CT Balance of State (CT BOS) Continuum of Care (CoC) New Project RFP Bidders Conference
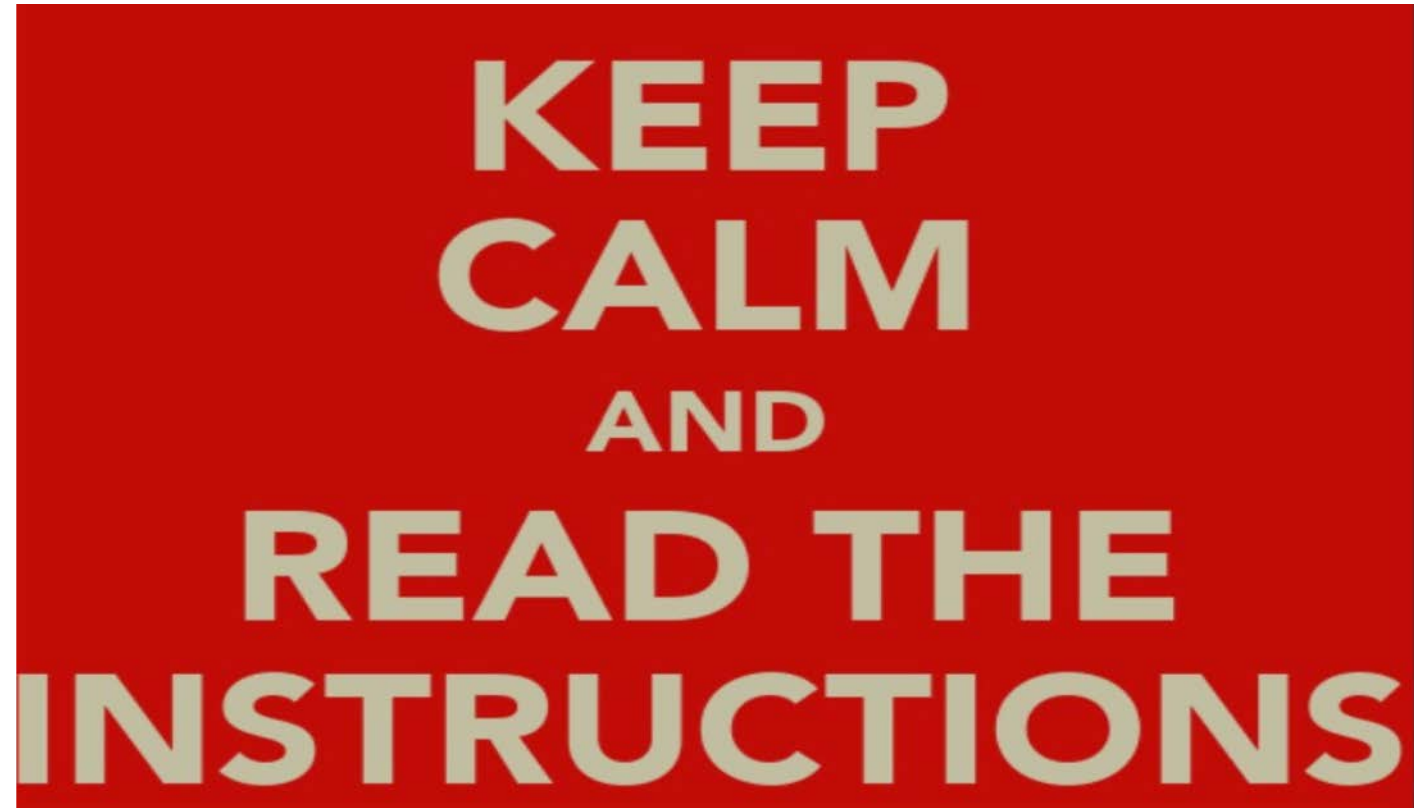

May 11, 2021

This webinar is being recorded

Agenda

- Background
- Timeline
- Guidelines
- Common Sections
- Project Component-specific sections
- How to Apply
- Scoring Factors
- Tips
- Reminders
- Questions

RFP Instructions

Background

- Each year CT BOS CoC competes with other CoCs for HUD funding to secure monies to end homelessness.
- BOS receives approximately $45 million annually from HUD
- In 2019 (no new project funding in 2020), BOS received $3.3 in new project funding
- BOS encourages applicants who have never applied before to submit an application
- BOS provides technical assistance to any applicant who may need help.

New Project Application Timeline

- Request for Proposals Released – 5/4/21
- Bidders' Conference – 5/11/21
- Applications due in Zengine – 6/2/21
- Scoring Committee Meetings – during the month of June
- HUD Notice of Funding Availability is released – Summer 2021
- Decisions are made on which projects will be included as new projects submitted to HUD – Summer 2021
- New projects are submitted in esnaps – Summer 2021
- HUD awards announced – Fall/Winter 2021
- Grant agreement w/HUD and project start - Winter/Spring 2022

Application Guidelines

Eligible Applicants
- Nonprofit organizations
- States and local governments
- Instrumentalities of state and local governments
- Public Housing Agencies

Application Guidelines

Other Requirements

- Applicants may only apply for one of each of the housing model types CAN

- Must agree to participate in HMIS

- Must participate in Coordinated Access Networks (CANs)

- Must comply with all of HUD and CoC requirements and policies

- Applicants must be in good standing with HUD

- Additional requirements – see application

Common Sections

EVERY APPLICANT COMPLETES

Applicant Experience

- Organizational Experience:
  - Carrying out the activities of the project
  - Using a Housing First model, increasing participant income, linking participants to mainstream resources
  - Effectively utilizing federal funds

- Basic organization and management structure of agency to operate the project

Project Description

- Description of Project
  - Services
  - Accessing mainstream resources
  - Projected Outcomes
  - Coordination w/partners
- Estimated Schedule for Project start, filling units and at full capacity
- If applicable, proposed development activities and timeline
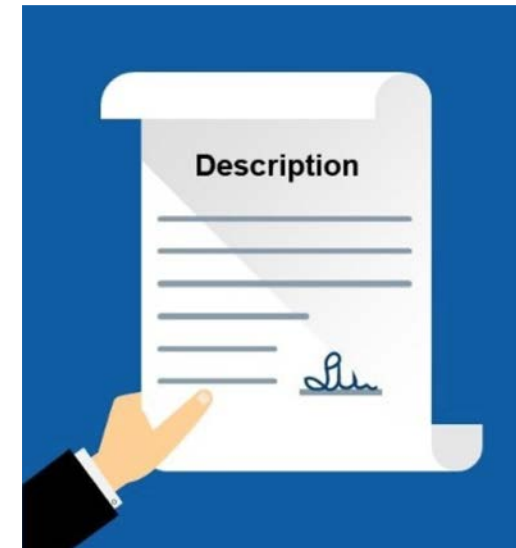
Supportive Services

Describe:

- Obtain and remain in housing - PSH projects
- How you will engage and move eligible participants into the project – TH/RRH
  - Ensure you describe how you will get participants into both TH and RRH
- How participants are assisted to increase employment and income

Budget

- See [Instructions Document](#) for important information regarding: Allowable Expenses, Indirect Costs, Admin Costs, providing sufficient supportive services, allocating sufficient TH/RRH resources, and more.

- CT BOS will work with providers to determine final Leasing and/or Rental Assistance budgets

- Match: Actual or in-kind contributions to grant
  - Joint TH/RRH required to show ability to meet HUD match requirements
  - Must be for eligible CoC activities
  - Must be at least 25% of total grant amount minus leasing
  - May be from public or private resources
  - Cash preferred when feasible

Project Component Specific Sections

DIFFERENCES FOR PERMANENT SUPPORTIVE HOUSING AND JOINT TRANSITIONAL HOUSING/RAPID REHOUSING

Permanent Supportive Housing (PSH)

- PSH combines affordable housing assistance with voluntary support services to address needs of persons experiencing homelessness.
- Eligible populations: Persons who meet the DedicatedPLUS definition
- Primary target population is individuals. Applicants can apply for families with explanation of why units are needed.
- Unless project has another source of services funding, projects should include at least $5,000 (and no more than $7500) per Household annually
  for services.
- Allowable expenses: Rental assistance (tenant, project or sponsor based) or operating funds, supportive services, project administration; applicants seeking rental assistance are encouraged to use either the tenant or sponsor based options to facilitate overleasing as necessary to enable full expenditure of grant funds

Who Qualifies as DedicatedPLUS?

Individuals, households with children, and unaccompanied youth that at intake are:

(1) experiencing chronic homelessness (CH); or

(2) residing in a Transition Housing (TH) project that will be eliminated and was chronically homeless when entered TH project; or

(3) residing in Emergency Shelter, Safe Haven or unsheltered location and had been admitted and enrolled in a PSH or RRH project (having met CH criteria upon entering) within last year, but was unable to maintain housing placement; or (AAQs re "Admitted" and timing of Disability Verification pending)

Who Qualifies as DedicatedPLUS? (2)

(4) residing in TH funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness prior to entering the project; or

(5) residing in Emergency Shelter, Safe Haven or unsheltered location for at least 12 months in the last 3 years, but has not done so on 4 separate occasions and the individual or head of household meet the definition of 'homeless individual with a disability'; or

(6) receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met 1 of the above criteria at initial intake to the VA's homeless assistance system.

Permanent Supportive Housing (2)

- Allocation of units among the highest scoring applications based on:
    - total funding available
    - regional Coordinated Access Network (CAN) data for persons experiencing homelessness

Permanent Supportive Housing – Services Only

- Applicants may apply for PSH services only funding projects for existing PSH projects
- Funding is for projects that:
  - do not have dedicated supportive services already attached to the existing project or;
  - have total annual services funding from all sources of less than 75% of the CT BOS limit (i.e. less than $5625 per year per household).

Joint Transitional Housing (TH)/Rapid Rehousing (RRH)

- TH/RRH submissions only for existing CoC TH projects
- Purpose: increase exit options, reduce the length of stay, and/or address inadequate budgets
- TH component: provide safe space for people to stay
- RRH component: provide financial assistance and wrap around services to help people move into and stabilize in permanent housing

Eligible populations: 100% homeless families and/or individuals who meet the criteria of the HUD homelessness definition under

- category 1 - literally homeless, including people coming from TH or
- category 4 - fleeing or attempting to flee DV, dating violence, sexual assault, stalking or other dangerous situations

Joint Transitional Housing/Rapid Rehousing (2)

- Cap total assistance at 24-month
- Allowable Costs:
  - Leasing and operating costs for TH portion only
  - Short- or medium-term tenant-based RA in RRH portion
  - Supportive services
  - Administration
- Unless project has another source of services funding, projects should include at least $4,000 per HH served at a point in time for services.
- May not apply for more than $7500 per HH
- Must offer both components to all participants.
- Cannot require participants to enter via TH to get RRH.

How to Apply

NEW FOR 2021 – APPLY VIA THE ZENGINE PORTAL

Creating a Project Application Profile

- Zengine New Application Submission Portal:
https://webportalapp.com/sp/housinginnovations-combinedrfp

Sign In/Sign Up Instructions

Enrolling as a Zengine user enables you to:

- submit Request for Proposal(s),
- assign yourself as RFP contact to be on the distribution list for receipt of:
  - information or document requests
  - notifications
  - reminders on important deadlines

Information contained within the Zengine profile is the primary way that CT BOS maintains an up-to-date contact list. Contacts are linked to the Constant Contact email distribution list to receive updates via that platform as well.

For New Users:

Sign In

Email

Password

Log In   Forgot your password?

Need an Account?

Sign Up

New users click "sign up"

- Password
  - Must contain at least one lowercase letter
  - Must contain at least one uppercase letter
  - Must contain one number
  - Must be between 8 and 32 characters
  - Must not be an email address

Creating a Project Application Profile (2)

- Click the blue "Sign Up" button upon completion of the password creation
- Next -"Create a Profile"

Create a Profile to Get Started

- Clicking Create a Profile leads to screen below:

Profile ▾   Save Draft   Create Profile

2021 REQUEST FOR PSH & JOINT TH/RRH PROPOSALS FUNDED THROUGH PH BONUS AND REALLOCATION

INSTRUCTIONS

Please see important background information, instructions and priorities at **insert link here***. It is important for providers to read the information at this link prior to completing this form.

- This form must be completed one time by all applicants; agencies applying for multiple projects must complete this form only once.
- Applicants must also complete all other relevant sections in the RFP submission portal at https://webportalapp.com/sp/housinginnovations-combinedrfp. You will be directed to enter those sections following submission of this profile.
- All fields marked with an asterisk are required and must be completed in order to submit.

Creating a Project Application Profile (3)

Profile contains questions related to Applicant Agency

1. All fields with an asterisk are required
2. Click "Create Profile" at the top or bottom right. "Save Draft" if need to complete later.
3. Homepage appears after creation of profile with a green "Complete" to the right of "Profile"

Updating A New Application Profile in Zengine

Once created, the new application profile can be updated by logging into the New Project Application submission portal, and clicking the blue "Edit." This may be used to change any information already submitted. Once all changes are made, click the blue "Save Changes" button.

Please note, no changes to the RFP after the 6/2 deadline.

New Project Application

- On bottom half of Homepage click "Get Started" (if not 1st submission, click "+Add Another")

To begin click **"+Get Started"** below, or, if you have submitted previously, click **"+Add Another."** When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.

+

Get Started

- Click blue "Open" to continue

Homepage > Untitled   Welcome,

Untitled   Order by: [Newest to Oldest ▾]

□ RFP

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Please do so when the application is complete. Once you click "Submit" the submission will no longer be editable. You will then receive a confirmation email.

| RFP | | Action Required | Open |

New Project Application (2)

- Fill in all required fields and all additional fields that are relevant for the application.
    a. Use "Save Draft" and return to this using the same submissions url.
- Click "Mark Complete" in the bottom or top right, once all fields are complete.
- If you missed a required field, you will be prompted to go back and complete. If they do not apply to your project, fill in N/A, or if the amount is 0, enter 0.

New Project Application (3)

- Upon marking complete, this appears with project name at top:

- Submit button appears green. Must click "submit" to complete document submission.

- Once click "Submit," message appears saying "This has been submitted"

- Once fully submitted, you will receive a confirmation email.

New Project Application (4)

- Clicking "View" will display the document just submitted and enables you to download the document if desired.

- Once submitted, a document is no longer editable.

- If you wish to submit additional new project applications, go back to the Homepage (click "Homepage" at top left of screen, or use original link, and proceed to "+Add Another"

Printing

Printing or saving to PDF is recommended after application submission. If you wish to print your submission or save as a PDF, use the following steps:

- After submitting, click the "View" button
- Click the blue downward facing arrow to the right of "RFP"
- Click "Print Form" and adjust as necessary to either print or save as PDF

# Zengine Tips

Pay Attention to:

- Required fields

- Bulleted or lists of criteria in questions

- Conditional Logic throughout

- Items referring to PSH only or Joint TH/RRH only

- Word count limits

- Households & Units

- Budget Item Descriptions

- Potential Attachments
  - NICRA (Negotiated Indirect Cost Rate)
  - Congregate project based rental assistance or sponsor based rental assistance may require evidence of site control
  - Evidence of site control if project involves capital development

Scoring Factors

- Coming soon: return to the CoC Application page for details.
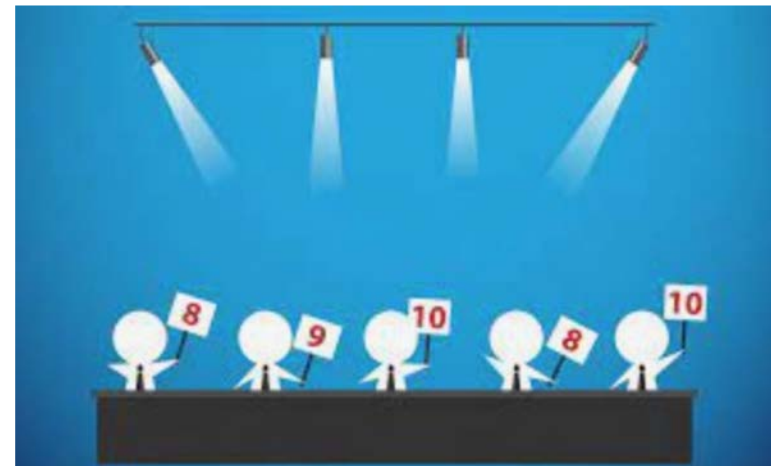
Application Tips

- Make sure you highlight what makes your agency and project unique.
- Provide concrete examples of how participants will be served.
- Name partner and community agencies and how you will coordinate with them.
- All parts of the application should work together
  - Budgets should match narratives
  - Services should be tailored to serve the population
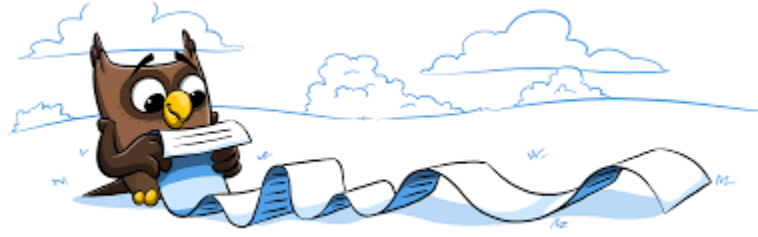
Reminders

- Due Date: June 2, 2021

- Please complete Survey at the end:
https://www.surveymonkey.com/r/ZQHTCCL. Your feedback is important!

- Refer to the New Project Application instructional document early and often for definitions, program descriptions, allowable expenses, etc.

- Sign up for CT BOS emails to ensure you receive any new/revised information

- Additional Links:
  - CT BOS HUD CoC Application page
  - Applicant Instructions for Zengine: New Applicant Profile and New Project Submission

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