

Request for Proposals (RFP)
HUD Continuum of Care (CoC) Homeless Assistance
Issued June 9, 2016

*Corrected June 21, 2016 Pursuant to HUD Correction of Permanent Housing Bonus
Percentage to 5%*

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 \$1,847,338, which is based on the amount of currently funded projects which are eligible for renewal funding. New projects can be funded only through reallocation from existing projects or through a bonus funding process, as described below. New project activities are limited by HUD to permanent supportive housing, rapid re-housing, homeless management information systems, and coordinated intake and assessment programs.

DEADLINE

Both renewal and new project proposals must be submitted to the City by **5:00 p.m. on Thursday, July 7, 2016**. Submission procedures are described below. 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 22, 2016 from 12:00 noon to 1:00 p.m. in Room 230 of City Hall at 101 N. Main Street in Winston-Salem.

BACKGROUND

HUD publishes a CoC Notice of Funding Availability (NOFA) for each funding year. The 2016 NOFA is expected to be published in June 2016, 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 2016 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. Eligible activities under the Continuum of Care regulations include acquisition of property, rehabilitation of property, new construction, leasing, rental assistance, supportive services, operating costs, homeless management information system (HMIS) costs, project administrative costs, relocation, indirect costs, and CoC planning costs. However, project types are limited to the program components described below.
- c. New projects may only be funded through reallocation of funds from existing projects or through the permanent housing bonus process. HUD strictly limits the type of projects for which reallocated or bonus funds may be used.
- d. Regarding reallocation, CoCs may reduce or eliminate funds from eligible renewal projects to create projects of the following types: (a) new permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families; (b) new rapid rehousing projects for homeless individuals and families who enter directly from the streets or emergency shelters, youth up to age 24, and persons fleeing domestic violence situations; (c) new Supportive Services Only (SSO) projects specifically for a centralized or coordinated assessment system; and (d) new dedicated Homeless Management Information System (HMIS) projects.
- e. HUD will continue the Permanent Housing Bonus. All CoCs may create new projects through the permanent housing bonus in a combined total amount of up to 5 percent (5%) of total non-bonus funding. The estimated amount of bonus funding for 2016 is \$92,367. Bonus funding is available only for the following types of new projects: (a) new permanent supportive housing projects that will serve 100 percent chronically homeless families and individuals including youth experiencing chronic homelessness; and (b) new rapid rehousing projects that will serve homeless individuals and families, including youth, coming directly from the streets or emergency shelters, or fleeing violence as specified by HUD in the definition of homelessness.
- f. Proposed funding for new projects cannot supplant funding from other sources.
- g. 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.
- h. 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.
- i. Projects may not charge participants program fees in any program.
- j. Funds are not available for transitional housing.
- k. Funds are not available for supportive services, unless they are part of a permanent supportive housing project, a rapid re-housing project or a coordinated intake and assessment project.
- l. Emergency shelter and services are not eligible for funding under the CoC Program.
- m. 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.
- n. All projects will be limited to requests for one year of assistance, unless a different term is required by HUD. Upon expiration, projects may be renewed subject to HUD requirements, local priorities, satisfactory performance, and availability of funds.

- o. Collaborative efforts by community agencies are encouraged. As an example of collaborative initiatives, the CoC is implementing a centralized/coordinated intake and assessment system as required by HUD for the CoC program. Also, a collaborative rapid rehousing program has been implemented.

PROJECT RANKING PROCESS

HUD requires that all projects be ranked and prioritized in a two-tiered list. Tier 1 will be the top priority projects. Tier 2 will be lower priority projects. Either new or renewal projects may be in Tier 1 or 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.

This year, existing projects, all together, are eligible to request renewal in an amount of up to \$1,847,337. That amount is the CoC's eligible funding base, which is called by HUD the "Annual Renewal Demand" or "ARD". Project amounts of new and renewal projects totaling no more than 85% of the ARD amount of \$1,847,337 (which equals \$1,570,236) may be submitted to HUD in Tier 1. Any other new or renewal projects must be submitted in Tier 2.

Based on the highly competitive nature of last year's process, 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.

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 for the Continuum of Care Program may be found at [this link](#).

FUNDS AVAILABILITY

Once awarded by HUD, grant funds are estimated to be made available by HUD by **the first half of calendar year 2017**. 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 projects created through reallocation are not renewal projects and may have different start dates than the grants from which funds were taken.

SUBMISSION PROCEDURE

Please use the Continuum of Care Homeless Assistance Grant Application materials to prepare and submit a project proposal, and provide complete but concise responses. Separate forms are available for new and renewal projects. This RFP and the application forms are available on the City's website at [this link](#).

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 and Business Development
Department
City of Winston-Salem
P. O. Box 2511
Winston-Salem, NC 27102-2511

By Delivery:

Ms. Mellin Parker
Planning Sr. Project Supervisor
Community and Business Development
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 or related materials. 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 CoC Interim Rule, 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
- g) IRS 501(c)3 designation letter (status in place for at least one year prior to application deadline)
- f) Current Board roster
- g) Copies of budgets for last year, current year and next year (if available)
- h) Copies of Code of Conduct, Personnel Policies, Procurement Policies, and Accounting Procedures for the Organization (as applicable)