

West Virginia Department of
Health and Human Resources -
Bureau for Children and
Families

Funding Announcement for Homeless Services

May 2019

Contents

I.	Introduction.....	2
II.	Background.....	2
III.	Program Requirements	3
	A. Target Population	3
	B. Required Services	4
	C. Service Delivery Area	5
	D. Time Frames/ Mandatory Start Dates.....	6
	E. Organization Experience/ Capability.....	6
	F. Staffing Requirements.....	6
	G. Outcomes.....	6
IV.	Narrative/ Work Plan Requirements	7
V.	Department Responsibilities	7
VI.	Application Process.....	7
	A. Intent to Apply	7
	B. Administrative Data	8
	C. Applicant Capability/ Experience	8
	D. Program Narrative / Work Plan.....	8
	E. Budget.....	9
VII.	Evaluation	9
	A. Applicant Capability/ Experience (30 points).....	9
	B. Narrative (30 points).....	10
	C. Work Plan (20 points).....	Error! Bookmark not defined.
	D. Budget and Budget Narrative (20 points).....	10

I. Introduction

The West Virginia Department of Health and Human Resources (Department), Bureau for Children and Families (BCF) is soliciting applications from entities interested in developing, maintaining, and supervising homeless shelters, services, and programs throughout the state.

The goals of this initiative, as well as the U.S. Department of Housing and Urban Development (HUD) Exchange Continuum of Care (CoC) Program, include the following:

- To provide a wholistic care approach to homelessness;
- To promote access to and effect utilization of mainstream programs;
- Empower and optimize self-sufficiency;
- To provide housing to individuals and families while minimizing trauma and dislocation; and
- To ultimately end homelessness;

Applicants interested in applying for this initiative are limited to entities who are currently a provider with the Department of Housing and Urban Development (HUD) Exchange Continuum of Care (CoC) Program in the state of West Virginia and have experience working with the homeless population. The selected entity for this initiative will receive a state grant that the Department currently distributes to contracted homeless programs.

II. Background

In *Hodge v. Ginsberg*, 172 W.Va. 17, 303 SE2d 245 (1983), the West Virginia Supreme Court of Appeals determined “the term ‘incapacitated adult’ as defined in W.Va. Code §9-6-1 was intended by the Legislature to encompass indigent persons who, by reason of recurring misfortunes of life, are unable to independently carry on the daily activities of life necessary to sustaining life and reasonable health” (Syllabus Point 6, *Hodge*, supra). The West Virginia Supreme Court further determined that the “lack of shelter, food and medical care which poses a substantial and immediate risk of death or serious permanent injury to an incapacitated adult is a valid reason for the intervention by the Department of Welfare [now the Department of Health and Human Resources] through the provision of adult services” (Syllabus Point 8, *Hodge*, supra).

The West Virginia Supreme Court of Appeals did not elaborate or specify what resources, program and/or benefits that are incumbent upon the Department to create or to facilitate the mandate of providing emergency shelter, food and medical care to the homeless. The West Virginia Supreme Court did not identify a funding mechanism for homeless services, nor did they explain whether or not services or benefits already provided by the Department also constitute as homeless services. Through *Hodge v. Ginsberg*, 172 W.Va. 17, 303 SE2d 245 (1983), West Virginia became the only state to guarantee all homeless

individuals and families – statewide – the right to emergency shelter, food, and medical care. This remains true to this day.

According to the 2018 Department of Housing and Urban Development (HUD) Exchange Continuum of Care *Homeless Assistance Programs Homeless Populations and Subpopulations* report for West Virginia, there was a homeless population of 1,243. Out of the total homeless population in West Virginia, 1,060 were in a homeless shelter or a transitional housing program and 183 were not sheltered (HUD CoC Homeless Report, 2018).

III. Program Requirements

A. Target Population

The target population is limited to the following:

- Be eighteen (18) years of age, or be an emancipated minor, or a member of an eligible family group;
- Meet the definition of homeless, which is defined:
 - a. by Hodge v. Ginsberg, 172 W. Va. 17, 303 S.E.2d 245 (1983), as **(1)** an incapacitated adult, which encompasses indigent persons who are unable to independently carry on the daily activities of life necessary to sustaining life and reasonable health; **(2)** A situation wherein a person does not have access to nor the resources to obtain shelter; (i) In this definition, shelter does not include any makeshift accommodations such as a car, tent, or box;
 - b. by United States Code of Federal Regulation (C.F.R.), 24 C.F.R. §91.5, as **(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 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; or **(4)** Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other 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 to their primary nighttime residence; (ii) Has no other residence; and (iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

- Lack sufficient resources to obtain needed emergency shelter, food or medical care.

B. Required Services

Applicant must have the ability to provide (or subcontract) training to staff to remain accurate and current with federal and state laws regarding homeless services and programs, the American Disability Act (ADA), anti-discrimination

laws, and other applicable state and federal laws. Currently, West Virginia law allows for all homeless individuals and families the right to shelter, food, and medical care. The entity selected for this homeless initiative must be able to provide or assist the homeless person(s) with procuring shelter, food, and medical care through local, state, or federal programs or agencies; such as, but not limited to, emergency shelters, food banks, and Medicaid and/or Medicare. Additionally, the applicant must have the ability to provide (or to subcontract) the following services for homeless individuals and families:

- Housing (emergency, temporary, transitional, permanent)
- Transportation: includes from the client's location to the housing option (emergency, temporary, transitional, or permanent) determined prior to, across counties, regions, and the state.
- Case Management: "a collaborative process that assesses, plans, implements, coordinates, monitors and evaluates the options and services required to meet the client's health and human service needs. It is characterized by advocacy, communication, and resource management and promotes equality and cost-effective interventions and outcomes" (Commission for Case Manager Certification (CCMC), 2018).

Applicants also must be able to complete the following responsibilities:

- Adhere to federal and state laws regarding homeless services and programs;
- To provide supervision and accountability of staff on policies, programs, and federal and state laws;
- To have access to and use of an electronic homeless management information system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness, which complies with HUD's data collection, management, and reporting standards;
- To provide reports to the Department as agreed upon, as necessary, or as requested;
- To collaborate with the Department to develop meaningful outcomes;
- To distribute grant funding appropriately and necessary to programs;
- To continue the provision of funding to existing BCF contracted programs unless they cease to meet program performance standards as determined by state and federal requirements; and,
- Collaborate with the remaining HUD CoC's in the state of West Virginia, including the Balance of State (BoS) to ensure efficient streamlining of services.

C. Service Delivery Area

Applicants must have the ability to provide the required services to individuals and families state-wide twenty-four (24) hours a day, seven (7) days a week.

D. Time Frames/ Mandatory Start Dates
October 1, 2019 to September 30, 2020

E. Organization Experience/ Capability

Applicants must demonstrate the following:

- Experience providing case management and service delivery and referral for homeless individuals and families;
- An understanding of the target population;
- Experience in recruiting, retaining, and training staff to provide services to homeless individuals and families.

F. Staffing Requirements

Discuss the plan for recruitment and on-going training of case managers, outreach workers, direct care workers (e.g. shelter staff), program or project specialist, and an executive director.

The applicant's executive director, program or project specialist, case managers, and outreach workers shall have a bachelor's degree, ideally in the human services field. At least one program or project specialist will be required to monitor sub-contract grants or grants to ensure the goals of this incentive are being met, and to provide training support, when necessary, to improve shelter providers service delivery.

G. Outcomes

Quarterly and annual reports will be provided to the Department from the homeless management and information system and other reports as required by HUD, the U.S Department of Health and Human Services (HHS), and the Veteran's Association (VA); these reports include, but are not limited to:

- Homeless Population and Subpopulation;
- Housing Inventory Count (HIC);
- Point-in-Time (PIT);
- Dashboard;
- Annual Homeless Assessment Report (AHAR);
- Annual Performance Report (APR);
- Emergency Solutions Grants (ESG) Consolidated Annual Performance and Evaluation Report (CAPER);
- Supportive Services for Veterans Families (SSVF); and
- Runaway and Homeless Youth (RHY).

Reports from the homeless management and information system will include information, such as, but not limited to: client demographic, housing, services provided and utilized, unmet shelter needs, and an accounting report on the federal and state grant(s) provided through this initiative.

The quarterly and annual reports will determine the success or limitation of the programs and services provided by the applicant.

IV. Narrative/ Work Plan Requirements

Applicant must demonstrate ability to ensure all homeless individuals and families receive the necessary shelter, food, and medical care as guaranteed by Hodge v. Ginsberg, 172 W. Va. 17, 303 S.E.2d 245 (1983).

Applicant must demonstrate ability to maintain compliance with state and federal regulations regarding homeless services and programs.

Applicant must demonstrate the ability to have access to an electronic homeless management information system.

Applicant must demonstrate the ability to provide meaningful outcome data demonstrating program's sufficiency and success in providing services as required.

Applicant must demonstrate the ability to provide for the transportation needs of individuals and families which cannot be housed in their current location.

Applicants must describe how contracted services will be monitored and evaluated;

Applicant must demonstrate the ability to work collaboratively with all of the West Virginia Housing and Urban Development (HUD) Exchange Continuum of Care (CoC) Programs and Balance of State (BoS) to ensure efficient streamlining of services.

V. Department Responsibilities

The Department is responsible for the provision of obtaining and distributing current state grant(s) to the entity selected for this initiative.

VI. Application Process

A. Intent to Apply

The application is available online at <http://www.dhhr.wv.gov/bcf/>. Anyone interested in submitting an application must submit a "Letter of Intent" form electronically via the BCF website by **May 24, 2019**. Applicants must submit an original and 6 copies of the application and associated documents to the BCF Division of Grants and Contracts, 350 Capitol Street, Room 730, Charleston, WV 25301 by 4:00pm on **June 6, 2019**. Any applications not received by the Bureau for Children and Families by the deadline will be removed from consideration.

Telephone calls regarding the Funding Announcement will not be accepted. All questions must be submitted electronically via the BCF by **May 15, 2019**. Answers to questions will be posted online **May 20, 2019**.

All questions submitted must refer to the RFA page number, table of content numbering, and include language from the RFA as much as possible.

Example: Section 4.1 Intent to Apply, the RFA states, “all questions submitted must refer,” {insert question}

Questions not submitted in this format will be considered a comment and will not be answered, as comments will not receive a response from BCF.

Applicants must use 12pt. Arial or Times New Roman font, single line spacing, and one (1) inch margins. Page numbers must also be included in the footer.

B. Administrative Data

The application cover page and Assurances shall include:

- Name of Applicant;
- Service delivery area to be covered;
- Applicant’s business address;
- Telephone number;
- Name of authorized contact person;
- Signature of person authorized to act in agency’s behalf; and
- Date.

Applicant shall provide a summary of the agency’s organization, its size and resources:

- Identifying information;
- Date organization established;
- Type of ownership;
- Copy of current license to do business in the State of West Virginia;
- List of current services being provided;
- Organizational chart.

C. Applicant Capability/ Experience

Discuss the capability and experience of the applicant organization.

D. Program Narrative / Work Plan

Detailed description of activities to be conducted and services to be provided with implementation schedule with timeframes for actions, dates, responsible parties.

E. Budget

Detailed line item budget and narrative for all costs for the grant period.

VII. Evaluation

Eligible applicants must comply with all requirements provided within this Funding Announcement. Applications that fail to comply with the requirements provided within this document, incomplete applications or applications submitted after the application deadline will not be reviewed. A Statement of Assurance agreeing to these terms is required of all applications. This statement must be signed by the applicant organization's CEO, CFO, and Project Officer. All applications will be forwarded to an independent grant review team which will score the application in accordance with the criteria stated. Applicants who best meet the specifications of the Funding Announcement will be eligible for an award. The maximum number of points available is one hundred (100).

The Department reserves the right to accept or reject any or all of the applications, in whole or in part, without prejudice if to do so is felt to be in the best interests of the Department. The Department also reserves the right to contact applicants to clarify applications and/or negotiate modifications to the applications.

Applications will be evaluated on the following criteria:

- Applicant Capability/ Experience
- Program Narrative/Work Plan
- Budget and Budget Narrative

A. Applicant Capability/ Experience (30 points)

1. Did the applicant state the mission of the organization and how it relates to programming?
2. Did the applicant describe the history of the organization within the community and provide evidence that it has the capacity to serve and reach the target population?
3. Did the applicant include an organizational chart showing how the program fits into the organization's structure?
4. Did the applicant identify who will oversee the administration and supervision of the services and their qualifications?
5. Did the applicant provide a complete list of staff positions for the service reflecting the role of each position, their level of effort/involvement and qualifications?
6. Did the applicant demonstrate experience providing case management and service delivery and referral for homeless individuals and families?
7. Did the applicant discuss how the key personnel have demonstrated experience, are qualified to serve the target population and are familiar with the applicable culture?

8. Did the applicant discuss the plan for recruiting, retaining, and training staff to provide services to homeless individuals and families?

B. Narrative/Work Plan (50 points)

1. Did the applicant demonstrate ability to ensure all homeless individuals and families receive the necessary shelter, food, and medical care as guaranteed by Hodge v. Ginsberg, 172 W. Va. 17, 303 S.E.2d 245 (1983)?
2. Did the applicant demonstrate ability to maintain compliance with state and federal regulations regarding homeless services and programs?
3. Did the applicant demonstrate the ability to have access to an electronic homeless management information system?
4. Did the applicant demonstrate the ability to provide meaningful outcome data demonstrating program's sufficiency and success in providing services as required?
5. Did the applicant must demonstrate the ability to provide for the transportation needs of individuals and families which cannot be housed in their current location?
6. Did the applicant describe how contracted services will be monitored and evaluated?
7. Did the applicant demonstrate the ability to work collaboratively with all of the West Virginia Housing and Urban Development (HUD) Exchange Continuum of Care (CoC) Programs and Balance of State (BoS) to ensure efficient streamlining of services?

C. Budget and Budget Narrative (20 points)

1. Are the calculations correct?
2. Does the budget reflect costs that are allowable and reasonable?
3. Are costs are directly tied to the services?
4. Is sufficient funding available to support staffing?

Applicant's failure to provide complete and accurate information may be considered grounds for disqualification. The Department reserves the right, if necessary, to ask applicants for additional information to clarify their applications and negotiate changes to the application.