

**Winston-Salem/Forsyth County Continuum of Care  
Request for Proposals (RFP)  
2019 HUD Continuum of Care (CoC) Homeless Assistance  
Issued May 16, 2019**

**INTRODUCTION**

As the Collaborative Applicant for the Winston-Salem/Forsyth County Continuum of Care, the City of Winston-Salem (City) is accepting proposals for Continuum of Care Homeless Assistance funding from the U.S. Department of Housing and Urban Development (HUD).

**FUNDS AVAILABILITY**

The amount of funding estimated to be available from HUD is \$2,168,503 which is based on the amount of currently funded projects which are eligible for renewal funding. Any bonus funds made available by HUD would be in addition to that amount. For reference, in 2018 the bonus funding amount was \$117,377. New projects can be funded only through reallocation of existing project funding or through bonus funds. Projects eligible for renewal are listed in Appendix C.

**DEADLINE**

Both renewal and new project proposals must be submitted to the City by **12:00 p.m. (noon) on Friday, June 14, 2019**. Submission procedures are described below.

**GRANT WORKSHOP**

A grant application workshop will be held to provide information and assistance to those interested in applying for funds. Workshop attendance is strongly encouraged. The workshop will be held on **Monday, June 3, 2019 from 11:00 a.m. to 12:00 noon** in the fifth floor Public Meeting Room of the Bryce A. Stuart Building at 100 East First Street, Winston-Salem, NC.

**BONUS FUNDS**

Bonus funds may be used to create or expand the following types of new projects:

1. Permanent supportive housing projects that will primarily serve chronically homeless individuals and families.
2. Rapid rehousing projects that will serve homeless individuals and families who enter directly from the streets or emergency shelters, including youth up to age 24, and includes persons fleeing violence as defined by HUD.
3. Joint component projects, which combine transitional housing and rapid re-housing into a single project to serve individuals and families experiencing homelessness.

## **REALLOCATED FUNDS**

Continuums of Care may reduce or eliminate funds from eligible renewal projects and reallocate the funds to create or expand the following types of projects:

1. Permanent supportive housing projects that will primarily serve chronically homeless individuals and families including youth experiencing chronic homelessness.
2. Rapid rehousing projects that will serve homeless individuals and families who enter directly from the streets or emergency shelters, including youth up to age 24, and includes persons fleeing violence as defined by HUD.
3. Joint component projects, which will combine transitional housing and rapid re-housing into a single project to serve individuals and families experiencing homelessness.
4. Homeless Management Information System (HMIS) projects.
5. Supportive Services projects for centralized or coordinated assessment systems.

## **BACKGROUND**

HUD publishes a CoC Notice of Funding Availability (NOFA) for each funding year. The 2019 NOFA is expected to be published in May 2019, with a deadline approximately 90 days after publication. To allow time for the local review and decision-making process, the City is publishing this RFP in advance of the NOFA. The City reserves the right to publish additional information subject to NOFA publication.

A single, consolidated submission of all selected projects in Winston-Salem/Forsyth County will be submitted to HUD by the City of Winston-Salem. Funding will be derived from Federal Fiscal Year 2019 allocations of HUD funds and is subject to funding availability under the NOFA. The City reserves the right to request that applicant organizations submit adjusted project budgets based on the amount of funding made available by HUD.

## **KEY INFORMATION**

- a. Threshold Requirements -- All projects must meet the threshold criteria shown in the attached Appendix A – Threshold Criteria for Continuum of Care Grant Proposals. Also, all projects must propose acceptable matching funds, as described in Appendix B.
- b. Proposed funding for new or expansion projects cannot supplant funding from other sources.
- c. Participants in CoC-funded projects must meet HUD's eligibility requirements, which vary by program component. More information on the CoC regulations is found below.
- d. All CoC funded projects are required to participate in the CoC's coordinated entry system. All referrals to CoC-funded projects must come through the Community Intake Center.
- e. All CoC-funded projects must participate in the Homeless Management Information System (HMIS).
- f. Permanent supportive housing projects may serve families or individuals. An adult participant in each household served in any permanent supportive housing program must be disabled.
- g. Projects may not charge participants program fees in any program.

- h. Funds are not available for transitional housing, except in the HUD component which combines transitional housing and rapid re-housing.
- i. Funds are available for supportive services only for projects in which the proposed supportive services activities are part of a rapid re-housing or permanent supportive housing project or a new project created through reallocation for coordinated assessment.
- j. Emergency shelter and services are not eligible for funding under the CoC Program.
- k. All eligible funding costs except leasing must be matched with no less than a 25 percent cash or in-kind match. Leasing costs are not required to be matched.
- l. All projects will be limited to requests for one year of assistance. Upon expiration, projects may be renewed subject to HUD requirements, local priorities, satisfactory performance, and availability of funds.
- m. Collaborative efforts by community agencies are encouraged. As an example of collaborative initiatives, the CoC operates a collaborative rapid rehousing program.

## **PROJECT RANKING PROCESS**

HUD requires that all projects be ranked and prioritized in a two-tiered list developed through the local CoC process. Tier 1 will be the top priority projects. Tier 2 will be lower priority projects. Either new or renewal projects may be ranked in Tier 1 or Tier 2.

The placement of each project on the priority list will be determined through a multi-stage process. The process includes review by the Continuum of Care Rating Panel, Continuum of Care Operating Cabinet and the Commission on Ending Homelessness. The Winston-Salem City Council must authorize submission of the prioritized project applications to HUD.

Based on the highly competitive nature of the grant program, ranking of each project will be critical in determining the likelihood of funding. Projects ranked in Tier 2, particularly those at the bottom of Tier 2, have a low probability of funding. New projects created through reallocation or bonus funding may be included in either Tier 1 or Tier 2.

Renewal projects will be reviewed and ranked through the CoC process based on performance. New project proposals will be reviewed in reference to organizational capacity, strategic priority, project approach and design, and cost effectiveness and ranked through the CoC process. Examples of rating and ranking materials from prior years are available for review on the City's website at <http://www.cityofws.org/Departments/Community-Development/Planning/Homelessness>.

## **HUD PROGRAM INFORMATION**

All parties intending to apply for funding are strongly encouraged to review the program regulations, including those organizations that are currently or were previously funded. Proposals that do not conform to the regulations will not be considered for funding. The regulations and other information for the Continuum of Care Program may be found at [this link](https://www.hudexchange.info/programs/coc/) or by going to <https://www.hudexchange.info/programs/coc/>. The Grant Workshop described above provides an opportunity to learn more about the CoC program.

## **FUNDS AVAILABILITY**

Once awarded by HUD, grant funds are estimated to be made available by HUD by **mid-year in calendar year 2020**. The timing of awards and grant-making by HUD is outside of the control of the City of Winston-Salem. Agencies seeking renewal funding must be aware of all operating year start and end dates and must make arrangements to accommodate any period for which a HUD funding award is denied or delayed.

It should be noted that new projects created through reallocation are not renewal projects and may have different start dates than the grants from which funds were reallocated. Therefore, the HUD award for the new project may not begin at the ending of the current grant. There may be a gap in time during which the agency will be responsible for continuing operations or services until a contract for the new HUD funds can be executed.

## **APPLICATION AND SUBMISSION PROCEDURE**

To request funds, please complete and submit an application using the Neighborly Software online portal at this [link](#). The Neighborly Software "Getting Started Guide" found at this [link](#) provides instructions for registering an account to submit an application.

There are three options to apply:

1. Renewal (use the Continuum of Care -- Renewal application form)
2. Renewal and Expansion (use the Continuum of Care -- Renewal application form)
3. New Project (use the Continuum of Care -- New Project Application form)

Eligible renewal grants are listed in Exhibit C. Agencies may submit expansion funding requests under renewal grants for which they currently receive funds or participate as a partner agency.

The City may request additional information, if needed pursuant to the requirements described in the CoC NOFA. If your project is selected for submission to HUD, you will be requested to provide additional information within a timeframe to be specified by the City of Winston-Salem.

## **RESPONSIBILITIES OF FUNDED AGENCIES**

Agencies applying for funding must be prepared to assume relevant responsibilities if awarded funding, which may include but not be limited to: (1) accepting referrals only from the CoC's coordinated entry system, (2) determining eligibility and processing applications for assistance, (3) becoming a participating agency in the CoC's Homeless Management Information System (HMIS) and entering all participant data, (4) keeping participant records and participating in monitoring activities required by HUD, the State, and the City, as appropriate, (5) providing or coordinating services for participants, (6) providing at least the minimum required cash or in-kind matching resources and (7) reporting to the City, State and HUD, as appropriate.

Funding awarded by HUD will be made available to each subrecipient agency through an agreement between the City and the agency. The agreement will include funding information and

will describe compliance and performance requirements, including requirements for timely project implementation and timely expenditure of funds. A sample agreement is available for review by contacting the City.

CONTACT INFORMATION

Questions may be directed to:

Mellin L. Parker, Senior Project Supervisor  
Community Development Department  
City of Winston-Salem  
Telephone: 336-734-1310  
Email: [mellinp@cityofws.org](mailto:mellinp@cityofws.org)

Tim West, Program Supervisor  
Community Development Department  
City of Winston-Salem  
Telephone: 336-734-1305  
Email: [timw@cityofws.org](mailto:timw@cityofws.org)

**Appendix A**  
**Threshold Criteria for Continuum of Care Grant Proposals**

I. Criteria for Continuum of Care Grant Participation

- a) Must have documentation of having served HUD-eligible homeless persons or families, through activities that are eligible under the HUD Continuum of Care (CoC) regulations, during the twelve months prior to the deadline stated in the Request for Proposals
- b) Must propose an eligible activity for an eligible homeless population, pursuant to HUD requirements
- c) Must be an eligible contractor for federal funds per <https://www.sam.gov/>, must have a current tax exempt status as verified by the IRS and must not owe any overdue tax debts, as documented on IRS 990 submissions to the IRS
- d) Must not propose to use HUD funds to supplant current funding
- e) Must identify matching funds prior to application submission
- f) Must provide the information listed below in Section II and must have satisfactory organizational status, experience and capacity to submit, implement and operate the proposed project, as determined by the City of Winston-Salem

II. Information on Organizational Status Sponsors of CoC projects must provide the following items to the City for review, unless the organization has already submitted these items to the City:

- a) Articles of Incorporation
- b) Organizational By-Laws
- c) Current Board Roster
- d) IRS 501(c)3 Designation Letter
- e) Latest 990 Form as submitted to the Internal Revenue Service
- f) Audited Financial Statements
- g) Personnel Policies
- h) Code of Conduct
- i) Fair Housing Policy
- j) Anti-Discrimination Policy
- k) Accounting and Procurement Policies
- l) Audited Financial Statements
- m) NC Secretary of State—Evidence of Active Status of Corporation
- n) Current Agency Budget
- o) Organization Chart which includes CoC-funded positions
- p) Other documents if requested by the City

## **Appendix B Matching Funds Requirements**

### **Match Requirements**

Prior to submission to HUD, you will be asked to provide letters to the City documenting match. Please do not submit them until requested, as HUD will have strict date ranges for the dates on the letters, which we will not know until the NOFA is published. Note:

- 25% match (25% of HUD funds requested) is required for all project budget components, except leasing
- Match can be cash or in-kind
- Match must be spent on program activities that would be eligible for CoC grant funding (e.g., supportive services, rental assistance, operating costs, HMIS costs, and administrative costs).

### **Sources of Match**

**A. Cash:** any funds that come from private or public resources (as long as they are not statutorily prohibited from being used as match.

**B. In-kind:** services (counseling, legal advocacy, etc.), physical goods/equipment (food, furniture, clothing, etc.), and real property (donated land or buildings).

To be counted as match, the funds, goods, or services need to come directly from the contributing source to the organization. Items provided directly to and for individuals/program participants are not eligible as match.

Please note:

- Mainstream benefits provided directly to program participants (e.g., food stamps, SSI/SSDI disability benefits) cannot be used as match.
- Funds from mainstream resources provided directly to an organization for use in a CoC project can be used as match (food from a food pantry; budgeting classes provided from one agency to clients of another agency through an MOU)

**Appendix C: Eligible Renewal Grants by Agency**

No.	Agency	Project Name*	Current HUD Grant Number	Prospective Start Date for Renewal Application	Supportive Services	Rental Assistance	Agency Admin	Total to Agency	City Admin	Total Grant
1	Bethesda Center	PH Case Management (FRRC)	NC0274L4F001806	12/1/2020	\$56,075	\$0	\$1,963	\$58,038	\$1,962	\$60,000
2	Bethesda Center	Forsyth PSH Collaborative	NC0402L4F001800	7/1/2020	\$94,609	\$0	\$3,379	\$97,988	\$3,379	\$101,367
3	Experiment in Self-Reliance	PH Case Management (FRRC)	NC0274L4F001806	12/1/2020	\$95,881	\$0	\$3,356	\$99,237	\$3,356	\$102,593
4	Experiment in Self-Reliance	Fifth Street Apartments	NC0313L4F001805	3/1/2020	\$23,970	\$66,528	\$2,955	\$93,453	\$2,954	\$96,407
5	Experiment in Self-Reliance	5th Street II	NC0403L4F001800	7/1/2020	\$0	\$57,024	\$2,053	\$59,077	\$2,053	\$61,130
6	Experiment in Self-Reliance	PH Case Management (FRRC) (Samaritan)	NC0274L4F001806	12/1/2020	\$37,383	\$0	\$1,309	\$38,692	\$1,308	\$40,000
7	Family Services	PH Case Management (FRRC)	NC0274L4F001806	12/1/2020	\$43,925	\$0	\$1,538	\$45,463	\$1,537	\$47,000
8	Family Services	Housing Independence Project (HIP)	NC0404D4F001800	7/1/2020	\$63,410	\$0	\$2,258	\$65,668	\$2,258	\$67,926
9	Housing Authority	Forsyth PSH Collaborative	NC0402L4F001800	7/1/2020	\$0	\$478,656	\$17,098	\$495,754	\$17,098	\$512,852

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**Appendix C: Eligible Renewal Grants by Agency (continued from prior page)**

No.	Agency	Project Name*	Current HUD Grant Number	Prospective Start Date for Renewal Application	Supportive Services	Rental Assistance	Agency Admin	Total to Agency	City Admin	Total Grant
10	The Salvation Army	PH Case Management (FIRC)	NC0274L4F001806	12/1/2020	\$93,540	\$0	\$3,274	\$96,814	\$3,274	\$100,088
11	The Salvation Army	FAST (Families Accessing Support Team) Housing	NC0352L4F001802	8/1/2020	\$48,775	\$0	\$1,707	\$50,482	\$1,707	\$52,189
12	The Salvation Army	Forsyth PSH Collaborative	NC0402L4F001800	7/1/2020	\$101,511	\$0	\$3,626	\$105,137	\$3,626	\$108,763
13	United Way	FIRC	NC0274L4F001806	12/1/2020	\$45,831	\$314,424	\$12,112	\$372,367	\$12,112	\$384,479
14	United Way	FAST (Families Accessing Support Team) Housing	NC0352L4F001802	8/1/2020	\$8,376	\$35,424	\$1,466	\$45,266	\$1,465	\$46,731
15	United Way	Housing Independence Project (HIP)	NC0404D4F001800	7/1/2020	\$3,504	\$97,776	\$3,607	\$104,887	\$3,606	\$108,493
16	United Way	Community Intake Center (CIC) combined grant	NC0350L4F001802	9/1/2020	\$91,696	\$0	\$3,210	\$94,906	\$3,209	\$98,115
17	United Way	HEART (Rapid Response)**	NC0381L4F001700	5/1/2020	\$1,814	\$71,808	\$2,453	\$76,075	\$2,453	\$78,528

\*Subgrants that are part of a larger grant are color-coded.

\*\*HEART Rental Assistance amount includes \$51,324 for rental assistance and \$20,484 for leasing expenses.