

**Request for Proposals (RFP)**  
**HUD Continuum of Care (CoC) Homeless Assistance**  
**Issued: July 31, 2023**

**INTRODUCTION**

The Greater Bristol County/Attleboro/Taunton Coalition to End Homelessness (GBCATCH) (also known as the MA-519 Greater Bristol County/Attleboro/Taunton Continuum of Care (CoC)) is accepting proposals for Continuum of Care Homeless Assistance funding from the U.S. Department of Housing and Urban Development (HUD).

**SPECIAL NOTICE**

**THE GBCATCH CONTINUUM OF CARE ENCOURAGES THOSE FROM TRIBAL ORGANIZATIONS AS WELL AS THOSE WHO HAVE NOT APPLIED PREVIOUSLY FOR FUNDS WHO WORK CLOSELY WITH HISTORICALLY MARGINALIZED COMMUNITIES TO APPLY FOR FUNDING**

**BACKGROUND**

HUD publishes a CoC Notice of Funding Availability (NOFO) for each funding year. The 2023 NOFO was published on July 5, 2023 on grants.gov with a deadline of September 28, 2023.

A single, consolidated submission of all selected projects in CoC MA-519 will be submitted to HUD by Community Counseling of Bristol County, Inc. (CCBC) as the Collaborative Applicant representing GBCATCH. Funding will be derived from Federal Fiscal Year 2023 allocations of HUD funds and is subject to funding availability under the NOFO. GBCATCH reserves the right to request that applicant organizations submit adjusted project budgets based on the amount of funding made available by HUD.

**FUNDS AVAILABILITY**

The amount of funding estimated to be available from HUD is \$873,965 for Tier 1 (Estimated ARD at 93 Percent) which is based on the amount of currently funded projects eligible for renewal funding. An additional \$85,039.00 is available for a CoC Bonus project and \$121,484.00 will be available for a DV Bonus project. New projects can be funded only through reallocation of existing project funding or through bonus funds.

**KEY INFORMATION**

- a. Threshold Requirements -- All projects must meet the threshold criteria shown in the attached Appendix A – Threshold Criteria for Continuum of Care Grant Proposals.
- b. Proposed funding for new projects cannot supplant funding from other sources.
- c. Participants in CoC-funded projects must meet HUD’s eligibility requirements, which vary by program component. More information on the CoC regulations is found below.
- d. Permanent supportive housing projects may serve families or individuals. An adult participant in each household served in any permanent supportive housing program must be disabled.
- e. Projects may not charge participants program fees in any program.

- f. Funds are not available for transitional housing, except in the new component, which combines transitional housing and rapid re-housing.
- g. Funds are not available for supportive services, unless they are part of a renewal project or a new project created through reallocation for coordinated entry.
- h. Emergency shelter and services are not eligible for funding under the CoC Program.
- i. All eligible funding costs except leasing must be matched with no less than a 25 percent cash or in-kind match. Leasing costs are not required to be matched.
- j. Leasing projects may request up to a 3 year grant term
- k. Project-based rental assistance projects may request up to a 15 year grant term; however, the project applicant may only request up to 5 years of funds.
- l. Any new project that requests operating costs, supportive services, only, HMIS, and project administrative costs may request 1 year, 2 year, 3 year, 4 year, or 5 year grant terms with funding for the same number of years.
- m. Collaborative efforts by community agencies are encouraged.

The HUD 2022 NOFO was published on July 5, 2023 including:

[NOTICE OF FUNDING OPPORTUNITY 2023 HUD CONTINUUM OF CARE](#)

**Description of Projects:**

**Renewal Projects.** The total amount of funding estimated to be available for Renewal Projects (and those taking advantage of the transition grant—see Eligible Projects) from HUD is approximately \$ \$873,965; this amount is based on the amount of currently funded projects eligible for renewal funding; this is also referred to as the Annual Renewal Demand (ARD) determined by HUD.

**New Projects** can be funded through reallocation from existing projects or through a bonus funding process, as described in this RFP. New project activities are limited by HUD to permanent supportive housing, rapid re-housing, homeless management information systems, and coordinated intake and assessment programs. HUD strictly limits the type of projects for which reallocated or bonus funds may be used.

- **New Project through a CoC Bonus.** An additional \$85,039.00 is available through CoC Bonus funds
- **New Project through a DV Bonus.** The total amount of funding which the Greater Bristol County/Attleboro/Taunton CoC may apply for under this bonus is \$121.484.00

Additional funds may also be available through the reallocation process as determined by the Greater Bristol County/Attleboro/Taunton CoC’s Performance Review Committee (PRC).

Tier 1 will be equal to 93% of the CoC’s Annual Renewal Demand (ARD) or roughly \$ 812,787.00; Tier 2 is the difference between Tier 1 and the total ARD plus any amount available for bonus amounts. For Greater Bristol County/Attleboro/Taunton CoC, it is estimated that Tier 2 will be roughly \$61,178.00

## DEADLINE

A letter of Intent as described below is due by **August 4, 2023**. Both renewal and new project proposals must be submitted to GBCATCH by **12:00 p.m. on August 18, 2023**. Submission procedures are described below. Projects must be entered into eSnaps by **Friday, September 15, 2023 at 4:00pm**.

- **Renewal Projects**

Projects currently funded under the CoC Permanent Housing (PH) are eligible for renewal for FY 2023 funds if they have a HUD agreement that expires in Calendar Year 2022. Projects may renew as is, or they may be part of transition, expansion or consolidated projects as further described in this section:

- **“Transition Grants:”** This year, HUD is permitting HUD transition grants that will allow renewal projects to “transition” from one CoC Program component to another during the CoC Program Competition. Transition Grants are not an additional source of funding but rather, would be part of the existing Annual Renewal Demand (ARD) amount for the CoC. No more than 50% of each transition grant may be used for costs of eligible activities of the program component originally funded, transition grants in this competition are eligible for renewal in subsequent fiscal years for eligible activities of the new program component and eligibility to receive a transition grant requires renewal project applicants to have the consent of its CoC and meet all other criteria and standards in the NOFO. *See Section III.B.2.Z of the HUD NOFO for further details.*
- **“Expansion Projects:”** Projects currently funded under the CoC Permanent Housing Programs (PH) may apply to expand an existing renewal project in accordance with the NOFO. *See Section III.C.2.j of the HUD NOFO for further details.*
- **“Consolidated Projects:”** Eligible renewal project applicants have the ability to consolidate two or more eligible renewal projects into one project application during the application process. This means that a CoC Program recipient no longer must wait for a grant agreement amendment to be executed to consolidate two or more grants before it can apply for a single consolidated project in the CoC Competition. Consultation with the GBCATCH prior to undertaking this opportunity is required as HUD must confirm eligibility to consolidate projects. *See Section II.B.6 and V.B.4.a.(7) of the HUD NOFO for further details.*

- **New Continuum of Care Projects (Bonus Project)**

New permanent supportive housing projects that will serve 100% chronically homeless individuals or families who meet the definition of Dedicated PLUS (see Section III.C.2.g) are eligible to apply in this competition. Permanent housing is community-based housing, the purpose of which is to provide housing without a designated length of stay. Grant funds may be used for leasing, rental assistance, operating costs and supportive services; definitions and guidance for each of these items is at 24 CFR 578.43-578.63.

- New Projects providing eligible activities that the Secretary of HUD determines are critical in order to assist persons fleeing/attempting to flee domestic violence or (DV Bonus Project)

- New projects that are dedicated to survivors of domestic violence, dating violence, sexual assault, or stalking as defined in Consolidated Appropriation Act of 2022 (Pub.L. 117-103, 136 Stat.49) are eligible to apply for funding in this competition. The amendment to criteria for qualifying as “homeless” for Purposes of the CoC program and other HUD programs requires HUD to consider as homeless:
  - Any individual or family who-
    - (1) is experiencing trauma or a lack of safety related to, or fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life threatening conditions related to the violence against the individual or a family member in the individual’s or family’s current housing situation, including where the health and safety of children are jeopardized
    - (2) has no other safe residence; and
    - (3) lacks the resources to obtain other safe permanent housing

The following project types are permitted to apply for a DV Bonus:

- Rapid Re-housing (PH-RRH) projects that must follow a housing first approach.
- SSO Projects for Coordinated Entry (SSO-CE) to develop or operate a centralized or coordinated assessment system.
- Joint TH and PH-RRH component projects as defined in Section II.C.3.m of this NOFO that must follow a housing first approach. Joint TH and RRH projects may request funding for construction, rehabilitation, acquisition, leasing, operating, rental assistance (must be tenant-based TBRA) as well as supportive services, and administration. See “Application Requirements” section of this RFP as it further highlights relevant project requirements and priorities. CoC funding may provide supportive services and/or short-term (up to 3 months) and/or medium-term (for 3 – 24 months) of tenant based rental assistance as necessary to help participants move as quickly as possible into permanent housing and achieve stability in that housing.
- **New Continuum of Care Projects (Bonus Project)**  
 The Consolidated Appropriations Act, 2022 provides up to \$53 million for “rapid re-housing projects and supportive services projects providing coordinated, entry, and for eligible activities that the Secretary determines to be critical in order to assist survivors of domestic violence, dating violence, sexual assault, or stalking.” Additionally, up to \$50 million is added to the amount from the Further Consolidated Appropriations Act, 2020 as HUD did not conduct an FY2020 CoC Program Competition, but instead only awarded eligible renewal projects. Therefore, the total amount of DV Bonus funding is \$102 million which will be used for new DV-specific project applications where 100 percent of the participants are or will be survivors of domestic violence, dating violence, sexual assault, or stalking. See Section II.B.11.e of the NOFO for additional information. The GBCATCH CoC may apply for up to \$121,484.00.
- Permanent Housing-Rapid re-housing projects (PH-RRH) dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless (24 CFR 578.3)

- Joint TH and PH-RRH component projects defined in Section III B.2.q of this NOFO dedicated to serving survivors of domestic violence dating violence, sexual assault, or stalking who are defined as homeless (24 CFR 578.3)
- Supportive services only-coordinated entry (SSO-CE) project to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault or stalking.

Additional information related to these projects:

- PSH projects cannot combine the following types of assistance in a single structure or housing unit:
    - Leasing and acquisition, rehabilitation or new construction;
    - Tenant-based rental assistance and acquisition, rehabilitation, or new construction;
    - Short or medium-term rental assistance and acquisition, rehabilitation or new construction;
    - Rental assistance and leasing, and
    - Rental assistance and operating
  - All projects must follow the written policies and procedures established by the CoC for determining and prioritizing which eligible families and individuals will receive rapid rehousing assistance, as well as the amount or percentage of rent that each program participant must pay.
- ❑ All projects may set a maximum amount or percentage of rental assistance that a program participant may receive, a maximum number of months that a program participant may receive rental assistance, and/or a maximum number of times that a program participant may receive rental assistance. The recipient may also require program participants to share in the costs of rent.
  - ❑ Rental assistance, where applicable, must be limited to no more than 24 months to a household.
  - ❑ All projects may provide supportive services for no longer than 6 months after rental assistance stops.
  - ❑ All projects must re-evaluate, not less than once annually, that the program participant lacks sufficient resources and support networks necessary to retain housing without Continuum of Care assistance and the types and amounts of assistance that the program participant needs to retain housing. The recipient may require each program participant receiving assistance to notify the recipient of changes in the program participant's income or other circumstances (e.g., changes in household composition) that affect the program participant's need for assistance. When notified of a relevant change, the recipient must reevaluate the program participant's eligibility and the amount/types of assistance that the program participant needs.
  - ❑ All projects must require the program participant to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability. (The project is exempt from this requirement if the Violence Against Women Act of 1994 (42 U.S.C. 13925 *et seq.*) or the Family Violence Prevention and Services Act (42 U.S.C. 10401 *et seq.*) prohibits the recipient carrying out the project from making its housing conditional on the participant's acceptance of services.)
  - ❑ All projects must meet the threshold criteria shown in the application package in Appendix D.

- ❑ New projects may only be funded through reallocation of funds from existing projects or through the permanent housing bonus process. HUD strictly limits the type of projects for which reallocated or bonus funds may be used.
- ❑ All projects will be limited to requests for one year of assistance, unless a different term is required by HUD. Upon expiration, projects may be renewed subject to HUD requirements, local priorities, satisfactory performance, and availability of funds.

### ***Eligible Populations***

Populations who may be served by each of the project types are, as follow:

#### **1. Permanent Supportive Housing (PSH)**

- All PSH projects must dedicate 100% of the units to chronically homeless individuals and/or chronically homeless families as defined by HUD or persons who meet the definition of Dedicated PLUS.
- Project applicants must demonstrate that they will first serve the chronically homeless according to the order of priority established in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons.
- Disabilities: All PSH projects must serve exclusively disabled households as defined by HUD.
- PSH projects may serve survivors of domestic violence, dating violence, sexual assault, or stalking as defined in paragraph (4) at 24 CFR 578.3.

#### **2. Rapid Re-Housing (RRH)**

- All projects must serve 100% literally homeless families and/or single adults coming from emergency shelters and/or unsheltered locations or meeting the criteria of paragraph (1), (2), or (4) of the HUD definition of homeless including survivors of domestic violence, dating violence, sexual assault, or stalking as defined in paragraph (4) at 24 CFR 578.3.
- Persons in transitional housing are not eligible for either project type, even if they met the criteria described above prior to entering the Transitional Housing (TH) Program, unless they meet the criteria of category (4) definition of homelessness at 24 CFR 578.3 (survivors of domestic violence, dating violence, sexual assault, or stalking as defined). A household would meet category 4 of the definition of homelessness if they are fleeing or attempting to flee from domestic violence and meet all other requirements, regardless of where they are residing.

#### **3. Joint Transitional Housing (TH) and Rapid Re-Housing Component Projects**

- Individuals and families experiencing homelessness including those survivors of domestic violence, dating violence, sexual assault or stalking as defined in paragraph (4) at 24 CFR 578.3.
- Combines the TH and RRH components into a single project.
- Joint TH and RRH projects must provide low-barrier, temporary housing while individuals and families quickly move to permanent housing with a seamless program design. Projects must have the capacity to provide both kinds of assistance to each participant.

## ***Eligible Costs***

The following guidance indicates the costs that may be included in program budgets, to be paid for by the CoC grant or by matching funds.

### **Rental Assistance**

Rental assistance for homeless individuals and families, including tenant-based rental assistance. Grant funds may be used for security deposits in an amount not to exceed two months of rent, as well as last month's rent.

### **Leasing**

The costs of leasing scattered site units to provide housing to homeless persons.

*Leasing: Limits on rent costs.* Rents paid must be reasonable in relation to comparable space or units, and may not be more than the owner charges others for comparable units. Rents for residential units cannot exceed the HUD Fair Market Rent (FMR).

*Utilities.* Utilities are not a leasing line item. If utilities are not provided by the landlord, utility costs are an operating cost.

*Security deposits and first and last month's rent.* Grant funds may be used to pay security deposits, in an amount not to exceed two months of actual rent, as well as last month's rent.

### **Supportive Services**

The eligible costs of supportive services that address the special needs of the program participants.

#### **Supportive Services in PSH and RRH Programs Must Relate to Housing Stability.**

Supportive services must be necessary to assist program participants obtain and maintain housing and agencies must conduct an annual assessment of the service needs of the program participants and adjust services accordingly to achieve those ends.

#### ***Eligible supportive services costs:***

- ❑ Reasonable one-time moving costs
- ❑ Case management
- ❑ Food—meals or groceries for program participants
- ❑ Housing search and counseling services
- ❑ Life skills training
- ❑ Outreach services
- ❑ Transportation
- ❑ Utility deposits (one-time fee, paid to utility companies)
- ❑ Direct provision of services: 1) costs of labor, supplies, and materials; and 2) salary and benefit packages of service delivery staff.

*Ineligible costs:* Any cost that is not described as an eligible cost is not an eligible cost.

## **Operating Costs**

Grant funds may be used to pay the costs of the day-to-day operation of permanent supportive housing in a single structure or individual housing units.

*Eligible operating costs:*

- ❑ Maintenance and repair of housing
- ❑ Property taxes and insurance
- ❑ Building security for a structure where more than 50 percent of the units or area is paid for with grant funds
- ❑ Electricity, gas, and water
- ❑ Furniture
- ❑ Equipment.
- ❑ Facilitating and coordinating activities to ensure compliance with the emergency transfer plan requirements in [34 U.S.C. 12491 €] and monitoring compliance with confidentiality protections of [the confidentiality requirements in 34 U.S.C. 12491 © (4)]

*Ineligible costs* Program funds may not be used for rental assistance and operating costs in the same project. Program funds may not be used for the maintenance and repair of housing where the costs of maintaining and repairing the housing are included in the lease.

## **Matching Funds**

The grantee must match all funds, except for leasing funds, with no less than 25% of funds or in-kind contributions from other sources. Guidance regarding cash and in-kind match is at 24 CFR 578.73. Cash match must be used for the costs of activities that are eligible CoC Program costs. Appendix C provides information required to document match.

## **Homeless Management Information System**

All successful project applicants—with the exception of entities that are victim service providers—must participate in the CoC's Homeless Management Information System (HMIS).

## **Coordinated Entry/Assessment System**

All successful applicants must participate in the CoC's coordinated entry/assessment system.

## **Grant Term**

Renewal and new projects may only apply for one year grant terms.

Please note: any new project application that includes leasing—either leasing alone or leasing costs plus other costs (e.g. supportive services, HMIS, etc.)—may only request up to a 1-year grant term.



## **BONUS FUNDS**

Bonus funds may be used to create the following types of new projects:

1. New permanent supportive housing projects that will primarily serve chronically homeless individuals and families including youth experiencing chronic homelessness.
2. New rapid rehousing projects that will serve homeless individuals and families who enter directly from the streets or emergency shelters, including youth up to age 24, and includes persons fleeing violence as defined by HUD.
3. New joint component projects, which will combine transitional housing and rapid rehousing into a single project to serve individuals and families experiencing homelessness.

## **REALLOCATED FUNDS**

Continuums of Care may reduce or eliminate funds from eligible renewal projects and reallocate the funds to create or expand the following types of projects:

1. Permanent supportive housing projects that will primarily serve chronically homeless individuals and families including youth experiencing chronic homelessness.
2. Rapid rehousing projects that will serve homeless individuals and families who enter directly from the streets or emergency shelters, including youth up to age 24, and includes persons fleeing violence as defined by HUD.
3. Joint component projects, which will combine transitional housing and rapid re-housing into a single project to serve individuals and families experiencing homelessness.
4. Homeless Management Information System (HMIS) projects.
5. Supportive Services projects for centralized or coordinated assessment systems.

## **PROJECT RANKING PROCESS**

HUD requires that all projects be ranked and prioritized in a two-tiered list. Tier 1 will be the top priority projects. Tier 2 will be lower priority projects. Either new or renewal projects may be ranked in Tier 1 or Tier 2. The placement of each project on the priority list will be determined through a multi-stage process including review by the GBCATCH Performance and Evaluation Committee and the GBCATCH Application Committee, prior to review by the GBCATCH Continuum of Care voting membership.

Based on the highly competitive nature of the grant program, ranking of each project will be critical in determining the likelihood of funding. Projects ranked in Tier 2, particularly at the bottom of Tier 2, have a low probability of funding. New projects created through reallocation or bonus funding may be included in either Tier 1 or Tier 2.

Renewal projects will be reviewed and ranked through the CoC process based on performance. New project proposals will be reviewed in reference to organizational capacity, strategic priority, project approach and design, and cost effectiveness and ranked through the CoC process.

## **HUD PROGRAM INFORMATION**

All parties intending to apply for funding are strongly encouraged to review the program regulations, including those organizations that are currently or were previously funded. Proposals that do not conform to the regulations will not be considered for funding. The regulations and other information for the Continuum of Care Program may be found at [this link](#).

## **FUNDS AVAILABILITY**

Once awarded by HUD, grant funds are estimated to be made available by HUD by **the first half of calendar year 2024**. However, the awarding of funds and the timing of awards and grant-making by HUD is outside of the control of the GBCATCH/MA-519 CoC. Agencies seeking renewal funding must be aware of all operating year start and end dates and must make arrangements to accommodate any period for which a HUD funding award is denied or delayed. It should be noted that projects created through reallocation are not renewal projects and may have different start dates than the grants from which funds were taken.

## **SUBMISSION PROCEDURE**

Please prepare and submit a project letter of intent and submit by **August 4, 2023 at 5 pm** including the following information:

Nature of Project (Renewal Project, Bonus Project, or New Project (from reallocated funds)):

Project Title:

Project Summary (1 paragraph):

Program type (Permanent Supportive Housing, Rapid Re-Housing, New “Joint Project”, Supportive Services including HMIS and Coordinated Intake):

Proposed Funding Amount:

Contact person and contact information:

Name and contact information of person responsible for preparing final application in eSNAPS:

Please submit the letter of intent on applicant’s letterhead, signed by executive director (or appropriate similar position), including the items listed in Appendix A, Part II, via email or postal mail to:

By E-Mail:

[ebruder-moore@comcounseling.org](mailto:ebruder-moore@comcounseling.org)

Please include “2023 NOFO LOI” in the subject line.

By Postal Mail:

Attn: Ellen Bruder-Moore Abramowitz

GBCATCH c/o CCBC

1 Washington Street

Taunton, MA 02780

NOTE: The applicant will enter the formal grant application via HUD's eSNAPS online portal, following the timeline distributed by GBCATCH for the FY2023 CoC NOFO application process.

GBCATCH may request additional information for any project, if needed pursuant to the CoC NOFO or related materials. If your project is selected for submission to HUD, you may be requested to provide additional information within a timeframe to be specified by GBCATCH.

This RFP and the 2023 CoC NOFO Information will be added to the GBCATCH Facebook Page (<https://www.facebook.com/Greater-Bristol-County-Attleboro-Taunton-Coalition-to-end-Homelessness-1450711035143268/?ref=bookmarks>), the CCBC Facebook Page, Linked In account of CCBC, and the CCBC Website ([www.comcounseling.org](http://www.comcounseling.org)).

Please direct any questions to Angela Clarke, , at [ac Clarke@comcounseling.org](mailto:ac Clarke@comcounseling.org), or Ellen Bruder-Moore Abramowitz, , [ebruder-moore@comcounseling.org](mailto:ebruder-moore@comcounseling.org) who are both employees of the Collaborative Applicant for GBCATCH.

**Appendix A**  
**Threshold Criteria for Continuum of Care Grant Proposals**

I. Criteria for Continuum of Care Grant Participation

- a) Must have documentation of having served HUD-eligible homeless persons or families, through activities that are eligible under the CoC Interim Rule, during the twelve months prior to the deadline stated in the Request for Proposals
- b) Must propose an eligible activity for an eligible homeless population, pursuant to HUD requirements
- c) Must be an eligible contractor for federal funds per <https://www.sam.gov/>, must have a current tax exempt status as verified by the IRS and must not owe any overdue tax debts, as documented on IRS 990 submissions to the IRS
- d) Must not propose to use HUD funds to supplant current funding
- e) Must identify matching funds prior to application submission
- f) Must provide the information listed below in Section II and must have satisfactory organizational status, experience and capacity to submit, implement and operate the proposed project, as determined by GBCATCH

II. Information on Organizational Status

Sponsors of CoC projects must provide the following items to the GBCATCH for review:

- a) Signed letter of intent to apply for CoC Funding
- b) Copy of Code of Conduct
- c) IRS 501(c)3 designation letter (status in place for at least one year prior to application deadline)
- d) Most current APR on file with HUD (Please indicate the date the APR was submitted.)