



2024

HOME-ARP Allocation

Non-Congregate Emergency Shelter

Request for Proposals

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City of Lorain

Housing Division | Department of Building, Housing and Planning

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INVITATION

The City of Lorain, through the Department of Building, Housing and Planning, seeks qualified organizations to submit proposals to construct, renovate, or rehabilitate buildings to create one or more low-barrier, housing-focused non-congregate shelters to serve people in the City of Lorain who fall in any of the four HOME-ARP qualifying populations:

1. People experiencing homelessness;
2. People at risk of homelessness;
3. People fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; and
4. Other populations where providing supportive services or assistance would prevent the family's homelessness or would serve those with the greatest risk of housing instability.

The following general information and instructions for applying for funds from the City of Lorain for the services are described below. This document contains the requirements that all proposers must satisfy and/or complete.

RFP QUALIFICATIONS

- Applicants must be a local government, housing authority, behavioral health organization, registered nonprofit with 501(c)(3) status, or federally recognized Indian Tribe that is currently engaged in providing homeless services.
- Applicants must have adequate foundational capacity including administrative infrastructure and ability to manage a grant on a reimbursement basis and manage funding over the grant term.
- Applicant has or will obtain General Liability Insurance with limits not less than \$1,000,000 per occurrence, \$2,000,000 General Aggregate. The General Liability must name the City of Lorain specifically as an additional insured under the policy on a separate endorsement page. The City of Lorain includes its officials, employees, and volunteers. A certificate of Insurance will be required prior to contract execution.
- Applicant shall maintain automobile insurance in an amount not less than \$1,000,000 combined single limit for each accident. A certificate of Insurance will be required before contract execution.
- Requirement to use the Homelessness Management Information System ("HMIS") for client data management.
- Requirement to participate in Lorain County Continuum of Care Coordinated Entry System ("CES").

Successful applicants will demonstrate experience/knowledge of the following areas:

- Providing services to homeless individuals in an emergency shelter setting with an emphasis on reducing barriers to securing and retaining permanent housing.
- Providing housing and case management services to the target population.

- Demonstrated capacity to serve individuals with medical conditions, developmental/physical disabilities, behavioral health issues, or substance abuse issues and to make referrals to a diverse team of medical professionals in the community.
- Demonstrated partnerships with providers of mainstream resources, services, and benefits.
- Accounting for public/grant funds and complying with federal, state, and local funding requirements.

RFP CONTENTS

The application contains materials required to apply for HOME-ARP funds through the City of Lorain's Housing Division of the Department of Building, Housing and Planning. The packet includes:

SECTION I: HOME-ARP Background, Qualifying Populations, Eligible Activities, Funded Activities and Overall Budget, Low-Barrier Housing-Focused Non-Congregate Shelter Requirements, Evaluation Criteria.

SECTION II: RFP Application Requirement List, Proposal Cover Sheet, Project Description, Table 1 – Description of Project Activities, Table 2 – Source(s) of Funds for Operating Expenses, Budget, Table 3 – HMIS Reporting, Budget.

PROPOSER'S DECLARATION:

Section 1: Request for Proposal Cover Sheet.

Section 2: Project Narrative.

Section 3: Budget Template.

Section 4: Source(s) of Funds for Operating Expenses (that includes a letter of commitment for funds to operate any proposed non-congregate shelter)

Section 5: Disclosure of Interest.

Section 6: Resolution (authorization from Board of Directors to submit a proposal)

Section 7: Attachment A: Notification of a Single Annual Audit Form.

APPLICATION SUBMITTAL INSTRUCTIONS

1. Applicants must provide one electronic copy of the complete application and all attachments and one original signed, hard copy proposal on standard 8 ½" x 11" papers. The document must be consecutively numbered and placed in a 3-ring binder.
2. Do not staple the proposal. Insert labeled tabs for the sections as outlined in the Application Checklist. Do not use sticky notes or flags as substitutes for tabbed dividers.
3. Do not include these instructions in your application. The original must contain original signatures.
4. ALL APPLICATIONS must include information and attachments as outlined on the Application Checklist.

5. Applications will be submitted to the City of Lorain's Housing Division of the Department of Building, Housing and Planning at the address listed below. Hard copy applications may be mailed, or hand delivered.

City of Lorain
Department of Building, Housing and Planning
Housing Division
HOME-ARP FUNDS APPLICATION
200 West Erie Avenue, 5th Floor
Lorain, OH 44052

Proposals received will be reviewed in the order they are received by the City of Lorain. Proposals received after the deadline will only be considered after proposals received by the deadline have been processed and funds remain available.

Please be sure your proposal application packet contains ALL the required materials and includes the requested essential information. Incomplete proposals will be returned to the applicant and not considered until a complete application is submitted.

Any questions about the proposal process and required information or requests for assistance, unless otherwise noted, should be directed to the City of Lorain's Law Department: Joe Pritchard; joseph_pritchard@cityoflorain.org.

*The U.S. Department of Housing and Urban Development (HUD) requires that every HUD-assisted project undergo an environmental review for various projects. This review evaluates the potential environmental impacts of a project to determine whether it complies with federal, state, and local environmental standards. The **Purpose of the environmental review is to ensure that a proposed project does not negatively impact the surrounding environment. It also verifies that the property site itself will not have adverse environmental or health effects on end users. The extent of examination varies, but all projects must comply with the **National Environmental Policy Act (NEPA)** and other related federal and state environmental laws. The review assesses potential impacts related to land use, air quality, water resources, historic preservation, and more. The Housing Division of the Department of Building, Housing and Planning will initiate the environmental review process prior to the commencement of the project.***

SECTION I: REQUEST FOR PROPOSAL

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INVITATION

The City of Lorain (the “City”) through the Housing Division of the Department of Building, Housing and Planning, is seeking qualified organizations to submit proposals to provide temporary low-barrier, housing-focused, Non-Congregate Shelter (“NCS”) for HOME-ARP Qualifying Populations (“QPs”). Interested parties and qualified community-based organizations may choose to apply for the following program:

Submission of an application does not guarantee an award and/or full funding of the requested amount.

The City reserves the right to reject any and all submittals, to amend the RFP process, and to discontinue or re-open the process at any time. The submittals will be evaluated based on each respondent’s qualifications, statement criteria, and relevant experience.

HOME-ARP BACKGROUND

The HOME-ARP program was created by the Congress and administered by the U.S. Department of Housing & Urban Development to assist individuals or households who are homeless, at risk of homelessness, and other vulnerable populations. It is funded through The American Rescue Plan (ARP). The City of Lorain received \$1,470,452.40* of HOME-ARP funding to address homelessness and increase housing serving these populations.

The City of Lorain, in consultation with the Continuum of Care (CoC) local member organizations, other local community-based organizations, and service providers, and with feedback from the general public, has established an Allocation Plan, approved by HUD, to fund the following: (1) one or more low-barrier, non-congregate shelter; (2) development of affordable rental housing; and (3) supportive services.

The Allocation Plan can be found here:

<http://www.cityoflorain.org/DocumentCenter/View/4929/Lorain-HOME-ARP-Allocation-Plan---FINAL>.

The City of Lorain has allocated \$1,470,452.40* in HOME-ARP funding toward investments in one or more low-barrier non-congregate shelters.

The HOME-ARP Program follows HOME rules at 24 CFR Part 92, except as modified by Notice CPD-21-10 (“the Notice”) and related Waivers. (Notice:

<https://www.hudexchange.info/resource/6479/notice-cpd-2110-requirements-for-the-use-of-funds-in-the-home-arp-program/>).

*******Availability of funds is contingent upon the approval of the City of Lorain Substantial Amendment by the U.S. Department of Housing and Urban Development*******

ELIGIBLE ACTIVITIES

The HOME-ARP funding available through this RPF can be used to acquire, develop or rehabilitate non-congregate shelters for individuals and families in qualifying populations.

Non-Congregate Shelters provide for each household (individuals or families) separate, private, overnight sleeping accommodation in units or rooms, such as hotels, motels, and dormitories.

- One household per private shelter room;
- Each shelter room may include a private bathroom with lavatory, toilet, and showers en suite, which are adequate for the number of unit capacity for each private room;

A communal kitchen and dining is permissible.

The NCS facility must always comply with all requirements of the City of Lorain's zoning ordinance, as well as any other applicable provisions of the ordinance, including obtaining any other permits or licenses, such as building permits or a business license, required before establishing, expanding, or maintaining the use.

HOME-ARP requires each NCS to be used as a HOME-ARP NCS or used as an emergency shelter under the Emergency Shelter Grant Program ("ESG") for the restricted use period of 15 years if new construction or 10 years if rehabilitation or acquisition. The Restricted Use Period must be enforced through a Written Agreement and a recorded deed restriction running with the land.

ELIGIBLE COSTS

Eligible costs that can be paid with HOME-ARP funds include:

- Acquisition costs to acquire improved or unimproved real property.
- Demolition costs for demolishing existing structures to develop a non-congregate shelter.
- Development hard costs, as defined in the HOME program, to rehabilitate or construct non-congregated shelter units, except costs must be for meeting the physical standard.
- Site improvements to the project site, including installation of utilities or utility connections, and the construction or rehabilitation of laundry, community facilities, on-site management, or supportive services offices.
- Related soft costs, which are reasonable and necessary costs incurred by the City of Lorain and owner associated with the financing, acquisition, and development of non-congregate shelter projects, including costs identified through the HOME program except not including:
 - Costs to provide information services such as affirmative marketing to prospective homeowners and tenants;
 - Cost of funding an initial operating deficit reserve;
 - Costs of project-specific assistance to community housing development organizations, including technical assistance and site control loans or seed money loans.

- Replacement reserve costs to pay the reasonable and necessary costs of replacing major systems and their components whose useful life will end during the restricted use period. The costs of replacing major systems must be determined through a Capital Needs Assessment or documented in writing after an inspection by the City of Lorain or their selected contractor to assess the remaining useful life of major systems expected upon completion of the non-congregate shelter project. The costs of a replacement reserve must be included in the project budget in the written agreement along with a list of major systems to be replaced with the reserve and projected replacement schedule during the restricted use period (i.e., reserve for replacement analysis). Rehabilitation planned to be completed with non-congregate shelter reserve funds at a later date must be included in IDIS as a rehabilitation activity at initial commitment.

Proposers must not use HOME-ARP funds toward any of the prohibited costs. Prohibited HOME-ARP costs are:

- Operating costs of a non-congregated shelter project.
- Additional HOME-ARP investment in a HOME-ARP non-congregate shelter project during the restricted use period, with exceptions.
- Costs of conversion from a HOME-ARP non-congregate shelter.
- Non-federal matching contributions required under any other federal program.
- Assistance for uses authorized under section 9 of the U.S. Housing Act of 1937.
- Assistance to eligible low-income housing under HUD mortgage and loan assistance programs.
- Payments for the acquisition of property owned by the City of Lorain, except for property acquired by the City with HOME-ARP non-congregate shelter funds, or property acquired in anticipation of carrying out a HOME-ARP non-congregate shelter project.
- Payments of delinquent taxes, fees, or charges on properties to be assisted with HOME-ARP non-congregate shelter funds.
- Any other costs are not eligible under HOME-ARP.

HOME-ARP funds may not be used to pay the operating costs of an NCS, which must be provided by the owner from other sources.

HOME-ARP QUALIFYING POPULATIONS

The purpose of the HOME-ARP Program is to serve the following populations:

1. Homeless (McKinney Act definition at 24 CFR 91.5)
2. At-risk of homelessness (definition at 24 CFR 91.5)
3. Fleeing/Attempting to Flee Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking (VAWA definition at 24 CFR 5.2003 + human trafficking from Trafficking Victims Protection Act of 2000)
4. Other Populations where assistance would:
 - a. Prevent the family's homelessness; or

b. Serve those with the Greatest Risk of Housing Instability

HOME-ARP NCS units may only be occupied by households meeting the requirements of one of the four Qualifying Populations at the time the household initially occupies.

The target populations include all HOME-ARP qualifying populations. The City seeks to fund low-barrier, housing-focused non-congregate shelter, and supportive services programs to serve all geographic areas of the City of Lorain. The HOME-ARP goal is to fund a combination of programs to serve the highest number of qualifying population households with effective and efficient shelter and supportive services resulting in placements into permanent housing.

Section IV.A of HUD Notice CPD-21-10 is attached to this RFP to provide detailed definitions of the Qualifying Populations.

PROJECT DEVELOPMENT REQUIREMENTS

Proposers must meet the minimum HOME-ARP property standards:

- All HOME-ARP non-congregate shelter units and common areas must meet all applicable state and local codes, ordinances, requirements, **and the property standards requirements in Notice Section VI.E.7**
- All HOME-ARP non-congregate shelter projects must meet minimum safety, sanitation, accessibility, and privacy standards.
- New construction must meet all applicable state and local codes, ordinances, and requirements (as applicable to the type of structure)
- Rehabilitation projects must meet all applicable state and local codes, ordinances, and requirements, and must take into account the useful life of major systems including structural support, roofing, weatherproofing (e.g. windows, doors, siding), plumbing, electrical, and HVAC.
- Pre-1978 properties must comply with the Lead-Based Paint requirements of 24 CFR Part 35.
- Davis-Bacon applies to projects if 12 or more units are assisted with HOME-ARP funds in a single construction contract. If 11 or fewer units are assisted, Davis-Bacon does not apply. HUD Ruling 96-02 from HUD General Counsel.
- HUD Notice CPD-21-10 establishes the requirements for funding of a Non-Congregate Shelter (NCS). HOME-ARP NCS projects must meet program requirements for the restricted use period of 10-15 years, depending on the type of project. Section VI.E.6 establishes the due diligence requirements for funding an NCS project. [HOME-ARP NCS Due Diligence Guidelines](#) can be found on the City of Lorain's website.

Proposers must obtain architectural, professional, and construction/rehabilitation services in a manner approved by the City to ensure cost reasonableness.

Proposers must enter construction contracts and documents that describe the work to be completed in adequate detail to establish a basis for inspection so the City can determine all

work was completed to contracted specifications and that the project met the HOME-ARP non-congregate shelter property standards.

At a minimum, the contractor shall provide monthly construction reporting along with quarterly and annual program reports to the City of Lorain.

The development of the non-congregated shelter project must be completed within 4 years of the date of commitment of the HOME-ARP funds based on the date of the last signature on the written agreement.

HOME-ARP non-congregate shelter project completion will occur when:

- All necessary title transfer requirements and construction work has been performed;
- The project complies with requirements of HOME-ARP, including the property standards as evidenced by a final inspection;
- The project is actively operating as a HOME-ARP non-congregate shelter;
- Final drawdown of HOME-ARP funds has been disbursed; and;
- Project completion information is entered into HUD's IDIS system.

The HUD HOME-ARP Notice can be found here:

<https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf>.

OPERATING REQUIREMENTS

The following HOME-ARP Requirements will apply to NCS operations:

- Proposers must run the non-congregate shelter as a low-barrier emergency shelter.
- Proposers must commit that the units will only be occupied by individuals or families who are from one or more of the HOME-ARP qualifying populations as defined in Exhibit 1 attached.
- Qualifying Populations cannot be charged occupancy fees or other charges to occupy their unit and will not be required to sign a lease or occupancy agreement.
- Proposers must comply with the requirement that no individual or family may be denied admission to or removed from a unit on the basis or as a direct result of the fact that the individual or family is or has been a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking if the individual or family meets the criteria of one of the qualifying populations.
- Proposers will maintain an ongoing waiting list of eligible referrals in chronological order by date of request, who will be served on a first-come, first-served basis, including both referrals from CES and/or other partner agencies (e.g. 211 or liaisons).
- Proposer may accept referrals from the Coordinated Entry System or other partners working with qualifying populations (e.g., 211 or liaisons). Preference may be granted for currently homeless. No other preferences among applicants from the Qualifying Populations will be permitted unless approved by the City and HUD.

- Proposers shall provide services in a manner that takes into account the cultural needs of the target population. Proposers shall specify how they will meet the needs of clients with limited English proficiency.

NCS projects must meet the following minimum standards (Section VI.E.7.a.i.-x.) throughout the Restricted Use Period:

- Be structurally sound and not pose any threat to health and safety of the occupants;
- Be accessible in accordance with section 504 of the Rehabilitation Act and the Fair Housing Act, Title II of the Americans with Disabilities Act;
- Provide each individual/family with an acceptable, individual room to sleep which includes adequate space and security for themselves and their belongings;
- Have a natural or mechanical means of ventilation;
- Have a water supply free of contamination;
- Have in-unit sanitary facilities that are in proper operating condition and are adequate for personal cleanliness and the disposal of human waste;
- Provide necessary heating/cooling facilities in proper operating condition;
- Have adequate natural or artificial illumination to permit normal indoor activities and support health and safety, and have sufficient electrical sources to permit the safe use of electrical appliances;
- Food preparation areas, if any, contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner;
- Provide one working smoke detector and one working carbon monoxide detector in each unit and public areas designed for hearing-impaired residents, and a second means of exiting the building in the event of fire or other emergency.

City employees must be given access to the NCS units and records to verify compliance with these standards.

The City will develop ongoing inspection procedures to verify that HOME-ARP non-congregate shelter projects meet the minimum property standards established under HOME-ARP throughout the restricted use period. Inspection procedures will require annual inspections that are applied consistently to all HOME-ARP non-congregate shelter projects. When the City identifies deficiencies, a follow-up inspection to verify that deficiencies are corrected will occur within 6 months.

The City may establish a list of non-hazardous deficiencies for which correction can be verified by third-party documentation (e.g., paid invoice or work order) rather than re-inspection. If life-threatening deficiencies exist, the owner or operator of the HOME-ARP non-congregated shelter must correct such deficiencies immediately. In those cases, the City will re-inspect to verify the deficiency has been corrected within 14 days.

Proposers will be expected to report quarterly on activities, such as shelter bed nights and the number of clients receiving case management.

NCS projects must meet the requirements for the following Restricted Use Period:

- Proposers must comply with the HOME-ARP restricted use period (not less than 10 years) **from Project Completion** that applies to each of the following categories: new construction (15 years), rehabilitation (10 years), or acquisition only (10 years).
- The restricted use period will be evidenced by a deed restriction and covenant running with the land recorded on the property in accordance with state recordation laws, and a legally binding agreement restricting the use of the property.
- Proposers must agree that the property is operated as a HOME-ARP non-congregate shelter or a non-congregate emergency shelter under ESG for the required restricted use period.
- HOME-ARP non-congregate shelter projects may be converted with City approval to permanent affordable housing or CoC permanent housing after being operated as a non-congregate shelter for the applicable minimum use period before conversion. If the non-congregate shelter is converted, the recipient and the City of Lorain must amend its use restriction to reflect the change in requirements for the remainder of the restricted use period.

Note: For a detailed review of the HUD requirements, see the HOME-ARP Notice here:

<https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf>.

APPLICATION EVALUATION CRITERIA

The City of Lorain has the final decision-making authority on the selection of proposals to be funded. Proposals will be evaluated, and preferences are given to those that address the following:

- Project Need & Feasibility
- Cost Effectiveness: Proposer's plan allows for the most efficient and cost-effective use of HOME-ARP funds so that the greatest number of qualifying populations of individuals and families will be assisted.
- Timeline: Proposer provided a feasible and realistic program timeline and demonstrated how it would be implemented.
- Related Services: Proposer demonstrated how proposed accomplishments will be achieved, including describing any services that will be delivered, either directly on-site or by other arrangements or partnerships.
- Development Budget: Proposer included a realistic, detailed financial package that documents the ability of the entity to construct, renovate, or rehabilitate a low-barrier non-congregate shelter site.
- Operating Budget: Proposer included a realistic, detailed operating budget with operating sources that are committed or likely to be available that will be sufficient to operate the property for the restricted use period.
- QP Selection Methodology: Proposer described a referral and project-based waiting list, chronological processing according to approved preferences consistent with the City's Allocation Plan and this RFP.

- Operating Budget: Proposer demonstrated a clear and reliable source of funding for operating the non-congregate shelter. Proposer demonstrated how the proposed program will leverage other funding or resources to serve more clients or provide additional services.
- Agency Capacity & Experience: Proposer described the proposed program staffing, including the experience of key staff members, and supported the proposed level of staffing and resources needed to operate the program effectively.
- Leverage/Partnerships: Proposer described partnerships with volunteer groups, advocate groups, mainstream benefit agencies, and other organizations with whom the Proposer is most likely to collaborate in the implementation of the program(s) and demonstrated how those partnerships would be leveraged in support of the program. Describe the nature of the relationship – referral, MOU, etc.

To be chosen to receive HOME-ARP Non-Congregate Shelter funds, proposers must meet the following requirements:

- Proposers must submit for review by the City an acquisition or development budget, timeline, and sources and uses statement for the acquisition and/or development of the project.
- Proposers must certify that it will meet the minimum HOME-ARP property standards during development as noted above and for the Restricted Use Period and provide access to the City or its representatives to perform inspections during development and throughout the restricted use period.
- Proposers must show they have secured or have a high likelihood of securing operating funding for at least 10 years, as operating costs cannot be paid with HOME-ARP funds.
 - Operating funds should be sufficient to ensure services include nightly sleeping accommodation, meals (a minimum of one per day), showers, laundry services, mail services, internet access, and other basic needs services.
 - Operating funds should be sufficient to support staffing to conduct intakes, assessments, and discharges in accordance with the current HMIS standards for the CoC.
 - Operating funds should be sufficient to provide case management to all clients to develop customized service plans to meet individual goals. Case management services should focus on connections to mainstream community resources and support networks to support housing placement and long-term housing retention.
 - Operating funds should be sufficient to provide services in alignment with the CoC Quality Assurance Standards, including but not limited to Housing First approaches, best practices in lowering barriers to access, protection of client choice, cultural competency, and equal access regardless of actual or perceived sexual orientation, gender, or marital status. The contractor shall adopt policies and procedures in accordance with the shelter best practices.

- Proposers must submit a proposed operating budget, including secured sources for operating costs and any operating gap that will require additional assistance. If there is a gap in the operating budget, the City will require the recipient to submit a plan for securing additional private, local, state, or federal funding sufficient for the successful operations of the project.
- Proposers must explain how they intend to accept referrals and develop a first-qualified, first-served waiting list for CES and non-CES referred individuals and families consistent with the requirements of the City's Allocation Plan and this RFP.

Proposers will be expected to demonstrate sufficient capacity to run a low-barrier non-congregate shelter. Proposers must provide evidence that it has appropriate skills and experience related to the development of shelters or other similar facilities and that it has prior experience with operating shelters and/or prior experience working with the proposed qualified populations., including:

- Prepare and enforce emergency shelter operations policies and procedures.
- Provide adequate staff oversight, supervision, and management.
- Manage professional janitorial sub-agreement and operations.
- Manage professional security sub-agreement and operations.
- Conduct and monitor safety protocols as set forth by the City of Lorain in conjunction with Lorain County and/or other relevant partners and sources.
- Oversee City-funded equipment and services, including restrooms, shower and laundry facilities and trailers, meal distribution, and maintenance and repair as needed.
- Participate in the Coordinated Entry process/implementation and follow the approved prioritization policy as it relates to placement services for qualifying populations who are homeless or at risk of homelessness, or who are fleeing domestic violence, dating violence, sexual assault, stalking or human trafficking.
- Manage shelter inventory, including supplies and personal protective equipment.
- Participate in the Continuum of Care of Lorain County and the Balance of State Continuum.
- Maintain complete client files including, but not limited to, eligibility, demographic characteristics, and income of persons assisted.
- Comply with conflict-of-interest requirements. A copy of the organization's approved code/standard of conduct must be submitted.
- Participate in the HMIS. HMIS will be used to generate reports for the City to use to verify compliance. (Victim services providers cannot participate in HMIS. Providers that do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports instead.)

EXHIBIT 1. HOME-ARP DEFINITION OF QUALIFYING POPULATIONS

HOME-ARP requires that funds be used to primarily benefit individuals and families in the following specified “qualifying populations.” Any individual or family who meets the criteria for these populations is eligible to receive assistance or services funded through HOME-ARP without meeting additional criteria. (From HUD Notice CPD-21-10, Section IV.A.)

1. Homeless, as defined in 24 CFR 91.5 Homeless (1), (2), or (3):

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- (ii) An individual or family living in a supervised publicly 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, or local government programs for low-income individuals); or
- (iii) An individual who is exiting an institution where he or she 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;

(2) An individual or family who will imminently lose their primary nighttime residence, provided that:

- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
- (ii) No subsequent residence has been identified; and
- (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;

(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);

(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;

(iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and

(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment;

2. At risk of Homelessness, as defined in 24 CFR 91.5 At risk of homelessness:

(1) An individual or family who:

(i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;

(ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition in this section; and

(iii) Meets one of the following conditions:

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low income individuals.

(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;

(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G) Otherwise lives in housing that has characteristics associated with instability and an Increased risk of homelessness, as identified in the recipient's approved consolidated plan;

- (2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(l) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(l)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or
- (3) A child or youth who does not qualify as “homeless” under this section but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

3. Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD. For HOME-ARP, this population includes any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This population includes cases where an individual or family reasonably believes that there is a threat of imminent harm from further violence due to dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual’s or family’s primary nighttime residence or has made the individual or family afraid to return or remain within the same dwelling unit. In the case of sexual assault, this also includes cases where an individual reasonably believes there is a threat of imminent harm from further violence if the individual remains within the same dwelling unit that the individual is currently occupying, or the sexual assault occurred on the premises during the 90-day period preceding the date of the request for transfer.

Domestic violence, which is defined in 24 CFR 5.2003 includes felony or misdemeanor crimes of violence committed by:

- 1) A current or former spouse or intimate partner of the victim (the term “spouse or intimate partner of the victim” includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship);
- 2) A person with whom the victim shares a child in common.

- 3) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
- 4) A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving HOME-ARP funds; or
- 5) Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence which is defined in 24 CFR 5.2003 means violence committed by a person:

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- 2) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship.
 - b. The type of relationship; and
 - c. The frequency of interaction between the people involved in the relationship.

Sexual assault which is defined in 24 CFR 5.2003 means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

Stalking which is defined in 24 CFR 5.2003 means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- 1) Fear for the person's individual safety or the safety of others; or
- 2) Suffer substantial emotional distress.

Human Trafficking includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7102). These are defined as:

- 1) Sex trafficking means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- 2) Labor trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

4. Other Populations were providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a)) would prevent the family's homelessness or would serve those with the greatest risk of housing instability. HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet one of the following criteria:

(1) Other Families Requiring Services or Housing Assistance to Prevent Homelessness is defined as households (i.e., individuals and families) who have previously been qualified as "homeless" as defined in 24 CFR 91.5, are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance or some type of other assistance to allow the household to be housed, and who need additional housing assistance or supportive services to avoid a return to homelessness.

(2) At Greatest Risk of Housing Instability is defined as household who meets either paragraph (i) or (ii) below:

(i) has annual income that is less than or equal to 30% of the area median income, as determined by HUD and is experiencing severe cost burden (i.e., is paying more than 50% of monthly household income toward housing costs);

(ii) has annual income that is less than or equal to 50% of the area median income, as determined by HUD, AND meets one of the following conditions from paragraph

(iii) of the "At risk of homelessness" definition established at 24 CFR 91.5:

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;

(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;

(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G)Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.

Veterans and Families that include a Veteran Family Member that meet the criteria for one of the qualifying populations described above are eligible to receive HOME-ARP assistance.

All income calculations to meet the income criteria of a qualifying population or required for income determinations in HOME-ARP eligible activities must use the annual income definition in 24 CFR 5.609 in accordance with the requirements of 24 CFR 92.203(a)(1).

SECTION II: APPLICATION

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RFP APPLICATION REQUIREMENTS

All proposals must include the following items, either in narrative form or as an attachment:

1. Request for Proposal Cover Sheet
2. Project Narrative
3. Table 1: Description of performance standards
4. Table 2: HMIS Reporting
5. Project Budget – Complete and attach Tabs 1-3 of the Excel Workbook provided – Tabs 4 & 5 will be completed by BHP staff.
6. Attachments
 - ☐ Resolution (authorization from Board of Directors to submit a proposal)
 - ☐ List of Board Members and their affiliation with homeless or formerly homeless representative identified
 - ☐ List of key staff members, with any new personnel noted
 - ☐ Copy of most recent audit including accompanying management letter or other evidence of adequate internal accounting controls (in original only)
 - ☐ If monitored for other Federal grants, the extent and results of the monitoring (e.g., a letter from the Federal agency that conducted the monitoring)
 - ☐ Letter(s) of commitment regarding sources of operating funds
 - ☐ Agency Articles of Incorporation (in original only)
 - ☐ Agency By-laws (in original only)
 - ☐ Agency code/standard of conduct
 - ☐ Signed statement confirming the agency participates or will participate in Coordinated Entry and attends monthly Coordinated Entry meetings. Please list specific staff involved.
 - ☐ Proof of Systems of Award Management registration (sam.gov)

<p align="center">CITY OF LORAIN</p> <p align="center">BUILDING, HOUSING AND PLANNING</p> <p align="center">2023 HOME-ARP PROGRAM</p> <p align="center">REQUEST FOR PROPOSAL COVER SHEET</p>	
Agency: Click or tap here to enter text.	
Address: Click or tap here to enter text.	Zip: Click or tap here to enter text.
Contact Person: Click or tap here to enter text.	Hours of Operation: Click or tap here to enter text.
Phone #: Click or tap here to enter text.	Fiscal Year: Click or tap here to enter text.
Email Address: Click or tap here to enter text.	EIN # (required): Click or tap here to enter text.
Unique Entity Identifier # (required) Click or tap here to enter text.	
Project Information	
Project Location: Click or tap here to enter text.	
Number of NCS Units: Click or tap here to enter text.	
Total Project Cost:	\$ Click or tap here to enter text.
HOME-ARP NCS Funding Requested:	\$ Click or tap here to enter text.
Certification	
I hereby certify that the submission of this proposal has been duly authorized by our governing body, and that all information provided is accurate.	
Authorized Representative	Date
TO BE COMPLETED BY BHP STAFF:	
IS PROJECT ELIGIBLE? Yes No	

PROJECT NARRATIVE

1. Describe the proposed project to be funded. Click or tap here to enter text.
2. Estimate the number of unduplicated individuals to be served per calendar year. Click or tap here to enter text.
3. Describe the current service/conditions of your current program and indicate the target group (homeless population/special group) currently being assisted. (Use additional pages if needed, include the name of the agency for each additional page.) Click or tap here to enter text.
4. Describe the nature and the extent of the unmet need for adequate non-congregate shelter and/or essential supportive services for the qualifying populations that exist in your jurisdiction. (Please state the source of your information, e.g., previous studies, inventory of existing shelters, local unemployment data, welfare statistics, housing authority estimates, etc.) Click or tap here to enter text.
5. Explain how the HOME-ARP funding requested will enable you to address the needs of the qualifying populations served. Click or tap here to enter text.
6. Please indicate your plans to serve all HOME-ARP Qualifying Populations, both those coming through the CES and those seeking shelter or services through non-CES referrals. Click or tap here to enter text.
7. Describe the method by which your agency tracks/will track your clients and whether your agency is currently affiliated with the Homeless Management Information System (HMIS) or plans to be? Click or tap here to enter text.
8. Per HUD guidelines, assisting the homeless population is a community-wide endeavor, rather than an agency-by-agency endeavor. Please indicate how your agency participates and helps coordinate a community-wide approach to assisting the homeless population in Lorain or plans to do so. Click or tap here to enter text.

- | |
|---|
| |
| <p>9. Indicate a projected start-up and a completion date for the proposed project. Identify all major milestones, by the approximate date, to be undertaken with the project.
Click or tap here to enter text.</p> |

TABLE 1: PERFORMANCE STANDARDS

Provide the following information:

- In the “Performance Standards” column indicate the standards that will be measured for the project.
Examples provided in the table may be edited to reflect the performance standards for your project.
- In the “Services Delivery Process” column, indicate how performance standards will be monitored and documented.
- In the “Performance Measures” column, provide metrics on how the project will determine success.
Examples provided in the table may be edited to reflect metrics established for your project.

Agency Name: [Click or tap here to enter text.](#)

Performance Standards	Service Delivery Process How will you achieve it?	Performance Measures How will you know if you are successful?
e.g., Occupancy utilization rate	Click here to enter text.	Units will be occupied at a 90% utilization rate (reported monthly and cumulatively).

TABLE 2: REPORTING

Agency Name: [Click or tap here to enter text.](#)

While HOME-ARP does not require participation in HMIS, the eligible activities funded through HOME-ARP all are part of the homeless system of care. The City would like those programs serving people who are homeless or at risk of homelessness through HOME-ARP resources to participate in HMIS. HMIS reports are embedded in the Comprehensive Annual Performance and Evaluation Report (CAPER) to convey accomplishments to HUD.

Victim service providers cannot participate in HMIS, so reporting should include the alternate that will be used in lieu of HMIS for people experiencing homelessness or at risk of homelessness.

Please provide the **exact** name(s) of the program(s) into which your organization enters data.

Activity	HMIS Program Name
Non-Congregate Shelter	