



Northlake Homeless Coalition Request for Proposals (RFP): Scattered Site Permanent Supportive Housing Project for Chronically Homeless Individuals and Families

The Northlake Homeless Coalition invites all eligible organizations to submit a project application for a new scattered site Permanent Supportive Housing project that will serve chronically homeless individuals and families across the Florida Parishes Region (Livingston, St. Helena, St. Tammany, Tangipahoa and Washington Parishes) and adhere to the Housing First program model. Eligible organizations consist of 501c3 nonprofit organizations and local and state units of government.

A total of \$240,000 is being made available for this project, with up to \$21,818 available in administrative funds and the remainder to be spent in rental assistance and supportive services budget categories OR leasing, operating and supportive service budget categories.

Application Deadline: All applications must be submitted in e-snaps (see below) by 8 pm on October 17.

Any organization submitting an application for this funding must agree to the following:

- Adherence to the regulations set forth in the [Interim Program Rule \(24 CFR Part 578\)](#).
- Participation in the [Coordinated Access and Assessment System \(CAAS\)](#), including an MOU agreement outlining the responsibilities of the Continuum of Care and the CoC-funded agencies.
- Current good standing as an NHC member agency or willingness to become an NHC Member Agency and adhere to the NHC Partnership Agreement, which outlines the roles of the CoC and the funded agency, including the annual agency fee currently set at a rate equal to 2.1% of the total CoC funding awarded to the agency.
- Agreement to serve chronically homeless individuals and families in all five parishes of the Florida Parishes Region, housing them in the Parish of their choice, utilizing a low barrier entry Housing First Program model.
- Match Funding (cash or in-kind) for the project in accordance with the Interim Program Rule.

Adherence with the Housing First Program Model will be evaluated based on the following:

1. Clients will not be screened out based on the following:
 - Having no or too little income
 - Active or history of substance abuse
 - Having a criminal record, with the exceptions for state-mandated restrictions
 - History of domestic violence (e.g. lack of a protective order, period of separation from an abuser or law enforcement involvement)
2. Clients will not be terminated from the program based on the following:
 - Failure to participate in supportive services
 - Failure to make progress on a service plan

- Loss of income or failure to improve income
- Being a victim of domestic violence
- Any other activity not covered in a lease agreement

In order to apply for funding, you must submit a new project application in e-snaps, the electronic grants management system managed by HUD's Office of Special Needs Assistance Programs. The e-snaps system is used to apply for new and renewal funding and the annual performance report (APR) required for each project. It is imperative that funded organizations have the capacity to utilize the e-snaps system. The application should be submitted as a new application utilizing Permanent Housing Bonus funding.

For more information on e-snaps, please visit the following: <https://www.hudexchange.info/e-snaps/>. For further questions or assistance with e-snaps, please contact Northlake Homeless Coalition Executive Director Amanda Mills at amills@northlakehomeless.org or (985) 415-2388.

Before submitting a project application, all applicants should read the following:

- [FY 2015 CoC Program Competition NOFA](#)
- [Project Application Detailed Instructions and Instructional Guides](#)

Any questions regarding this RFP may be submitted via email to amills@northlakehomeless.org. Responses to questions submitted prior to 5pm on October 13 will be posted to the [Northlake Homeless Coalition website](#). The Coalition will not respond to questions submitted after that date/time. All projects will be reviewed based on past performance and/or capacity and adherence to the Housing First program model. The evaluation tool used to score and select the proposal will be posted to the NHC website by October 10.

EVALUATION FORM FOR NEW PROJECT (CoC Member Agency)

Evaluator 1 2 3

Agency Name: _____

Project Name: _____

#	Rating Criteria	Point Allocation	Max Points	Score Assigned
1	Experience		10	
a	Does the applicant have experience working with persons experiencing homelessness? (Source: Project Application)	Yes = 3 No = 0	3	
b	Does the applicant have experience working with chronically homeless individuals and families? (Source: Project Application)	Yes = 3 No = 0	3	
c	Does the applicant have experience in administering federal grants? (Source: Project Application)	Yes = 2 No = 0	2	
d	Is the organizations financial accounting system and financial internal controls adequate to administer this grant? (Source: Project Application)	Yes = 2 No = 0	2	
2	Completeness		10	
	Does the project description address the following requirements: a. A clear picture of the community/target population(s) to be served b. Plan for addressing the identified needs/issues of the CoC community/target population(s) c. Projected outcome(s) d. Any coordination with other source(s)/partner(s) e. Description is consistent with and makes reference to other parts of the application (Source Project Application)	Less than 3 requirements addressed = 1 3-4 requirements addressed = 5 All 5 requirements addressed = 10	10	
3	Coordinated Entry		10	
a	How many CAAS Taskforce meetings has the agency participated in over the past 12 months? (Source: Agency Profile)	0 = 0 1 – 2 = 1 3 – 4 = 2 5 – 6 = 3 7 – 8 = 4 9+ = 5	5	
b	How many CAAS Committee meetings has the agency participated in over the past 12 months? (Source: Agency Profile)	0 = 0 1 – 2 = 1 3 – 4 = 2 5 – 6 = 3 7 – 8 = 4 9+ = 5	5	
4	Housing First		15	
a	Clients will not be screened out based on the following: • Having no or too little income • Active or history of substance abuse	0 criteria = 0 1-2 criteria = 4 3 criteria = 6 4 criteria = 8	8	

	<ul style="list-style-type: none"> Having a criminal record, with the exceptions for state-mandated restrictions History of domestic violence (e.g. lack of a protective order, period of separation from an abuser or law enforcement involvement) <p>(Source: Project Application)</p>			
b	<p>Clients will not be terminated from the program based on the following:</p> <ul style="list-style-type: none"> Failure to participate in supportive services, with the exception of a once monthly visit with the case manager Failure to make progress on a service plan Loss of income or failure to improve income Being a victim of domestic violence Any other activity not covered in a lease agreement <p>(Source: Project Application)</p>	<p>0 criteria = 0 1-2 criteria = 3 3-4 criteria = 5 5 criteria = 7</p>	7	
5	Past Performance		45	
a	<p>Are current projects at capacity in serving the number of homeless people it is designed to serve</p> <p>(Source: APR)</p>	<p>0 – 59.9% = 0 60 – 64.9% = 1 65 – 69.9% = 2 70 – 74.9% = 3 75 – 70.9% = 4 80 – 84.9% = 6 85 – 89.9% = 8 90 – 100% = 10</p>	10	
b	<p>For PSH Projects: The percentage of participants who remain housed 12 months or longer (HUD Target = 80%).</p> <p>Note: If new project is PSH, use past PSH project performance OR average of 5b and 5c.</p> <p>(Source: APR)</p>	<p><50% = 0 50 – 54.9% = 6 55 – 59.9% = 8 60 – 64.9% = 10 65 – 69.9% = 12 70 – 74.9% = 14 75 – 79.9% = 16 80 – 89.9% = 18 90 – 100% = 20</p>	20	
c	<p>For RRH, TH and SSO Projects: The percentage of participants who exit to permanent housing destinations (HUD Target = 80%).</p> <p>Note: If new project is RRH or SSO, used past TH project performance, if available.</p> <p>(Source: APR)</p>	<p><50% = 0 50 – 54.9% = 6 55 – 59.9% = 8 60 – 64.9% = 10 65 – 69.9% = 12 70 – 74.9% = 14 75 – 79.9% = 16 80 – 89.9% = 18 90 – 100% = 20</p>	20	
d	<p>For PSH Projects: The percentage of participants who maintained or increased income from all sources between entry and follow up/exit.</p> <p>Note: If new project is PSH, use this measure OR average of 5d and 5e.</p> <p>(Source: APR)</p>	<p>0 – 19.9% = 2 20 – 29.9% = 4 30 – 39.9% = 6 40 – 53.9% = 8 54 – 100% = 10</p>	10	

e	For RRH, TH and SSO Projects: The percentage of participants who increased income from all sources between entry and follow up/exit. Note: If new project is RRH or SSO, use this measure, if available. (Source: APR)	0 – 19.9% = 2 20 – 29.9% = 4 30 – 39.9% = 6 40 – 53.9% = 8 54 – 100% = 10	10	
f	The percentage of participants with at least one cash or non-cash mainstream benefit by follow up/exit. (Source: APR)	0 – 24.9% = 0 25 – 39.9% = 1 40 – 54.9% = 2 55 – 69.9% = 3 70 – 84.9% = 4 85 – 100% = 5	5	
6	Proposed Performance		20	
a	For PSH and RRH Projects: Persons remaining in permanent housing at the end of the operating year or exiting to permanent housing destinations during the operating year (Source: Project Application)	<70% = 0 70 – 74.9% = 2 75 – 79.9% = 4 80 – 84.9% = 6 85 – 89.9% = 8 >90% = 10	10	
b	Income Measure 1: Percentage of adults who maintained or increase their total income as of the end of the operating year or project exit. (Source: Project Application)	0 – 19.9% = 2 20 – 29.9% = 4 30 – 39.9% = 6 40 – 53.9% = 8 54 – 100% = 10	10	
c	Income Measure 2: Percentage of adults who maintained or increased their earned income as of the end of the operating year or project exit. (Source: Project Application)	0 – 19.9% = 2 20 – 29.9% = 4 30 – 39.9% = 6 40 – 53.9% = 8 54 – 100% = 10	10	
7	Budget		10	
a	Can budget line items clearly be calculated (e.g. .85 FTE Case Manager (43,750 x .85) @ \$37,187.50) (Source: Project Application)	Budget not calculable = 0 Minor issues with understanding budget = 2 Budget clear/calculable = 4	4	
b	Is program cost-effective compared to other like programs? (Source: Cost Effectiveness Spreadsheet)		4	
c	In the 2015 application, what is the ratio of leverage dollars dedicated to the project to total grant dollars requested from HUD? (Source: Leverage Spreadsheet)	Less than 1:1 = 0 Between 1:1 & 1.49:1 = 1 1:5: 1 or greater = 2	2	
8	HMIS		15	
a	What is the organization's mean score for HMIS data completeness for the time period of October 1, 2013 through September 30, 2014? (Source: HMIS Spreadsheet)	0 – 79.9% = 0 80 – 94.9% = 5 95 – 99.9% = 7 100% = 10	10	
b	How many HMIS trainings/webinars has the project staff attended between October 2014 and September 2015? (Source: Agency Profile)	0 = 0 1 – 2 = 1 3 – 4 = 2 4 – 5 = 3	5	

		6 - 7 = 4 8 = 5		
9	HUD Policy Priorities (Bonus Points)		20	
a	Project prioritizes chronically homeless individuals or families. Application indicates that project will prioritize CH individuals.	No = 0 Yes = 5	5	
b	Project prioritizes Veterans. Application indicates that project will prioritize Veterans.	No = 0 Yes = 5	5	
c	Project prioritizes homeless families with children. Application indicates that project will prioritize homeless families.	No = 0 Yes = 5	5	
d	Project prioritizes homeless unaccompanied youth. Application indicates that project will prioritize unaccompanied youth.	No = 0 Yes = 5	5	
Score Formula		Assigned Score	Max Points	Total Points Earned
Divide Total Points Earned by Maximum Points and multiply by 100		Percentage of total points earned		
Ex. (120 Total Points Earned/135 Maximum Points) x 100 = 88.89		_____ %	135	

EVALUATION FORM FOR NEW PROJECT (Non-CoC Member Agency)

Evaluator 1 2 3

Agency Name: _____

Project Name: _____

#	Rating Criteria	Point Allocation	Max Points	Score Assigned
1	Experience		10	
a	Does the applicant have experience working with persons experiencing homelessness? (Source: Project Application)	Yes = 3 No = 0	3	
b	Does the applicant have experience working with chronically homeless individuals and families? (Source: Project Application)	Yes = 3 No = 0	3	
c	Does the applicant have experience in administering federal grants? (Source: Project Application)	Yes = 2 No = 0	2	
d	Is the organizations financial accounting system and financial internal controls adequate to administer this grant? (Source: Project Application)	Yes = 2 No = 0	2	
2	Completeness		10	
	Does the project description address the following requirements: a. A clear picture of the community/target population(s) to be served b. Plan for addressing the identified needs/issues of the CoC community/target population(s) c. Projected outcome(s) d. Any coordination with other source(s)/partner(s) e. Description is consistent with and makes reference to other parts of the application (Source Project Application)	Less than 3 requirements addressed = 1 3-4 requirements addressed = 5 All 5 requirements addressed = 10	10	
3	Coordinated Entry		5	
	Does the agency plan to participate in Coordinated Entry? (Source: Agency Profile)	Yes = 5 No = 0	5	
4	Housing First		15	
a	Clients will not be screened out based on the following: • Having no or too little income • Active or history of substance abuse • Having a criminal record, with the exceptions for state-mandated restrictions • History of domestic violence (e.g. lack of a protective order, period of separation from an abuser or law enforcement involvement) (Source: Project Application)	0 criteria = 0 1-2 criteria = 4 3 criteria = 6 4 criteria = 8	8	

b	<p>Clients will not be terminated from the program based on the following:</p> <ul style="list-style-type: none"> • Failure to participate in supportive services, with the exception of a once monthly visit with the case manager • Failure to make progress on a service plan • Loss of income or failure to improve income • Being a victim of domestic violence • Any other activity not covered in a lease agreement <p>(Source: Project Application)</p>	<p>0 criteria = 0 1-2 criteria = 3 3-4 criteria = 5 5 criteria = 7</p>	7	
5 Proposed Performance			20	
a	<p>For PSH and RRH Projects: Persons remaining in permanent housing at the end of the operating year or exiting to permanent housing destinations during the operating year</p> <p>(Source: Project Application)</p>	<p><70% = 0 70 – 74.9% = 2 75 – 79.9% = 4 80 – 84.9% = 6 85 – 89.9% = 8 >90% = 10</p>	10	
b	<p>Income Measure 1: Percentage of adults who maintained or increase their total income as of the end of the operating year or project exit.</p> <p>(Source: Project Application)</p>	<p>0 – 19.9% = 2 20 – 29.9% = 4 30 – 39.9% = 6 40 – 53.9% = 8 54 – 100% = 10</p>	10	
c	<p>Income Measure 2: Percentage of adults who maintained or increased their earned income as of the end of the operating year or project exit.</p> <p>(Source: Project Application)</p>	<p>0 – 19.9% = 2 20 – 29.9% = 4 30 – 39.9% = 6 40 – 53.9% = 8 54 – 100% = 10</p>	10	
6 Budget			10	
a	<p>Can budget line items clearly be calculated (e.g. .85 FTE Case Manager (43,750 x .85) @ \$37,187.50)</p> <p>(Source: Project Application)</p>	<p>Budget not calculable = 0 Minor issues with understanding budget = 2 Budget clear/calculable = 4</p>	4	
b	<p>Is program cost-effective compared to other like programs?</p> <p>(Source: Cost Effectiveness Spreadsheet)</p>		4	
c	<p>In the 2015 application, what is the ratio of leverage dollars dedicated to the project to total grant dollars requested from HUD?</p> <p>(Source: Leverage Spreadsheet)</p>	<p>Less than 1:1 = 0 Between 1:1 & 1.49:1 = 1 1:5: 1 or greater = 2</p>	2	
7 HUD Policy Priorities (Bonus Points)			20	
a	<p>Project prioritizes chronically homeless individuals or families. Application indicates that project will prioritize CH individuals.</p>	<p>No = 0 Yes = 5</p>	5	
b	<p>Project prioritizes Veterans. Application indicates that project will prioritize Veterans.</p>	<p>No = 0 Yes = 5</p>	5	
c	<p>Project prioritizes homeless families with children. Application indicates that project will prioritize homeless families.</p>	<p>No = 0 Yes = 5</p>	5	
d	<p>Project prioritizes homeless unaccompanied youth. Application indicates that project will prioritize unaccompanied youth.</p>	<p>No = 0 Yes = 5</p>	5	

<p align="center"><u>Score Formula</u></p> <p>Divide Total Points Earned by Maximum Points and multiply by 100</p> <p>Ex. (65 Total Points Earned/70 Maximum Points) x 100 = 92.86</p>	<p><u>Assigned Score</u></p> <p>Percentage of total points earned</p> <p>_____ %</p>	<p>Max Points</p>	<p>Total Points Earned</p>
		<p align="center">70</p>	