



**COUNTY OF
SAN MATEO**

**DEPARTMENT
OF HOUSING**

**264 Harbor Blvd.
Bldg A**

Belmont, CA 94002

Contact:

**Claudia Young
HCD Specialist**

TEL (650) 802-5113

FAX (650) 801-5049

**cyoung@smchousing.org
www.smchousing.org**

REQUEST FOR PROPOSAL

(RFP)

PROGRAM GUIDELINES

FOR FUNDING OF

HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

(HPRP)

ACTIVITIES

•

**October 1, 2009
to
September 30, 2011**

I. Program Overview:

The County of San Mateo Department of Housing will receive \$1,166,526 dollars of **Homeless Prevention and Rapid Re-Housing Program (HPRP)** funds for homeless prevention related activities. The intent of HPRP is to provide temporary financial assistance and housing relocation and stabilization services to individuals and families who are homeless, or who would be homeless *but for* this assistance. Thus, assistance is to be provided to those already homeless, to those in emergency shelters, and to those on the verge of becoming homeless (including those 'timing out' of transitional programs); income limits will apply in every instance. These funds are made available through the American Recovery and Reinvestment Act of 2009 (ARRA) and allocated by the U.S. Housing and Urban Development (HUD) using the Emergency Shelter Grant (ESG) program formulas. HPRP, however, has its own regulations and is not administered under ESG rules. As with all ARRA funding, frequent reporting will be required: selected subgrantees must provide client data collection to the County in a timely manner.

The County of San Mateo Department of Housing is soliciting proposals from organizations and community agencies for multi-year projects to be funded under the HPRP. Requests received must address the County's 2008-2013 Consolidated Plan goals relating to homeless prevention, and projects must qualify as an eligible activity under the ARRA guidelines. Agencies must have a plan to utilize 100% percent of the funds by **September 30, 2011**. HUD expects to execute their Grant Agreements with the County of San Mateo no later than **September 1, 2009**; once the County-HUD agreement is in place, individual Funding Agreements with subgrantee agencies can be executed no later than **September 30, 2009**.

HUD released a Notice containing requirements for HPRP Grantees (e.g., the County of San Mateo) and Subgrantees on March 19, 2009. This Notice can be downloaded from the HUD website set up to relay information regarding HUD programs being funded via ARRA. This website is <http://www.hud.gov/recovery/> where information is available under the heading HOMELESS PREVENTION FUND. As this is a new, untested program, there are many questions regarding the operation of HPRP which have yet to be answered by HUD. For example, the definition of 'homeless' to be employed is that from Section 103 of the McKinney-Vento Homeless Assistance Act, yet, it appears those being released from correctional institutions would be eligible for HPRP assistance.

Additional Competitive HPRP Funds: Applicants should be aware that additional HPRP funds are available on a competitive basis from both the State of California and City of Daly City. Applicants who wish to apply to these other sources must do so separately through their respective RFP processes.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$ 400,000	\$ 300,000	\$ 700,000
Housing Relocation and Stabilization Services ²	\$ 100,000	\$ 200,000	\$ 300,000
Admin/Data Collection	\$ 20,000	\$ 20,000	\$ 40,000
Subtotal (add previous two rows)	\$520,000	\$520,00	\$1,040,000

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

DOH is suggesting that applicants limit their funding requests to no more than \$6,000 per household for homelessness prevention and/or shelter diversion activities and no more than \$8,000 per household for rapid re-housing activities. If your proposal goes beyond these suggested limits, you must provide a narrative explanation.

Application Deadline.

Complete application packets must be received by the Department of Housing

Attn: Claudia Young
HCD Specialist
SMC Department of Housing
264 Harbor Blvd., Bldg A
Belmont, CA 94002

Monday August 10, 2009 at 5:00 PM.

Late or incomplete applications, will not be considered for funding
No Exceptions

Funding Availability. October 1, 2009 is the earliest that you can access funding, provided a funding agreement has been executed between your agency and the County.

Application Schedule:

RFP Issued:	July 20, 2009
Proposals Due:	August 10, 2009
Proposal Review:	August 11, 2009 to August 14, 2009
Public Hearing:	August 17, 2009
Contract Execution:	No later than September 30, 2009

II. Eligible Applicant requirements:

- Applicants must be a City, a County or other public agency, or a qualified 501(c)(3) or (c)(4) non-profit organization.
- All applicants must submit the most recent certified financial audit of their organization including any management letters.
- Non-profit organizations must submit evidence of current nonprofit status and an up-to-date roster of their Board of Directors.
- All applicants will be required to register with DUN and Bradstreet to obtain a DUNS number and complete or renew the registration in the Central contractor Registration (CCR). For additional information go to www.dnb.com. On the bottom of the site you will see "Get a D&B DUNS number for government purposes." This will walk you through the process.

Organizations applying for these funds are strongly encouraged to form collaborative partnerships, in which a lead agency serves as the applicant on behalf of a group of organizations that includes one or more partners. Collaborative applications must provide an executed MOU between the Lead Agency and any Partners or Referral Agencies that will be involved in the project.

Definitions of these terms are provided below.

Lead Agency:

- Serves as the fiscal agent for the project (drawing down grant funds from DOH, distributing funds to partners, providing financial reports to DOH);
- Collects and synthesizes data from the partnering organizations (including mandatory data elements) to meet HPRP data collection, reporting and evaluations requirements.

Partner: receives a portion of the grant funds to carry activities documented via a MOU or contract with the lead agency.

Referral Agency: participates in the project by providing services or other assistance to the project's clients, but does not receive a portion of the grant funds.

III. Eligible Populations:

1. General Requirements

HPRP funds are targeted to two populations: (1) households that are homeless and (2) households at-risk of homelessness.

All households assisted must meet the following criteria:

- Have at least an initial consultation with an authorized case manager of the lead agency or partner who can determine the appropriate type of assistance to meet their needs;
- Be at or below 50% of the Area Median Income;
- If rental assistance is provided for a unit the eligible household is not currently living in, a pre-move-in health and safety inspection is required. Agencies have the option of contracting with a third party (i.e. the San Mateo County Housing Authority) to perform the required inspections. These third party inspectors must be approved by the County.
- Be homeless or at-risk of losing housing and meet **both** of the following circumstances:
 1. No appropriate subsequent housing options have been identified; AND
 2. The household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.

2. Definition of Homelessness

In addition to the criteria in Section III.A., individuals are considered homeless for the purpose of this RFP only if they meet one of the following criteria:

- Sleeping in an emergency shelter; or
- Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks; or
- Staying in a hospital or other institution for up to 180 days but was sleeping in an emergency shelter or other place not meant for human habitation immediately prior to entry into the hospital or institution;
- Graduating from, or timing out of a transitional housing program; and
- Victims of domestic violence.

3. Definition of At-Risk of Homelessness

Households at-risk of homelessness do not have to meet any additional eligibility criteria beyond those Section III.A, above. However, prevention assistance for those households at-risk of homelessness is to be targeted to those individuals and families at most imminent risk of losing their housing. Applicants will be required to describe in their application the risk factors they will use to determine

whether a household is at imminent risk of losing their housing. See Section VI.D. (Application Format) and Appendix A (Application Form).

IV. Eligible/Ineligible Activities:

Eligible Activities:

- 1. Financial Assistance:** Short-term (0-3 Months) rental assistance and Medium-Term (4 to 18 months) rental assistance such as rent, security deposits, utility deposits and payments, moving cost assistance, and hotel/motel vouchers (maximum voucher period is 30 days).
- 2. Housing Relocation and Stabilization Services:** Stabilization services such as case management, outreach engagement, housing search and placement, legal services, and credit repair.
- 3. Data Collection and Evaluation:** Cost related to client bases data collection.

Ineligible Activities:

- Assistance to individuals or households with income exceeding 50% of the area median income (as published by HUD)
- Activities funded with other ARRA (Recovery Act) resources, such as employment training or childcare
- Mortgage costs including fees, taxes and refinancing expenses
- Legal services related to mortgages
- Construction or rehabilitation of shelters or housing; operational costs for shelters or transitional housing
- Other costs such as credit card bills or other consumer debt, car repair or other transportation costs, travel, food, medical and dental care and medicines, clothing and grooming, home furnishings, pet care, entertainment activities, work or education related materials, and housing payments for properties owned by the City or owned by subgrantee agencies and their affiliates
- Direct cash assistance to program participants
- Development of discharge planning programs in mainstream institutions (e.g., prisons, jails, hospitals)
- Certifications, licenses and general training classes for case managers and program administrators

V. Content of Application:

Applications must include the following components:

1. Proposal Narrative

The proposal narrative must include the following sections in the following order:

- a. Executive Summary
 - Identify type of application (prevention or rapid re-housing)
 - Name the lead agency and partners
- b. Target Population
 - Identify target population
 - Describe process for conducting outreach to the population
 - Describe process for assessing potential participants to ensure they meet eligibility criteria, including any particular assessment tool that will be used. Add risk factors.
- c. Description of Assistance/Services to Be Provided
 - Describe types of financial assistance and/or services to be provided (breakdown by lead agency, partner agencies, referral agencies);
- d. Goals and Objectives – need more explanation
 - List process objectives (including numbers of households to be served)
 - List outcome objectives (including numbers of households who secure or sustain housing)
- e. Collaboration and Coordination
 - Describe how proposed project will leverage existing services and resources
 - If lead agency has also applied for funds [or plans to apply for] through the State of CA or Daly City HPRP processes, briefly describe those applications and explain how this proposal, if funded, will avoid duplicating services to be provided through those funding sources.
- f. Administration
 - Describe methods for conducting required data collection, documentation and reporting, also inspections (if applicable). Also financial assistance.

- g. Applicant Experience
 - Describe experience of lead agency and partner agencies in delivering the services proposed
 - Describe lead agency's experience with client based data collection and reporting.

2. Budget

Provide a two-year project budget.

3. MOUs/Contracts:

Provide copies of all Memorandum of Understandings with partners and referral agencies.

VI. Review Criteria

Applications will be reviewed based on the following:

1. Program Design

- Proposed outreach and assessment process will be effective in reaching target population;
- Goals and objectives (both process and outcome objectives) are articulated clearly;
- Assistance/services proposed are clearly defined and appropriate based on project goals and target population identified.

2. Collaboration and Coordination

- Applicant has identified appropriate partners, clearly articulated rationale for selecting partners, and clearly defined role of each partner in the collaborative.
- Proposed project does not duplicate existing services
- Proposed project will not duplicate activities that may be funded through State of CA or Daly City HPRP funds.

3. Agency and Staff Experience/Qualifications

- Applicant has relevant experience/capacity to lead collaborative project
- Applicant has relevant client data collection experience
- Applicant (and any partners) have relevant experience delivering the types of direct assistance and/or services proposed

4. Cost Effectiveness

- Budget is reasonable and cost effective for the activities and outcomes being proposed.
- Proposal leverages in-kind resources.

VII. Review Process

Applications will be reviewed by County staff against priorities and criteria described in more detail in Section V of this RFP. Staff will formulate recommendations to be presented to the Housing & Community Development Committee (HCDC) Community Development Sub Committee, an advisory body to the County Board of Supervisors.

A Public Hearing will be held on **August 17, 2009** by the HCDC Standing Public Service Sub-Committees to address applications received in each of the two funding categories (Homelessness Prevention and Rapid Re-Housing). Applicants will be invited to present their application at this public meeting. Applicants will be informed of the amount of the staff recommendation and the date of the specific Sub-committee Public Hearing before the date your application is considered.

The HCDC, through the Department of Housing, will then forward its final recommendations to the County Board of Supervisors through the County Manager's Office for final approval on or about **August 28, 2009**.

VIII. Application Submission:

Submission Requirements. There are two (2) distinct categories. You fill out only the applicable form for your project type. Submit one application per project /program funding request.

- Homelessness Prevention
- Rapid Re-housing

Electronic versions of the application is available on the County Department of Housing web-site (www.smchousing.org). The application is in Word format for PC. If you require a different format, you will have to make your own arrangements for conversion of the file.

It will be reviewed by staff and members of the Housing and Community Development Committee.

The application packet will consist of two distinct sections:

- **Organizational documentation:** one (1) set of this documentation must be submitted, bound or stapled in appropriate order; the specific information requested is set forth in the Application Guidelines.
- **Program/project information:** original plus 8 collated copies
 - o Only 8-1/2 X 11" paper
 - o No staples
 - o Cover letter optional.

NOTE: If applications are not packaged correctly, as set forth in these **Program Guidelines**, the application may be rejected. Department of Housing staff will make the final determination. Applicants will be notified by letter.

Information and Assistance. Staff is available to answer questions regarding the NOFA and preparation and submittal of the application. You may contact the following staff:

Name	Phone	E-Mail
Claudia Young	(650) 802-5113	cyoung@smchousing.org

IX. Funding Procedures and Requirements:

- A. Religious Organizations.** Funds provided under this NOFA cannot be used for religious activities. However, HUD will allow faith-based organizations to access funds for programs and capital projects meeting County funding priorities described above without having to form secular affiliates.
- B. Project Proposal with Location Outside Urban County Jurisdiction.** If you are requesting funding for a project that will be located outside the Urban County jurisdiction, you must demonstrate that residents of the Urban County jurisdiction will receive the principal benefit from the Urban County funds requested.
- C. Mandatory Acknowledgement of County and HUD Funding.** All projects/programs receiving any type of funding assistance and or substantial technical assistance through the San Mateo County Department of Housing will be required to state such in any advertising, marketing, public presentations, press releases, written materials or project descriptions. Such acknowledgement should also identify the U.S. Department of Housing & Urban Development.
- D. Required Agreement between Funded Agency and County of San Mateo.** If you have been awarded County funds for your activity, you must not commit or obligate these funds in any way before an agreement between your agency and the County has been executed. If you commit or obligate the funds before the agreement is executed, County Housing staff may be unable to reimburse you for the project/program costs. When planning your project schedule, please allow 4 weeks to 3 months for preparation and execution of the agreement. As noted earlier, contracts involving more than \$100,000 will need County Counsel and Board of Supervisors' approval, which typically requires a minimum of three months' lead time before you can access the funding.
- E. Accessibility Requirements.** Federal law requires that housing and non-housing developments and programs assisted with federal funds comply with accessibility requirements under Section 504 of the Rehabilitation Act of 1973. This Act prohibits discrimination against otherwise qualified handicapped persons in the provision of programs, facilities and employment supported by Federal funds. Activities assisted with federal funds must ensure that disabled employees or beneficiaries are not excluded from participation in, be denied the benefits of, or be subjected to discrimination.
- F. Demographic Data on Project/ Program Beneficiaries.** If your project is funded, you will be required to provide County Housing staff with a certain amount of demographic data depending on your particular type of project. The required data may include: client household income, client racial/ethnic background, and head of household information. HUD is now requiring that you report on twelve categories of racial/ethnic groups. The County Housing staff assigned to monitor your project will discuss with you the extent of other demographic data required for your particular project. The County will provide you with required reporting forms.

- G. Funding on Reimbursement Basis.** The County normally funds community development projects/programs on a reimbursement basis. Reimbursement is made only upon complete documentation of performance of program goals or completion and payment of incurred costs. Payments to third-party vendors (i.e. landlords and utility companies) are eligible with required documentation.
- H. Timely Use of Funds.** If funds are awarded to a project/program, the applicant must be under contract with the County by October 1, 2009.
- I. Financial Audits.** Project applicants that are either non-profits or cities are required to submit a copy of the most recent certified financial audit prepared by an independent CPA firm, including any management letters, of their organization or city. Annual submission of yearly financial audits reports will also be required during the term of the financing or funding agreement. If your agency has expended \$500,000 or more of federal funds from any source in any one year, the audit should include a "single audit" and be in compliance with federal OMB Circular A-122 or A-133, depending on if your entity is a nonprofit organization or public agency. If project applicants have not expended \$500,000 or more of federal funds from any source in any one year, they must attach a certification attesting to this fact.
- J. Background of Nonprofit Organizations.** All nonprofit organizations applying for funds must meet the following requirements:
1. Governing Body - Governing body of the organization should be vested in a responsible and active voluntary board which meets at least quarterly and establishes and enforces policy. The governing body should be large enough and so structured to be representative of the community it serves.
 2. Personnel - The organization must provide for adequate administration of the program to ensure delivery of services. At a minimum one person should be designated the full-time director of the organization.
 3. Staffing of Public Service Programs - Agencies requesting funds for public service programs are encouraged to have staffing at all levels of responsibility that reflect the racial/ethnic composition of population served. It is highly desirable that the agency staff also possess the appropriate bi-cultural and bi-lingual capabilities.
- K. Designated Person to Execute Documents.** Once a nonprofit agency has been approved for funding, the County must know who has been authorized by the nonprofit's governing body to execute all necessary documents related to the funding. Nonprofits should submit a copy of their Board resolution designating a person responsible for executing all documents related to the funding. This may be combined with the County-required resolution from the nonprofit that specifically authorizes the nonprofit to make an application for funds.

- L. Fingerprinting Requirements of Staff.** The County requires that all contractors, assignees, and volunteers of agencies doing business with the County and who during the course of performing services, may have contact with children, be fingerprinted in order to determine whether they have a criminal history which would compromise the safety of children.
- M. Equal Benefits Compliance.** Any party entering into contract with the County in which the County is to provide \$5,001 or more, must offer equal benefits to their employees. Domestic partners of employees are required to receive benefits equal to those received by spouses of employees.
- N. Debarment.** Housing & Community Developments Act of 1974, 24 CFR Part 5 provides that assistance shall not be used directly or indirectly to employ, award contracts to, or otherwise engage the services of, or fund any Contractor or subrecipient during any period of debarment, suspension, or placement in ineligibility status under the provisions of 24 CFR part 24. This provision covers all Contractors and subrecipients, as well as subcontractors of Contractor or subrecipient, whose names are included in the "List of Parties Excluded from Federal Procurement and Non-procurement Programs." Inclusion in the aforementioned List during the term of this agreement would constitute grounds for contract termination as described in Sections 1 and 2 herein this Exhibit. The aforementioned List can be found on the Web at <http://epls.arnet.gov>.

Special Needs Housing: For County purposes Persons with Special Needs shall include, but not be limited to, seniors aging in place, persons recovering from substance abuse, emancipated youth, victims of domestic violence, persons recently released from prison or jail.