CFY 2021

Consolidated Funding Application

Bidder's Conference Webinar

March 6, 2020

THE JOURNEY HOME

CITY OF BALTIMORE

MAYOR'S OFFICE OF HOMELESS SERVICES

Agenda

- CFA Overview
- What's New in the CFA for FY2021
- Application Review and Scoring
- Application Timelines & Procedures
- Q&A

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Presenters

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Housekeeping

- 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 mohs.hsp.application@baltimorecity.gov

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CFA Overview

- The Consolidated Funding Application (CFA) is comprised of five funding sources:

  - U.S Department of Housing and Urban Development - Emergency Solutions Grant (ESG)
  - State of Maryland - Homeless Solutions Program
  - Baltimore City Department of Social Services
  - U.S Department of Housing and Urban Development - Housing Opportunities for Persons with AIDS/HIV (HOPWA)
  - Maryland Department of Health (MDH) – State Special Funds

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CFA Overview

- The CFA is open to agencies and organizations that provide services to individuals and families who are experiencing homelessness and/or are at-risk of becoming homeless in Baltimore City.

- The 2021 City Fiscal Year runs July 1, 2020 – June 30, 2021.

- Project grants from the CFA typically fall between $25,000 and $150,000. The median grant awarded in the FY2020 funding cycle was $130,000.

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CFA 2021 Funding Priorities

Programs and activities that align with MOHS' and the Continuum of Care goals to:

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

2. Increase exits to permanent housing

3. Reduce returns to homelessness

MOHS' MISSION

To make homelessness rare, brief, and non-recurring in Baltimore City.

Baltimore City Continuum of Care

Continuum Board

Executive Committee

All committee workplans and formal proposals will be presented to people with lived experience prior to submission and approval by the Executive Committee or Board.

Lived Experience Advisory Committee	Youth Action Board

ACTION COMMITTEES

Led by a Board member with MOHS staff support, Action Committees will oversee implementation of the five key strategy areas and their interventions through the development of a strategy-focused workplan that details measurable outcomes and clear deadlines.

Affordable Housing	Homeless Response System*	Shelter Transformation	Employment & Income	Race Equity

Communities of Practice

MOHS will convene homeless service providers to implement professional development trainings and project- and system-level protocols, policies, and standards of care. While not formal committees of the Board, these provider-level groups will inform and be informed by the Action Committees.

Permanent Supportive Housing (PSH)	Rapid Rehousing (RRH)	Shelter	Street Outreach	HMIS/CA Users

CAPACITY-BUILDING COMMITTEES

Oversee core functions of the Continuum and develop the necessary capacity to execute the Action Plan.

Governance	System Performance & Resource Allocation*	Communications	Resource Development

*Denotes committees where there is an expected need to establish subcommittee(s) to address specific requirements of the Continuum.

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5 Key Strategies

Increase the Supply of Affordable Housing
- Analyze current housing inventory and need
- Create new affordable housing.
- Launch a local voucher program.
- Increase investments in rapid rehousing.
- Support and promote policies that prevent and end homelessness.
- Expand the Medicaid pilot and health system partnerships.

Create a More Effective Homeless Response System
- Enhance Coordinated Access.
- Implement a homelessness prevention and diversion program.
- Implement a system-wide outreach strategy.
- Implement standards of care and training plan.

Transform the Shelter System
- Improve physical shelter conditions.
- Improve and enhance service delivery.
- Engage partners for comprehensive discharge planning.
- Develop a city-wide transportation initiative.

Improve Access to Employment & Economic Opportunity
- Integrate employment and income resources through a two-pronged, system-wide referral process.
- Create integrated learning communities.
- Reform policies and practices to support economic opportunity.

Establish a Race Equity Agenda
- Revise data collection strategies.
- Provide training and technical assistance on race equity.
- Reform practices and policies to address and rectify racial disparities.

Aligning to the Action Plan

- Projects should embody at least <u>one of the five key strategies</u> in project design and implementation.

  1. Services and expenditures should emphasize the connection to permanent and affordable housing.

  2. Use of Coordinated Access and partnership with the CoC's Homeless Response System.

  3. Effectively collaborate with emergency shelters to engage clients and provide comprehensive discharge planning.

  4. Align services to include employment and economic opportunity; partner with workforce development organizations.

  5. Reviews programs and services through a racial equity lens and is able to show how practices and policies are adjusted to rectify racial disparities.

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Minimum Eligibility

- Are a non-Profit 501(c)(3) tax-exempt organization or another city agency

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

- Must submit most recent A-133 or independent financial audits (renewal projects that do not have independent audits may submit two most recent years of accountant-prepared financial statements)

- Organization must 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.

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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

Currently carry or be willing to obtain the following insurance:

- 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 $1 million policy)
- Fidelity Coverage
- Cyber Liability Insurance (minimum $1 million policy)

NOTE: Agencies are required to purchase coverage prior to receiving contract with City

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What is 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

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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

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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.

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Faith-Based Services

- 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 provide religious instruction, counseling, religious services, worship (not including voluntary nondenominational prayer before meetings), engage in religious proselytizing, or exert other religious influences in the provision of shelter or other activities.

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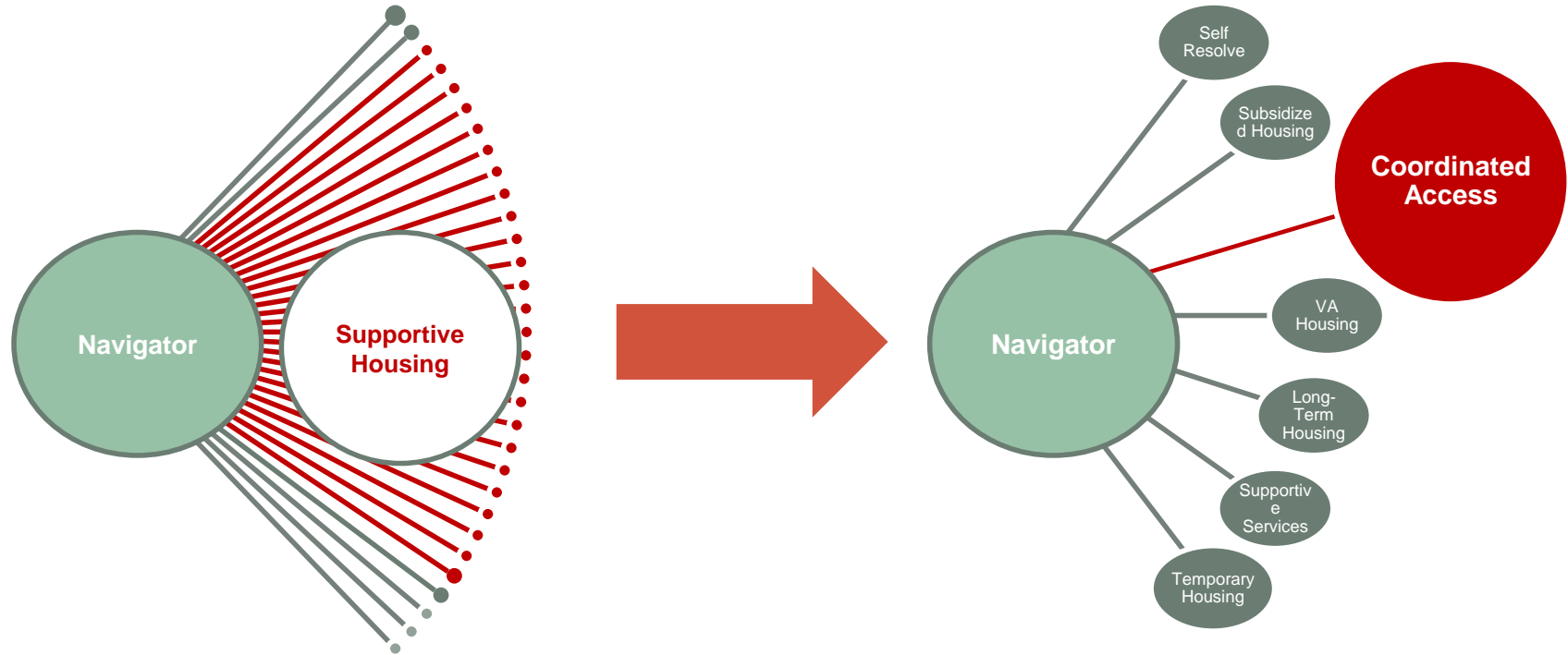
Coordinated Access

- Centralized and standardized assessment, referral, and prioritization process for housing and services

  - Currently operational for entry into permanent housing programs

- 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 must receive all referrals through Coordinated Access.

- Shelters will be required to use Coordinated Access once available.

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Why Use Coordinated Access?

NEW: Coordinated Entry to Shelter

- Centralized and standardized front door to emergency shelter

  - Coordinated Entry for shelter to roll out Spring of 2020

  - Shelters will be required to use Coordinated Entry once available

    - Training and technical assistance will be upcoming

    - Programs will be monitored for Coordinated Entry participation

- Qualities of an effective Coordinated Entry process:

  - Prioritization, Low Barrier, Housing-First Orientation, Person-Centered, Fair and Equal Access, Emergency Services, Standardized Access, Inclusive, Referral to Coordinated Access, Outreach, Informing Local Planning, Use of HMIS, and Full Coverage in the CoC

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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.

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Projects

- Ensure your proposed project meets the eligible activities and costs for <u>at least one</u> grant source. Detailed information can be found in the RFP on pages 6-12.

- If you are proposing to provide two distinct types of services (ex: street outreach and shelter), you must submit a separate application for each.

Project Type	Description	Funding
Rapid Re-housing	Short- and Medium-term Rental Assistance, Financial Assistance, Case Management/ Supportive Services (up to 24 months).	ESG, HSP
Street Outreach	Engagement, Case Management, Emergency Health Services, Emergency Mental Health Services, Transportation, Services to Special Populations.	ESG, HSP
Emergency Shelter	Daytime or Overnight Shelter Operations, Essential Services, Rehab and Renovations*, Supplies for Shelters, Vouchers/Checks for lodging, Food, Transportation,	ESG, HSP, DSS
Homeless Prevention	Homeless Prevention (Eviction Prevention), Additional eligibility requirements*	ESG, HSP
Housing & Services for People living with HIV and AIDS	Eviction Prevention, Supportive Services, and Permanent Housing Placement Services Food, Home and Community-Based Health Services, Short- and Medium-term Rental Assistance, Interpretation and Translation Services, Medical and Non Medical Case Management, Transportation, Outpatient Services	HOPWA, SSF
Permanent Supportive Housing	Only accepting renewals from existing projects seeking to renew funding in FY2021.	HSP
Transitional Housing (Special Populations)	Only accepting renewals from existing projects seeking to renew funding in FY2021.	HSP

Homeless Status Eligibility

Category 1 – Literally Homeless	(1) An individual or family who lacks a fixed, regular and adequate nighttime residence; i. An individual or family with a primary nighttime residence that is a public or private place not meant for human habitation. ii. Is living in a publically or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u> iii. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
Category 2 – Imminent Risk of Homelessness	(2) An individual or family who will imminently lose their primary nighttime residence, provided that: i. Residence will be lost within 14 days of the date of application for homeless assistance; ii. No subsequent residence has been identified; <u>and</u> iii. The individual or family lacks the resources or support networks needed to obtain other permanent housing.
Category 4 – Fleeing/ Attempting to Flee DV	(4) Any individual or family who: i. Is fleeing, or is attempting to flee, domestic violence; ii. Has no other residence; <u>and</u> iii. Lacks the resources or support networks to obtain other permanent housing.

Homeless Program Eligibility

Street Outreach	Homeless Category 1 – Literally Homeless Homeless Category 4 – Fleeing/Attempting to flee DV (where the individual or family also meets the criteria for Category 1) Other Limitations: Individuals and families must be living on the streets (or other places not meant for human habitation) and be unwilling to access services in emergency shelter.
Emergency Shelter & Transitional Housing	Homeless Category 1 – Literally Homeless Homeless Category 2 – Imminent Risk of Homelessness Homeless Category 4 – Fleeing/Attempting to flee DV
Rapid Rehousing & Permanent Supportive Housing	Homeless Category 1 – Literally Homeless Homeless Category 4 – Fleeing/Attempting to flee DV (where the individual or family also meets the criteria for Category 1)
Homeless Prevention Assistance	At-Risk Category 1 – Individuals and Families At-Risk Category 2 – Unaccompanied Children and Youth Other Limitations: May only serve individuals and families that have annual income below 30% of AMI

Changes in CFY 2021

- Funding Amounts

- Project Applications and Budget Templates (modifications)

- Agency Insurance Coverage

- Eligible Project Types (Homeless Prevention & Limitation on Transitional Housing Proposals)

- Project Submission

- Project Scoring Criteria

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MDH – State Special Fund

- SSF awards are issued by the Maryland Department of Health Department (MDH), in partnership with the Baltimore City Health (BCHD).

- Funds are available for housing and services for low-income persons living with HIV/AIDS (PLWHA).

- Funded services should reflect consistency with the recently updated National HIV/AIDS Strategy: (1) Reducing New HIV Infections; (2) Increasing access to care and improving health outcomes for PLWHA; (3) Reducing HIV related disparities and health iniquities; (4) Achieving a more coordinated national response to the HIV epidemic.

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HOPWA Funding Priorities

- Projects and activities awarded under HOPWA should be in alignment with MOHS' Action Plan goals and strategies:

  - Goal 3: Reduce returns to homelessness

  - Strategy 4: Improve access to employment and economic opportunities

- All HIV funded projects should also be in alignment with the National HIV/AIDS Strategy discussed in the previous slide.

Review & Selection Process

- **Step 1: Application Completeness Review**
  - Timeliness
  - Thoroughness

- **Step 2: Eligibility Review**
  - Eligible Activities and Costs
  - Financial Health Risk Assessment

- **Step 3: Project Scoring**

Scoring Criteria

- **Category 1 Projects: New Projects, Renewal Drop-in Center Projects, and Renewal HIV/AIDS Projects**
  - Need & Project Scope (15%)
  - Approach (25%)
  - Organizational Capacity & Performance (40%)
  - Collaboration (10%)
  - Overall Quality of Proposal (10%)

- **Category 2 Projects: Renewal Street Outreach, Renewal Emergency Shelter, Renewal Transitional Housing, Renewal Permanent Supportive Housing**
  - Application Narrative (20%) – includes all sections noted in Category 1
  - Project Compliance (20%)
  - Performance Outcomes (60%)

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Scoring Threshold

- **New projects** must score a **minimum of 75%** to be considered for funding. Due to the number of applications received each year and funding constraints, not all new projects that achieve the minimum score may receive funding.

- **Renewal projects** must score a **minimum of 75**% to receive full funding. However, due to funding constraints, renewal projects that meet the scoring requirement for full funding and have requested a funding increase may be subject to flat funding. Renewal applications that score **below 75% may have a reduction or elimination of their funding**. Allocations for renewal projects may also be impacted by the project's demonstrated ability to fully spend previous awards.

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System Performance Metrics

Performance Metric	Street Outreach	Emergency Shelter	Transitional Housing	Rapid Re-Housing	Permanent Supportive Housing
Average length of stay		✓	✓		
Utilization rate		✓	✓	✓	✓
Percent of exits to permanent housing		✓	✓	✓	
Percent of clients that exit to **or** retain permanent housing					✓
Percent of exits from street outreach to a successful destination (ES, SH, TH, PH, some institutions.)	✓				
Percent of clients that exited to permanent housing and returned to homelessness	✓	✓	✓	✓	✓
Percent of clients that increased earned cash income (employment)	✓	✓	✓	✓	✓
Percent of clients that obtained mainstream benefits	✓	✓	✓	✓	✓
Percent of clients that increased non-earned cash income	✓	✓	✓	✓	✓
Percent of clients contacted that engaged with street outreach	✓				

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RFP Timeline

- **Release Date: February 27, 2020**

- **Application Deadline: Wednesday, March 25 at 12pm**

    - **Electronic Submissions ONLY**

- **April/May: Conditional Award Notification**

- **July 1: Contracts Begin**

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Submission Requirements

- Electronically submit the following files via email to **mohs.hsp.application@baltimorecity.gov**:

  - Application *(PDF format)*
    - *Naming Convention: Agency_Project Name_CFY21 Application*

  - Project budget workbook *(Excel format)*
    - Use budget workbook that matches project type
    - *Naming Convention: Agency_Project Name_CFY21 Budget*

  - Required supporting documents
    - Make sure to use the correct application packet & checklist – there are varying requirements for new projects and renewals
    - *Naming Convention: Agency_Project Name_CFY21 "Supporting Documents"*
      - *Scan all documents together or separately scan each document*

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Budget Templates

- **Emergency Shelter & Transitional Housing**

- **HIV-AIDS services**

- **Permanent Supportive Housing**

- **Rapid Re-Housing**

- **Street Outreach**

- **Eviction Prevention**

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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)](#)

Q & A

Question(s)? Email **mohs.hsp.application@baltimorecity.gov**:

@BaltimoreMOHS

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@JourneyHomeBaltimore

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