Baltimore City Fiscal Year 2023 Consolidated Funding Application

Bidder's Conference
February 11, 2022

Agenda

I. **Overview**

II. **Eligibility**

III. **Projects**

IV. **Review & Selection**

V. **Q&A**

MAYOR'S OFFICE OF
HOMELESS SERVICES

Housekeeping

- Today's webinar is being recorded and will be posted along with the slides and FAQs later today to the [MOHS website](#).

- All attendees are muted to prevent background noise.

- Questions will be answered at the end of the webinar. To submit a question, use the box to the right ▯

- Only questions about the competition process and the applications will be answered during this webinar—if you have a specific question about your project, please send it to HSPApplications@baltimorecity.gov
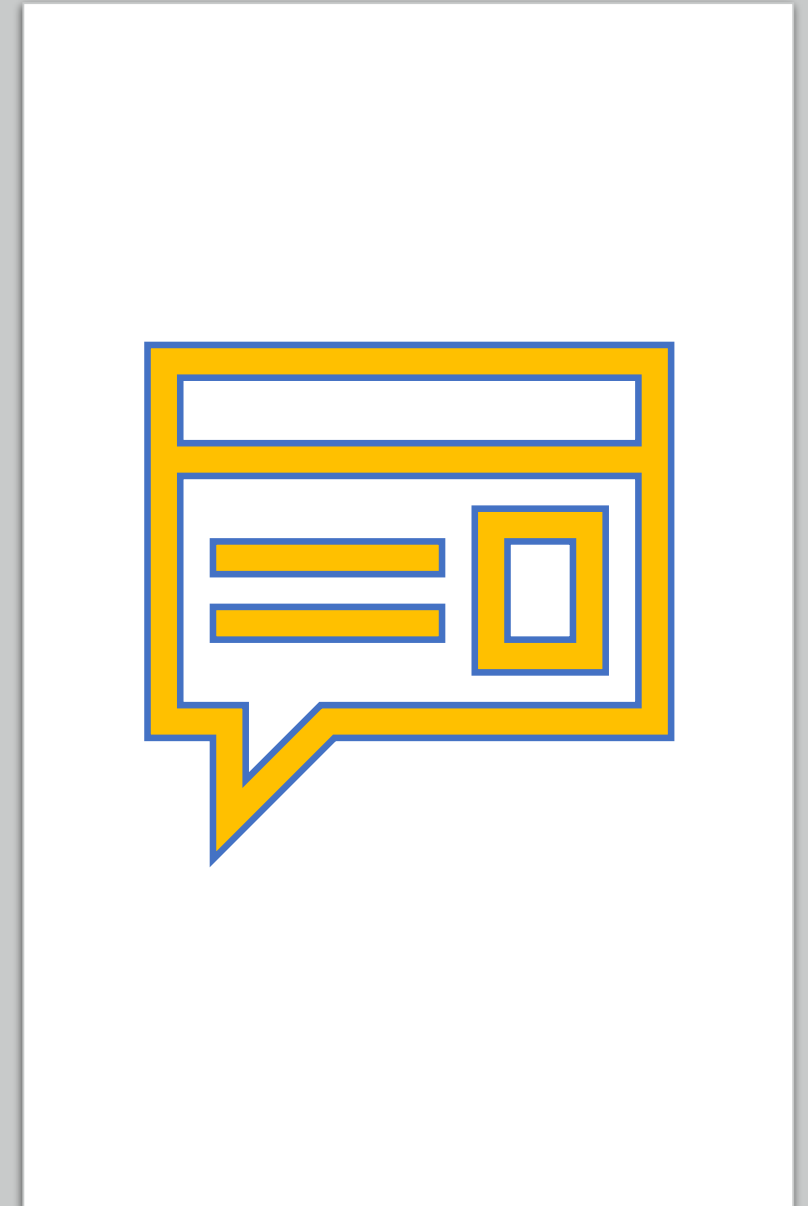
CFA Overview

- **Mayor's Office of Homeless Services**

- **Continuum of Care**

- **Funding Sources**

- **General facts**

- **Timeline**

- MOHS is the direct recipient of Federal, State, and Local funding

- Through the CFA RFP process, MOHS selects qualified projects to provide services to individuals and families who are 1) Currently experiencing homelessness ; 2) At-risk of homelessness; and/or 3) living with HIV or AIDS

- Selected projects are sub-granted funds through one or more of the funding sources available through the CFA

Mayor's Office of Homeless Services

- Funding decisions under the CFA are done in collaboration with the Baltimore City's Continuum of Care

- Projects are aligned with CoC practices and the City's Action Plan on Ending Homelessness

The Continuum of Care

Funding Source	Anticipated Funding
U.S Department of Housing and Urban Development - Emergency Solutions Grant (ESG)	$1,905,804.00
State of Maryland - Homelessness Solutions Program	$2,111,500.00
State of Maryland - Homelessness Solutions Program - Youth	$150,000.00
Department of Social Services	$314,128.00
U.S. Department of Housing and Urban Development - Housing Opportunities for Persons with AIDS/HIV (HOPWA)	$ 8,275,283.00
Maryland Department of Health (MDH) – State Special Funds	$690,249

5 Funding Sources

Funding Priorities

Reduce the length of time people experience homelessness (time in shelter, transitional housing, and on the street)

Increase exits to permanent housing

Reduce returns to homelessness

Action Plan

- Project outcomes are focused on connecting participants to permanent and affordable housing.

- Projects will need to use the Coordinated Entry and/or Coordinated Access Systems to refer and match participants to services and housing.

- Projects will provide comprehensive services and discharge planning to reduce returns to shelter.

- Support services are available to all participants that may be interested that include connections to employment and economic opportunity

- Address racial inequities within the homeless services system and specifically will work to advance racial equity within programs.

Timeline

3 Feb. 2022

Release of RFP

May 2022

Conditional Award Notification & Contracting Begins

Application Deadline

Fri. 14 Mar. 2022, 4:00 PM

Project Start Date

1 July 2022

CFA Eligibility

- Minimum Eligibility

- Financial Health & Compliance

- Insurance Coverage

- CoC Policies

Minimum Eligibility

- Be a non-Profit 501(c)(3) tax-exempt organization or another City agency

- Be in Good Standing with the State of Maryland (certification of Good Standing can be obtained through the Department of Taxation website and must be within 30 days of Application Submission)

- Last 2 years of financial reports in accordance with 2 CFR Part 200, subpart F

- Be a Continuum of Care member agency if applying as a renewal project. [New applicants must become a Continuum of Care member if awarded funds.]

- Must have active SAM registration and valid DUNS number

- Project must be able to start July 1, 2022
  - All Grant Terms are 1-year from July 1, 2022 –June 30, 2023
  - Projects are eligible to apply for renewals annually, but is not guaranteed

Financial Health & Compliance

- **Audits and Accountant-Prepared Financial Statements**
  - Review for findings and material weaknesses
  - Review for cash flow and other sources of funding/support
  - Review access to lines of credit
- **Renewal Projects**
  - Deobligation of funds
  - Timely invoicing and accuracy of submissions
  - Monitoring findings

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Insurance Coverage Requirements

- **Applicants must currently carry or be willing to obtain the following insurance:**

- Professional Liability Errors and Omissions Insurance (minimum $3 million policy)

- Workers Compensation Coverage

- General Commercial Liability Insurance (minimum $3 million policy)

- Business Automobile Liability Insurance (minimum $1 million policy)

- Fidelity Coverage

- Cyber Liability Insurance (minimum $1 million policy)

NOTE: Agencies are required to purchase coverage and submit proof of coverage prior to receiving final contract with City.

Housing First

- Homelessness is first and foremost a housing problem and should be treated as such.

- Housing is a right to which all are entitled.

- Issues that may have contributed to a household's homelessness can best be addressed once they are housed.

- People who are homeless or on the verge of homelessness should be returned to or stabilized in permanent housing as quickly as possible without preconditions of treatment acceptance or compliance for issues such as mental health and substance use.

- The service provider working with the individual should connect the client to robust resources necessary to sustain that housing, and participation is achieved through assertive engagement, not coercion.

Housing First Agreement

- **The program must focus on quickly moving residents to permanent housing**

- **The program <u>may not</u> screen out clients for:**
  - Having too little or no income
  - Active or history of substance use
  - Having a criminal record
  - History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement)

- **The program <u>may not</u> terminate clients for:**
  - Failure to participate in supportive services
  - Failure to make progress on a service plan
  - Loss of income or failure to improve income
  - Being a victim of domestic violence

Fair Housing

- **The Fair Housing Act of 1968** ensures equal access to housing and guarantees equal opportunity without regard for race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), or disability.

- **The City of Baltimore** ensures protected class status regardless of race, color, religion, national origin, ancestry, sex, marital status, physical or mental disability, sexual orientation, gender identity and gender expression.

Faith-Based Services

As a condition of receiving CFA funding, organizations must agree that:

- The organization will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment on the basis of religion.

- The organization will not discriminate against, limit services provided to, or give preference to any person obtaining shelter, other service(s) offered by the project, or any eligible activity permissible under the CFA program on the basis of religion and will not limit such service provision or give preference to persons on the basis of religion.

- The organization will not require clients to participate in religious instruction, counseling, religious services, worship (not including voluntary nondenominational prayer before meetings), or engage in religious proselytizing, or exert other religious influences in the provision of shelter or other activities.

Coordinated Access

Centralized and standardized assessment, referral, and prioritization process for housing and services. Matches clients to permanent housing programs that include Rapid Re-housing and Permanent Supportive Housing.

- Drop-In Centers, Shelters, Transitional Housing, and Street Outreach <u>must</u> designate staff to serve as navigators for Coordinated Access. Programs will be monitored for Coordinated Access participation and performance measures will be utilized in future funding competitions.

- Permanent Housing programs (PSH & RRH) must receive all referrals through Coordinated Access.
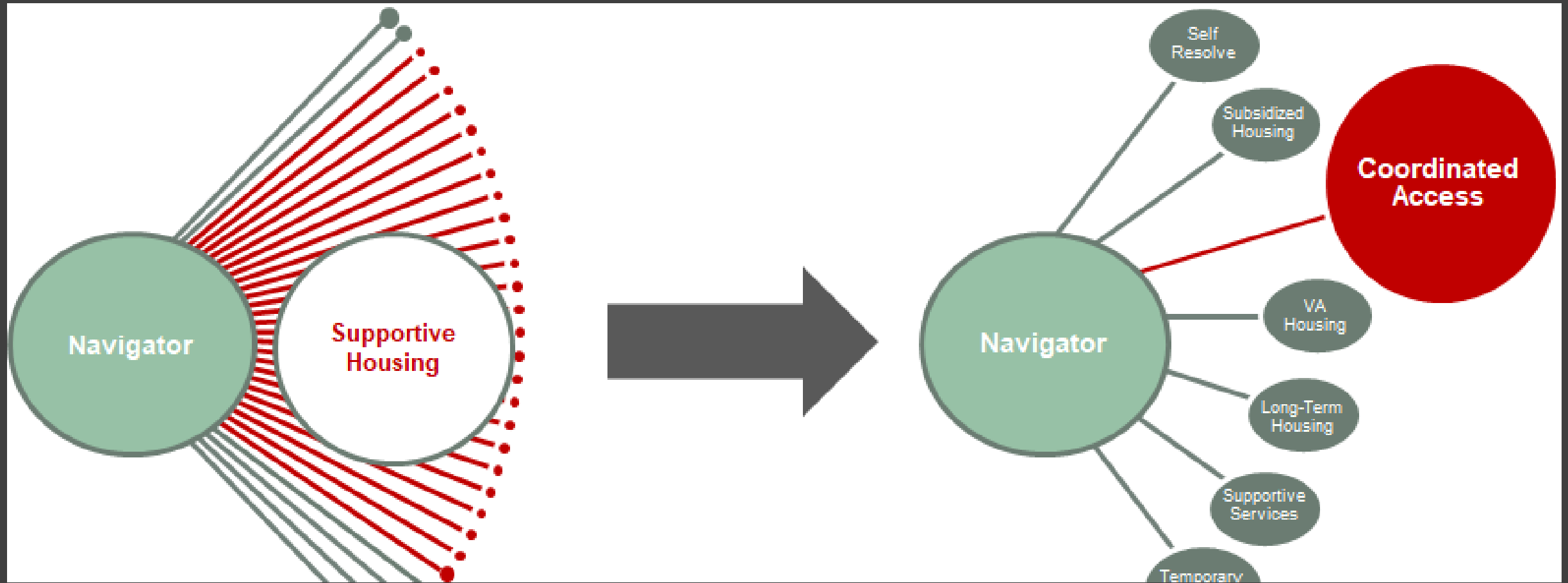
Coordinated Entry

Coordinated Entry is a centralized and standardized front door to emergency and temporary shelter.

Qualities of an effective Coordinated Entry process:

- Low Barrier, Housing-First Orientation, Person-Centered, Fair and Equal Access, Standardized Access, Inclusive, Referral to Coordinated Access, use of HMIS, and Full Coverage in the CoC

Baltimore City use a Coordinated Entry Hotline as it's Access Point: **443-984-9540**

Why use a coordinated system?

HMIS

- MOHS is the designated lead agency for the Homeless Management Information System (HMIS).

- A database operated through ClientTrack in accordance with federal regulations.

- All grantees must enter client data into the Homeless Management Information System. Data quality and performance is managed through the database.

CFA Projects

- Eligible Project Activities

- Who can you serve

- HOPWA/SSF

- CoC Policies

Project Activities

New Projects:

1. Rapid Rehousing

2. Street Outreach

3. Emergency Shelter

4. Homelessness Prevention

5. Housing & Services for People Living with HIV or AIDS

Renewal Project:

1. All of the above listed under New Projects

2. Case Management for Permanent Supportive Housing

3. Transitional Housing (special populations)

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Rapid Re-housing

Rapid Re-housing Projects are funded under the Emergency Solutions Grant (ESG) and Homelessness Solutions Program (HSP).

- Time-limited rental and financial assistance (up to 24 months) and targeted support services.

- The goals are to help individuals and families obtain housing quickly, increase self-sufficiency, and maintain housing.

- Must follow Housing First Principals outlined in the application. Housing is offered without preconditions such as employment, income, absence of criminal record, or sobriety.

Key Components to Rapid Re-housing

- **Housing Identification** includes housing search and placement. Programs should designate housing identification staff that recruit landlords willing to rent to participants in the program and that are able to match the appropriate housing to the participants in the program.

- **Rental and Financial Assistance** includes rental Assistance (up to 24 months), moving costs, rental application fees, security deposits, last month's rent, utility deposits, and utility payments. *Projects should use a progressive engagement model to determine the length and amount of rental assistance for each household that should be described in the application.*

- **Support Services** includes, but is not limited to housing stability, case management, mediation, legal services, and credit repair.

Housing Stabilization & Prevention

Housing Stabilization & Prevention Projects are funded under the Emergency Solutions Grant (ESG) and Homelessness Solutions Program (HSP).

- Time-limited rental and financial assistance and targeted support services to prevent the individual or family from moving into an emergency shelter or another place described in paragraph (1) of the "homeless" definition.

- The goals are to help individuals and families regain stability in their current housing or other permanent housing by connecting to services and support.

- Households must meet the criteria under the At Risk of Homelessness Status or Homeless Status, lack the resources to obtain permanent housing and have an annual income that does not exceed 30% AMI.

Key Components to Housing Stabilization & Prevention

- **Assessment** at enrollment to evaluate the household's need to avoid homelessness with limited assistance.
  - Focus on helping households navigate barriers and to build a support system within their community.
- **Rental & Financial Assistance**
  - In case of outstanding arrears, projects should work with other local rent relief programs to support households.
  - Rental assistance may include short- and medium-term rental assistance. Rental arrears (one-time payment) only if it's necessary for the household to maintain permanent housing and achieve stability.

Outreach

Outreach Projects are funded under the Emergency Solutions Grant (ESG) and Homelessness Solutions Program (HSP).

- Engagement

- Case Management/Support Services

- Emergency Health Services

- Emergency Mental Health Services

- Transportation

- Services to Special Populations

Key Components to Outreach

Outreach projects provide services for individuals and families in an unsheltered situation.

- **Service Area**: Baltimore City, but may focus on subsections
- **Engagement:** May target special populations that are less likely to be served by the traditional Homeless Services System
- **Services:** May specialize in specific services (ex: Mental Health)
- **Partnership:** Collaboration with other programs and outreach teams

Emergency Shelter

Emergency Shelter Projects are funded under the Emergency Solutions Grant (ESG), Homelessness Solutions Program (HSP), and Department of Social Services Grant (DSS).

- Shelter operations
  - Overnight and day shelter
- Shelter essential services
  - Includes staff and programming
- Food
- Transportation
- Vouchers for motels and hotels (please note these are only eligible costs when emergency shelter is unavailable)

Key Components to Emergency Shelter

Emergency Shelter Projects are required to participate in the Coordinated Entry to Shelter, which is connected the emergency shelter hotline.

- **Projects must be low barrier to entry**
- **Projects must focus on exiting participants to permanent housing**
  - Must be able to navigate clients in the Coordinated Access System
  - Support clients in obtaining necessary documentation
- Any shelter that accepts children is considered a "family" shelter, and therefore must accept all family compositions regardless of the sex, sexual orientation, gender identity, or age of any members of family.
- In accordance to COMAR, Title 05, Subtitle 21 shelters are prohibited from involuntary separating of families.
- Projects will need to coordinate with MOHS to develop standard policies and procedures that align with emergency and temporary shelter.

Housing & Services for People Living with HIV or AIDS

Housing & Services for People Living with HIV or AIDS Projects are funded under the HOPWA and State Special Funds (SSF).

- HOPWA: All funded projects must be aligned with the National HIV/AIDS Strategy
- SSF is issued by the Maryland Department of Health and in partnership with the Baltimore City Health Department.

Projects should reflect the National HIV/AIDS Strategy:

1. Reduce New HIV Infections
2. Increase access to care and improving health outcomes
3. Reducing HIV related disparities and health inequities
4. Achieving a more coordinated national response to the HIV epidemic

Key Components to Housing & Services for People Living with HIV or AIDS

- Short Term Rent, Mortgage and Utility Assistance: Short term and medium-term assistance

- Support Services: Case management, transportation assistance, food assistance, employment development, mental health services and substance abuse services

- Permanent Housing Placement: Security deposit's, first month's rent, utility deposits and moving cost

CFA Review & Selection

- **Submission Requirements**

- **Budget templates**

- **Proposal Review**

- **Scoring Criteria**

- **System Performance**

Submission Requirements

- No paper or faxed applications will be accepted. All applications must be submitted electronically with the supporting documents to HSPApplications@baltimorecity.gov:

- Application Cover Sheet & Narrative (PDF Format only)

- Project budget workbook (Excel format only) –Renewal projects should utilize the budget template that corresponds to their current funding source. New projects should use the project budget template that matches their project type.

- Supporting documents (all listed in application packet checklist)
  - Use a clear naming convention when saving documents
    - *Agency_Project Name_CFA23 Application*
    - *Agency_Project Name_CFA23 Budget*
    - *Agency_Project Name_CFA23 Organizational Chart*

Budget Templates

- Budget narratives should include the following information:
  - Clear descriptions of each proposed eligible expense
  - Detailed projected personnel costs (if applicable), staff role, and qualifications
- There are different budget templates to use for different project activities. If you are applying for multiple project activities make sure you have a separate application and budget.
  - Emergency Shelter (Drop-in/Day Centers & Transitional Housing projects should also use this budget template)
  - HIV-AIDS services
  - Rapid Re-Housing
  - Street Outreach
  - Homelessness Prevention
  - Permanent Supportive Housing

Proposal Review

Step 1: Application Completeness Review
- **Timeliness** – Must be submitted by 4pm on March 14th
- **Thoroughness** – All required documents and attachments received. After the initial review if a project is missing an attachment, the agency will be notified and allowed to submit information within a given timeframe. However, MOHS will not permit applicants to submit any revised materials for the issues related to the proposal.

Step 2: Eligibility Review
- Eligible Activities and Costs – The applicant proposed eligible activities in accordance with each funding source. Proposed projects must meet at least one of the funding sources.
- Financial Health Risk Assessment – Review of the last two years of financial health statements

IF Projects Pass Step 1 & Step 2 Move to Project Scoring – Evaluated by the Review Panel
- Panel is both CoC Stakeholders (including people with lived experience) and MOHS Staff

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Project Scoring

Category 1: All New Projects

✓ Need & Project Scope

✓ Approach & Performance

✓ Organizational Capacity

✓ Collaboration

✓ Overall Quality of Proposal

Category 2: All Renewal Projects

✓ Need & Project Scope

✓ Approach & Performance

✓ Organizational Capacity

✓ Collaboration

✓ Overall Quality of Proposal

✓ Project Compliance

✓ Performance Outcomes

Compliance & System Performance

What's being evaluated for renewal projects?

✓ HMIS Participation

✓ Coordinated Access/Entry Participation (if applicable)

✓ Monitoring Results (program regulations and meeting Fair Housing & Equal Access Laws)

✓ Fiscal Reporting & Timeliness

✓ Project performance based on the project type.
   - ✓ Are you meeting your proposed scope
   - ✓ Are you fully utilizing the project

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Any project that has significant underspending in CFY21 and currently in CFY22 may see a reduction in their award regardless of the overall proposal score.

Q&A

Webinar is muted. Please submit your questions.

Resources

- [Mayor's Office of Homeless Services](#)
- [The Baltimore City Journey Home](#)
- [U.S. Department of Housing and Urban Development](#)
- [National Alliance to End Homelessness](#)
- [United States Interagency Council on Homelessness](#)
- [SAMHSA (Substance Abuse and Mental Health Services Administration)](#)
- [Maryland State Department of Assessment and Taxation](#)
- [HIV National Strategic Plan (2021-2025) | HIV.gov](#)

Question(s)? Email HSPApplications@baltimorecity.gov:

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HOMELESS SERVICES