

City of Winston-Salem

Request for Proposals (RFP)

Winston-Salem/Forsyth County Continuum of Care

2022 HUD Special NOFO: Continuum of Care
Supplemental to Address Unsheltered Homelessness

Issue RFP: August 29th, 2022
Deadline: September 12th, 2022

No late, incomplete, or faxed applications will be accepted.

All questions must be submitted in writing via email to: hcsd@cityofws.org

Community Development Department
City of Winston-Salem
100 East First Street, Suite 423, PO Box 2511
Winston-Salem, NC 27102



BACKGROUND:

On June 22, 2022, the U.S. Department of Housing and Urban Development (HUD) released the [Continuum of Care Supplemental to Address Unsheltered and Rural Homelessness \(Special NOFO\)](#). This is a first-of-its-kind package of resources to address unsheltered homelessness and homeless encampments, including funds set aside specifically to address homelessness in rural communities by connecting vulnerable individuals and families to housing, healthcare, and supportive services by promoting partnerships with healthcare organizations, public housing authorities and mainstream housing providers, and people with lived expertise of homelessness. Through this Special NOFO, HUD will award funding to communities to implement coordinated approaches -- grounded in Housing First and public health principles -- to reduce the prevalence of unsheltered homelessness, and improve services, health outcomes, and housing stability among highly vulnerable unsheltered individuals and families. HUD expects applicant communities to partner with health and housing agencies to leverage mainstream housing and healthcare resources. Projects included in this funding opportunity and responding to this letter of intent may serve any geographic area within the CoC and must meet all eligibility and quality threshold requirements established in this Special NOFO.

Prior to applying, each Continuum of Care must conduct a local funding competition that evaluates and ranks local projects to be included in a consolidated application to HUD. The NC-500 CoC is eligible for unsheltered funds only. Proposals will be evaluated and prioritized that meet Special NOFO priorities, align with the CoC's comprehensive plan to address unsheltered homelessness, and meet CoC system wide needs. The consolidated application will be posted for public comment before being submitted to HUD.

[Read HUD's Continuum of Care Supplemental to Address Unsheltered and Rural Homelessness \(Special NOFO\)](#)

AVAILABLE FUNDING

The City of Winston-Salem is eligible for an estimated \$2,233,957 in funding for projects to address unsheltered homelessness over a three-year period. This amount equates to about \$744,652 per year for three years.

Based on priorities listed in Section II.A of the Special NOFO and on CoC priorities and goals, NC-500 will prioritize projects that:

1. Address unsheltered homelessness by identifying people living unsheltered and connecting them to housing.
2. Involve a broad array of stakeholder including traditional partners such as housing and service agencies as well as non-traditional partners such as affordable housing developers, the business community, and health care providers.
3. Advance racial equity in homeless service provision and work toward reducing racial disparities in unsheltered homelessness.

4. Demonstrate an adherence to a “Housing First” approach.
5. Consider the perspectives of individuals with lived experience in program design, implementation, and/or evaluation.
6. Use evidence-based practices. (see Appendix A for examples.)

Given system needs, projects that provide permanent supportive housing will be prioritized. However, all other applicants will be considered and included in the review and ranking process.

FUNDS AVAILABILITY

Once awarded by HUD, grant funds are *estimated* to be made available by HUD by mid-year in calendar year 2023. However, the awarding of funds and the timing of awards and grant-making by HUD is outside of the control of the City of Winston-Salem.

ELIGIBLE PROJECT TYPES & COSTS

For the Unsheltered Homelessness Set Aside, 24 CFR 578.37 through 578.63 identify the eligible costs, except that projects applying for funds under the Unsheltered Homelessness Set Aside may not request funds for acquisition (24 CFR 578.43), rehabilitation (24 CFR 578.45), or new construction (24 CFR 578.47).

The following project types are eligible for funding in this year’s competition.

Projects:

1. Permanent Housing Projects including:
 - Permanent Supportive Housing (PH-PSH)
 - Permanent Housing/ Rapid Rehousing (PH-RRH)
 - Joint Transitional Housing (TH) and Permanent Housing/ Rapid Rehousing (PH-RRH)
2. Supportive Services Only (SSO)
3. Supportive Services Only (SSO)-Coordinated Entry
4. Homeless Management Information System (HMIS)

ELIGIBLE APPLICANTS (24 CFR 578.15, 24 CFR 5.100).

Eligible project applicants for this Special NOFO are found at 24 CFR 578.15 and the Act and include nonprofit organizations, states, local governments, instrumentalities of state and local governments, Indian Tribes and TDHEs (as defined in section 4 of the Native American Housing and Self-Determination Act of 1996 (25 U.S.C. 4103). Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. For-profit entities are ineligible to apply for grants or to be subrecipients of grant funds.

HUD does not award grants to individuals. HUD will also not evaluate applications from ineligible applicants.

1. **SAM Registration Requirement.** Applicants must be registered with <https://www.sam.gov/SAM> before submitting their application. In addition, Applicants must maintain an active SAM registration with current information while they have an active Federal award or an application or plan under consideration by HUD.
2. **UEI Number Requirement.** Applicants must provide a valid UEI number, registered and active at www.sam.gov/ in the application.
3. **Faith Based Organizations**
 - a. Faith-based organizations may apply for this award on the same basis as any other organization, as set forth at 24 CFR 5.109, and subject to the protections and requirements of 42 U.S.C. 2000bb et seq., HUD will not, in the selection of recipients, discriminate against an organization on the basis of the organization's religious character, affiliation, or exercise.
 - b. A faith-based organization that participates in this program will retain its independence and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law, including the Free Speech and Free Exercise Clauses of the Constitution, 42 U.S.C. 2000bb et seq., 42 U.S.C. 238n, 42 U.S.C. 18113, 42 U.S.C. 2000e-1(a) and 2000e-2(e), 42 U.S.C. 12113(d), and the Weldon Amendment, among others. Religious accommodations may also be sought under many of these religious freedom and conscience protection laws, particularly under the Religious Freedom Restoration Act.
 - c. A faith-based organization may not use direct financial assistance from HUD to support or engage in any explicitly religious activities except where consistent with the Establishment Clause and any other applicable requirements. Such an organization also may not, in providing services funded by HUD, discriminate against a beneficiary or prospective program beneficiary on the basis of religion, religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

Evidence of the following issues may prevent an award from being granted to otherwise successful project applicants. Detailed information on each requirement is posted on [HUD's Funding Opportunities Page](#).

- Outstanding Delinquent Federal Debt
- Debarments and/or Suspensions
- Pre-selection Review of Performance
- Sufficiency of Financial Management System
- False Statements
- Mandatory Disclosure Requirement
- Conducting Business in Accordance with Ethical Standards/Code of Conduct
- Prohibition Against Lobbying Activities
- Equal Participation of Faith-Based Organizations in HUD Programs and Activities

To be eligible, all applicants must also meet the following conditions:

1. Must have documentation of having served HUD-eligible homeless persons or families, through activities that are eligible under the HUD Continuum of Care (CoC) regulations, during the twelve months prior to the deadline stated in the Request for Proposals; and
2. Must propose an eligible activity for an eligible homeless population, pursuant to HUD requirements; and
3. 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; and

4. Must not propose to use HUD funds to supplant current funding; and
5. Must identify matching funds prior to application submission; and
6. Must provide the information listed below and must have satisfactory organizational status, experience, and capacity to submit, implement and operate the proposed project, as determined by the City of Winston-Salem; and
7. Applicants, its officers, and/or employees must not be debarred or suspended from doing business with the Federal Government.

Sponsors of CoC projects must provide the following items to the City for review, unless the organization has already submitted these items to the City:

1. Signed Board resolution authorizing application for CoC Funding; and
2. Organizational By-Laws; and
3. Last 3 years of IRS 990, as submitted to the IRS; and
4. Most recent audited financial statements; and
5. Last three (3) years of financial statements; and
6. By-Laws; and
7. Articles of Incorporation; and
8. IRS 501(c)3 designation letter (status in place for at least one year prior to application deadline); and
9. Current Board roster; and
10. NC Secretary of State- Evidence of Active Status of Corporation; and
11. Organizational Chart which includes CoC- funded positions; and
12. Copies of budgets for last year, current year and next year (if available); and
13. Copies of the following:
 - Code of Conduct
 - Fair Housing Policy
 - Anti-Discrimination Policy
 - Conflict of Interest Policies
 - Personnel Policies
 - Accounting and Procurement Policies
 - Emergency Shelters- Shelter Rules and Intake Procedures
14. Other documents if requested by the City.

PROJECT RANKING 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 applicants 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.

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.
5. All required attachments correspond to e-snaps list of attachments and contain accurate and complete information.

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

External evaluators identified as the Rating Panel, will be responsible for evaluating proposals by scoring and ranking projects. The Rating Panel will be comprised of evaluators who have extensive experience in homelessness services, finances, evaluation, service systems, and/or have lived experience with homelessness

Evaluators will score individual projects using 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.

All project applicants must meet all statutory and regulatory requirements 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.

The City of Winston-Salem will review all project applications in accordance with Section I.H. of the Special NOFO.

Q&A SESSION

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, The City of Winston-Salem is conducting RFP Information and Q&A Sessions via Microsoft TEAMS.

Thursday, September 1st, 2022, 9:00 a.m. [Click here to join the meeting](#)

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 may be found at [Continuum of Care Supplemental to Address Unsheltered and Rural Homelessness \(Special NOFO\)](#).

APPLICATION AND SUBMISSION PROCEDURE

Please apply using the Special NOFO Application form in the Neighborly System.

To request funds, please complete and submit an application using the Neighborly Software online portal at this [link](#). The Neighborly Software "Getting Started Guide" found at this [link](#) provides instructions for registering an account to submit an application.

The City may request additional information, if needed pursuant to the requirements described in the Special CoC NOFA. If your project is selected for submission to HUD, you will be requested to provide additional information within a timeframe to be specified by the City of Winston-Salem.

Please direct any questions to Mellin Parker at (336) 734-1310 or mellinp@cityofws.org or Shereka Floyd at (336) 734-1305 or sherekaf@cityofws.org.

CONTRACT CONDITIONS:

- Contractors will be required to comply with conditions set forth by the City of Winston-Salem and the U.S. Department of Housing and Urban Development (HUD), as outlined in the Federal Register and in this RFP; and
- The City must have an executed contract with HUD and an executed contract with each sub-grantee prior to reimbursement of funded activities under this RFP. Agencies will NOT be reimbursed for eligible costs incurred prior to the operational period. The City will not reimburse any agency for incurred project costs beyond the contract operational period; and
- Applicants approved for funding will be required to maintain and submit to the City of Winston-Salem adequate information necessary to monitor program accountability and progress in accordance with Federal Regulations under HUD for CoC Programs, and as detailed in an executed City contract; and
- Maintain the following records in an orderly fashion by contractor's fiscal year until audited by the City:
 1. Bank Statements and Bank Reconciliation; and
 2. Deposit slips and supports; and
 3. Checks and supports; and
 4. Payroll records; and
 5. Cash receipts and disbursements journals; and
 6. Monthly financial statements; and
 7. Requests for reimbursements from the City and appropriate supporting documents; and
- Maintain individual participant files in accordance with all applicable HUD regulations including, but not limited to, proof of homelessness, proof of disability (as applicable),

income status, proof of resident rent calculations, and/or savings programs, intake forms, assessments, and documentation of services; and

- Maintain proper tracking, documentation, client savings programs and resident rent calculations; and
- Contractor shall allow representatives of the City of Winston-Salem or HUD to inspect facilities, which are used in conjunction with the contracts made to implement programs funded under this proposal; and
- Contractors shall participate in local CoC planning, networking, training, capacity building, advisory boards, and coordination meetings as appropriate.