

**City of Glendale  
Department of Community Services and Parks  
Request for Proposals**

**Department of Housing and Urban Development (HUD)  
Continuum of Care (CoC) Homeless Assistance Programs**

**Released July 17, 2019**

**July 26, 2019**

**NO LATE or FAXED Application's WILL BE ACCEPTED**

## 2019 GLENDALE CONTINUUM OF CARE (CoC)

Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2019 Continuum of Care Program Competition  
FR-6200-N-25

### REQUEST FOR PROPOSALS (RFP)

Application Due Date: 7/26/2019

#### **GENERAL INFORMATION**

The City of Glendale Continuum of Care (CoC) is requiring agency interested in renewing or a new a project for funding in the 2019 HUD Continuum of Care Notice of Funding Availability (NOFA) to submit an application. A Project Application for new and renewal is required for all projects to be considered for submission in the 2019 Continuum of Care (CoC) Application to the U.S. Department of Housing and Urban Development (HUD) but is not a guarantee of funding or inclusion in the application to HUD.

The submission of the NEW/RENEWAL APPLICATION will be part one of a two part process. Part II will include completion and ranking of the Project Application in the HUD's e-snaps system. Mandatory application workshops will be scheduled for all projects selected for inclusion of the 2019 CoC application process.

Renewal applicants are required to complete this NEW/RENEWAL APPLICATION by answering all questions and providing all required documentations in order to be considered for inclusion in Part II of the application process.

#### **I. BACKGROUND**

##### **I. Funding Opportunity Description and Program Overview**

**A. Program Description.** The Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and local governments to quickly rehouse homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

**B. Authority.** The CoC Program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act, (42 U.S.C. 11381–11389) (the Act), and the CoC Program rule found in 24 CFR part 578 (the Rule). The Fiscal Year (FY) 2019 funds were authorized by the Consolidated Appropriations Act, 2019 (Public Law 116-6, approved February 15, 2019) (FY 2019 HUD Appropriations Act).

**C. Deadline.** The deadline for submitting to City of Glendale July 26, 2019. City staff will submit in ESNAPs August 5, 2019.

**II. HUD's Homeless Policy and Program Priorities A. Policy Priorities.** This section provides additional context regarding the selection criteria found in Section VII.B of this NOFA and is included here to help applicants better understand how the selection criteria support the goal of ending homelessness:

**1. Ending homelessness for all persons.** To end homelessness, CoCs should identify, engage, and effectively serve all persons experiencing homelessness. CoCs should measure their performance based on local data that consider the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, or those experiencing chronic homelessness). CoCs should have a comprehensive outreach strategy in place to identify and continuously engage all unsheltered individuals and families. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and long experiences of unsheltered homelessness to develop housing and supportive services

tailored to their needs. Finally, CoCs should use the reallocation process to create new projects that improve their overall performance and better respond to their needs.

**2. Creating a systemic response to homelessness.** CoCs should be using system performance measures such as the average length of homeless episodes, rates of return to homelessness, and rates of exit to permanent housing destinations to determine how effectively they are serving people experiencing homelessness. Additionally, CoCs should use their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent.

**3. Strategically allocating and using resources.** Using cost, performance, and outcome data, CoCs should improve how resources are utilized to end homelessness. CoCs should review project quality, performance, and cost effectiveness. HUD also encourages CoCs to maximize the use of mainstream and other community-based resources when serving 6 of 81 persons experiencing homelessness. CoCs should also work to develop partnerships to help CoC Program participants sustainably exit permanent supportive housing, such as through partnerships with Public Housing Authorities (PHAs) and other government, faith-based, and nonprofit resources specializing in areas such as treating mental illness, treating substance abuse, job training, life skills, or similar activities, including those that help CoC Program participants, whenever possible, reach recovery, self-sufficiency, and independence. Finally, CoCs should review all projects eligible for renewal in FY 2019 to determine their effectiveness in serving people experiencing homelessness, including cost effectiveness.

**4. Using an Evidence-Based Approach.** CoCs should prioritize projects that employ strong use of data and evidence, including the cost-effectiveness and impact of homelessness programs on positive housing outcomes, recovery, self-sufficiency, and reducing homelessness. Examples of measures that CoCs may use to evaluate projects include, but are not limited to: rates of positive housing outcomes, such as reduced length of time homeless and reduced rates of return to homelessness; improvements in employment and income; and improvements in overall well-being, such as improvements in mental health, physical health, connections to family, and safety.

**5. Increasing employment.** Employment provides people experiencing homelessness with income to afford housing. Employment also improves recovery outcomes for individuals with mental illness or addiction. CoCs and CoC-funded projects should work with local employment agencies and employers to prioritize training and employment opportunities for people experiencing homelessness. CoC's should also promote partnerships with public and private organizations that promote employment.

**6. Providing Flexibility for Housing First with Service Participation Requirements.** The traditional Housing First approach has two basic parts: First, individuals are rapidly placed and stabilized in permanent housing without any preconditions regarding income, work effort, sobriety or any other factor. Second, once in housing, individuals never face requirements to participate in services as a condition of retaining their housing. The first part, placement into permanent housing without preconditions, is an important priority to ensure that federal funds are allocated to providers that serve the most vulnerable homeless individuals. This NOFA maintains the commitment to unconditional acceptance of individuals into housing, especially for people with a high degree of vulnerability. At the same time, allowing service participation requirements once a person has been stably housed may promote important outcomes (e.g., employment, increased income, reduced substance use, and strengthened social connection), so this NOFA also provides communities and programs with flexibility, without penalty, to use service participation requirements after people have been stabilized in housing (consistent with 24 CFR 578.75(h)).

**B. CoC Program Implementation.** The following list highlights important information that applicants should consider as they are preparing the FY 2019 CoC Application and project applications(s). This is not an exhaustive list of considerations or requirements; therefore, all applicants and CoC stakeholders should carefully review the Rule for comprehensive information.

**1. Performance-Based Decisions.** Consistent with the requirements of the FY 2019 7 of 81 Appropriations Act: a. CoCs cannot receive grants for new projects, other than through reallocation, unless the CoC competitively ranks projects based on how they improve system performance as outlined in Section VII.B.1.a of this NOFA; b. HUD is increasing the share of the CoC score that is based on performance criteria; and c. HUD will prioritize funding for CoCs that have demonstrated the ability to reallocate resources to higher performing projects.

**2. Transition Grants.** See Section III.C.2.u of this NOFA for a definition of the transition grant.

**3. Domestic Violence (DV) Bonus.** The FY 2019 HUD Appropriations Act provides up to \$50 million for “rapid re-housing projects and supportive service projects providing coordinated entry, and for eligible activities that the Secretary determines are critical in order to assist survivors of domestic violence, dating violence, and stalking.” In the FY 2019 CoC Program Competition, CoCs will be able to apply for a DV Bonus for Permanent Housing-Rapid Rehousing (PH-RRH) projects, Joint TH and PH-RRH component projects, and SSO projects for coordinated entry (SSO-CE). Except as provided in Section II.B.1.a of this NOFA, a CoC may apply for up to 10 percent of its Preliminary Pro Rata Need (PPRN), or a minimum of \$50,000, whichever is greater, or a maximum of \$5 million, whichever is less, to create DV Bonus projects.

A CoC may apply for the following types of projects:

- a. Rapid Re-housing (PH-RRH) projects that demonstrate trauma-informed, victim centered approaches.
- b. Joint TH and PH-RRH component projects as defined in Section III.C.2.n of this NOFA that demonstrate trauma-informed, victim-centered approaches.
- c. SSO Projects for Coordinated Entry (SSO-CE) to implement policies, procedures, and practices that equip the CoC’s coordinated entry to better meet the needs of people experience homelessness who are survivors of domestic violence, dating violence, or stalking (e.g., to implement policies and procedures that are trauma-informed, client centered or to better coordinate referrals between the CoC’s coordinated entry and the victim service providers coordinated entry system where they are different). Regardless of the type of project the CoC applies for, the grant term must be 1-year. A CoC can only submit one project application for an SSO-CE project. A CoC may apply for any number of PH-RRH and Joint TH and PH-RRH projects provided that each application is for at least \$25,000. A CoC may also apply to expand an existing renewal project in accordance with Section III.C.2.j of this NOFA, including one that was previously funded with DV Bonus funding. DV Bonus funding may be used to expand an existing renewal project that is not dedicated to serving survivors of domestic violence, dating violence, or stalking who meet the definition of homeless in paragraph (4) of 24 CFR 578.3 so long as the DV Bonus funds for expansion are solely for additional units, beds, or services dedicated to persons eligible to be served with DV Bonus funding.

HUD states that communities should have a mechanism for ranking and selecting projects that demonstrate decisions were based on pre-established selection criteria that were logical and fair. Criteria may include capacity to implement and manage the proposed project, experience working with the target population, cost effectiveness, etc. Communities should emphasize and rank projects based on the project’s ability to articulate achievable outcome measures against which the project can be evaluated in future years. This is especially important as projects come up for renewal funding and communities must assess performance.

HUD also notes that it is important that renewal projects meet minimum project eligibility, capacity, timeliness, and performance standards identified in the 2019 NOFA or they will be rejected from consideration for funding. When considering renewal projects for award, HUD will review information in the Line of Credit Control System (LOCCS); Annual Performance Reports (APRs); and information provided from the local HUD/CPD Field Office, including monitoring reports and OMG Circular A-133 audit reports as applicable Part CFR Part 200, as well as performance standards on prior grants, and assess a project on the following criteria using a pass/fail basis:

- (1) The project applicant’s performance against plans and goals established in the initial application as amended;
- (2) Project applicants must demonstrate all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met;

(3) The project applicant's performance in assisting program participants to achieve and maintain independent living and record of success, except Homeless Management Information System (HMIS)-dedicated projects are not required to meet this standard; and

(4) Evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site may result in a rejection of the application from the competition. HUD/City reserves the right to reduce or reject a funding request from the project applicant for the following reasons:

(a) Outstanding obligation to HUD/City that is in arrears or for which a payment schedule has not been agreed upon;

(b) Audit finding(s) for which a response is overdue or unsatisfactory;

(c) History of inadequate financial management accounting practices;

(d) Evidence of untimely expenditures on prior award;

(e) History of other major capacity issues that have significantly impacted the operation of the project and its performance;

(f) Timeliness in reimbursing sub-recipients for eligible costs. HUD will consider a project applicant as meeting this standard if it has drawn down grant funds at least once per month; or

(g) History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

It is likely that the total renewal demand for projects submitted in the FY 2019 CoC Program Competition will exceed the appropriation available under the HUD NOFA. To ensure that CoC's have the opportunity to prioritize their projects locally in the event that HUD is not able to fund all renewals, HUD is requiring that CoCs rank projects within 2 tiers in FY 2019. HUD will only select projects from Tier 2 for funding after all projects from Tier 1 have been selected. HUD also notes that projects in Tier 2 may not be funded. Prior to responding to the rating and performance measures in this document, please complete Exhibit 1.

**A. NEW/RENEWAL APPLICATION Submission (All Applicants):**

The following proposal formatting components are required and will be a part of the scoring allocation. The proposal must be single-spaced, 12-point font, Ariel, have 1" x 1" x 1" x 1" margins. The format should follow the RFP outline, be easy to read with paragraphs clearly distinguishable. Please state questions in **bold**, followed by the response, not in bold. Do NOT utilize **any additional CAPITALIZATION, bolding, highlighting or underlining** in the narrative text. All attachments must be clearly labeled. Please place footer at the bottom right hand corner of each page with the agency name, project name, proposal type (2019 Continuum of Care), and the page number.

**Renewal Project Applications Submission Deadline: July 26, 2019 at 3:00 p.m.**

Submit: One (1) with original signatures (clearly marked "original"), eight (8) copies.

**Submit all application materials to:**

Community Services and Parks Department  
613 E. Broadway Room 113  
Attention: Ivet Samvelyan, Community Services Manager  
Homeless Services Staff

## **B. TECHNICAL ASSISTANCE**

Applicants that have problems with the RFP or the Application can contact the City of Glendale Community Services and Parks Department at (818) 548-3720.

All general technical inquiries must be submitted via email or telephone calls. All specific inquires related to Project Renewal applications can be directed to assigned analyst. All responses will be via email. Questions can be directed to Ivet Samvelyan, subject 2019 NOFA, at [isamvelyan@glendaleca.gov](mailto:isamvelyan@glendaleca.gov) or at 818-548-3720.

## **C. FUNDING AVAILABILITY**

Approximately funding of up to \$2,254,000,000 is available in this FY 2019 CoC Program Competition NOFA.

- a. Tier 1. Tier 1 is equal to 100 percent of the combined Annual Renewal Amounts for all projects eligible for renewal for the first time plus 94 percent of the combined Annual Renewal Amounts for all other projects eligible for renewal. Project applications in Tier 1 will be conditionally selected from the highest scoring CoC to the lowest scoring CoC, provided the project applications pass both eligibility and quality threshold review. Any type of new or renewal project application can be placed in Tier 1, except for CoC Planning and UFA Costs (if applicable), which are not ranked. However, in the event insufficient funding is available to award all Tier 1 projects, Tier 1 will be reduced proportionately, which could result in some Tier 1 projects falling into Tier 2. Therefore, CoCs should carefully determine the priority and ranking for all project applications in Tier 1 as well as Tier 2, which is described below.
- b. Tier 2. Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for CoC Bonus projects (not including amounts available for DV Bonus projects) and before adjustments are made to permanent housing leasing, operating, and rental assistance budget line items based on changes to Fair Market Rent (FMR) as described in Section III.K of this NOFA. This does not include the amounts available for CoC planning and UFA Costs (if applicable) projects. Projec

applications placed in Tier 2 will be assessed for eligibility and threshold requirements, and funding will be determined using the CoC Application score as well as the factors listed in Section II.B.10 of this NOFA. HUD will award a point value to each new and renewal project application that is in Tier 2 using a 100-point scale:

(1) CoC Score. Up to 50 points in direct proportion to the score received on the CoC Application; e.g., if a CoC received 100 out of 200 points on the CoC Application, the project application would receive 27.5 out of 55 points for this criterion.

(2) CoC Project Ranking. Up to 40 points for the CoC's ranking of the project 11 of 81 application(s). To more evenly distribute funding across CoCs and consider the CoCs ranking of projects, point values will be assigned directly related to the CoCs' ranking of project applications. The calculation of point values will be 40 times the quantity  $(1-x)$  where  $x$  is the ratio of the cumulative funding requests for all projects or portions of projects ranked higher by the CoC in Tier 2 plus one half of the funding of the project of interest to the total amount of funding available in Tier 2. For example, if a CoC is eligible to apply for projects totaling \$500,000 in Tier 2 and applies for 5 projects ranked in Tier 2 of \$100,000 each: the highest ranked project would receive 36 points and then the subsequently ranked projects would receive 28, 20, 12, and 4 points.

(3) Low Barriers to Entry. Up to 10 points for how the project application demonstrates that it is low barrier and prioritizes rapid placement and stabilization in permanent housing. (See section II.A.6 in this NOFA for more information). Permanent housing (including PSH and RRH), Transitional housing, Joint TH and PH-RRH component, safe haven, and SSO projects that are not for centralized or coordinated assessment can receive up to 10 points for how the project demonstrates that it is low-barrier and does not have preconditions to entry (such as sobriety or minimum income threshold) and prioritizes rapid placement and stabilization in permanent housing. HMIS projects and SSO projects for a centralized or coordinated assessment system will automatically receive 10

points.

Projects Straddling Tiers. If a project application straddles the Tier 1 and Tier 2 funding line, HUD will conditionally select the project up to the amount of funding that falls within Tier 2. Using the CoC score and other factors described in Section II.B.10 of this NOFA, HUD may fund the Tier 2 portion of the project. If HUD does not fund the Tier 2 portion of the project, HUD may award the project at the reduced amount, provided the project is still feasible with the reduced funding (e.g., is able to continue serving homeless program participants effectively).

CoC Planning and UFA Costs. As previously stated, CoC planning and UFA Costs projects are not ranked, therefore, those items will not be included in Tier 1 or Tier 2. CoC planning and UFA Costs projects that pass eligibility and review threshold will be conditionally selected using CoC scores from the highest scoring CoC to the lowest scoring CoC. CoCs may only submit one project application for CoC planning costs and, if designated as an UFA, one project application for UFA Costs. The project applicant for CoC planning and UFA Costs must be the Collaborative Applicant that is listed on the CoC Applicant Profile in e-snaps. e. DV Bonus. For projects the CoC indicates it would like considered as part of the DV Bonus, HUD will award a point value to each project application combining both the CoC Application score and responses to the domestic violence bonus specific questions in the CoC Application using the following 100-point scale: (1) For Rapid Re-housing and Joint TH and PH-RRH component projects: (a) CoC Score. Up to 25 points in direct proportion to the score received on the CoC Application. 12 of 81 (b) Need for the Project. Up to 25 points based on the extent the CoC quantifies the need for the project in its portfolio, the extent of the need, and how the project will fill that gap. (c) Quality of the Project Applicant. Up to 50 points based on the previous performance of the applicant in serving survivors of domestic violence, dating violence, or stalking, and their ability to house survivors and meet safety outcomes. Additionally, to be eligible to receive a PH-RRH or Joint TH and PH-RRH project, the CoC must demonstrate that the project will use trauma-informed, victim-centered approaches. (2) For SSO Projects for Coordinated Entry: (a) CoC Score. Up to 50 points in direct proportion to the score received on the CoC Application. (b) Need for the Project. Up to 50 points based on the extent to which the CoC demonstrates the need for a coordinated entry system that better meets the needs of survivors of domestic violence, dating violence, or stalking, and how the project will fill this need.

CoCs are required to rank all DV Bonus projects on the New Project Listing of the CoC Priority Listing with a unique rank number. If a project application designated as DV Bonus is conditionally selected by HUD with DV Bonus funds, HUD will remove the ranked DV Bonus project from the New Project Listing and all other project applications ranked below the DV Bonus project will slide up one rank position (e.g., if the conditionally selected DV Bonus project is ranked #5, HUD will remove the DV Bonus project and each project below #5 will move up one ranked position). If the DV Bonus project application is not conditionally selected with DV Bonus funds, the project application will remain in its ranked position and will be considered for funding as a bonus project with available CoC Program funds provided the CoC meets the requirements of Section II.B.1. of this NOFA.

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| <b>**The Glendale CoC Annual Renewal Demand (ARD) is</b> | <b>\$2,373,290</b>    |
| <b>Tier 1 is 94%</b>                                     | <b>\$2,230,892.60</b> |
| <b>Tier 2</b>  | <b>\$142,397.40</b>   |

## II. RENEWALS

All renewal projects that have an operational period ending in 2019 are eligible to renew under this NEW/RENEWAL APPLICATION. HUD does not permit budget changes during the application phase; therefore renewal budgets must reflect currently approved Grant Inventory Worksheet (GIW) allocations. Please refer to Attachment A.

### III. HUD ELIGIBILITY REQUIREMENTS FOR RENEWALS

**A. ELIGIBLE POPULATIONS TO BE SERVED:** The only persons who may be served by dedicated or prioritized permanent supportive housing beds are chronically homeless persons as defined in 24 CFR 578.3.

#### B. ELIGIBLE APPLICANTS

1. Eligible CoC applicants include states, units of general local government, public housing agencies, Native American tribes, private non-profit organizations and Community Mental Health Centers that are public non-profit organizations and Faith based organizations.
2. Non-profit applicants must meet a minimum requirement of two years with established non-profit 501(c) 3 status, and at least one year of actively serving clients at the time of application submission.
3. Dun and Bradstreet Data Universal Numbering System (DUNS) Requirement – Any applicant seeking funding directly or indirectly from HUD or other federal agencies must obtain a DUNS number and include the number in its Application for Federal Assistance submission (68 FR 38402). Failure to provide a DUNS number will prevent you from obtaining an award. The number can be registered or verified by calling 866-705-5711. For additional information, please visit <http://fedgov.dnb.com/webform>.

Applicants are reminded that when registering with D&B, please be sure to use the organization's legal name that is used when filing a return with or making payments to the Internal Revenue Service. Organizations should also provide the Zip Code, using the Zip Code plus the four additional digits. The DUNS number used in the application must be for the applicant organization, not the entity submitting the application on behalf of the applicant.

4. Active Registration in the System for Award Management (SAM)) – Effective July 2019, HUD requires that applicants have a current SAM registration in order to receive an award of funds. All applicant organizations must have an active registration in the SAM; additionally, the DUNS number, TIN, and name and address of the applicant organization must match SAM data files. Registrations in SAM are active for one year. The SAM registrant is notified by email one month prior to the registration expiration date that the SAM registration will be expiring. The email provides instructions for how to update/renew the SAM registration. Applicants are advised to update any email addresses as persons leave the organization and also to name a primary and alternate contact person in the SAM registration.

### IV. MATCH REQUIREMENTS

- The recipient must match CoC funds provided for acquisition, rehabilitation, and new construction with an equal amount of cash funds from other sources. 24 CFR 578.73 provides the information regarding the match. Applicants requesting CoC funds for operating costs for supportive housing, leasing, HMIS and administration must provide **MATCH**, 25% of full grant award of the total CoC budget. Match can be cash or in-kind. More points will be given to this year application to cash commitment.
- Any funding paid by the Federal Government must be authorized by Federal statute to be used for cost sharing or matching.

Detailed match and or in-kind contribution documentation must be submitted during the invoicing process on a quarterly basis. **All match and leverage documents must be dated May 1, 2019 through July 26, 2019.** City of Glendale may accept leverage letters through August 4, 2019; however, agency will not receive full points allocated for leveraging.

### V. FUNDING OBLIGATIONS

- The term for all Renewal projects is one (1) year.
- Homeless Management Information Systems (HMIS) - All new and renewal grantees receiving 2019 funds are required to participate in the local HMIS system and to comply with Glendale CoC HMIS data entry requirements

to ensure compliance with new E-SNAPS reporting modules implemented by HUD. Domestic Violence service providers will be required to participate when provisions for the protection of Personally Identifying Information is implemented. Currently, DV service providers are required to meet the same Annual Performance Report (APR) reporting/performance requirements, using a comparable database.

All residential beds funded by the Glendale CoC must be represented and updated in the HMIS bed module as occupied or vacant within HMIS daily to best coordinate full occupancy and systemic movement through CES.

- Agencies must comply with all requirements stated within the 2019 CoC RFP, the *Notice of HUD's Fiscal Year (FY) 2019 Notice of Funding Availability (NOFA) Policy Requirements and General Section to HUD's FY 2019 NOFAs for Discretionary Program (NOFA General Section)*, and the *Notice of Funding Availability (NOFA) for the Continuum of Care Homeless Assistance Program (CoC NOFA Program Section)*. Additional information may be requested of Renewal and New applicants based on contents of the CoC NOFA Program Section, which had not been released prior to the release of this RFP.
- Centralized and coordinated intake is defined as a single point of entry, a central intake facility or a centralized group of people that is standardized across the CoC and has the responsibility of assessing homeless persons as a method for screening homeless individuals and families into appropriate housing placement and service needs. All projects receiving CoC funding for supportive services, transitional, permanent supportive housing are required to coordinate with the Ascencia, functioning as the coordinated intake to fill vacancies within the CoC system for the exception of Domestic Violence Programs.
- Agencies are required to submit final closeout invoices with the final APR, no later than 30 days after the end of any grant period. Failure to submit final invoices and APRs within 30 days may result in the agency not receiving reimbursement of funds. Failure to comply with this important requirement may result in a lower capacity rating for renewal consideration resulting in future funding reduction or recapture of funds.
- A Single Audit or Audited Financial Statement must be on file with the City of Glendale for the most recent fiscal year. Failure to submit the appropriate independent audit documents will disqualify a project sponsors proposals as submitted in response to this NEW/RENEWAL APPLICATION.
- HUD will de-obligate CoC funds if an agency has not demonstrated site control within one (1) year after initial HUD notification of the grant award letter, as required by the HEARTH ACT McKinney-Vento Act (see 42 U.S.C. 11386 (a) (3)) and implemented in program regulations at 24 CFR 583.320(a).
- Environmental Requirements. If applicants become a recipient under a HUD program that assists in physical development activities or property acquisition, applicant is generally prohibited from acquiring, rehabilitating, converting, demolishing, leasing, repairing, or constructing property, or committing or expending HUD or non-HUD funds for these types of program activities, until one of the following has occurred:

**Lead-Based Paint Requirement.** When providing housing assistance funding for purchase, 25 of 84 lease, supportive services, operating, or work that may disturb painted surfaces of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure and Lead Safe Housing (24 CFR part 35)), and the Environmental Protection Agency (EPA) lead-based paint rules (e.g., Repair, Renovations and Painting, Pre-Renovation Education and Certification (40 CFR part 745)). When providing education or counseling on buying or renting housing that may include pre1978 housing, when required by regulation or policy, inform participants of their rights under the Lead Disclosure Rule (24 CFR part 36, subpart A.), and if the focus of the education or counseling is on rental or purchase of HUD-assisted pre-1978 housing, the Lead Safe Housing Rule (subpart B,R, and as applicable, F-M).

(1) HUD has completed an environmental review in accordance with 24 CFR part 50; or

(2) For programs subject to 24 CFR part 58, HUD has approved a recipient's Request for Release of Funds (form HUD7015.15) following a responsible entity's completion of an environmental review.

Please consult with Ivet Samvelyan to determine the procedures for, timing of, and any modifications or exclusions from environmental review under the CoC program.

- **Real Property Acquisition and Relocation.** Except as otherwise provided by federal statute, HUD-assisted programs or projects are subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act or URA) (42 U.S.C. 4601), and the government wide implementing regulations issued by the U.S. Department of Transportation at 49 CFR part 24. The Uniform Act’s protections and assistance apply to acquisitions of real property and displacements resulting from the acquisition, rehabilitation, or demolition of real property for federal or federally assisted programs or projects. With certain limited exceptions, real property acquisitions for a HUD-assisted program or project must comply with 49 CFR part 24, subpart B.

The relocation requirements of the Uniform Act, and its implementing regulations at 49 CFR part 24, cover any person who moves permanently from real property or moves personal property from real property as a direct result of acquisition, rehabilitation, or demolition for a program or project receiving HUD assistance. While there are no statutory provisions for “temporary relocation” under the URA, the URA regulations recognize that there are circumstances where a person will not be permanently displaced but may need to be moved from a project for a short period of time. Appendix A of the URA regulation (49 CFR 24.2(a)(9)(ii)(D)) explains that any tenant who has been temporarily relocated for a period beyond one year must be contacted by the displacing agency and offered URA relocation assistance. Some HUD program regulations provide additional protections for temporarily relocated tenants. For example, 24 CFR 583.310(f)(1) provides guidance on temporary relocation for the Continuum of Care Program for the homeless. Before planning their project, applicants should review the regulations for the programs for which they are applying. Generally, the URA does not apply to displacements resulting from the demolition or disposition of public housing covered by Section 18 of the United States Housing Act of 1937.

**Compliance with Violence Against Women Act (VAWA) Rule.** On November 16, 2016, HUD published its VAWA final rule (81 FR 80798), which provides various protections to victims of domestic violence, dating violence, sexual assault, and stalking under the CoC Program and other HUD programs. The grants to be awarded under this NOFA must comply with the VAWA rule as provided in 24 CFR 578.99(j). To enable full compliance with this rule, each CoC must have established an emergency transfer plan under 24 CFR 578.7(d) and make related updates to the written standards for administering CoC program assistance under 24 CFR 578.7(a)(9)(ii), (iii) and (v). These tasks were required to be completed by the time the local CPD Field Office issued the first FY 2017 grant agreement for a project in the CoC’s geographic area for projects awarded funds in the FY 2017 CoC Program Competition. K. CoC Maximum Award and FMR Adjustments. The process for determining a CoC’s maximum award amount is detailed in 24 CFR 578.17(b). HUD is required to adjust awards for leasing, operating, and rental assistance budget line items based on changes to the Fair Market Rents (FMR). All adjustments for each fiscal year appropriation will be made prior to award announcement. HUD will make these adjustments as follows:

1. Funds awarded for rental assistance will be adjusted in one of two ways: a. Funds awarded for rental assistance in all new projects and all renewal projects requesting the FMR will be adjusted by applying the FMR in effect at the time of application submission to HUD, including instances where the FMR for a specific area has decreased from the previous year. Because the application deadline falls in FY 2019, HUD will use FY 2019 FMRs. b. Funds awarded for rental assistance for renewal projects that request less than FMR, that is, a per-unit amount based on the actual rent costs per unit, will be increased based on the average increase in FMR amounts within the CoC’s geographic area, weighted for population density. If the FMR for a specific area decreased from the previous year, project applicants will not receive an award that exceeds the FMR after adjustment. If the FMR for the project applicant’s entire area decreased from the previous year, the project will be awarded the lesser amount of the per-unit amount requested by the project applicant, based on the actual rent costs per unit, or the FMR after adjustment.
2. Funds awarded for operating and leasing in permanent housing projects will be increased based on the average increase in FMR amounts within the CoC’s geographic area, weighted for population density. Because leasing and operating costs do not decrease relative to rent amounts for specific units (e.g., operating costs for 10 units that have rents of \$500 are likely the same as for 10 units that have rents that are \$450) adjustments to leasing and operating budget line items will not include decreases if FMRs decrease in the geographic area. The operating and leasing budget line items in these projects will remain the same as in the most recent grant agreement or grant agreement amendment.

## **Program Specific Requirements.**

2. Program Specific Requirements a. Eligible Project Applicants (24 CFR 578.15, 24 CFR 5.100). Eligible project applicants for the CoC Program Competition are found at 24 CFR 578.15 and include nonprofit organizations, states, local governments, and instrumentalities of state and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. Tribes, tribal housing authorities, and for-profit 25 of 81 entities are ineligible to apply for grants or to be subrecipients of grant funds. b. Renewal Projects. Awards made under the CoC Program and S+C project-based rental assistance with rehabilitation 10-year grants, are eligible for renewal for FY 2019 funds if they are currently in operation and have an executed grant agreement that is dated no later than December 31, 2019 and expire in Calendar Year (CY) 2020 (the period from January 1, 2020 through December 31, 2020). These projects are renewable under the CoC Program Competition as set forth in 24 CFR 578.33 to continue ongoing leasing, operating, supportive services, rental assistance, HMIS, and project administrative costs. Grant agreements for FY 2018 funds must be executed by December 31, 2019 to be eligible for renewal. If a project application is not executed by December 31, 2019, HUD will withdraw any funds conditionally awarded for FY 2019. Projects that were eligible under predecessor programs, specifically Safe Haven projects, will continue to be eligible under the CoC Program and will continue to be eligible for renewal of leasing, operating, supportive services, rental assistance, HMIS and project administrative costs under 24 CFR 578.33(d)(1), so long as their project continues to serve the same population and the same number of program participants or units in the same type of housing as identified in their most recently amended grant agreement signed before August 31, 2012. No new Safe Haven projects will be funded; however, existing Safe Haven projects may be renewed to continue to carry out activities that are eligible costs under Subpart D of the Rule. (1) HUD will not select renewal projects for an award of FY 2019 funds in this Competition unless the project meets one of the following additional eligibility requirements: (a) Any CoC Program grant or S+C project-based rental assistance grant with funds for rehabilitation awarded in a preceding Competition that expire in CY 2020. (b) Any S+C grant awarded prior to FY 2002 for which funding is expected to run out in CY 2020, and which has never applied for renewal funding. (c) Any grant awarded as S+C grant that included rehabilitation that has a 10-year grant term. (2) The total request for each renewing project may not exceed the ARA. Additionally, where two or more eligible projects are being consolidated through the project application, the total ARA of the consolidated project must be equal or less than the sum of the original renewal projects. Because funds for acquisition, new construction, and rehabilitation may not be renewed, grants being renewed whose original expiring award included those funds may only renew leasing, supportive services, rental assistance, operating, and HMIS costs and may not exceed 10 percent in administrative costs. For information on ARA, see Section III.C.1.a of this NOFA. (3) HUD will recapture grant funds remaining unspent at the end of the previous grant period when it renews a grant. (4) HUD encourages the consolidation of eligible renewal grants as provided in Section II.B.5 of this NOFA. This does not apply to CoCs that are designated by HUD 26 of 81 as an UFA, since UFAs will enter into a single renewal grant agreement with HUD for the CoC's entire geographic area. See Section II.B.5 of this NOFA for additional information regarding consolidations. (5) A grant awarded as S+C grant that included rehabilitation that has a 10-year grant term renewing for the first time under this NOFA may indicate a higher number of units than approved in the original application on the GIW during the FY 2019 CoC Program Registration process. However, for HUD to approve this increase, the applicant must have provided its local HUD CPD Field Office with copies of all executed leases to support the higher number of units. HUD will consider the number of documented units under lease as the maximum number of units eligible for renewal in the FY 2019 CoC Program Competition. The number and configuration of units eligible for renewal must match the number and configuration of units recorded on the Rental Assistance Worksheet that was part of the GIW

## New Projects.

New Projects. (1) CoCs may submit new projects created through reallocation, CoC Bonus, or a combination of reallocation and CoC Bonus, new DV Bonus projects, CoC planning project, and UFA Costs project (if applicable). (2) To expend funds within statutorily required deadlines, applicants funded for sponsor-based and project-based rental assistance must execute the grant agreement and begin providing rental assistance within 2 years. However, HUD strongly encourages all rental assistance to begin within 12 months of award. Applicants that are unable to begin rental assistance within the 12-month period should consult with the local HUD CPD field office. (3) HUD will review project subrecipient eligibility as part of the threshold review process. Project applicants are required to submit documentation of subrecipients' eligibility with the project application. (4) Any youth-serving provider funded under this NOFA may serve unaccompanied youth aged 24 and under (or families headed by youth aged 24 and under) who have an unsafe primary nighttime residence and no safe alternative to that residence.

**d. Match.** 24 CFR 578.73 provides the information regarding match requirements. Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match.

**e. Eligible Costs.** 24 CFR 578.37 through 578.63 identify the eligible costs for which funding may be requested under the CoC Program. HUD will reject any requests for ineligible costs.

**f. Indirect Costs.** Normal indirect cost rules under 2 CFR part 200 apply. Project applicants that intend to charge indirect costs to the award must clearly state in the project application(s) the rate and distribution base the recipient intends to use, and if applicable, the rate and distribution base to be used by any subrecipient(s). If the rate is a Federally negotiated indirect cost rate, the project application must include the corresponding negotiated indirect cost rate agreement signed by the cognizant agency. A government department or agency unit that receives no more than \$35 million in direct federal funding per year and has developed and maintains an indirect cost rate proposal and supporting documentation in accordance with 2 CFR part 200, appendix VII, may use the rate and distribution base specified in that indirect cost rate proposal, unless the cognizant agency requires the proposal to be submitted for negotiation. For each applicant or intended subrecipient that meets the conditions for the de minimis rate under 2 CFR 200.414(f) and will use that rate to charge indirect costs, the project application must clearly state the intended use of the de minimis rate of 10 percent of Modified Total Direct Costs (MTDC). As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Once an organization elects to use the de minimis rate, the organization must apply this methodology consistently for all Federal awards until the organization chooses to negotiate for a rate, which the organization may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit

**g. Participative Planning and Implementation.** Applicants must identify the steps they will take to ensure that traditionally marginalized populations (such as racial and ethnic minorities and persons with disabilities) will be able to meaningfully participate in the 28 of 84 planning process. The applicant must identify the specific populations that it will include, identify community organizations that represent these populations, and describe how these populations will be included in the planning process. For capital investment projects, grantees should commit to and demonstrate plans to employ low-income and very low-income persons and/or utilize Section 3 businesses at levels beyond those required by Section 3. In seeking public participation, applicants and recipients must ensure that all communications are provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 and, as applicable, the Americans with Disabilities Act. In addition, Title VI of the Civil Rights Act of 1964, 42 U.S.C.

2000 d and Executive Order 13166 require that grantees take reasonable steps to ensure meaningful access to services, programs, and activities by persons with Limited English Proficiency (LEP persons).

**New Projects for DV Bonus.** New projects that want to be considered for the DV Bonus, may be: (a) Permanent Housing-Rapid re-housing projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3; (b) Joint TH and PH-RRH component projects as defined in Section III.C.3.m of this NOFA dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3; or (c) Supportive service only-coordinated entry project to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet 30 of 84 the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

## **VI. SCORING**

### **C. Rules that affect how HUD evaluates applications**

**1. Past Performance** In evaluating applications for funding, HUD will consider an applicant's past performance in managing funds. Items HUD may consider include, but are not limited to:

- a. The ability to account for funds appropriately;
- b. Timely use of funds received from HUD;
- c. Timely submission and quality of reports submitted to HUD;
- d. Meeting program requirements;
- e. Meeting performance targets as established in the grant agreement;
- f. The applicant's organizational capacity, including staffing structures and capabilities;
- g. Time-lines for completion of activities and receipt of promised matching or leveraged funds; and
- h. The number of persons to be served or targeted for assistance. HUD may deduct points from the rating score or establish threshold levels as specified under the Factors for Award in the NOFA. Each NOFA will specify how past performance will be rated or otherwise used in the determination of award amounts. Whenever possible, HUD will obtain past performance information from staff with the greatest knowledge and understanding 33 of 84 of each applicant's performance. If this evaluation results in an adverse finding related to integrity or performance, HUD reserves the right to take any of the remedies provided in Section III.C.2.b.

(5), **Pre-selection Review of Performance**, above. 2. Statutory and Regulatory Requirements. To be eligible for funding under this NOFA, project applicants must meet all statutory and regulatory requirements in the Act and 24 CFR part 578.

Project applicants can obtain a copy of the Act and 24 CFR part 578 on the HUDEX change or by contacting the NOFA Information Center at 1-800-483-8929).

### **3. Threshold Requirements.**

**Threshold Requirements.** a. **Ineligible Applicants.** HUD will not consider a project application from an ineligible project applicant, including an application submitted for CoC planning funds or UFA Costs from a project applicant other than the Collaborative Applicant. b. **Project Eligibility Threshold.** HUD will review all projects to determine if they meet the following eligibility threshold requirements on a pass/fail standard. If HUD determines that the applicable standards are not met for a project, the project will be rejected. Any project requesting renewal funding will be considered as having met these requirements through its previously approved grant application unless information to the contrary is received (e.g., monitoring findings, results from investigations by HUD's Office of Inspector General, the recipient routinely does not draw down funds from eLOCCS at least once per quarter, 34 of 81 consistently late Annual Performance Report (APR) submissions). Approval of new and renewal projects

is not a determination by HUD that a recipient is compliant with applicable fair housing and civil rights requirements. (1) Project applicants and potential subrecipients must meet the eligibility requirements of the CoC Program as described in 24 CFR part 578 and provide evidence of eligibility required in the application (e.g., nonprofit documentation). (2) Project applicants and subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and the capacity to administer federal funds. Demonstrating capacity may include a description of the applicant/subrecipient experience with similar projects and with successful administration of SHP, S+C, or CoC Program funds or other federal funds. (3) Project applicants must submit the required certifications as specified in this NOFA. (4) The population to be served must meet program eligibility requirements as described in the Act, 24 CFR part 578, and Section II.B.10.f of this NOFA. (5) Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that meets the needs of the local HMIS.

**Project Quality Threshold.** HUD will review all new project applications to determine if they meet the following project quality threshold requirements. Any project requesting renewal funding will be considered as having met these requirements through its previously approved grant application unless information to the contrary is received (e.g., monitoring findings, results from investigations by HUD's Office of Inspector General, the recipient routinely does not draw down funds from eLOCCS at least once per quarter, consistently late APR submissions) and if the renewal project has compliance issues which results in the project not operating in accordance with 24 CFR part 578. If awarded, a recipient is required to meet all the criteria listed in the criteria column for its component. Additionally, the housing and services proposed must be appropriate to the needs of the program participants and the community. A determination that a project meets the project quality threshold is not a determination by HUD that a recipient is compliant with applicable fair housing and civil rights requirements. To be eligible to receive a CoC Bonus project or a DV Bonus project, a CoC must demonstrate that it ranks projects based on how they improve system performance as outlined in Section VII.B.1.a of this NOFA. Additionally, to be eligible to receive a DV Bonus project for PH-RRH or Joint TH and PH-RRH, a CoC must demonstrate that the project will use trauma-informed, victim-centered approaches.

Please refer to page 34 of 81 of the table for the scoring criteria

<https://files.hudexchange.info/resources/documents/FY-2019-CoC-Program-Competition-NOFA.pdf>

**f. Environmental Requirements.** Notwithstanding provisions at 24 CFR 578.31 and 24 CFR 578.99(a) of the Rule, and in accordance with Section 100261(3) of MAP-21 (Pub. L. 112- 141, 126 Stat. 405), activities under this NOFA are subject to environmental review by a responsible entity under HUD regulations at 24 CFR part 58. (1) HUD made two important changes for projects categorized or Categorically Excluded from review under the National Environmental Policy Act and not subject to 24 CFR 58.5 (CENST): (a) All scattered-site projects where program participants choose their own unit 41 of 84 and are not restricted to units within a pre-determined specific project site or sites are categorized in 24 CFR 58.35(b)(1) as CENST. This now includes both tenant based rental assistance and tenant-based leasing projects where program participants choose their own unit. Previous guidance included only Tenant Based Rental Assistance as eligible CENST projects. (b) The Exempt/CENST form is only required for each project, not every unit. Previous guidance instructed recipients to complete an Exempt/CENST form for each unit. (2) For activities under a grant to a recipient other than a state or unit of general local government that generally would be subject to review under 24 CFR part 58, HUD may make a finding in accordance with 24 CFR 58.11(d) and may itself perform the environmental review under the provisions of 24 CFR part 50 if the recipient objects in writing to the responsible entity's performing the review under part 24 CFR part 58. (3) Irrespective of whether the responsible entity in accordance with 24 CFR part 58 (or HUD in

accordance with 24 CFR part 50) performs the environmental review, the recipient must supply all available, relevant information necessary for the responsible entity (or HUD, if applicable) to perform for each property any required environmental review. The recipient also must carry out mitigating measures required by the responsible entity (or HUD, if applicable) or select alternative property. (4) The recipient, its project partners, and their contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct property for a project under this NOFA, or commit or expend HUD or local funds for such eligible activities under this NOFA, until the responsible entity (as defined by 24 CFR 58.2(a)(7)) has completed the environmental review procedures required by 24 CFR part 58 and the environmental certification and Request for Release of Funds (RROF) have been approved or HUD has performed an environmental review under 24 CFR part 50 and the recipient has received HUD approval of the property. HUD will not release grant funds if the recipient or any other party commits grant funds (i.e., incurs any costs or expenditures to be paid or reimbursed with such funds) before the recipient submits and HUD approves its RROF (where such submission is required).

### **Glendale CoC Renewal Projects Scoring System**

#### **U.S. Department of Housing and Urban Development (HUD) Fiscal Year (FY) 2019 Continuum of Care (CoC) Program Competition**

Each HUD CoC renewal project requesting renewal funding through the Glendale CoC will be reviewed by the Glendale CoC

#### **Renewal Rating Factors:**

##### **System Performance Measures (50 points)**

- Persons Exit Homeless to Permanent Housing Destination and Return to Homelessness
- Employment and Income Growth for Homeless Persons
- Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

##### **Compliance with Grants and Financial Management (25 points)**

- Submission of Annual Performance Report
- Unresolved HUD/Office of Homeless Services monitoring and/or OIG Audit findings
- Timely submission of drawdowns
- Recaptured funds within the three (3) most recently expired grant terms

##### **Homeless Management Information System (HMIS) (10 points)**

- Percentage of clients with null or missing values for Universal Data Elements and Program Specific Data Elements

##### **Supportive Services for Participants (6 points)**

- Assist clients with transportation to attend appointments, employment training, etc.
- Use of a single application form for 4 or more mainstream services
- Follow-up with participant in regards to mainstream services
- Assist with access to SSI/SSDI
- Participation in SOAR Training

##### **Bed Utilization Rates (5 points)**

- Permanent Supportive Housing
- Rapid Re-Housing

### **Miscellaneous Information (4 points)**

- Match Requirements
- Client Exit Surveys

### **B. PROPOSAL SELECTION**

1. Selection – CoC Board will review and rank the proposals. The proposals will be reviewed for agency qualifications (i.e. capacity, effectiveness and systemic linkages), quality and completeness according to evaluation criteria.
2. Appeals – Agencies that do not meet the threshold score or who are not recommended for funding may appeal and address the members of the CoC NOFA Review Committee Appeal Panel based only on the following guidelines (agencies recommended or only partial funding are not eligible to request an appeal):
  - a) If the project is not selected for funding, the agency has the right to appeal, provided that the appeal is based upon NOFA Committee violations of program regulations or errors on the part of the NOFA Committee or staff. For example, reviewing members did not consistently follow the scoring criteria and process, as detailed above or there was a conflict of interest that prevented a fair review of the proposal.
  - b) No appeals will be heard on the basis of funding level.
  - c) Agency’s written appeal must be submitted within the timeline indicated in the notification letter. Each agency will have the opportunity to present the appeal to the NOFA Committee. Each agency will receive a written notification on the outcome of the appeal.

### **VII. GENERAL REQUIREMENTS**

#### **Funds from this grant program may not replace funds from other sources.**

Projects supported by the City of Glendale funds must be of primary benefit to homeless persons living in the City of Glendale and should be focused on providing direct client services. Services under these contracts must be delivered within the city limits of Glendale.

Operating Agreement: Applicants approved for funding will be required to sign a Contract with the City to ensure compliance with City of Glendale, Federal Executive Orders and HUD regulations. Funds are subject to Federal and local regulations including, but not limited to: non-discrimination, equal opportunity, accessibility, lead-based paint, audits, procurement and environmental review.

Non-discrimination in Services and Employment: Applicants approved for funding shall not, in accordance with Federal law, discriminate in the provision of services hereunder because of race, color, religion, national origin, ancestry, sex, age or physical or mental handicap as identified in Section 109 of the Act, Section 504 of the Rehabilitation Act, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and 24 CFR 570.602. In addition, Sub-recipient shall not discriminate in the provision of services hereunder because of religious belief, creed, medical condition, blindness, sexual orientation, marital status, pregnancy, parenthood, citizenship, gender identity, domestic partner status or AIDS or HIV status.

- A. Applicants approved for funding shall certify and agree not to discriminate against any employee or person who is employed or compensated in whole or in part using funds provided under this Agreement because of race, color, creed, religion, religious belief, national origin, ancestry, citizenship, age, sex, sexual orientation, marital status, pregnancy, parenthood, medical condition, physical or mental disability, gender identity, domestic partner status or AIDS or HIV status.
- B. Safeguarding Resident/Client Files. In maintaining resident and client records, HUD funding recipients shall observe state and local laws concerning the disclosure of records that pertain to individuals. Further, recipients are

required to adopt and take reasonable measures to ensure that resident and client records are safeguarded. This includes when reviewing, printing, or copying client records.

### **VIII. CONDITIONS AND RESERVATIONS**

- A. All costs of proposal preparation shall be borne by the applicant organization. The City of Glendale shall not, in any event, be liable for any pre-contractual expenses incurred by the bidder in the preparation and/or submission of the proposal. The applicant shall not include any such expenses as part of the budget in the proposal.
- B. The proposal must set forth full, accurate, and complete information as required by NEW/RENEWAL APPLICATION. The applicant may not initiate any changes or additions after the proposal deadline.
- C. The City of Glendale reserves the right to retain all submitted proposals and the proposals shall become the property of the City of Glendale. Proposals may be disclosed under the Public Records Act at a later date. Any department or agency of the City shall have the right to use any or all ideas presented in proposals submitted in response to this RFP without any change or limitation. Selection or rejection of a proposal does not affect these rights.
- D. The City of Glendale reserves the right to communicate with funders or providers associated with the applicant to obtain additional clarification of design, program or agency fiscal and programmatic capacities and to utilize this information in the evaluation process. This includes verification of sources of match and leverage as stated within the application submission.
- E. The City of Glendale reserves the right to conduct scheduled and unscheduled site visits of agency applicants by City staff, County, State and Federal funding entities.
- F. City's Reservation of Rights

This RFP and the proposal evaluation process do not:

- Obligate the City to accept or select any Proposal;
- Constitute an agreement by the City that it will actually enter into any contract with any Proposer.

When it best serves the City's interests, the City may do any one or more of the following:

- Reject any Proposal or all Proposals at its sole discretion.
- Extend the deadline for accepting Proposals.
- Accelerate the pace of the RFP process if only one or a handful of Proposals is received.
- Waive any or all information, defects, irregularities, or informalities in a Proposal.
- Accept amendments to Proposals after the Proposal Deadline.
- Amend, revise, or change the RFP's evaluation or selection criteria.
- Cancel, withdraw, amend, revise, change, or negotiate the terms of this RFP, the proposed Contract, or both.
- Reissue a Request for Proposals.
- Conduct one or more oral interviews.
- Visit a Proposer's facilities or business.
- Examine financial records of a Proposer to the extent necessary to ensure financial stability.
- Make a partial award.

- Negotiate with one or more Proposers.
  - Award contracts to one or more Proposers.
  - Require a best and final offer from one or more Proposers.
  - Provide or perform the Services [Project] using a City officer or employee, or contract directly— without an RFP or bids— for the Services [Project].
- G. The City of Glendale makes no representation that any contract will be awarded to any applicant responding to this NEW/RENEWAL APPLICATION.
- H. The City of Glendale reserves the right to change application components and/or sub recipient agency project sponsors submitted as it sees fit to better meet HUD/local requirements.
- I. Responding to this NEW/RENEWAL APPLICATION will not guarantee inclusion in the City’s application to HUD for Continuum of Care Homeless Assistance Programs.