

Northlake Homeless Coalition FY2023 Continuum of Care (CoC) Application Request for Proposals (RFP) #2023-001

Project Type: Rapid Rehousing Project for Individuals and Families

The Northlake Homeless Coalition invites all eligible organizations (501c3 nonprofit organizations, faith-based organizations, government entities, Indian tribes and tribally designated housing entities, and public housing agencies) to submit a project application for a new project that will serve homeless individuals and families in one or more parishes in the Florida Parishes Region (Livingston, St. Helena, St. Tammany, Tangipahoa and Washington Parishes) and adhere to the Housing First program model.

I. Key Definitions

- A. Evidence-based approach: a project or process that "employ[s] strong use of data and evidence, including the cost-effectiveness and impact of homeless programs on positive housing outcomes, recovery, self-sufficiency, and reducing homelessness." Examples include but are not limited to "rates of positive housing outcomes, such as reduced length of time homeless and reduced rates of return to homelessness; improvements in employment and income; and improvements in overall well-being, such as improvement in mental health, physical health, connections to family, and safety."
- B. Homelessness: defined in Section III.C.1 of the CoC Program NOFO; See [HUD Homeless Definition and Recordkeeping](#) Requirements for additional reference.
- C. Rapid Re-housing Project (RRH): A type of permanent housing meeting the requirements of 24 CFR 578.37(a)(1)(ii). Continuum of Care funds may provide supportive services, as set forth in § 578.53, and/or short-term (up to 3 months) and/or medium-term (for 3 to 24 months) tenant-based rental assistance, as set forth in § 578.51(c), as necessary to help a homeless individual or family, with or without disabilities, move as quickly as possible into permanent housing and achieve stability in that housing.
- D. Rural Cost Category: Section 5707 of the James M. Inhofe National Defense Authorization Act for Fiscal Year 2023 (PL 117-263, December 23, 2022, 136 Stat 2395) amends section 423(a) of the McKinney-Vento Homeless Assistance Act to allow projects in rural areas [as defined in section I.B.2.b.(26) of this NOFO] to use Continuum of Care Program funds to pay for the following eligible activities:
 - 1. Payment of short-term emergency lodging, including in motels or shelters, directly or through vouchers
 - 2. Repairs to units in which homeless individuals and families will be housed; or are currently not fit for human habitation.
 - 3. Staff training, professional development, skill development, and staff retention activities.
- E. VAWA Budget Line Item: Section 605(a)(2) of VAWA 2022 amends section 423(a) of the McKinney-Vento Homeless Assistance Act to add the following eligible activity to the CoC program Facilitating and coordinating activities to ensure compliance with the emergency transfer plan requirement in 34

U.S.C. 12491(e) and monitoring and compliance with confidentiality protections in 34 U.S.C. 12491(c)(4). Examples of eligible costs include (see page 42 of the NOFO):

1. Assistance with moving costs
2. Assistance with travel costs
3. Security Deposits
4. Utilities
5. Housing Fees
6. Case Management
7. Housing Navigation
8. Technology to make an available unit safe

II. Project Type Determination

A. In section II.A.1-7 of the NOFO, HUD outlines the following policy priorities:

1. Ending homelessness for all persons.
2. Using a Housing First approach
3. Reducing Unsheltered Homelessness
4. Improving System Performance
5. Partnering with Housing, Health and Service Agencies
6. Racial Equity
7. Improving Assistance to LGBTQ+ Individuals

B. After reviewing system performance metrics, coordinated entry (CE) data, feedback from the NHC Providers and Stakeholders Association (PSA) and performing a needs analysis of CE clients with unsuccessful housing outcomes, the NHC determined that a RRH project would best serve the region while also aligning with the above HUD policy priorities.

III. Eligible Population by Project Type:

Rapid Rehousing Projects may serve persons who qualify as homeless under paragraphs (1), (2), or (4) of the homeless definition in 24 CFR 578.3 (i.e., people experiencing literal homelessness, people at imminent risk of homelessness, and people fleeing domestic violence).

IV. Eligible Line-Item Costs

	Rapid Rehousing (RRH)
Rental Assistance	X

Supportive Services	X
HMIS	X
Administration	X
Rural Cost Category*	X
VAWA Costs*	X

V. Available Funding

A total of \$239,794 is being made available for this project, with up to \$21,799 available in administrative funds and the remainder to be spent in other allowable budget categories for the project type.

If this project is selected and awarded by HUD, this project will fund a project sponsor to serve at least 12 households at any given time with rental assistance and case management services. The new project should be expected to begin by fall 2024 if awarded through the HUD competition. Once funded, the project is eligible for annual renewal through the CoC funding competition based on project performance, including program and fiscal compliance.

VI. Application Deadline

Application Deadline: All applications must be submitted to the Northlake Homeless Coalition by 5:00 pm on Tuesday, August 29, 2023. Applications must be submitted electronically to astapleton@northlakehomeless.org.

VII. Funding Requirements

Any organization applying 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. Accept clients from the CAAS system, which prioritizes clients based on the Place Value Assessment tool as detailed in the CAAS Policies and Procedures.
- 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 homeless individuals and families 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.
- Provide rental assistance and supportive services to 12 households at any given time, including assisting clients in obtaining income and mainstream benefits (employment, SSI, Medicaid, and

assessment for Medicaid funded services) so that clients can sustain housing on their own once the program ends.

- Participate in twice monthly navigation meetings to facilitate transition of clients into the program.
- Clients should be rapidly housed in less than 45 days from referral into the program.
- Be willing to find and inspect housing for participants depending on the client’s preference and the availability of rental units. Rent amounts for the housing units must be rent reasonable.

Adherence with the Housing First Program Model is defined as 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 the lease agreement.

VIII. Budget

The Northlake Homeless Coalition will assist the selected project sponsor in developing a more detailed budget, if necessary. A sample budget is included for reference below.

Sample RRH Budget	
Supportive Services	77,487
Rental Assistance	115,440
Rural Category*	25,068
Admin	21,799
Total CoC Funding	239,794
Match	59,949

All eligible budget categories for this RFP require a 25% match.

These budgets are only a sample; the applicant is responsible for developing a budget that would meet the needs of the program and allow the applicant to serve 12 households at any given time.

For further information about the RRH program model, see the HUD Exchange, <https://www.hudexchange.info/>, or the National Alliance to End Homelessness website, www.naeh.org.

IX. Meetings and Deadlines

- [RFP Information Web Conference 1](#): Wednesday, August 16 at 11:00 am ([Register Here](#))
- [RFP Information Web Conference 2](#): Tuesday, August 22 at 2:00 pm ([Register Here](#))
- Deadline for submitting proposal to NHC: Tuesday, August 29 at 5:00 pm
- CoC Evaluation Committee Convenes: Tuesday, September 5
- NHC informs applicants whether they were selected: Friday, September 8
- Selected agency must work with NHC to complete e-SNAPS application no later than: September 22
- Anticipated Notification of Project Funding from HUD: Spring 2024
- Anticipated Project Start: Fall 2024

X. Proposal Format

Your proposal, no more than 8 pages, must address the following:

1) Title of Project: RFP #2023-01, name of organization, Tax ID #, Unique Entity Identifier (UEI) # and contact information of the applicant organization. Attach evidence of nonprofit tax-exempt status (i.e., IRS 501(c)3 letter).

2) Interest and Organizational Experience (15 points) - Describe your agency's experience and past performance in providing housing placement, employment search, planning for financial self-sufficiency, direct financial assistance and supportive stabilization services, especially experience providing housing and services to homeless individuals and families. Include past performance on other HUD-funded projects or similar projects, if applicable. Include experience with rapid rehousing, transitional housing, permanent supportive housing or other similar programs.

3) System Performance Measures Impact (20 points) – Describe how your agency will contribute to improving the HUD System Performance Measures for the region, specifically length of time persons remain homeless, increases to cash and non-cash income, and permanent housing outcomes. Include previous program outcomes for other HUD-funded or other similar projects, if applicable.

4) Housing First/Low-Barriers Approach (20 points)- Describe how you will utilize a "Housing First approach" in which assistance is offered without requiring compliance with treatment, medication, lack of income or any other area that would interfere with quickly housing a household within 30 days of entry into program. Describe how your program will ensure no additional barriers are placed on clients while they are enrolled in the program. Describe your agency's plans to acquire further training and expertise in providing rapid rehousing services to families.

5) Plan for Effective Case Management and Supportive Services (20 points) - Describe how you have provided effective case management to homeless, disabled or other special needs populations in the past. Include experience providing services in a "Housing First approach" in which assistance is offered without

requiring compliance with treatment or medication. Describe your agency's plans to acquire further training and expertise in these practices and/or the progressive engagement approach to rapid rehousing. Describe the duties of the employees you will hire to provide the services and how they will be supervised. Attach a resume of the person who will provide supervision and the case manager, if known.

6) Staff Experience (10 points) - Please describe the job duties and qualifications of the employees you will hire to provide these services and include a resume of the person who will supervise this staff. Also describe the evidence-based practices and interventions used by your staff and how staff acquire and maintain skills through training and supervision. Attach job description(s) of project staff and a resume of the person who will provide supervision.

7) Implementation Timeline (5 points) - Describe the plan for rapid implementation, specifically how the project will house the first program participant within 1 month of grant execution and have full enrollment within 5 months. Include a timeline for hiring and training staff.

8) Financial Capacity (15 points) - Submit the most recent independent audit (and A-133 audit if applicable). Describe your agency's capacity and ability to pay direct assistance payments to landlords (HUD CoC grants operate on a reimbursement basis). Optional: Supportive services budget may be submitted as an attachment to demonstrate eligible supportive services that would be provided by CoC funds along with other matching funds to support program participants.

9) Equity (10 points) - Describe your agency's cultural competence. Include experience in serving with cultural sensitivity people who are racially, ethnically and religiously diverse; who speak languages other than English; who have a range of physical and mental disabilities; who are Lesbian, Gay, Bisexual or Transgendered; who are Young Adults or Elderly; and who are extremely low-income. Describe the diversity of your board and staff, your agency's non-discrimination policies, and how you ensure that your staff meets the needs of clients with sensitivity toward clients varied cultural and life experiences. Include how you plan to advance racial equity with this project.

10) Underserved Regions (10 points) – State whether your project will provide housing and services in one or more of the following parishes: Livingston, St. Helena, Tangipahoa and Washington Parishes and whether your project will serve a rural area as defined on page 18 of the FY23 HUD NOFO.

11) Partnering with Housing, Health and Service Agencies (10 points) Describe how your project will maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness. Describe how the project will work closely with public and private healthcare and organizations and assist program participants to receive primary care, receive housing related services and obtain medical insurance to address healthcare needs. Describe how your project will partner with PHAs and state and local housing organizations to provide housing subsidies to people experiencing homelessness.

12) Program Enhancement (5 points) - Describe what your agency will “bring to the table” in enhancing the performance of this program. Describe what matching funds will be used for your supportive services and rental assistance activities. Match may include in-kind sources and can include administrative costs.

Attachments: (mandatory to be considered for selection) (attachments not considered in page limit)

- Attach a copy of your most recent annual Financial Audit.

- Attach proof of nonprofit tax-exempt status if your agency is a non-profit organization.
- Resume of supervisor
- Job Description(s) of project staff
- Match Commitment letter (25% of budget) indicating source of matching funds and uses of those funds on project activities.

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

- [FY 2023 CoC Program Competition NOFO](#)
- [Project Application Detailed Instructions and Instructional Guides](#)
- [FY 2023 Project Application Frequently Asked Questions \(FAQs\)](#)
- [CoC Program Interim Rule](#)

For further questions or assistance, please contact Northlake Homeless Coalition Executive Director Amanda Stapleton at astapleton@northlakehomeless.org.