



DE CoC FY 2023 New Project Request for Proposals

Release Date: Friday July 7, 2023

Application Due Date: Wednesday August 9, 2023, 4:00pm

The Delaware Continuum of Care (CoC) is soliciting project applications from agencies interested in applying for new projects to be submitted as part of the FY2023 CoC Application. Delaware's CoC application is due to HUD on September 28, 2023.

Eligible program types that can be funded under this RFP are limited to:

- New Permanent Supportive Housing Projects serving Chronically Homeless Individuals and/or Families (PSH)
- New Rapid Re-Housing (RRH)
- New Joint Transitional Housing/Rapid Rehousing (TH/RRH)
- New RRH and TH-RRH exclusively serving survivors of domestic violence

Renewal applicants may apply for new funds to implement the following types of grants:

- Expansion Grants
- Transition Grants

This RFP is for New Projects only.

Transitional Housing projects are not eligible to apply for this funding.

Agencies applying for new project funds are encouraged to review the FY23 HUD CoC NOFO, which can be found [here](#).

Public Meeting

To be considered for funding under this RPF, the project applicant must have at least one representative in attendance at the CoC funding public meeting. This meeting will take place virtually on **Friday July 28th from 10am – 12pm**. This meeting is open to the public. Information about how to join this meeting will be announced in the coming weeks on the CoC funding page of the Housing Alliance Delaware website, [here](#).

Funding is not guaranteed to the organization(s) selected for funding through this RFP. Funding will be made available by HUD based on the performance of the Delaware CoC in the 2023 Continuum of Care national

competition. Projects funded by HUD will initially be 1-year grants and will be eligible for annual renewal, dependent on the availability of funding from HUD and program performance. HUD is likely to announce FY23 funding awards in the 1st quarter of 2024.

Applicants are eligible if they are a 501(c)3 non-profit agency, state or local government, instrumentality of the state or local government, Indian Tribe, or Tribally Designated Housing Entities (TDHS). Private individuals and for-profit entities are not eligible to apply. All applicants must have an Active SAM Registration and DUNS number to be eligible to apply.

PLEASE CAREFULLY REVIEW THE FOLLOWING INFORMATION REGARDING PROJECT TYPE, ELIGIBLE PARTICIPANTS, ELIGIBLE ACTIVITIES, EXPECTATIONS AND REQUIREMENTS OF THE PROJECT RECIPIENT, AND SELECTION/SCORING CRITERIA TO BE USED IN THE SELECTION OF NEW PROJECT APPLICANTS.

Eligible Project Types

Applicants may apply for new funds to implement the following project types:

1) Permanent Supportive Housing Projects serving Chronically Homeless Individuals and/or Families:

Permanent Supportive Housing is permanent housing with 12-month renewable leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability and live independently. As its name implies, the core components of Permanent Supportive Housing include: 1) Permanent: Tenants may live in their homes as long as they meet the basic obligations of tenancy, such as paying rent; 2) Supportive: Tenants have access to the support services that they need and want to retain housing; and, 3) Housing: Tenants have a private and secure place to make their home, just like other members of the community, with the same rights and responsibilities.

Units must be dedicated specifically to individuals and families who meet the HUD chronically homeless definition. When a program participant exits the project, the bed must be filled by another household that meets the definition unless there are no chronically homeless persons located within the CoC's geographic area. By "chronically homeless", HUD means:

- An individual or family head of household has a diagnosable substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability **AND**
- Is currently living in a place not meant for human habitation, or in an emergency shelter **AND**
- Has been homeless for at least 12 months. This includes:
 - 12 Months Continuous: At least 12 months of continuous homelessness living in a place not meant for human habitation, or in an emergency shelter **OR**
 - 12 Months Cumulative: Has experienced homelessness during at least 4 separate occasions in the last three years, where these 4+ occasions equal a total of at least 12 months.

2) Rapid Re-Housing:

Rapid Re-Housing is an intervention designed to help individuals and families, with or without disabilities, that do not need intensive and ongoing support to quickly exit homelessness and return to permanent housing.

Rapid Re-Housing assistance is offered without preconditions — like employment, income, absence of criminal record, or sobriety — and the resources and services provided are tailored to the unique needs of the household. The three core components of a Rapid Re-Housing program include housing identification, rent and move-in assistance (typically twelve months or less) and case management and services.

3) Joint Transitional Housing/Rapid Re-housing (TH-RRH):

The Joint TH and PH-RRH component project (also known as TH-RRH) combines two existing program components—transitional housing and permanent housing-rapid rehousing—in a single project to serve individuals and families experiencing homelessness. Recipients should prioritize those with the highest needs using an evidence-based approach designed to provide stable housing and services that, to the greatest extent possible, move the participant towards self-sufficiency and independence.

When a program participant is enrolled in a Joint TH and PH-RRH component project, the recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. A program participant may choose to receive only the transitional housing unit, or the assistance provided through the PH-RRH component, but the recipient or subrecipient must make both types of assistance available.

Note: Any agencies interested in creating a Joint Component Project should describe (in narrative and in data) why the Transitional Housing component of the project is needed in their community.

4) Expansion Grants:

A renewal project applicant may submit a new project application to expand current operations **by adding units, beds, persons served, and/or services** provided to existing program participants. If both the renewal project and new expansion project are funded by HUD, the FY2023 grant agreement will include the renewal and new expansion activities in a combined budget.

5) Transition Grants:

A renewal project applicant may apply for a transition grant to change the project type. For example, from Transitional Housing to Joint Transitional Rapid Re-housing. This should be considered if the needs within the community have changed and/or if the funded organization/CoC believes that a different project type would increase the project and system performance outcomes.

- The project applicant will have one year to fully transition from the original component to the new component and this will take place during the transition grants normal operating year.
- Transition grants in this Competition are eligible for renewal in subsequent fiscal years for eligible activities of the new program component.
- To be eligible to receive a transition grant, the renewal project applicant must have the consent of its Continuum of Care and meet the HUD standards.

6) DV Bonus Projects:

CoC funds can be used to specifically serve survivors of domestic violence. Project participants are limited to individuals, families and youth who meet category 4 of the [HUD Homeless Definition](#). Category 4 includes persons fleeing domestic violence, dating violence, sexual assault, and stalking. This also includes persons who are fleeing or attempting to flee human trafficking, including sex trafficking.

Applicants applying for DV Bonus funds may only apply for the following project types: Rapid Re-Housing or Joint Transitional-Rapid Re-Housing.

Budget

HUD has made approximately **\$600,00.00** in new funds available to Delaware for new projects. When HUD releases the final amount for Delaware, the final amount will be used.

HUD has made approximately **\$450,00.00** available to Delaware for DV-specific projects through CoC DV Bonus funds. When HUD releases the final amount for Delaware, the final amount will be used.

Additional funding may be available to fund new projects through the CoC's reallocation process.

If your new project is selected, the CoC's Funding Committee and Governing Board reserve the right to approve an amount of funding other than the amount requested. There will also be an opportunity to provide an alternative budget in the application in the case that your full budget request cannot be approved.

Eligible Project Costs

A HUD CoC grant can be used towards:

Housing Costs

- Operating funds to operate a site that is owned or leased by your agency
- Rental Assistance to assist a household pay their rent;
 - Note: If applying for Rapid Rehousing, Rental Assistance is the only eligible housing cost. It cannot be combined with Operating.
 - Under a Rental Assistance model, the program participant enters into the lease with the landlord and pays 30% of their income to the landlord, with the provider paying the balance of rent owed.
- Leasing of single-site or scattered-site housing units;
 - Under a Leasing model, the provider enters into the lease with the landlord and has a sublease or rental agreement with the program participant. The provider pays 100% of the rent (up to Fair Market Rent) and the program participant pays 30% of household income to the provider.
- Note regarding eligible housing costs:
 - Permanent Supportive Housing projects may request operating funds, rental assistance, or leasing dollars, depending on the structure of the project. Total housing cost per unit cannot exceed Fair Market Rent.
 - Rapid Re-Housing projects may only request rental assistance. Operating and leasing are not eligible costs under this component type.

Supportive Services Costs Case management to assist households in obtaining and maintaining their housing. Participant: Case Manager ratios are expected to be considered reasonable (i.e., 20 households per FTE is usually considered a reasonable caseload).

HMIS (CMIS) Costs Costs affiliated with collecting and entering CMIS data are eligible.

Administrative Costs To provide funding for your agency to manage the grant including drawing down funds and

reporting to HUD. This amount can be up to 10% of the total grant amount.

A further breakdown of budget line items/eligible costs can be found [here](#), and on the new project application.

Matching Requirements

CoC funding requires a 25% match – either cash or in-kind. The only exception is that leasing costs do not require a match. For example, if a total requested project budget is \$100,000, and \$55,000 of that is in leasing costs, then the match requirement would be 25% of the remaining \$45,000, or \$11,250. More information on matching requirements and eligible activities can be found [here](#).

Funding Priorities

The Delaware CoC has identified six priorities and will take these priorities into consideration when making funding decisions. More details about the CoC's priorities can be found on the CoC's website, [here](#).

1. Increase Affordable Housing Supply
2. Improving System Performance
3. Using a Housing First Approach
4. Incorporating Persons with Lived Experience
5. Racial Justice and Equity
6. Disability Rights

Special Considerations

WRITTEN STANDARDS All selected applicants are expected to adhere to the [CoC's Written Standards](#).

CASE MANAGEMENT CoC regulations require a minimum of monthly case management sessions in the program participant's home or in a mutually agreed-upon community setting for RRH projects.

HOUSING FIRST All programs are expected to operate in accordance with a Housing First approach, meaning:

- Participants are not screened out of assistance or access to housing based on the following:
 - Having too little or no income
 - Active or history of substance use
 - Having a criminal record (with exceptions for state-mandated restrictions such as sex offender status)
 - History of domestic violence
- Participants are not 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 a lease agreement typically found in the project's geographic area

INCLUSIVITY

- All selected applicants must ensure that service delivery is client-centered and culturally aware. By cultural awareness we mean being conscious of potential biases that may be formed based on prior experiences. It is being aware that individuals possess unique ways of perceiving the world around them based on their **cultural** background and acknowledging those beliefs to benefit all individuals inclusively.
- All selected applicants commit to working collaboratively with the CoC on addressing disparities and inequities across the CoC as well as within service delivery. As more related guidance/efforts are made

available by the CoC to address racial inequities, it is expected that all new projects support such endeavors.

- All projects ensure equal access for program participants regardless of their race, color, national origin, religion, sex, age, familial status, disability, gender or LGBTQ status. All projects are in accordance with federal and local nondiscrimination and equal opportunity provisions, as codified in the [Fair Housing Act](#), Section 504 of the [Rehabilitation Act](#), Title VI of the [Civil Rights Act](#), Titles II & III of the [Americans with Disabilities Act](#), HUD's [Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity](#) (2012 Equal Access Rule), and HUD's [Equal Access in Accordance with an Individual's Gender Identity in Community Planning and Development Programs](#). Additionally, many local municipalities have relevant anti-discrimination ordinances by which to abide.

MAINSTREAM BENEFITS All selected applicants are expected to provide program participants with assistance applying for and accessing Mainstream Benefits.

EXPERIENCE All selected applicants are expected to have experience working with the population they will be serving.

CENTRALIZED INTAKE (CI) All project participants enrolled in CoC funded projects must be referred by the CoC's coordinated entry system, Centralized Intake.

CMIS PARTICIPATION All projects must enter complete and accurate data into the Community Management Information System (CMIS). This will include adhering to the data quality and data timeliness expectations outlined within the CMIS User Agreement. Victim services organizations are required to enter data into a DV comparable database.

COG INVOLVEMENT All selected applicants must be or must become a member of the Delaware CoC, attend quarterly meetings of the full CoC, participate in the PIT Count, and attend trainings provided by the CoC.

CAPACITY All selected applicants will be expected to have the capacity to operate the program in accordance with HUD requirements including:

- Submitting the Annual Progress Report (APR) on time
- Drawing down funds at least quarterly from HUD
- Expending all grant funds within the 12-month grant period

Application Review Process

All applications for new CoC funds will be reviewed by the CoC Funding committee. This committee will determine which projects to include in the CoC's application to HUD in 2023.

New Project applications will be scored on a 100-point scale in 8 categories:

- Applicant Experience and Capacity (up to 27 points)
- Past performance for Existing Grantees Only (up to 12 points)
- Scope & Need (up to 18 points)
- Budget Narrative (up to 6 points)
- Housing First and Low-Barrier Access (up to 20 points)
- Housing Case Management (up to 8 points)
- Landlord Relationships for scattered site programs (up to 3 points)
- Resource Linkages (up to 6 points)

- Bonus Points (up to 10 points)

Depending on which criteria apply to which proposed project, the total available points to earn will change. All raw scores will be converted to a 100-point-scale so that the total earned is divided by the total possible for that application, thereby not giving one application an advantage over the other by being able to earn more raw points based on how a project is structured.

There are up to 10 bonus points available for any PSH or RRH project which demonstrates a commitment to utilize housing subsidies or subsidized housing units not funded through CoC or ESG (up to 4 points), any PSH or RRH project which utilizes healthcare resources to help households experiencing homelessness (up to 4 points), and any project applicant that has a clear and comprehensive plan to involving people with lived experience in program design, decision-making, and professional development (up to 2 points). See the new project application and scoring rubric for more details on the bonus points and requirements.

For more information on the project selection process, refer to the [CoC's Funding Policies](#).

Application Submission

All required submission materials, including the project application, must be submitted via email to rstucker@housingalliance.org and cc: egallaher@housingalliance.org by the deadline of 4:00pm on Wednesday August 9th. Any application received after the deadline of **4:00PM on Wednesday August 9**, will be considered ineligible and will not be considered for funding.

The file name for the attachment document should reflect the Applicant and Project names. Save the completed application and it's attachments as a PDF (except for the Threshold Checklist which should remain a separate Word document) with agency, project, and content in the file name.

All items must be submitted. Incomplete applications will not be considered for funding.

The following items, compiled in their entirety, constitute a full application:

1. Threshold Criteria Checklist
2. New Project Application Coversheet
3. New Project Application
4. Most recent agency audit, or single audit if applicable
5. Evidence of Active SAM/UEI Registration
6. Proof of applicant eligibility (501C3 letter, local government status, etc.)
7. A match commitment letter from the agency CEO or authorized leadership indicating that the agency will provide no less than the required matching funds (indicate specific amount) that will be used for CoC eligible activities, either in cash, in-kind contributions, or a combination of the 2 types, as required by HUD.
8. A letter of support, if applicable. This is only necessary for applicants who do not have experience serving the target population.
9. Past performance documentation, if applicable. This is only applicable for agencies that also operate renewal projects. Performance documentation consists of a copy of the FY22 Program competition Annual Performance Report for current projects being operated by the applicant.
10. Supporting documentation and/or explanation for any bonus points requested.

Additional Resources

Delaware CoC-specific resources

- [DE CoC Reports](#)

Resources on Housing First

- [USICH Housing First Checklist](#)
- [HUD Housing First Assessment Tool](#)

Resources on rapid re-housing

- [NAEH webinar](#) focused on one core component of rapid rehousing - rent and move-in assistance
- [NAEH webinar](#) focused on one core component of rapid rehousing - case management and services

Resources on permanent supportive housing

- [USICH Implementing Housing First in PSH](#)
- [CSH Dimensions of Quality Supportive Housing](#)
- [HUD SNAPS In Focus: Moving On Strategies to Support Stable Transitions from Permanent Supportive Housing](#)

Resources on Joint TH/PH-RRH Project type

- [HUD SNAPS In Focus: The New Joint Transitional Housing and Rapid Re-Housing Component](#)

Next Steps & Funding Timeline

Applicants will be notified no later than **September 23, 2023** if the project has been selected for inclusion in Delaware's FY2023 CoC Application, and the amount of funding that the project is permitted to apply for. At that time, selected applicants will receive instructions for applying to HUD for funding through e-snaps, HUD's online application system.

For more information about e-snaps, see HUD's CoC program webpage:

https://www.hud.gov/program_offices/comm_planning/coc/competition#registration

If funded, the initial grant period will begin as of HUD's contracting date, which could be late in 2024 (it is a different date for everyone). The project would then seek renewal each year during the NOFO process and would renew funding annually in accordance with the contract start date (i.e., a project that contracts on November 1, 2021, would always have a contract year from November 1-October 31 the following year.

Questions

Direct questions to: rstucker@housingalliance.org and cc: egallaher@housingalliance.org

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