



CITY OF TUCSON

Request for Letters of Interest CARES Act Homeless Assistance Programs **Responses Due: Friday, November 6, 12pm (Noon) Arizona Time**

BACKGROUND

The City of Tucson has planned with the community to respond to the COVID-19 virus by supporting and funding efforts to provide housing and other services to persons experiencing homelessness. The City of Tucson has received supplemental funding through the CARES Act Community Development Block Grant (CDBG-CV) and CARES Act Emergency Solutions Grant (ESG-CV) programs to address emergent needs related to COVID-19 and homelessness. As a result of the COVID-19 health emergency, non-congregate shelter and longer-term rehousing strategies are needed to reduce risk of health complications to vulnerable people experiencing homelessness.

The City of Tucson is releasing this Request for Letters of Interest from eligible non-profit and government entities with capacity to provide winter shelter, rapid rehousing, and/or navigation services for people experiencing homelessness in the Tucson area. Project funding will include CDBG-CV and ESG-CV funds and will require full compliance with applicable Federal requirements except where waivers of regulatory requirements have been obtained by the City of Tucson.

Expectations may evolve based on changes in local infrastructure infection rates, and community response to the COVID-19 health emergency. The selected agencies will be required to work closely with community teams and adjust services as directed by the City of Tucson.

SERVICES SOLICITED UNDER THIS REQUEST FOR LETTERS OF INTEREST

This solicitation includes discrete scopes of service for three project components deemed essential by the City of Tucson to respond to the COVID-19 pandemic among people experiencing homelessness in the Tucson area.

Winter Shelter: The City of Tucson intends to subaward ESG-CV Emergency Shelter funds in the amount of not more than \$100,000 to one or more agencies for the purpose of establishing 100 nightly winter shelter beds during the period of November 23, 2020 – February 28, 2021.

Housing Navigation: The City of Tucson intends to subaward CDBG-CV Public Services funds to one or more agencies in the amount of not more than \$150,000 to one or more agencies for the purpose of providing eligible essential services that promote permanent housing placement and stability for a minimum of 125 eligible households referred by the City of Tucson during the period of November 23, 2020 - November 30, 2021.

Rapid Rehousing: The City of Tucson intends to subaward ESG-CV Rapid Rehousing funds in the amount of not more than \$2,000,000 to provide eligible rental assistance and housing relocation and stabilization services for a minimum of 150 eligible households referred through the TPCH Coordinated Entry system during the period of November 23, 2020 – April 30, 2022.

MULTIPLE SUBMISSIONS

Agencies may apply to provide services through one or multiple project components. If applying to provide services under more than one project component, a separate letter of interest is required for each component.

PROPOSALS TO SERVE FEWER THAN STATED MINIMUM NUMBER OF HOUSEHOLDS

Agencies may apply to serve fewer households than outlined in the project component(s)' scope of work provided that the budget request does not exceed the cost per household identified in the scope of work calculated against the number of households proposed to be served. Agencies applying under the Rapid Rehousing component may not apply to serve fewer than 50 households.

Respondents are encouraged to consider agency capacity in determining the total number of households to be served and the delivery timelines stated in this solicitation.

ELIGIBLE APPLICANTS

Eligible applicants include not-for-profit agencies with IRS 501(c)(3) designation. Eligible agencies must be currently registered with the U.S. System for Award Management (SAM) and not be suspended or disbarred from doing business with the Federal government.

FUNDING AVAILABLE

Funding is available through this solicitation under three project components. The total amount of funding available for each project component is provided below.

Winter Shelter	\$100,000
Housing Navigation	\$150,000
Rapid Rehousing	\$2,000,000

Additional funds may become available at a later date to expand or continue the project beyond the initial project period. Project services may be budgeted for the performance period stated in each component's scope of work; however, households should be exited to self-sufficiency or longer-term housing subsidies/services as soon as possible.

TIMELINE

Responses to this Request for Letters of Interest must be received in the format specified in this solicitation on or before 12:00pm (Noon) Arizona time on November 6, 2020.

Applicants will be notified of project selection on or before November 13, 2020.

Respondents must be able to provide all services included in the scope of work for the project component(s) for which they are applying and have the capacity to begin operations on or before the date specified in the component(s)' scope of work.

Agreements may be canceled or reduced with 30 days' written notice by either party if need and/or utilization of the service is reduced.

SCOPE OF WORK

Exhibits A-C are attached in this solicitation and incorporated herein. Recipients selected through this solicitation are required to provide all services outlined in the scope of work for the project component(s) for which they are applying and will be required to adhere to all eligibility requirements and timelines stated in the component(s)' scope of work.

PAYMENT

Funds awarded through this solicitation will be in the form of a cost-reimbursement subaward of Federal funds. Agencies selected through this solicitation will be required to submit monthly invoices for reimbursement of eligible costs to the City of Tucson within 15 days following each month of service. Eligible costs as identified in

the approved budget will be reimbursed within 30 days of invoice receipt. Eligible costs for each project component are identified in the attached Scopes of Work.

LETTER OF INTEREST CONTENT AND FORMAT

Responses to this solicitation must be provided in the form of a letter of interest issued on agency letterhead and signed by an authorized organizational representative with authority to bind the organization to the services and budget proposed. Letters of interest may not exceed five single-spaced pages excluding attachments and must include the following narrative sections. Letters of interest must be submitted in standard 11-point Times New Roman font.

Agency Experience: Letters of Interest must include a description of the agency's experience providing services outlined in the Scope of Work. Descriptions should include specific services provided, scale of those services in terms of households served, and past performance outcomes as they relate to financial stability and permanent housing (i.e. #/% of participants successfully exiting to permanent housing, #/% of participants with income at project exit, etc.)

Project Description: Letter of Interest must include a detailed description that demonstrates the capacity and plan to provide all services outlined in the project component's scope of work within the required timeframes. The project description must include the proposed implementation schedule to bring project to 100% operating capacity upon notice of award. In addition to stating the number of households the project intends to serve, the project description must also state the minimum number of households for which the agency is willing to accept an award in the event of reduced funding.

Project Staffing: Letters of Interest must include a description of project staffing that identifies by name existing staff members to be assigned to this project, qualifications, and the time dedicated to this project as a percentage of full-time equivalency. Letters must also explain how existing staffing, if engaged in the proposed project, will be sufficient to deliver assigned services in light of other responsibilities. For new staff positions to be created through this solicitation, agency must provide a brief description of new position(s) to be created, percentage of time dedicated to this project, minimum position requirements, and anticipated timeline for recruiting and onboarding new staff members.

Continuity Plan: Letters of Interest must describe the agency's plan to ensure uninterrupted continuity of operations in the event of staff illness or other shortage and in the event of additional stay-at-home orders if issued.

Points of Contact: Letters of interest must include the name, title, phone number, and email address of two persons able to answer questions related to the Letter of Interest and enter into subaward negotiations with the City of Tucson.

Certification: Letters of interest must include the following Certification exactly as it is written:

By submitting this application, I confirm that I am authorized to make this offer on behalf of <Organization Name>. I recognize that this is a firm and binding offer for delivery of the full Scope of Services outlined in the City of Tucson's Request for Letters of Interest at the proposed budget. I recognize that negotiation of any changes to this proposal will be at the discretion of the City of Tucson.

Attachments Excluded from Page Limitation: The following materials must be attached to the Letter of Interest and are not counted toward the 5-page limit.

Project Budget: Respondents must attach a detailed project budget which identifies all proposed costs including quantity, calculation methodology, and justification.

Indirect Cost Rate: Indirect costs shall be reimbursable to the extent authorized by 2 CFR 200.

If the agency has a current Federally Negotiated Indirect Cost Rate Agreement (NICRA), agency must attach a copy of its current agreement and include the indirect cost calculation within its project budget.

If the agency does not have a currently and has never previously had a Federally Negotiated Indirect Cost Rate Agreement, agency must include a statement in the Letter of Interest that it intends to use the de minimus indirect cost rate of 10% of modified total direct costs (see 2 CFR 200.68 for guidance related to calculating modified total indirect costs).

If the agency has previously had a Federally Negotiated Indirect Cost Rate Agreement but does not have a current agreement, or has never had a Federally Negotiated Indirect Cost Rate Agreement and is requesting a rate other than 10%, agency must include a statement in the Letter of Interest that it is requesting to negotiate an indirect or administrative cost rate with the City of Tucson. Agencies should include the proposed negotiated rate within their project budget and provide as an attachment a detailed accounting of the rationale for the proposed rate, costs included in the proposed rate, and costs included in the direct cost base against which the proposed negotiated rate will be applied. Negotiated rates are at the discretion of the City of Tucson.

SUBMITTAL INSTRUCTIONS

Responses must be emailed to Jodie.barnes@tucsonaz.gov and received no later than 12pm (Noon) Arizona time on Monday, November 6, 2020.

QUESTIONS REGARDING THIS SOLICITATION

All questions regarding this solicitation should be emailed to Jodie.barnes@tucsonaz.gov. Please allow up to two business days for a response.

EVALUATION OF RESPONSES

Responses to this solicitation shall be competitively evaluated by a review panel established by the City of Tucson. Projects will be evaluated using the following criteria.

SCORING CRITERIA	MAX SCORE
<p>Agency Experience</p> <ul style="list-style-type: none"> Extent to which applicant demonstrates prior success delivering the proposed service or similar Extent to which past performance outcomes, including those reported in proposal, prior City of Tucson subawards, and/or prior Continuum of Care and Emergency Solutions Grant projects reported by TPCCH demonstrate achievement of outcomes stated in the scope of work Extent to which organization has prior experience administering HUD funds 	20 points
<p>Project Description</p> <ul style="list-style-type: none"> Extent to which applicant includes detailed plan to provide all required services Extent to which proposed implementation schedule meets the immediate community need Extent to which proposed services will meet the needs of population served 	35 points
<p>PROJECT STAFFING</p> <ul style="list-style-type: none"> Extent to which applicant provides a detailed staffing plan comprised of persons with relevant expertise and experience to deliver proposed services Extent to which applicant's staffing plan offers sufficient staffing ratios to deliver proposed services and achieve outcomes stated in the scope of work 	15 points
<p>CONTINUITY PLAN</p> <ul style="list-style-type: none"> Extent to which applicant provides a detailed and reasonable plan to ensure continuity of services in the event of staff shortage or stay at home orders 	10 points
<p>PROJECT BUDGET</p> <ul style="list-style-type: none"> Project budget includes eligible costs and does not exceed the maximum amount of funding available per household based on the proposed number of households to be served Extent to which project budget is reasonable, necessary, and prudent to deliver project 	20 points

EXHIBIT A
CITY OF TUCSON – CARES ACT HOMELESS ASSISTANCE PROGRAMS
SCOPE OF WORK: RAPID REHOUSING

FUNDING SOURCE

HUD – CARES Act Emergency Solutions Grant (ESG-CV) Rapid Rehousing Funds

TOTAL FUNDING AVAILABLE

\$2,000,000 to serve a minimum of 150 households, or

\$13,333/household if proposing to serve fewer than 150 households (minimum number of households to be served may not be less than 50)

PERFORMANCE PERIOD

Project services shall begin on or before November 23, 2020 and will end by April 30, 2022 unless subsequently extended by written amendment to the subaward agreement.

100% of households served must be entered into rapid rehousing subsidy on or before April 30, 2022.

ELIGIBLE BENEFICIARIES

- Individuals and who families who lack a fixed, regular, and adequate nighttime residence meaning:
 - An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground ((24 CFR 576.2 Homeless Definition paragraph (1.i), or
 - An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals ((24 CFR 576.2 Homeless Definition paragraph 1.ii), or
 - And individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation (24 CFR 576.2 Homeless Definition Paragraph 1.iii), or
- Individuals and families who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence (24 CFR 576.2 Homeless Definition paragraph 4.i), and
 - Has no other residence (24 CFR 576.2 Homeless Definition paragraph 4.ii), and
 - Lacks the resources or support networks such as family, friends, faith-based or other social networks, to obtain other permanent housing (24 CFR 576.2 Homeless Definition paragraph 4.iii), and

- Reside in an emergency shelter or other unsheltered environment as defined above (24 CFR 576.104)
- Household income for participating households may not exceed 50% of [Area Median Income](#) at the time of re-assessment for continued service needs.
- Participants must reside in the City of Tucson.
- Participants may not have received more than 24 months of ESG rental assistance in the 36 months prior to project entry. If participants reach 24 months of assistance on or before February 28, 2020, household shall only be eligible for up six additional months of assistance (HUD ESG-CV Notice 9/1/20).
- All project participants must be prioritized and referred by the Tucson Pima Collaboration to End Homelessness (TPCH) Coordinated Entry system. Services provided to households not referred through the TPCH Coordinated Entry system are ineligible and shall not be reimbursed.

IMPLEMENTATION TIMELINE

- November 17, 2020 – Project completes City of Tucson ESG-CV grant requirements training
- November 23, 2020 – Project begins requesting referrals of eligible households from TPCH Coordinated Entry system
- March 15, 2021 – Quarterly report due to City of Tucson
- April 30, 2021 – 100% of households receiving rapid rehousing subsidy
- June 15, 2021 – Quarterly report due to City of Tucson
- September 15, 2021 – Quarterly report due to City of Tucson
- December 15, 2021 – Quarterly report due to City of Tucson
- March 15, 2021 – Quarterly report due to City of Tucson
- May 15, 2021 – Final report due to City of Tucson

SCOPE OF SERVICES

Upon receipt of referral from the TPCH Coordinated Entry system, project shall conduct eligibility screening and initial assessment of service needs within five business days of referral. Referrals of ineligible households shall be returned to the TPCH Coordinated Entry system indicating the reason for ineligibility. Project shall accept all households referred through the TPCH Coordinated Entry system who meet eligibility requirements.

Project shall provide the following services for all eligible households:

- On-going assessment of service needs and income eligibility not less than once every 90 days.
- Short- or medium-term rental assistance (24 CFR 576.106):
 - Short-term rental assistance for a period of 1-3 months
 - Medium-term rental assistance for a period of 4-12 months (HUD ESG-CV Notice 9/1/20)

- Payment of rental arrears consisting of a one-time payment for up to 6 months of rent in arrears, include any late fees on those arrears
- Rental assistance may be tenant-based or project based (24 CFR 576.106(a)(4)).
- For the purposes of calculating rent, the rent shall equal the sum of the total monthly rent for the unit, any fees required for occupancy under the lease (other than late fees and pet fees), and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone) established by the City of Tucson Public Housing Authority.
- Total monthly rent and utility allowance may not exceed [Fair Market Rent](#) for the unit unless expressly authorized by the City of Tucson. The City of Tucson shall only authorize rental amounts exceeding Fair Market Rent if such rents do not exceed Tucson area rent reasonableness standards.
- All units for which rental assistance is provided must meet [HUD Minimum Permanent Housing Habitability Standards](#). Project staff shall confirm and document that all units meet Minimum Permanent Housing habitability standards using the HUD-approved [checklist](#) and include this documentation in the client file.
 - Except for a one-time payment of rental arrears on the tenant's portion of the rental payment, rental assistance cannot be provided to a program participant who is receiving tenant-based rental assistance, or living in a housing unit receiving project-based rental assistance or operating assistance, through other public sources. Rental assistance may not be provided to a program participant who has been provided with replacement housing payments under the URA during the period of time covered by the URA payments (24 CFR 576.106(c)).
 - Project may make rental payments only to an owner with whom the recipient or subrecipient has entered into a rental assistance agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided. The rental assistance agreement must provide that, during the term of the agreement, the owner must give the project a copy of any notice to the program participant to vacate the housing unit or any complaint used under State or local law to commence an eviction action against the program participant (24 CFR 576.106(e)).
 - The rental assistance agreement must include all protections that apply to tenants and applicants under 24 CFR part 5, subpart L, as supplemented by § 576.409, except for the emergency transfer plan requirements under 24 CFR 5.2005(e) and 576.409(d). If the housing is not assisted under another “covered housing program”, as defined in 24 CFR 5.2003, the agreement may provide that the owner's obligations under 24 CFR part 5, subpart L (Protection for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking), expire at the end of the rental assistance period.
 - The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. The project is solely responsible for paying late payment penalties that it incurs with non-ESG funds.
 - Each program participant receiving rental assistance must have a legally binding, written lease for the rental unit, unless the assistance is solely for rental arrears. The lease must be between the owner and the program participant. Where the assistance is solely for rental arrears, an oral agreement may be accepted in place of a written lease, if the

agreement gives the program participant an enforceable leasehold interest under state law and the agreement and rent owed are sufficiently documented by the owner's financial records, rent ledgers, or canceled checks (24 CFR 576.106(g)).

- For program participants living in housing with project-based rental assistance under paragraph (i) of this section, the lease must have an initial term of 1 year and include a lease provision or incorporate a lease addendum that includes all requirements that apply to tenants, the owner or lease under 24 CFR part 5, subpart L (Protection for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking), as supplemented by 24 CFR 576.409, including the prohibited bases for eviction and restrictions on construing lease terms under 24 CFR 5.2005(b) and (c). If the housing is not assisted under another "covered housing program," as defined in 24 CFR 5.2003, the lease provision or lease addendum may be written to expire at the end of the rental assistance period (24 CFR 576.106(g)).
- Calculate tenant portion of rent pursuant to TPCW Written Standards and 24 CFR 578
- Housing Relocation and Stabilization Services (24 CFR 576.105)
 - Financial assistance paid to housing owners, utility companies, and other third parties for the following costs (24 CFR 576.105(a)).
 - Rental application fees
 - Security deposits
 - Last month's rent
 - Utility deposits
 - Utility payments including up to 6 months of utility arrears
 - Moving costs
 - Services Costs (24 CFR 576.105(b))
 - Housing search and placement activities to assist program participants in locating, obtaining, and retaining suitable permanent housing including costs associated with (24 CFR 576.105(b)(1))
 - Assessment of housing barriers, needs, and preferences
 - Development of an action plan for locating housing
 - Housing search
 - Outreach to and negotiation with owners
 - Assistance with submitting rental applications and understanding leases
 - Assessment of housing for compliance ESG Minimum Permanent Housing Habitability Standards, lead-based paint requirements, and rent reasonableness
 - Assistance with obtaining utilities and making moving arrangements

- Tenant counseling
- Housing stability case management costs to assess, arrange, coordinate, and monitor the delivery of individualized services to facilitate stability for project participants or to assist project participants in overcoming immediate barriers to obtaining housing (assistance cannot exceed 30 days during period that participant is seeking permanent housing and 12 months during the period that participant is living in permanent housing through the project) ((24 CFR 576.105(b)(2), HUD ESG-CV Notice 9/1/20)
 - Using the Coordinated Entry system to evaluate individuals and families applying for or receiving assistance
 - Conducting the initial evaluation including verifying and documenting eligibility for individuals and families applying for and receiving assistance
 - Counseling
 - Developing, securing, and coordinating services and obtaining Federal, State, and local benefits
 - Monitoring and evaluating program participant progress
 - Providing information and referrals to other providers
 - Developing an individualized housing and service plan, including planning a path to permanent housing stability
 - Conducting re-evaluations for all participants at least once every six months
- Mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides (24 CFR 576.105(b)(3)).
- Legal services as set forth in 24 CFR 576.102(a)(1)(vi) except that the eligible subject matters also include landlord/tenant matters, and the services must be necessary to resolve a legal problem that prohibits the program participants from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides (24 CFR 576.105(b)(4). Legal services are limited to those services necessary to help the participant obtain housing or prevent the loss of housing in which the project participant currently resides (HUD ESG-CV Notice 9/1/20).
- Credit repair services including credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt (24 CFR 576.105(b)(5).
- Housing counseling, as defined in 24 CFR 5.100, that is funded with or provided in connection with ESG funds must be carried out in accordance with 24 CFR 5.111. When recipients or sub recipients provide housing services to eligible persons that are incidental to a larger set of holistic case management services, these services do not meet the definition of housing counseling, as defined in 24 CFR 5.100, and

therefore are not required to be carried out in accordance with the certification requirements of 24 CFR 5.111.

- Additional Requirements

- Project must adhere to Housing First principles and may not require income, sobriety, or other requirements not outlined as eligibility determinants above for project entry. Project may not require supportive service participation, with the exception of monthly contact with project case manager, to maintain participation in the project. Housing First is not intended to be housing only and project staff are expected to use individualized case planning and progressive engagement approaches to facilitate participation in supportive services by project participants based on individual needs and preferences.
- Through donations or non-ESG funds, ensure that all households served through project are provided with appropriate home furnishings sufficient to meet household needs at the time of move-in
- Assess chronic homelessness status and Dedicated Plus eligibility, conduct verification, and upload determination and supporting documentation to the Homeless Management Information System within 90 days of project entry.
- Develop individual case plans with each household which include clearly defined goals and outcomes focused on achieving permanent housing and financial stability.
- Assess project participants for mainstream benefit eligibility (SSI/SSDI, SNAP, WIC, Vocational Rehabilitation, etc.) and coordinate application for benefits for which household is eligible, provide SOAR services for all eligible households
- Meet with each household remotely or in-person not less than twice per month to provide case management services, assess progress toward goals, and support achievement of case plan goals.
- Enter program participant information into the TPCH Homeless Management information System and other databases specified by the City of Tucson within two business days of an activities' occurrence.
- Participate in weekly coordination meetings with the City of Tucson and/or community-based teams regarding the implementation and utilization of the project.
- Complete reporting as required by the City of Tucson for project monitoring and HUD reports.

ANTICIPATED OUTCOMES

Project shall strive toward and be evaluated against its successful achievement of ESG Rapid Rehousing standards established by the TPCH Written Standards which include:

- 100% of project openings filled through TPCH Coordinated Entry
- 90% or greater utilization of grant funds
- 90% or greater nightly bed utilization
- 51% or greater of participants have cash income at exit
- 91% or greater of participants exit to permanent housing
- 90% or greater HMIS Data Quality

EXHIBIT B
CITY OF TUCSON – CARES ACT HOMELESS ASSISTANCE PROGRAMS
SCOPE OF WORK: HOUSING NAVIGATION

<p>FUNDING SOURCE</p> <p>HUD – CARES Act Community Development Block Grant (CDBG-CV) Public Service Funds</p>
<p>TOTAL FUNDING AVAILABLE</p> <p>\$150,000 to serve a minimum of 125 households, or \$1,200/household if proposing to serve fewer than 125 households</p>
<p>PERFORMANCE PERIOD</p> <p>Project services shall begin on or before November 23, 2020 and will end by November 30, 2021 unless subsequently extended by written amendment to the subaward agreement.</p>
<p>MAINTENANCE OF EFFORT/NON-SUPPLANTING</p> <p>All services funded under this solicitation must be new or demonstrate a quantifiable increase in the number of persons served if agency currently provides housing navigation services. Funds may not be used to supplement existing navigation funding without increasing the total number of persons served to match the number of persons proposed.</p>
<p>ELIGIBLE BENEFICIARIES</p> <ul style="list-style-type: none"> • Individuals and families experiencing homelessness including: <ul style="list-style-type: none"> • Chronically Homeless Individuals and Families: Persons with a disability who have been homeless at least 12 months or have been homeless 4 or more times in the past three years as defined in the U.S. Department of Housing and Urban Development “Defining ‘Chronically Homeless’ Final Rule (December 5, 2014). • Individuals and families experiencing literal homelessness as defined by Category 1 in the U.S. Department of Housing and Urban Development “Defining ‘Homeless’ Final Rule”. • Individuals and families experiencing homelessness under other Federal statutes as defined Category 3 in the U.S. Department of Housing and Urban Development “Defining ‘Homeless’ Final Rule”. • Individuals and families who are fleeing/attempting to flee domestic violence as defined by Category 4 in the U.S. Department of Housing and Urban Development “Defining ‘Homeless’ Final Rule”. • Project may only serve individuals and families referred to project by City of Tucson or its designee. Services provided to households not referred by City of Tucson or its designee are not eligible and will not be reimbursed. • Individuals and families served by project must reside in the City of Tucson.
<p>IMPLEMENTATION TIMELINE</p> <ul style="list-style-type: none"> • November 17, 2020 – Project completes City of Tucson CDBG-CV grant requirements training

- November 23, 2020 – Project begins accepting referral of eligible households from City of Tucson.
- January 10, 2021 – Project has requested and accepted referrals sufficient to bring the project to 100% year-round enrollment.
- March 15, 2021 – Quarterly report due to City of Tucson
- June 15, 2021 – Quarterly report due to City of Tucson
- September 15, 2021 – Quarterly report due to City of Tucson

SCOPE OF SERVICES

Upon receipt of referral from City of Tucson or its designee project shall confirm the eligibility of referred households and document eligibility in client file.

Project shall provide essential services for all project participants aimed at facilitating successful placement in permanent housing and financial stability.

Eligible services include:

- Coordinated Entry Support – Assisting referred households to complete Coordinated Entry assessment, participating in case conferencing and other activities to promote timely referral to transitional and/or permanent housing
- Housing Assessment and Planning – Conduct initial housing and needs assessment, developing and updating an individualized housing and financial stability plan to re-house households within 90 days, monitoring progress toward housing and financial stability plan.
- Referral and Resource Coordination – Screening all participants for mainstream benefit and community resource eligibility, initiating and providing direct support and follow-up to ensure successful obtainment of benefits for which participants are eligible. At a minimum, all participants must be screened for eligibility for the following services unless refused by the participant:
 - TPCH Coordinated Entry
 - Eligibility for services reserved for people meeting U.S. Department of Housing and Urban Development Chronic Homelessness and Dedicated Plus definitions.
 - US Veterans Administration benefits
 - Arizona Health Care Cost Containment System (AHCCCS) benefits and Arizona Health Insurance Marketplace (Affordable Care Act) eligibility
 - U.S. Social Security Income/Social Security Disability Income (SSI/SSDI) benefits and eligibility for expedited SSI/SSDI Outreach, Access, and Recovery (SOAR) application processing
 - Arizona Supplemental Nutrition Assistance Program (SNAP) and Women, Infants, and Children (WIC) benefits
 - Arizona Unemployment and Insurance benefits (or other states in which participant has recently resided and worked)
 - Arizona Department of Economic Security Cash Assistance benefits

- Arizona Child Care benefits
- Head Start/Early Head Start eligibility
- Arizona Jobs Program and ARIZONA@WORK Pima County One-Stop eligibility
- Ryan White and AIDS Drug Assistance Program (ADAP) benefits for people living with HIV/AIDS
- Document Collection – Assisting households to obtain missing identity documents and other documents necessary to obtain and maintain transitional and/or permanent housing including but not limited to:
 - State identification card or driver's license
 - Birth certificate
 - Social security card
 - Documents demonstrating legal residency for non-citizens
 - Court documents
 - Evidence of US military service
 - Social Security Income/Social Security Disability Income documents
 - Medical records including but not limited to proof of disability and/or obtaining documentation of prescriptions for assistance animals.
- Housing Coordination – Assisting households to obtain and maintain temporary shelter while transitional and/or permanent housing plans are arranged, initiating referrals to appropriate supportive housing options including, but not limited to, TPCH Coordinated Entry system, housing programs administered by local Public Housing Authority, Medicaid Housing, and community-based sober living, re-entry, halfway houses, and other supportive housing environments.
- Landlord Engagement – Developing and maintaining relationships with affordable housing property owners and managers to arrange and coordinate lease agreements with program participants receiving housing vouchers and/or with sufficient household income for independent rental.
- Transportation – Directly assisting households by providing transportation and/or providing transit pass assistance to enable participant households to engage in services to which they are referred, conduct housing search, and accomplish activities outlined in the individualized housing and stability case plan.
- Additional Requirements
 - By coordinating community donations and/or using outside funds, assist households served through project to obtain appropriate home furnishings sufficient to meet household needs at the time of move-in to permanent housing
 - Assess chronic homelessness status and Dedicated Plus eligibility, conduct verification, and upload determination and supporting documentation to the Homeless Management Information System within 15 days of project entry.

- Advocate for and assist participants in preventing the separation of individuals served from family members, pets and assistance animals, and personal property.
- Facilitate SSI/SSDI Outreach, Access, and Recovery (SOAR) services for all eligible households
- Meet with each household remotely or in-person not less than twice per month to provide housing navigation/case management services, assess progress toward goals, and facilitate entry to permanent housing.
- Enter program participant information into the TPCCH Homeless Management information System and other databases specified by the City of Tucson within two business days of an activities' occurrence.
- Participate in weekly coordination meetings with the City of Tucson and/or community-based teams regarding the implementation and utilization of the project.
- Complete reporting as required by the City of Tucson for project monitoring and HUD reports.
- The following costs are eligible to the extent that they are necessary to deliver the scope of services provided above:
 - Payroll costs (labor)
 - Program supplies (supplies)
 - Facility costs (rent, equipment, utilities) for the portion of facility used for project
 - Fees associated with delivery of the services provided above (document fees, transit passes, etc.) as long as direct cost payments do not exceed 90 consecutive days for any household (income payments)
 - Admin/Indirect Costs

ANTICIPATED OUTCOMES

Project shall strive toward and be evaluated against its successful achievement of the following outcomes:

- 80% of more of households served will have known exit destinations
- 80% or more of households served will exit to transitional or permanent housing destinations
- 96% or higher HMIS Data Quality

EXHIBIT C
CITY OF TUCSON – CARES ACT HOMELESS ASSISTANCE PROGRAMS
SCOPE OF WORK: WINTER SHELTER

<p>FUNDING SOURCE</p> <p>HUD – CARES Act Emergency Solutions Grant (ESG-CV) Emergency Shelter Funds</p>
<p>TOTAL FUNDING AVAILABLE</p> <p>\$100,000 to provide a minimum of 100 nightly emergency shelter beds</p>
<p>PERFORMANCE PERIOD</p> <p>Project services shall begin on or around November 15, 2020 and will end by February 28, 2020 unless subsequently extended by written amendment to the subaward agreement.</p>
<p>MAINTENANCE OF EFFORT/NON-SUPLANTING</p> <p>Funds awarded under this solicitation must be used to establish 100 new beds of emergency shelter for people experiencing homelessness during the performance period. Funds may not be blended with other shelter dollars to subsidize existing shelter beds.</p>
<p>ELIGIBLE BENEFICIARIES</p> <ul style="list-style-type: none"> • Individuals and families who lack a fixed, regular, and adequate nighttime residence meaning: <ul style="list-style-type: none"> • An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground ((24 CFR 576.2 Homeless Definition paragraph (1.i), <u>or</u> • An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals ((24 CFR 576.2 Homeless Definition paragraph 1.ii), <u>or</u> • And individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation (24 CFR 576.2 Homeless Definition Paragraph 1.iii), <u>or</u> • Individuals and families who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence (24 CFR 576.2 Homeless Definition paragraph 4.i), <u>and</u> <ul style="list-style-type: none"> • Has no other residence (24 CFR 576.2 Homeless Definition paragraph 4.ii), <u>and</u> • Lacks the resources or support networks such as family, friends, faith-based or other social networks, to obtain other permanent housing (24 CFR 576.2 Homeless Definition paragraph 4.iii), • Individuals and families served by project must reside in the City of Tucson.

IMPLEMENTATION TIMELINE

- November 15, 2020 – Soft launch of emergency shelter services for persons referred by City of Tucson Housing and Community Development Department, Fire Department, and Tucson Police Department
- November 17, 2020 – Project completes City of Tucson ESG-CV grant requirements training
- November 23, 2020 – Shelter operations at full capacity and accepting referrals from all sources
- March 15, 2021 – Quarterly report due to City of Tucson
- June 15, 2021 – Quarterly report due to City of Tucson
- September 15, 2021 – Quarterly report due to City of Tucson

SCOPE OF SERVICES

Upon receipt of referral or walk-in by person seeking shelter, project shall confirm through self-report and document participant eligibility in the client file based on housing status as of the day of referral/walk-in.

- Provide emergency shelter accommodations for up to 100 persons nightly to including:
 - Initial COVID-19 testing and connection to health services
 - Nightly accommodation between the hours of 6pm and 8am at minimum
 - Health and hygiene supplies
 - Restrooms and bathing facilities
 - Evening and morning meals, snacks
- Eligible costs associated with shelter operations (24 CFR 576.102(3)) include:
 - Facility maintenance including minor or routine repairs
 - Facility rent
 - Security
 - Fuel
 - Equipment
 - Insurance
 - Utilities
 - Food
 - Furnishings
 - Supplies

- Transportation including cost of program participant's travel to and from medical care, employment, child-care, or other essential service facilities (24 CFR 576.102(1)(a)(x). If funding transportation through ESG-CV subaward funds, the following costs are eligible.
 - Program participant's travel on public transportation and cost of project staff to assist program participants to use public transportation, if applicable
 - Mileage allowance for project staff to visit program participants
 - Leasing a vehicle for the project in which staff transport program participants and/or staff serving program participants
 - Gas, insurance, taxes, and maintenance for vehicles owned or leased by project for use described above

- Coordinated community referral to City of Tucson and/or community housing navigators to deliver and arrange essential services for all project participants aimed at facilitating successful placement in permanent housing and financial stability to the extent permitted under 24 CFR 576.102.

- Additional Requirements
 - All participants entering shelter shall be eligible for continued nightly shelter until the end of the performance period or until moving into transitional or permanent housing, whichever occurs first. Shelter residents shall not be discharged from shelter nightly but may be discharged if the shelter bed is abandoned for one or more nights.
 - Shelter services must be low-barrier and may not require sobriety or identity documents. Shelter projects funded under this solicitation may not require participation in supportive services, volunteer activities, religious activities, or social programming in order to obtain or maintain shelter residency.
 - Assist shelter participants to ensure safe care for animals and storage of personal belongings during period of shelter stay.
 - Shelter must be provided in currently available congregate or non-congregate settings appropriately fitted to enable social distancing within the temporary shelter environment.
 - Follow best practices for preventing and responding to COVID-19 infection in congregate shelter environments as defined in the [U.S. Centers for Disease Control and Prevention Interim Guidance for Homeless Service Providers](#) and [U.S. Department of Housing & Urban Development Alternative Approaches to Winter Sheltering During COVID-19](#).
 - Ensure cleaning/disinfection protocols are sufficient to prevent the spread of COVID-19. Agencies are encouraged to adopt practices outlined in the U.S. C
 - Participate in HMIS Shelter Point module which tracks real-time shelter bed availability with community visibility enabled.
 - Enter program participant information into the TPCH Homeless Management Information System and other databases specified by the City of Tucson within two hours of shelter entry/exit.
 - Participate in weekly coordination meetings with the City of Tucson and/or community-based teams regarding the implementation and utilization of the project.

- Complete reporting as required by the City of Tucson for project monitoring and HUD reports.

ANTICIPATED OUTCOMES

Project shall strive toward and be evaluated against its successful achievement of ESG Emergency Shelter performing standards established by the TPCH Written Standards which include:

- 60% or more of households served will have known exit destinations
- 60% or more of households served will exit to permanent housing destinations
- 65% or higher nightly bed utilization
- 90% or higher HMIS Data Quality