REQUEST FOR PROPOSALS
FY 2022 HUD Special NOFO: Continuum of Care
Supplemental to Address Unsheltered Homelessness

HI-501 Honolulu City and County

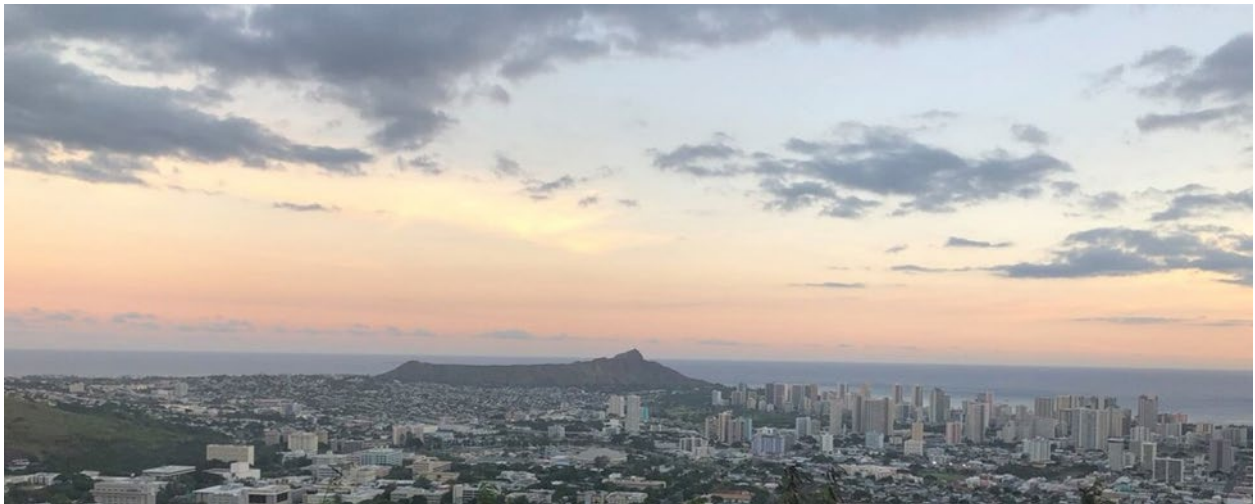## Proposals Due: Wednesday, August 31, 2022, 12:00 p.m. HST

REQUEST FOR PROPOSALS
FY 2022 HUD Special NOFO: Continuum of Care Supplemental to Address Unsheltered Homelessness

HI-501 Honolulu City and County
Homeless Assistance Programs

Serving as the Collaborative Applicant (CA) for the Oʻahu Continuum of Care (CoC), Partners In Care (PIC) is pleased to issue this Request for Proposals (RFP) to be included in the Oʻahu CoC consolidated application for the U.S. Department of Housing and Urban Development (HUD) Special NOFO: the Continuum of Care Supplemental to Address Unsheltered and Rural Homelessness ("Special NOFO"). The Oʻahu CoC is eligible for unsheltered funds only.

Nonprofit organizations, states, local governments, instrumentalities of state and local governments, and public housing agencies are eligible to submit applications to be considered for this local evaluation process (24 CFR 578.15).

To support all applicants in preparing their proposals, the CoC will host two mandatory RFP information and Q&A sessions (see timeline). Agencies only need to attend one session. Outside of these sessions, all questions must be submitted by email only to the PIC point of contact, Elliot Woods. Please note that questions will not be accepted after the RFP Questions Deadline—Wednesday, August 10, 2022, by 5:00 p.m. **Please do not contact any PIC or CoC employees, agents, or officials other than the PIC point of contact for this RFP.**

Point of Contact
Elliot Woods, Operations and Planning Manager
Phone: 808-380-9466
Email: elliotw@partnersincareoahu.org

Timeline
Timeline is subject to change
All times are in HST

O'ahu CoC Advisory Board Approves RFP	July 29, 2022
PIC issues RFP	August 1, 2022
MANDATORY RFP Information & Q&A Sessions *applicant attendance required at only one session*	**August 3, 2022, 1pm-2pm** **August 5, 2022, 11am-12pm**
Deadline for applicants to submit questions on RFP	August 10, 2022, 5pm
Answers to RFP questions published to website	August 12, 2022
PROPOSALS DUE	**August 31, 2022, 12pm**
Evaluation Committee project evaluation and ranking	September 1-15, 2022
Optional—Project presentations to Evaluation Committee (PIC will contact applicants to schedule)	September 7, 2022 September 8, 2022
Evaluation Committee concludes evaluation and rankings	September 15, 2022
Unconflicted Planning Committee and CoC Advisory Board review and approve of project ranking	September 19, 2022
PIC sends Intent to Award notifications to applicants	September 22, 2022
Applicant appeals due to PIC office	**September 29, 2022, 12pm**
Appeals, if any, to be heard by CoC Advisory Board	October 3, 2022
CoC consolidated application draft & project rankings posted on PIC website for public review & comment	October 6, 2022
PIC final review and revision of CoC application	October 6-10, 2022
Final consolidated application and priority listing posted on PIC website	October 12, 2022
PIC submits final application on e-snaps	October 18-20, 2022

Last Revised 7/31/22

Contents

I. CoC Local Funding Competition: Overview

On June 22, 2022, the U.S. Department of Housing and Urban Development (HUD) released a special Notice of Funding Opportunity (NOFO) to address unsheltered and rural homelessness for a nation-wide Continua of Care competition. Prior to applying, each Continuum of Care (CoC) must conduct a local funding competition that evaluates and ranks local projects to be included in a consolidated application to HUD. The Oʻahu CoC is eligible for unsheltered funds only.

This Request for Proposals (RFP) serves as the announcement of the Oʻahu CoC's local funding competition for the 2022 Special NOFO to address unsheltered homelessness. The CoC's Collaborative Applicant—Partners In Care (PIC)—along with Oʻahu's Continuum of Care and external evaluators will evaluate proposals and prioritize projects that meet Special NOFO priorities, align with the CoC's comprehensive plan to address unsheltered homelessness, and meet CoC system-wide needs. PIC will then post the consolidated application for public comment before submitting to HUD.

A. Purpose
The purpose of this local funding competition is to streamline the application process of developing the consolidated application and, ultimately, to expedite providers' ability to implement projects and house those experiencing unsheltered homelessness on Oʻahu.

B. Continuum of Care Program
The CoC Program provides funding to states, localities, and nonprofit organizations to provide permanent housing, transitional housing, supportive services, and homelessness prevention programs as well as data management through a Homelessness Management Information System (HMIS). The CoC Program, as authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act and the CoC Program Rule, is designed:

1) to promote community-wide commitment to ending homelessness;
2) to provide funding to nonprofit providers and state & local governments to quickly rehouse homeless individuals & families, while minimizing trauma & dislocation;
3) to promote access to, and effective utilization of, mainstream programs and programs funded with state or local resources; and
4) to optimize self-sufficiency among individuals and families experiencing homelessness.

Oʻahu's Continuum of Care serves the City and County of Honolulu (HI-501) by bringing together homelessness services across sectors to work to end homelessness on Oʻahu.

C. Collaborative Applicant
The Oʻahu CoC has designated PIC as the Collaborative Applicant (CA) for the 2022 Special NOFO process. As the CA, PIC will submit the CoC consolidated application to HUD in partnership with the Oʻahu CoC and is the sole eligible applicant for the HUD CoC Program Planning, HMIS, and CES Grant funds. PIC will work to ensure the CoC receives the maximum amount of HUD CoC Program funds and will ensure project compliance with HUD rules and regulations. Programs funded from the FY 2022 Special NOFO will be required to attend quarterly review sessions with the Collaborative Applicant.

Partners In Care – Oahu Continuum of Care (PIC). PIC is a planning, coordinating, and advocacy alliance of nonprofit homeless providers, government stakeholders, private businesses, community advocates, public housing agencies, hospitals, universities, affordable

housing developers, law enforcement, and persons with lived experience of homelessness. PIC develops recommendations for programs and services to meet needs for people experiencing homelessness within Oʻahu's CoC. PIC also assists in developing new programs, while working to preserve or expand effective existing programs.

II. Available Funding and Priorities

A. Funding Distribution
Honolulu City and County is eligible for an estimated $7,588,944 in funding for projects to address unsheltered homelessness over a three-year period. This amount equates to $2,529,648 per year for three years.

B. Funding Priorities
Based on priorities listed in Section II.A of the Special NOFO and on CoC priorities and goals, PIC will prioritize projects that:

1. Address unsheltered homelessness by identifying people living unsheltered and connecting them to housing;
2. Involve a broad array of stakeholders, including traditional partners (e.g., housing and service agencies) as well as non-traditional partners (e.g., affordable housing developers, the business community, and healthcare providers);
3. Advance racial equity in homeless service provision and work toward reducing racial disparities in unsheltered homelessness;
4. Demonstrate they adhere to a Housing First approach or philosophy;
5. Consider the perspectives of individuals with lived experience in program design, implementation, and/or evaluation;
6. Have an evaluation plan to measure project effectiveness, cost effectiveness, and overall system impact through objective data outcomes (e.g., exits to positive housing, recidivism, reduction in length of time homeless, and quick housing); and
7. Use evidence-based practices (EBP) (see Appendix A for examples).

Given objective evidence showing system needs, the Oʻahu CoC will prioritize projects that provide permanent supportive housing. However, all other applications will be considered and included in the review and ranking process.

C. Eligible Project Types
The following project types are eligible for funding in this year's competition.

Projects:

- CoC planning projects
- Permanent Housing (PH) projects including:
    - Permanent Supportive Housing (PH-PSH)
    - Permanent Housing / Rapid Re-Housing (PH-RRH) projects
    - Joint Transitional Housing (TH) and Permanent Housing / Rapid Re-Housing (PH-RRH)
- Supportive Services Only (SSO) projects
- Supportive Services Only (SSO) projects—Coordinated Entry*
- Homeless Management Information System projects (HMIS)*

Only the Oahu CoC Designated CES and HMIS lead may apply for HMIS and CES funds.

III. Application and Evaluation Process

HUD expects each CoC to implement a thorough review of project applications submitted to HUD in the FY 2022 Special NOFO to Address Unsheltered Homelessness Competition. CoCs must ensure: (1) all proposed program participants will be eligible for the program component type selected; (2) the information provided in the project application and proposed activities are eligible and consistent with program requirements established in the CoC Program Rule; (3) each project narrative is fully responsive to the questions being asked and meets all criteria for that question as required by the Special NOFO; (4) the data provided in various parts of the project application are consistent; and (5) all required attachments correspond to e-snaps' list of attachments and contain accurate and complete information dated between June 22, 2022 and October 20, 2022.

A. Pre-Submission Preparation
Prior to applying, PIC recommends potential applicants read this RFP in full. Additionally, applicants should read the Special NOFO in its entirety in conjunction with the CoC Program Rule to ensure a comprehensive understanding of and compliance with all CoC Program requirements. Ideally, applicants will read these documents prior to attending mandatory RFP Information and Q&A Sessions.

Determine Eligibility. All project applicants must meet all statutory and regulatory requirements in the Act and the Rule; and all project applicants must meet Threshold Requirements as outlined in Section V.C.3 of the Special NOFO. If a project does not meet these requirements, it will not be scored or included in the rankings.

Mandatory RFP Information and Q&A Sessions. The strength of project applications is an important component in the overall CoC application submitted to HUD. To ensure each project is submitting the best application possible, PIC is conducting two mandatory RFP Information and Q&A Sessions via Microsoft TEAMS:

Wednesday, August 3, 2022, 1:00 p.m. to 2:00 p.m. HST – Click here to join
Friday, August 5, 2022, 11:00 a.m. to 12:00 p.m. HST – Click here to join

A representative from each applicant agency must attend one of the sessions and document attendance in the TEAMS chat window. Applications will not be accepted from organizations that do not attend one of the RFP Information and Q&A Sessions.

Questions, RFP Answers & Clarifications. Questions will be answered during the RFP Information and Q&A Sessions. Additional questions or requests for interpretation must be submitted by email to Elliot Woods at elliotw@partnersincareoahu.org by the RFP Questions Deadline, **Wednesday, August 10, 2022, at 5:00 p.m. HST**.

A summary of questions and answers pertaining to this RFP, submitted through email and provided during the RFP Information and Q&A Sessions, will be published on the PIC website by **Friday, August 12, 2022.**

B. Evaluation Process
The Special NOFO requires that each CoC conduct a transparent and objective process to review and rank all project applications.

External evaluators identified by the PIC, the CoC Advisory Board, and CoC Planning Committee will be responsible for evaluating proposals by scoring and ranking projects. The Evaluation Committee will be comprised of evaluators who have extensive experience in homelessness services, finances, evaluation, service systems, and/or have lived experience with homelessness.

Scoring & Ranking. Evaluators will score individual projects using the O'ahu CoC Scorecards. Scorecards will correspond directly to questions addressed in the narrative and e-snaps application. Scorecard criteria directly reflect HUD and CoC priorities. Notably, the Special NOFO emphasizes improving systems-level performance and advancing racial equity by using objective measures to make data-driven decisions. It also emphasizes inclusion of individuals with lived experiences and fidelity to Housing First models and approaches.

Evaluators will rank order projects based on application scores as well as CoC system factors, such as:
- Ensuring geographic coverage;
- Ensuring service to sub-populations; and
- Overall system-level functioning of the CoC

C. CoC Approval Process
The O'ahu CoC will review all project applications in accordance with Section I.H. of the Special NOFO.

D. Applicant Appeals Process
If a project application is not chosen for inclusion in the final CA CoC priority listing application, or is only partially funded, applicants may submit an appeal to the CA office.

Appeals must be submitted in writing to the O'ahu CoC Advisory Board by **12:00 PM on September 29, 2022**, either mailed or delivered to 200 North Vineyard Boulevard, Suite A-210, Honolulu, HI 96817. Appeals will be heard by an appeal panel comprised of the non-conflicted members of the O'ahu CoC Advisory Board who did not serve on the initial Evaluation Committee. The decision of the appeals panel is final.

IV. Application Components

Applicants should be sure to have all application components, including:
1. e-snaps application
2. Project narrative
3. Project budget
4. Documented match
5. HMIS APR for Special NOFO funding period
6. Agency's most recent financial audit

A. e-snaps Application

The e-snaps application can be found here. Please be sure to fill out the application in full, but do not press submit. Please print the e-snaps application and any uploaded documents for inclusion in your packets. The Collaborative Applicant will notify you if/when to submit your agency's application through e-snaps should the project be chosen for inclusion in the consolidated application.

B. Project Narrative

All applicants should address all project narrative questions provided by project type in Appendix B. These questions will directly correspond to scorecard criteria for each project type. If your agency is unable to provide an answer to any of these questions, please explain why in the notes at the end of each section.

C. Project Budget

Please include the project budget for this funding cycle. You may use the budget template found in Appendix C. Costs should be reasonable, justified, and competitive. The budget must demonstrate the project is cost effective, with costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.
- Provide an overview of the three-year project budget using an excel spreadsheet or word document. Include all costs, including those that will be provided using in kind or leveraged resources (which should be at least 25% of the total cost).
- Provide a separate 1- to 2-page budget narrative that shows how budget costs were calculated and briefly explains how each item is needed to support project implementation/program.

D. Match Requirements

Applicants should describe the source(s) for the HUD required 25% match. Applicants should ensure that the match source aligns with project goals and proposed population served. If sources are secured but not documented, describe the plan for doing so in the project narrative financial section. Types of acceptable matches include in-kind matches, third-party services, program income, and leverage.

In-Kind Matches. The applicant may use the value of property, equipment, goods, or services contributed to the project, provided that the costs would have been eligible if the applicant had to pay for such items with grants funds.

Third-Party Services. If third-party services are to be used as a match, the applicant and the third-party services provider that will deliver the services must enter into a memorandum of understanding (MOU) *before the grant is executed.* The MOU should state what services the third party will provide and their value towards the project. To be eligible for match, the cash or

in-kind must be used for services that are eligible under the activities listed in 24 CFR 578 Subpart D.

Program Income. Applicants that intend to use program income as match must provide an estimate of how much program income will be used for match.

Leverage. HUD considers any matching funds above and beyond the minimum required amount to be leverage. Leveraging includes all funds, resources, and/or services that the applicant can secure on behalf of the client being served. In addition to all cash matching funds, leveraging is broader in scope, including any other services, supplies, equipment, space, etc. that are provided by sources other than HUD.

Please note that applicants will be expected to spend 25% of the drawdown each quarter.

E. Agency Financial Audit
Applicants (and any sub-recipients) must provide the most recent agency financial audit. If your agency (or any of the sub-recipients) does not have an audit, explain why in the project narrative.

V. Submission Instructions

Completed proposals must be received by PIC no later than Wednesday, August 31, 2022, at 12pm.

Completed proposals must include:
1) One (1) original hard copy;
2) Five (5) hard copies of project proposal packets, being sure to:
    a. Label the folder's front cover with the agency name, year, program name, type of project submission (New), and amount requested, and
    b. Tab and label each section of the application according to the contents described in Section IV.
3) One (1) electronic PDF copy via flash drive, being sure that:
    a. File names include agency and project type (i.e., PIC_HMIS_FY22) and
    b. PDF documents are combined (separate PDF files will not be accepted).

Applications that do not include both hard and electronic copies will not be considered.

Mail or deliver proposal submissions to:

Partners In Care
200 North Vineyard Boulevard, Suite A-210
Honolulu, HI 96817

All applications must be received by the PIC office by the deadline. Proposals submitted by email or fax will not be accepted. Late submissions will not be considered, including those submitted late due to mail or delivery service failure. Supplemental documents or revisions after the Proposal Deadline will not be accepted.

CoC program participants shall be responsible for compliance with all applicable federal, state, and local laws, ordinances, directives, rules, and regulations, including but not limited to the program requirements of 24 CFR 578.

Successful applicants are expected to initiate approved projects promptly after execution of the grant agreement. HUD may take action if certain performance standards are not met. In addition, applicants are expected to expend grant funds on a timely basis.

The Oʻahu CoC reserves the right to amend or revise the terms and conditions of this RFP at any time and will publish any and all amendments at www.partnersincareoahu.org. Applicants should review this website regularly for any and all amendments to the Special NOFO RFP FY 2022 HUD Continuum of Care (CoC) Program Competition HI-501 Honolulu City and County, Homeless Assistance Programs.

Appendix A: Resources

The following resources may be useful for the preparation of your application:

- HUD Exchange e-snaps: CoC Program Resources
  https://www.hudexchange.info/programs/e-snaps/

- Special NOFO HUD CoC Program Competition
  https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO

- Unique Entity Identifier (UEI) Number
  https://www.hud.gov/sites/dfiles/PIH/documents/Unique%20Identifier%203_3_22.pdf

- System for Award Management (SAM)
  https://sam.gov/content/home

- 24 CFR Part 578 Homeless Emergency Assistance and Rapid Transition to Housing
  (HEARTH): Continuum of Care Program
  https://files.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

- 2022 HI-501 Special CoC Program Competition
  https://www.partnersincareoahu.org/special-nofo

- Examples of Evidence-Based Practices (EBPs):
  - EBPs—Outreach:
    https://nhchc.org/clinical-practice/homeless-services/outreach/
  - EBPs—Housing First (under recent studies):
    https://nlihc.org/sites/default/files/Housing-First-Research.pdf
  - EBP—Assertive Community Treatment:
    https://ajp.psychiatryonline.org/doi/pdf/10.1176/ajp.2007.164.3.393
  - EBP—Supportive Housing for Frequent System Users:
    https://www.csh.org/resources-search/?p=super-utilizers

- PSH Evaluation Guidance:
  https://store.samhsa.gov/sites/default/files/d7/priv/evaluatingyourprogram-psh.pdf

- HUD's Suggestions for Case Management Ratios:
  https://files.hudexchange.info/resources/documents/COVID-19-Homeless-System-Response-Case-Management-Ratios.pdf

- Oahu 2022 Unsheltered & System Data Snapshot: http://annapruitt.com/pubs/oahu-unsheltered-and-system-data-snapshot-2022/

- Oahu CoC System Data:
  - CES Oversight Dashboard: https://www.partnersincareoahu.org/ces-oversight
  - HMIS Inflow-Outflow Dashboard: https://www.partnersincareoahu.org/dashboards
  - HMIS Monitoring Dashboard: https://www.partnersincareoahu.org/dashboards
  - HMIS System Reports (e.g., LSA, SPM, & HIC): https://www.partnersincareoahu.org/system-reports
  - YHDP Dashboard: https://www.partnersincareoahu.org/yhdp-dashboard
  - 2020 PIT Unsheltered Map: https://picoahu.maps.arcgis.com/apps/MapSeries/index.html?appid=a2ba44926bd646f39a00e0591aee8580
  - Unsheltered Report: https://u.pcloud.link/publink/show?code=XZ7rIUXZVMEnwRGwUQzA1gAcDwGu6yUonA3y
  - Point in Time Count Reports: https://www.partnersincareoahu.org/pit

Appendix B: Project Narrative Questions

Please see the following questions for each project type:

- [PSH or RRH Projects](#)
- [Joint TH and PH-RRH Projects](#)
- [HMIS Projects](#)
- [SSO Projects](#)
- [SSO-CE Projects](#)

Permanent Supportive Housing or Rapid Re-housing Projects Narrative Questions

I. Program Description

1. Program Type & Name
   - ☐ Permanent Housing—Permanent Supportive Housing: _____
   - ☐ Permanent Housing—Rapid Re-Housing: _____
   - ☐ Transitional Housing & Permanent Housing—Rapid Rehousing Housing: ____
   - ☐ Supportive Services Only: _____
   - ☐ HMIS: _____
   - ☐ Other (please specify) _____

2. Who is the target population for this program? (Select all that apply)
   - ☐ Chronically Homeless
   - ☐ Minors (under 18)
   - ☐ Young adults (18-24)
   - ☐ Individuals seeking substance use treatment
   - ☐ Families with children
   - ☐ Single adults
   - ☐ Households fleeing domestic violence
   - ☐ Individuals living with HIV/AIDS
   - ☐ Medically vulnerable
   - ☐ Individuals living with severe mental illness
   - ☐ Veterans
   - ☐ Other (please specify): _____

3. Briefly describe the program, including the **program's main goals**.

4. What are the needs of the clients this program will serve, and how will this program address those needs?

5. Please describe the type, scale, and location of housing the program will provide.

6. How will the program assist clients to rapidly secure and maintain permanent housing

that is **safe**, **affordable**, **accessible**, and **acceptable** to their needs? (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, housing that meets accessibility related needs, additional assistance to ensure retention of permanent housing, etc.).

7. What support services will the program offer? Be sure to explain how the services will 1) assist clients in obtaining mainstream benefits, in increasing employment and/or income, and in working to maximize their ability to live independently and 2) will ensure successful retention in or help to obtain permanent housing, regardless of funding source.

8. Describe the plan for rapid implementation if funded, including a description of how the project will be ready to begin housing the first program participant. Be sure to provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.

9. How many people and households does the program estimate serving in the next funding year? [These numbers should match e-snaps.
   a) Total Households: _____
   b) Total Individuals: _____

10. Provide any additional notes on Program Description that you would like evaluators to know.

II. Project Approach and Alignment with Policy Priorities

11. Please explain how this program will address CoC unsheltered homelessness. Include a description of how you will identify people living unsheltered and connect them to housing.

12. Explain how this program will work with a broad array of stakeholders, including traditional partners (e.g., housing and service agencies) as well as non-traditional partners (e.g., affordable housing developers, the business community, and healthcare providers). In particular, describe if and how this project 1) will leverage housing resources with housing subsidies or units not funded through CoC or ESG programs and/or 2) will leverage health resources, including a partnership commitment with a healthcare organization.

13. Describe how this program will advance racial equity in homelessness service provision.

14. Explain how this program will adhere to a Housing First model or approach.

15. Explain what rules your program will have for participants and what happens if clients break these rules.

16. Explain the program's process for terminating participants from the program.

17. How will the program ensure client choice in housing and services?

18. What is the proposed caseload per case manager for this project? Include caseloads for all program case managers (even those whose positions will be funded by different sources).

19. How will this program consider perspectives from individuals with lived experience in program design, planning implementation, evaluation, etc.?

20. Please describe the project's evaluation plan. Include a description of how you will measure project effectiveness, cost effectiveness, and overall system impact through objective data outcomes (e.g., exits to positive housing, recidivism, reduction in length of time homeless, and quick housing).

21. How will the program review program participant outcomes with an equity lens, including the disaggregation of outcome data by race, ethnicity, gender identity, age, etc.?

22. Please describe the evidence-based practices your project will use as well as any additional practices.

23. Provide any additional notes on Project Approach and Alignment with Policy Priorities that you would like evaluators to know.

III. Financial

24. What is the estimated cost per person (total number of participants divided by the total budget, including match)?

25. Has the applicant secured AND documented a match of at least 25%? If so, please explain what kind of match and if the applicant has ensured that the match source has no stipulations on spending that could affect project funding. If applicant has not secured AND documented a match, please explain why.

IV. Agency Background and Experience

26. Describe the experience of the applicant and sub-recipients (if any) working with the proposed population and providing housing similar to that proposed in the application.

27. Describe the experience of the applicant and sub-recipients (if any) in utilizing a Housing First approach.

28. Describe the applicant's experience in effectively utilizing federal funds, including HUD grants and other public funding. For example, does the applicant show satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients, regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants?

29. Has your agency been financially audited in the last three years?
    ☐ Yes
    ☐ No*

30. *If not, why?

31. Describe any findings or exceptions found in your most recent agency financial audit. Explain any corrective action being taken and whether these findings have been resolved.

32. Describe the agency's efforts to advance racial equity within the organization, including:
    a) having under-represented individuals (e.g., BIPOC, LGBTQIA+, etc.) in leadership and managerial positions and
    b) having reviewed internal policies and procedures from an equity lens and developing a plan to ensure that policies do not impose undue barriers on certain groups.

33. Describe the agency's efforts to incorporate the perspectives of people with lived experience into organizational policies and practices, including:
    a) having representation from multiple individuals with lived experience on the Board of Directors and
    b) having a relational process for receiving and incorporating feedback from individuals with lived experience.

34. Provide any additional notes on Agency Background & Experience that you want evaluators to know (including information on sub-recipients).

V. CoC System Participation & Impact

System Needs & Impact
35. Please describe how this program aligns with the CoC's comprehensive plan for addressing unsheltered homelessness and meets its priorities for this RFP.

Participation

36. Besides General PIC meetings, what other meetings does your agency attend? (e.g., committee meetings)

37. How many committee meetings has your agency attended in the last 12 months?

38. How will this program participate in HMIS and CES?

39. Provide any additional notes on CoC System Participation & Impact that you would like evaluators to know.

Joint TH and PH-RRH
Narrative Questions

I. Program Description

1. Program Type & Name
    ☐ Permanent Housing—Permanent Supportive Housing: _____
    ☐ Permanent Housing—Rapid Re-Housing: _____
    ☐ Transitional Housing & Permanent Housing—Rapid Rehousing Housing: _____
    ☐ Supportive Services Only: _____
    ☐ HMIS: _____
    ☐ Other (please specify) _____

2. Who is the target population for this program? (Select all that apply)
    ☐ Chronically Homeless
    ☐ Minors (under 18)
    ☐ Young adults (18-24)
    ☐ Individuals seeking substance use treatment
    ☐ Families with children
    ☐ Single adults
    ☐ Households fleeing domestic violence
    ☐ Individuals living with HIV/AIDS
    ☐ Medically vulnerable
    ☐ Individuals living with severe mental illness
    ☐ Veterans
    ☐ Other (please specify): _____

3. Briefly describe the program, including the **program's main goals.**

4. What are the needs of the clients this program will serve, and how will this program address those needs?

5. Please describe the type, scale, and location of housing the program will provide. Be sure to explain how the number and configuration of units, will fit the needs of the program participants (e.g., how the program will ensure a range of bedroom sizes to assist various family sizes).

6. How will the proposed project provide enough rapid rehousing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing? (This may be demonstrated by identifying a budget that has twice as many resources for the rapid rehousing portion of the project than the TH portion, by having twice as many PH-RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the population being served by the project).

7. How will the program assist clients to rapidly secure and maintain permanent housing that is **safe**, **affordable**, **accessible**, and **acceptable** to their needs? (e.g., provides

the participant with some type of transportation to access needed services, safety planning, case management, housing that meets accessibility related needs, additional assistance to ensure retention of permanent housing).

8. What support services will the program offer? Be sure to explain how the services will 1) assist clients in obtaining mainstream benefits, in increasing employment and/or income, and in working to maximize their ability to live independently and 2) will ensure successful retention in or help to obtain permanent housing, regardless of funding source.

9. Describe the plan for rapid implementation if funded, including a description of how the project will be ready to begin housing the first program participant. Be sure to provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.

10. How many people and households does the program estimate serving in the next funding year? [These numbers should match e-snaps]
    a. Total Households: _____
    b. Total Individuals: _____

11. Provide any additional notes on Program Description that you would like evaluators to know.

II. Project Approach and Alignment with Policy Priorities

12. Please explain how this program will address CoC unsheltered homelessness. Include a description of how you will identify people living unsheltered and connect them to housing.

13. Explain how this program will work with a broad array of stakeholders, including traditional partners (e.g., housing and service agencies) as well as non-traditional partners (e.g., affordable housing developers, the business community, and healthcare providers). In particular, describe if and how this project 1) will leverage housing resources with housing subsidies or units not funded through CoC or ESG programs and/or 2) will leverage health resources, including a partnership commitment with a healthcare organization.

14. Describe how this program will advance racial equity in homelessness service provision.

15. Explain how this program will adhere to a Housing First model or approach.

16. Explain what rules your program will have for participants and what happens if clients break these rules.

17. Explain the program's process for terminating participants from the program.

18. How will the program ensure client choice in housing and services?

19. What is the proposed caseload per case manager for this project? Include caseloads for all program case managers (even those whose positions will be funded by

different sources).

20. How will this program consider perspectives from individuals with lived experience in program design, planning implementation, evaluation, etc.?

21. Please describe the project's evaluation plan. Include a description of how you will measure project effectiveness, cost effectiveness, and overall system impact through objective data outcomes (e.g., exits to positive housing, recidivism, reduction in length of time homeless, and quick housing).

22. How will the program review program participant outcomes with an equity lens, including the disaggregation of outcome data by race, ethnicity, gender identity, age, etc.?

23. Please describe the evidence-based practices your project will use as well as any additional practices.

24. Provide any additional notes on Project Approach and Alignment with Policy Priorities that you would like evaluators to know.

III. Financial

25. What is the estimated cost per person (total number of participants divided by the total budget, including match)?

26. Has the applicant secured AND documented a match of at least 25%? If so, please explain what kind of match and if the applicant has ensured that the match source has no stipulations on spending that could affect project funding. If applicant has not secured AND documented a match, please explain why.

IV. Agency Background and Experience

27. Describe the experience of the applicant and sub-recipients (if any) working with the proposed population and providing housing similar to that proposed in the application.

28. Describe the experience of the applicant and sub-recipients (if any) in utilizing a Housing First approach.

29. Describe the applicant's experience in effectively utilizing federal funds, including HUD grants and other public funding. For example, does the applicant show satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients, regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants?

30. Has your agency been financially audited in the last three years?
    ☐ Yes
    ☐ No*

31. *If not, why?

32. Describe any findings or exceptions found in your most recent agency financial audit. Explain any corrective action being taken and whether these findings have been resolved.

33. Describe the agency's efforts to advance racial equity within the organization, including:
    a. having under-represented individuals (e.g., BIPOC, LGBTQIA+, etc.) in leadership and managerial positions and
    b. having reviewed internal policies and procedures from an equity lens and developing a plan to ensure that policies do not impose undue barriers on certain groups.

34. Describe the agency's efforts to incorporate the perspectives of people with lived experience into organizational policies and practices, including:
    a. having representation from multiple individuals with lived experience on the Board of Directors and
    b. having a relational process for receiving and incorporating feedback from individuals with lived experience.

35. Provide any additional notes on Agency Background & Experience that you want evaluators to know (including information about sub-recipients).

V. CoC System Participation & Impact

System Needs & Impact
36. Please describe how this program aligns with the CoC's comprehensive plan for addressing unsheltered homelessness and meets its priorities for this RFP.

Participation
37. Besides General PIC meetings, what other meetings does your agency attend? (e.g., committee meetings)

38. How many committee meetings has your agency attended in the last 12 months?

39. How will this program participate in HMIS and CES?

40. Provide any additional notes on CoC System Participation & Impact that you would like evaluators to know.

HMIS Projects
Narrative Questions

I. Project Description and HMIS Background

1. Program Type & Name
   Permanent Housing - Permanent Supportive Housing: _____
   Permanent Housing - Rapid Re-Housing: _____
   Transitional Housing and Permanent Housing - Rapid Rehousing Housing: _____
   Supportive Services Only: _____
   HMIS: _____
   Other (please specify) _____

2. Please describe all current HMIS activities within the CoC, including training, monitoring and evaluation, data management, and reporting.

3. Describe HMIS current data standards (e.g., collection of Universal Data Elements) and abilities, including the ability to un-duplicate client records.

4. How does HMIS work with the CoC's Coordinated Entry System?

5. Describe the extent of HMIS's ability to un-duplicate client records.

6. What reports does HMIS produce? (e.g., APR, quarterly reports, data for CAPER/ESG reporting, and other reports required by other federal partners).

7. Describe how the HMIS funds will be expended in a way that is consistent with the CoC's funding strategy for the HMIS and furthers the CoC's HMIS implementation.

8. Provide any additional notes on Project Description you would like evaluators to know.

II. Project Approach and Alignment with Policy Priorities

9. How will HMIS use this funding opportunity to collect more comprehensive data on people experiencing unsheltered homelessness in this geographic area?

10. How does the HMIS promote services for those who are unsheltered?

11. How does HMIS work with a broad array of stakeholders, including traditional partners such as housing and service agencies as well as non-traditional partners (e.g., affordable housing developers, the business community, and healthcare providers)?

12. How does HMIS use data to advance racial equity in the CoC?

13. Explain how HMIS promotes a system-wide Housing First or Low Barriers model or approach.

14. How will HMIS consider perspectives from individuals with lived experience?

15. How does HMIS encourage evaluation within the CoC and how it evaluates its own performance?

16. Provide any additional notes on Project Approach and Alignment with Policy Priorities you would like evaluators to know.

IV. Program Finances and Grant Expenditure

17. Has the applicant secured AND documented a match of at least 25%? If so, please explain what kind of match and if the applicant has ensured that the match source has no stipulations on spending that could affect project funding. If applicant has not secured AND documented a match, please explain why.

18. Provide any additional notes on Program Finances and Grant Expenditure that you would like evaluators to know.

V. Agency Information

19. Has your agency been financially audited in the last three years?
    - ☐ Yes
    - ☐ No*

20. *If not, why not?

21. Describe any findings or exceptions found in your most recent agency financial audit. Please explain them and any corrective action being taken and whether they have been resolved.

22. Describe the agency's efforts to advance racial equity within the organization, including
    a. having under-represented individuals in leadership and managerial positions and
    b. having reviewed internal policies and procedures from an equity lens and developing a plan to ensure that policies do not impose undue barriers on certain groups.

23. Describe the agency's efforts to incorporate the perspectives of people with lived experience into organizational policies and practices, including
    c. having representation from multiple individuals with lived experience on the Board of Directors and
    d. having a relational process for receiving and incorporating feedback from individuals with lived experience.

24. Provide any additional notes on Agency Information that you would like evaluators to know.

SSO Projects
Narrative Questions

I. Program Description

1. Program Type & Name
   - ☐ Permanent Housing—Permanent Supportive Housing: _____
   - ☐ Permanent Housing—Rapid Re-Housing: _____
   - ☐ Transitional Housing & Permanent Housing—Rapid Rehousing Housing: _____
   - ☐ Supportive Services Only: _____
   - ☐ HMIS: _____
   - ☐ Other (please specify) _____

2. Who is the target population for this program? (Select all that apply)
   - ☐ Chronically Homeless
   - ☐ Minors (under 18)
   - ☐ Young adults (18-24)
   - ☐ Individuals seeking substance use treatment
   - ☐ Families with children
   - ☐ Single adults
   - ☐ Households fleeing domestic violence
   - ☐ Individuals living with HIV/AIDS
   - ☐ Medically vulnerable
   - ☐ Individuals living with severe mental illness
   - ☐ Veterans
   - ☐ Other (please specify): _____

3. Briefly describe the program, including the **program's main goals.**

4. What are the needs of the clients this program will serve, and how will this program address those needs?

5. Describe the proposed project's strategy for providing supportive services to those with the highest service needs, including those with histories of unsheltered homelessness and those who do not traditionally engage with supportive services.

6. Describe the proposed project's specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social services, and employment programs for which they are eligible to apply, and which meet the needs of the program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).

7. Describe the plan for rapid implementation if funded, including a description of how the project will be ready to begin housing the first program participant. Be sure to provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.

Last Revised 7/31/22

8. How many people and households does the program estimate serving in the next funding year? [These numbers should match e-snaps]
   a. Total Households: _____
   b. Total Individuals: _____

9. Provide any additional notes on Program Description that you would like evaluators to know.

II. Project Approach and Alignment with Policy Priorities

10. Please explain how this program will address CoC unsheltered homelessness. Include a description of how you will identify people living unsheltered and connect them to housing.

11. Explain how this program will work with a broad array of stakeholders, including traditional partners (e.g., housing and service agencies) as well as non-traditional partners (e.g., affordable housing developers, the business community, and healthcare providers). In particular, describe if and how this project 1) will leverage housing resources with housing subsidies or units not funded through CoC or ESG programs and/or 2) will leverage health resources, including a partnership commitment with a healthcare organization.

12. Describe how this program will advance racial equity in homelessness service provision.

13. Explain how this program will adhere to a Housing First or Low Barriers model or approach.

14. What is the proposed caseload per case manager/outreach worker for this project? Include caseloads for all program case managers/outreach workers (even those whose positions will be funded by different sources).

15. How will this program consider perspectives from individuals with lived experience in program design, planning implementation, evaluation, etc.?

16. Please describe the project's evaluation plan. Include a description of how you will measure project effectiveness, cost effectiveness, and overall system impact through objective data outcomes (e.g., exits to positive housing, health and wellbeing outcomes, reduction in length of time homeless, etc.).

17. How will the program review program participant outcomes with an equity lens, including the disaggregation of outcome data by race, ethnicity, gender identity, age, etc.?

18. Please describe the evidence-based practices your project will use as well as any additional practices.

19. Provide any additional notes on Project Approach and Alignment with Policy Priorities that you would like evaluators to know.

III. Financial

20. What is the estimated cost per person (total number of participants divided by the total budget, including match)?

21. Has the applicant secured AND documented a match of at least 25%? If so, please explain what kind of match and if the applicant has ensured that the match source has no stipulations on spending that could affect project funding. If applicant has not secured AND documented a match, please explain why.

IV. Agency Background and Experience

22. Describe the experience of the applicant and sub-recipients (if any) working with the proposed population and providing housing/services similar to that proposed in the application.

23. Describe the applicant's experience in effectively utilizing federal funds, including HUD grants and other public funding. For example, does the applicant show satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients, regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants?

24. Has your agency been financially audited in the last three years?
    ☐ Yes
    ☐ No*

25. *If not, why?

26. Describe any findings or exceptions found in your most recent agency financial audit. Explain any corrective action being taken and whether these findings have been resolved.

27. Describe the agency's efforts to advance racial equity within the organization, including:
    a. having under-represented individuals (e.g., BIPOC, LGBTQIA+, etc.) in leadership and managerial positions and
    b. having reviewed internal policies and procedures from an equity lens and developing a plan to ensure that policies do not impose undue barriers on certain groups.

28. Describe the agency's efforts to incorporate the perspectives of people with lived experience into organizational policies and practices, including:
    a. having representation from multiple individuals with lived experience on the Board of Directors and
    b. having a relational process for receiving and incorporating feedback from individuals with lived experience.

29. Provide any additional notes on Agency Background & Experience that you want evaluators to know (including information on sub-recipients).

V. CoC System Participation & Impact

System Needs & Impact
      30. Please describe how this program aligns with the CoC's comprehensive plan for addressing unsheltered homelessness and meets its priorities for this RFP.

Participation
      31. Besides General PIC meetings, what other meetings does your agency attend? (e.g., committee meetings)

      32. How many committee meetings has your agency attended in the last 12 months?

      33. How will this program participate in HMIS and CES?

      34. Provide any additional notes on CoC System Participation & Impact that you would like evaluators to know.

SSO-CE Projects
Narrative Questions

I. Project Description

1. Program Type & Name
   - ☐ Permanent Housing—Permanent Supportive Housing: _____
   - ☐ Permanent Housing—Rapid Re-Housing: _____
   - ☐ Transitional Housing & Permanent Housing—Rapid Rehousing Housing: _____
   - ☐ Supportive Services Only: _____
   - ☐ HMIS: _____
   - ☐ Other (please specify) _____

II. Planning & Access

2. How does CES ensure accessibility to all individuals and families seeking homeless and homeless prevention services on Oʻahu?

3. How does CES reach people who are least likely to apply in the absence of special outreach?

4. How does CES ensure access points for sub-populations (including individuals living with disabilities), and how are these access points integrated into the overall CES?

5. How is CES advertised to families and individuals seeking services, particularly those who have the highest barriers?

6. Explain policies and procedures for ensuring that the CES process is available to all eligible persons regardless of race, color, national origin, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity, or marital status?

III. Assessment, Prioritization, & Referrals

7. Please describe the standardized assessment process and how it is used to direct clients to appropriate housing and services that best fit their needs.

8. How does CES prioritize individuals and families who are most in need of assistance and ensure that they receive it in a timely manner?

9. Describe the referral process, including steps taken to serve clients who fall out of housing or who have an unsuccessful referral.

IV. Data Management

10. Describe the CES data management system.

11. Describe how CES works with HMIS to ensure high quality system performance.

V. Project Approach and Alignment with Policy Priorities

12. How will CES use this funding opportunity to collect more comprehensive data on people experiencing unsheltered homelessness in this geographic area and to link unsheltered individuals and families to housing services?

13. How does CES work with a broad array of stakeholders, including traditional partners (e.g., housing and service agencies) as well as non-traditional partners (e.g., affordable housing developers, the business community, and healthcare providers)?

14. How does CES work to advance racial equity in the CoC and within its referral process?

15. Explain how CES promotes a system-wide Housing First approach.

16. How will CES consider perspectives from individuals with lived experience?

17. Provide any additional notes on Project Approach and Alignment with Policy Priorities you would like evaluators to know.

VI. Evaluation

18. Please describe how CES evaluates the CE process at system and programmatic levels (e.g., meeting with projects regarding intake, assessment, and referral processes AND soliciting feedback from projects and participants regarding the CES process).

VII. Program Finances and Grant Expenditure

19. Has the applicant secured AND documented a match of at least 25%? If so, please explain what kind of match and if the applicant has ensured that the match source has no stipulations on spending that could affect project funding. If applicant has not secured AND documented a match, please explain why.

20. Provide any additional notes on Program Finances and Grant Expenditure that you would like evaluators to know.

VIII. Agency Information

21. Has your agency been financially audited in the last three years?
    ☐ Yes
    ☐ No*

22. *If not, why not?

23. Describe any findings or exceptions found in your most recent agency financial audit. Please explain them and any corrective action being taken and whether they have been resolved.

24. Describe the agency's efforts to advance racial equity within the organization, including:
    a. having under-represented individuals in leadership and managerial positions and
    b. having reviewed internal policies and procedures from an equity lens and

developing a plan to ensure that policies do not impose undue barriers on certain groups.

25. Describe the agency's efforts to incorporate the perspectives of people with lived experience into organizational policies and practices, including:
    a. having representation from multiple individuals with lived experience on the Board of Directors and
    b. having a relational process for receiving and incorporating feedback from individuals with lived experience.

26. Provide any additional notes on Agency Information that you would like evaluators to know.

Appendix C: Example Budget
Your budget must reflect the total grant amount for all three years combined

Please include the costs that you need – *not limited to the items listed below.*

Eligible Costs	Annual Assistance Requested (Applicant)	Grant Term (Applicant)	Total Assistance Requested for Grant Term (Applicant)
2a. Leased Units	$0	3 Years	$0
2b. Leased Structures	$0	3 Years	$0
3. Rental Assistance	$0	3 Years	$0
4. Supportive Services	$0	3 Years	$0
5. Operating	$0	3 Years	$0
6. HMIS	$0	3 Years	$0
7. Sub-total Costs Requested			$0
8. Admin (Up to 10%)			
9. Total Assistance Plus Admin Requested			$0
10. Cash Match			
11. In-Kind Match			
12. Total Match			$0
13. Total Budget			$0

Appendix D: Scorecards

Special NOFO Scorecards can be found on the Partners In Care Website:

https://www.partnersincareoahu.org/special-nofo