THE JOURNEY
HOME

# FY 2022 HUD CONTINUUM OF CARE SPECIAL NOFO

## Address Unsheltered Homelessness Local Competition Request for Proposal & Guidelines Baltimore City Continuum of Care

Local Competition RFP & Guidelines Release Date: Monday, August 22, 2022
Final Project Application Release Date: Friday, September 16, 2022
All Project Applications Due: Friday, September 16, 2022

Updated August 23, 2022

## BACKGROUND

**Designated NOFO Entities**

On December 9, 2021, the Continuum of Care board approved an updated governance charter and bylaws that outlines the roles and responsibilities for the local NOFO process.  The amendments to that version were approved by the Continuum of Care membership body on December 16, 2021.  The Resource Allocation Committee (RAC) oversees the development of all NOFO submissions to HUD, which includes:

- Developing an annual or multi-year funding strategy for allocating HUD CoC funding according to local need, HUD policy priorities, and overall system performance

- Reading and analyzing Notice of Funding Availability (NOFO), developing an annual reallocation strategy, developing the annual project rating and ranking criteria, utilizing performance and program data to evaluate and rank project applications

- Developing a communications plan for informing the Continuum of Care and ensuring full participation

- Overseeing the work of the Collaborative Applicant to prepare the NOFO submission and Special NOFO submission

- Approve final submission of all CoC applications to HUD

As the Collaborative Applicant, The Mayor's Office of Homeless Services (MOHS) develops the application to HUD according to the priorities, strategy, ranking, and requirements developed by the Resource Allocation Committee and approved by the Continuum of Care Board.  The Review, Score, and Ranking Procedures will be publicly posted for all interested stakeholders and applicants that clearly describe the project-level review and ranking process that is used by the CoC to determine which CoC Program project applications submitted to the CoC are submitted to HUD in the final application.

All local application materials, processes, and meeting notices will be posted to the Mayor's Office of Homeless Services website and sent to the CoC mailing list via email.  To sign up for the CoC mailing list you must subscribe online here.

| 2022 SPECIAL UNSHELTERED CoC NOFO Timeline (all dates are tentative and subject to change) | |
|---|---|
| **June 22, 2022** | **HUD Continuum of Care NOFO Released** |
| **August 1, 2022** | **Continuum of Care Planning Meeting**<br>To review the CoC NOFO Competition process and prepare for the release of local materials. |
| **August 22, 2021** | **Local Competition Procedures Published**<br>    1. Local Timeline and Competition Guidance Released<br>    2. New and Renewal Project Applications Released<br><br>The materials posted to the MOHS website and sent to the CoC mailing list. |
| **September 2, 2022 TBD** | **Special NOFO Bidder's Conference**<br>This webinar is designed for service providers new project funding under the Unsheltered Special NOFO Continuum of Care Program Competition.<br><br>Link will be updated on the MOHS website under Unsheltered Special NOFO Grant Opportunity.<br><br>The webinar will be recorded and posted to the MOHS website. |
| **September 16, 2022 by 5:00 PM** | **DEADLINE: Project Applications Due by 5:00pm on September 16, 2022.**<br>Projects must submit all required materials, including supporting documentation and match documentation to HSPApplications@baltimorecity.gov. |
| **September 26, 2022** | **Notification to all project applicants indicating whether project is accepted 0r rejected.** |
| **September 29, 2022** | **Resource Allocation Committee Meeting – Select Projects, Approve Project Ranking**<br>The Resource Allocation Committee meets to select which new projects will be included in the CoC's application to HUD, in addition to approving the final project ranking. |

| 2022 SPECIAL UNSHELTERED<br>CoC NOFO Timeline<br>(all dates are tentative and subject to change) | |
| --- | --- |
| **October 3, 2022** | **Final Project Ranking Sent to CoC**<br>**New Project Applicants Notified of Acceptance/Rejection from Project Ranking** |
| **October 5, 2022** | **Draft CoC Application Sent to CoC for Input and Review** |
| **October 13, 2022** | **Resource Allocation Committee Meeting – Review and Approve Final NOFO Submission** |
| **October 18, 2022** | **Public Posting of Final Consolidated CoC Application**<br>All parts of the Special NOFO Consolidated Application, including the CoC Application, including the CoC Application attachments and the CoC Priority Listing, and notify community members and key stakeholders that the CoC Consolidation Application is available. |
| **October 20, 2022** | **Final Consolidated CoC Application Submitted to HUD**<br>Submitted on or before the deadline of October 20, 2022 at 8:00 PM EST |

## FY2022 SPECIAL NOFO AVAILABLE FUNDING & PROJECTS

| FY2022 Special CoC NOFO Available Funding | | |
|---|---|---|
| **Amount** | **Type** | **Description** |
| **$20,033,710** | **Unsheltered Set Aside Amount for MD-501** | **This is the set aside amount that CoC is eligible to apply for 3 years of funding.** |
| **$619,259** | **CoC Set Aside Planning Funds** | **CoC Planning Funds may not exceed the set aside amount for 3 years of funding.** |
| **$20,641,969** | **Total Amount of Funding Available (Over 3 Years)** | |

**Project Eligible Projects**

1. **Permanent Supportive Housing (PH-PSH)**
   - The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants.
   - The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.
   - The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply and which meet the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
   - Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, housing that meets accessibility related needs, additional assistance to ensure retention of permanent housing).
   - Additional consideration for projects that are able to demonstrate that up to 50 percent of the housing is through the utilization of housing subsidies or subsidized housing units, and not funded through the CoC or ESG Programs (e.g., Housing Choice Vouchers, HOME-ARP, HOPWA)

2. **Permanent Housing – Rapid Re-housing (PH-RRH)**
   - The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants.
   - The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.
   - The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply and which meet the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
   - Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, housing that meets accessibility related needs, additional assistance to ensure retention of permanent housing).

- Additional consideration for projects that are able to demonstrate that up to 50 percent of the housing is through the utilization of housing subsidies or subsidized housing units, and not funded through the CoC or ESG Programs (e.g., Housing Choice Vouchers, HOME-ARP, HOPWA)

3. **Street Outreach (SSO-SO):**

Project will fund street outreach activities. Street outreach offers services necessary to reach unsheltered homeless individuals and families to connect them with emergency shelter, housing, or critical services and provide urgent non-facility-based care to those who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

- The proposed project has a strategy for providing supportive services to those with the highest service needs, including those with histories of unsheltered homelessness and those who do not traditionally engage with supportive services.
- Program participants are assisted to obtain and maintain permanent housing in a manner that fits their needs.
- The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social services, and employment programs for which they are eligible to apply and which meet the needs of the program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
- The project proposed will participate in coordinated entry.

4. **Standalone SSO:**
Project will fund stand-alone support services to individuals and families experiencing homelessness or who have been homeless in the prior 6-months but are now residing in permanent housing (that is not PSH or RRH). This means, the recipient is providing supportive services to individuals and families experiencing homelessness for whom the applicant is not also providing housing or housing assistance. Examples of stand-alone supportive services include (1) housing navigation activities for people experiencing homelessness when the applicant is not also providing any ongoing housing assistance (e.g., rental assistance), (2) childcare services to individuals and families experiencing homelessness, (3) drop-in centers that provide supportive services to people experiencing homelessness, and (4) family reunification services to reunite people experiencing homelessness with their families.

- The proposed project has a strategy for providing supportive services to those with the highest service needs, including those with histories of unsheltered homelessness and those who do not traditionally engage with supportive services.
- Program participants are assisted to obtain and maintain permanent housing in a manner that fits their needs.
- The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social services, and employment programs for which they are eligible to apply and which meet the needs of the program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
- The project proposed will participate in coordinated entry.

5. **Supportive Services Only – Coordinated Entry (SSO-CE) (Coordinated Entry Lead Agency Only)**
Administers the CoC's centralized or coordinated entry process to coordinate assessment and referral of individuals and families seeking housing or services, including the use of a comprehensive and standardized assessment tool. See CPD-17-01: Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System (Coordinated Entry Notice) for full

information and requirements. If your project is submitted as coordinated entry you must adhere to all requirements in the Rule and Coordinated Entry Notice.

- The centralized or coordinated assessment system is easily available/reachable for all persons within the CoC's geographic area who are seeking homeless assistance. The system must also be accessible for persons with disabilities within the CoC's geographic area.
- There is a strategy for advertising that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area.
- There is a standardized assessment process.
- Ensures program participants are directed to appropriate housing and services that fit their needs.

6. **HMIS (for HMIS Lead Only)**

For a dedicated HMIS grant, the project application must be the HMIS Lead that will be the grant recipient. The HMIS Lead should continue to consider any unique needs that the HMIS might be required to address to accommodate emergency shelter, street outreach, homelessness prevention, and other federal programs.

- How the HMIS funds will be expended in a way that is consistent with the CoC's funding strategy for the HMIS and furthers the CoC's HMIS implementation.
- The HMIS collects all Universal Data Elements as set forth in the HMIS Data Standards.
- The HMIS produces all HUD-required reports and provides data as needed for HUD reporting (e.g., APR, quarterly reports, data for CAPER/ESG reporting) and other reports required by other federal partners.

7. **CoC Planning (for Collaborative Applicant Only)**

A Collaborative Applicant may apply for one CoC Planning grants as part of the Unsheltered Homelessness Set Aside. CoC planning project is three (3) percent of the total amount awarded to recipients from the Unsheltered Homelessness Set Aside.

- Governance and Operations-The CoC conducts meetings of the entire CoC membership that are inclusive and open to members and demonstrates the CoC has a written governance charter in place that includes CoC policies.
- CoC Committees-The CoC has CoC-wide planning committees, subcommittees, or workgroups to address homeless needs in the CoC's geographic area that recommends and sets policy priorities for the CoC.
- The proposed planning activities that will be carried out by the CoC with grant funds are compliant with the provisions of 24 CFR 578.7.
- The funds requested will improve the CoC's ability to evaluate the outcome of both CoC Program-funded and ESG-funded projects.

## MATCH REQUIREMENTS

Match refers to actual cash or in-kind resources contributed to the grant. All costs paid for with matching funds must be for activities that are eligible under the CoC Program, even if the recipient is not receiving CoC Program grant funds for that activity. All grant funds must be matched with an amount no less than 25% of the awarded grant amount (excluding the amount awarded to the leasing budget line item) with cash or in-kind resources. Match resources may be from public (not statutorily prohibited by the funding agency from being used as a match) or private resources.

To determine the amount of match required for your project, develop a proposed budget for the funds you will be requesting through the CoC Program.  Subtract the amount requested for leasing and multiply the new total by 25%.  This is the amount of match required.

24 CFR 578.73 provides the information regarding match requirements. Baltimore City does not commit any local funding to match.

| Match Calculation Examples | |
|---|---|
| **Without Leasing** | **With Leasing** |
| Total amount requested from HUD (without leasing): | Total amount requested from HUD (with leasing): |
| • Rental Assistance funding = $90,000<br>• Supportive Services funding = $10,000<br>• Project Administration funding (7%) = $7,000<br>• Total amount requested = $107,000 | • Leasing funding = $80,000<br>• Supportive Services funding = $20,000<br>• Project Administration funding (7%) = $7,000<br>• Total amount requested = $107,000 |
| Total amount requested from HUD x .25 = Minimum Match Requirement<br><br>$107,000 x .25 = $26,750 | Total amount requested from HUD, excluding amount requested for leasing<br><br>$107,000 - $80,000 = $27,000<br><br><br>Total amount minus leasing x .25 = Minimum Match Requirement<br><br>$27,000 x .25 = $6,750 |

## Eligible Costs for Match

All match contributions (cash or in-kind) in the CoC Program must be for eligible activities/costs per Subpart D of the CoC Program Interim rule, regardless of whether the activities/costs are included in the HUD-approved project budget.  The eligible categories of match are as follows:

**Supportive Services:**
1. Assessment of Service Needs
2. Assistance with Moving Costs
3. Case Management
4. Child Care
5. Education Services
6. Employment Assistance
7. Food
8. Housing/Counseling Services
9. Legal Services
10. Life Skills
11. Mental Health Services
12. Outpatient Health Services
13. Outreach Services
14. Substance Abuse Treatment Services
15. Transportation
16. Utility Deposits
17. Operating Costs (SSO Projects ONLY)

**Operating**
1. Maintenance/Repair
2. Property Taxes and Insurance
3. Replacement Reserve
4. Building Security
5. Electricity, Gas, and Water
6. Furniture
7. Equipment (lease, buy)

## Documentation of Match

Documentation of match must be submitted with the project's application according to the specifications in the following table.   In the Appendix of this document, you will find templates of cash and in-kind match letters and MOUs.  Please refer to these as you develop the match documentation for your application.

## Cash Match

*Description of Cash Match:* The service provider may use **cash** funds from any source, including other federal sources (excluding CoC Program funds), as well as state, local and private sources, provided that funds from the source are not statutorily prohibited to be used as match. The service provider must ensure that any funds used to satisfy the matching requirement are expended for **eligible line items** in the approved budget.

Programs may also count program income as cash match. Program Income must be earned during the grant term and shall be retained by the recipient, and added to funds committed to the project and used for eligible activities. Rents and occupancy charges collected from program participants are program income. In addition, rents and occupancy charges collected from residents of transitional housing may be reserved, in whole or in part, to assist the residents from whom they are collected to move to permanent housing.

In general, program participant mainstream benefits are not considered match in the CoC Program because the benefits are not committed to the recipient/sub-recipient for the activities funded through the project. Instead, benefits are provided to the program participant and are based on program participant eligibility for that program.

***Documentation of Cash Match:*** When the source is cash, written documentation must be provided on the source agency's letterhead, signed and dated by an authorized representative, and, at a minimum, should include the following:

1. Amount of cash to be provided to the recipient for the project;
2. Specific date the cash will be made available;
3. The actual grant and fiscal year to which the cash match will be contributed;
4. Time period during which funding will be available; and
5. Allowable activities to be funded by the cash match.

## In-Kind Match

***Description of In-Kind Match:*** In-kind contributions include the value of real property, equipment, goods, or services contributed to the program as match, provided that *if* the sub-recipient had to pay for them with grant funds, the costs would satisfy the matching requirement for eligible line items in the approved budget.

In general, program participant mainstream benefits are not considered match in the CoC Program because the benefits are not committed to the recipient/sub-recipient for the activities funded through the project. Instead, benefits are provided to the program participant and are based on program participant eligibility for that program.

***Documentation of In-Kind Match:***

**In-Kind Goods/Equipment**

When the source of match is in-kind goods and/or equipment, written documentation must conform to the OMB Circular requirements in 24 CFR Parts 84 and 85 and the standards described below.

Written documentation of the donation of in-kind goods and/or equipment must be provided on the source agency's letterhead, signed and dated by an authorized representative of the source agency, and must, at a minimum, include the following:

1. Value of donated goods to be provided to the recipient for the project;
2. Specific date the goods will be made available;
3. The actual grant and fiscal year to which the match will be contributed;
4. Time period during which the donation will be available;
5. Allowable activities to be provided by the donation; and
6. Value of commitments of land, buildings, and equipment–the value of these items are one-time only and cannot be claimed by more than one project or by the same project in another year.

**In-Kind Services**

Documentation of in-kind service match requires a different approach than documentation of in-kind goods and equipment. The sub-recipient must enter into a formal memorandum of understanding (MOU) with the agency providing the in-kind service(s) and must establish a system to document the actual value of services provided during the term of the grant.

In order to execute awards in a timely fashion, renewal project applicants must submit completed MOUs with their project application.  The match letters and MOUs are now uploaded into the HUD database with the NOFA submission.

New projects may use a letter from the partner agency to document the commitment to provide the in-kind service in advance of executing a formal MOU, for instance, if the sub-recipient opts to wait to execute an MOU upon receipt of notification of award from HUD.  However, it is preferred that new project applicants also submit completed MOUs with their project application if possible.

A memorandum of understanding is not required for the documentation of cash match or in-kind goods and equipment commitments from CoC Program recipients/sub-recipients.  Instead, the agency should obtain match letters, following the included example template.


(See next page for full MOU requirements)

## Memorandum of Understanding

**At a minimum, a memorandum of understanding for in-kind services match in the CoC Program must include the following:**

a. Agency Information
   i. Recipient's and/or sub-recipient's identifying information with point(s) of contact
   ii. Service provider's identifying information with point(s) of contact

b. Unconditional commitment of third party to provide service

c. Description of services to be provided (an illustrative list)

d. Scope of Services to be provided and by whom
   i. Specific contract to be matched
   ii. Length of time services provided/term of contract
   iii. Point in time number of clients receiving service
   iv. Total clients receiving service over grant term
   v. Qualification of persons providing service
   vi. Estimated value of services provided (such as hourly rate)

e. Documentation of Services Match
   i. Documentation requirements and responsibilities of service provider and recipient (this includes recordkeeping and reporting requirements in the OMB Circulars and CoC Program interim rule)
   ii. Timeliness standards of service provider and recipient

f. Signatures of the authorized representatives of the CoC Program sub-recipient and the third party service provider are required on the MOU.

## FY2022 SUBMISSION & SPECIAL NOFO PRIORITIES

**About the NOFO**

The NOFO submission consists of three parts:

- *CoC Consolidated Application* –This is the CoC's overall application, and primarily focuses on the CoC's progress on ending unsheltered homelessness, strategic initiatives, and adoption of HUD's funding and policy priorities.  This includes the required attachments per the Notice of Funding and the CoC's Plan for serving Individuals and Families Experiencing Homelessness with Severe Service Needs.

- *CoC Priority Listing* — This is an ordered ranking of all projects the CoC is submitting in the application for funding.  The project ranking should reflect HUD funding priorities, local need, and a data-driven process for evaluating individual project performance.  The project listing forms rank all project applications in order of priority and identify any project applications rejected by the CoC. In this competition, HUD is also requiring Collaborative Applicants to rank CoC planning.

- *Project Applications* – Each project approved for inclusion in the local project ranking is included in the CoC's submission to HUD.  Each project application must meet HUD's threshold review in order to receive funding in addition to undergoing the competitive scoring process.

**HUD POLICY PRIORITIES**

1. **Unsheltered Homelessness**. Unsheltered homelessness is continuing to rise in many areas of the country and recent analysis of homelessness data shows that people experiencing unsheltered homelessness report significantly greater health challenges and experiences of trauma and violence than their sheltered peers. These challenges often begin before they lose their housing. This NOFO supports this highly vulnerable population by supporting CoCs in their efforts to identify people living in unsheltered situations, including encampments, and connects them with health and housing resources. It also supports CoCs in their efforts to enhance their Homeless Management Information System (HMIS) to collect more comprehensive data on people experiencing unsheltered homelessness in their geographic area.

2. **Involving a Broad Array of Stakeholders in the CoC's Efforts to Reduce Homelessness.** Ending homelessness cannot be achieved by homeless service organizations alone. It requires coordination with a variety of other stakeholders, including affordable housing developers, mainstream service providers, the business community, victim service providers, political leaders, and healthcare providers. This NOFO supports and encourages CoCs to invite a variety of stakeholders to develop and implement a CoC Plan to Serve Individuals and Families Experiencing Homelessness with Severe Service Needs.

3. **Advancing Equity.** In nearly every community, Black, Indigenous, and other people of color as well as individuals who identify as LGBTQ+ and individuals with disabilities are substantially overrepresented in

the homeless population. HUD is emphasizing system and program changes to address equity within CoCs through identifying and addressing the needs of subpopulations who are disproportionally more likely to experience homelessness, such as the populations identified above, and other populations who are disproportionately more likely to experience homelessness. CoCs should be reviewing their strategies to support and serve underserved communities in their geographic area, identify barriers that led to any disparities in communities being served, and take steps to eliminate these barriers. This includes, in conjunction with people experiencing homelessness, reviewing local policies, procedures, and processes to determine where and how to address disparities affecting underserved communities experiencing homelessness.

4. **Housing First Approach.** Housing First prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. Projects funded under this NOFO should help individuals and families move quickly into permanent housing, and the CoC should measure and help projects reduce the length of time people experience homelessness as well as ensure projects are correctly implementing a Housing First approach. Additionally, CoCs should engage landlords and property owners to identify an inventory of housing available for rapid rehousing and permanent supportive housing participants, remove barriers to entry, and adopt service delivery methods that respond to the preferences and needs of the individual or family presenting for assistance.

## PROJECT SELECTION & RANKING PROCESS

**Project Selection**
Project applicants will be assessed on the following:  project design, how the project addresses local priority needs, how the project aligns with local strategies and HUD's priority to end homelessness, budget appropriateness and accuracy, project match, leveraging, CoC participation, community collaboration, organizational capacity, use of Housing First, and implementation timeline.   There may be new projects that fail to score well enough to be included in the NOFO submission, or there may not be enough new project funding to fund all requests.   Project applicants are highly encouraged to review the full Notice of Funding Opportunity released by HUD on June 22, 2022.

**Ranking Order**

The Review, Score, and Ranking Procedures will be publicly posted for all interested stakeholders and applicants that clearly describe the project-level review and ranking process that is used by the CoC to determine which CoC Program project applications submitted to the CoC are submitted to HUD in the final application.

The Resource Allocation Committee may adjust individual projects up or down in the ranking to fulfill HUD priorities, prevent potential losses of funding, and maximize the overall CoC application score.

## PROJECT ELIGIBILITY & APPLICATION PROCEDURES

**Eligible Organizations**

- A Non-Profit 501(c)(3) tax-exempt organization or another city government agency

- 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

- DUNS Number Requirement. Applicants must provide a valid DUNS number, registered and active at https://www.sam.gov/SAM, in the application. DUNS numbers may be obtained for free from Dun & Bradstreet.

- In Good Standing with the State of Maryland (certification of Good Standing can be obtained through the Department of Taxation website.)

- Must have two years of most recent Single Audit or independent financial audits that demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and the capacity to administer federal funds. Demonstrating capacity may include a description of the applicant and subrecipient experience with similar projects and with successful administration of SHP, S+C, or CoC Program funds or other federal funds

- Commitment to operating the program under the Housing First model.

- Must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that meets the needs of the local HMIS.

- Able to document at least a 25% cash or in-kind match for the amount of funding requested

**Submission Requirements**

The full project eligibility and application submission requirements are listed in the accompanying Project Request for Proposals.  Applicants will submit (1) electronic copy of the application and all required supporting documents to  HSPApplications@baltimorecity.gov.  No paper or faxed applications will be accepted.  All project applications must be received by 5:00pm on the application deadline stated in the timeline at the beginning of this document.

Questions regarding the NOFO process, application templates, and instructions can be directed to HSPApplications@baltimorecity.gov.

**ALL new project applications must include the following components:**

1. Completed Application
2. Match Commitment
3. Articles of Incorporation and Bylaws
4. Federal Tax Exemption Determination Letters
5. Certificate of Good Standing from State of Maryland dated within 30 days of application deadline
6. List of Board of Directors
7. Project Organizational Chart

8. Housing First Certification
9. Fair Housing Policy Certification
10. Conflict of Interest Questionnaire and Limits to Primarily Religious Organizations
11. Proof of Ownership or Lease (if housing will be provided at site-based location)
12. Single or Independent Audits (most recent 2 years)

All submissions will undergo a threshold review by the Mayor's Office of Homeless Services for completion and accuracy prior to being scored by the CoC's Resource Allocation Committee.  Projects that submit incomplete applications or do not submit their application by the stated deadline in the competition timeline document may not be considered for funding.

## POLICIES & REGULATIONS

### *1.* Coordinated Access

In the *2012 CoC Program Interim Rule*, HUD mandated that every Continuum of Care develop a Coordinated Access system, with a primary purpose of making rapid, effective, and consistent client-to-housing and service matches. The Interim Rule mandated that as part of Coordinated Access, CoCs must implement:

- Entry points into the CoC system of care that are clearly defined, easily accessible, and well-advertised

- A standardized and comprehensive assessment protocol and tool that is used to identify and document the needs of all individuals and families seeking housing or services

- A standardized referral process for all programs receiving funding through the CoC that consistently refers individuals and families to the most appropriate housing and service interventions and ensures that limited resources are used most effectively

All city funded permanent housing programs receiving funds are required to fill their program vacancies through referrals from the Continuum of Care's Coordinated Access system.  Street outreach programs, drop-in centers, and shelters must designate agency staff to become Coordinated Access navigators. Navigators assist individuals experiencing homelessness with applying for permanent housing through the Coordinated Access System.

### *2.* Housing First

Housing first is an approach that offers permanent, affordable housing as quickly as possible for individuals and families experiencing homelessness, and then provides the supportive services and connections to the community-based supports people need to keep their housing and avoid returning to homelessness.

The Housing First approach is rooted in these basic principles:

- 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

**All projects** are required to utilize a Housing First approach in their program design by incorporating the above principles, reducing barriers to client eligibility and program admission (especially as it relates to mental health, substance use, and "housing readiness" requirements), and to the extent possible, providing and documenting assertive service engagement with clients instead of implementing a program discharge. Projects may not require participants to be sober or seek mental health treatment as a condition of housing and/or services.

Programs receiving funding through the NOFO will be monitored for compliance with Housing First requirements and may be asked to modify their program policies and procedures as a condition of funding.

**Each funding applicant must sign the Housing First Agreement in the application packet to be considered for funding.**

### 3. Fair Housing Compliance

All shelter and housing programs funded through this RFP must be compliant with federal, state, and local laws in the delivery of their services and housing projects, which include ensuring equal opportunity and access to housing for protected class statuses. Programs will be monitored for compliance with fair housing laws, and if found in violation, MOHS may give corrective action up to and including termination of funds. MOHS reserves the right to require sub-recipients to change program policies or requirements that may unnecessarily limit access to housing.

**Each funding applicant must sign the Fair Housing Agreement in the application packet to be considered for funding.**

### 4. HMIS Participation

The Homeless Management Information System (HMIS) is used by the City of Baltimore Continuum of Care to track client services, program outcomes, and city-wide data on homelessness. Use of an HMIS system is required by the Department of Housing and Urban Development (HUD), and HMIS data is used by service providers and the City of Baltimore to measure system and project-level performance, coordinate service delivery, verify client eligibility for services, and fulfill reporting requirements for a variety of funders, including the federal government, state government, and philanthropic partners.

The selected provider must agree to participate in the HMIS system, have staff complete all required HMIS trainings, and ensure that data entry into HMIS meets quality standards set by MOHS. Data entry is mandatory and includes, but is not limited to, conducting an intake assessment with each client, completing bed check-ins, and conducting an exit assessment with each client when they stop accessing services.

For more information about HMIS program requirements, please see:
https://homeless.baltimorecity.gov/hmis

## 5. HUD Continuum of Care Program Regulations

This project must follow all [laws, regulations, and notices issued by HUD](#) that are applicable to the Continuum of Care Program. This includes the requirement to participate in HMIS.

## 6. Performance Standards

The Journey Home adopted revised performance metrics in 2016 to measure progress towards making homelessness rare and brief at both the system level and project level. The metrics align with the performance metrics released by HUD and other common performance indicators used by Continuums of Care. The project-level metrics allow the Continuum of Care to ensure the highest performing projects are funded to provide housing and services, identify areas of strength, and areas for improvement. All CoC-funded projects will be required to report on the metrics and are subject to the performance standards adopted by the CoC.

## 7. Local Hiring

All contracts that exceed $300,000 are subject to the City's Local Hiring requirements as established in Article 5, Subtitle 27 of the Baltimore City Code. This Code requires that the selected organization (should the project meet the contracting threshold) work with the Mayor's Office of Employment Development (MOED) to review the staffing needs created by the project.

The selected organization will need to:

- Meet with MOED within 2 weeks after contract execution to complete an Employment Analysis
- Post new jobs created by the project with MOED for seven days
- Utilize MOED's City resident recruitment services for new hires
- Meet the goal: 51% of all new hires for City funded contracts must be City residents
- Submit monthly employment reports with information on the number of current workers, new workers, and the number of Baltimore City residents working on the project.

More information on Local Hiring requirements is available at [https://moed.baltimorecity.gov/employer-services/hiring-strategies-local](https://moed.baltimorecity.gov/employer-services/hiring-strategies-local) .

## 8. Required Insurance Coverage

The selected organization must currently carry or be willing to obtain the following insurance coverage as part of the project:

- Professional Liability Errors, and Omissions Insurance (minimum $3 million policy)
- Worker's Compensation Coverage
- General Commercial Liability Insurance (minimum $3 million policy)
- Business Automobile Liability Insurance (minimum $3 million policy)
- Fidelity Coverage
- Cyber Liability Insurance (minimum $1 million policy)

# APPENDICES

## APPENDIX A

**FY 2022 SPECIAL NOFO Continuum of Care Competition (CoC)**
**Threshold Review Tool**
**New Applications**

Name of Organization:

Project Title:

Address of Proposed Project:

City / Zip code:

Amount Requested:

Please check if the following have been submitted:

| Application Components: | | | |
|---|---|---|---|
| | YES | NO | NOTE |
| One (1) signed completed application for an eligible project | | | |
| Completed Budget Workbook | | | |
| **Supporting Documents Check List:** | | | |
| Match Letter(s) with full 25 percent match contribution | | | |
| Conflict of Interest Questionnaire and Limits to Primary Religious Organizations – signed and dated | | | |
| MOHS Fair Housing Policy and Statement of Agreement – signed and dated | | | |
| Housing First Certification – signed and dated | | | |
| Articles of Incorporation and Bylaws | | | |
| Federal Tax Exemption Determination Letters | | | |
| Certificate of Good Standing from State of Maryland between within 30 days of application submission (dated 8/16/2022-9/16/2022) | | | |
| Current list of Board of Directors | | | |
| Copies of Project's Termination, Non-Discrimination, and Grievance Policies Provided to Clients | | | |

| | | | |
|---|---|---|---|
| Copy of Project's Program Policies/Rules to include client Participation Agreement/Rights and Responsibilities | | | |
| Project Organizational Chart (must include name, title, email, and phone for each staff position at project – this is a requirement for the grantors) | | | |
| Proof of Ownership or Lease Agreement (if housing will be provided at site-based location) | | | |
| Single Audit or Independent Financial Audits for the most recent 2 years. Also, project recipients who expend $750,000 or more in 1 year in federal awards must have a single or program-specific audit for that year in accordance with the provisions of 2 CFR part 200, subpart F. | | | |
| **CoC Threshold: (first 5 are required)** | | | |
| Coordinated Entry Participation (if not participating, commitment to participate) | | | |
| Commitment to Housing First | | | |
| Documented secured minimum match | | | |
| Project has reasonable costs per permanent housing exit, as defined locally | | | |
| Project is financially feasible | | | |
| Applicant is active CoC participant (or commitment to participate) | | | |
| Application is complete and data are consistent | | | |
| Acceptable organizational audit/financial review | | | |
| Documented organizational financial stability | | | |

# CASH MATCH SAMPLE

**(MUST BE ON AGENCY LETTERHEAD)**

DATE
Irene Agustin
Director
Mayor's Office of Homeless Services
7 E. Redwood Street, 5th fl.
Baltimore, Maryland 21202

RE: Agency Name – Cash Match Letter

SUBJECT:        FY 2022 SPECIAL NOFO
                Project NAME

Dear Ms. Agustin,

I am writing to you regarding (Agency Name)'s renewal/new application for (Project Name) under the FY 2022 Special NOFO CoC Program Competition.

Please let this letter serve as our commitment to provide cash match in the amount of $_____
from (Funding Source) for (Eligible Match Activities). This cash match will be available starting (Date) for the grant period, (Date) through (Date).

This cash match will be used to provide (Description of Services).

| Type of Commitment | Cash |
|---|---|
| **Type of Source (Private, Government)** | |
| **Name the Source of the Commitment (Be as specific as possible and include the office or grant program as applicable)** | |
| **Date of Written Commitment** | |
| **Value of Written Commitment** | $ |

(Closing Statement & Signature of Agency Head)

# IN-KIND MATCH SAMPLE

**(MUST BE ON AGENCY LETTERHEAD)**

DATE
Irene Agustin
Director
Mayor's Office of Homeless Services
7 E. Redwood Street, 5th fl.
Baltimore, Maryland 21202

RE: Agency Name – In-Kind Match Letter

SUBJECT:      FY 2022 SPECIAL NOFO
                Project NAME

Dear Ms. Agustin,

I am writing to you regarding (Agency Name)'s renewal/new application for (Project Name) under the FY 2022 Special NOFO CoC Program Competition.

(Agency Name) unconditionally commits, except for the award of the grant, to provide an in-kind match contribution in the amount of $_____ .  This in-kind match will be available starting (Date) for the grant period, (Date project begins) through (Date project ends).  This in-kind match contribution is for _____ (specific contribution, eligible under 24 CFR 578 subpart D).

*If contribution is for services, add the following language*:
- The commitment is calculated based upon _____ **(#)** hours of _____ (type of service) by _____ (**insert Job title and person's qualifications**) at a rate of $_____ per hour.

- *If the contribution is for goods, property or equipment, add the following language*:
    - The amount of the contribution is based upon a donation of _____ (**units**) of _____ (**specific contribution**).

- *If non-professional/volunteer services are involved, add the following language:*
    - *"*The commitment is based upon _____ **(#)** hours of voluntary _____ **(type of service**) at the rate of $10.00/hour."

(Closing Statement & Signature of Agency Head)

***\*If in-kind match is being used to provide supportive services agency must be able to submit an MOU with third party provider before the start of the grant term. If your agency is providing in-kind support services without a third party provider you will need to request an MOU with the Mayor's Office of Homeless Services.***

THE JOURNEY
HOME