

CITY OF PHILADELPHIA
OFFICE OF SUPPORTIVE HOUSING
SUPPORTIVE HOUSING PROGRAM RENEWALS:
2009 REQUEST FOR INFORMATION

Table of Contents

1. Introduction	page 1
2. SHP Summary, Eligible Applicants/Beneficiaries/Activities, Definitions	page 1
3. Required Contents	page 3
4. Evaluation Criteria.....	page 4
5. Assembly and Submission Requirements.....	page 5
6. RFI Contact Person	page 6

DEADLINE: MARCH 23, 2009 AT 12 NOON

Office of Supportive Housing
Municipal Services Building, 1401 JFK Blvd., 10th Floor, Suite 1030
Philadelphia, PA 19102

1. Introduction

In the Spring of 2009, the U.S. Department of Housing and Urban Development (HUD) is expected to issue their annual Notice of Funding Availability (NOFA) that includes McKinney Homeless Assistance Programs. That NOFA will allow for current recipients of McKinney grants (“grantees”) to request renewal of those grants that are due to expire during calendar year 2010. Once again, Philadelphia’s application that responds to that NOFA will be compiled and submitted by the City of Philadelphia, Office of Supportive Housing. That “consolidated application” process is required by HUD. In addition, a local review and ranking process is required prior to the compilation of the city-wide consolidated application. This “SHP Renewals: RFI” is one component of that required local process.

2. SHP Summary, Eligible Applicants/Beneficiaries/Activities, Definitions

The Supportive Housing Program is designed to promote the development of transitional and permanent supportive housing to assist homeless persons to live as independently as possible. The SHP program provides grants with terms of up to three years. The SHP program is authorized by title IV, subtitle C, of the Stewart B. McKinney Homeless Assistance Act, as amended, 42 U.S.C. 11381. Funds made available under the SHP program are subject to the program regulations at 24 CFR part 583, as amended by the final rule published in the Federal Register on September 30, 1996 (61 FR 41174). SHP program regulations can accessed through the following web page: [<www.access.gpo.gov/nara/cfr/waisidx_04/24cfr583_04.html>](http://www.access.gpo.gov/nara/cfr/waisidx_04/24cfr583_04.html)

A. Eligible Applicants

To apply for SHP renewal funding in the 2009 competition, potential applicants must:

***SAFE HAVENS**

In the 2008 McKinney competition, HUD issued a new regulation requiring Safe Havens to no longer be identified as a Safe Haven-Transitional Housing or Safe Haven-Permanent Housing project, but must be designated as either Permanent Housing, Transitional Housing or a Safe Haven depending on its program design. To be designated as a Safe Haven, the program design must consist of the following:

- Must serve hard-to-reach homeless persons with severe mental illnesses who are on the streets and have been unable or unwilling to participate in supportive services;
 - Must allow 24-hour residence for an unspecified duration;
 - Must have private or semi-private accommodations;
 - Must limit overnight occupancy to no more than 25 persons;
 - May include a drop-in center as part of outreach activities; and
 - Is a low demand facility where participants have access to needed services, but are not required to utilize them.
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Additionally, beginning in 2008 a chronically homeless person entering a Safe Haven may maintain their chronically homeless designation so that they can be eligible to enter Samaritan Housing bonus projects.

1. Currently hold (or be the program sponsor for, and the City of Philadelphia currently holds) a McKinney SHP grant under the category or transitional housing, permanent supportive housing, or safe haven*; and,
2. Confirm that the term of that grant is scheduled to end in calendar year 2010.

B. Eligible Beneficiaries

In the 2005 federal competition, HUD announced the following policy change: McKinney grant-funded programs providing permanent supportive housing must adhere to a *revised, more restrictive* definition of homelessness in determining eligibility for their permanent housing programs. The revised definition follows, excerpted from the Question and Answer supplement to HUD's 2006 SuperNOFA:

“Persons assisted with **permanent** housing must be homeless and come from:

1. places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings;
2. an emergency shelter; or
3. transitional housing for homeless persons and who originally came from the streets or emergency shelter.

If a person is in one of the three categories above, but most recently spent less than 30 days in a jail or institution, he/she qualifies as coming from one of these three categories.”

C. Eligible Activities and Amounts

Applicants are eligible for renewal of SHP funds for all previously-funded non-development activities: facility operations, leasing, and supportive services. Beginning in the 2007 competition, the City of Philadelphia was in “hold harmless” status, meaning that the amount needed to fund all eligible SHP renewals for one year exceeded Philadelphia’s “pro rata share.” “Hold harmless” status means that HUD will provide funding to renew all eligible renewals for one year, even when the amount exceeds the pro rata share. From 2007 forward, all renewal requests may be for **one** year only.

To determine the maximum amount of funding you can request, divide your current full grant (excluding the “5% for administrative costs” amount) by the term of that grant, and that “annualized” amount is how much you may request per year in your renewal application. This process eliminates budget fluctuations from year to year that may have been built in to your current grant. Note that HUD does not award increases to your

overall grant for any reason. If you submitted a renewal application in the 2007 competition with a reduced services budget (25% reduction in supportive services), this reduced amount was also submitted in the 2008 competition. For the 2009 competition, we ask that you continue to use this reduced amount. This also applies to those projects who took their 25% reduction for the first time in the 2008 competition. Please use the reduced amount requested in your 2008 submission in this year's competition. If you did not submit a renewal application in the 2007 or 2008 competitions, you will be notified regarding the necessary 25% reduction in the supportive services budget. Please contact the Office of Supportive Housing if you have any questions.

Following are the cash match requirements for the SHP-funded activities eligible to be renewed:

- **Leasing.** There is no federal match requirement for leasing costs.
- **Supportive services.** The federal match requirement for supportive services costs is 20% of the total supportive services cost. In a total services budget of \$100,000, HUD will pay no more than \$80,000 (80%) and the applicant is responsible for securing the remaining \$20,000 (20%) from other, non-McKinney sources.
- **Facility operations.** The federal match requirement for facility operations costs is 25% of the total operations cost. In a total operations budget of \$100,000, HUD will pay no more than \$75,000 (75%) and the applicant is responsible for securing the remaining \$25,000 (25%) from other, non-McKinney sources.

Up to an additional 5% of funds awarded for the above activities may be awarded for grant-related administrative costs, only if the original grant request included this "5% admin" line item. This category does not require a cash match.

In addition to the required cash match, your submission is more competitive overall if it reflects a combined match and leveraging of 2:1, i.e., for every HUD dollar requested, you have identified other sources valued at \$2. Leveraging refers to supplemental resources, including state and federal appropriated funds.

3. Required Proposal Contents

Please follow the instructions below to develop your submission. Submissions that are missing or have incomplete sections or forms may not pass threshold review, so read carefully. *Please note: the overall quality of your proposal is a scoring criteria. Please proof your submission for grammar, clarity, and spelling.*

NEW THIS YEAR

A. SHP Renewal Application Form (sent under separate cover)

a. Project Information

b. Summary & Narrative

In the Project Summary section of the SHP Renewal Application Form (pages 8-10), please provide the following basic information on your program, to familiarize the review committee with your project.

- i. **Population served** (families / individuals – include number of each, referral source, any subpopulation designation / special needs / disabilities, etc.);
 1. **Subpopulation designations:** chronically homeless (as defined by HUD), severely mentally ill, chronic substance abusers, veterans, person with

HIV/AIDS, victims of domestic violence, unaccompanied youth (under 18 years of age);

- a. A disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423):
 - i. To be determined to have, pursuant to regulations issued by the Secretary, a physical, mental, or emotional impairment which:
 - ii. is expected to be of long-continued and indefinite duration,
 - iii. substantially impedes an individual's ability to live independently, and
 - iv. of a nature that could be improved by more suitable housing conditions (e.g., a substance abuse disorder *if* the person's impairment could be improved by more suitable housing condition)
 - b. A developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000; or
 - c. The disease of acquired immunodeficiency syndrome (AIDS) or conditions arising from the etiologic agency for acquired immunodeficiency syndrome.
- ii. **Type and location of housing provided** (transitional / permanent, whether at particular location(s) - include addresses - or scattered, etc.);
 - iii. **Services provided**, by whom (your agency / outside agencies), where, and how paid for;
 - iv. **Where participants go** when they leave after successfully completing program (all applicants please respond based on your individual project's experience);
 - v. Please list the most common reasons why clients exit to non-permanent housing after participating in the program. What strategies have the program used to address these challenges?
 - vi. Please provide **2 case studies** that illustrate the experiences/outcomes of an average client in your program.

c. Performance Data

B. HUD Monitoring Report

Please submit HUD's most recent monitoring letter, if applicable, for the SHP project for which you are requesting renewal funding.

C. APR

1. Programs whose operating year ended 6/30/08 or after, please submit a copy of your most recently **submitted** APR.
2. Programs whose operating year ended between 1/31/08 and 5/31/08, please submit any **APR revisions**. For these programs, your APR has already been submitted to our office, please submit any changes, if applicable.

D. Audit

Mail one copy of your organization's most recent audit (or financial statements if the agency is too small for a full audit). Only one copy is needed per agency, even if you have multiple renewal projects.

4. Submission Evaluation Criteria

Projects submitted under this RFI will be evaluated in a three-step process: threshold review, public-private review committee and then ranked by an Executive Committee comprised of public and private sector representatives.

A. Threshold Review

Each project must be submitted by an applicant agency that was directed by the Office of Supportive Housing to respond on behalf of a specific project. Each submission must contain complete responses and all documentation as detailed in item 5. Submissions that meet these minimum threshold requirements may then be evaluated and ranked based on the criteria described below.

B. Public-Private Review Committees

Submissions that pass threshold review will be reviewed by the SHP Renewals Review Committee, a group of volunteer representatives from the public and private sector. This Committee will then make ranking recommendations to an Executive Committee consisting of representatives from the Office of Housing and Community Development, the Redevelopment Authority, Department of Behavioral Health, Office of Supportive Housing, as well as the private-sector chair of the 2009 Strategic Planning Committee and the private-sector chairs of all 2009 RFI/RFP review committees. The Executive Committee will make the final decisions for all McKinney funding requests (new and renewal, SHP and Shelter Plus Care) regarding submission inclusion, and ranking, in Philadelphia's city-wide application to HUD.

The "SHP Renewals: RFI" submissions are structured such that the review committee will consider as its main evaluation points:

- the recent past performance of the project - this performance will be evaluated on its own (is this project performing adequately for the population it serves?) and in general project categories (how does this project's performance compare to that of similar projects up for renewal this year? to national standards?), with specific attention given to HUD performance standards. This information can be found in Section VI.B.1. in the 2008 NOFA, <http://www.hud.gov/library/bookshelf12/supernofa/nofa07/cocsec.pdf>.
- amount of funds spent for housing versus supportive services
- efforts to connect clients to mainstream resources; and
- success in meeting the overall program goals.

Finally, the public-private review committee members will receive site visit summaries for all submissions they review, and may consider other factors to be determined as a group during the review and ranking meeting.

The City reserves and may exercise, at its sole discretion, the following rights and options with respect to the selection process outlined in this RFI:

- To request that some or all applicants provide additional material, clarification, confirmation, or modification of any information in their submission;
- To request that some or all applicants modify their submissions based on the review of all the submissions or on commitments of funding from other sources; and,
- To expressly waive any defect or technicality in any submission.

5. Assembly and Submission

A full submission consists of the following items:

- i. SHP Renewal Application Form (sent under separate cover)
- ii. Most recent HUD SHP monitoring report for the project (if applicable)
- iii. APR (see instructions in Section 3C)
- iv. Audit or Financial Statements (one per agency)

6. Number of Copies and Submission of Proposals

- In order to minimize the amount of copying and collating in order to conserve resources, please submit the SHP Renewal Application Form and APR, **via email** to the contact person identified below.
- **Mail** HUD correspondence about a/acceptance of HUD monitoring report (if applicable) and one copy of the most recent agency audit/financial statements to the contact person identified below.

7. Revisions Prior to Submission to HUD in the Consolidated Application and Additional Required Information

Applicants whose responses to this RFI are approved for inclusion in Philadelphia's Consolidated Application to HUD may be required to revise their submission. This will require each applicant to update project information in the *e-snaps* system at the appropriate time. The Office of Supportive Housing will notify you when it's time to make the updates. Additionally, you will be required to update the match and leveraging section and complete required certifications and forms in advance of the federal deadline.

8. RFI Contact Person

Questions regarding this "SHP Renewals RFI" should be directed to:

Joe N. Savage, Jr., Program Manager
Policy, Planning and Administration
City of Philadelphia, Office of Supportive Housing
1401 JFK Blvd., 10th Floor, Philadelphia, 19102
joe.savage@phila.gov or (215)-686-7109

If you have questions, you are strongly encouraged to submit them via email.