FY 2021 Request for Proposals for New Balance of State Continuum of Care Projects
Approved 9/15/21

Overview of Balance of State Continuum of Care (CoC)

The New Mexico Coalition to End Homelessness (NMCEH), as the lead agency of the Continuum of Care (CoC) activities, prepares the annual CoC Consolidated Application for submission to the Department of Housing and Urban Development (HUD). Currently thirty-nine projects receive funding through the HUD CoC program in the Balance of State (BoS region of NM. Priorities in the BoS CoC continue to be: 1) Renewing funding of existing projects that fill important needs in addressing homelessness in NM, consistent with the community plan to end homelessness and 2) funding to support the development of new permanent housing for people experiencing homelessness.

Funding for New Projects in 2021

Each year, HUD provides communities the opportunity to compete for "bonus" funding to develop new projects within the CoC. The purpose of this request is to encourage eligible projects to apply for new funds made available through the FY 2021 Continuum of Care Notice of Funding Opportunity Bonus. Respondents may apply for up-to the full amount available, $355,741.

In 2021, the BoS Continuum of Care can apply for $355,741, in one or more new bonus projects. There may also be additional funding available through reallocation. Please see the *FY 2021 Selection and Ranking Process for BoS Continuum of Care (CoC) Renewal Projects* for details about the reallocation process. Whether a CoC receives funds for a new BoS CoC project is based on three overarching criteria: CoC need, CoC overall performance, and project quality. The bonus allows all CoCs to apply for funding to create projects of the following types:

1) Permanent Supportive Housing (PSH) that exclusively serves chronically homeless individuals and/or families (see last page for a definition of chronic homelessness); or
2) Rapid Re-Housing (RRH) that serves one or more of the eligible populations listed in the NOFO; or
3) Joint Transitional Housing and Rapid Re-Housing that will combine TH and RRH into a single project that serves individuals and families experiencing homelessness. See NOFO for details; or
4) Supportive Services Only - Coordinated Entry (SSO-CE) to operate a coordinated entry system; or
5) Homeless Management Information System (HMIS) to operate an HMIS system.

Domestic Violence Projects

The FY 2021 CoC NOFO includes up to $102 million available ($52 million from the 2021 Consolidated Appropriations Act and $50 million from the 2020 Consolidated Appropriations Act) for "rapid re-housing projects and supportive service projects providing coordinated entry and for eligible activities that the Secretary determines are critical in order to assist survivors of domestic violence, dating violence, and

stalking." This funding is in addition to standard Bonus Funds. In the FY 2021 CoC Program Competition, CoCs are able to apply for a DV Bonus that could be any of the following project types: PH-RRH projects, Joint TH and PH-RRH projects, and an SSO project for coordinated entry (SSO-CE; one per CoC). A CoC may apply for up to 15% of its Preliminary Pro Rata Need (PPRN), or a minimum of $50,000, whichever is greater, or a maximum of $5 million, whichever is less, which for the BoS CoC is $671,314. The IRC will evaluate and select DV Bonus projects separately and these projects will be assigned a unique ranking number in the BoS Consolidated Application. Eligible DV Bonus projects would be separated from the standard ranking by HUD to compete with all national DV Bonus eligible projects, if the project is not selected through the DV Bonus funding then it goes back into the CoC project priority listing.

Expansion Projects

CoC renewal projects that wish to use bonus funds to expand their existing project will be able to submit an Expansion Project Application and, if funded, will have just one grant agreement that includes the renewal and expansion funding. For more details, please see the FY 2021 NOFO. Renewal projects that apply for expansion funds will need to respond to this RFP, for their Expansion Project Application to be considered for inclusion in the BoS Consolidated Application. Respondents may apply for up to the full amount of $355,741 in standard Bonus Funds or $671,314 in DV Bonus Funds. Expansion projects will be evaluated against all other projects applying for the same funding opportunity. DV Bonus funds can only be used to expand existing renewal project(s) if the expansion is dedicated to persons who qualify under paragraph 4 of the homeless definition (24 CFR 578.3). *YHDP projects cannot use the expansion process.*

Grant Term

The grant term for new CoC projects depends on the type of funding for which is applied. See the FY 2021 NOFO for details. If funding for recurring expenses is requested by a new project that is selected, the project will be eligible to continually apply for renewal projects.

Eligible Activities

PSH projects can apply for leasing, rental assistance, capital costs, supportive services, HMIS and administrative funding. RRH projects can apply for rental assistance, supportive services, HMIS and administrative funding. Joint TH-RRH projects can apply for leasing or operating to provide TH, rental assistance to provide RRH, HMIS, services and administrative funding. SSO-CES projects can apply for leasing of units or structures (office rent), supportive services, operations, HMIS, and administrative funding. Requests for administrative costs must not exceed 10% of the project amount. For detailed information about each of the eligible activities, see the CoC Program Interim Rule at:
http://hudhre.info/documents/CoCProgramInterimRule_FormattedVersion.pdf

Application & Selection Process for Standard Bonus

The permanent housing project(s) with the highest score(s) will be selected first. If the highest scoring project applied for less than $355,741, then the IRC will also select the second highest scoring project, and so on until $355,741 worth of projects have been selected. If two or more projects have very close scores, the IRC may also split the bonus funds between these projects.

The BoS CoC Independent Review Committee (IRC) will review and score all project proposals received by the deadline that meet the minimum criteria. All PSH, PH-RRH, and Joint TH-RRH (permanent housing) projects that receive at least 90 % of available points will be prioritized for new funds over SSO-CES projects, to align with the Continuum's priorities that are stated as: 1) continued funding of existing projects that fill important needs in addressing homelessness in BoS, consistent with the community plans to end homelessness and 2) funding to support the development of new permanent housing for people experiencing homelessness. Applicants should note that the BoS IRC will place all new projects into "Tier 2" in the project priority list below renewal projects in the CoC Consolidated Application to HUD.

Selection Process for Reallocated Funds

Reallocated funds cannot be combined with new funds into one single project. The IRC will consider the feasibility of project implementation based on available amounts, and system gaps created by projects with reduced or reallocated funds, when selecting projects to apply for reallocated funds.

Selection Process for DV Bonus

For DV Bonus projects, the project(s) with the highest score(s) will be selected first. If the highest scoring project applies for less than $671,314, then the IRC will also select the second highest scoring project, and so on until $671,314 worth of projects have been selected. If two or more projects have very close scores, the IRC may also split the bonus funds between these projects. Each CoC can only apply for one DV Coordinated Entry project (SSO-CE).

Selection Criteria

In order to be considered, your project <u>must meet HUD's minimum requirements</u> for the new projects:
- The project must be located in the BoS CoC geographical coverage area.
- The project request must not exceed the maximum amount possible;
    - o   CoC Bonus: $355,741
    - o   DV Bonus: $671,314
    - o   Reallocation: To Be Determined
- The project must serve the appropriate target population.
- The project must request eligible activities and not exceed limits for admin funding.
- The applicant must be a nonprofit, unit of government (local, county or state), instrumentality of local government, Public Housing Authority, Indian Tribe or Tribally Designated Housing Entity.
- Applicants must be in good standing with HUD which means there may not be any significant issues related to capacity, performance, or unresolved audit/monitoring finding related to one or more existing grants.
- Applicants must agree to fully participate in the BoS Coordinated Entry System., including operating as an access point in the community for people experiencing homelessness, diversion of people seeking assistance to more appropriate housing interventions, and selection of potential tenants using the outlined prioritization listed in the BoS CoC Written Standards for Administering Permanent Supportive Housing, Rapid Re-Housing or Transitional Housing.

- Applicants must participate in the statewide Homeless Management Information System, in accordance with all requirements established by HUD.

- The applicant must provide evidence that they can meet HUD's match requirement, if applicable. The applicant must match all grant funds, except for leasing funds, with at least 25 percent cash or in-kind contributions from other sources. Match must be used for the costs of eligible CoC activities. HUD will require in-kind match contributions to have MOUs that meet certain criteria; see CoC Program Interim Rule for details. No match is required for leasing costs. **For the application, you will need to list your match sources and amount for each source.** If your project is selected, you will need to provide written documentation of your match sources.

In order to be considered, your project must also meet the following <u>minimum criteria established by the CoC IRC</u>:
- The organization must have the authority to undertake the proposed project. If your project is selected, you will be asked to provide a board resolution showing that the board approves the proposed project.

- The organization must have the financial stability to undertake the proposed project. The IRC will determine this by analyzing audits and financial statements.

- If you are applying for acquisition/rehab, new construction, or operating funds for a site-based project, you must have site control. The IRC will consider on a case-by-case basis any applications where obtaining site control is contingent upon receiving CoC funds. If your project is selected, you will be asked to provide a deed or lease showing you have site control.

- The NMCEH staff will ask the local HUD field office if it has concerns about the applicant's capacity to undertake the proposed project. If so, the IRC will not select the proposed project.

For projects that meet the criteria above, the IRC will evaluate applicants on how well they meet the scored criteria listed below.

Selection Criteria for 2021 New Housing Projects		
Continuum of Care Criteria		
Selection Criteria	**Description**	**Maximum Points**
Housing First Approach & Housing Stability	Priority will be given to projects that utilize a Housing First approach. Describe your organization's experience with reducing barriers to accessing housing. Full points will be given to applicants that can demonstrate a history of using Housing First for access to housing assistance and ability to ensure that participants maintain housing during and after housing assistance has concluded. Indicate to what extent the project will utilize a Housing First and housing retention practices by answering **all** of the following questions: 1. What will be the process for accepting a new client into the program? 2. What will the eligibility criteria be? Specifically address whether the program will accept people with little/no income, active or history of substance abuse, criminal record or history of domestic violence. 3. Under what circumstances will you terminate a client from the program? Specifically address whether the program will terminate clients for failure to participate in supportive services, failure to make progress on a service plan, loss of income or failure to increase income, being a victim of domestic violence or for other activity not typically covered in a lease agreement. 4. What services, if any, will you require clients to receive in order to stay in the program? 5. What steps with the project take to assist a client who relapses while in the program? 6. Describe the project's connection to landlords throughout the CoC that are able to accept vouchers for participants with higher barriers. 7. Describe how this project will use mediation to assist participants to reduce evictions. 8. Describe the process the project will use to connect participants to mainstream resources. 9. Describe how this project will connect participants to other housing subsidies, as they are made available. 10. Describe how the project intends to support increased income for all adult participants.	25
Relevant Experience	Describe the experience of the applicant and potential sub-recipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application.	10
Project Readiness	Describe the estimated schedule for the proposed activities. Full points will be given to projects that can begin soon after the grant is awarded. In order for new construction, acquisition and rehab projects to receive full points for this question, they must have a budget prepared by a licensed architect or contractor and a commitment for at least 50% of the total development costs.	10
Supportive Services	Describe how participants will be assisted to obtain and remain in permanent housing, increase their employment and/or income and maximize their ability to live independently. Specifically describe which evidence-informed practices the project will use in providing supportive services. In order to receive full points, you must clearly describe the evidence-informed practices that the project will use.	10
Financial Stability	Include any relevant information regarding the financial stability of your organization. This will also be evaluated based on the organization's financial audit and statements.	20
Outcomes	Describe the outcomes you will use to determine success for this project and how you will measure those outcomes. Outcomes should focus on how the project will help clients improve their lives or benefit the community, rather than just measuring the amount or types of services provided.	10
	Maximum Possible Score	**85**

Selection Criteria for 2021 New SSO-CES or New HMIS Projects		
Continuum of Care Criteria		
Selection Criteria	Description	Maximum Points
Integration into the Existing Coordinated Entry System/ Homeless Management Information System	Priority will be given to projects that clearly outline how the new project will be able to expand the current CES/HMIS operations to align with the current goals and needs of the BoS CoC and existing CES/HMIS. 1. What steps will the new project take to ensure that activities expand the goals and needs of the existing CES/HMIS? 2. What current sub-population gaps in the CoC will be addressed by this project? 3. How will this project increase access to housing for hard to reach/hard to serve households or those less likely to access services? 4. How will this project decrease the length of homelessness for households from identification to housing placement? 5. What components of the CES/HMIS process will this project be responsible for completing (e.g. conducting assessments, data entry, collection of eligibility documentation, training new users, system maintenance, etc.)? 6. Please provide the estimated number of NEW households and persons that have not accessed CES/HMIS before, that will be served by this project annually. 7. Please provide a description on the diversion services the applicant will use to navigate participants from entering into the homeless service system. 8. Please provide a description on the project's ability to comply with the new reporting and data entry standards set forth by HUD regulations.	30
Reporting Requirement	The project budget and application should provide a clear indication that appropriate funds, resources, and time will be dedicated to meet CES/HMIS reporting requirements, including effectively collecting, entering, and reporting HMIS data in a timely and accurate manner.	20
Relevant Experience	Describe the experience of the applicant and potential sub-recipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application.	10
Outcomes	Describe the outcomes you will use to determine success for this project and how you will measure those outcomes. Outcomes should focus on how the project will help clients improve their lives or benefit the community, rather than just measuring the amount or types of services provided.	10
Financial Stability	Please include any relevant information regarding the financial stability of your organization. This will also be evaluated based on the organization's financial audit and statements.	10
Project Readiness	Describe the estimated schedule for the proposed activities. Full points will be given to projects that can begin soon after the grant is awarded.	5
Maximum Possible Score		**85**

Submission Requirements and Deadline

You must submit an electronic copy of all items listed below to:
The NMCEH Continuum of Care Team at coc@nmceh.org

Applications must be received by the established deadline: October 15, 2021

Please contact the CoC team, at coc@nmceh.org, with any questions or for technical assistance. NMCEH staff may assist with reviewing draft applications before the deadline, if the draft proposal is submitted with sufficient time to review it. You can email draft proposals to coc@nmceh.org, when sending a draft proposal please clearly indicate it is a draft in the subject line.

A full application must include the following:

- Project narrative (see below for details). The narrative should be in a searchable format (i.e. Word or a PDF that was converted from a Word document);
- Proposed project budget, using the provided budget forms in excel. Complete the summary budget, the match budget and all applicable detailed budget pages;
- Detailed copy of the organization's current fiscal year operating budget including year-to-date information;
- Audited financial statement for the most recently completed fiscal year including balance sheet (you do not need to provide hard copies of the audit; an electronic copy will be sufficient).

Narratives should be 3 pages or less and should include:

- A complete and concise narrative that addresses the component type applied for: PSH, RRH, Joint TH-RRH, HMIS or SSO-CES, how many households will be served, and for housing programs, how many total people will be in those households when the program is at full capacity, the entire scope of the project including a clear picture of the community/target population(s) to be served, the plan for addressing the identified needs/issues of the community/target population(s);
- State the amount of funding requested, type of funding requested and the grant term;
- Address whether the project meets the HUD and local minimum criteria;
- Address each of the scored evaluation criteria **in the order presented in the RFP.**

Next Steps for Selected Projects

The organization(s) whose project(s) is/are selected will fill out all necessary HUD application forms in eSnaps for inclusion in the FY 2021 BoS CoC Consolidated Application to HUD. HUD will select which bonus projects to fund based on how they score in the national competition on specific criteria; see the FY 2021 NOFO for details. Applicants should note that the BoS IRC will place all new projects into "Tier 2" in the project priority list below renewal projects in the CoC Consolidated Application to HUD.

HUD's Definition of Chronic Homelessness

An individual (including a minor) or an adult head of household (or if there is no adult in the family, a minor head of household) who meets the following criteria is chronically homeless.

First, the applicant must meet this criteria:
- *Is currently living an emergency shelter or a place not meant for human habitation (i.e. a park or car); or*
- *Is currently in an institution but has been there less than 90 days and was living in a shelter or place not mean for human habitation immediately prior to entering the institution*

Second, the applicant must also meet one of these criteria:
- *Has been continuously homeless for 12 months or more. Homeless means living in an emergency shelter or in a place not meant for human habitation (i.e. in a park or car). If the individual is in an institution, this does not count as a "break" in the 12 months if he/she has been there less than 90 days and was living in a shelter or place not mean for human habitation immediately prior to entering the institution; or*
- *Has had 4 episodes of homelessness in the last 3 years, with the cumulative total of the 4 episodes at least 12 months and each episode separated by a break of at least 7 consecutive nights. Homeless means living in an emergency shelter or in a place not meant for human habitation (i.e. in a park or car). A "break" means that the person was <u>not</u> living in an emergency shelter or place meant for human habitation, but instead had some form of housing (i.e. a motel he/she paid for, staying with a family member or his/her own apartment).*

Third, the applicant must have an eligible documented disabilit*y.*