

**Winston-Salem/Forsyth County Continuum of Care
Request for Proposals (RFP)
2018 HUD Continuum of Care (CoC) Homeless Assistance
Issued May 31, 2018**

INTRODUCTION

As the Collaborative Applicant for the Winston-Salem/Forsyth County Continuum of Care, the City of Winston-Salem (City) is accepting proposals for Continuum of Care Homeless Assistance funding from the U.S. Department of Housing and Urban Development (HUD).

FUNDS AVAILABILITY

The amount of funding estimated to be available from HUD is \$1,956,291 which is based on the amount of currently funded projects which are eligible for renewal funding. Any bonus funds made available by HUD would be in addition to that amount. New projects can be funded only through reallocation of existing project funding or through bonus funds.

DEADLINE

Both renewal and new project proposals must be submitted to the City by **12:00 p.m. (noon) on Thursday, June 28, 2018**. Submission procedures are described below.

GRANT WORKSHOP

A grant application workshop will be held to provide information and assistance to those interested in applying for funds. Workshop attendance is strongly encouraged. The workshop will be held on **Wednesday, June 13, 2018 from 1:00 p.m. to 2:00 p.m.** in the fifth floor Public Meeting Room of the Bryce A. Stuart Building at 100 East First Street, Winston-Salem, NC.

BONUS FUNDS

Bonus funds may be used to create or expand the following types of new projects:

1. Permanent supportive housing projects that will primarily serve chronically homeless individuals and families.
2. Rapid rehousing projects that will serve homeless individuals and families who enter directly from the streets or emergency shelters, including youth up to age 24, and includes persons fleeing violence as defined by HUD.
3. Joint component projects, which combine transitional housing and rapid re-housing into a single project to serve individuals and families experiencing homelessness.

REALLOCATED FUNDS

Continuums of Care may reduce or eliminate funds from eligible renewal projects and reallocate the funds to create or expand the following types of projects:

1. Permanent supportive housing projects that will primarily serve chronically homeless individuals and families including youth experiencing chronic homelessness.
2. Rapid rehousing projects that will serve homeless individuals and families who enter directly from the streets or emergency shelters, including youth up to age 24, and includes persons fleeing violence as defined by HUD.
3. Joint component projects, which will combine transitional housing and rapid re-housing into a single project to serve individuals and families experiencing homelessness.
4. Homeless Management Information System (HMIS) projects.
5. Supportive Services projects for centralized or coordinated assessment systems.

BACKGROUND

HUD publishes a CoC Notice of Funding Availability (NOFA) for each funding year. The 2018 NOFA is expected to be published by June 2018, with a deadline approximately 60 days after publication. To allow time for the local review and decision-making process, the City is publishing this RFP in advance of the NOFA. The City reserves the right to publish additional information subject to NOFA publication.

A single, consolidated submission of all selected projects in Winston-Salem/Forsyth County will be submitted to HUD by the City of Winston-Salem. Funding will be derived from Federal Fiscal Year 2018 allocations of HUD funds and is subject to funding availability under the NOFA. The City reserves the right to request that applicant organizations submit adjusted project budgets based on the amount of funding made available by HUD.

KEY INFORMATION

- a. Threshold Requirements -- All projects must meet the threshold criteria shown in the attached Appendix A – Threshold Criteria for Continuum of Care Grant Proposals.
- b. Proposed funding for new or expansion projects cannot supplant funding from other sources.
- c. Participants in CoC-funded projects must meet HUD’s eligibility requirements, which vary by program component. More information on the CoC regulations is found below.
- d. All CoC funded projects are required to participate in the CoC’s coordinated entry system. This means that all referrals to CoC-funded projects must come through the Community Intake Center.
- e. Permanent supportive housing projects may serve families or individuals. An adult participant in each household served in any permanent supportive housing program must be disabled.
- f. Projects may not charge participants program fees in any program.
- g. Funds are not available for transitional housing, except in the HUD component which combines transitional housing and rapid re-housing.
- h. Funds are available for supportive services only for projects in which the proposed supportive services activities are part of a rapid re-housing or permanent supportive housing project or a new project created through reallocation for coordinated assessment.
- i. Emergency shelter and services are not eligible for funding under the CoC Program.

- j. All eligible funding costs except leasing must be matched with no less than a 25 percent cash or in-kind match. Leasing costs are not required to be matched.
- k. All projects will be limited to requests for one year of assistance. Upon expiration, projects may be renewed subject to HUD requirements, local priorities, satisfactory performance, and availability of funds.
- l. Collaborative efforts by community agencies are encouraged. As an example of collaborative initiatives, the CoC operates a collaborative rapid rehousing program.
- m. All CoC-funded projects must participate in the Homeless Management Information System (HMIS).

PROJECT RANKING PROCESS

HUD requires that all projects be ranked and prioritized in a two-tiered list developed through the local CoC process. Tier 1 will be the top priority projects. Tier 2 will be lower priority projects. Either new or renewal projects may be ranked in Tier 1 or Tier 2. The placement of each project on the priority list will be determined through a multi-stage process including review by the Continuum of Care Rating Panel, Continuum of Care Operating Cabinet and the Commission on Ending Homelessness, prior to review by the Winston-Salem City Council.

Based on the highly competitive nature of the grant program, ranking of each project will be critical in determining the likelihood of funding. Projects ranked in Tier 2, particularly at the bottom of Tier 2, have a low probability of funding. New projects created through reallocation or bonus funding may be included in either Tier 1 or Tier 2.

Renewal projects will be reviewed and ranked through the CoC process based on performance. New project proposals will be reviewed in reference to organizational capacity, strategic priority, project approach and design, and cost effectiveness and ranked through the CoC process. Although the scoring, rating and ranking process is subject to change in 2018, based on requirements in HUD's NOFA, an example in the form of the 2017 materials is available for review on the City's website at <http://www.cityofws.org/Departments/Community-Development/Planning/Homelessness>.

HUD PROGRAM INFORMATION

All parties intending to apply for funding are strongly encouraged to review the program regulations, including those organizations that are currently or were previously funded. Proposals that do not conform to the regulations will not be considered for funding. The regulations and other information for the Continuum of Care Program may be found at [this link](https://www.hudexchange.info/programs/coc/) or by going to <https://www.hudexchange.info/programs/coc/>. The Grant Workshop described above provides an opportunity to learn more about the CoC program.

FUNDS AVAILABILITY

Once awarded by HUD, grant funds are estimated to be made available by HUD by **mid-year in calendar year 2019**. However, the awarding of funds and the timing of awards and grant-making by HUD is outside of the control of the City of Winston-Salem. Agencies seeking renewal funding

must be aware of all operating year start and end dates and must make arrangements to accommodate any period for which a HUD funding award is denied or delayed. It should be noted that new projects created through reallocation are not renewal projects and may have different start dates than the grants from which funds were reallocated. Therefore, the HUD award for the new project may not begin at the ending of the current grant. There may be a gap in time during which the agency will be responsible for continuing operations or services until a contract for the new HUD funds can be executed.

APPLICATION PROCEDURE

There are 3 options to apply:

1. Renewal (use the Renewal and Expansion application form)
2. Renewal and Expansion (use the Renewal and Expansion application form)
3. New Project (use the New Project Application form)

Eligible renewal grants are listed in an exhibit which is attached to the renewal application form. Agencies may submit expansion funding requests under renewal grants for which they currently receive funds, as well as under renewal grants in which they participate as a partner, through a Memorandum of Understanding, but do not receive funding. For example, an agency may request funding to provide additional services to participants of a permanent supportive housing grant under which the agency does not currently receive funding.

New Project Applications also will be accepted from agencies seeking to provide services without seeking CoC funding. For example, an agency might consider becoming the service provider for Permanent Supportive Housing (PSH) Program participants, using non-CoC resources, in order to obtain PSH housing assistance for eligible homeless persons who are the agency's clients. In this arrangement, the housing assistance would be administered by another provider. Such agency does not have to currently be receiving CoC funding or currently providing services to CoC program participants. If such an arrangement is approved, the agency would execute a Memorandum of Understanding with the City and housing provider to assume relevant responsibilities, which may include but not be limited to: (1) accepting referrals only from the CoC's coordinated entry system, (2) determining eligibility and processing applications for assistance, (3) becoming a participating agency in the CoC's Homeless Management Information System (HMIS) and entering all participant data, (4) keeping participant records and participating in monitoring activities required by HUD, the State, and the City, as appropriate, (5) providing or coordinating services for participants, (6) providing at least the minimum required cash or in-kind matching resources and (7) reporting to the City, State and HUD, as appropriate.

Please use the Continuum of Care Homeless Assistance Grant Application materials to prepare and submit all project proposals. Please provide complete but concise responses. Separate forms are available for new and renewal projects. The renewal application also accommodates expansions. This RFP and the 2018 CoC Application forms are available on the City's website at [this link](#) or by going to <http://www.cityofws.org/Departments/Community-Development/Planning/Homelessness/>. Forms are available in both PDF and Word versions.

SUBMISSION PROCEDURE

Submit one hard copy of the completed Grant Application materials with **a cover letter signed by the organization's authorized representative**, as follows:

By Mail:

Ms. Mellin L. Parker
Planning Sr. Project Supervisor
Community Development Dept.
Department
City of Winston-Salem
P. O. Box 2511
Winston-Salem, NC 27102-2511

By Delivery:

Ms. Mellin Parker
Planning Sr. Project Supervisor
Community Development Dept.
City of Winston-Salem
Bryce A. Stuart Municipal Building
100 East First Street (Corner of Church
Street)
Winston-Salem, NC 27102-2511

In addition to hard copy submission, please email the completed Grant Application materials, a scan of the signed transmittal letter, and any attachments to timw@cityofws.org.

The City may request additional information for any project, if needed pursuant to the CoC NOFA. If your project is selected for submission to HUD, you may be requested to provide additional information within a timeframe to be specified by the City of Winston-Salem.

Please direct any questions to Mellin Parker at (336) 734-1310 or mellinp@cityofws.org or Tim West at (336) 734-1305 or timw@cityofws.org.

Appendix A
Threshold Criteria for Continuum of Care Grant Proposals

I. Criteria for Continuum of Care Grant Participation

- a) Must have documentation of having served HUD-eligible homeless persons or families, through activities that are eligible under the HUD Continuum of Care (CoC) regulations, during the twelve months prior to the deadline stated in the Request for Proposals
- b) Must propose an eligible activity for an eligible homeless population, pursuant to HUD requirements
- c) Must be an eligible contractor for federal funds per <https://www.sam.gov/>, must have a current tax exempt status as verified by the IRS and must not owe any overdue tax debts, as documented on IRS 990 submissions to the IRS
- d) Must not propose to use HUD funds to supplant current funding
- e) Must identify matching funds prior to application submission
- f) Must provide the information listed below in Section II and must have satisfactory organizational status, experience and capacity to submit, implement and operate the proposed project, as determined by the City of Winston-Salem

II. Information on Organizational Status Sponsors of CoC projects must provide the following items to the City for review, unless the organization has already submitted these items to the City:

- a) Signed authorization to apply for CoC Funding
- b) Most recent IRS 990, as submitted to the IRS
- c) Most recent audit report and auditor's management letter
- d) By-Laws
- e) Articles of Incorporation
- f) IRS 501(c)3 designation letter (status in place for at least one year prior to application deadline)
- g) Current Board roster
- h) Copies of budgets for last year, current year and next year (if available)
- i) Copies of Code of Conduct, Personnel Policies, Procurement Policies, and Accounting Procedures for the Organization (as applicable)