

# Howard County Continuum of Care

## 2016 Request for Letter of Interest

### Continuum of Care Program BONUS Project

Due August 15, 2016, 5:00 PM

The Howard County Continuum of Care (CoC) is charged by the US Department of Housing and Urban Development (HUD) to submit a community-wide application for homeless assistance funds. This announcement serves as the opportunity for agencies to submit a Letter of Interest (LOI) for funding for new projects as part of the HUD Continuum of Care (CoC) Competition.

The Notice of Funding Availability (NOFA) for the FY 2016 Continuum of Care (CoC) Program can be viewed at <https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf>

Agencies considering submitting a letter of interest must clearly demonstrate their ability to successfully meet CoC program outcomes in one or more of the activity areas as outlined in the Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program; Interim Final Rule (24 CFR Part 578 [Docket No. FR-5476-I-01]).

### ***INTRODUCTION***

Eligible Activities for this Letter of Interest:

- New Permanent Supportive Housing Projects for Persons or Households experiencing Chronic Homelessness
- Project must be ready to proceed in calendar year 2017

### ***CoC PROJECTS ARE DESIGNED TO:***

- Promote community-wide commitment to the goal of ending homelessness.
- Provide funding for efforts by nonprofit providers and State and local governments to quickly house or rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families and communities by homelessness.
- Promote access to and utilization of mainstream benefits by homeless individuals.
- Provide supportive services that are voluntary, flexible and consumer-driven.

Funding for these projects is provided through the HUD CoC Homeless Assistance Grant Programs (under the HEARTH Act). Submission of a Letter of Interest does not constitute an application nor does it constitute approval for funding by the CoC or by HUD. The CoC anticipates that HUD will allow Howard County to apply for approximately \$38,127.00 in BONUS dollars in this competition.

## ***WHO CAN SUBMIT A LETTER OF INTEREST***

Applicants Who:

- Are a tax exempt agency (nonprofit organization, 501©3, 501©4, etc.) or unit of local government
- Can serve chronic homeless persons residing in Howard County
- Are prepared to utilize or are already utilizing the Homeless Management Information System to record client level data.
- Are prepared to fully participate in the Coordinated System of Homeless Services (coordinated assessment for the CoC)

## ***PROCESS***

**Step 1:** Interested agencies must submit a LOI by August 15, 2016.

**Step 2:** LOIs will be reviewed and evaluated in response to this announcement by the Evaluation and Resource Allocation (ERA) Committee of the Board to Promote Self Sufficiency (BPSS). Upon approval, applicants will be notified if they were or were not recommended to submit a full application for funding consideration.

**Step 3:** Applicants recommended will receive an invitation to submit a full project application and asked to submit via pre-formed spreadsheet that has the same elements as found in e-snaps system.

## ***SUBMISSION INSTRUCTIONS***

All LOIs must be received **electronically** no later than 5:00 Friday, August 15, 2016 to [mhippert@howardcountymd.gov](mailto:mhippert@howardcountymd.gov). LOIs submitted after the deadline will not be reviewed or considered.

## ***CONTACT INFORMATION***

Questions may be directed to Michelle Hippert, CoC Manager at [mhippert@howardcountymd.gov](mailto:mhippert@howardcountymd.gov) or by phone at 410-313-5971.

## CERTIFICATION LIST

Please initial all boxes to indicate organizational capacity. This checklist must be included with the narrative LOI and is not included in the page limit.

\_\_\_ Agency can demonstrate that the project will provide a 25% match of the total budget amount (minus leasing dollars).

\_\_\_ Agency can demonstrate that the project would be ready to begin in the year 2017.

\_\_\_ Agency has registered or is prepared to register with the System for Awards Management to obtain a DUNS number.

\_\_\_ Agency has experience in providing housing and/or services to individuals or families experiencing homelessness.

\_\_\_ Agency is prepared to participate in the Coordinated System of Homeless Services.

\_\_\_ Agency is prepared to utilize Homeless Management Information System to capture client-level data on all clients in the program.

\_\_\_ Agency is prepared to prioritize eligible households based on the CoC's identified prioritization process.

## NARRATIVE

Please submit a brief letter of interest - no more than 3 pages in length – on agency letterhead signed by applicants Executive Director or authorized signer. Any LOI should include the following:

1. **Applicant Information** – Applicant agency name, Agency Office location, Program Name, Executive Director Name and contact information.
2. **Total Amount of HUD CoC Funding Request** – total projected budgeted and the minimum 25% match. Projected budget must reflect the total amount(s) requested for any/all of the following: capital costs, leasing, rental assistance, supportive services, and administrative costs (not to exceed 7%). Total Amount Available: \$38,127.
3. **Project Type** – Only eligible project for BONUS is new permanent supportive housing for persons in households experiencing chronic homelessness. Response should demonstrate past experience in operating a permanent supportive housing program.
4. **Projected number of Housing Units and/or beds** – LOI should include projected number of persons to be served by project.
5. **Target Population** - LOI should demonstrate a full understanding of the gaps their project is seeking to address.
6. **Program Design** - LOI should include how households will be linked to permanent housing and how services will help them obtain and maintain housing.
7. **Collaboration** - LOI should include project partners and will indicate if applicant is willing to participate in the Coordinated System of Homeless Services.

## **CRITERIA TO SCORE AGENCIES SEEKING FUNDING THROUGH THIS LETTER OF INTEREST**

**(1) To be considered as meeting project quality threshold, project applications must receive at least 3 out of the 5 points available for the criteria below. New permanent housing project applications that do not receive at least 3 points will be rejected.**

- (a) Whether the type of housing and number and configuration of units will fit the needs of the program participants (e.g., 2 or more bedrooms for families) (1 point);
- (b) Whether the type of the supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing—this includes all supportive services, regardless of funding source (e.g., child care for families with children, case management, life skills, drug counseling) (1 point);
- (c) Whether the specific plan for ensuring that program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply meets the needs of the program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education) (1 point);
- (d) Whether program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., allows the participant the mobility to access needed services, case management follow-up, additional assistance to ensure retention of permanent housing)(1 point); and
- (e) Whether at least 75 percent of the proposed program participants come from the street or other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence (1 point).

**(5) All new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:**

- (a) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings;
- (b) For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and,
- (c) Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.