

## **Northlake Homeless Coalition FY2024 Continuum of Care (CoC) Application Request for Proposals (RFP) #2024-002**

### **Project Type: Permanent Supportive Housing**

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. DedicatedPlus Project : A PSH project where 100 percent of the beds are dedicated to serve individuals, households with children, and unaccompanied youth (including pregnant and parenting youth) that at intake meet one of the following categories:
1. experiencing chronic homelessness, meaning they qualify as "chronically homeless" as defined in 24 CFR 578.3;
  2. residing in a TH project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the TH project;
  3. residing in a place not meant for human habitation, emergency shelter, or Safe Haven and had been admitted and enrolled in a PH project within the last year but were unable to maintain a housing placement and met the definition of chronically homeless as defined by 24 CFR 578.3 prior to entering the project;
  4. residing in transitional housing funded by a Joint TH/PH-RRH component project and who were experiencing chronic homelessness as defined by 24 CFR 578.3;
  5. residing and has resided in a place not meant for human habitation, Safe Haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meet the definition of 'homeless individual with a disability; or
  6. receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.
- C. Housing First: A model of housing assistance that prioritizes rapid placement and stability in permanent housing in which admission does not have preconditions (such as sobriety or a minimum

income threshold) and in which housing assistance is not conditioned upon participation in services. Additional information regarding Housing First is in section I.A.4.b.(2) of the NOFO.

- 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 (*NOTE: For the purpose of this NOFO, St. Helena and Washington Parishes are eligible to for the rural cost category*):
  - 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. Permanent Supportive Housing: Housing and supportive services to individuals and families in which one adult or child has a disabling condition and is in need of supports to maintain housing. Eligible households must meet the DedicatedPlus eligibility criteria.
  
- F. 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 47 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
  - 8. Persons with Lived Experience/Expertise
- 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 PSH project would best serve the region while also aligning with the above HUD policy priorities.

**III. Eligible Population by Project Type:**

A new Permanent Supportive Housing Project must serve households meeting the DedicatedPlus eligibility criteria.

**IV. Eligible Line-Item Costs**

	<b>Permanent Supportive Housing</b>
Leasing*	X
Operating Costs*	X
Rental Assistance *	X
Supportive Services	X
HMIS	X
Administration	X
Rural Cost Category*	X
VAWA Costs*	X

*\*A PSH project must either use leasing or rental assistance budget line items but not both. Operating costs cannot be used in rental assistance PSH projects. Leasing is not subject to the 25% match requirement.*

**V. Available Funding**

***The LA-506 CoC is eligible to apply for a total of \$333,108 for one or more CoC bonus projects. It is anticipated that a total of \$83,228 will be made available for a new PSH project, with \$75,662 available for supportive services, HMIS, Rural and VAWA costs and up to \$7,566 for administration costs. The CoC hopes to leverage Tenant-Based Vouchers for the rental assistance portion of this program; a funding determination is anticipated by***

**mid-October.** The CoC reserves the right to make changes to the RFP in accordance with that funding determination.

If this project is selected and awarded by HUD, this project will fund a project sponsor to serve approximately 15 households at any given time. The new project should be expected to begin by fall 2025 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, October 8, 2024. Applications must be submitted electronically to [astapleton@northlakehomeless.org](mailto: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 Permanent Supportive Housing to 15, including case management and assisting clients in obtaining income and mainstream benefits (employment, SSI, Medicaid, and assessment for Medicaid funded services).
- Participate in twice monthly navigation meetings to facilitate transition of clients into the program.
- Households should be rapidly housed within 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 recipient in developing a more detailed budget, if necessary. A sample budget is included for reference below.

<b>Sample Budget</b>	
HMIS	2,500
Supportive Services	66,462
Rural Category*	4,500
VAWA Category*	2,200
Admin	7,566
<b>Total CoC Funding</b>	<b>83,228</b>
Match	28,807

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 15 households at any given time.

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

**IX. Meetings and Deadlines**

- **RFP Information Conference 1: Friday, September 20 at 2:00 pm (Register Here)**
- **RFP Information Conference 2: Thursday, September 26, 10:00 am at Northshore Community Foundation, 807 N. Columbia St., Covington, LA 70433**
- **Deadline for submitting proposal to NHC: Tuesday, October 8 @ 5:00 pm**
- **CoC Evaluation Committee Convenes: Friday, October 11**

- **NHC informs applicants whether they were selected: Tuesday, October 15**

- Selected agency must work with NHC to complete e-snaps application no later than October 20
- Anticipated Notification of Project Funding from HUD: Spring 2025
- Anticipated Project Start: Fall 2025

## **X. Proposal Format**

Your proposal, no more than 10 pages, must address the following:

- 1) New Project Threshold Review Form (not included in page limit)
- 2) Interest and Organizational Experience (10 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 (55 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 (10 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 45 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 relevant evidence-based practices.
- 5) Plan for Effective Case Management and Supportive Services (10 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 how you will implement VAWA requirements. 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 (5 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 (5 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 (5 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 (5 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 (St. Helena, Washington Parish).

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) Lived Experience/Expertise (5 points): Describe how you will solicit and incorporate feedback from the persons you serve. Describe how you elevate the voices of people experiencing homelessness in programmatic decision-making processes. Identify board or staff member with recent lived experience of homelessness and their role in policy and program development (within the past 5 years).

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 2024 CoC Program Competition NOFO](#)
- [Project Application Detailed Instructions](#)

- [CoC Program Interim Rule](#)

For further questions or assistance, please contact Northlake Homeless Coalition Executive Director Amanda Stapleton at [astapleton@northlakehomeless.org](mailto:astapleton@northlakehomeless.org).