

**Arizona Balance of State Continuum of Care
(AZBOSCO)
REQUEST FOR PROPOSALS (RFP) for 2015 CONTINUUM OF CARE
BONUS FUNDING
Issued October 9, 2015**

Overview: The BOSCO requests proposals for new projects to be submitted under the auspices of the BOSCO 2015 application. Proposals will be accepted for two types of projects:

- Permanent Supportive Housing that utilizes a Housing First philosophy and serves only persons who meet the criteria and definition of chronically homeless. Both individuals and families can be served.
- Rapid Rehousing that provides the ability for individuals and families to become rapidly rehoused after becoming homeless.

Key Definitions

- Permanent Supportive Housing—permanent housing with rental assistance and supportive services to help disabled, chronically homeless persons to live independently.
- Rapid Re-housing---permanent housing with case management and short- or medium-term rental assistance in a unit that the program participant retains after the assistance ends.

Funds Available: Approximately \$200,000 will be available for each type of project application for the grant term. The grant term that should be requested is 2 years.

The applications are due by 5:00 pm on Monday, October 19, 2015. Only emailed applications will be accepted. They should be sent to Candee Stanton at candee.stanton@gmail.com. Should you have any questions about the application, please call Candee at 602.881.6606.

Review Process:

A Rating Panel will review and score all submitted applications. Any bonus project selected for submission to HUD will be included in a prioritized, ranked project list in Tier 2.

New projects are required to identify a 25% match. Match must meet the requirements of 24 CFR part 578. Match must be equal to or greater than 25% of the total grant request for all eligible costs including Admin costs but excluding leasing costs (i.e., Leased Units and Leased Structures). Program income (such as rent) cannot be used as match. Leverage in the amount of 150% is required for new projects. It is understood that the timelines are quite short—as a result, for the application, only a list detailing the source and the amounts for both match and leverage is required. If the application is successful, match and leverage letters will be required to be submitted by November 6, 2015 at 5:00 pm. In addition, if the application is ultimately approved as part of the BOSCOG NOFA application, prior to contract executions, a Memorandum of Understanding (MOU) will be required between the agency and partners that provide significant support. What MOUs will be required will be identified through discussion with Arizona Department of Housing staff.

Project applications will be accepted that provide housing in all counties within the BOSCOG. Bonus points will be available for projects that serve any of the following counties: Gila County, Mohave County, La Paz County and SE Arizona which includes these four counties (Cochise, Santa Cruz, Graham, and Greenlee). These geographic areas were chosen based on data from the unsheltered and sheltered count and Coordinated Entry that indicate areas that are unserved or under-served.

Additional points will also be awarded based on serving these populations:

- **Veterans**
- **Youth**

If the project is successful in being recommended for funding, additional information will be needed to complete the HUD application in E-SNAPS. Be prepared to set aside time to work with Candee in providing that information. Items will include:

- **match and leverage letters.**
- **certification of consistency with the consolidated plan if the project covers any of the following communities: Flagstaff, Prescott, Yuma, Douglas, and Sierra Vista.**
- **detail about the types of households that will be served.**
- **501 c3**
- **Full budget information**
- **Drug Free Work Place Certification**
- **Code of Conduct if not already on file**
- **SSI/SSDI Technical Assistance**

- **Access to SOAR trained staff to assist clients with SSI/SSDI applications**

Limit the application to 15 pages. Additional information about the NOFA process may be found at <https://www.hudexchange.info/e-snaps/fy-2015-coc-program-nofa-coc-program-competition/>

If you are currently not a COC sub recipient and your application is chosen to be included in the BOSCO application, you must commit to participate in Coordinated Entry utilizing the VI-SPDAT as well as HMIS—the Homeless Management Information System. Please delete these two pages of instructions when submitting the application. The first page of the application should be the page that follows.

New Project Application—Provide an answer to each section and sub section.

Name and address of agency	
Contact Person	
Contact Email	
Contact Phone Number	
Name of Project	
Counties where housing will be provided	
Federal Tax ID Number:	
Federal DUNS Number:	
Type of Project Only Select 1	<p>_____ Permanent Supportive Housing that serves individuals and/or families who meet the chronic homeless criteria.</p> <p>_____ Rapid Rehousing that serves individuals and/or families</p>
Amount Requested for 2 year term	

Budget Summary by Category

For this application, only a budget summary is being requested. If the project is approved a more detailed budget will need to be provided—particularly as it pertains to a request for supportive services.

For Permanent Support Housing Projects—A request can be made for either Tenant Based Rental Assistance or Leasing Costs—The project cannot include both. A total of 20% of the funds can be requested for supportive services.

For Rapid Rehousing Projects: Request must include Tenant Based Rental Assistance only. No leasing costs are allowed. Funds for supportive services may be requested up to 40% of the total project request. As a reminder, supportive services may include:

1. Assessment of Service Needs
2. Assistance with Moving Costs
3. Case Management

- 4. Child Care
- 5. Education Services
- 6. Employment Assistance
- 7. Food
- 8. Housing/Counseling Services
- 9. Legal Services
- 10. Life Skills
- 11. Mental Health Services
- 12. Outpatient Health Services
- 13. Outreach Services
- 14. Substance Abuse Treatment Services
- 15. Transportation
- 16. Utility Deposits

Complete the Budget Summary Table

Category	Amount
Tenant based Rental Assistance	
Leasing Costs	
Supportive Services	
Admin Costs (must be no more than 7% of project costs)	
Total	

Additional Detail related to Leasing or Tenant Based Rental Assistance:

Leasing or Rental Assistance: It is understood that FMRs change from year to year. For this application use 2015 FMR's to estimate the number and type housing that will be provided as a part of the project.

http://www.huduser.gov/portal/datasets/fmr/fmrs/FY2015_code/2015state_summary.odn

(Add rows to this table to accommodate additional counties/communities with different FMRs)

Units and Beds	Estimated Number that will be part of the project
Units	
Beds	

Number of Bedrooms	County	FMR	X 24	Estimated Total
0 Bedroom				
1 Bedroom				
2 Bedroom				
3 Bedroom				

I. Agency involvement with the Continuum of Care and efforts to end homelessness in the community/county/region. Provide a paragraph about how you participate in the Continuum of Care. Include your involvement in regional meetings, local meetings, Point In Time Counts, supporting coordinated entry activities with other agencies in the community, and participation in Continuum of Care sub-committees.

1. General Description

- Provide a short paragraph summary of the project:
- Describe Community Needs
- Who is the target population? (Examples include Individuals, Families, Youth, and Veterans). With the exception of youth, projects may have multiple target populations.
- Plan for addressing housing and supportive service needs
- Name two project outcomes and how the outcomes will be measured. These are in addition to required HUD Outcomes. See Project Application Part 6:--Performance Measures, ESNAPS Guidelines which can be found at <https://www.hudexchange.info/resource/2911/coc-project-application-performance-measures/>
- Describe how Coordinated Entry will be used to identify individuals and families who are in need of the housing.
- If the project will serve persons who meet the definition of chronically homeless, describe specifically how it is determined that individuals and/or families meet the definition.
- Who are your partners and what services will they provide in support of the participants of the program. At a minimum, everyone listed in the leverage table must be described here. (MOU's with partner agencies outlining specific responsibilities will be required at contract)
- How will the Housing First philosophy be implemented related to the project?
- Why is COC program support required?
- How does the proposed project support your organization's mission?

2. Estimated schedule, management plan, and method

- Demonstrate how full capacity will be achieved over the term (2 years) of the project.

Provide a brief timeline related to project.

Month	Activity	Other comments

3. Will your project serve individuals included in the following sub populations? Check all that apply

	Veterans
	Persons with a serious mental illness
	Active or history of substance use
	Meet the definition of chronically homeless
	Unaccompanied Youth
	Persons with HIV/AIDS
	Victims of Domestic Violence
	Persons with a Developmental Disability
	Persons with a Physical Disability

3.(a) Why were the above checked population chosen and what experience have you had serving these populations.

4. Will the project remove the following barriers? Check all that apply.

	Having too little or zero income
	Active or history of substance use
	Criminal record
	Fleeing domestic violence

4 (a) Briefly explain how the barriers checked will be removed?

5. Will the project remove the following reasons for termination? Check all that apply.

	Failure to participate in supportive services
	Failure to make progress on a service plan
	Loss of income or failure to improve income
	Fleeing domestic violence
	Other activities—describe
	None of the above

5(a) How will the above checked reasons for termination be addressed if an issue with clients?

6. Describe how participants will be assisted to obtain and remain in permanent housing?

- How do you ensure persons stabilize in permanent housing? Describe how the following are included if applicable:
- Case management
- Supportive services that are available
- Access and connection to primary and behavioral health services
- Life Skills
- Educational services

