NOTICE REGARDING DISCLOSURE

OF

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All responses to this Request for Proposals (RFP) accepted by the City of Pasadena (City) shall become the exclusive property of the City. At such time as the City Manager recommends a contractor to the City Council, and such recommendation, with any recommended contract appears on the Council agenda, all proposals accepted by the City shall become a matter of public record and shall be regarded as public, with the exception of those elements of each proposal which are defined by the contractor as business or trade secrets and plainly marked as "Trade Secret", "Confidential" or "Proprietary." Each element of a proposal which a contractor desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e. regarding entire pages, documents or other non-specific designations) shall not be sufficient and shall not bind the City in any way whatsoever. If disclosure is required or permitted under the California Public Records Act or otherwise by law, the City shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

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Request for Proposals (RFP) for Bonus Funding

Pasadena Continuum of Care (CoC), Issued July 13, 2018

Overview

The City of Pasadena, as Collaborative Applicant for Continuum of Care Homeless Assistance Funding from the U.S. Department of Housing & Urban Development (HUD), is seeking a qualified nonprofit agency to act as Project Sponsor to apply, as part of the 2018 Continuum of Care (CoC) Competition, for Bonus and Reallocation funding in conjunction with the City of Pasadena Housing Department.

Available Funding

Approximately $189,795 of Bonus Funding and $85,000 for the CoC reallocation process is available. Final amount available for CoC Bonus funding will be available once HUD posts the Final Pro Rata Need (FPRN) on the HUD Exchange. The Pasadena CoC will only submit one project application to HUD for the Bonus Funding and one project for the Reallocation Funding and therefore applicants should apply for the full amount of funding available.

Prioritized Projects

The following list is prioritized based on current needs in the Pasadena CoC service system:

1. Homeless Management Information System (HMIS)
2. Project-Based Permanent Supportive Housing (PSH) dedicated to chronically homeless persons;
3. Tenant-Based PSH dedicated to chronically homeless persons;
4. Permanent Housing-Rapid ReHousing (PH-RRH) that serve homeless individuals and families including unaccompanied youth;
5. Supportive Services Only (SSO-CE) project to operate a coordinated entry system.

Mandatory Workshop

Agencies interested in applying for the Bonus and Reallocation Project Funding are required to attend the workshop for new projects hosted by the City of Pasadena Housing Department. Details for the workshop are as follows:

Thursday, July 19th at 10 am
Community Room, City of Pasadena Housing Department
649 N Fair Oaks Ave, Pasadena (2nd Floor)

Please RSVP to ajacobsen@cityofpasadena.net to confirm your attendance.

Deadline

Proposals must be submitted via e-snaps by 5:00 pm on Thursday, **August 2, 2018.** Responses submitted later than 5 pm will not be accepted.

Questions

Questions regarding this RFP should be submitted to Anna Jacobsen, Program Coordinator via email at ajacobsen@cityofpasadena.net or Jennifer O'Reilly-Jones, Program Coordinator via email at joreillyjones@cityofpasadena.net no later than Monday, July 30th at 1 pm.

Introduction

The City is accepting proposals for new projects or the expansion of current projects with CoC Homeless Assistance funding from HUD. The Pasadena CoC is soliciting proposals that address housing and service priorities established through the Pasadena CoC.

The projects being solicited will be innovative and highly effective and increase housing resources for vulnerable populations or build capacity within the Pasadena Coordinated Entry System. Projects are encouraged to show collaboration among providers and leverage mainstream resources to support highly vulnerable chronically homeless individuals. Priority will be for projects that have a plan for securing dedicated housing units for the project.

Project Requirements

Funding will come from the U.S. Department of Housing and Urban Development's (HUD) 2018 McKinney-Vento Continuum of Care (CoC) for the Homeless Program, as amended under the HEARTH Act and the CoC Program Interim Rule. The availability and priorities for any funding for new projects is articulated in HUD's CoC Notice of Funding Available (NOFA): https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/

More information on this program, the HEARTH Act, the Interim Rule and the NOFA is available on HUD's website: https://www.hudexchange.info/coc

Organizations that do not currently receive Pasadena CoC program funding are encouraged to submit proposals. Proposals are also welcome from current recipients of this funding, provided the proposed project creates new housing opportunities for those experiencing homelessness.

Project Timeline

HUD publishes a CoC Notice of Funding Availability (NOFA) for each funding year. This RFP is being released in support of the 2018 CoC NOFA released on June 20, 2018. A single, consolidated submission of all selected projects in Pasadena will be submitted to HUD by the City of Pasadena which is the Collaborative Applicant. The Pasadena CoC will submit the application no later than September 18, 2018. Funding will be derived from Federal Fiscal Year 2018 allocations of HUD funds and is subject to funding approval by HUD.

Proposed Project Requirements

The Pasadena CoC seeks one or more qualified applicants to administer new or expanded programs to serve homeless individuals consistent with the guidance provided by the U.S. Department of Housing and Urban Development (HUD) including, but not limited to, ending homelessness for all persons, creating a systematic response to homelessness, strategically allocating and using resources, and using a Housing First approach.

Competitive Proposed Projects Will:

- Clearly meet the CoC Program funding opportunities of HUD and the Pasadena CoC;
- Have a clear plan for acquiring dedicated housing units for the project (PSH & PH-RRH);
- Describe a housing first and trauma-informed service delivery approach, including low-barrier access to the housing and services that will work effectively with the Pasadena Coordinated Entry System;
- Be based upon best practices and the most effective, evidence-based, culturally competent, and individualized client models possible;

- Include plans to successfully meet HUD and local performance measures (PSH & PH-RRH);
- Be administered by organizations that have demonstrated experience providing similar services and serving the proposed population (all project types).

Eligible Applicants
Applications will only be accepted from eligible nonprofit agencies, units of government and public housing agencies.

General Requirements
With the exception of renewal grants, HUD will only fund new or expanded projects. Funds cannot be used to close a funding gap or replace lost funding in an existing housing project or service program. Project applicants must demonstrate that they are not replacing other funding sources. The population to be served must be homeless or chronically homeless as defined by HUD. The final definition for chronically homeless can be found here:
https://www.hudexchange.info/resource/4847/hearth-defining-chronically-homeless-final-rule/

Timeliness
Projects must be able to meet timeliness standards. The applicant is expected to initiate approved projects promptly in accordance with the requirements that are specified in the 2018 NOFA. Grant terms and associated grant operations may not extend beyond the availability of funds. Applicants must plan accordingly and only submit applications that can achieve project goals and outcomes within the specified grant term.

HUD Eligibility Requirements
Applicants must meet HUD recipient and/or sub-recipient eligibility requirements.

HMIS
Participation in the Homeless Management Information System (HMIS) is required of all HUD grant recipients.

CES
Participation in the Pasadena Coordinated Entry System (CES) is required including filling units with referrals from CES and prioritizing resources for the most vulnerable persons and households.

Match
Match funds are required, as described by HUD: "Match and Leverage are two distinct categories of program funds that are acquired from other sources not associated with this grant request. Match funds must be used for program eligible costs only and must be equal or greater than 25 percent of the total grant request for all eligible costs with the exception of leasing costs."

Supportive Services (PSH & RRH)
Permanent Supportive Housing and Rapid Re-Housing projects must provide on-site supportive services or have an agreement in place for a partner agency to do so.

Project Types

Permanent Supportive Housing (PSH)
In order to increase the number of beds specifically for the chronically homeless population and work towards the goal of ending chronic homelessness in Pasadena, CoC's will be able to apply for new or expanded projects for Permanent Supportive Housing (PSH) that meet the requirements of Dedicated PLUS as defined in Section II.C.3.f of the NOFA or where 100 percent of the beds are dedicated to individuals and families experiencing homelessness, as defined in 24 CFR 578.3. All project must comply

with the Pasadena PSH Written standards available at:
https://pasadenapartnership.org/psh-written-standards/.

Eligible activities include: Leasing, Rental Assistance, Supportive Services, Operations and HMIS. All components require a 25% match except for leasing. Leasing also requires that rent not exceed Fair Market Rent. Information on eligible activities and expenses can be found in the Interim Rule (https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/).

Rapid Re-Housing (RRH)
In order to increase the supply of permanent housing options, CoC's will be able to submit applications for new or expanded Permanent Housing-Rapid Re-Housing (PH-RRH) programs. Competitive proposals will have a clear plan for assisting homeless individuals and families secure rental housing in Pasadena's competitive market. Expanded programs must propose to increase the number of persons/families served by their currently funded program. All project must comply with the Pasadena RRH Written standards available at: https://pasadenapartnership.org/rrh-written-standards/

Eligible activities include: Rental Assistance, Supportive Services, Operations and HMIS. All components require a 25% match. Information on eligible activities and expenses can be found in the Interim Rule (https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/).

Supportive Services Only for Coordinated Entry (SSO-CE)
The Supportive Services Only (SSO) for Coordinated Entry (CE) component allows recipients to develop or operate a centralized or coordinated assessment system. The system must be easily available/reachable for all persons within the CoC's geographic area and be accessible for persons with disabilities. There must be a strategy for advertising to reach homeless persons with the highest barriers.

Eligible activities include: Supportive Services, HMIS and Project Administrative Costs. Information on eligible activities and expenses can be found in the Interim Rule (https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/)

HMIS
Dedicated HMIS Project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in e-snaps.

Evaluation Procedures and Criteria

Project Quality & Performance Threshold Requirements

Project Quality
To meet project quality threshold, new project applications must fulfill the following criteria:

☐ **Housing Type:** The type, scale, and location of the housing must fit the needs of the program participants;
☐ **Supportive Services:** The type and scale of supportive services must fit the needs of the program participants–this includes all supportive services, regardless of funding source;
☐ **Mainstream Benefits:** The specific plan which ensures program participants will be individually assisted in obtaining the benefits of mainstream health, social, and employment programs for which they are eligible must meet the needs of the program participants;
☐ **Housing Outcome:** Program participants are assisted in obtaining and remaining in permanent housing in a manner that fits their needs;

☐ **Eligible Participants:** All of the proposed program participants must come from the street or other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence.

System Performance
To be considered as meeting system performance threshold, new project applications must meet the following criteria:

☐ **Housing Stability:** 80% of CoC program participants exit to a permanent housing destination;
☐ **Jobs and Income Growth:** At least 30% of CoC program adult participants increase their income from employment and non-employment sources;
☐ **Mainstream Benefits:** 56% of CoC program participants obtain non-cash mainstream benefits.

Additional Information
The regulations for the Continuum of Care program may be found at:
https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices/

All parties intending to apply for funding are strongly encouraged to review the program regulations, including those organizations that are currently or were previously funded. Proposals which do not conform to the regulations will not be considered for funding. Please contact Anna Jacobsen at ajacobsen@cityofpasadena.net or Jennifer O'Reilly-Jones at joreillyjones@cityofpasadena.net with questions about HUD programs.

Selection Process
Projects responding to this RFP will be reviewed and ranked by an independent Grants Evaluation Committee. Projects will be reviewed in reference to the project's consistency with community needs, the project's ability to enhance system performance, the agency/collaborative capacity to enhance system performance, and financial efficiency and management. The Pasadena CoC Ranking and Selection scoring tool for Bonus and Reallocation Funding project will be posted online by Wednesday, July 18 at: https://pasadenapartnership.org/coc-new-projects/

Applicants will be notified of preliminary recommendations by August 9, 2018. Projects that are not recommended for funding have the ability to appeal the Grants Evaluation Committee's decision to the Pasadena CoC Board on August 14, 2018. Agencies wishing to appeal must notify the City in writing by August 13, 2018 at noon.

Proposals/Applicants who are approved to move forward to be submitted in the CoC Consolidated Application will work with CoC staff to revise applications to be most competitive in the CoC application process.

Award of Funds
The project selected by the Continuum of Care Board will be notified on August 15, 2018. Please be aware that applications need to be finalized in e-snaps and submitted to the CoC Collaborative Applicant by noon August 15, 2018. If the funding is awarded by HUD, grant funds are estimated to be made available by HUD by the first half of the 2019 calendar year. The timing of awards and grant-making by HUD is outside of the control of the City of Pasadena. Therefore, agencies seeking and receiving new funding must be aware of all operating year start and end dates and must make arrangements to cover any period in which a HUD funding award is pending, delayed, or not awarded.

Contents of Proposal

Please use e-snaps to prepare and submit a project proposal. E-snaps can be accessed at:
https://esnaps.hud.gov

Proposers who do not currently have access to the Pasadena CoC's module of the HUD e-snaps system will be given access following attendance at the mandatory workshop on July 19.

Required Attachments in e-snaps
☐ SF-424 Application for Federal Assistance;
☐ SF-424 Supplement, Survey on Ensuring Equal Opportunities for Application required for nonprofit
   applicants only where completion and submission of this survey is voluntary
☐ Form HUD-2880, Applicant/Recipient Disclosure/Update Report;
☐ SF-LLL, Disclosure of Lobbying Activities (if applicable);
☐ Form HUD-50070, Certification for Drug-Free Workplace;
☐ Applicant Code of Conduct that complies with 2 CFR part 200.

In addition, the City will be issuing a list of City of Pasadena requirements and required documentation. All of the City-required documentation must be provided by email to Anna Jacobsen, ajacobsen@cityofpasadena.net no later than Thursday, August 2, 2018.