

ADDENDUM #1

MI-503 St. Clair Shores/ Warren/Macomb County CoC Macomb County Continuum of Care (CoC)

FY2019 Request for Proposals Availability of Funds for New Projects

The Macomb Homeless Coalition (MHC), on behalf of the Macomb County Continuum of Care (“Macomb CoC”) is issuing an addendum to the FY 2019 Request for Proposal for Renewal Project Applicants (“Renewal RFP”). The list below summarizes the content of changes and additions to the Renewal RFP that are included in Addendum #1:

1. Due Date
2. Eligible Projects
3. Submissions & Project Specific Scoring Sheet
4. Budget

Due Date

The due date for submission of renewal applications is now July 15, 2019 at 4pm.

Eligible Projects

HUD permits CoC's to create new projects through the **Bonus or Reallocation** for the following types of projects:

- 1) Joint TH and PH-RRH component projects
- 2) Supportive Services Only (SSO-CE) projects to develop or operate a centralized or coordinated assessment system
- 3) Rapid re-housing projects that will serve homeless individuals and families, including unaccompanied youth
- 4) Permanent supportive housing projects that:
 - a. Meet the requirements of Dedicated PLUS, or
 - b. 100% of the beds are dedicated to individuals and families experiencing chronic homelessness
- 5) Dedicated HMIS carried out by the CoC's HMIS Lead (Lead Agency is not looking to apply for HMIS grant for the FY2019)

HUD has created a new **Domestic Violence (DV) Bonus** to permit CoC's to create the following types of new projects:

- 1) Rapid Re-housing projects
- 2) Joint TH and RRH component projects
- 3) SSO-CE Projects for Coordinated Entry

Projects must serve survivors of domestic violence, dating violence, sexual assault or stalking.

To fully understand project priorities for the Macomb County CoC, applicants should refer to the Ranking Priorities listed in the Macomb CoC Process document for policies and procedures.

(updated June 28,2019)

If an applicant is creating a new project through the expansion or transition mechanisms, they should respond both to the renewal project RFP for the existing project and a new project application. And the new project RFP.

- The scoring for a new project being created through expansion will be the score of the original project evaluated through the renewal project RFP.
- The scoring for the new component of the transition project will be the score calculated through the response to the new project RFP.
- The original component of the transition project, both for reasons of continued operation during the transition phase or because the new project may not get approved by the Macomb CoC or HUD, will be scored through the response to the renewal project RFP.

Submissions and Scoring Sheet

Interested applicants will not submit a two-page narrative concept paper. Instead, the applicant should respond fully to the questions on the Project scoring sheet that is part of Addendum #1. Applicants should review each section of the Project scoring sheet, and responses should match the format of the questions as they are presented in the scoring sheet.

Applicants developing projects for funding through the DV Bonus should describe barriers unique to persons fleeing domestic violence and how your agency will address those barriers. Include descriptions of how the safety and privacy of clients will be maintained (include this description after the last section of the scoring sheet responses, labeled as ‘Considerations of Domestic Violence Barriers and Vulnerabilities’).

New Project Scoring Criteria:

Below are the categories of information that applicants will be required to provide when applying for new projects created through expansion, transition, reallocation, Bonus, or DV Bonus:

1. Experience & Capacity
2. Project Description and Housing First
3. Supportive Services
4. Project Participants
5. Outreach & Engagement
6. Standard Performance Measures
7. Budget
8. CoC Participation
9. Consumer Participation

More detail of information that is requested for each category is included in the Project scoring sheet.

Threshold: All Renewal Projects must score at least 81 points (which is 65% of the total points available) to be eligible for renewed funding.

New Project Scoring Overview

Scoring Criteria	Points
Experience & Capacity	10
Project Description & Housing First	40
Supportive Services	25
Project Participants	5
Outreach & Engagement	5
Standard Performance Measures	20
Budget	10
CoC Participation	5
Consumer Participation	5
Total Points Possible	125

FY 2019 HUD COC PROJECT SCORING SHEET

MACOMB COUNTY (MI-503) CoC – New Projects/DV Bonus

Instructions:

Applicants should respond fully to the questions on the Project scoring sheet that is part of Addendum #1. Applicants should review each section of the Project scoring sheet, and responses should match the format of the questions as they are presented in the scoring sheet.

Project Name:		Reviewer:		
		Points Possible		Scoring
	Permanent Housing- Rapid re-housing			
	Permanent Housing – Permanent Supportive Housing			
	Joint Component TH and PH-RRH			
	Supportive Services Only – Coordinated Entry			
	HMIS			
#1	Applicant Experience & Capacity	Total Possible Points:	10	
A	Agency demonstrates past experience and success utilizing federal funds including HUD grants and performing activities in proposed application such as satisfactorily drawdowns, timely reimbursement, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.	Ø No outstanding concerns with existing grants. Applicant demonstrates significant experience with administration of federal grants.	4	
		Ø If most of above items in A are fully met.	2-3	

		Ø If few or none of the above items in A are met.	0-1	
B	Provides concrete examples that illustrates working with and addressing the target population's identified housing and supportive service needs.	<p>Description clearly describes applicant's experience providing proposed services, roles, and past successes in keeping people stably housed.</p> <p>Ø Yes Ø No</p>	2 0	
C	Describes the experience of the applicant in leveraging other Federal, State, local, and private sector funds.	<p>Applicant demonstrates examples of leveraging</p> <p>Ø Yes Ø No</p>	2 0	
D	Describes the basic organization and management structure of the applicant.	<p>Agency that will operate program describes structure with sufficient capacity to fulfill implementation of program and provide adequate financial and managerial oversight</p> <p>Ø Yes Ø No</p>	2 0	
	Comments from Reviewer/Questions:			

#2	Project Description and Housing First	Total Possible Points:	40	
A	<ul style="list-style-type: none"> Provides a clear description of the project that addresses the entire scope, including the target population(s) to be served, site description and project schedule. Project plan for addressing identified needs/issues of the target population(s); projected outcome(s); coordination with other source(s)/partner(s); capacity for assessing need. Demonstrates project will be ready to begin operations within 6 months of receiving HUD award. 	<p>Ø Each sub-part is described in a clear, concise and comprehensive manner.</p> <p>Ø Entire scope of project is addressed and responses are consistent.</p> <p>Ø Describes how project will be ready within 6 months of receiving HUD award.</p>	9-15	
		<p>Ø Responses could have been clearer, parts not fully addressed, parts have contradictory responses, questionable readiness in 6 months.</p>	2-8	
		<p>Ø Response is lacking in clarity and description, no consistency, serious doubts on readiness within 6 months.</p>	0-1	
B	<ul style="list-style-type: none"> Fidelity to Housing First model including how project applicant will assist participants to obtain and remain in permanent housing. 	<p>Ø Strong description of how Housing First is implemented.</p>	14-20	

	<ul style="list-style-type: none"> Housing First principles include: 1) Client participation in services is not required; 2) Low barrier to entry (Meaning-no preconditions to entry, allowing entry regardless of current or past substance abuse, income, criminal records, (with exceptions of restrictions imposed by federal, state or local law or ordinance), and includes all Fair Housing protected classes; 3) Services provided as per client choice; 4) Clients have full rights as per their lease/occupancy agreements. Describe strategies of how the project will assist participants avoid Eviction 	Ø Description is weak, lacks clear Housing First concepts	5-13	
		Ø No clear evidence of Housing First model	0-4	
C	Provides a clear description on how the project furthers the goals of Macomb CoC on ending homelessness for chronic homelessness, families, youth, DV, veterans or individuals	Ø Yes Ø No	5 0	

Reviewer's Comments/Questions:

#3	Supportive Services	Total Possible Points:	25	
A	<ul style="list-style-type: none"> Project identifies specific supportive services directly and indirectly to include health care (Medicaid, Medicare, Community Mental Health, Community Medical, etc.) Recovery and substance abuse, financial planning (credit counseling, financial workshop), transportation, legal, childcare, and housing counseling. 	Ø Addresses all supportive services in 3A.	10-15	
		Ø Addresses most supportive services	5-9	
		Ø Has few supportive services in description	0-4	

B	• Describes how the project will assist participants with accessing and leveraging mainstream resources that help them to achieve greater stability and integration into the community. This can include some of the services noted in 3a along with SNAP benefits, SSI, SSDI, TANF, etc.	Ø Strong clear detailed description	7-10	
		Ø Some responses lack clarity/details	2-6	
		Ø Significantly lacking in clarity and detail	0-1	

Reviewer's Comments/Questions:

#4	Project Participants	Total Possible Point:	5	
A	Demonstrates how the project supports those greatest in need and/or populations prioritized by the CoC, including: <ul style="list-style-type: none"> • Chronically Homeless • Veterans • Unaccompanied Youth • Families • Individuals/Families fleeing Domestic Violence 	Ø Response clearly demonstrates how outcomes will address needs of priority population(s) Ø Response lacking clear information or little detail for how outcomes will address needs of priority population(s)	3-5 0-2	

Reviewer's Comments/Questions:

#5	Outreach and Engagement	Total Possible Points:	5	
A	For PSH Project Based (all other applicants skip to #5B): Agency demonstrates outreach plan for locating and prioritizing target populations through participation in the coordinated entry model	Ø Shows strong and clear plan in place	5	
		Ø Weak/unclear plan in place.	0	
B	For All Applicants Besides PSH Project Based: 1) Agency demonstrates outreach plan for locating and prioritizing target populations through participation in the coordinated entry model; 2) Describes how agency will reach out to, and engage with local landlords to recruit their participation in making their units available to program participants. (Description should include how agency will maintain an on-going positive relationship and communication with landlords)	Ø Response demonstrates successful past experience and/or a clear plan	5	
		Ø Weak/unclear plan in place.	0	
	Reviewer's Comments/Questions:			
#6	Standard Performance Measures	Total Possible Points:	20	
A	Describes plan for assisting participants to remain stably housed once moved to permanent housing; Project demonstrates a clear description of positive successes and outcomes for participants remaining stably housed	Ø Clear description on specific activities to assist participants to remain stably housed	9-15	
		Ø Lacks clarity on implementation on how to assist participants to remain stably housed	3-8	
		Ø No information on supporting participants to remain stably housed	0-2	

B	Describes plan for assisting participants for results in <i>increasing</i> employment/income/benefits	Ø Clear description on specific activities to assist participants to increase employment/income/benefits	3-5	
	Project demonstrates a clear description of positive successes and outcomes for increasing employment/income/benefits for participants	Ø Lacks clarity or little information provided on implementation on how to assist participants to increase employment/income/benefits	0-2	
Reviewer's Comments/Questions:				
#7	Budget	Total Possible Points:	10	
A	<ul style="list-style-type: none">Detailed budget submitted outlining program costs, administrative, HMIS and other associated applicable costs.Description of how required match will be provided	Ø Budget provides most or all detail necessary for line items. Allocation of funding among budget line items is appropriate for type of project and housing or services provided. Plan for obtaining match is provided.	6-10	
		Ø Significant questions or gaps exist for budget plan and detail. Allocation of funding among budget line items is not appropriate for type of project and housing or services provided. Plan for obtaining match is lacking in detail or not adequate to meet program requirements.	0-5	
Reviewer's Comments/Questions:				

#8	CoC Participation	Total Possible Points:	5	
A	<p>• Describe attendance and active involvement with CoC Membership and Committees, Coordinated Entry Participation, HMIS participation, and PIT Count</p> <p>* Participation can be with the Macomb County CoC or another CoC</p>	<p>Ø Agency participates fully in several aspects of CoC operations noted in description</p> <p>Ø Past agency involvement within a CoC structure is limited</p>	<p>3-5</p> <p>0-2</p>	
Reviewer's Comments/Questions:				
#9	Consumer Participation	Total Possible Points:	5	
A	Participation of a homeless or formerly homeless consumer on the board of directors or other equivalent policymaking entity - Had consumer participation for 75% (9 plus months) plus (e.g. 12 meetings, must attend 9)	<p>Ø Yes, meets threshold,</p> <p>Ø No, threshold not met</p>	<p>5</p> <p>0</p>	
B	If not compliant with above, describe how the recipient and/sub recipient will become compliant with this regulation.	<p>Ø Yes, description is clear</p> <p>Ø No, description lacks clarity</p>	<p>3</p> <p>0</p>	
Reviewer's Comments/Questions:				

#10	Considerations of Domestic Violence Barriers and Vulnerabilities	Total Possible Points	N/A	
<p>Applicants developing projects for funding through the DV Bonus should describe barriers unique to persons fleeing domestic violence and how your agency will address those barriers. Include descriptions of how the safety and privacy of clients will be maintained.</p>				
<p>Reviewer's Comments/Questions</p>				
#11	Attachments	Total Possible Points:	N/A	
<p>Provide comments (not a score) on whether all attachments are provided, and if content of attachments presents any concerns or questions about the ability of the applicant to implement the proposed project or appropriately manage federal funding:</p> <ul style="list-style-type: none"> a. Environmental Review Form b. Equal Access Rule Form c. Current copy of DUNS registration d. Current SAMS registration e. Current ELOCCS draw printout f. Lead Based Paint Disclosure g. Copy of most recent HUD Monitoring notification & report. h. Current Audit/Financial Review from private Accounting Firm. i. Most recent tax returns j. IRS 501© 3 notification k. Articles of Incorporation l. Exhibit A – Acknowledgements and Signature Page. (attached) m. Provide documentation proving participation of homeless/formerly homeless person on the Agency's Board of Directors. If documentation is not available, provide a requested waiver of this requirement as submitted to HUD. Also provide HUD's approval of waiver request. n. Code of Conduct Statement that complies with the requirements of 2 CFR part 200. 				

#12	Additional Comments/Questions	Total Possible Points:	N/A	
Please provide any additional comments or questions that you feel are important to consider:				
		Total Points Possible:	125	

Threshold: All New Projects must score at least 81 points (65% of possible points) to be eligible for funding.

Budget Pages

Submit the appropriate budget information for this project using the charts below. Note that the following budget line items may not be combined in a single project:

- Rental Assistance + Leasing = Not Allowed
- Rental Assistance + Operating = Not Allowed

Based on the budget option being requested, complete the following budget line item charts below.

SUMMARY BUDGET

The following information summarizes the CoC funding request and the available match for the total term of the project. Enter the appropriate amount of administrative costs for the project.

CoC Activities	CoC Dollars Request	Comments
Acquisition		
Rehabilitation		
New Construction		
Subtotal (Lines 1 through 3)		
Real Property Leasing (from Leasing Budget Chart)		
Leased Structures (from Leased Structures Budget Chart)		
Rental Assistance (from Rental Assistance Budget Chart)		

Supportive Services (From Supportive Services Budget Chart)		
Operations (From Operating Budget Chart)		
HMIS (From HMIS Budget Chart)		
Subtotal CoC Request		
Administrative Costs		
Total CoC Request		
Cash Match		
In-Kind Match		
Total Project Cost		

GRANT TERM

Please note the requested grant term: _____

**LEASING/RENTAL ASSISTANCE BUDGET
(monthly amount cannot exceed FMR)**

Unit Size	# of units	Amount/month	12 months	Total
SRO				
0 bedroom				

1 bedroom				
2 bedrooms				
3 bedrooms				
4 bedrooms				
5 bedrooms				
Total Units				
Total Request				

LEASED STRUCTURES BUDGET

Leased Structures Costs	CoC Dollars Requested
HUD Paid Rent Per Month	
TOTAL ANNUAL ASSISTANCE REQUESTED	
Total Structures	

SUPPORTIVE SERVICES BUDGET

Supportive Services Costs	CoC Dollars Requested
Assessment of Service Needs	
Assistance with moving costs	

Case Management	
Child Care	
Education Services	
Employment Assistance	
Food	
Housing/Counseling Services	
Legal Services	
Life Skills	
Mental Health Services	
Outpatient Health Services	
Outreach Services	
Substance Abuse Treatment	
Transportation	
Utility Deposits	
Operating Costs	
TOTAL ANNUAL ASSISTANCE REQUESTED	

OPERATING BUDGET

Operating Costs	CoC Dollars Requested
Maintenance/Repair	
Property Taxes and Insurance	
Replacement Reserves	
Building Security	
Electric, Gas and Water	
Furniture	
Equipment (lease, buy)	
TOTAL ANNUAL ASSISTANCE REQUESTED	

HMIS BUDGET

HMIS Costs	CoC Dollars Requested
Equipment	
Software	
Services	
Personnel	

Space and Operations	
TOTAL ANNUAL ASSISTANCE REQUESTED	

MATCH

The following details for the proposed match should be listed below. It is not necessary to provide documentation or have a commitment at the time the application is submitted.

Type	Source	Contributor	Value	Comments
TOTAL VALUE OF ALL MATCH COMMITMENTS:				

Exhibit A

Acknowledgements and Signature Page

My signature below affirms the following:

1. If awarded Continuum of Care funds by the U.S. Department of Housing and Urban Development, this project will comply with all program regulations as found in the Continuum of Care Interim Rule 24 CFR Part 578.
2. The funded project will participate in the Coordinated Entry System.
3. The organization will enter required project and client data into the Homeless Management Information System (HMIS) in accordance with the HMIS Data Standards and HMIS Policies and Procedures, and other data systems as required by the Macomb County Continuum of Care for the management of client data for the Coordinated Entry System.
4. The organization will complete the attached Environmental Review Flowchart to determine the level of review needed for your particular project.
5. If awarded CoC funds by the U.S. Department of Housing and Urban Development, this project will comply with HUD's Equal Access Rule. The rule can be accessed at <https://www.hudexchange.info/resources/documents/Equal-Access-Final-Rule-2016.pdf>
6. The organization will complete a Lead Based Paint Disclosure. An example is attached

Name of Project Submitted: _____

Date: _____

Organization: _____

Signature of Executive Director: _____

Name Printed: _____