

REQUEST FOR PROPOSALS (RFP) AMARILLO CONTINUUM OF CARE

2015 Continuum of Care Program-Local Application Process

INTRODUCTION

The FY2015 CoC Funding Notice, as authorized by Title IV of the McKinney-Vento Homeless Assistance Act, was released by HUD on **9/17/2015**.

The Amarillo Continuum of Care (CoC) is soliciting eligible project applications from non-profit agencies, local governments, and other eligible applicants that provide services and housing to homeless persons in Amarillo.

GENERAL INFORMATION ON THE COMPETITION

The CoC will select and rank projects submitted from agencies within the city limits of Amarillo which are then submitted to the U.S. Department of Housing and Urban Development (HUD) under a consolidated application.

Funding Available

New Projects - Based on the 2015 Continuum of Care Program Funding Notice released by HUD on **9/17/2015** new projects for Permanent Supportive Housing and Rapid Re-Housing can be created through reallocation. Creating a new Permanent Supportive Housing or Rapid Re-Housing program through reallocation will only be available to a program choosing to reallocate renewal funding.

The total annual award amount to the Amarillo CoC is \$772,766.

HUD McKinney Homeless Programs

Applicants may apply for any one of the following CoC Program Components:

1. Permanent housing;

PH encompasses (1) permanent supportive housing (PSH) for persons with disabilities and families with **an adult head of household (or if there is no adult in the family, a minor head of household) who has a disability** and (2) **rapid re-housing (RRH)** for homeless individuals or families with or without disabilities. RRH provides supportive services and short- and/or medium-term tenant-based rental assistance (RA). RRH:

- Must follow CoC procedures for prioritizing eligible families and individuals
- May set maximum amounts of assistance (percentage, months, or number of times)
- May require participants to share in the cost of rent (rent calculation information is detailed)
- Limits RA to a household to no more than 24 months
- May provide supportive services for no longer than 6 months after RA stops
- Must re-evaluate, not less than once annually, program participants' need to retain housing
- May require each participant to notify the program of changes in income or other circumstances

- Must require participants to meet with a case manager at least once per month (exceptions are noted)

Funds for PH may be used for acquisition, rehabilitation, new construction, leasing, RA, operating, and supportive services (some exceptions apply).

2. Transitional housing;

Program participants in transitional housing must have a lease that has a term of at least one month but no longer than 24 months and cannot be extended.

3. Supportive services only (SSO);

SSO grants cover supportive services, including street outreach, to both sheltered and unsheltered homeless persons to whom the recipient or subrecipient is not providing housing assistance.

4. HMIS;

An HMIS Lead may use CoC funds to lease or operate a structure in which HMIS is operated, and for other eligible costs.

5. Homelessness prevention—N/A (may be available in future competitions but not available in 2015).

The HEARTH Act increased the focus on homelessness prevention, though prevention resources are intended to be available to communities primarily through the Emergency Solutions Grant (ESG) program.

Match: All eligible funding costs, except leasing, must be matched with no less than a **25 percent cash or in-kind contribution**. No match is required for leasing.

Eligible Persons to be Served - HUD Definition of Homeless

All projects submitted for funding must serve persons who meet the HUD definition of Homeless.

For projects providing **Permanent Supportive Housing**, a person is considered homeless only when he/she resides in one of the three following places:

1. places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings;
2. an emergency shelter; or
3. transitional housing for homeless persons and who originally came from the streets or emergency shelter (except in Permanently Supportive Housing beds dedicated to serve Chronically Homeless Persons).

If a person is in one of the three categories listed above, but most recently spent less than 90 days in a jail or institution, he/she qualifies as coming from one of these three categories.

In addition to the above three categories, projects providing **Transitional Housing or Supportive Services Only** may also serve populations meeting the following criteria:

1. eviction within 14 days from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing; or
2. discharged within a week from an institution in which the person has been a resident for 90 or more consecutive days and no subsequent residence has been identified and he/she lacks the resources and support networks needed to obtain housing.
3. Families with children or unaccompanied youth who are unstably housed and likely to continue in that state. This is a new category of homelessness, and it applies to families with children or unaccompanied youth who have not had a lease or ownership interest in a housing unit in the last 60 days, have had two or more moves in the last 60 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment. *(The 'eligible under another federal program' category requires special approval by HUD and is limited to no more than 10% of a CoC's funding.)*
4. a person and family members fleeing domestic violence and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing.

A **Chronically Homeless Person or Family** is an unaccompanied homeless individual with a disabling condition or a family with at least one adult member who has a disabling condition, who either has been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. The term homeless in this case means a person sleeping in a place not meant for human habitation (e.g., living on the streets), in an emergency homeless shelter, or in a Safe Haven, as defined by HUD.

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act. Among other changes, the HEARTH Act consolidated the three separate McKinney-Vento homeless assistance programs (Supportive Housing program, Shelter Plus Care program, and Section 8 Moderate Rehabilitation SRO program) into a single grant program known as the Continuum of Care (CoC) Program.

Threshold Requirements

To become eligible for consideration by the Amarillo CoC Grant Review Subcommittee, all projects must first successfully pass a review of threshold requirements.

Each project must meet the following minimum standards:

1. Only renewal projects, new PSH or RRH projects created through reallocation, or Permanent Supportive Housing Bonus project applications will be accepted for the 2015 HUD CoC Grant competition.
2. The project must meet HUD eligibility requirements.
3. Persons served by the project must meet the HUD definition of homeless and be eligible for service under program regulations.
4. The application must be complete and submitted in the correct format.
5. **The application must be submitted on time.** Any corrections requested must also be received by the due dates indicated.
6. The project must be feasible and the costs reasonable.

7. The project must demonstrate that it is designed to move homeless persons toward self-sufficiency and permanent housing.
8. The application must demonstrate that project will be able to proceed on a timely basis.

Ranking of Projects

The Amarillo CoC Grant Review Subcommittee will be composed of members from the Amarillo Continuum of Care. No member will sit on the Amarillo CoC Grant Review Subcommittee where a conflict of interest exists if that member's agency is submitting a project application. Amarillo CoC Grant Review Subcommittee members that have a vested interest in any project application will recuse themselves from the discussion of and ranking of that particular project.

This year the Amarillo CoC Grant Review Subcommittee will conduct the evaluation process for renewal projects and new project applications. The Amarillo CoC Grant Review Subcommittee will review renewal and new project applications to determine eligibility for submission, and rank each within CoC predetermined categories based on evaluation scores before the collaborative grant is submitted to HUD.

Application Process

The deadline for submitting proposals is **Friday, October 30, 2015, no later than 5:00PM**. All applicants are required to submit application documents to the Community Development Department, City Hall, Room 104, 509 SE 7th Avenue. Agencies submitting project applications must be available to discuss applications with Amarillo Continuum of Care and the Lead Agency, if requested, during the evaluation process.

Project Match and Leverage Letters

In addition to the required Match for the Continuum of Care program grants, it is critical that applicants make a maximum effort to leverage other resources to support their application, as it is a significant factor in the CoC's overall rating in the national competition. "Leverage" refers to funds used in the project (other than the McKinney grant itself), including "in-kind" contributions.

Availability of Technical Assistance

A limited amount of technical assistance is available to assist potential applicants. All applicants may seek advice and clarification on the requirements of program and eligibility of their project. For assistance, contact Kathryn Foster at 378-3005 or by email at kathryn.foster@amarillo.gov.

2015 APPLICATION PROCESS TIMELINE

10/7/2015	RFP and application materials available on http://comdev.amarillo.gov
10/14/2015	Amarillo Continuum of Care will establish a Grant Review Subcommittee during the regular monthly committee meeting
10/30/2015	Due date for proposed applications to be submitted to Community Development
11/2/2015	Copies of applications received will be distributed to Grant Review Subcommittee for review
11/6/2015	Grant Review Subcommittee will meet to rank and evaluation applications and prepare recommendation for funding
11/11/2015	Grant Review Subcommittee will present recommendations and priority ranking to regular CoC membership at November meeting
11/12/2015	Lead agency will notify applicants of ranking results
11/20/2015	Due date for Collaborative CoC Application to be completed and submitted to HUD by the Lead Agency