

**Arizona Department of Housing
Special Needs
On behalf of
The Balance of State Continuum of Care
Request for Proposals
For New Projects funded through Reallocation
May 23, 2014**

Overview: The U.S. Department of Housing and Urban Development (HUD) requires that a Continuum of Care be established to provide planning and support to efforts to end homelessness in communities. In Arizona, there are three continua—one in Maricopa County, one in Pima County and one that covers the balance of state (BOS COC) which includes Apache, Cochise, Coconino, Gila, Graham, Greenlee, La Paz, Mohave, Navajo, Pinal, Santa Cruz, Yavapai, and Yuma.

Purpose of Request for Proposal: As allowed by HUD, funds have been reallocated from current projects for the purposes of funding new projects in the BOS COC that align to HUD priorities. The amount available for project(s) is approximately **\$76,869**. It is anticipated that one or two projects will be approved for submittal into the BOS COC application to HUD. Approval at the local level does not imply that the projects will be approved by HUD.

Proposal Requests: Only two types of projects can be submitted under this request:

1. Proposals will be considered to provide permanent supportive housing using a Housing First Model to persons who meet the definition of chronically homeless. The application will require information about how an assessment will be completed to ensure that the individual/family meets the definition of chronically homeless and how the strategies of Housing First will be implemented.
2. Proposals will be considered for Rapid Rehousing of families with children only. These projects can only be proposed in communities where there is no additional need for permanent supportive housing for chronically homeless persons. The application will require a discussion about how the chronically homeless are sufficiently served in the community and why there is a need for rapid rehousing services for families.

Definitions have been provided at the end of this request to provide additional information about the project types for which application can be made.

Steps in Application Process

1. If you are interested in making an application under one of the project areas described above, please call **Candee Stanton at 602-881-6606 between December 26th and January 3rd, 2014. The deadline to talk to Ms. Stanton is January 3, 2014 at 5:00 pm.** Call received after that time will not receive consideration. The purpose of this phone call is to ensure that the project that you are proposing clearly meets the guidelines required and that the agency has a

clear understanding of the HUD program and reporting requirements. This step has been added to ensure that agencies do have the capacity required to provide the proposed services and that time is not expended on developing a proposal that will not meet minimum requirements.

2. If the discussion with Candee results in a decision to move forward, she will send you the proposal template. The template will be brief and applications will be no longer than 4 pages. A copy of the scoring criteria will be provided with the application template.

3. Applications will be due January 15, 2014. We understand that this is a very short timeline and we have attempted to address this issue by making the application succinct. This project is directed by HUD deadlines which limits local flexibility in scheduling.

4. The applications will be reviewed by a three-person team, none of whom are directly involved with the continuum. You will be notified about the status of your project by January 20, 2014.

5. If the project is approved for submittal into the HUD application, additional technical information will be required to be submitted by January 23, 2014.

If you have any questions about this Request for Proposal, call Candee Stanton at 602-881-6606 or email her at kastanton@att.net.

Definitions:

Chronically Homeless: HUD adopted the Federal definition which defines a chronically homeless person as “either (1) an unaccompanied homeless individual with a disabling condition who has been continuously homeless for a year or more, OR (2) an unaccompanied individual with a disabling condition who has had at least four episodes of homelessness in the past three years.” This definition is adopted by HUD from a federal standard that was arrived upon through collective decision making by a team of federal agencies including HUD, the U.S. Department of Labor, the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, and the U.S. Interagency Council on Homelessness

Housing First (from the National Alliance to End Homelessness): A “housing first” approach rests on two central premises: 1) Re-housing should be the central goal of our work with people experiencing homelessness; and 2) Providing housing assistance and follow-up case management services after a family or individual is housed can significantly reduce the time people spend in homelessness. Case management ensures individuals and families have a source of income through employment and/or public benefits, identifies service needs before the move into permanent housing, and works with families or adults after the move into permanent housing to help solve problems that may arise that threaten their tenancy including difficulties sustaining housing or interacting with the landlord and to connect families with community-based services to meet long term support/service needs.

Permanent Supportive Housing: Long-term, community-based housing that has supportive services for homeless persons with disabilities. This type of supportive housing enables special needs populations to live as independently as possible in a permanent setting. The supportive services may be provided by the organization managing the housing or coordinated by the applicant and provided by other public or private service agencies. Permanent housing can be provided in one structure or several structures at one site or in multiple structures at scattered sites. There is no definite length of stay.

Rapid Re-Housing Today, most households become homeless as a result of a financial crisis that prevents them from paying the rent, or a domestic conflict that results in one member being ejected or leaving with no resources or plan for housing. Most households who become homeless today have already lived in independent permanent housing, and they can generally return and remain stably housed with limited assistance. And homelessness itself is associated with a host of negative outcomes that can be minimized by limiting the period of time people experience it. By helping homeless households return to permanent housing as soon as possible, communities have been able to reduce the length of time people remain in homeless shelters. This opens beds for others who need them, and reduces the public and personal costs of homelessness. Rapid Re-Housing addresses the two primary obstacles homeless households face in trying to leave shelter:

Obtaining new rental housing is expensive. Households with incomes far below the federal poverty level are usually extremely rent-burdened, sometimes paying as much as 80% of their income on rent and utilities. One relatively minor financial crisis—a missed day at a job that offers no sick leave, an unexpected car repair bill—can leave the household without enough money to pay the rent. Someone who became homeless because he or she was \$300 short of the full rent is unlikely to have two thousand dollars (or more) for a new security deposit and first/last month's rent. Waiting in shelter until it is possible to save enough money for housing start-up is a very poor use of scarce shelter resources.

Landlords often deny rental applications from extremely low-income households. To minimize the risk of unpaid rent, property damage and criminal activity, many landlords use public records and verification of information on the rental application to screen and select tenants. Tenant screening is based on the assumption that past behavior predicts future behavior and that lower income households are more likely to become delinquent on rent. (National Alliance to End Homelessness)

SAMPLE ONLY—FOR ILLUSTRATION PURPOSES ONLY

Model Chronically Homeless Qualification Checklists

Instructions: This suggested checklist may be used as a guide for staff of a program serving chronically homeless persons to assure that participants meet program regulation eligibility. It should be accompanied by supporting documentation of both disability and homelessness. Together, these documents must be maintained in the client’s file.

Client Name: _____

HUD defines a Chronically Homeless person as: an unaccompanied homeless person (a single homeless person who is alone and is not part of a homeless family and not accompanied by children) with:

Part I. A Disabling Condition. *Check appropriate box(es):*

- A diagnosable substance abuse disorder
- A serious mental illness
- A developmental disability
- A chronic physical illness or disability, including the co-occurrence of two or more of these conditions.

Part I is supported by a letter from a medical professional attesting to the presence of the condition.

Yes

No

Part II. Chronically Homelessness Status. *Check ONE:*

Has been continuously homeless for a year or more.

(HUD defines “homeless” as “a person sleeping in a place not meant for human habitation (e.g. living on the streets for example) OR living in a homeless emergency shelter.)

Has had four (4) episodes of homelessness in the last three (3) years.

(HUD defines “homelessness” as “sleeping in a place not meant for human habitation (e.g. living on the streets for example OR living in a homeless emergency shelter.)

Part II is supported by Third Party Certification, which includes dates and locations of homelessness, from one or more of the following: *Check ALL that apply*

- Certification letter(s) from an emergency shelter for the homeless.
- Certification letter(s) from a homeless service provider or outreach worker.
- Certification letter(s) from any other health or human service provider.
- Certification Self-Statement signed by the client.

Staff Name: _____ Staff Title: _____

Organization: _____

Signature: _____ Date: _____ 13

Chronically Homeless Third Party Verification – pg. 1

Instructions: This suggested template may be sent to homeless service providers requesting their verification of the chronically homeless status of an individual known to them. This template letter may be copied onto letterhead or recreated with the same content and printed on letterhead.

Date: _____

To:

Dear _____,

_____ has applied to receive the services of a McKinney-Vento funded program serving chronically homeless persons. To qualify, the homeless person must be determined to be chronically homeless as defined by the U.S. Department of Housing and Urban Development. Please complete this certification and fax it to my attention as soon as possible at the following **fax number:** (_____)_____.

This information will be used for the purpose of determining the chronic homeless status of the above-named homeless person. If you have any questions please do not hesitate to contact me at the following **telephone number:** (_____)_____.

Sincerely,

I hereby authorize the release of the requested information.

(Title)

(Signature of Client)

(Signature)