

Cumberland County Community Development

Request for Proposals (RFP) Guidelines

Soliciting Replacement Project Sponsors for

- 1) The Bonanza Permanent Housing Program
- 2) The Care Center Transitional Housing Program
- 3) The Step-Up Semi-Independent Living Program

Deadline Date for Submission of RFP: **January 6, 2012**

Release Date: December 14, 2011

Funding provided through the U.S. Department of Housing and Urban Development

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Supportive Housing Program CCCD RFP Guidelines

1. INTRODUCTION

Cumberland County Community Development (CCCD) currently serves as the lead agency for submitting a “Consolidated Application” to the U.S. Department of Housing and Urban Development (HUD) for homeless assistance on behalf of all participating jurisdictions and providers that serve the target populations within the City of Fayetteville and Cumberland County. The purpose of the Continuum of Care Homeless Assistance Programs is to fund projects that will meet the needs of housing and service demands in locally developed Continuum of Care systems to assist homeless individuals and families transition to self-sufficiency and stability in permanent housing. HUD defines the Continuum of Care as a system of homeless services with four basic components. These components are: (1) a system of outreach and assessment; (2) emergency shelters with appropriate services; (3) transitional housing with appropriate supportive services; and (4) permanent housing or permanent supportive housing.

Under this RFP, three projects, one permanent housing and two transitional housing programs, are available for funding which includes the Bonanza Permanent Housing Program, the Step-Up Semi-Independent Living Program, and the Care Center Transitional Housing Program. The projects were awarded funding under HUD’s NOFA application process and were operated from its inception by a project sponsor that is no longer able to operate the program. Because the award was originally granted under a competitive bid process and funded on the basis of the application submitted during the respective NOFA year, the projects available under this RFP must conform to existing specific project requirements and to the existing projects’ total budget. CCCD will serve as the grantee for all three projects and will oversee and monitor the projects. The funding awarded to a project sponsor(s) under this RFP is subject to final approval by HUD.

Under this RFP, an approximate total of \$259,195.00 in Supportive Housing Program (SHP) funding is available to operate the three projects and provide supportive services for homeless persons. **Each project must have a separate proposal submission. An agency cannot combine all three projects in a single proposal submission.**

2. ELIGIBILITY REQUIREMENTS

2.1 Eligible Project Applicants

- Units of local government;
- Private non-profit organizations; and
- Public housing agencies.

2.2 Eligible Populations to be Served

All populations to be served must meet HUD’s definition of homelessness. See the glossary attached for the definition of homelessness.

3. PROJECT SPECIFICATIONS

The three projects (1 permanent housing project and 2 transitional housing projects) listed below have been previously awarded funding under the NOFA process and are available for award to new project sponsors. Because the award was originally granted under a competitive bid process and funded on the basis of the application submitted during the previous NOFA year, the project available under this RFP must conform to the existing program project specifications described below.

3.1 Project 1: The Bonanza Permanent Housing Program

The Bonanza Permanent Housing Program is a long-term residential program created to provide homeless individuals/families with HIV/Aids or disability, with permanent housing and comprehensive case management services. The overall goal of the program is to develop individualized goal plans that will enable them to achieve increased education and economic self-sufficiency, reduce dependence on public assistance, improve parenting and independent living skills, increase the likelihood of remaining free from addictions, and develop greater self-determination.

3.1.1 Housing Type / Project Location

The housing type for this project is permanent housing. Participants are allowed to stay indefinitely. Participants are residing in a clustered apartment style. The project must be located within the boundaries of Cumberland County and/or the City of Fayetteville.

3.1.2 Available Funding

The total one year SHP award for this project is \$78,488. Of this amount, \$53,340 is intended to pay for leasing of 7 units and \$25,148 is intended for supportive services and operations. An additional amount of \$1,569 is available for administrative cost which can be split between the grantee and project sponsor. This project is eligible for renewal annually. Please note that the funding has not been utilized by the current project sponsor and the total awarded funding is available contingent on HUD approval.

3.1.3 Cash Match Requirement

SHP funds can be used to pay for up to 75% of the actual operating costs of the project for each year of the grant term. Therefore, **project sponsors must match 25% of the operational cost**. SHP funds can be used to pay up to 80% of the total supportive services costs. Therefore, **project sponsors must match 20% of the total supportive services costs**. Verification of the source for match must be attached to the application.

3.1.4 Contract Term

The project term will be for 1 year and is eligible for annual renewal thereafter.

3.1.5 Number of Participants Served

The project is expected to serve a minimum of 5 individuals and 2 families or (9 persons = 7 adults, 2 children). The selected project sponsor must maintain at least 100% unit (family) or bed (individual) use, and must ensure that the participants selected are appropriate for the proposed program.

3.1.6 Target Population

This project will serve homeless individuals and families living with HIV/AIDs or with a disability as identified in the original CoC Homeless Assistance funding application.

3.1.9 Site Control

The selected project sponsor must obtain and maintain site control, and present proof to CCCD, throughout the grant term.

3.2 Project 2: The Care Center Transitional Housing Program

The Care Center Transitional Housing Program is a short-term residential program created to provide homeless domestic violence families with up to 12 months of housing and comprehensive case management services. The overall goal of the program is to develop individualized goal plans that will enable them to achieve increased education and economic self-sufficiency, reduce dependence on public assistance, improve parenting and independent living skills, increase the likelihood of remaining free from addictions, develop greater self-determination, and secure and maintain permanent housing.

3.2.1 Housing Type / Project Location

This project is a transitional housing program. SHP rules allows participants to stay up to 24 months. However, under the original application submitted, participants are allowed to stay up to 12 months. Currently, the participants reside in scattered site apartments. Due to confidentiality of the participants in this program, the actual location cannot be disclosed at this time. The project must be located within the boundaries of Cumberland County and/or the City of Fayetteville.

3.2.2 Available Funding

The total one year SHP award for this project is \$145,113. Of this amount, \$96,432 is intended to pay for leasing of 14 units and \$48,681 is intended for supportive services and operations. An additional amount of \$2,902 is available for administrative cost which is can be split between the grantee and project sponsor. This project is eligible for renewal annually. Please note that the funding has not been utilized by the current project sponsor and the total awarded funding is available contingent on HUD approval.

3.2.3 Cash Match Requirement

SHP funds can be used to pay for up to 75% of the actual operating costs of the project for each year of the grant term. Therefore, **project sponsors must match 25% of the operational cost**. SHP funds can be used to pay up to 80% of the total supportive services costs. Therefore, **project sponsors must match 20% of the total supportive services costs**. Verification of the source for match must be attached to the application.

3.2.4 Contract Term

The project term will be for 1 year and is eligible for annual renewal thereafter.

3.2.5 Number of Participants Served

The project is expected to serve 14 families or a total of 46 Persons (14 adults, 32 children). The selected project sponsor must ensure that the participants selected are appropriate for the proposed program.

3.2.6 Target Population

This project will serve homeless families of domestic violence.

3.2.9 Site Control

The selected project applicant must obtain and maintain site control, and present proof to CCCD, throughout the grant term.

3.3 Project 3: The Step-Up Semi-Independent Living Program

The Step-Up Semi-Independent Living Program is a short-term residential program created to provide homeless men with up to 12 months of housing and comprehensive case management services. The overall goal of the program is to develop individualized goal plans that will enable them to achieve increased education and economic self-sufficiency, reduce dependence on public assistance, improve parenting and independent living skills, increase the likelihood of remaining free from addictions, develop greater self-determination, and secure permanent housing.

3.3.1 Housing Type / Project Location

This project is a transitional housing program. SHP rules allow participants to stay up to 24 months. However, the original CoC Homeless Assistance application submitted for this project allows the participants to stay up to 12 months. The participants are paying rent (no more than 30% of their income). Although, the participants reside in a dormitory style, shared unit at the Salvation Army, a replacement unit is needed. The project must be located within the boundaries of Cumberland County and/or the City of Fayetteville.

3.3.2 Available Funding

The total one year SHP award for this project is \$34,897. This project is eligible for renewal annually. The amount can go towards supportive services and operations. An additional amount of \$697 is available for administrative cost which can be split between the grantee and project sponsor. Please note that the funding has not been utilized by the current project sponsor and the total awarded funding is available contingent on HUD approval.

3.3.3 Cash Match Requirement

SHP funds can be used to pay for up to 75% of the actual operating costs of the project for each year of the grant term. Therefore, **project sponsors must match 25% of the operational cost.** SHP funds can be used to pay up to 80% of the total supportive services costs. Therefore, **project sponsors must match 20% of the total supportive services costs.** Verification of the source for match must be attached to the application.

3.3.4 Contract Term

The project term will be for 1 year and is eligible for annual renewal thereafter.

3.3.5 Number of Participants Served

The project is expected to serve a minimum of 6 individuals (men). The selected project sponsor must ensure that the participants selected are appropriate for the proposed program.

3.3.6 Target Population

This project will serve the populations specified in the original funding application.

3.2.9 Site Control

The selected project sponsor must obtain and maintain site control, and present proof to CCCD, throughout the grant term.

4. RFP EVALUATION PROCESS

The evaluation of each project will be conducted in two phases and be reviewed by CCCD and possibly members from the local Continuum of Care.

The two phases of review are:

Threshold - A review for satisfaction of both HUD and CCCD threshold requirements for completeness, project applicant eligibility and project eligibility. If proposals do not meet all of the requirements listed in Section 4.1, they will not be reviewed any further and will be rejected from the competition.

Quality - Projects that meet all threshold requirements will be evaluated for satisfaction of the quality criteria detailed in Section 4.2.

4.1 Threshold Review

Proposals must meet the following eligibility criteria:

Proposals will be reviewed for completeness. Proposals that do not include all of the documents that demonstrate applicant eligibility, project appropriateness, and project leveraging as detailed below will be eliminated at CCCD's sole discretion.

All non-governmental project applicants must have been incorporated and have been operational as a non-profit 501(c)(3) organization providing services to homeless persons. However, agencies that have been providing services to homeless persons under the auspices of another incorporated 501(c)(3) organization and has since obtained their own 501(c)(3) status may be eligible for funding under this RFP.

The RFP must meet project specifications as noted in Section 3 including, but not limited to the following: The activities for which funding is requested must be eligible under this RFP; the project target population must meet the eligibility requirements; and proposed timelines for all activities must be consistent with program regulations.

The project applicant must demonstrate that it has sufficient knowledge and experience to carry out the project(s) at the time of proposal submission, to include experience providing similar housing and/or services to the target population for which funding is being requested.

The facility and physical layout of the proposed site must be appropriate for providing the services required under the program.

The project applicant must identify a site (if applicable) which must be available for occupancy throughout the contract period.

The project applicant shall not charge clients for service nor require religious participation as a condition of receiving services.

The project applicant must be in compliance with applicable civil rights laws and Executive Orders. There must be no outstanding findings of noncompliance with civil rights statues, Executive Orders, or regulations, unresolved secretarial charge of discrimination issued under the Fair Housing Act, no adjudications of civil rights violations on a civil action or deferral of processing of proposals from the sponsor imposed by HUD.

The project applicant must not have unresolved fiscal, reporting, or program issues with any of its current or past funding sources.

The project applicant must not have a history of contract non-compliance with CCCD or any other funding source, a contract suspension, a termination for cause by CCCD or any other funding source, or outstanding financial obligations with CCCD that have not been adequately resolved with CCCD or any other funding source. In the event that the project applicant has had any of its contract(s) with CCCD suspended or terminated, it shall not be eligible for funding under any RFP released by CCCD for a period of five (5) years starting from the effective date of suspension or termination, unless the project applicant has been granted a waiver by CCCD.

Project applicants may apply for funding for multiple projects. Each proposed project must have a separate proposal submission and specify the amount requested and proposed number of clients served. **A project applicant cannot combine multiple projects into a single proposal submission.**

Project applicants must be enrolled in or willing to implement the Continuum of Care's Homeless Management Information System (HMIS).

Project applicants must be ADA compliant. CCCD will evaluate project applicant's compliance with the Americans with Disabilities Act of 1990, and any amendment thereto, in the areas of program access, physical access, communications access, and employment practices. CCCD will also evaluate project applicant's past experience in resolving ADA complaints in a timely manner.

CCCD staff will report the results of the threshold review to the Continuum of Care. Proposals that do not pass threshold will be eliminated at this stage and will not proceed to quality review.

4.2 Quality Review

Proposals passing the threshold eligibility and eligibility for quality review will be evaluated by the following criteria and in their own merits for project design, organizational capacity, budget and leveraging, content, responsiveness, conciseness, clarity, relevance, and strict adherence to the instructions in this RFP. Final scoring will be based on the proposal as submitted.

Category

- Project Design
- Organizational Experience & Capacity
- Project Budget and Fiscal Stability
- Continuum of Care Membership
- HMIS Participation
- Project Readiness
- Facility

4.2.1 Project Design

CCCD will evaluate the proposal for an appropriate and comprehensive approach to addressing the service and housing needs of the population it intends to serve. There must be a clear link between services and the target population's advancement towards employment and permanent housing or permanent supportive housing and retention in housing. The proposal must demonstrate an understanding of project requirements and the needs of the proposed population.

CCCD will also evaluate the strategies used to surmount existing barriers to services experienced by the proposed population as well as staffing and supervision plans. The services and housing provided must directly relate to HUD goals that promote residential stability and increased skill level or income in order to prepare homeless persons to live more independently.

4.2.2 Organizational Experience & Capacity

CCCD will evaluate the experience, capability, and capacity of the project applicant, collaborators, partners, and key subproject sponsors to implement and administer the proposed project. The project applicant's performance under other CCCD or HUD funded contracts and previous HUD McKinney awards, as well as the project applicants' demonstrated capacity to enter into a large government contract, will also be taken into consideration. Beyond the length of time providing service to the homeless in general, CCCD will look at the project applicant's experience working directly with the proposed population. Of critical importance is the experience directly related to carrying out the proposed project.

CCCD will also evaluate the projects based on the ability of the project applicant to meet outcomes. CCCD reserves the right to verify information submitted in the proposal. The project applicant agrees that the local HMIS System and the Annual Progress Report will be the primary sources of verification of project performance and outcome data for projects funded by CCCD. CCCD reserves the right to request additional data to verify information submitted with the proposal, at its sole discretion. If the information in the proposal cannot be verified and if CCCD determines the errors are not willful, CCCD reserves the right to adjust the rating points awarded. Project applicants agree to provide access to records to allow CCCD to verify any reported outcomes pursuant to this element.

4.2.3 Project Budget and Fiscal Stability

CCCD will evaluate the feasibility, cost-effectiveness, reasonableness, and accuracy of the budget. CCCD will also evaluate the cost effectiveness of the budget and the extent to which additional funding and resources are committed to the proposed project. In addition, CCCD will evaluate the financial stability of project applicant agency and **the project applicant's ability to meet the HUD minimum cash match requirements of the project.**

4.2.4 Continuum of Care Integration

CCCD will evaluate the proposed project on consistency with HUD objectives, integration with Consolidated Plan of the project applicant's jurisdiction, and how the proposed project fits into and meets the unmet need in the project applicants local homeless Continuum.

CCCD will evaluate the extent to which the proposal describes how the project will be integrated and coordinated with other service and housing providers within the Cumberland Continuum of Care including linkages with other components in the Continuum, either within the Project applicant agency or with other agencies within the Continuum.

4.2.5 HMIS Participation

All projects recommended for funding under this RFP **MUST** participate in the local Homeless Management Information System (HMIS) through **direct** client-level data input into the system. Projects selected for funding may **not** fulfill this requirement by electronic data integration from other existing software programs. All projects must participate in HMIS through direct system use in the local HMIS software.

For projects that are currently implemented on HMIS, CCCD will evaluate the project applicants' compliance with HMIS data entry and data quality standards. CCCD will utilize the most recent project year to evaluate this section. If the project applicant is not implemented on HMIS, CCCD will evaluate the project applicants' ability and willingness to comply with the technical and program standards necessary to operate HMIS.

4.2.6 Project Readiness

CCCD will evaluate the project applicant's ability to implement the project upon award of the SHP grant. The timeframe between grant award and project implementation is of critical importance in this area. For purposes of this element, readiness will include consideration of the earliest date a client will be placed into housing, and the earliest date that all clients will be placed in the housing and an assessment of the processes and systems to meet these dates.

4.2.7 Facility

CCCD will evaluate the appropriateness of the facility for serving the proposed population in relation to the number of participants housed and served as well as the location of the facility in relationship to community amenities, and status of site control.

5. RFP SUBMISSION / DEADLINE DATE

Project applicants must submit an original and one (1) copy of the complete proposal. The original must be marked "Original" on the upper right side of the cover and must bear the actual "wet" signatures of the person(s) authorized to sign the proposal.

All proposal packets must be **RECEIVED** in the CCCD office no later than **5:00 pm, Friday, January 6, 2012**. Applications *will not be accepted* via facsimile or email.

However, CCCD reserves the right to request clarification of unclear or ambiguous statements made in the proposal.

Submit proposal packets to:

Cumberland County Community Development
245 Person Street, 2nd Floor
Fayetteville, NC 28301

6. ADDENDUMS

If it becomes necessary for CCCD to revise any part of this RFP, or to provide additional information or clarification after the RFP is released, a written addendum will be posted on CCCD's website www.co.cumberland.nc.us/community_dev.aspx. It is the responsibility of the project applicant to check the website prior to submission of any proposal under this RFP to ensure an addendum or information made publicly available on the website is reviewed.

If a project applicant does not have access to CCCD's website, the project applicant may call and request that a printed copy of any addenda be faxed or mailed via first class mail within 24 hours of the date and time of their call to CCCD. CCCD is not responsible for information not received by callers when requested within 5 days of the due date of the proposal under this RFP.

7. ADDITIONAL REQUIREMENTS (PREAWARD/POST AWARD)

CCCD reserves the right to communicate in writing with HUD or providers associated with the project applicant to obtain additional clarification of design of project, or agency fiscal and programmatic capacities, and to utilize this information in the evaluation process.

CCCD reserves the right to conduct site visits of all proposing agencies. CCCD reserves the right to extend the RFP submission deadline should such action be in the best interest of CCCD. Project applicants may revise and re-submit their proposal in the event the deadline is extended.

CCCD reserves the sole right to reject any or all proposals received in answer to this RFP if it is deemed inappropriate or incomplete, it fails to comply with any instruction contained in this RFP, or is not in the best interest of CCCD.

CCCD reserves the right to withdraw this RFP at any time without prior notice. Further, CCCD makes no representation that any contract will be awarded to any applicant responding to this RFP. CCCD reserves the right to reject any or all submissions.

CCCD reserves the right to negotiate services and costs with project applicants, including revision of project design as necessary to better meet CCCD or HUD requirements.

Willful misstatements of information will result in non-recommendation for funding, regardless of the merits of the proposal submitted.

CCCD reserves the right to fund all or a portion of a proposal and/or require that a project applicant collaborate with another in the provision of a specific service if it is in the best interest of CCCD. A funding recommendation or offer to contract may be withdrawn upon failure of reasonable attempts to negotiate an agreement.

Project sponsors shall allow representatives of HUD or CCCD to inspect facilities that are used in connection with the contracts made to implement projects funded under this RFP.

Successful project applicants will be required to satisfy CCCD's and other participating agency or entity's insurance requirements. Additionally, all applicants must comply with all contractual requirements.

Project sponsors shall make available to representatives of HUD or CCCD, upon reasonable notice, the fiscal records and/or client data records pertaining to the contract.

Demographic information about clients will be regularly submitted to CCCD in a manner consistent with agreements protecting client and/or agency confidentiality rights.

Project sponsors shall comply with reasonable requests from HUD concerning promotional activities related to the project.

Project sponsors acknowledge that, if they are recipients of Federal funds, they will be required to comply with Federal regulations pertaining to the use of such funds. All regulations will be enumerated in the contract and will be incorporated by reference. It will be the project sponsor's responsibility to assure compliance with applicable regulations.

The Contract shall include standard clauses and in some cases, certifications, requiring project sponsor's compliance with, but not limited to, the following regulations: non-discrimination, affirmative action, and equal opportunity; separation of church and State; Americans with Disabilities Act(ADA); conflict of interest;

restrictions on lobbying; debarment; audits; rights in data; drug- free workplace; and lead-based paint and Equal Benefits Ordinance.

Project sponsors shall maintain any applicable licenses or permits, and meet any facilities code regulations required for the project(s) funded under the contract.

Project sponsors shall participate in information networking, training, and coordination meetings as directed by CCCD or other grant funding sources.

Project sponsors shall cooperate with related research and evaluation activities as directed by CCCD or other grant funding sources.

Project sponsors will be required to submit a Code of Conduct which will address conflict of interest requirements prior to executing an agreement.

Project sponsors may not enter into an agreement with a subproject sponsor for the provision of shelter or supportive services under any project funded under this RFP, unless that subproject sponsor and its qualifications are fully described in the proposal, and the intention to subcontract is explicitly stated in the proposal or the use of the subproject sponsor has been approved in writing by CCCD. Project sponsor shall remain liable for the performance of the subproject sponsor, and will require subproject sponsor to adhere to all provisions in the contract between CCCD and project sponsor.

Project sponsors will ensure that an annual financial audit is performed in compliance with the Federal Single Audit Act if it spends, in aggregate, \$500,000 or more of Federal funds per fiscal year. Project sponsor shall submit a copy of the audit report to CCCD within nine months after the end of the project sponsor's fiscal year.

Each project sponsor must comply fully with all of the requirements specified in this RFP and committed to in the project proposal, including project leveraging commitments, otherwise project sponsor risks immediate termination of contract.

The responsibility for accuracy rests entirely with the project applicant. If a project applicant knowingly and willfully submits false performance or other data, CCCD reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false performance, financial or other data submitted in response to this RFP, CCCD reserves the right to terminate said contract immediately.

Project sponsor shall have in place an appropriate grievance procedure. Said grievance procedure must be in compliance with CCCD's grievance standards stated in the project contract.

CCCD reserves the right to extend the duration of the project as well as to renegotiate the terms of the contract if an extension is granted.

Project sponsor agrees to participate in the local Homeless Management Information System (HMIS). Said system shall be implemented during the term of the contract awarded. CCCD shall provide Project sponsor with the basic training information required to use HMIS.

Project sponsor shall be required to possess a corporate seal.

Awards are made subject to receipt of award funds from HUD by CCCD. Project sponsor agrees that if HUD do not provide funds for project, contract will be deemed null and void.

Project sponsors shall be required to submit to CCCD, or its designee, periodic status reports, including project expenditures, progress reports and recipient information. Failure to do so may result in termination of the contract.

The Grant Agreement between CCCD and HUD may be incorporated by reference into all contracts between CCCD and the contracting agencies.

Project sponsors acknowledge that CCCD funds are not meant to replace or supplant other local sources of funding.

CCCD reserves the option to renew contracts awarded through this RFP for two additional years, contingent upon the following: a) satisfactory project sponsor performance; b) availability of funds; c) demonstrated site need; and, d) in the case of armory sites, continued availability of the armories.

The project applicant is hereby notified that, in accordance with CCCD Rules and Regulations implementing the Project sponsor Responsibility Ordinance, CCCD may debar the project applicant from bidding on CCCD contracts for a period of five (5) years, if CCCD finds, in its discretion, that the project applicant does not possess the necessary quality, fitness, or capacity to perform work on CCCD contracts.

Project sponsor shall have in place appropriate policies and procedures relative to service animals for persons with disabilities. Said service animal policies and procedures must be in compliance with CCCD's policies and procedures as stated in the project contract. Project sponsor must participate in training offered by CCCD regarding service animals and other ADA requirements, within three (3) months of beginning service.

CCCD reserves the right to terminate contracts awarded under this RFP if the Project sponsor is unable to commence services within three (3) months of the effective date of the contract. If a contract is terminated under these conditions, CCCD may award the deobligated funding to remaining project applicants who submitted proposals under the RFP and received fundable scores. The following contract conditions apply to projects that include funding from HUD:

Project sponsors agree that in the event the measurable goals/objectives fall below HUD's standard of successful performance measures as specified in the technical submission, HUD may suspend any future annual funding of the project. Specific benchmarks of accomplishment will be included in the contract.

A Deed of Trust and Regulatory Agreement between CCCD and the project sponsor must be executed and recorded for all SHP projects containing acquisition, rehabilitation, or new construction activities.

8. ADDITIONAL RESOURCES

For more information regarding the SHP and its regulations, you may visit HUD's website at:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/homeless/programs/shp

<http://www.hudhre.info/index.cfm?do=viewSupportiveHousingProgram>

9. GLOSSARY

Annual Progress Reports: Document on which the project reports annual progress to HUD. The APR tracks program progress and accomplishments in HUD's competitive homeless programs (the Supportive Housing Program, Shelter Plus Care Program, and Section 8 SRO Moderate Rehabilitation Program). The APR gathers information on how programs assist homeless persons to obtain and remain in permanent housing, increase skills and income, and attain greater self-determination.

Chronically homeless: An unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. In defining the chronically homeless, the term “homeless” means “a person sleeping in a place not meant for human habitation (e.g., living on the streets) or in an emergency homeless shelter.”

Continuum of Care (CoC): A Continuum of Care is a local or regional system for helping people who are homeless or at imminent risk of homelessness in the community, by providing a range of services from homeless prevention through to permanent housing. HUD: Policies designed to address the critical problem of homelessness that include a coordinated community-based process of identifying needs and building a system to address those needs. The approach is predicated on the understanding that homelessness is not caused merely by a lack of shelter, but involves a variety of underlying, unmet physical, economic, and social needs.

Fair Market Rent (FMR): The rent, including the cost of utilities (except telephone), that would be required to be paid in the housing market area to obtain privately owned, existing, decent, safe and sanitary rental housing of modest (nonluxury) nature with suitable amenities. Fair Market Rents for existing housing are established by HUD on an annual basis for housing units of varying sizes (number of bedrooms).

Grantee: Any governmental or nonprofit entity that signs a grant agreement with HUD.

Homeless Management Information Systems (HMIS): An HMIS is a computerized data collection application designed to capture client-level information over time on the characteristics and service needs of men, women, and children experiencing homelessness, while also protecting client confidentiality. It is designed to aggregate client-level data to generate an unduplicated count of clients served within a community’s system of homeless services. An HMIS may also cover a statewide or regional area, and include several CoCs. The HMIS can provide data on client characteristics and service utilization. HMIS is an eligible budget activity and also an SHP component that allows applicants to request SHP assistance for dedicated or shared projects.

Homeless or Homeless Individual: Someone who is sleeping in places not meant for human habitation, such as cars, parks, sidewalks, and abandoned or condemned building; or is sleeping in an emergency shelter. This may include a person who ordinarily sleeps in one of the above places but is spending a short time (30 days or less) in a hospital or other institution. [See full definitions in the Supportive Housing Program Desk Guide.]

Leverage: Leverage is all cash and in-kind resources which supplement the HUD grant (including match) to support your program and clients.

Match (Cash): Cash match is a grantee’s/project sponsor’s cash contribution toward the full cost of the funded Project. The cash match requirements under the SHP project differ by activities.

McKinney Vento Act: Signed into law on July 22, 1987, the McKinney-Vento Homeless Assistance Act is the authorizing legislation for a number of programs providing a range of services to homeless people, including the Continuum of Care Programs: the Supportive Housing Program, the Shelter Plus Care Program, and the Single Room Occupancy Program, as well as the Emergency Shelter Grant Program. These programs are all contained within Title IV. The Act also authorizes a number of other programs within other Federal agencies.

Nonprofit: Public nonprofit status is documented for community mental health centers by including a letter or other document from an authorized official stating that the organization is a public nonprofit organization.

Persons with disabilities: Those who have a disability that is expected to be of long-continued and indefinite duration; substantially impedes his or her ability to live independently; and is of such a nature that the disability could be improved by more stable conditions. Disabilities primarily targeted by S+C program are: serious mental illness, chronic substance abuse, and AIDS or related diseases.

Permanent Housing: Long-term, community-based housing with supportive services for homeless persons with disabilities. This type of supportive housing enables special needs populations to live as independently as possible in a permanent setting. The supportive services may be provided by the organization managing the housing or coordinated by the applicant and provided by other public or private service agencies. Permanent housing can be provided in one structure or several structures at one site, or in multiple structures at scattered sites.

Project: The work the Grantee or Project Sponsor does as set forth in the Grant Agreement.

Project Sponsor: The organization that is responsible for carrying out the proposed project activities. To be an eligible project sponsor, you must meet the same program eligibility standards as applicants do, as outlined in the annual NOFA.

Service Providers: A person or organization licensed or otherwise qualified to provide supportive services, either for profit or not for profit.

Subrecipient: A public agency or nonprofit organization which received grant funds through a grantee or a sponsor to carry out project activities.

Supportive Services: Supportive services assist homeless persons to transition from the streets or shelters to permanent housing. Examples include case management, medical or psychological counseling and supervision, childcare, transportation, and job training.

Transitional Housing: A project that has as its purpose facilitating the movement of homeless individuals and families to permanent housing within a reasonable amount of time (usually 24 months). Transitional housing includes housing primarily designed to serve deinstitutionalized homeless individuals, other homeless individuals with mental or physical disabilities, and homeless families with children.

Utility Allowance: The amount that a Public Housing Authority determines is necessary to cover the resident's reasonable utility costs