

County of Riverside  
Department of Public Social Services



## **REQUEST FOR PROPOSALS**

**Consolidated Application – HUD Continuum of Care  
Homeless Assistance Program 2011 Competition  
(Supportive Housing Program, Shelter Plus Care,  
Section 8 Moderate Rehab)**

**Applications due Thursday Oct 13, 2011  
No later than 1:00pm**

**Attachment Enclosed:**

**County of Riverside  
2011 Continuum of Care Application for New Projects**

## TABLE OF CONTENTS

	<b>Page</b>
I. Background	4
II. Funding Availability/Priorities	4
III. Eligibility Requirements	6
A. Eligible Populations	
B. Eligible Applicants	
C. Eligible Program Components	
D. Eligible Activities	
E. Match Requirements	
IV. Project Certification	10
V. Proposal Submission	10
VI. Threshold Review Requirements	12
VII. Technical Assistance	12
VIII. Proposal Conditions and Reservations	13
IX. Scoring	12
X. Appeals	13

**Request or Proposals:**  
**Supportive Housing Program**  
*Continuum of Care Homeless Assistance*  
*Supportive Housing and Shelter Plus Care Programs*

**Date of Issue:** September 1, 2011

The U.S. Department of Housing and Urban Development (HUD) released the 2011 Notice Funding Availability (NOFA) for HUD's Continuum of Care Homeless Assistance Programs on August 30<sup>th</sup> 2011. The County of Riverside, acting by and through the Department of Public Social Services, will once again submit an application for funds on behalf of area providers. The availability of funding under this RFP is contingent upon information and requirements as set forth in the 2011 NOFA

**The County is issuing a Request for Proposals (RFP) to agencies that wish to apply for funds available for new projects including funds for expansion of existing projects which requires a new application.** The County will act as the sponsor in this competitive application process. Successful applicants will contract directly with the County's Department of Public Social Services.

NOTE: This process has become increasingly competitive, with greater expectations from HUD for local review and prioritization of all projects. The Continuum's Grant Review Committee will review all required information and will base its recommendations on HUD expectations and priorities as well as local needs. Given this, all applications must be complete, demonstrate strong project performance, and be submitted on time.

To be considered for Continuum of Care (CoC) funds in the County's consolidated application, a complete proposal application must be submitted to the Department of Public Social Services, Homeless Programs Unit, 4060 County Circle Drive, Riverside, CA 92503, no later than 1:00 PM pacific standard time, Thursday, Oct 13, 2011. **Failure to submit a complete application by the specified deadline shall result in elimination of the project from consideration and submission in the Continuum's application. Submission will be accepted by delivery in person by hand or by FedEx only.** Utilizing other carriers may result in misrouting of the application and disqualification.

The Policy Requirements and General Section to HUD's FY2011 NOFAs may be viewed at:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/grants/fundsavail](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail)

The HUD NOFA is available at: <http://www.hud.gov/adm/grants/fundsavail.cfm>

If you have any questions concerning the RFP, please contact, Susan Larkin, DPSS Homeless Programs, at (951) 358-5638 or by email at [SLarkin@riversidedpss.org](mailto:SLarkin@riversidedpss.org) no later than COB September 22, 2011.

## I. BACKGROUND

On August 30<sup>th</sup>, 2011 the Department of Housing and Urban Development (HUD) issued a Notice of Funding Availability (NOFA) for the Continuum of Care (CoC) Homeless Assistance Programs. The three homeless assistance programs included in this NOFA are:

- Supportive Housing Program (SHP)
- Shelter Plus Care (S+C)
- Section 8 Moderate Rehabilitation Single Room Occupancy (SRO)

HUD defines Continuum of Care Homeless Assistance as a system of homeless services with five basic components:

1. Outreach, engagement, and assessment
2. Emergency shelters with appropriate supportive services
3. Transitional housing with appropriate supportive services
4. Permanent supportive housing
5. Homeless prevention strategies effectively intervening for persons at risk of becoming homeless

The NOFA requires a coordinated effort in developing a Continuum of Care system. The Continuum of Care system must include discussion of the existing housing and service system, the gaps in that system, and the proposed projects that will fill the gaps of greatest priority.

Since 1996, the County of Riverside (as grantee) has submitted a **Consolidated Application** to HUD on behalf of agencies serving homeless individuals and families in Riverside County. This Request for Proposal (RFP), issued by the Department of Public Social Services of the County of Riverside, is available to all agencies who wish to participate in the Consolidated Application.

## II. FUNDING AVAILABILITY/PRIORITIES

The 2011 NOFA announces approximately \$1.63 billion available nationally of which \$772,919 will be available to the Continuum of Care in Riverside County for new projects through the Permanent Housing Bonus.

## Permanent Housing Bonus:

HUD has allocated to the County of Riverside \$772,919 for a Permanent Housing Bonus project (s). The population to be served must be:

1. Chronically homeless participants which are defined by HUD as follows:

“An unaccompanied homeless individual with a disabling condition, or a family with at least one adult member who has a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. A disabling condition is defined as: (1) a disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, substantially impedes an individual’s ability to live independently, and of such a nature that the disability could be improved by more suitable conditions; (3) a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome; or (5) a diagnosable substance abuse disorder. The term “homeless” in this case means a person sleeping in a place not meant for human habitation (e.g., living on the streets), in an emergency homeless shelter, or in a Safe Haven as defined by HUD.”

**OR**

2. Homeless and disabled individuals or families: (as defined below)

According to the McKinney-Vento Act (Section 11382), the term “**disability**” means:

- A. A disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423);
- B. To be determined to have, pursuant to regulations issued by the Secretary, a physical, mental, or emotional impairment which:
  - 1. Is expected to be of long-continued and indefinite duration,
  - 2. Substantially impedes an individual’s ability to live independently, and
  - 3. Of a nature that could be improved by more suitable housing conditions (e.g., a substance abuse disorder *if* the person’s impairment could be improved by more suitable housing conditions);
- C. A developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000; or

- D. The disease of acquired immunodeficiency syndrome (AIDS) or conditions arising from the etiologic agency for acquired immunodeficiency syndrome

Permanent Housing Bonus projects may be SHP, S+C, or SRO. Where permanent housing bonus funds are being requested under the SHP no more than 20 percent of the total of its eligible program activities (grant total minus administration costs up to five percent) may be used for case management. The remaining 80 percent must be used for eligible housing activities (i.e., acquisition, rehabilitation, new construction, leasing, or operations). Safe Havens do not qualify for the Permanent Housing Bonus. In addition in the 2011 NOFA HUD encourages projects serving chronic homeless and veterans. Preference will be given to projects that target some of all of the HUD preference populations

### **III. ELIGIBILITY REQUIREMENTS**

#### **A. Eligible Populations to be Served:**

For Permanent Supportive housing projects, persons assisted must be homeless<sup>1</sup> and come from:

1. Places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings;
2. An emergency shelter; or
3. Transitional housing for homeless persons and who originally came from the streets or emergency shelter.

#### **B. Eligible Applicants**

1. Eligible applicants for the Supportive Housing Program (SHP) grant include states, units of general local government, public housing agencies, Native American tribes, private non-profit organizations and faith-based organizations with a 501(c) 3 separate from their church organization, and Community Mental Health Centers that are public non-profit organizations.
2. Eligible applicants for the Shelter Plus Care (S+C) grant program includes: states, units of general local government, public housing agencies, and Native American tribes. Non-profit agencies interested in applying for Shelter Plus Care dollars must partner with a local government agency.
3. Eligible applicants must demonstrate a minimum of two years experience in providing shelter and services for the homeless

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<sup>1</sup> HUD anticipates the new definition of homelessness to be adopted and will apply to the 2011 NOFA awards. The new definition will not change persons who are eligible for the Permanent housing bonus.

population. They must also demonstrate an understanding of the responsibilities associated with the receipt of a government grant including: reporting and monitoring requirements, and collaboration/cooperation with the goals and objectives of the Riverside County Continuum of Care.

4. Eligible applicants must have a valid DUNS number
5. Eligible applicants must have a project that will meet the following 2011 NOFA requirements:
  - (a) Demonstrates site control within one (1) year of the date of its grant award letter, as required by the McKinney-Vento Act (see 42USC 11386(a) (3)) and implemented in program regulations at 24 CFR 583.320(a)
  - (b) Construction activities must begin within eighteen (18) months of the date of HUD's grant award letter and be must be completed within thirty-six (36) months after that notification.
  - (c) Activities that cannot begin until construction activities are completed, such as supportive services or operating activities that will be conducted *within the building* being rehabilitated or newly constructed, must begin within three (3) months after construction is completed.
  - (d) All activities that may proceed *independent of* construction activities, including HMIS and supportive services, must within twelve (12) months of the date of HUD's grant award letter. HUD may deselect or terminate a grant agreement if the grantee is not in compliance with this requirement. HUD may reduce a grant agreement term to one (1) year where implementation delays have reduced the amount of funds that reasonably can be used in the original term.
  - (e) All applicants must demonstrate that their program has established policies and practices that are consistent with and do not restrict the exercise of rights provided by the education subtitle of the McKinney-Vento Act. These educational assurances include:

- CoC collaboration with local education agencies to identify and inform homeless families of McKinney-Vento educational services,
- Ensuring that children in emergency shelter and transitional housing are to the maximum extent practicable, places as close as possible to their school of origin.
- Establishment of project policies and practices that are consistent with and do not restrict the rights provided by the act, and
- Projects which serve families must designate a staff person to ensure school enrollment and connection to appropriate educational services within the community.

In addition projects that include acquisition, rehabilitation or construction at a site which may displace persons in housing at that cite must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) and provide the General Information Notice and proof of distribution.

#### C. Eligible Program Components

Eligible components of the Supportive Housing Program are: permanent housing for disabled persons , transitional housing, supportive services not in conjunction with supportive housing, safe havens, and innovative supportive housing.

**During this competition only projects and activities related to Permanent Housing will be considered. Fundable projects are described below:**

**Permanent Housing for persons with disabilities:** long-term supportive housing for homeless persons with disabilities. The intent of this type of housing is to enable the special needs population to live as independently as possible in a permanent setting. Permanent housing can be provided in one structure or several structures at one site or in multiple structures at scattered sites.

#### D. Eligible Activities

##### 1. Eligible activities for the Supportive Housing Program are:

- Acquisition of structures (limit of \$400,000 with equal match)
- Rehabilitation of structures (same limit as above)

- New Construction (same limit as above)
- Leasing
- Operating Costs (25% of the total operations budget must be cash match)
- Supportive Services Costs, limited to Case Management and cannot exceed 20% of total request. (20% of the total supportive services budget must be cash match)
- Administrative Costs<sup>2</sup>

2. Eligible Activities for the Shelter Plus Care Program

Participants in Shelter Plus Care units must receive supportive services. These services may be provided by the applicant, funded by the applicant but provided by a qualified third party, or both funded and provided by a qualified third party. Rental assistance provided through the Shelter Plus Care program must be matched in the aggregate on a dollar for dollar basis by the recipient with supportive services. Grant assistance may be used to provide:

- a) **Tenant-based Rental Assistance (TRA)** – provides rental assistance that permits participants to choose their own housing;
- b) **Sponsor-based Rental Assistance (SRA)** - provides rental assistance through contract(s) between the grant recipient and a nonprofit organization(s), called a sponsor;
- c) **Project based Rental Assistance (PRA)** – provides rental assistance through a contract with a building owner(s).

E. Match Requirements

All match requirements must be a cash match. There is no “in-kind” match except for leveraging.

- 1. **Acquisition, Rehabilitation, New Construction:** HUD has set the maximum grant available for acquisition, rehabilitation and new construction up to \$400,000. Applicants MUST match the funds for acquisition, rehabilitation, and new construction with at least an equal amount of cash resources from one or more of the following sources: the applicant, the Federal government, State and local governments, and private resources.

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<sup>2</sup> Maximum 5% of the grant may be shared equally with DPSS for grant administration

2. **Operating Costs:** Applicants for Supportive Housing are responsible for 25% of the total cost of operating costs for the entire term of the grant. Documentation of firm commitments of cash resources for the first year of the grant term and certification that cash resources will be provided in the remaining years of the grant term must be provided.
3. **Supportive Services:** The cost for Supportive Services must be matched by 20% in cash funds by the recipient. This means that SHP funds can be no more than 80% of the total supportive services budget. Documentation of firm commitments of the cash resources for the first year of the grant term, and certification that cash resources will be provided for the remainder of the grant term must be provided.
4. **Leveraging:** Leveraging includes services or materials received in-kind or at no cost to the project. Leveraging can include the value of other services provided to project participants, items donated to the project such as property, construction services, furnishings, and the value of the time volunteers are expected to donate to the project. There is no minimum or maximum requirement for leveraging, but the more leveraging a project has the more value HUD will place on the individual application as well as the Consolidated Application. In order for your application to receive the greatest consideration from the COC and HUD, leveraging should be equal to the total amount of the grant request.

#### **IV. PROJECT CERTIFICATION**

All applicants must complete the attached certification form, and include the form in their proposal submission.

#### **V. PROPOSAL SUBMISSION**

Proposals must comply with the requirements detailed in this document. Proposals, which are incomplete or have other content errors or deficiencies, may be rejected.

Initial Grants (excluding Shelter Plus Care) are for a 1 year term; renewal of the grant is applied for annually thereafter.

The County of Riverside may require additional information for the determination of the applicant's qualifications to provide the proposed services. Submission of a proposal shall constitute acknowledgement and acceptance of all terms and conditions contained in the RFP.

The proposal must be submitted in the legal name of the corporation. Proposals must be submitted by an authorized representative of the applicant organization who has legal authority to enter into a contract with the County of Riverside.

**An optional orientation to the RFP will be held on Monday September 12<sup>th</sup>, 2011 at 1 pm at 12125 Day Street, Suite S-101 (Riverside Public Authority) Moreno Valley, CA, 92557.**

RFP updates and responses to written questions will be provided to each attendee of a bidder's conference by email and/ or fax to ensure accurate and timely submission of applications.

**Proposals must include:**

- Proposal cover page signed and dated with the sponsor name, and name and title of sponsor officer/ owner authorized to apply and sign on behalf of the company.
- Details of the population to be served.
- Detailed description of the type, scale and general location of the housing, based on the needs of the participants, and general accessibility to community amenities.
- Written letter of approval from the jurisdiction in which your project is being implemented. If your project will be located within both city and county jurisdictions a letter from each entity is required. The letter must indicate, at a minimum, preliminary or conceptual approval of your project. (submit as attachment 1)
- Documentation on how the project site meets or will meet the site control requirement (12 months from date of award) and the zoning code requirements for permanently supportive housing. (submit as attachment 2)
- Detailed description of the type and scope of supportive services to be provided, based on the needs of the participants, and mode/accessibility of transportation to access services provided.
- Detailed description of the plan for ensuring clients will be individually assisted to obtain the benefits of the mainstream health, social service and employment systems for which they may be eligible.
- Detailed description of how participants will be helped to obtain and/or maintain permanent housing.
- Detailed description of how participants will be assisted to both increase income and live independently using mainstream housing and service programs.

- Detailed description of the organizational partnerships in place and those which will be established and the services the partnerships will provide to project participants.
- If the proposed project will serve families with children, please describe how your project will comply with the McKinney Vento Education Act and coordinate with local educational programs.
- If the proposal is requesting funds for construction, acquisition or rehabilitation, please describe how the project will support and promote energy efficiency.
- Complete project budget.
- Cash match and leveraging letters/documentation (submit as attachment 3).
- Three written letters of reference, which include the name, address and email of the organization/person providing the reference. (submit as attachment 4)
- Summary of bidder's history of involvement in housing/services to the homeless which document's the sponsor's capacity to perform.
- Documentation of compliance with URA if applicable.
- Signed Certification letter "General SHP NOFA Certification"

#### SUBMISSION REQUIREMENTS:

All applications must be submitted to the office of the Riverside County Department of Public Social Services, 4060 County Circle Drive, Riverside California 92503 **NO LATER THAN 1:00 P.M. ON OCTOBER 13, 2011.**

**No applications will be accepted for consideration after the deadline.**

Applications must be hand delivered or sent by FedEx. Utilizing other carriers may result in misrouting of the application and disqualification.

#### VI. THRESHOLD REVIEW REQUIREMENTS

In order to be considered for funding, the application must be:

- a. Submitted prior to the deadline
- b. Proposing an activity/project that is eligible for funding under the RFP
- c. Complete.

Proposals which are not complete, or submitted after the deadline will not be considered for funding.

## VII. TECHNICAL ASSISTANCE

- A. Questions about the RFP and/or Technical Assistance should be written and faxed to (951) 358-7755 or emailed to [slarkin@riversidedpss.org](mailto:slarkin@riversidedpss.org). Questions and/or technical assistance requests must be submitted no later than September 22<sup>nd</sup> 2011
- B. Information on the HUD NOFA is available at <http://www.hudhre.info>

## VIII. PROPOSAL CONDITIONS AND RESERVATIONS

- A. All costs of proposals preparation shall be borne by the applicant organization. The County of Riverside shall not, in any event, be liable for any pre-contractual expenses incurred by the bidder in the preparation and/or submission of the proposal. The applicant shall not include any such expenses as part of the budget in the proposal.
- B. The proposal must set forth full, accurate, and complete information as required by the RFP. **No changes or additions are allowed after the proposal deadline.**
- C. The County of Riverside reserves the right to communicate with funders or providers associated with the applicant to obtain additional clarification of design, program or agency fiscal and programmatic capacities; and to utilize this information in the evaluation process.
- D. The County of Riverside reserves the right to reject any or all proposals received in answer to this RFP if it is deemed not appropriate or incomplete. Rejected proposals will not be considered for funding.
- E. The County of Riverside makes no representation that any contract will be awarded to any applicant responding to this RFP. All awards are made subject to funding availability.

## IX. SCORING

The Continuum of Care Grant Review Committee will review and rank applications locally. Any member of the CoC who is making an application or is affiliated with an organization that is making an application will not participate in

the ranking process or otherwise influence those that are ranking the applications. Application will be reviewed in the following areas:

- a. Eligibility of proposed activity
- b. Applicant eligibility
- c. Applicant spending history on current homeless assistance grants, if applicable
- d. Eligibility of population to be served
- e. Capacity of the project sponsor to perform as proposed, including progress data related to any current or prior SHP project.
- f. Letters of commitment for matching funds
- g. Leveraging of other resources
- h. Participation within the Continuum of Care
- i. The project must fill an identified gap/priority in the Continuum of Care system and be consistent with the goals and objectives of the system
- j. Utilization and collaboration with other community agencies for provision of services
- k. Agreement to participate in the local HMIS system

New applications that are selected to be included in the County's consolidated application will be judged by HUD both individually, and as a part of the complete consolidated application.

HUD will assess, as part of the project review process, applicant eligibility, capacity and quality. This review also considers an applicant's spending history on current homeless assistance grants, if applicable.

Applicants conditionally selected for funding under the Supportive Housing Program will be required to provide additional information in the form of a technical submission within 30 days of notification by HUD Los Angeles of the project's conditional approval.

Applicants will be notified of the CoC review results via email within 5 days of the review date.

## **X. APPEALS**

The ability to appeal is limited due to time constraints placed on the County to submit the completed application to HUD. It is critical that potential applicants take advantage of the technical assistance offered by Riverside County DPSS and that all information required is submitted by the application deadline.

**NO APPEALS WILL BE HEARD IF AN APPLICATION IS REJECTED DUE TO THE ORGANIZATION'S FAILURE TO SUBMIT A COMPLETE APPLICATION PACKAGE BY THE SUBMISSION DEADLINE.**

On behalf of the Continuum of Care, DPSS will advise all organizations that are not included in the consolidated application of the reasons for their exclusion after completion of the ranking session. Notification will be by e-mail and by fax.

An appeal must be requested in writing by email to [slarkin@riversidedpss.org](mailto:slarkin@riversidedpss.org) or by fax at 951-358-7755 and must be received by the Riverside County Homeless Programs Unit by 12:00 p.m. on the fourth calendar day after notification of exclusion. The appeal must state the reason(s) for appeal and include all relevant information that supports your reasoning as to why this project should be reconsidered by the Continuum of Care Grant Review Committee for conditional selection.

Appeals will be heard by the CoC grant review Committee. If the CoC Grant Review Committee upholds its exclusion of the project, the applicant has the option of filing a higher appeal with the Los Angeles Field Office of the Department of Housing and Urban Development.

## General SHP NOFA Certification

I certify that the following is true and correct:

1. I understand that I have to have a current DUNS number and CCR registration to apply for funding.
2. I understand that I must meet site control requirements within 12 months of the HUD (initial) award letter or the project will not be funded.
3. I understand that if the project assists families with children the project must comply with the education assurances listed in the HUD 2011 NOFA (pg 9).
4. I understand that as a recipient of SHP funds I must participate in the Continuum of Care for Riverside County.
5. I understand if the project includes rehabilitation or new construction that it must meet the accessibility requirements in the HUD 2011 NOFA (pg 25)
6. I certify that I have no outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon.
7. I certify that if the project involves acquisition and/or rehabilitation that I must comply with the Uniform Relocation Act (pg 29)
8. I certify that I have no outstanding Civil Rights matters.
9. I understand the project must comply with all fair housing laws, and a statutory duty to affirmatively further fair housing.
10. I certify I am not debarred or suspended from doing business with the federal government.
11. I certify that I have no delinquent federal debts.
12. I certify that I have no audit findings for which a response is overdue or unsatisfactory Act (pg 29)
13. I understand that participation in the Homeless Management Information System (HMIS) is required (unless services are covered by Violence Against Women Act).

14. I understand that the County as Grantee and each SHP sponsor will be subject to Federal Funding Accountability and Transparency Act of 2006 reporting requirements (FFATA).
15. I certify that I have read and understand the 2011 HUD NOFA general section and the 2011 HUD NOFA for the Continuum of Care Homeless Assistance competition.

Certified by:

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(Signature and Title)

**Contact Information:**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Tel #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: