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Table of Contents

Overview	4
Available Funding	4
Mandatory Workshop	4
Deadline	4
Questions	4
Introduction	4
Project Timeline	5
Proposed Project Requirements	5
Eligible Applicants	6
Match Funding Requirements	6
General Requirements	6
Funds	6
Timeliness	6
HUD Eligibility Requirements	6
HMIS or Comparable Database	6
CES	6
Match	7
Project Types	7
Rapid Re-Housing (RRH)	7
Supportive Services Only for Coordinated Entry (SSO-CE)	7
Evaluation Procedures and Criteria	7
Project Quality & Performance Threshold Requirements	7
Project Quality	7
System Performance	8
Additional Information	8

Selection Process	8
Award of Funds	8
Contents of Proposal	9
Required Attachments in e-snaps	9

Request for Proposals (RFP) for DV 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 DV Bonus Funding in conjunction with the City of Pasadena Housing Department.

Available Funding

\$144,511 of Domestic Violence (DV) Bonus Funding is available for DV Rapid Re-Housing (RRH) projects and New DV Supportive Services Only for Coordinated Entry (SSO-CE) projects as detailed below. The Pasadena CoC will only submit one project application for the DV Bonus Funding to HUD and therefore applicants should apply for the full amount of funding available.

Mandatory Workshop

Agencies interested in applying for the DV Bonus 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

As the Collaborative Applicant for the Pasadena Continuum of Care (CoC), the City of Pasadena's Housing & Career Services Department is accepting proposals for new Domestic Violence (DV) projects with Continuum of Care Homeless Assistance Bonus Funding from the U.S. Department of Housing and Urban Development (HUD).

The Pasadena CoC is soliciting proposals that address housing and service priorities established through the Pasadena CoC, with priority for Domestic Violence projects that follow a housing first approach.

The projects being solicited are innovative and highly effective Rapid Re-Housing projects that will create additional housing inventory through rental assistance or leasing, as well as Coordinated Entry projects that will improve the Coordinated Entry System to better meet the needs of domestic violence survivors (e.g. creating trauma-informed, client-centered policies and procedures to improve access to and provision of services for survivors of domestic violence and/or better coordinate referrals to the Coordinated Entry System from DV providers). Projects are encouraged to show collaboration among providers and leverage mainstream resources to support highly vulnerable populations.

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/>

Information on serving persons who are experiencing homelessness as a result of fleeing domestic violence is available on HUD's website:

<https://www.hudexchange.info/homelessnessassistance/domestic-violence/>

More information on the HEARTH Act, the Interim Rule and the NOFA is available on the HUD CoC page:

<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 CoC funding, provided the proposed project is not currently receiving CoC funding.

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 one or more of the following project types, consistent with the guidance provided by the U.S. Department of Housing and Urban Development (HUD) including, but not limited to, using a Housing First approach:

1. New DV* Rapid Re-Housing (RRH) project
2. New DV* Supportive Services Only for Coordinated Entry (SSO-CE) project

* DV projects must be dedicated to survivors of domestic violence, dating violence, sexual assault, or stalking that meet the definition of homeless, as defined in 24 CFR 578.3. Persons who are fleeing or attempting to flee human trafficking may also qualify under this homeless definition.

Competitive Proposed Projects will:

- Clearly meet the CoC Program funding opportunity requirements of HUD and the Pasadena CoC;
- Have a clear plan for acquiring permanent housing for the project (RRH);
- Include trauma-informed and client-centered practices that better meet the needs of domestic violence survivors within the Coordinated Entry System (SSO-CE);

- 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 (SSO-CE);
- Be based upon best practices and the most effective, evidence-based, culturally competent, and individualized client-centered models possible (both project types);
- Include plans to successfully meet HUD and local performance measures (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.

Match Funding Requirements

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.”

General Requirements

The project must be dedicated to serving survivors of domestic violence who are defined as homeless by HUD. The definition for persons experiencing domestic violence can be found here: <https://www.hudexchange.info/homelessness-assistance/domestic-violence/>

Funds

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.

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 or Comparable Database

Participation in the Homeless Management Information System (HMIS) is required of all HUD grant recipients; however, victim service providers are required to use a comparable database to avoid disclosure of personally identifying data, per the requirements of the Violence Against Women Act (VAWA). Victim service providers must collect all of the data elements required by HUD and provide only aggregate data about victims to the Pasadena CoC.

CES

Participation in the Coordinated Entry System (CES) is required including filling units with referrals from CES and prioritizing resources for the most vulnerable persons and households. More information on victim service providers participating in coordinated entry can be found here:

<https://www.hudexchange.info/resources/documents/Coordinated-Entry-and-VictimService-Providers-FAQs.pdf>

Match

Projects must provide 25% match of eligible funds or in-kind services.

Project Types

Rapid Re-Housing (RRH)

Provide permanent housing for survivors of domestic violence, dating violence, sexual assault, or stalking who meet the HUD definition of homeless. Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs. Eligible activities include: Leasing, Rental Assistance, Supportive Services, Operations and HMIS.

Supportive Services Only for Coordinated Entry (SSO-CE)

Implement policies, procedures and practices that equip the Pasadena CoC's coordinated entry system to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking who meet the HUD definition of homeless and coordinate referrals between coordinated entry and the victim service providers. 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.

All components require 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 at:
<https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>

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 are survivors of domestic violence and come from the street or other locations not meant for human habitation, emergency shelters, safe havens or are exiting an institution where they resided for 90 days or less and had resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

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 DV Bonus 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.