

# **SPRINGFIELD-HAMPDEN COUNTY CONTINUUM OF CARE**

## **2021 Continuum of Care Competition**

### **REQUEST FOR PROPOSALS**

For Springfield-Hampden County CoC Renewal Projects, Expansion Projects, and New Projects that will provide:

- Permanent Supportive Housing (PSH)
  - Rapid Rehousing (RRH)
- Combined Transitional Housing-Rapid Rehousing (TH-RRH)
  - Coordinated Entry (as renewal or expansion grant)

Total Possible Available Funding: \$6,375,788

Amount includes \$721,683 new bonus funds which are only available for programs dedicated to serving survivors of domestic violence

**RFP Available: Wednesday, September 15, 2021**

<https://springfieldhampdencoc.wordpress.com>

**Bidder's Conference: Wednesday, September 29, 2021, 10 a.m.**

Zoom: <https://us02web.zoom.us/j/84883844921?pwd=bVRnM3BldWxTd1FqUzNPRE02MIFOUT09>

**Applications Due: Wednesday, October 15, 2021, 4 p.m.**

On-line (esnaps) application submitted PLUS supplemental application/materials submitted to [SpringfieldHampdenCoC@springfieldcityhall.com](mailto:SpringfieldHampdenCoC@springfieldcityhall.com)

# Contents

I.	INTRODUCTION .....	2
II.	FUNDING OPPORTUNITY .....	3
	FUNDS AVAILABLE .....	3
	ELIGIBLE PROJECTS .....	3
	PRIORITY FOR NEW PROJECTS FOR THE FY2021 COMPETITION .....	4
	ADDITIONAL GUIDANCE FOR NEW PROJECTS .....	6
	ELIGIBLE COSTS .....	6
	GRANT TERM .....	8
III.	COC PROGRAM REQUIREMENTS .....	9
	MATCHING FUNDS .....	9
	HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) .....	9
	COORDINATED ENTRY SYSTEM .....	10
	HUD REQUIREMENTS .....	10
IV.	APPLICATION PROCESS .....	10
	ESNAPS GUIDANCE AND TECHNICAL ASSISTANCE .....	11
	QUESTIONS ABOUT THE RFP .....	11
	INSTRUCTIONS FOR SUBMISSION OF APPLICATION IN ESNAPS .....	11
	INSTRUCTIONS FOR SUBMISSION OF SUPPLEMENTAL APPLICATION AND MATERIALS .....	13
V.	APPLICATION REVIEW AND SELECTION .....	14
	THRESHOLD REQUIREMENTS .....	14
	COMPETITIVE REVIEW .....	14
VI.	RFP SCHEDULE .....	16

Appendix A: Scoring Criteria

Appendix B: Projects Eligible for Renewal, with Allowable Budget Line Amounts

Appendix C: Supplemental Application

## I. INTRODUCTION

The U.S Department of Housing and Urban Development (HUD) released the FY2021 Notice of Funding Opportunity (NOFO) for the Continuum of Care Homeless Assistance Program on Aug. 18, 2021; the notice is available at [FY21 CoC NOFO](#). Continuum of Care (CoC) collaborative applications must be submitted to HUD no later than November 16, 2021.

The HUD NOFA sets up the procedure by which a CoC, through its designee, submits a single collaborative application to fund the CoC and eligible projects that advance the CoC goals. The designee for the Springfield-Hampden County Continuum of Care is the City of Springfield Office of Housing, which administers the CoC and all grants awarded to the CoC.

The consolidated application that will be submitted by the City of Springfield for the FY21 CoC Program Competition will include renewal projects from prior competitions and eligible expansion and/or new projects. The CoC is seeking proposals from Hampden County providers of services and housing for renewal projects, and for expansion or new projects that provide permanent supportive housing (PSH), rapid rehousing (RRH), and combined transitional housing-rapid rehousing (Joint TH-RRH) projects. In addition, the CoC is seeking proposals from Hampden County providers for a special bonus pool of money targeted to serving victims of domestic violence, dating violence, sexual assault, and stalking. Domestic Violence Bonus projects may provide RRH or joint TH-RRH projects.

This funding round includes the opportunity for funding of coordinated entry projects. The CoC currently provides funding for three coordinated entry projects (individuals, young adults, and survivors of domestic violence). The CoC will not accept projects to create new coordinated entry projects. Renewal and expansion of existing coordinated entry projects is an eligible use.

Providers of services to domestic violence survivors may apply for funds to implement a comparable Homeless Management Information System (HMIS). DV provider requests for HMIS funds must be part of an application that also requests funding for RRH or TH-RRH.

Projects funded through this competition will have an operating year of July 1, 2022 to June 30, 2023, unless the project receives a multi-year grant. Multi-year projects will have a start date of July 1, 2022.

Eligible applicants include non-profits, local and state government, and housing authorities.

Applications must be submitted in HUD's electronic grant application system *esnaps*, with supplemental materials sent by email to [SpringfieldHampdenCoC@springfieldcityhall.com](mailto:SpringfieldHampdenCoC@springfieldcityhall.com). The City of Springfield will provide applicants access to *esnaps* and technical assistance regarding use of the system. Scoring criteria for new, renewal, and expansion projects is attached as Appendix A.

## II. FUNDING OPPORTUNITY

### FUNDS AVAILABLE

The CoC expects to be awarded a minimum of \$5,384,862 in this funding round and may receive up to \$6,375,788. The projects listed in Appendix B are eligible to apply for renewal for the amounts listed for each grant. The cost to fund all renewal programs, if all programs are funded and selected for renewal at full cost, is \$5,384,862. New programs may be selected in place of renewal programs.

In addition to the pool of renewal funds, the CoC is eligible to apply for Bonus Project funds in the amount of \$269,243, and DV Bonus Project funds in the amount of \$721,683.

### ELIGIBLE PROJECTS

The following three types of projects are eligible for funding in this competition:

#### 1. Renewal Projects

Projects currently funded under the CoC Program are eligible to apply for renewal for FY21 funds. These projects are listed in Attachment B.

Renewal projects apply seeking the same funded items that are in the FY20 grant. These projects may request a reduction in funds but may not request increases in any line item, and may not move funds between line items.

#### 2. NEW or EXPANSION projects (to be considered for Bonus funds or reallocation from existing projects that are not renewed)

The following project types are allowed:

- Permanent supportive housing (PH-PSH) project
- Rapid rehousing (PH-RRH) project
- Joint transitional housing and rapid rehousing (Joint TH and PH-RRH) project
- Coordinated Entry (SSO-CE) project (expansion only)
- *For domestic violence service providers only:* Homeless Management Information System (HMIS) project for an HMIS-comparable database

#### 3. NEW projects for DV Bonus

The following project types are allowed:

- Rapid re-housing (PH-RRH) projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless

- Joint TH and PH-RRH component projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking who are defined as homeless

These funds may be used to support providers with programs dedicated to this population or may be used to enable an existing or non-DV provider program to expand its program by dedicating additional units, beds, persons served, or services provided to this population.

DV Bonus projects that are funded will be eligible for ongoing annual renewals through the regular CoC competition.

### MODIFICATION FOR DV BONUS PROJECTS

The CoC competition and operations are modified for projects designed to serve victims of domestic violence, in order to accommodate the particular need for privacy and safety required by these programs. The following modifications apply:

- While all CoC-funded programs are required to participate in coordinated entry into housing and services, the CoC adapts these policies and procedures to address privacy, confidentiality and safety for victims of domestic violence.
- The performance of CoC programs are evaluated annually, and part of the performance evaluation includes review of measures in reports pulled directly by the CoC from the Homeless Management Information System (HMIS). However, domestic violence entities are prohibited from using the CoC's HMIS, but must use a comparable data system. To accommodate the different data-keeping requirements, the CoC will request that DV programs submit their own aggregated data reports for the performance evaluation.

### PRIORITY FOR NEW PROJECTS FOR THE FY2021 COMPETITION

The CoC has identified that the highest priorities for new projects (other than DV Bonus projects) in this competition are projects which will provide permanent supportive housing to individuals or families experiencing chronic homelessness and using the "DedicatedPlus" eligibility category in the application. Other projects will be considered, but will not be weighted as high. The CoC has not established a local priority for DV Bonus projects.

For new projects, the FY2021 NOFO places a high priority on the leveraging of housing and healthcare resources provided by other sources, and the CoC will give greater weight to projects that meet the HUD leveraging priorities. Points are awarded in the competition for the following:

**Leveraged housing:** new permanent supportive housing or rapid rehousing projects that utilize housing subsidies or subsidized housing units not funded through the CoC or ESG programs. Housing subsidies or subsidized housing units may be funded through any of the following sources: Private organizations; State or local government, including through the use of HOME funding provided through the American Rescue Plan; Public Housing Agencies, including through

the use of a set aside or limited preference; Faith-based organizations; or Federal programs other than the CoC or ESG programs.

The housing units which are not funded through the CoC or ESG programs must:

- in the case of a permanent supportive housing project, provide at least 25 percent of the units included in the project; or
- in the case of a rapid re-housing project, serve at least 25 percent of the program participants anticipated to be served by the project.

Projects selected by the CoC will need to provide a written commitment of the housing resources by Nov. 1, 2021. Documentation may include letters of commitment, contracts, or other formal written documents that demonstrate the number of subsidies or units being provided to support the project.

**Leveraged healthcare:** new permanent supportive housing or rapid rehousing projects that utilize healthcare resources to help individuals and families experiencing homelessness. Sources of health care resources include: Direct contributions from a public or private health insurance provider to the project, and Provision of health care services by a private or public organization tailored to the program participants of the project. Eligibility for the project must comply with HUD program and fair housing requirements, and eligibility criteria cannot be restricted by the eligibility requirements of the health care service provider.

To be awarded points for utilizing health care resources, a project must include the following minimal commitment of services:

- In the case of a substance abuse treatment or recovery provider, it will provide access to treatment or recovery services for all program participants who qualify and choose those services; or
- An amount that is equivalent to 25 percent of the funding being requested for the project will be covered by the healthcare organization.

Projects selected by the CoC will need to provide a written commitment of the healthcare resources by Nov. 1, 2021. Acceptable forms of commitment are formal written agreements and must include: value of the commitment and dates the healthcare resources will be provided. In-kind resources must be valued at the local rates consistent with the amount paid for services not supported by grant funds.

## ADDITIONAL GUIDANCE FOR NEW PROJECTS

*New sponsor-based and project-based rental assistance.* To expend funds within statutorily required deadlines, applicants funded for sponsor-based and project-based rental assistance must execute the grant agreement and begin providing rental assistance within 2 years. However, HUD strongly encourages all rental assistance to begin within 12 months of award.

*New youth/young adult projects.* Any youth-serving provider funded under this NOFO may serve unaccompanied youth aged 24 and under (or families headed by youth aged 24 and under) who have an unsafe primary nighttime residence and no safe alternative to that residence.

## ELIGIBLE COSTS

The following guidance indicates the costs that may be included in program budgets, to be paid for by the CoC grant or by matching funds.

### Rental Assistance

Rental assistance for homeless individuals and families, including tenant-based rental assistance. Grant funds may be used for security deposits in an amount not to exceed two months of rent, as well as last month's rent.

### Leasing

The costs of leasing scattered site units to provide housing to homeless persons.

*Leasing: Limits on rent costs.* Rents paid must be reasonable in relation to comparable space or units, and may not be more than the owner charges others for comparable units. Rents for residential units cannot exceed the HUD Fair Market Rent (FMR).

*Utilities.* Utilities are not a leasing line item. If utilities are not provided by the landlord, utility costs are an operating cost.

*Security deposits and first and last month's rent.* Grant funds may be used to pay security deposits, in an amount not to exceed two months of actual rent, as well as last month's rent.

### Supportive Services

The eligible costs of supportive services that address the special needs of the program participants.

#### **Supportive Services in PSH, RRH, and TH-RRH Programs Must Relate to Housing Stability**

CoC supportive services must be necessary to assist program participants obtain and maintain housing, and agencies must conduct an annual assessment of the service needs of the program participants and adjust services accordingly.

*Eligible supportive services costs:*

- Reasonable one-time moving costs
- Case management
- Food—meals or groceries for program participants
- Housing search and counseling services
- Life skills training
- Outreach services
- Transportation
- Utility deposits (one-time fee, paid to utility companies)
- Direct provision of services: 1) costs of labor, supplies, and materials; and 2) salary and benefit packages of service delivery staff

*Ineligible costs:* Any cost that is not described as an eligible cost is not an eligible cost.

### Operating Costs

Grant funds may be used to pay the costs of the day-to-day operation of permanent supportive housing in a single structure or individual housing units.

*Eligible operating costs:*

- Maintenance and repair of housing
- Property taxes and insurance
- Building security for a structure where more than 50 percent of the units or area is paid for with grant funds
- Electricity, gas, and water
- Furniture
- Equipment

*Ineligible costs* Program funds may not be used for rental assistance and operating costs in the same project. Program funds may not be used for the maintenance and repair of housing where the costs of maintaining and repairing the housing are included in the lease.

### Project Administration

The HUD-allowed administrative costs for new grants are 10% and for renewal grants is the amount previously set by HUD in the grant inventory worksheet—these amounts are listed in Appendix B. New projects are encouraged to use the full 10% administrative costs.

The City of Springfield retains 50% of the HUD-allowed administrative funds on each project to cover its costs of administering the CoC program.



## GRANT TERM

Renewal projects may only apply for one-year grant terms.

New projects may request funds for an initial grant term of 1 year, 2 years, 3 years, 4 years, 5 years, or 15 years. The funding request submitted at this time must cover the entire period of the initial grant term. This means that if a project's annual budget is \$100,000, the project must request \$200,000 if applying for a 2-year term, \$300,000 if applying for a 3-year term, and 500,000 for a 5-year term.

Grant terms for new projects are subject to the following requirements:

- Any new expansion project that is submitted to expand an eligible renewal CoC Program-funded project may only request a 1-year grant term, regardless of the project type.
- Any new project that requests tenant-based rental assistance may request a 1-year, 2-year, 3-year, 4-year, or 5-year grant term.
- Any new project that requests leasing—either leasing alone or leasing costs plus other costs (e.g., supportive services, HMIS, etc.)—may only request up to a 3-year grant term.
- Any new project that requests project-based rental assistance or sponsor-based rental assistance, or operating costs may request up to a 15-year grant term; however, the project applicant may only request up to 5 years of funds. Funding for the remainder of the term is subject to availability. Applicants must apply for additional funds through a renewal project application in the competition held in the calendar year prior to the anniversary of the first expenditure of grant funds, or if the grant term has been extended by HUD, the date upon which the extension ends. CoC Program funds are not guaranteed past the initial 5-year grant term, if conditionally awarded.
- Any new project that requests operating costs, supportive services only, HMIS, and project administrative costs may request 1-year, 2-year, 3-year, 4-year, or 5-year grant terms with funding for the same number of years.
- Any new project that requests new construction, acquisition, or rehabilitation must request a minimum of a 3-year grant term and may request up to a 5-year grant term. Any new projects requesting capital costs (i.e., new construction, acquisition, or rehabilitation) are not eligible for 1-year requests. If 1-year of funding is requested for new projects with capital costs, HUD will increase the grant term to 3-years and the new project will be required to spend the funds requested over a 3-year period, assuming the project is conditionally selected for award.
- If an applicant requests funds for new construction, acquisition, or rehabilitation in addition to requesting funds for operating, supportive services, or HMIS, the funding will

be for the 3-years to 5-years requested, and the grant term will be 3-years to 5-years plus the time necessary to acquire the property, complete construction, and begin operating the project. HUD will require recordation of a HUD-approved use and repayment covenant (a form can be obtained from the local HUD CPD field office) for all grants of funds for new construction, acquisition, and rehabilitation.

Any new project that is requesting consideration under the DV Bonus may only request a 1-year grant term, regardless of project type.

### III. COC PROGRAM REQUIREMENTS

#### MATCHING FUNDS

The grantee must match all grant funds, except for leasing funds, with no less than 25% of funds or in-kind contributions from other sources. Guidance regarding cash and in-kind match is at 24 CFR 578.73. Cash match must be used for the costs of activities that are eligible CoC Program costs. Rental income received from participants may be counted as match.

In-kind match must be documented with a Memorandum of Understanding (MOU) between the subrecipient and the third party that will provide the services. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or subrecipient's organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.

The MOU must establish the unconditional commitment, except for selection to receive a grant, by the third party to provide the services, the specific service to be provided, the profession of the persons providing the service, and the hourly cost of the service to be provided.

During the term of the grant, the recipient or subrecipient must keep and make available, for inspection, records documenting the service hours provided.

#### HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

All successful project applicants, with the exception of entities that are victim service providers, must participate in the CoC's Homeless Management Information System (HMIS). Access to the HMIS is made available to CoC grantees at no cost, and the CoC provides training in use of the system.

Victim services providers are required to use a comparable data collection system for recording client-level data.

## COORDINATED ENTRY SYSTEM

The CoC operates a coordinated entry system, in which persons to be referred to housing are assessed using a common assessment tool, and are placed on a shared wait list which prioritizes eligible applicants by need. All successful applicants are required to participate in the CoC's coordinated entry system, and are required to fill all vacancies through the coordinated entry system.

## HUD REQUIREMENTS

This document summarizes key components of the CoC Program. More information is available from the NOFO, available at [FY21 CoC NOFO](#) and from the CoC Program regulations, [www.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](http://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf). If there are any conflicts between guidance in this document and HUD guidance, the HUD guidance takes priority and is what should be relied upon.

## IV. APPLICATION PROCESS

The FY2021 CoC competition is open to renewal and eligible new projects, which will be scored competitively. The highest scoring projects will be included in the CoC application submitted to HUD.

Applicants will need to log in to *esnaps* to complete and submit a renewal or new application and must submit the supplemental application and materials by the competition deadline to [SpringfieldHampdenCoC@springfieldcityhall.com](mailto:SpringfieldHampdenCoC@springfieldcityhall.com).

**Renewal.** The City of Springfield has created renewal application files in *esnaps* for each existing project. Renewal applicants must open the renewal application, fill in missing information, update existing information, and upload any required supporting documents. Once complete, applicants must submit the renewal application in *esnaps*.

A Supplemental Application form is included with this RFP as Appendix C. The Supplemental Application must be completed for each renewal application and submitted by the application deadline to [SpringfieldHampdenCoC@springfieldcityhall.com](mailto:SpringfieldHampdenCoC@springfieldcityhall.com).

**Expansion and New Projects.** New and expansion project applicants must provide notice to [SpringfieldHampdenCoC@springfieldcityhall.com](mailto:SpringfieldHampdenCoC@springfieldcityhall.com) of the intent to submit an application and whether the new or expansion project being created is 1) permanent supportive housing, 2) rapid rehousing, 3) joint transitional housing-rapid rehousing, or 4) coordinated entry. Within 2 business days of notification, the new project application will be set up in *esnaps* and ready for entry of application information. Expansion and new project sponsors must open the new project

application, fill in application information, and upload required supporting documents. Once complete, applicants must submit the expansion or new application in *esnaps*.

A Supplemental Application form is included with this RFP as Appendix C. The Supplemental Application must be completed for each expansion and new application and submitted by the application deadline to [SpringfieldHampdenCoC@springfieldcityhall.com](mailto:SpringfieldHampdenCoC@springfieldcityhall.com).

## ESNAPS GUIDANCE AND TECHNICAL ASSISTANCE

*Esnaps* is available at [e-snaps : CoC Program Applications and Grants Management System - HUD Exchange](#). Any applicant that does not already have the ability to log in to the CoCs *esnaps* account must request access from by sending an email to [SpringfieldHampdenCoC@springfieldcityhall.com](mailto:SpringfieldHampdenCoC@springfieldcityhall.com). Contact this same address to request technical assistance regarding *esnaps* use throughout the application process.

## QUESTIONS ABOUT THE RFP

Applicants may not contact City staff directly with questions about the RFP. There are two ways to seek additional information or ask questions about the RFP:

1. **Bidders Conference.** An optional bidders' conference is scheduled for September 29, 2021, at 10 am, via Zoom at the link below:  
<https://us02web.zoom.us/j/84883844921?pwd=bVRnM3BldWxTd1FqUzNPRE02MlFOU09>
2. **Submission of written questions.** Written questions may be submitted to [SpringfieldHampdenCoC@springfieldcityhall.com](mailto:SpringfieldHampdenCoC@springfieldcityhall.com). The questions will be answered in writing, with the responses provided to all applicants who have created an application in *esnaps*. The deadline to submit written questions is October 11, 2021.

## INSTRUCTIONS FOR SUBMISSION OF APPLICATION IN *ESNAPS*

1. Applicant access to *esnaps*.
  - The applicant must designate a staff person to access *esnaps*.
  - The designated individual must visit the *esnaps* site, [www.esnaps.hud.gov](http://www.esnaps.hud.gov), click the "Create Profile" button, and provide the required information. Following this step, the individual must send an email to [SpringfieldHampdenCoC@springfieldcityhall.com](mailto:SpringfieldHampdenCoC@springfieldcityhall.com), and request that the individual be linked to the Springfield-Hampden County CoC account. An email will be sent confirming that the individual has been added.
  - Renewal applications have already been created.
  - For expansion and new projects: Send notice to [SpringfieldHampdenCoC@springfieldcityhall.com](mailto:SpringfieldHampdenCoC@springfieldcityhall.com) of the intent to apply for an

expansion or new project, the name of the new project, and whether the new project is: 1) permanent supportive housing; 2) rapid rehousing 3) transitional housing-rapid rehousing, or 4) coordinated entry. An email will be sent confirming that the project has been set up.

## 2. Accessing program application in *esnaps*.

- The applicant's *esnaps* user should log-in to *esnaps* and click the "Submissions" button in the left-hand column. At the top middle of the page that opens is a section named "Submissions Filters" and the top line is "Applicant Project Name." Use the drop-down menu to find your project. Once your agency and program name are in the box from the drop-down menu, click the "Filter" button.
- Once the system filters to only your program, look in the second column for "Renewal Project Application FY2021" or "New Project Application FY2021." To open the application, click on the orange and grey icon to the left of the program name.

## 3. Completing the *esnaps* application.

- Note that Part 1 of the application has been completed by the City of Springfield. Because HUD grants are awarded to the City, the City is considered the applicant. Each program grantee is a subrecipient. Subrecipient information begins in Part 2.
- Detailed instructions for completing the application are available at the following sites:
  - FY2021 Renewal Detailed Instructions:  
<https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-Renewal-Project-Application-Detailed-Instructions.pdf>
  - FY2021 New Project Renewal Detailed Instructions:  
<https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-New-Application-Detailed-Instructions.pdf>

## 4. *Esnaps* attachment

- All new applications must contain documentation of the agency's 501(c)(3) status, which must be uploaded at screen 7A.
- Renewal applications should already have documentation of the agency's 501(c)(3) status attached at screen 7A. Confirm that the documentation is there and upload any missing documentation.

5. Submittal of the *esnaps* application.

- Once the application is complete, the “Submit” button on screen 8B will no longer be greyed out. Click the Submit button.

## INSTRUCTIONS FOR SUBMISSION OF SUPPLEMENTAL APPLICATION AND MATERIALS

In addition to the *esnaps* submission, applicants must email the following documents to [SpringfieldHampdenCoC@springfieldcityhall.com](mailto:SpringfieldHampdenCoC@springfieldcityhall.com) by the competition deadline of 4:00 pm on October 15, 2021. **Please include “FY2021 CoC” and your agency and program name in the subject line of the email.** If your agency is submitting applications for more than one program, please submit a separate email for each program.

### **Renewal Applicants and Existing Grantees submitting expansion or new grant applications must submit:**

- Completed Supplemental Application (form attached as Appendix C) for each project submitted
- Current List of Board of Directors with identification of Officers and terms

### **New Applicants (all applicants without an existing grant) must submit:**

- Completed Supplemental Application (form attached as Appendix C) for each application submitted
- Agency Articles of Incorporation
- Current List of Board of Directors with identification of Officers and terms
- Certified Organization Audit/Financial Statements of most recent year:
  - Copy of Single Audit (Required if \$750,000 or more in aggregate Federal funds expended); or
  - Financial statements audited by a CPA (if not bound by the requirements of 2 CFR 200.501)
- Agency Financial Management Policies and Procedures
- Agency Procurement Policies and Procedures

**THE ESNAPS SUBMISSION, THE SUPPLEMENTAL APPLICATION, AND REQUIRED MATERIALS MUST BE RECEIVED BY 4:00 P.M. ON OCTOBER 15, 2021.**

## V. APPLICATION REVIEW AND SELECTION

### THRESHOLD REQUIREMENTS

To be eligible for consideration by the CoC Scoring and Ranking Committee, all projects must first successfully pass a review of threshold requirements. City of Springfield CoC staff will perform a threshold review of all submitted projects. ***Each project must meet the following minimum standards:***

1. The application must be submitted on time.
2. The application must be complete and data consistent.
3. The applicant must show commitment of minimum match and include a Memorandum of Understanding (MOU) formalizing and valuing the commitments for in-kind match.
4. The project must participate in coordinated entry (or commit to participate, if it is a new project).
5. The project must be financially feasible.
6. The applicant must provide documentation of organizational financial stability. (This is a review of audits or financial statements. For renewal projects, this review is completed as part of program monitoring.)

### COMPETITIVE REVIEW

All applications that meet the threshold requirements will be forwarded to the CoC Scoring and Ranking Committee for evaluation, selection and ranking. Appendix A provides the scoring criteria that will be used to score renewal and new projects.

**Please review the scoring criteria in connection with your responses. New applications must make sure that answers to questions in *esnaps* are responsive the scoring criteria.**

Scores will determine each project's rank in the CoC's application to HUD, where higher-ranking projects are more likely to be funded. Scores may also be used to reject applications.

**Scoring and Ranking.** The scoring criteria evaluates past performance (of renewal applicants) and promotes best practices or practices that will improve our local response to homelessness and align our response with national policies and best practices. These include:

- Fidelity of commitment to a Housing First/Low-Demand service model; and
- Actions that advance our CoC's commitment to equity in operations and program performance.

**Reallocation.** Reallocation is the process of removing funding (in whole or in part) from a renewal project to fund a new project. There are several types of reallocation that may happen:

- Renewal projects that are ranked below all other renewal and new projects and fall below the application funding cut-off will not be included in the application.
- Low-scoring applications may be reduced by the CoC Scoring and Ranking Committee in order to enable the CoC to fall within the application funding limit.

Additional Scoring of DV Bonus Applications. The Appendix A scoring criteria include additional points for DV Bonus projects. Note that the DV Additional Scoring will be used to select among applicants for DV bonus projects, but will not be used to compare these projects against projects that are not part of the DV Bonus selection.

**Selection.** Once the committee completes the scoring and ranking, the committee may consider the CoC's overall funding priorities, whether the initial scoring is likely to result in any critical service gaps, and strategy related to HUD's selection process, and may make adjustments to budgets and produce the final ranking of projects to be included in the CoC application. The Committee's rationale for any adjustments must be recorded and made public with the published rankings.

Because HMIS is required for the CoC and must be funded, the HMIS renewal grant will be ranked first. The CoC's Coordinated Entry projects, which are not comparable to any other projects and are a needed CoC component, will be ranked second and third.

Project selections, rankings and tier allocations will be provided to proposers by written notice and published on the following website no later than November 1, 2021:

Springfield-Hampden Continuum of Care  
<https://springfieldhampdencoc.wordpress.com/>

Applicants not selected by the CoC to be included in the CoC submission to HUD may appeal by submitting their *esnaps* Solo Application directly to HUD no later than 8:00 p.m. on November 16, 2021.



## VI. RFP SCHEDULE

Sept. 15, 2021	Hampden County CoC FY21 Competition Opens
Sept. 29, 2021 10:00 a.m.	Bidders Conference (optional) Zoom: <a href="https://us02web.zoom.us/j/84883844921?pwd=bVRnM3BldWxTd1FqUzNPRE02MIFOUT09">https://us02web.zoom.us/j/84883844921?pwd=bVRnM3BldWxTd1FqUzNPRE02MIFOUT09</a>
Oct. 11, 2021	Deadline to submit written RFP questions to <a href="mailto:SpringfieldHampdenCoC@springfieldcityhall.com">SpringfieldHampdenCoC@springfieldcityhall.com</a>
Oct. 15, 2021 4:00 p.m.	Deadline for Submittal of Complete Application Complete applications include: <ol style="list-style-type: none"><li>1. <b>Esnaps submittal</b> with following attachments uploaded:<ul style="list-style-type: none"><li>• Documentation of agency 501(c)(3) status</li><li>• MOU for in-kind match</li></ul></li><li>2. <b>Email submission to</b> <a href="mailto:SpringfieldHampdenCoC@springfieldcityhall.com">SpringfieldHampdenCoC@springfieldcityhall.com</a><ul style="list-style-type: none"><li>• Supplemental application and materials</li></ul></li></ol>
Nov. 1, 2021	CoC notifies applicants in writing whether projects will be accepted, rejected, or reduced, and the reason for any rejection or reduction
Nov. 12, 2021	Full CoC Application posted on CoC website
Nov. 16, 2021	CoC Application Submitted to HUD in <i>esnaps</i>  Any rejected applicants may submit <i>esnaps</i> Solo Application directly to HUD no later than 8:00 p.m. eastern time on Nov. 16, 2021.

**APPENDIX A**

<b>SCORING FOR RENEWAL AND EXPANSION APPLICATIONS FOR FY21 COC PROGRAM COMPETITION</b>		
<b>PERFORMANCE – 50 points</b>		
<b>Housing Stabilization:</b> Persons who remain in or exit to permanent housing	≥90%	20 points
<b>Returns to homelessness:</b> Persons who exited program in FY18-20 that have returned to homelessness	≤10%	20 points
<b>Increase employment income:</b> Adult stayers who increased employment income Adult leavers who increased employment income	8%	2.5 points
	15%	2.5 points
<b>Increase non-employment income:</b> Adult stayers who increased non-employment income Adult leavers who increased non-employment income	10%	2.5 points
	25%	2.5 points
<b>SERVE HIGH-NEED POPULATION – 10 points</b>		
Program participants (admitted FY18-20) are chronically homeless	90%	10 points
<b>PROJECT EFFECTIVENESS – 40 points</b>		
<b>Fidelity to Housing First model:</b> Supplemental application demonstrates program is Housing First/Low Demand		20 points
<b>Cost effectiveness:</b> Project has reasonable cost per person per permanent housing maintenance/exit	≤\$10,000	10 points
<b>CoC review:</b> Project has no unaddressed monitoring findings or concerns (fiscal/program requirements) in most recent monitoring		10 points
<b>EQUITY FACTORS – AGENCY LEADERSHIP, GOVERNANCE AND POLICIES – 30 points</b>		
Recipient has under-represented individuals (BIPOC, LGBTQ) in managerial, supervisory, and leadership positions		10 points
Recipient has relational process for receiving and incorporating feedback from persons with lived experience		10 points
Recipient has reviewed internal policies and procedures with an equity lens and has a plan for developing and implementing equitable policies that do not impose undue barriers on under-represented individuals (BIPOC, LGBTQ)		10 points
<b>EQUITY FACTORS – PROGRAM PARTICIPANTS – 20 points</b>		
Recipient has reviewed program participants to determine whether they mirror the demographics of the homeless population in their representation and outcomes		10 points
Recipient has identified programmatic changes needed to make program participant access and outcomes more equitable and developed a plan to make those changes		10 points

**SCORING FOR NEW APPLICATIONS FOR FY21 COC PROGRAM COMPETITION**

<b>EXPERIENCE – 25 points</b>	
Experience working with the proposed population and in providing housing similar to that proposed in the application [Describe at <i>esnaps</i> screen 2B]	10 points
Experience with using a Housing First approach and describes its 1) eligibility criteria; 2) process for accepting new clients’ 3) process and criteria for exiting clients. Must demonstrate there are no preconditions to entry (with exceptions of restrictions imposed by federal, state, or local law or ordinance), Must demonstrate the project has a process to address situations that may jeopardize housing to ensure that project participation is terminated in only the most severe cases.	15 points
<b>DESIGN OF HOUSING &amp; SUPPORTIVE SERVICES – 35 points</b>	
Applicant demonstrates: understanding of the needs of the clients to be served; type, scale and location of the housing fits the needs of the clients; the type and scale of all the supportive services, regardless of funding source, meets the needs of clients; and how clients will be assisted in obtaining mainstream benefits.	15 points
Project leverages housing resources with housing subsidies/units not funded through CoC or ESG.	10 points
Project leverages health resources, including a partnership with a healthcare organization.	10 points
<b>TIMELINESS – 10 points</b>	
Plan for rapid implementation of the program.	10 points
<b>FINANCIAL – 30 points</b>	
Cost: Project is cost-effective when projected cost per person served and achieving a successful housing placement is compared to CoC average cost. To be awarded points, the project’s CoC funding must be at or below \$10,000 per person per year	10 points
Audit: Organization’s most recent audit 1) found no exceptions to standard practices; 2) identified agency as ‘low risk’; and 3) indicates no findings	10 points
Match: Documented match amount meets HUD requirements	5 points
Budget: Budgeted costs are reasonable, allocable, and allowable	5 points
<b>EQUITY FACTORS – AGENCY LEADERSHIP, GOVERNANCE AND POLICIES – 30 points</b>	
Under-represented individuals (BIPOC, LGBTQ) in managerial, supervisory, and leadership positions	10 points
Relational process for receiving/incorporating feedback from persons with lived experience	10 points
Has reviewed internal policies and procedures with an equity lens; has plan for developing and implementing equitable policies that do not impose undue barriers on under-represented individuals (BIPOC, LGBTQ)	10 points
<b>EQUITY FACTORS – PROGRAM PARTICIPANT OUTCOMES – 20 points</b>	
Describes plan for reviewing program participants to determine whether they mirror the demographics of the homeless population in their representation and outcomes	10 points
Describes plan to review whether programmatic changes are needed to make program participant access and outcomes more equitable and developed a plan to make those changes	10 points

<b>DV BONUS PROJECT ADDITIONAL SCORING– 50 POINTS</b>	
Applicant Experience: Providing Housing to DV Survivors	10 points
Applicant Experience: Ensuring DV Safety	5 points
Applicant Experience: Evaluating Ability to Ensure DV Survivor Safety	5 points
Applicant Experience: Trauma-Informed, Victim-Centered Approaches	10 points
Applicant Experience: Meeting Service Needs of DV Survivors	10 points
New Project Implementation: Trauma-Informed, Victim-Centered Approaches	10 points

APPENDIX B

**Projects Eligible for Renewal, with Allowable Budget Line Amounts**

CoC Project Name	Project Component	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin	TOTAL
Catholic Charities RRH	PH-PSH	\$0	\$337,968	\$86,646	\$0	\$0	\$40,514	\$465,128
CHD Family PSH	PH-PSH	303,082	\$145,380	\$105,507	\$0	\$0	\$40,066	\$594,035
CSO-FOH Coordinated Assessment	SSO-CE	\$0	\$0	\$226,645	\$0	\$0	\$16,355	\$243,000
CSO-FOH PSH	PH-PSH	\$166,928	\$0	\$68,612	\$0	\$0	\$15,789	\$251,329
DV Coordinated Entry	SSO-CE	\$0	\$0	\$209,330	\$0	\$0	\$20,993	\$230,263
Gandara SHINE RRH	PH-PSH	\$0	\$235,224	\$116,969	\$0	\$0	\$33,635	\$385,828
HMIS	HMIS	\$0	\$0	\$0	\$0	\$59,317	\$2,675	\$61,992
MHA CoC PSH	PH-PSH	\$0	\$675,804	\$48,824	\$0	\$0	\$53,399	\$778,027
RVCC CoC Program	PH-PSH	\$0	\$247,128	\$60,097	\$0	\$0	\$17,572	\$324,797
SMOC Bowdoin Tranquility	PH-PSH	\$0	\$0	\$16,838	\$47,272	\$0	\$3,699	\$67,792
Viability Next Step	PH-PSH	\$0	\$275,592	\$230,999	\$0	\$0	\$33,042	\$539,633
VOC Scattered Site Family Supportive Housing	PH-PSH	\$0	\$106,944	\$20,036	\$0	\$0	\$6,387	\$133,367
Way Finders Turning Point	PH-PSH	\$0	\$0	\$16,838	\$42,272	\$0	\$3,699	\$67,809
YHDP Coordinated Entry & Navigation	SSO-CE	\$0	\$32,076	\$234,774	\$0	\$0	\$26,469	\$293,319
MHA YHDP PSH	PH-PSH	\$0	\$85,536	\$51,000	\$0	\$0	\$13,078	\$149,614
CHD YHDP RRH	PH-RRH	\$0	\$320,760	\$206,211	\$0	\$0	\$50,417	\$577,388
Gandara YHDP TH-RRH	Joint TH & PH-RRH	\$49,860	\$64,152	\$86,211	\$6,000	\$0	\$20,202	\$226,542
<b>TOTAL</b>		<b>\$519,870</b>	<b>\$2,526,564</b>	<b>\$1,804,852</b>	<b>\$78,141</b>	<b>\$59,317</b>	<b>\$396,118</b>	<b>\$5,384,862</b>

**Springfield-Hampden County CoC FY2021 Program Competition**

**Supplemental Application – Required for Renewal, Expansion and New Projects**

Not required for YHDP renewal applications.

Name of Agency: \_\_\_\_\_

Name of Program: \_\_\_\_\_

This Supplemental Application is a part of the required submission for the FY2021 Program Competition and must be submitted to [SpringfieldHampdenCoC@springfieldcityhall.com](mailto:SpringfieldHampdenCoC@springfieldcityhall.com) by 4:00 pm on October 15, 2021. You may obtain a Word version of this document by requesting it through that email address.

If your agency is submitting applications for more than one program, a supplemental application must be completed and submitted separately for each program. Every program application submitted in *esnaps* must have an accompanying supplemental application.

Applicants for renewal and expansion projects must respond to program questions about the applicant’s existing program. New applicants should answer by describing the proposed program.

Please provide brief responses that directly answer the following questions.

**Section A: Housing First/Low Demand Review**

A1. Describe the project’s eligibility criteria.

A2. Once an eligible person/household is referred to the project from coordinated entry, will they be immediately accepted, or will there be any additional screening? Describe any additional screening that will be required. If any part of the screening is required by a funding source or by law, please indicate which items are required and the source of the requirement.

A3. Describe the factors that will cause a participant to lose their housing/be terminated from the program. What steps are taken to avoid the housing loss/termination?

--

**Section B: Equity Factors - Agency Leadership, Governance, and Policies**

B1. Indicate whether the applicant agency has under-represented individuals (BIPOC, LGBTQ) in managerial, supervisory, and leadership positions. Provide the titles and the under-represented category for each of these individuals.

--

B2. Describe the applicant's process for receiving and incorporating feedback from persons with lived experience of homelessness. Existing programs should describe current practice. Applicants for new programs should describe how they incorporated input from persons with lived experience into their program design.

--

B3. Describe how applicant has reviewed internal policies and procedures with an equity lens and has or plans to develop and implement equitable policies that do not impose undue barriers on—and address historical inequities for—under-represented individual (BIPOC, LGBTQ).

--

**Section C: Equity Factors - Program Participant Outcomes**

C1. Describe steps that the renewal/expansion recipient has taken, or the new project applicant plans to take, to review program participant outcomes with an equity lens (including disaggregation of data by race, gender identity/expression, and/or age).

--

C2. Renewal/expansion applicants: describe any findings and programmatic changes steps taken or planned to take to make program participant outcomes more equitable. New program applicants: describe steps you are taking to make sure that the program will produce equitable participant outcomes.

--



**Section D: Questions for DV Bonus Projects (for DV Bonus Program Applicants Only)**

Note that these are multi-part questions. Please label answer parts (a., b., c., etc.) and respond to each part.

**D1. Applicant Experience: Rate of Housing Placement and Retention** a. Provide the rate of housing placement of DV survivors—Percentage of DV survivors served who were placed in permanent housing. b. Provide the rate of housing retention of DV survivors—Percentage of DV survivors who remain in housing. c. How did you calculate the rate of housing placement and retention? d. What data source did you use for the information used to calculate the rates? [Limit 1000 characters]

**D2. Applicant Experience: Providing Housing to DV Survivors** a. How does your program ensure DV survivors experiencing homelessness are assisted to quickly move into safe affordable housing? b. How does your program prioritize survivors for housing resources—you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC’s emergency transfer plan, etc. c. How does the program connect survivors to supportive services? d. How does your program move clients from assisted housing to housing they can sustain (address housing stability after the housing subsidy ends)? [limit 2000 characters]

**D3. Applicant Experience: Ensuring DV Safety** Describe how your program: a. trains staff on safety planning; b. adjusts intake space to better ensure a private conversation; c. conducts separate interviews/intake with each member of a couple; d. work with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance; e. maintain bars on windows, fix lights in the hallways, etc. for congregate living spaces operated by the applicant; and f. keep the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors. [limit 5000 characters]

**D4. Applicant Experience: Evaluating Ability to Ensure DV Survivor Safety** Describe how the project evaluates its ability to ensure the safety of DV survivors the project served. [limit 2000 characters]

**D.5 Applicant Experience: Trauma-Informed, Victim-Centered Approaches** Describe examples of the project applicant's experience in using trauma-informed, victim-centered approaches to meet needs of DV survivors in each of the following areas: a. prioritizing program participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences; b. establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials; c. providing program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma; d. emphasizing program participants' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations; e. centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination; f. providing opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and g. offering support for parenting, e.g., parenting classes, childcare. [limit 5000 characters]

**D.6 Applicant Experience: Meeting Service Needs of DV Survivors** Describe: a. supportive services the project applicant provides to domestic violence survivors experiencing homelessness while quickly moving them into permanent housing and addressing their safety needs; and b. provide examples of how the project applicant provides the supportive services to domestic violence survivors. [limit 5000 characters]

**D.7 New Project Implementation: Trauma-Informed, Victim-Centered Approaches** Provide examples of how the new project will a. prioritize program participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences; b. establish and maintain an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials; c. provide program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma; d. place emphasis on program participants' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations; e. enter on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination; f. provide opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and g. offer support for parenting, e.g., parenting classes, childcare. [limit 5000 characters]

## **SUPPLEMENTAL MATERIALS**

A complete Supplemental Application must also include the following documents, submitted as attachments:

1. **Existing Grantees** submitting renewal, expansion or new project applications must submit the following:
  - Current List of Board of Directors with identification of Officers and terms
  
2. **New Applicants** (with no renewal grant)
  - Agency Articles of Incorporation
  - Current List of Board of Directors with identification of Officers and terms
  - Certified Organization Audit/Financial Statements of most recent year:
    - Copy of Single Audit (Required if \$750,000 or more in aggregate Federal funds expended); or
    - Financial statements audited by a CPA (if not bound by the requirements of 2 CFR 200.501)
  - Agency Financial Management Policies and Procedures
  - Agency Procurement Policies and Procedures

The Supplemental Application and materials must be submitted by 4:00 pm on October 15, 2021 to [SpringfieldHampdenCoC@springfieldcityhall.com](mailto:SpringfieldHampdenCoC@springfieldcityhall.com).