

REQUEST FOR PROPOSALS (RFP)  
BLUE RIDGE CONTINUUM OF CARE (VA-502)  
CHANGE OF RECIPIENT FOR CoC PROGRAM GRANTS



The Blue Ridge Continuum of Care is soliciting proposals for FY 2021 U.S. Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) Program funding. This special notice is a request for proposals to transition two currently funded Permanent Supportive Housing grants to a new recipient.

The only component to be considered for funding is **Permanent Supportive Housing** as defined by the [CoC Program Interim Rule, published April 1, 2017](#).

Responses to this request should include a description of how the new recipient will continue to administer the grant(s) as originally awarded, or a description of proposed changes to the grants to ensure their effective operation and that appropriate supportive services will be provided. Proposed changes will be evaluated by the CoC Board's Review Committee through the selection process. Approved changes will be coordinated by the Continuum of Care Lead Agency (City of Roanoke) with the selected recipient and the HUD Richmond Field Office to restructure the grants, if needed.

The City of Roanoke is committing \$400,000 of the approximately \$5 million in U.S. Treasury ARPA funds designated by the City for homeless response to be directed to the efficient running of these PSH programs. This funding will be available to the selected recipient over a two-year period. The ARPA funds will provide a cushion to allow the CoC, the new recipient and HUD to make changes to the grants to ensure these critical services are sustainable and effective for the community over the long-term. The funds can be used by the new recipient to meet the HUD match requirement, address potential damage to housing units, hire additional staff, provide incentives to landlords, and to meet other unforeseen needs of the program. The funds can also be used to obtain technical assistance from national experts on Housing First-oriented Permanent Supportive Housing. Technical assistance will be required for recipients without experience managing Permanent Supportive Housing programs.

Please complete responses to the attached narrative questions and submit the completed application, along with all required attachments to Blue Ridge Continuum of Care Chair, Matt Crookshank at [matthew.crookshank@roanokeva.gov](mailto:matthew.crookshank@roanokeva.gov) by the RFP **submission deadline of 5:00pm March 3, 2023**.

If you have questions regarding this RFP, please contact Matt Crookshank at [matthew.crookshank@roanokeva.gov](mailto:matthew.crookshank@roanokeva.gov).

**ELIGIBLE APPLICANTS:** Eligible project applicants for the HUD CoC Program funding include non-profit organizations, States, local governments, and instrumentalities of State or local governments.

**APPLICANT REQUIREMENTS:**

- a) All applicants must be a non-profit or unit of local government and have a [DUNS Number](#) and an active registration in [SAM](#).  
Because this process can take time, interested applicants who are not registered are encouraged to start the process as soon as possible.

REQUEST FOR PROPOSALS (RFP)  
BLUE RIDGE CONTINUUM OF CARE (VA-502)  
CHANGE OF RECIPIENT FOR CoC PROGRAM GRANTS



- b) Applicants and potential sub-recipients must demonstrate the financial management capacity and experience to carry out the project as detailed in the [project application](#) (link to FY 2021 ARCH project applications) and to administer Federal funds.
- c) Further requirements can be found in the [CoC Program Interim Rule, published April 1, 2017](#).
- d) The recipient must match all grant funds, except for leasing funds, with no less than 25 percent of cash or in-kind contributions from other sources as stated in [subpart F of the CoC Program Interim Rule](#). Cash match must be used for the costs of activities that are eligible under [subpart D of the CoC Program Interim Rule](#).

**APPLICANT RESOURCES**

- a) [Definition of Chronic Homelessness \(Flowchart\) and Documentation Standards](#)  
All PSH program participants must meet the definition of chronic homelessness. Use this document as a reference for the HUD definition of chronic homelessness as well as a reference for documentation standards.
- b) [CoC Leasing and Rental Assistance Requirements Overview](#)  
This resource provides general requirements for providing leasing and rental assistance to house program participants in CoC-funded programs. Included are the basic components of how lease and rental assistance agreements are structured, their requirements, and how to evaluate and document units to rent.
- c) [CoC Match Overview & Requirements](#)  
The CoC Programs requires a 25% match of the awarded grant amount, minus funds for leasing. Review this document for eligible sources of cash and in-kind match.
- d) [Housing Quality Standards \(HQS\)](#)  
All units paid for with CoC leasing or rental assistance funds must meet certain basic Housing Quality Standards (HQS) prior to expending CoC funds on that unit. Use this document to review HQS guidelines.

See the attached **Resource List** for more information on chronic homelessness documentation, resources on match requirements, leasing and rental assistance requirements, and Housing Quality Standards (HQS).

**PROJECT REQUIREMENTS:**

- a) Must meet all guidelines, restrictions, and requirements for projects under the [CoC Program Interim Rule, published April 1, 2017](#).  
See the attached Blue Ridge Continuum of Care Operating Guidelines for Permanent Supportive Housing projects for additional detail on local guidelines on PSH program operations.
- b) Must adopt a Housing First approach. Programs may not include any requirements or conditions for entry into the program (having too little or little income, active or history of substance use, having a criminal record, history of victimization, etc.) outside of the Blue Ridge CoC Written Standards outlined in the [Blue Ridge CoC Policies and Procedures](#).

REQUEST FOR PROPOSALS (RFP)  
BLUE RIDGE CONTINUUM OF CARE (VA-502)  
CHANGE OF RECIPIENT FOR CoC PROGRAM GRANTS



- c) Must agree to receive client referrals exclusively through the Blue Ridge CoC Coordinated Entry process outlined in the [Blue Ridge CoC Coordinated Entry Policies and Procedures](#).
- d) Must maximize leveraging through the use of mainstream resources.
- e) Must agree to participate in the local Homeless Management Information System (HMIS). Victim service providers must use a comparable database that meets the needs of the local HMIS.
- f) Must demonstrate compliance with the [Blue Ridge CoC Policies and Procedures](#)
- g) Must agree to have program representatives attend Blue Ridge CoC community and committee meetings as appropriate.

Technical assistance to build the capacity of in providing effective Permanent Supportive Housing services may be available to the grant recipient(s). Access to capacity building services will be based on funding availability and will be determined by the Blue Ridge Interagency Council on Homelessness through the recipient selection process.

**FUNDING AVAILABLE (based on FY 2021 awarded amounts):**

Applicants can apply for one or both projects in the proposal.

- 1) Healing Haven: \$432,821 for Permanent Supportive Housing – dedicated to chronically homeless
- 2) Heroes Haven: \$90,882 for Permanent Supportive Housing – dedicated to chronically homeless

**REVIEW AND SELECTION:**

The Blue Ridge Continuum of Care (VA-502) has established a Review Committee comprised of CoC Board Members without a conflict of interest. The committee will review responses to this special request for proposals and will make a grantee selection recommendation to the full Blue Ridge Interagency Council on Homelessness (CoC Board). Proposals will be scored based on the following core characteristics:

- Eligibility to administer CoC Program funds;
- Organizational and financial capacity;
- Expertise serving the target population; and
- Experience administering federal grant funds.

**SELECTION GRIEVANCE:**

Any organization wishing to file a grievance regarding the Review Committee's decision must notify the Collaborative Applicant's representative, Matt Crookshank at [matthew.crookshank@roanokeva.gov](mailto:matthew.crookshank@roanokeva.gov) within two business days after the decision has been communicated. An appeal can be in the form of a letter, a memo or an email and must state the following:

- Agency name
- Project name

REQUEST FOR PROPOSALS (RFP)  
BLUE RIDGE CONTINUUM OF CARE (VA-502)  
CHANGE OF RECIPIENT FOR CoC PROGRAM GRANTS



- Reason for appeal (no longer than 2 pages)
- Documentation to support the appeal

An ad hoc Appeals Committee will be formed by 3-5 non-conflicted CoC Board members to review all appeals and to make recommendations to the CoC Board. The Appeals Committee will be selected from the CoC Board or its designees. These individuals will have no conflict of interest in serving. Applicants will be notified of the outcome of the CoC Board's final decision no later than 5 business days after the appeal has been received.