

# City of Winston-Salem

## Request for Proposals (RFP)

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**Winston-Salem/Forsyth County Continuum of Care**

**2023 HUD Continuum of Care (CoC) Homeless Assistance**

**Request for Proposals for Domestic Violence Bonus Fund Allocations**

**Issue RFP: July 17, 2023**

**Deadline: July 28, 2023**

**1:00 PM**

*No late, incomplete, or faxed applications will be accepted.*

*All questions must be submitted in writing via email to: [hcsd@cityofws.org](mailto:hcsd@cityofws.org)*

Neighborhood Services Department  
City of Winston-Salem  
100 East First Street, Suite 423, PO Box 2511  
Winston-Salem, NC 27102



## **BACKGROUND:**

HUD publishes a CoC Notice of Funding Availability (NOFO) for each funding year. The 2023 NOFO was released July 5, 2023 with a deadline of September 28, 2023. To take advantage of domestic violence bonus funding, and to allow time for the local review and decision-making process, the City is re publishing this RFP. The City reserves the right to publish additional information after the NOFO 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 2023 allocations of HUD funds and is subject to funding availability under the NOFO. The City reserves the right to request that applicant organizations submit adjusted project budgets based on the amount of funding made available by HUD.

## **PROGRAM PRIORITIES**

Consolidated Appropriations Act, 2023 provides not less than \$52 million for “new rapid re-housing projects and supportive service projects providing coordinated entry, and for eligible activities that the Secretary determines to be critical in order to assist survivors of domestic violence, dating violence, sexual assault, or stalking.”

**The reissuance of the Request for Proposals is to solicit proposals for new projects through Domestic Violence Bonus funds only.**

*New Projects through DV Bonus funds.* New projects that want to be considered for the DV Bonus, may be:

- (a) Permanent Housing-Rapid Re-housing projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless;
- (b) 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; or
- (c) Supportive services-only coordinated entry projects to implement policies, procedures, and practices that equip the CoC’s coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

DV Bonus available amounts: Project applicants may expand an existing renewal project, that is not currently dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that meet the definition of homeless, to dedicate additional beds, units, persons served, or services provided to existing program participants to this population.

DV Bonus funds can only be used to expand an existing renewal project if the expansion project is dedicated to survivors of domestic violence, dating violence, sexual assault, or stalking who qualify under paragraph (4) of the definition of homeless at 24 CFR 578.3; however, only the new project application for the expansion will be considered for DV Bonus funds. For projects that are expanding their current CoC Program-funded project, project applicants will be required to submit the renewal project application that will be expanded and a new project application with the expansion information.

## **NEW ELIGIBLE CONTINUUM OF CARE ACTIVITIES**

These following new budget line items (BLIs) will be built into the CoC Program Competition Application process. Applicants wishing to utilize these new BLIs can request a budget modification during the competition to add funds to these line items from an existing line item. Applicants may also request to expand existing renewal grants to add new funding to these BLIs.

### *(1) VAWA Costs Budget Line Item.*

On March 15, 2022, the President signed into law the Consolidated Appropriations Act of 2022 (Pub. L. 117-103, 136 Stat. 49), which included the Violence Against Women Act Reauthorization Act of 2022 (VAWA 2022). VAWA 2022 reauthorizes, amends, and strengthens the Violence Against Women Act of 1994, as amended (VAWA) (Pub. L. 103-322, tit. IV, sec. 40001-40703; 42 U.S.C. 13925 et seq.). Page 5 of 124 Section 605 of VAWA 2022 amends section 423(a) of the McKinney-Vento Homeless Assistance Act to add the following eligible Continuum of Care Program activity:

Facilitating and coordinating activities to ensure compliance with [the emergency transfer plan requirement in 34 U.S.C. 12491(e)] and monitoring compliance with the confidentiality protections of [the confidentiality requirement in 34 U.S.C. 12491(c)(4)].

Section 605(a)(2) of VAWA 2022 amends section 423(a) of the McKinney-Vento Homeless Assistance Act to add the following eligible activity to the CoC program: “Facilitating and coordinating activities to ensure compliance with the emergency transfer plan requirement in [34 U.S.C. 12491\(e\)](#) and monitoring compliance with the confidentiality protections in [34 U.S.C. 12491\(c\)\(4\)](#).”

HUD has determined that this new eligible activity category is not subject to the CoC program’s spending caps on administrative costs under section 423(a)(10), (11), and (12). This activity may be included in new project applications. It may also be added to eligible renewal projects through expansion or added to eligible renewal projects by shifting up to 10 percent of funds from one eligible activity to the VAWA costs line item.

Examples of eligible costs for emergency transfer facilitation include the costs of assessing, coordinating, approving, denying and implementing a survivor’s emergency transfer which includes:

- (i) Assistance with moving costs. Reasonable moving costs to move survivors for an emergency transfer.

- (ii) Assistance with travel costs. Reasonable travel costs for survivors and their families to travel for an emergency transfer.
- (iii) Security Deposits. Grant funds can be used to pay for security deposits of the safe units the survivor is transferring to via an emergency transfer.
- (iv) Utilities. Grant funds can be used to pay for costs of establishing utility assistance in the safe unit the survivor is transferring to.
- (v) Housing Fees. Fees associated with getting survivor into a safe unit via emergency transfer, includes but not limited to application fees, broker fees, holding fees, trash fees, pet fees where the person believes they need their pet to be safe, etc.
- (vi) Case management. Grant funds can be used to pay staff time necessary to assess, coordinate and implement emergency transfers.
- (vii) Housing navigation. Grant funds can be used to pay staff time necessary to identify safe units and facilitate moves into housing for survivors through emergency transfers.
- (viii) Technology to make an available unit safe. Grant funds can be used to pay for technology that the individual believes is needed to make the unit safe, including but not limited to doorbell cameras, security systems, phone and internet service when necessary to support security systems for the unit, etc.

Examples of eligible costs for monitoring compliance with the VAWA confidentiality requirements include the costs of ensuring compliance with the VAWA confidentiality requirements which includes:

- (i) Monitoring and evaluating compliance with VAWA confidentiality requirements.
- (ii) Developing and implementing strategies for corrective actions and remedies.
- (iii) Program evaluation of confidentiality policies, practices and procedures.
- (iv) Training on compliance with VAWA confidentiality requirements.
- (v) Reporting to Collaborative Applicant, HUD and other interested parties.
- (vi) Costs for establishing methodology to protect survivor information.
- (vii) Staff time associated with maintaining adherence to confidentiality requirements.

## **HUD PRORITIES**

The City of Winston-Salem and HUD have adopted policy and program priorities for the FY 2023 CoC Program Competition.:

### **1. End homelessness for all persons.** To end homelessness for all persons, CoCs should:

- a. Identify, engage, and effectively serve all persons experiencing homelessness;
- b. Measure their performance based on local data that consider the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, those experiencing chronic homelessness and people with disabilities, including those living with HIV/AIDS);
- c. Partner with housing, healthcare, and supportive services providers to expand housing options, such as permanent supportive housing, housing subsidies, and rapid rehousing.

- d. Use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs; and
- e. Use the reallocation process to create new projects that improve their overall performance and better respond to their needs.

## **2. Use a Housing First approach.**

Housing First prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. CoCs should:

- a. Help individuals and families move quickly into permanent housing;
- b. Measure and help projects reduce the length of time people experience homelessness;
- c. Engage landlords and property owners;
- d. Remove barriers to entry; and
- e. Adopt client-centered service methods.

**3. Reduce unsheltered homelessness.** In recent years, the number of people experiencing unsheltered homelessness has risen significantly, including a rising number of encampments in many communities across the country. People living unsheltered have extremely high rates of physical and mental illness and substance use disorders. CoCs should identify permanent housing options for people who are unsheltered.

**4. Improve system performance.** CoCs should be using system performance measures (e.g., average length of homeless episodes, rates of return to homelessness, rates of exit to permanent housing destinations) to determine how effectively they are serving people experiencing homelessness. Additionally, CoCs should use their Coordinated Entry process to promote participant choice; coordinate homeless assistance, mainstream housing, and services to ensure people experiencing homelessness receive assistance quickly; and make homelessness assistance open, inclusive, and transparent. CoCs should review all projects eligible for renewal in FY 2022 to determine their effectiveness in serving people experiencing homelessness, including cost-effectiveness. CoCs should also look for opportunities to implement continuous quality improvement and other process improvement strategies. HUD recognizes the effects of COVID-19 on CoC performance and data quality and, compared to previous CoC NOFOs, reduces the points available for rating factors related to system performance.

**5. Partnering with Housing, Health, and Service Agencies.** Using cost performance and outcome data, CoCs should improve how all available resources are utilized to end homelessness. This is especially important as the CARES Act and American Rescue Plan have provided significant new resources to help end homelessness. HUD encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness and should:

- a. Work closely with public and private healthcare organizations and assist program participants to obtain medical insurance to address healthcare needs;
- b. Partner closely with Public Housing Authorities (PHAs) and state and local housing organizations to utilize coordinated entry, develop housing units, and provide housing subsidies to people experiencing homelessness. These partnerships can also help CoC Program participants exit permanent supportive housing through Housing Choice

Vouchers and other available housing options. CoCs and PHAs should especially work together to implement targeted programs such as Emergency Housing Vouchers, HUD-VASH, Mainstream Vouchers, Family Unification Program Vouchers, and other housing voucher programs targeted to people experiencing homelessness. CoCs should coordinate with their state and local housing agencies on the utilization of new HOME program resources provided through the Homelessness Assistance and Supportive Services Program that was created through the American Rescue Plan;

c. Partner with local workforce development centers to improve employment opportunities; and

d. Work with tribal organizations to ensure that tribal members can access CoC-funded assistance when a CoC's geographic area borders a tribal area.

**6. Racial Equity.** In nearly every community, Black, Indigenous, and other people of color are substantially overrepresented in the homeless population. HUD is emphasizing system and program changes to address racial equity within CoCs. Responses to preventing and ending homelessness should address racial inequities to ensure successful outcomes for all persons experiencing homelessness using proven approaches, such as: developing a coordinated community response created in partnership with a racially diverse set of stakeholders and people experiencing homelessness and partnering with organizations with experience serving underserved populations. CoCs should review local policies, procedures, and processes with attention to identifying barriers that result in racial disparities and taking steps to eliminate barriers to improve racial equity and to address disparities.

**7. Improving Assistance to LGBTQ+ Individuals** Discrimination on the basis of gender identity or sexual orientation manifests differently for different individuals and often overlaps with other forms of prohibited discrimination. CoCs should address the needs of LGBTQ+, transgender, gender non-conforming, and non-binary individuals and families in their planning processes. Additionally, when considering which projects to select in their local competition to be included in their application to HUD, CoCs should ensure privacy, respect, safety, and access regardless of gender identity or sexual orientation in projects. CoC's should also consider partnering with organizations with expertise in serving LGBTQ+ populations.

**8. Persons with Lived Experience.** HUD is encouraging CoCs to include in the local planning process people who are currently experiencing or have formerly experienced homelessness. People with lived experience should determine how local policies may need to be revised and updated to improve the effectiveness of homelessness assistance programs, including participating in planning and oversight activities, and developing local competition processes. CoC leaders and stakeholders should also prioritize hiring people who have experienced homelessness in areas where their expertise is needed (e.g., peer outreach and support).

**9. Increasing Affordable Housing Supply** The lack of affordable housing is the main driver of homelessness. CoCs play a critical role in educating local leaders and stakeholders about the importance of increasing the supply of affordable housing and the specific consequences of the continued lack of affordable housing. CoCs should be communicating with jurisdiction leaders, including for the development of Consolidated Plans, about the harmful effects of the lack of affordable housing, and they should engage local leaders about steps such as zoning and land use

reform that would increase the supply of affordable housing. This FY2022 CoC NOFO awards points to CoCs that take steps to engage local leaders about increasing affordable housing supply.

## **FUNDS AVAILABILITY**

The amount of funding available from HUD for DV Bonus is \$223,396.

## **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 including review by the Continuum of Care Rating Panel, Continuum of Care Operating Cabinet, and the Commission on Ending Homelessness, prior to review by the Winston-Salem City Council.

Based on the highly competitive nature of the grant program, ranking of each project will be critical in determining the likelihood of funding. Tier 1 is equal to 95% of the Annual Renewal Demand (ARD). Projects ranked in Tier 2, particularly 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.

New project proposals will be reviewed in reference to experience of project applicant, support services, outreach for participants, organizational capacity, strategic priority, project approach and design, and cost effectiveness.

## **HUD PROGRAM INFORMATION**

All parties intending to apply for funding are strongly encouraged to review the program regulations and the HUD published NOFO for additional details, 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 [CoC Program Competition | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](https://www.hud.gov/program-information/co-c-program-competition).

## **FUNDS AVAILABILITY**

Once awarded by HUD, grant funds are estimated to be made available by HUD by **mid-year in calendar year 2023**. However, the awarding of funds and 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.

## **ELIGIBLE APPLICANTS**

To be eligible, all applicants must meet the following conditions:

1. 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;
2. Must propose an eligible activity for an eligible homeless population, pursuant to HUD requirements;
3. 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;
4. Must not propose to use HUD funds to supplant current funding;
5. Must identify matching funds prior to application submission;
6. Must provide the information listed below 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;
7. Applicants, its officers, and/or employees must not be debarred or suspended from doing business with the Federal Government.

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 for the FY22 CoC Competition:

1. Signed Board resolution authorizing application for CoC Funding;
2. Organizational By-Laws;
3. Last 3 years of IRS 990, as submitted to the IRS;
4. Most recent audited financial statements;
5. Last three (3) years of financial statements;
6. By-Laws;
7. Articles of Incorporation;
8. IRS 501(c)3 designation letter (status in place for at least one year prior to application deadline);
9. Current Board roster;
10. NC Secretary of State - Evidence of Active Status of Corporation;
11. Organizational Chart which includes CoC- funded positions;
12. Copies of budgets for last year, current year and next year (if available);
13. Copies of the following:
  - Code of Conduct
  - Fair Housing Policy
  - Anti-Discrimination Policy
  - Conflict of Interest Policies
  - Personnel Policies



- Accounting and Procurement Policies

Other documents if requested by the City.

## **APPLICATION AND SUBMISSION PROCEDURE**

Please apply using the New Project Application form in the Neighborly System. Please title your application 2024 DV Bonus Funds- Project Name.

New Project Applications also will be accepted from agencies seeking to provide services without seeking CoC funding. For example, an agency might consider becoming the service provider for Permanent Supportive Housing (PSH) Program participants, using non-CoC resources, in order to obtain PSH housing assistance for eligible homeless persons who are the agency's clients. In this arrangement, the housing assistance would be administered by another provider. Such agency does not have to currently be receiving CoC funding or currently providing services to CoC program participants. If such an arrangement is approved, the agency would execute a Memorandum of Understanding with the City and housing provider to assume relevant responsibilities, which may include but not be limited to:

1. Accepting referrals only from the CoCs coordinated entry system;
2. Determining eligibility and processing applications for assistance;
3. Becoming a participating agency in the CoCs 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;
7. Reporting to the City, State and HUD, as appropriate.

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.

The City may request additional information, if needed pursuant to the requirements described in the CoC NOFO. 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.

Please direct any questions to Neighborhood Services at (336) 734-1305 or [hcsd@cityofws.org](mailto:hcsd@cityofws.org)

## **CONTRACT CONDITIONS:**

- Contractors will be required to comply with conditions set forth by the City of Winston-Salem and the U.S. Department of Housing and Urban Development (HUD), as outlined in the Federal Register and in this RFP;

- The City must have an executed contract with HUD and an executed contract with each sub-grantee prior to reimbursement of funded activities under this RFP. Agencies will NOT be reimbursed for eligible costs incurred prior to the operational period. The City will not reimburse any agency for incurred project costs beyond the contract operational period;
- Applicants approved for funding will be required to maintain and submit to the City of Winston-Salem adequate information necessary to monitor program accountability and progress in accordance with Federal Regulations under HUD for CoC Programs, and as detailed in an executed City contract;
- Maintain the following records in an orderly fashion by contractor's fiscal year until audited by the City:
  1. Bank Statements and Bank Reconciliations;
  2. Deposit slips and supports;
  3. Checks and supports;
  4. Payroll records and supports;
  5. Cash receipts and disbursements journals;
  6. Monthly financial statements;
  7. Requests for reimbursements from the City and appropriate supporting documents.
- Maintain proper tracking and documentation including individual participant files in accordance with all applicable HUD regulations including, but not limited to, proof of homelessness, proof of disability (as applicable), income status, proof of resident rent calculations and/or savings programs, intake forms, assessments, and documentation of services;
- Contractor shall allow representatives of the City of Winston-Salem or HUD to inspect facilities, which are used in conjunction with the contracts made to implement programs funded under this proposal; and
- Contractors shall participate in local CoC planning, networking, training, capacity building, advisory boards, and coordination meetings as appropriate.