



CITY OF LOWELL, MA
FISCAL YEAR 2019
GRANT APPLICATION FORMS & GUIDELINES
Continuum of Care (CoC)



REQUEST FOR PROPOSALS (RFP)

BACKGROUND

*** There are hyperlinks embedded throughout this RFP that provide relevant background information on the HUD Continuum of Care program.

The annual [HUD Continuum of Care Notice Of Funding Availability](#) was released on Wednesday, July 3rd. The City of Lowell serves as the Collaborative Applicant for this federal grant program and funds projects in support of ending homelessness in the region through subrecipient grants. HUD calculates the Annual Renewal Amount in order to maintain projects that are performing well. In addition to projects that renewed, each year HUD provides an opportunity to apply for competitive bonus funds for new projects that meet specific requirements. HUD also encourages communities to reallocate funds from existing projects to create new projects that improve their overall performance by better responding to needs that have been identified with best and promising practices.

The City Manager's Task Force on Homelessness and Housing Stability has identified *permanent supportive housing (PSH) for chronically homeless adults* as its priority and is seeking qualified applicants to apply for funds to create new units of available housing. New projects must meet the project eligibility and quality threshold requirements established by [HUD Notice Of Funding Availability](#).

In addition to the permanent supportive housing priority that has been identified by the Task Force, HUD is providing funding for [DV Bonus Projects](#) to "assist survivors of domestic violence, dating violence, and stalking." Also in the FY 2015 CoC Program NOFA, HUD clarified that persons who are fleeing or attempting to flee human trafficking, including sex trafficking, could be considered homeless under Category 4 of the homeless definition when certain conditions apply; and, Recognizing that youth experiencing homelessness are particularly vulnerable to human trafficking, HUD published guidance in 2015 that clarified how youth meet HUD's definition of homelessness and included specific references to youth fleeing or attempting to flee their housing or place they are staying because of trading sex for housing and human trafficking."

<https://www.hudexchange.info/onecpd/assets/File/SNAPS-In-Focus-Addressing-the-Needs-of-Human-Trafficking-Victims.pdf>

Along with the collaborative application and renewal projects, Lowell intends to submit three separate applications for new projects. This RFP is soliciting qualified applicants for:

1. Permanent Supportive Housing for chronically homeless adults, which would be funded through a reallocation process
2. Permanent Supportive Housing for chronically homeless adults, which would be funded through a housing bonus project, if awarded

3. A DV bonus project to provide either a Permanent Housing - Rapid Rehousing Program (PH-RRH) or a combined Transitional Housing (TH) and Rapid Rehousing (RRH) program people fleeing domestic violence.

AVAILABLE FUNDS

| | |
|--|-----------------|
| HUD New Housing Bonus: | Up to \$75,602 |
| Housing project through reallocated funds: | Up to \$100,000 |
| Domestic Violence Housing Project: | Up to \$151,204 |

As always, we encourage both new and existing applicants to consider applying for funds

SUBMISSION REQUIREMENTS

DEADLINE: 5:00 PM Monday, August 26th, 2019

Please submit completed form electronically to Christopher Samaras csamaras@lowellma.gov and Betty Rawnsley-Erazo brawnsley@lowellma.gov

**ALL PROPOSALS MUST BE RECEIVED BEFORE
5:00 PM on MONDAY, AUGUST 26th, 2019**

LATE PROPOSALS WILL NOT BE ACCEPTED!
FOR FURTHER INFORMATION OR QUESTIONS PLEASE CONTACT:

Christopher Samaras, Community Development Director

Or

Betty Rawnsley-Erazo, Community Development Assistant

Department of Planning and Development

JFK Civic Center, 50 Arcand Drive, Lowell, MA 01852

Phone: (978) 674-4252, Fax: (978) 446-7014

csamaras@lowellma.gov

brawnsley@lowellma.gov

IMPORTANT DATES

| WHAT | WHEN | WHERE | PURPOSE |
|--------------------------------------|--------------------------|----------------|---|
| HUD CoC NOFA released | Wednesday July 3 2019 | HUD | https://files.hudexchange.info/resources/documents/FY-2019-CoC-Program-Competition-NOFA.pdf |
| Request for Proposals (RFP) Released | Tuesday, July 23 2019 | DPD | Availability of RFP - applications for FY 2019 CoC Funds |
| Bidders Conference | Wednesday, July 31, 2019 | City of Lowell | To answer questions related to the NOFA for renewals and new projects. Meeting will start at 9:30 AM in the Mayor's Reception Room, Lowell City Hall, 375 Merimack Street. |

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| DEADLINE FOR PROPOSALS for review by ranking committee | Monday, August 26 th at 5:00 PM | DPD | Deadline for RFP submissions. The CoC Ranking Committee will select which project(s) to submit as part of the annual NOFA to HUD. Selection of a new project applicant by the CoC does not guarantee funding of the project by HUD. They will closely review information provided in each project application to ensure: <ul style="list-style-type: none"> • All proposed applicants are eligible for the project component type; • The proposed activities are eligible under the CoC Program interim Rule and NOFA to meet the bonus criteria. |
| Notification of accepted and rejected applications | Tuesday, September 10 th , 2019 ¹ | DPD | DPD will notify all applicants about their proposals, and the rank in the application |
| NOFA submitted to HUD | Thursday, September 26 | | The CoC will select which project(s) to submit as part of the annual NOFA to HUD |
| Funding authorized by HUD | Late winter or early spring | HUD | FY 2019 COC COMPETITION GRANTS ANNOUNCED |

OBJECTIVE: Expand its supply of permanent housing for people experiencing homelessness

1. Provide Permanent Supportive Housing, including leasing, operations, and /or services, AND
 - The housing targets individuals that meet HUD’s [definition of chronically homeless](#), OR meets the criteria for a DedicatedPLUS¹ project (see Section III.C.2.g of this NOFA), AND
 - The housing is low-barrier housing that follow a [Housing First](#) approach, AND
 - Participates in Homeless Management Information System and the Coordinated Entry process
2. Provide Permanent Housing through Rapid-Rehousing (PH-RRH) or joint Transitional Housing and Rapid-Rehousing (TH-RRH) for people fleeing domestic violence according to [HUD guidelines](#).
 - The housing is low-barrier housing that follow a [Housing First](#) approach, AND
 - Participates in comparable Homeless Management Information System and the Coordinated Entry process

LOWELL CONSOLIDATED PLAN GOALS & OBJECTIVES:

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| GOAL A: HOMELESS/HIV/AIDS |
| Objectives |
| 1. Increase the number of homeless persons moving into permanent housing |
| 2. End chronic homelessness |

¹ DedicatedPLUS project. A permanent supportive housing project where 100 percent of the beds are dedicated to serve individuals, households with children, and unaccompanied youth that at intake meet one of the following categories: (1) experiencing chronic homelessness as defined in 24 CFR 578.3; (2) residing in a transitional housing 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 transitional housing project; (3) residing in a place not meant for human habitation, emergency shelter, or Safe Haven and had been admitted and enrolled in a permanent housing project within the last year but were unable to maintain a housing placement and met the definition of chronic homeless as defined by 24 CFR 578.3 prior to entering the project; (4) residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 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

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| <p>GOAL B: NON-HOMELESS SPECIAL NEEDS</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Increase range of housing options and related services for persons with special needs |
| <p>GOAL C: RENTAL HOUSING</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Increase the supply of affordable rental housing particularly for households earning < 50% AMI 2. Improve the quality of affordable rental housing 3. Improve access to affordable rental housing 4. Improve access to affordable rental housing for minorities |
| <p>GOAL D: OWNER-OCCUPIED HOUSING</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Increase the availability of affordable owner housing 2. Improve the quality of owner housing 3. Improve access to affordable owner housing 4. Improve access to affordable owner housing for minorities |
| <p>GOAL E: PUBLIC FACILITIES</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Improve quality/increase quantity of neighborhood facilities for low-income persons |
| <p>GOAL F: INFRASTRUCTURE</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Improve quality/increase quantity of public improvements for low-income persons |
| <p>GOAL G: ECONOMIC DEVELOPMENT</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Improve economic opportunities for low-income persons 2. Remediate and redevelop brownfields |
| <p>GOAL H: PUBLIC SERVICES</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Improve services for low- and moderate- income persons |

ELIGIBLE APPLICANTS:

Nonprofit organizations, States, local governments, instrumentalities of State and local governments, and public housing agencies are eligible to apply that can demonstrate institutional, managerial and financial capability to plan, manage and complete the program described. Applicants should familiarize themselves with the [HUD requirements](#).

MATCH REQUIREMENTS:

The recipient or sub-recipient must match no less than 25% of the total grant award, except for leasing funds, with cash or in kind contributions. To count as match, the cash or in-kind contribution must be used only for activities described as eligible according to the [CoC Program Interim Rule](#). It is the recipient or subrecipient’s responsibility to ensure compliance with match requirements.

Cash match: The recipient or sub-recipient may use funds from any source, including any other federal sources (excluding CoC program funds), as well as State, local and private sources, provided the funds are not statutorily prohibited to be used as a match.

In-kind match: The recipient or sub-recipient may use the value of any real property, equipment, goods or services contributed to the project as a match,

ELIGIBLE ACTIVITIES:

For detailed information on allowable eligible activities, refer to the [CoC Program Guidelines](#)

To be eligible for funding under this RFP, project applicants must meet all statutory and regulatory requirements outlined in the NOFA Policy Requirements and General Section referenced above.

Project applicants must also meet all requirements outlined in the Homeless Emergency Assistance and Rapid Transition to Housing ([HEARTH ACT](#)), as well as the [Continuum of Care Interim rule](#).

THRESHOLD REQUIREMENTS

SAM Registration Requirement

All project applicants seeking funding under this RFP must have an active registration at www.sam.gov and provide a DUNS number.

1. The City of Lowell CoC will review all projects to determine if they meet the following eligibility threshold requirements. If the Lowell CoC determines that the applicable standards are not met for a project, the proposal will be rejected.
 - Projects applicants must meet the eligibility requirements of the CoC Program as described in the CoC Program interim rule, 24 CFR 578, and provide evidence of eligibility required in the application (e.g., non-profit documentation).
 - Project applicants must submit the required certifications as specified in the NOFA
 - Project applicants must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and to administer federal funds. Demonstrating capacity may include a description of the applicant experience with similar projects and with successful administration of other federal funds.
 - The population to be served must meet program eligibility requirements as described in this RFP and detailed in the NOFA.
 - The project must be cost effective, including costs of operations and supportive service.
 - Project applicants must agree to participate in a local HMIS system, or any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that meets the needs of the local HMIS.
 - Project applicants must demonstrate that they follow a housing first approach and that the project will not have preconditions to entry (such as sobriety or minimum income threshold) and prioritize rapid placement and stabilization in permanent housing.
 - Project applicants must administer their programs or activities in the most integrated setting appropriate to the needs of qualified persons experiencing homelessness with disabilities. This means that programs or activities must be offered in a setting that enables those persons to interact with others without disabilities and who are not experiencing homelessness to the fullest extent possible.

2. Special criteria for applicants for DV Bonus Projects
 - Project applicants must demonstrate the need for this specific DV project in the CoC, the extent of the need, and how the project will fill that gap.

- Project applicants must demonstrate high performance in specifically serving survivors of domestic violence, dating violence, or stalking, and their ability to house survivors and meet safety outcomes.
- Project applicants must demonstrate that the project will use trauma-informed, victim-centered approaches.

3. Quality threshold criteria for PSH and PH-RRH Projects

- The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., two or more bedrooms for families).
- The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.
- The proposed project has a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
- Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing).

4. Quality threshold criteria for TH-RRH Projects

- The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., two or more bedrooms for families.)
- The proposed project will provide enough rapid rehousing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing. This may be demonstrated by identifying a budget that has twice as many resources for the rapid rehousing portion of the project than the TH portion, by having twice as many PH-RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the population being served by the project.
- The type of supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing, including all supportive services regardless of funding source.
- The proposed project has a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
- Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing).
- The project has low barriers to entry and prioritizes rapid placement and stabilization in permanent housing

APPLICATION REVIEW PROCESS

The CoC Ranking Committee will review proposals and select project(s) to submit to HUD. Selection of a new project applicant by the CoC does not guarantee funding of the project by HUD. The Committee will closely review information provided in each project application to ensure:

- All proposed applicants will be eligible for the project component type – i.e., chronic homeless or DedicatedPLUS for the PH-Bonus and Reallocation projects; or RRH or TH-RRH for a DV Bonus;
- The proposed activities are eligible under the CoC Program Interim Rule;
- Each project narrative is fully responsive to the question being asked and that it meets all the criteria for that question included in the detailed instructions;
- The data provided in various parts of the project application are consistent; and
- All required attachments are provided and contain accurate and complete information.

The CoC Ranking Committee may request clarification or additional information from applicants. When evaluating proposals, the City of Lowell also reserves the right to consider the applicant's performance related to previous contracts that the applicant may have held with the City.

COSTS TO SUBMIT PROPOSALS

The City of Lowell will not be liable for any costs incurred by the applicant in preparation of a proposal submitted in response to this RFP or any other activities related to responding to this RFP.

SUBMISSION OF PROPOSALS

5:00 PM Monday, August 26th, 2019

Please submit completed form electronically to Christopher Samaras csamaras@lowellma.gov and Betty Rawnsley-Erazo brawnsley@lowellma.gov

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the City of Lowell and will not be returned.

BILLING PROCEDURE

Compensation shall be made monthly on a reimbursement basis. SUBRECIPIENT shall bill the Department by the 15th of each month for costs incurred during the prior month less frequent billing is not permitted.

Department shall prepare invoice templates which SUBRECIPIENT requests shall use to request payment. SUBRECIPIENT shall submit documentary evidence supporting each expense for which SUBRECIPIENT is seeking reimbursement for. Requests for reimbursement must be presented in hardcopy and have the original authentic signature of the authorized billing signatory and one copy. Attached should be an HMIS monthly APR report. Alternative methods of requesting payment are not permitted. All requests for reimbursements must be submitted to the Department no later than one month after the end of the contract period.

City review and approval of monthly invoices are a form of fiscal compliance contract monitoring, thus billing certifications and associated reference documentation must be accurate and timely.

FORMATTING GUIDELINES

Proposals that are submitted should be in 12 point Times New Roman Font, double-spaced, 1-inch margins, page numbers and a footer containing the name of the organization. Proposals should include the following content and not exceed 12 pages.

Proposal Content:

General

1. Indicate if this is a proposal for permanent supportive housing for people experiencing chronic homelessness, or if this is a program to serve people fleeing domestic violence, dating violence, sexual assault, or stalking as defined in 24 CFR 578.3 and/or victims of human trafficking.
2. Project Name
3. HUD Component Type (PH-PSH, PH-RRH, or TH-RRH)
4. Description that addresses the entire scope of the proposed project
5. Will the project use an existing homeless facility or incorporate activities provided by an existing project? If yes, please describe.
6. How the project will be designed to follow a housing first approach?
7. Organization Experience: Describe how the organization will meet the threshold requirements described above including past experience with similar projects, financial capacity, partnerships with mainstream resources, etc.

Supportive Services for Participants

1. Describe how participants will be assisted to obtain and remain in permanent housing.
2. Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently.
3. Please indicate which services will be provided by the applicant and which will be obtained through community partnerships on behalf of the program participants:

Supportive Services

- Assessment of Service Needs
- Assistance with Moving Costs
- Case Management
- Child Care
- Education Services
- Employment Assistance and Job Training
- Food
- Housing Search and Counseling Services
- Legal Services
- Life Skills Training
- Mental Health Services
- Outpatient Health Services
- Outreach Services
- Substance Abuse Treatment Services

- Transportation
 - Utility Deposits
4. Describe the coordination and integration with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible.

Housing

1. Describe the type of housing (SRO, shared housing, scattered sites, etc.) and the number of units and beds for each:
- a. Total Units proposed
 - b. Total Beds proposed
 - c. Total Beds dedicated to chronically homeless

Describe which of the following costs are being requested to be funded:

- Leased Units
- Leased Structures
- Rental Assistance
- Supportive Services
- Operating
- HMIS

Budget Information

What sources of matching funds are available, both cash and in-kind, and what is the value?

Please complete a summary budget for a 1-year grant term:

| | |
|--------------------------|----|
| Costs | \$ |
| Leased Units | \$ |
| Leased Structures | \$ |
| Rental Assistance | \$ |
| Supportive Services | \$ |
| Operating | \$ |
| HMIS | \$ |
| Subtotal Costs Requested | \$ |
| Admin | \$ |
| Total assistance + Admin | \$ |
| Cash Match | \$ |
| In-Kind Match | \$ |
| Total Match | \$ |
| | |
| Total Budget | \$ |

SCORING CRITERIA:

New project applications will be scored and ranked along with project renewals on behalf of the Continuum of Care. The CoC will focus on those priorities that have been established by the City Manager's Task Force on Homelessness and Sustainable Housing, along with HUD priorities and the following performance metrics:

1. The project effectively serves the target population as described in this RFP.
2. The project applicant meets all of the threshold criteria as described above including:
 - a. Acceptable organization audit/ financial review
 - b. Housing First / low barrier implementation
 - c. Reasonable costs/ financial feasibility
 - d. Documented/ secured minimum match
 - e. Other criteria as described
3. Capacity of project to make a significant impact on homelessness including expected turn-over as a result of move-outs that utilize mainstream and other resources, and availability of units over time.
4. Ability of project to provide supportive services in support of tenancy and well-being.
5. Program plan to support participants to increase income and access to benefits.
6. The project is low barrier and will participate in Lowell's coordinated entry process including any requirements that result from a merger with the Balance of State CoC.
7. The project has reasonable costs associated with each unit/ bed of housing.