum request this year, but costs must be reasonable for the project proposed.

Eligible services are as follows:

- Annual assessment of service needs
- Assistance with moving costs
- Case management
- Child care operations or vouchers
- Education services
- Employment assistance and job training
- Food
- Housing search and counseling
- Legal services
- Life Skills training
- Outpatient mental health or physical health services; or outpatient substance abuse
- Outreach services
- Transportation
- Utility deposits

How much rent do people have to pay?

The standard is 30% of adult’s income in the household for rent and utilities. Exclusions apply.

Who does inspections for Rapid Re-housing?

Inspections for compliance with HUD Housing Quality Standards are required. Typically, non profit organizations that are operating the Rapid Re-housing Program have a person on staff who is certified to do the inspections. If you don’t have such a person on staff, don’t let that stop you from applying. OHS may be able to assist through our Inspection Unit.

How do you get certified to be an HQS inspector?

Some of the places that offer training and the certification exam are NAHRO (National Association of Housing and Redevelopment Officials) , Nan McKay, and Quadel.

Does income for a household include roommates?

Yes; all adults.

Does the City have any data about Rapid Re-housing participants increasing their incomes?

Please find attached, “ Evaluating Philadelphia’s Rapid Re-Housing Impacts on Housing Stability and Income.”

Do providers need an outreach team?

No; referrals will come from OHS.

Do clients in rapid rehousing lose their place on AACO’s housing list?

We can’t speak to the policies of the AIDS Activities Coordinating Office housing list, but Rapid rehousing clients who are chronically homeless at entry maintain their chronic homeless status. Those who were not chronically homeless but who cannot sustain housing after the Rapid re-housing assistance ends may be eligible for other housing programs through the City.

Who gets admitted to these programs?

These RFPs are for housing ONLY for people who are literally homeless, meaning in shelter or in a place not meant for human habitation, including the streets; and for people fleeing domestic violence.

What is the Housing First Model?

Housing First is an approach to house people quickly without preconditions. It means that households will not be screened out based on criteria that assumes to predict successful outcomes, such as income, employment, criminal history, mental health history, medical history or evidence of “motivation”. Rapid Re-housing does not do credit and criminal checks.

What if there are restrictions on who can be served based on other funding in the project?

We understand that and ask that you explain that in your proposal. HUD CoC funding permits people with histories as sexual offenders to be served. We know that some other HUD funds do not.

What do we have to submit for the proposal?

A description of the contents of the proposal is on page 12 of the Rapid Re-housing RFP and page 10 of the Permanent Supportive Housing RFP.

We are just getting started as a non profit. Do you have any advice to help us be successful?

This process is very competitive. We urge you to consider partnering with more experienced agencies if you're a new non profit and you have not operated a program before...

If you're a service provider (not a housing provider) and have a valuable service to offer, we urge you to consider partnering with a housing provider to bring services to the project. If the services are eligible to be funded under HUD, the cost can be included in the proposal.

In the Rapid Rehousing RFP on page 10, it says the provider must match "the total grant"; on page 9, it says all "all grant funds except leasing." Please clarify.

Leasing costs are excluded from the match calculation. Match can be cash or inkind, and does not have to be calculated by line item, but by total grant. For example, if you ask for \$100 in supportive services and \$100 in operating, your 25% match could be met by \$50 in supportive services, as long as the services you are using for match are HUD-eligible activities. Note that program income (rents clients pay) can be counted as match.

Where does payroll go in the rental assistance budget?

If staff are doing activities that fit within the rental assistance or leasing categories, the budget format doesn't allow you to show it as staff costs. Rental assistance budgets are calculated by taking the Fair Market Rent for the unit size x number of months of assistance. The eligible activities that can be charged to rental assistance include processing rental payments to landlords, examining participant income and family composition, providing housing information and assistance, inspecting units for compliance with housing quality standards, and receiving new participants. If you are awarded a grant, OHS will work with you to document and bill for these costs.

Do clients pay 30% of income for leasing projects, too?

In leasing projects, the property owner and the non profit provider have a lease, and the client has a sublease or occupancy agreement. Tenant rent is not required but the provider can impose an occupancy charge equal to no more than the highest of: • 30 percent of the family's monthly adjusted income; • 10 percent of the family's monthly gross income; or • The portion of the family's welfare assistance, if any, that is designated for the payment of rent.

Is the 150% leverage required?

No. In past years, we got additional points if the overall HUD application had 200% or more leveraging. This is not a requirement this year. However, projects with more leveraging are more competitive than those without.

On the rental assistance budget forms (p21 in the Rapid Rehousing RFP and page 15 in the Permanent Supportive Housing RFP), there is a column for match. What do we put there?

If you are proposing to use tenant rents as match, you would put the estimated amount in that column.

Are there any restrictions on source of match funds?

Yes. Please find the "Match" attachment with additional detail.

The RFP says the maximum amount of administration funding is 10%, but that OHS is going to keep 5%. Should we only ask for 5% in our proposal?

Yes, please include 5%. Eligible administration activities are listed on page 5.

Is there a maximum amount of funding we can request?

No.

Can one agency apply for more than one population in a single proposal?

Yes, but the project proposed has to meet the specific needs of each population and demonstrate that the agency has the experience and expertise to serve each of the populations targeted.

Can one agency submit multiple proposals?

Yes.

Could a landlord ask for money to fix up properties so they can be rented by a Rapid Rehousing client ask for funding under this RFP?

No.

What if a Rapid rehousing client finds an apartment they want to move in to?

The client can move into the housing with Rapid Re-housing assistance if the landlord agrees to participate in the program and the unit passes HQS inspection.

Can you provide the RFP in word form?

Yes, we are emailing it to the people who attended the Informational Briefing along with the sign in sheet.