

# Special Announcement and Request for Qualifications: CoC Permanent Supportive Housing Subaward Opportunity

Issued April 1, 2024  
Letters of interest and qualification due April 30, 2024

The City of Tucson is seeking one or more subrecipients to administer two Continuum of Care projects. This Request for Qualifications process is the means by which potential subrecipients will be identified. Responses will be reviewed by a selection panel which will make recommendations to the City of Tucson for approval.

Letters of interest and qualification in response to this solicitation must be submitted to [hcdgrants@tucsonaz.gov](mailto:hcdgrants@tucsonaz.gov) on or before 11:59pm on April 30, 2024.

## Background

Multiple CoC project grants are being voluntarily relinquished by the current grant recipient and have been transferred to the City of Tucson at the direction of the Tucson Pima Collaboration to End Homeless Board. The City of Tucson seeks subrecipient partners to administer the following projects:

- **Transitions PSH:** Community Partnership of Southern Arizona is voluntarily relinquishing the Transitions permanent supportive housing project for youth which was originally funded through the Youth Homelessness Demonstration Program. The selected recipient will be required to maintain YHDP special activities throughout program implementation including engaging youth with lived expertise in leadership/advisory capacities, providing moving expenses, and maintaining supportive services for up to 12 months after rental assistance ends. Project details are provided in the table below.

PROJECT CONFIGURATION	
Number of Beds	20 beds
Number of Units	16 – 1 br units 2 – 2 br units
PROJECT BUDGET	
Rental Assistance	\$170,136
Supportive Services	\$75,376
Administrative Costs	\$11,908
<b>Total Subaward Budget</b>	<b>\$257,420</b>
Matching Funds Required	\$64,355
ANNUAL PERFORMANCE PERIOD	
Program Year Start	10/1/24
Program Year End	9/30/25
<b>SUBAWARD START DATE</b>	<b>10/1/24</b>

- **Medical Respite PSH:** Community Partnership of Southern Arizona is voluntarily relinquishing the Medical Respite permanent supportive housing project for medically vulnerable individuals and families. Project details are provided in the table below.

<b>PROJECT CONFIGURATION</b>	
Number of Beds	20
Number of Units	6 – studio units 14 – 1 br units
<b>PROJECT BUDGET</b>	
Rental Assistance	\$175,728
Supportive Services	\$61,167
Administrative Costs	\$11,130
<b>Total Subaward Budget</b>	<b>\$248,025</b>
Matching Funds Required	\$62,007
<b>ANNUAL PERFORMANCE PERIOD</b>	
Program Year Start	08/01/2024
Program Year End	07/31/2025
<b>SUBAWARD START DATE</b>	
	08/01/2024

### Timing of Subaward and On-Going Collaboration

The City of Tucson expects to select one or more subrecipients for each project at least 60 days prior to the subaward start date listed in the tables above.

The projects contained in this Request for Qualifications are renewed annually through a competitive cycle administered by the Tucson Pima Collaboration to End Homelessness.

### Subrecipient Eligibility

Eligible applicants include not-for-profit organizations and units of local/state government. The City of Tucson will provide preference for organizations with three or more years of experience providing homeless assistance services and may, at its discretion, prioritize organizations which do not currently administer Continuum of Care Program funds in alignment with the HUD goal of expanding the diversity of organizations administering HUD-funded homeless assistance programs.

Responses received from ineligible applicants will not be reviewed.

### Competitive Characteristics

Respondents exhibiting the following characteristics will be considered more competitive for selection. Assessment of these characteristics shall include information provided in the letter of interest of qualification, as well as local service, participation, and performance data.

- Experience successfully implementing one or more state/federally assisted housing projects for persons experiencing homelessness
- Experience providing high-quality services to the target population(s) associated with the project or projects applied for
- Demonstrated capacity and experience successfully managing Federal funds
- Experience successfully using the Homeless Management Information System (HMIS), and adherence to TPCP HMIS Policies and Procedures
- Demonstrated capacity and experiencing leveraging Medicaid and other resources for supportive services provided within a person's residence
- Demonstrated ability to leverage other mainstream resources to benefit project participants
- Demonstrated success utilizing PHA and affordable housing move-on strategies with program participants
- Demonstrated commitment to client choice and a Housing First approach
- If currently administering CoC programs, demonstrated history of positive CoC project performance as indicated by the most recent two years' Rating Tool scores and HUD and TPCP monitoring reports
- Active participation in the CoC and demonstrated commitment to collaborative problem-solving
- Existing partnerships and coordination with affordable housing, public housing, voucher, and Medicaid housing programs

## Submission Instructions

Interested entities are asked to send a brief email indicating interest on or before April 15, 2024. While this is not mandatory, it will help the City of Tucson prepare for submission review and is strongly encouraged.

A formal letter of interest and qualification is due to [hcdgrants@tucsonaz.gov](mailto:hcdgrants@tucsonaz.gov) on or before 11:59pm on April 30, 2024. The letter may not exceed 5 typed pages, standard 11-point font, including the 1-page cover sheet.

Organizations interested in applying to administer both available programs are not required to submit multiple letters. Please indicate each grant for which the applicant is expressing interest on the cover sheet and respond to the narrative questions accordingly.

## Submission Content

### Cover Sheet (1 page maximum)

- Name of organization
- Two points of contact with phone and email
- Tax ID Number
- Name of project(s) in which organization is interested in accepting transfer
- Names, brief descriptions, and dollar amounts of all CoC projects administered by the organization (if applicable)

## Narrative (4 pages, maximum)

- **Issue Area Experience:** Briefly describe your agency's experience in addressing issues of homelessness, housing, and/or poverty.
- **Agency Capacity:** Briefly outline your agency's proposed plan to take on the proposed transfer grants including your plan for ensuring program participants transition to permanent housing destinations upon project end. How does/do the requested transfer grant(s) complement the housing and services currently offered by your agency?
- **Move-On Experience:** Provide the number and percentage of participants which have exited current projects through move-on strategies with the local PHA, Medicaid housing, affordable housing, or similar. Describe your experience enrolling and supporting participants in taking advantage of these options.
- **Match Requirements:** The recipient of these funds will be responsible for ensuring the match requirements are met. Please describe the sources of funding to be used for match and eligible CoC costs for which these funds will be used.
- **Current Grant(s) Issues:** State whether your agency currently has any of the following issues with any HUD grants: unexpended HUD grants and/or HUD monitoring findings. If any of these issues are present, please describe how the agency is addressing them. If the agency has any HUD monitoring findings, please attach the HUD monitoring letter describing those findings, and any correspondence from the agency demonstrating how the monitoring findings have been resolved. Please note that this question pertains to any type of HUD funding, not just CoC funding.
- **Anticipated Grant or Budget Amendments:** Briefly describe any grant or budget amendments your agency expects to require for the administration of this project. The City of Tucson will assist in the preparation, submission, and negotiation of grant amendments with HUD; however, only HUD can approve grant amendments.

## Attachments

- Proof of non-profit status (if not a government agency or PHA)
- Proof of active SAM status (screenshot of active SAM.gov registration)
- Most recent independent financial audit, including single audit (if applicable)
- HUD monitoring report completed within the past 24 months and confirmation of resolution (if applicable)

## Appendices

One appendix is attached to this solicitation and incorporated herein:  
Appendix A – Review matrix

## **Additional Information**

For questions or additional information, please email [hcd-grants@tucsonaz.gov](mailto:hcd-grants@tucsonaz.gov) or call Jason Thorpe at (520) 837-5331.

**APPENDIX A**

<b>Area of Evaluation</b>	<b>Review will take into consideration:</b>	<b>Max Points</b>
<b>Issue Area Experience</b>	<ul style="list-style-type: none"> <li>▪ The extent to which the applicant demonstrates experience addressing issues of poverty and/or homelessness in Tucson and throughout Pima County.</li> <li>▪ The extent to which the applicant demonstrates experience participating in the local Continuum of Care.</li> </ul>	20
<b>Applicant Capacity and Current Grant(s) Issues</b>	<ul style="list-style-type: none"> <li>▪ Applicant’s capacity to receive the grant(s).</li> <li>▪ Any outstanding concerns with current HUD grants (including, but not limited to, CoC grants). The presence of outstanding concerns may result in fewer points</li> </ul>	20
<b>Move-On Experience</b>	<ul style="list-style-type: none"> <li>▪ The extent to which the applicant currently utilizes move-on opportunities for housing participants.</li> <li>▪ The variety of move-on approaches used by the applicant to promote positive housing exits.</li> </ul>	20
<b>Match Requirements</b>	<ul style="list-style-type: none"> <li>▪ Reviewers will be looking for a clear description of how match requirements will be met.</li> </ul>	10
<b>Attachments</b>	<ul style="list-style-type: none"> <li>▪ Required attachments all submitted, and no concerns/issues noted therein.</li> </ul>	10
<b>Total Points</b>		<b>80</b>
<b>BONUS POINTS</b>	<ul style="list-style-type: none"> <li>▪ Extent to which applicant demonstrates competitive characteristics identified in the request for letters of interest and qualification.</li> </ul>	20
<b>TOTAL POINTS POSSIBLE</b>		<b>100</b>