

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

Issued September 30, 2019

Letters of interest and qualification due October 10, 2019 – 1pm AZ Time

The Tucson Pima Collaboration to End Homelessness (TPCH) is seeking one or more new recipient(s) for three CoC-funded Permanent Supportive Housing (PSH) projects. This Request for Qualifications process is the means by which potential recipient(s) will be identified. Responses will be reviewed by a selection panel which will make recommendations to the TPCH Board for approval. TPCH's selection is subject to HUD approval.

Letters of interest and qualification in response to this solicitation must be submitted to [tpch@tucsonaz.gov](mailto:tpch@tucsonaz.gov) on or before October 10, 2019 (1pm, Arizona Time).

## Background

The following CoC Permanent Supportive Housing project grants are being voluntarily relinquished by the current grant recipient:

- **Solitude PSH:** CODAC, Inc. is voluntarily relinquishing the Solitude PSH project effective November 30, 2019. There is one year of funding remaining on the project and a new recipient is sought to administer the project from December 1, 2019-November 30, 2020. This grant was reallocated during the FY 2019 Continuum of Care funding competition and renewal funds will not be available after November 30, 2020.
- **Enhanced Supportive Housing Program PSH:** CODAC, Inc. is voluntarily relinquishing the Enhanced Supportive Housing Program PSH project effective December 31, 2019. There is one year of funding remaining on the project and a new recipient is sought to administer the project from January 1, 2020-December 31, 2020. This grant was reallocated during the FY 2019 Continuum of Care funding competition and renewal funds will not be available after December 31, 2020.
- **Lifeworks PSH:** COPE Community Services seeks to transfer or subaward delivery of services through the LifeWorks Permanent Supportive Housing Project effective as soon as possible. This project begins its final 12-month grant term on October 1, 2019 and will expire on September 30, 2020. This grant was reallocated during the FY 2019 Continuum of Care funding competition and renewal funds will not be available after September 30, 2020.

Because the project year will begin prior to the submission deadline for transfer requests, TPCH has initiated an inquiry with HUD to determine the allowability of a mid-year transfer. If a mid-year transfer is unallowable or poses undue burden on participants, the current recipient, and the selected transfer recipient; project funds may be transferred to the selected recipient through a subrecipient agreement with the

current grantee. The final approach will be determined collectively by COPE Community Services, the selected transfer/subaward recipient, and the CoC based on HUD guidance.

*Attachment A* provides a more detailed summary of each of these projects. All projects must be delivered as outlined in their respective original Fiscal Year 2018 project application. Submitted project applications can be accessed online at <https://tpch.net/about/nofa-documents/fy-2018/>.

### **Timing of Grant Transfer and On-Going Collaboration**

TPCH expects to select recipients of the grant transfers on or before October 31, 2019. The selected recipient(s) will be expected to collaborate with the TPCH Board, Collaborative Applicant, HMIS Lead, and HUD to arrange for Federal approval of the grant transfer. If approved by HUD, grant transfers will occur on:

- Solitude PSH: December 1, 2019
- Enhanced Supportive Housing Program PSH: January 1, 2020
- Lifeworks PSH: To be determined

The transfer recipient(s) will be further expected to coordinate with the TPCH Board, Collaborative Applicant, HMIS Lead, and others as appropriate throughout the grant period to prepare for and actualize permanent housing exits and/or transfer to alternative housing resources for all project participants at project end.

*This timeline is tentative and subject to HUD approval.*

### **Transfer Recipient Eligibility**

Any entity eligible to apply for and receive HUD Continuum of Care Program funds under the [Fiscal Year 2018 HUD CoC Program NOFA](#) is eligible to submit a letter of interest and qualifications; however, the CoC will give strong preference to current CoC grant recipients administering Permanent Supportive Housing projects within the Tucson/Pima County Continuum of Care.

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 provided by the TPCH HMIS Lead and/or Collaborative Applicant.

- Experience successfully implementing one or more CoC PSH projects
- Demonstrated capacity and experience successfully managing Federal funds

- Experience successfully using the Homeless Management Information System (HMIS), and adherence to TPCCH HMIS Policies and Procedures
- Demonstrated capacity and experiencing leveraging Medicaid 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 PSH participants
- Demonstrated commitment to client choice and a Housing First approach
- Demonstrated history of positive CoC project performance as indicated by FY 2018 and FY 2019 Rating Tool scores and HUD and TPCCH 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
- Capacity to manage two or more grant transfers

## Submission Instructions

Interested entities are asked to send a brief email indicating interest to [tpch@tucsonaz.gov](mailto:tpch@tucsonaz.gov) by October 4, 2019. While this is not mandatory, it will help the CoC prepare for submission review and enable the Collaborative Applicant to provide response support.

A formal letter of interest and qualification is due to [tpch@tucsonaz.gov](mailto:tpch@tucsonaz.gov) on or before 1pm Arizona time on October 10, 2019. The letter may not exceed 5 typed pages, standard 12-point font, including the 1-page cover sheet.

Organizations interested in accepting more than 1 grant transfer 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.

- **Continuum of Care Experience:** Describe your agency's experience in working within, and coordinating with, the Tucson/Pima County Continuum of Care (CoC). How has your agency been involved in the local CoC? What has this involvement looked like?
- **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 the requested transfer grants 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 (see Appendix A for match requirements). 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 (not just CoC 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 Collaborative Applicant will assist in the preparation, submission, and negotiation of grant amendments with HUD; however, only HUD can approve amendments to the grant agreement.

**Attachments** (if not a current CoC grant recipient; if the organization is a current CoC grant recipient, documents on file from 2019 Administrative Review and FY 2019 CoC NOFA submission will be used for review)

- 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

Two appendices are attached to this solicitation and incorporated herein:

Appendix A – Summary detail for FY18 CoC Projects Available for Transfer

Appendix B – Review matrix

## Additional Information

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

**APPENDIX A – SUMMARY OF COC PROJECTS AVAILABLE FOR TRANSFER**

**SOLITUDE PSH**

<b>YEAR-ROUND HOUSING UNITS (PROPOSED)</b>	
1-bedroom	26
<b>PROJECT BUDGET</b>	
Rental Assistance	\$200,304
Supportive Services	\$51,090
Admin	\$4,422
<b>MATCH REQUIREMENT</b>	\$63,954
<b>NUMBER OF CURRENT PARTICIPANT HOUSEHOLDS ASSESSED BY GRANTEE AS MOVE-ON READY</b>	11

**ENHANCED SUPPORTIVE HOUSING PROGRAM PSH**

<b>YEAR-ROUND HOUSING UNITS (PROPOSED)</b>	
1-bedroom	20
2-bedroom	2
<b>PROJECT BUDGET</b>	
Rental Assistance	\$174,574
Supportive Services	\$41,628
Admin	\$13,245
<b>MATCH REQUIREMENT</b>	\$57,362
<b>NUMBER OF CURRENT PARTICIPANT HOUSEHOLDS ASSESSED BY GRANTEE AS MOVE-ON READY</b>	10

**LIFEWORKS PSH**

Award amount may be pro-rated based on timing of transfer and/or subrecipient arrangement, if necessary. This project may require additional grant amendment or agreement with current recipient due to partial use of owned properties.

<b>YEAR-ROUND HOUSING UNITS (PROPOSED)</b>	
0-bedroom	2
1-bedroom	15
2-bedroom	4
3-bedroom	2
4-bedroom	1
<b>PROJECT BUDGET</b>	
Leasing	\$191,476
Supportive Services	\$41,934
Operating	\$4,791
Admin	\$0
<b>MATCH REQUIREMENT (subject to change based on grant amendment)</b>	\$11,682
<b>NUMBER OF CURRENT PARTICIPANT HOUSEHOLDS ASSESSED BY GRANTEE AS MOVE-ON READY</b>	1

## APPENDIX B

Area of Evaluation	Review will take into consideration:	Max Points
<b>Issue Area Experience and Continuum of Care 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> <li>▪ The extent to which the applicant currently receives CoC funding. Current CoC recipients may earn more points than agencies that do not currently receive CoC funding.</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>Meeting TPCH Expectations and Standards</b>	<ul style="list-style-type: none"> <li>▪ Reviewers will be provided project performance and CoC, HMIS, and CE participation information to assess adherence to CoCs expectations and standards.</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>100</b>
<b>BONUS POINTS</b>	<ul style="list-style-type: none"> <li>▪ Current CoC grantees demonstrating competitive characteristics identified in the request for letters of interest and qualification.</li> </ul>	25
<b>TOTAL POINTS POSSIBLE</b>		<b>125</b>