

FEDERAL FY2012 CoC PROGRAM PERMANENT HOUSING INITIATIVE  
SERVING CHRONIC HOMELESS INDIVIDUALS AND FAMILIES  
HUD Docket No. FR-5600-N-41

**REQUEST FOR PROJECT PROPOSALS**  
OR-506 Washington County CoC Bonus Funds: \$120,205

November 14, 2012

Washington County, Oregon, serving as the Collaborative Applicant for the local homeless continuum of care (CoC) planning process under the governance of the Washington County Housing and Supportive Services Network (HSSN) announces this Request For Proposals to develop new permanent housing bonus projects under the Permanent Housing Initiative Bonus.

This announcement is provided in support of the HSSN's priority to seek local projects that end chronic homelessness<sup>1</sup>, as outlined in *A Road Home: 10-Year Plan to End Homelessness in Washington County* and the national *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*. The Permanent Housing Initiative is a competitive bonus funding opportunity under the Federal FY2012 CoC Program Notice of Funding Available (NOFA) available online at <http://www.hudhre.info/documents/FY2012CoCProgramNOFA.pdf>

Overview:

The U.S. Department of Housing and Urban Development (HUD) is giving priority<sup>2</sup> to the creation of new permanent supportive housing projects serving chronically homeless individuals and families, with priority on serving those with the longest histories of homelessness. Projects funded under the Permanent Housing Bonus must exclusively serve 100 percent chronically homeless individuals and families.

Projects may limit admission to, or provide a preference for, subpopulations of homeless persons and families who need the specialized supportive services that are provided in the housing. While the housing may offer services for a particular type of disability, no otherwise eligible individual with a disability, who may benefit from the services provided, may be excluded on the grounds that they do not have a particular disability pursuant to 24 CFR 578.93(b)(7). Demonstrating progress in reducing chronic homelessness will continue to be a scored item.

The Applicant must meet statutory deadlines regarding the obligation of grant funds as stated in the HUD Appropriations Act. All Project Sponsor Agency's (subrecipients) must meet applicant eligibility standards, and demonstrate fiscal capacity to administer the project. HUD will review project subrecipient's eligibility as part of the threshold review process. Project applicants are required to submit documentation of subrecipients' eligibility with the application.

Funding:

Total Funds: \$120,205

Funding Match: 25%, with requirements defined in HUD CoC Program 24 CFR 578.73.

Term of Project: Minimum term is 1-year. Refer to the NOFA for additional details.

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<sup>1</sup> CoC Program Interim Rules 24 CFR 578.3 (page 45443) <http://www.hudhre.info/documents/CoCProgramInterimRule.pdf>

<sup>2</sup> 2012 CoC NOFA FR-5600-N-41, Section II.3 (page 14) <http://www.hudhre.info/documents/FY2012CoCProgramNOFA.pdf>

Where permanent housing bonus funds are being requested, no more than 20 percent of the total of the grant's eligible project costs for each grant (grant total minus project administration costs up to 7%) may be used for case management. HUD will not fund supportive services other than case management for the Permanent Housing Bonus projects.

The remaining 80 percent of the grant's eligible project costs must be used for eligible housing costs (i.e., new construction, acquisition, rehabilitation, leasing, rental assistance, or operating costs).

If an applicant requests funds for new construction, acquisition, or rehabilitation, HUD will require recordation of a HUD-approved use and repayment covenant for all grants of funds for new construction, acquisition, and rehabilitation, in accordance with 24 CFR 578.81.

Project Sponsor Agency's (subrecipients) are encouraged to review all eligibility requirements outlined in Section III of the NOFA, with emphasis on the subsections addressing new projects to include:

- Project Eligibility Threshold (page 17)
- Project Quality Threshold (page 19)
- Certification of Consistency with the Consolidated Plan (page 22), and
- Other HUD requirements (page 22)

#### Local CoC Proposal Review, Scoring and Selection Process with Timeline:

On 11/7/2012 the HSSN membership reviewed and approved the scoring criteria and process for selecting CoC projects. This process outlines the project proposal process as a function of the HSSN membership during a regular monthly business meeting. RFP will be completed by:

- 11/14/12 Publication of the Request For Proposal to HSSN and community listserves.
- 11/26/12 Project Sponsor Agency will schedule project proposal with HSSN Chair, Annette Evans. Email [Annette\\_Evans@co.washington.or.us](mailto:Annette_Evans@co.washington.or.us) or 503-846-4760
- 12/5/12 Project Sponsor Agency will provide a project proposal presentation to the HSSN membership (15 minutes with 5 minute questions/answers period), and provide 45 copies of the Project Proposal. Note: Reference Appendix A for format and content, limit 2 pages.
- 12/14/12 HSSN Workgroup will review the scores and comments provided by the HSSN membership for final selection. Project Sponsor Agency's are encouraged to attend.
- 12/17/12 Notice of project selection or denial mailed to project applicants.
- 12/28/12 Project Sponsor Agency and Collaborative Applicant will complete writing of the new Permanent Housing Initiative bonus application, submit for peer review.
- 1/4/13 Finalize Permanent Housing Initiative bonus application is complete and uploaded to the CoC Program Competitive grant application.

#### National Proposal Review, Scoring and Selection Process:

CoC Program applications will be scored by HUD in accordance with the criteria set forth in Section V of the NOFA. HUD will announce any additional Conditional Awards (new projects and Tier 2 renewals) after scoring is complete, depending on availability of funding.

*To schedule a project proposal with the HSSN or for questions regarding this RFP, contact:*

*Annette M. Evans*

*Chair, Washington County Housing and Supportive Services Network (HSSN)*

*Homeless Program Coordinator, Washington County Department of Housing Services*

*[Annette\\_Evans@co.washington.or.us](mailto:Annette_Evans@co.washington.or.us) 503-846-4760*

## **FY2012 Permanent Housing Initiative Bonus Project Proposal**

### Project Name

### HUD Funds Requested

\$ [not to exceed \$120,205]

### Legal Applicant Information

Legal Name, Address, Agency Contact Name with email/phone information,

*Note: Applicant/Project Sponsor (subrecipient) will need to have Data Universal Numbering System (DUNS) and Employer/Taxpayer Identification Number (EIN/TIN) at time of application*

### Experience of Applicant, Sponsor(s) and Other Partners

- Describe the basic organization and management structure. Include evidence of internal and external coordination and an adequate financial accounting system.
- Describe experience of the applicant, sponsors, and partners, as it relates to working with homeless persons.
- Describe any outstanding HUD monitoring/findings, including Emergency Solutions Grant (ESG) funds.
- Acquisition/Construction/Rehab – Describe experience to timely construction or rehab projects.

### Project Description

- Describe scope of the program activities, including portions of the project funded and not-funded by this bonus project. Include total number of units and beds, services provided, etc.
- Describe the estimated schedule for implementing the project activities, the management plan, and the method for assuring effective and timely completion of the project.
- Will participants be required to live in a particular structure, unit or locality – and if yes, explain how and why the project will implement this requirement? Will more than 16 persons live in one structure?
- Describe the outreach and referral plan to bring homeless into the project.
- Describe data collection and/or participation in HMIS.

### Project Budget and Funding

- Describe experience in leveraging public and private funds.
- Provide budget to include HUD and non-HUD funds:

*Note: Total Project Cost = HUD CoC Funds + Matching Funds + Leverage Funds*

\$120,205 HUD budget eligible activities:

- a) Administration (not to exceed 7% or \$8,414)
- b) Case Management (not to exceed 20% of 95,051 or \$22,358)
- c) Housing activities include acquisition/construction/rehab, rent assistance, leasing, or operations.

### Performance Measurements

- Describe the project's quantifiable and measurable outcomes in supporting persons to increase housing stability, increased earned income or economic supports, and greater self-sufficiency.
- Describe how the project will demonstrate a reduction in the number of chronic homeless in Washington County.