



Home 4 Good

Request for Proposals

RFP No. 2021-2022-01 H4G

Announcement Date July 22, 2021

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Charleston, WV 25304
1-800-933-9843



FHLBank of Pittsburgh and WVHDF Home4Good (H4G) Program Request for Proposals (RFP)

Introduction:

Home4Good is a collaborative initiative between the Federal Home Loan Bank of Pittsburgh (FHLBank Pittsburgh) and the West Virginia Housing Development Fund (WVHDF) to provide awards and/or forgivable loans to address systemic gaps in support and services and help make homelessness in West Virginia rare, brief, and non-recurring. Proposals will be submitted and considered under this RFP following a five-step process.

1. Service providers will submit a proposal to their regional Continuum of Care (CoC) following the Home4Good [Proposal Requirements](#), as outlined below.
2. CoCs will collect, review and rank proposals from regional service providers as set forth in the Home4Good [Proposal Process](#) section of this RFP.
3. CoCs will submit a proposal packet, including proposals received from service providers and a summary of the ranked proposals, to WVHDF by the [Home4Good deadline](#).
4. FHLBank Pittsburgh and WVHDF will jointly review applications and select award recipients. WVHDF will contract directly with the selected service provider(s).

Program Goals:

Home4Good is designed to support projects, programs or activities in West Virginia that lead to stable housing for individuals and families who are currently homeless or at risk of becoming homeless. To be eligible for consideration, each Home4Good service provider applying for funds must address one of the following program goals:

- **Prevention and/or Diversion:** Projects, programs or activities that assist households seeking to avoid homelessness by maintaining their current housing situation or being diverted to alternative options.
- **Innovative Solutions:** Projects, programs or activities that provide innovative solutions that seek to end homelessness.
- **Critical Need:** Any project, program or activity serving homeless individuals and families that is determined to be critically needed by the relevant community or CoC area entity for the Region/County.

Eligible Organizations:

This RFP is open to organizations that provide services which prevent and/or reduce homelessness in West Virginia. Eligible organizations include, but are not limited to:

- Units of local government (counties, cities, townships, and home rule municipalities)
- Nonprofit organizations
- Redevelopment and/or housing authorities
- Economic and community development organizations, housing corporations, etc.,

Service providers located within the service area of a participating CoC must coordinate the submission of their proposals with the applicable Continuum of Care.

Eligible Funding Activities:

Projects/programs that receive funding through the 2021-2022 Home4Good request for proposals are required to serve households who are either homeless or in danger of becoming homeless. For the purposes of the Home4Good RFP, homeless is defined as follows:

- Persons who are sleeping in places not meant for human habitation (e.g., cars, parks, streets/sidewalks, etc.)
- Persons sleeping in emergency shelters
- Persons graduating from a transitional housing program specifically for homeless persons
- Persons being discharged from an institution or foster care with no permanent residence available
- Persons who would be discharged from an institution if there was a permanent residence available
- Displaced victims of domestic violence
- Displaced victims due to natural disaster
- Persons who are “doubled-up” and are in a situation of overcrowding defined as:

Unit Occupancy – for purposes of determining overcrowding

- Efficiency - 3 or more people
- 1 Bedroom - 4 or more people
- 2 Bedrooms - 6 or more people
- 3 Bedrooms - 8 or more people
- 4 Bedrooms - 10 or more people

Eligible activities for Home4Good funded programs may include, but are not limited to:

- Homeless outreach
- Housing models designed to serve youth
- Eviction prevention and homeless diversion support including providing security deposits, rent/utility assistance, employment/transportation assistance, gift cards for groceries, etc.
- Landlord engagement and outreach to increase availability and access to affordable rental units.
- Non-time-limited supportive housing
- Support Services for households experiencing homelessness. This includes screening and intake done through the Coordinated Entry process, as well as employment assistance (skill development, job training, etc.), and recovery support for individuals and families.
- Coordinated entry support/capacity building

- Transitional housing to facilitate the movement of individuals and families to permanent housing
- Rapid re-housing that provides housing coupled with supportive services
- System enhancements and/or operating expenses related to the Homeless Management Information System (HMIS) to increase capacity, expand services, and/or improve the ability to serve clients
- Flexible funding to improve the CoC/community's ability to end homelessness. This may be through system changes, new partnerships, a particular type of intervention or targeting a particular sub-population
- Development and/or rehabilitation of housing for homeless individuals or families (ex: shelters, transitional housing, permanent housing)

Performance Objectives and Metrics

Proposals should provide services related to Home4Good program goals to promote permanent housing placement, residential stability and self-sufficiency in order to prepare participants to live more independently.

Award recipients will be expected to accurately track and measure performance to assess overall system performance, evaluate practices to continuously improve outcomes, and submit reporting documents in a timely manner. All award recipients will be expected to report on a set of core metrics and performance metrics as outlined below. Any award recipients currently participating in the Homeless Management Information System (HMIS) will be required to provide HMIS data to WVHDF.

Core metrics required for all Home4Good award recipients include:

- Number of individuals served
- Demographic data on age, gender, and race
- Number of Veterans served (if captured/disclosed)
- Number of previously incarcerated individuals served (if captured/disclosed)
- Number of individuals identifying themselves as a victim of domestic violence, person with a disability, or person with a substance abuse issue (if captured/disclosed)

In addition to the core metrics, each award recipient will be required to complete the performance metrics table provided on the Performance Metrics Form in [Appendix B](#). The table must indicate the metrics to be tracked based on the type of project proposed. Performance metrics include, but are not limited to:

1. Reduction in the number of individuals experiencing homelessness, including Veterans, those experiencing chronic homelessness, families, unaccompanied or parenting youths, individuals, and those unsheltered.
2. Reduction in the length of time individuals remain homeless.
3. Reduction in the extent to which individuals, who exit homelessness to permanent housing destinations, return to homelessness.
4. Increase in access to jobs and income among individuals experiencing homelessness.
5. Reduction in the number of individuals who become homeless for the first time.
6. Increase in successful housing placement.
7. Increase in homelessness prevention.

Applicants should summarize within the proposal narrative section and indicate on the Home4Good Program Application ([Appendix A](#)), which performance objective(s), from the list above, their proposal will meet and how they will quantify the impact additional Home4Good funding will have on meeting the objective(s).

Available Funding:

The total funding available for this RFP is \$1,150,000. Of this amount, \$250,000 will be restricted and will only be used for forgivable loans associated with the hard costs for development and/or rehabilitation of housing for homeless individuals or families (ex: shelters, transitional housing, permanent housing) in accordance with the WVHDF's Act and as approved by the WVHDF.

The dollar amount of awards made within each CoC district will be based on population, HUD allocations made to each district, and applications received. The anticipated allocation ranges are as follows:

Wheeling, Weirton	\$50,000 – \$150,000
Huntington/Cabell Wayne	\$150,000 - \$400,000
Charleston/Kanawha, Putnam, Boone, Clay	\$150,000 - \$400,000
WV Balance of State	\$500,000 - \$700,000

NOTE: These are estimated ranges of funding allocations to be distributed across the CoC districts. FHLBank Pittsburgh and WVHDF will adjust the final allocations based on a variety of factors, including an assessment of the quality and type of applications received across the state.

CoCs may include their own project proposals in their submission packet, but it is expected that each CoC will also support and recommend proposals from other organizations from within and outside of their CoC network. FHLBank Pittsburgh and WVHDF reserve the right to restrict the percentage of Home4Good funds being allocated to any one organization.

FHLBank Pittsburgh and WVHDF will award funds based on the goals and requirements outlined in this RFP and reserve the right to make allocations as they deem necessary.

FHLBank Pittsburgh and WVHDF reserve the right to fund less than the amount requested by applicant agencies or CoCs, as well as the right to negotiate various components of the proposed program prior to the execution of a contract.

Home4Good funding will primarily be awarded in the form of an award. However, Home4Good funding for projects that include hard costs associated with the development and/or rehabilitation of housing units may be awarded in the form of a forgivable loan under one of the scenarios shown below:

- Projects that involve the rehabilitation of existing units or development of new housing units – funding for hard costs will be in the form of a forgivable loan and will be forgiven upon the disbursement of all loan funds and may have a monitoring period of up to five years to ensure the funds are used for their intended purpose.

NOTE: Agencies that submit a proposal that is considered “all or nothing” must communicate that condition in the RFP response.

2021 Home4Good Timeline:

Publish Home4Good Request for Proposals by 4:30 PM	July 22, 2021
All Proposals Due to Participating CoCs from Service Providers by 4:30 PM	September 7, 2021
Submission of ALL H4G Proposal Packet(s) Due to WVHDF by 4:30 PM	October 7, 2021
Home4Good Awards Announcement	December 17, 2021

Home4Good Proposal Process

Interested service providers will submit project proposal(s) to their local participating CoC by no later than September 7, 2021. Each participating CoC's Review Committee will review and evaluate proposals based on the Home4Good program goals, the merits of the proposal and the community's unmet critical needs in homeless services while taking into consideration the CoC's strategic plan and leveraging of other federal and state funding sources.

Interested service providers located within the jurisdiction of a participating CoC generally **may not** submit proposal(s) directly to WVHDF. Each participating CoC will submit the proposals received from local service provider(s) within its jurisdiction to WVHDF, as outlined in the [Proposal Requirements](#) and [Proposal Submission Process](#) sections of this RFP.

By applying for Home4Good funds, the CoC and the Service Provider applicant commit to utilizing/distributing such funds in a diverse and equitable manner so as to benefit families and individuals in a manner which is appropriate for the demographic makeup of the geographic area served by such CoC.

CoC Participation

CoCs electing to participate in Home4Good Program RFP will invite proposals from service providers in their respective jurisdictions. WVHDF **must** be copied on all invitations soliciting participation.

Participating CoCs will receive and evaluate proposals from interested service providers in their jurisdiction using an inclusive, outcome-oriented process by which projects/programs are reviewed based on the CoCs priority activities/projects, previous performance, anticipated outcomes and compliance with the program goals and objectives of this request for proposals.

Each participating CoC's Review Committee will review and evaluate proposals based on the Home4Good program goals, the merits of the proposal and the community's unmet critical needs in homeless services while taking into consideration the CoC's strategic plan and leveraging of other federal and state funding sources.

Based on the results of their evaluation, each CoC will submit a CoC proposal packet as outlined below in the Home4Good Proposal Submission Process form to WVHDF on behalf of itself, and the eligible service provider(s).

Participating CoCs will complete the Continuum of Care Cover Letter and Proposal Submission Form ([Appendix D](#)) to include a summary of the applications it received and the CoCs funding recommendations in rank order according to the results of the CoCs evaluation process. This summary must be provided in an Excel CoC Ranking Sheet (to be provided by WVHDF) and will include a list of every application, including for each:

1. Priority Ranking for Funding
2. Program/Project Name
3. Organization submitting the Program/Project Name(s)
4. CoC Member (Yes/No)
5. H4G Funding Requested
6. Recommended H4G Award

For their role in screening programs, reviewing, and ranking proposals and coordinating recommendations, CoCs may receive compensation of five percent (5%) of the total amount approved in their jurisdiction.

FHLBank Pittsburgh Member Institution Participation

Home4Good applications must be supported by an FHLBank Pittsburgh member financial institution to qualify for funding. New for the 2021 funding round, FHLBank Pittsburgh will coordinate and collect member co-applicant forms on behalf of applicants. Applicants have no responsibilities to reach out to FHLBank members unless otherwise requested.

Funding Cycle:

Contingent on FHLBank Pittsburgh Board and WVHDF approval of recommended funding, the term will commence on the execution date of the contract with a term of 18 months from the contract execution date unless otherwise extended by the WVHDF. The expectation is generally that the funds awarded will be expended within the 18-month term. Those awarded funds should not expect funding to be extended/renewed beyond the term for which the funds are being awarded.

Home4Good Proposal Requirements

This section outlines the requirements for proposals to be considered for funding through the 2021-2022 Home4Good Program.

WVHDF may reject any application that is incomplete, or which fails to provide all information as described below:

1. **Home4Good Program Application** ([Appendix A](#)) – Proposals must provide a completed copy of this application document which includes descriptions of the project/program’s Narrative, Program Design and Measures, Partnerships and Timeline. All responses to the Home4Good Program Application must be provided within Appendix A. No additional pages will be considered.
2. **Home4Good Performance Metrics Form** ([Appendix B](#)) - Proposals must describe the performance objectives of the proposed project or activity and expected outcomes/impact on the community.
3. **Budget** ([Appendix C](#)) Proposals must include a complete budget (including, but not limited, to the Sources of Funding Table and Sources and Uses of Funds Table) for the proposed program including each of the following:
 - Total amount of funds requested, including whether proposal is “all or nothing”
 - List sources and uses for matching and/or leveraging funds
 - List percentage of funding support from other sources
 - Status of the funding availability (requested/committed)

- Timeline for access to sources of funds/matching or leveraging funds not yet committed
 - Letters evidencing commitment of funding from ALL relevant sources must be included
 - Timeline for disbursements and expenditure of Home4Good funds
4. **Organizational Documents** - Nonprofit organizations must provide documentation of tax-exempt status from the Internal Revenue Service. A copy of the organization's Articles of Incorporation must be included.
 5. **Home4Good Continuum of Care Cover Letter and Proposal Submission Form** ([Appendix D](#)) for Continuum of Care Entities only.
 6. **Administrative Expenses** - No more than five percent (5%) of the total amount of funds awarded will be used for administrative purposes. Administrative expenses include any costs not directly linked or attributable to the goals or operation of the Home4Good program.

Compliance and Reporting:

Semi-annual reports will be required in a form and timeframe sufficient to allow FHLBank Pittsburgh and WVHDF to process and assess the outcomes of each award. Reporting requirements will vary based on each specific program, and the Home4Good Performance Metrics as outlined in the proposal. Reporting requirements will be included in the contract documents.

Home4Good Proposal Submission Process

A Home4Good proposal packet submitted to WVHDF, from participating CoCs must be received by WVHDF by no later than **4:30 pm on Thursday, October 7, 2021**.

Proposals from a participating CoC must be uploaded to each CoC's respective Procorem WorkCenter and must include the **Home4Good Proposal Requirements** in the order and as listed above.

Proposals must include all required documentation as set forth in the RFP. Submissions inconsistent with the Home4Good [Proposal Requirements](#) and [Proposal Submission Process](#), as outlined by this RFP will not be considered.

2021 Home4Good Program Application

Appendix A

I. APPLICANT INFORMATION

Name of Applicant Organization: _____

Applicant Office Address: _____

City: _____ State: _____ Zip: _____

Applicant Mailing Address: ☐ Same address as above

If different, Address: _____

City: _____ State: _____ Zip: _____

Tax ID or EIN Number: _____ DUNS Number, if applicable: _____

1. Is your organization a member of the local Continuum of Care? ☐ Yes ☐ No

If yes, which CoC? _____

2. How many individuals does your organization serve annually? _____

3. Brief description of your organization:

II. PROJECT INFORMATION

Project Name: _____

Project Address: _____

City: _____ State: _____ Zip: _____

Provide 9-digit zip code

1. Brief description of your proposed project:

2. Amount of Home4Good Funding Requested: _____

3. Other Funding Sources Committed: _____

4. Total Project Cost: _____

5. Is there a Gap in Financing? ☐ Yes ☐ No

6. Is this an all or nothing application?

- ☐ No, we would accept a reduced Home4Good award
☐ Yes, we need the full award amount requested or the project cannot be considered

7. Expected number of people you will serve with this H4G award?

8. Geographic Area Served – clearly identify the geographic scope of where services will be provided:

9. Are there multiple project sites? ☐ Yes ☐ No

10. Please select which Home4Good program goal(s) this project seeks to address:

- ☐ **Prevention/Diversión:** Projects, programs or activities that assist households seeking to avoid homelessness by maintaining their current housing situation or being diverted to alternative options.
- ☐ **Innovative Solutions:** Projects, programs or activities that provide innovative solutions that seek to end homelessness.
- ☐ **Critical Need:** Any project, program or activity serving homeless individuals and families that is determined to be critically needed by the relevant community or CoC area entity for the Region/County.

11. What type of services to people experiencing homelessness will this project provide?

- ☐ Housing Services (i.e., rapid re-housing, rental subsidies, affordable housing development, etc)
- ☐ Supportive Services (excludes staffing costs)
- ☐ Staff for Supportive Services (i.e., case management and other direct services staff)
- ☐ Indirect support (i.e., HMIS)
- ☐ Other Indirect support, Describe: _____
- ☐ Other, Describe: _____

12. Please select all of the applicable activities this project will include:

- | | | |
|---|---|--|
| <input type="checkbox"/> Case management | <input type="checkbox"/> Prevention | <input type="checkbox"/> Outreach |
| <input type="checkbox"/> Diversion | <input type="checkbox"/> Rapid Re-housing | <input type="checkbox"/> Re-entry |
| <input type="checkbox"/> Emergency shelters | <input type="checkbox"/> Transitional Housing | <input type="checkbox"/> SUD Treatment |
| <input type="checkbox"/> Innovation | <input type="checkbox"/> Childcare Services | <input type="checkbox"/> Behavioral Health |
| <input type="checkbox"/> Job training/services | <input type="checkbox"/> Transportation | <input type="checkbox"/> Housing Costs |
| <input type="checkbox"/> Legal Services | <input type="checkbox"/> Life skills training | <input type="checkbox"/> Permanent Housing |
| <input type="checkbox"/> Other, Describe: _____ | | |

13. Will this project use HUD's Homeless Management Information System (HMIS) to collect client data and track performance outcomes? ☐ Yes ☐ No
14. If no HMIS tracking, describe how your organization plans to collect and track performances outcomes for the purposes of this RFP?

III. ADDITIONAL QUESTIONS

1. Are you a Homeless Housing Service Provider? ☐ Yes ☐ No
2. Are you a **Nonprofit organization** recognized as exempt from federal income tax under Section 501(C)(3) of the Internal Revenue Code and that provides assistance to Homeless and or Low- and moderate-income citizens of this State? ☐ Yes ☐ No
3. Are you a **Regional or statewide housing assistance organization** that has been recognized as exempt under Section 501(C)(3) of the Internal Revenue Code and that provides assistance to Homeless and or Low-and moderate-income citizens of this State? ☐ Yes ☐ No
4. Is the applicant currently on [HUD's Excluded Parties list](#)? ☐ Yes ☐ No
5. Has the applicant been on HUD's Excluded Parties list in the past? ☐ Yes ☐ No
6. Does a third-party accounting firm audit your organization's financial statements each year?
☐ Yes ☐ No
7. Does the applicant have unresolved material audit findings, particularly related to funds management or compliance with federal program requirements, during the most recent three-year period?
☐ Yes ☐ No
8. Have you received H4G funding from the H4G Round 1 – 2018? ☐ Yes ☐ No
Amount Outstanding: _____
9. Have you received H4G funding from the H4G Round 2 – 2019? ☐ Yes ☐ No
Amount Outstanding? _____
10. Have you received H4G funding from the H4G Round 3 – 2020? ☐ Yes ☐ No
Amount Outstanding? _____

IV. CONTACT INFORMATION

1. **Applicant Contact:** Contact information of the individual completing this application. (This person may be contacted with any questions regarding this proposal.)

Name: _____ Title: _____

Phone: _____ Email: _____

2. **Project Contact:** Contact information for the individual overseeing the project's implementation. (All questions pertaining to the project's overall progress and all required reporting and monitoring documentation will be sent to the individual listed below.)

Name: _____ Title: _____

Phone: _____ Email: _____

3. **Disbursement Contact:** Contact information for one individual able to handle communications regarding contracting and transfer of funds.

Name: _____ Title: _____

Phone: _____ Email: _____

4. **Additional Contacts:** If needed, list additional contacts below. Identify if contacts are Applicant, Project or Disbursement.

V. PROJECT DETAILS

1. **Narrative:** Description of the overall scope of the proposal, highlighting local unmet needs and the expected impact of the funding.

Funding proposals should be consistent with the goals and eligible funding activities of this request for proposals, identify which of the three program goals the application will support, and explain how the organization anticipates the program will impact that goal. The narrative should also summarize the applicant's experience and capacity to develop and operate the proposed activity.

Use only the box provided below. No additional documentation will be considered/reviewed.

2. Program Design and Measures – Proposals must describe how the program’s design and implementation will meet the goals and eligible funding activities of this request for proposals and the stated objectives outlined in the Continuum of Care’s strategic plan, goals, and/or critical needs.

Proposals should also describe how the organization currently tracks and measures program outcomes, how the organization will use data-based practices to examine outcomes, and track performance of households assisted using any of the measures listed in the Performance Objectives and Metrics section of this RFP.

Use only the box provided below. No additional documentation will be considered/reviewed.

3. **Partnerships** - Explain in detail how the proposed program/project will be implemented in coordination with local organizations, including local government entities, nonprofit, and for-profit organizations. A list of the partnering organizations and a description of their role should be included.

Any proposals which include FHLBank Pittsburgh member institution involvement, financial or otherwise, must describe that involvement in their application.

Use only the box provided below. No additional documentation will be considered/reviewed.

4. **Timeline** - Proposals must show an overall funding timeline including anticipated milestones (dates) for the utilization of the funds. Programs/projects should be prepared to begin implementation immediately upon receipt of funds.

Use only the box provided below. No additional documentation will be considered/reviewed.

VI. REQUIRED ATTACHMENTS & ACKNOWLEDGEMENTS

1. Is the **Home4Good Performance Metrics Form (Appendix B)** attached? ☐ Yes ☐ No
2. Is the **Project Budget (Appendix C)** attached? ☐ Yes ☐ No
3. **Nonprofit organizations** must include all of the following Organizational Documents (a, b, c, and d)
 - a. **Tax-exempt status letter** from the Internal Revenue Service.
Attached ☐ Yes ☐ No
 - b. A copy of the organization's **Articles of Incorporation** (from the State of WV)
Attached ☐ Yes ☐ No
 - c. Organizations must submit a current **Certificate of Existence**, you may contact the Secretary of State's Office to collect one or request one online at the following link:
<https://sos.wv.gov/business/Pages/CertofExistAuth.aspx>
Is the Certificate of Existence (Good Standing Certificate) attached?
Attached ☐ Yes ☐ No
 - d. **Resolution** signed by the Board of Directors authorizing the name of the person(s) authorized to sign legal documents on behalf of the Entity. A template may be provided upon request.
Attached ☐ Yes ☐ No
4. **Administrative Expense Acknowledgement** – Awardees must confirm that no more than five percent (5%) of the total amount of Home4Good funds awarded will be used for administrative purposes. Administrative expenses include any costs not directly linked or attributable to the goals or operation of the Home4Good program.
5. **Equitable Distribution Acknowledgement** - By applying for Home4Good funds, the applicant commits to utilizing/distributing such funds in a diverse and equitable manner so as to benefit families and individuals in a manner which is appropriate for the demographic makeup of the geographic area served.
6. **Equal Employment and Non-Discrimination** - The Parties agree to practice the principles of equal employment opportunity and non-discrimination in all their business activities. In addition, the Parties agree to include this clause in each subcontract a Party enters into for services or goods pursuant to this Agreement.

Signature of authorized party of applicant organization:

Signature: _____ Date: _____

Name: _____ Title: _____

Phone: _____ Email: _____

Home4Good Performance Metrics Form – Appendix B

All award recipients are required to track the following data for the community(ies) they intend to serve.

- Number of individuals served
- Demographic data on age, gender, and race
- Number of Veterans served (if captured/disclosed)
- Number of previously incarcerated individuals served (if captured/disclosed)
- Number of individuals identifying themselves as a victim of domestic violence, person with a disability, or person with a substance abuse issue (if captured/disclosed)

Home4Good applicants must list the activity they wish to fund and link that activity with the anticipated impact on the community. A list of Eligible Funding Activities is listed within the RFP. Using the Performance Objectives and sample charts provided below, please indicate the anticipated outcomes for each and proposed activity you wish to fund through Home4Good.

Performance Objectives

1. Reduction in the number of individuals experiencing homelessness, including Veterans, those experiencing chronic homelessness, families, unaccompanied or parenting youth, individuals, domestic violence survivors, and those unsheltered.
2. Reduction in the length of time individuals remain homeless.
3. Reduction in the extent to which individuals who exit homelessness to permanent housing destinations return to homelessness.
4. Increase in access to jobs and income among individuals experiencing homelessness.
5. Reduction in the number of individuals who become homeless for the first time.
6. Increase in successful housing placement.
7. Increase in homelessness prevention.

Performance Metric Chart EXAMPLE #1:

Proposed Activity:	Housing Locator and Case Management Program		
Performance Objective for this Activity (Program Outcome)	Objective to which this metric relates (Input Program Objective #1-7)	Target Population	Anticipated Change Increase/ Decrease (Days/\$/#)
Reduce average number of days between program referral/entry and housing lease up	2	Veterans and Transition age youth	Reduce average by 5 days over 1 year
Provide financial counseling	1,5,7	All	20 additional people counseled

Performance Metric Chart EXAMPLE #2:

Proposed Activity:	Housing and Employment Assistance Program		
Performance Objective for this Activity (Program Outcome)	Objective to which this metric relates (Input Program Objective #1-7)	Target Population	Anticipated Change Increase/ Decrease (Days/\$/#)
Provide rent/utility assistance to at risk households	7	All	Reduce number of housing insecure by 10 households
Job training/ apprenticeship program	4,5	DV survivors	Job training for 5 - 10 individuals

Proposed Funding Activity #1:

Proposed Activity:			
Performance Objective for this Activity (Program Outcome)	Objective to which this metric relates (Input Program Objective #1-7)	Target Population	Anticipated Change Increase/ Decrease (Days/\$/#)

Proposed Funding Activity #2:

Proposed Activity:			
Performance Objective for this Activity (Program Outcome)	Objective to which this metric relates (Input Program Objective #1-7)	Target Population	Anticipated Change Increase/ Decrease (Days/\$/#)

Proposed Funding Activity #3:

Proposed Activity:			
Performance Objective for this Activity (Program Outcome)	Objective to which this metric relates (Input Program Objective #1-7)	Target Population	Anticipated Change Increase/ Decrease (Days/\$/#)

Proposed Funding Activity #4:

Proposed Activity:			
Performance Objective for this Activity (Program Outcome)	Objective to which this metric relates (Input Program Objective #1-7)	Target Population	Anticipated Change Increase/ Decrease (Days/\$/#)

Please attach additional pages as necessary

Home4Good Budget - Appendix C

Sources of Funding				
Sources of Funding (Type Name of sources)	Funding Amount	Percentage of funding support from all sources	Status of the funding availability (requested/committed) including a timeline for access to matching or leveraging funds not yet committed	Timeline for access to other sources of funds not yet committed
Home4Good Funds		%		
		%		
		%		
		%		
		%		
		%		
Total Sources		%		

Letters evidencing commitment of funding from ALL relevant sources must be included.

Sources and Uses of Funds					
List sources and uses for matching and/or leveraging funds					
HARD COST ACTIVITY	H4G Source 1	Source 2	Source 3	Source 4	Total
Total Hard Costs					
ALL OTHER ACTIVITY COSTS	H4G Source 1	Source 2	Source 3	Source 4	Total
Total Other Activity Costs					
Total Project Cost					
Per Unit Construction Cost					
Per Unit Soft/Other Cost					
Per Unit Cost					

Please attach additional pages as necessary

Home4Good Continuum of Care

Cover Letter and Proposal Submission Form – Appendix D

Date: _____

Continuum of Care Name: _____

Lead Organization Name (501(c)(3) or agency): _____

ADDRESS: _____

Home4Good Participating Continuums of Care (CoCs) must submit a complete Proposal Package to WVHDF on behalf of itself and the eligible organization(s).

This Continuum of Care Cover Letter and Proposal Submission Form should be used to present the proposals, received from interested service providers, ranking each proposal based on the merits of the proposal and their community's critical unmet needs in homeless services.

INTRODUCTION – Home4Good Participating Continuums of Care should use this section to provide a brief overview of the CoC and the process that was used to market, solicit, review and select the Home4Good applications that are attached. This section should also include an overview of the relevant “gaps” in homeless services/programs/projects in the CoC and a brief narrative of local issues/problems that the CoC expects to address with these proposals.

CoC STRATEGIC PLAN – Please outline the primary Goals and Objectives covered in the most recent CoC Strategic Plan and the process used to determine those Goals and Objectives. What is the overall strategy the CoC has adopted for meeting the Plan's goals and timeline? How were **ALL** members of the community engaged in the Plan, which includes organizations both directly involved in the CoC, and organizations that may be outside of the CoC structure.

CoC RANKING CHART – Participating Continuums of Care will receive and evaluate proposals from interested service providers in their district using an inclusive, outcome-oriented process by which projects/programs are reviewed based on previous performance, anticipated outcomes and compliance with the goals and objectives of the 2021 Home4Good RFP. CoCs must complete an Excel ranking chart for **ALL** proposals submitted for review to the CoC through their internal review process. The chart should numerically rank (with #1 being the **TOP** ranked proposal) all proposals and identify if the applying organization is a participating member of the CoC district.

Rank	Organization Submitting Program/Project	Program/Project Name	Description of Program/Project	Geographic Scope of Program/Project	CoC Member (Y/N)	Requested H4G Award	Recommended H4G Award	CoC Rationale for Ranking
1	SAMPLE RANKING CHART					\$ -	\$ -	
2						\$ -	\$ -	
3						\$ -	\$ -	
4						\$ -	\$ -	
5						\$ -	\$ -	
6						\$ -	\$ -	
7						\$ -	\$ -	
8						\$ -	\$ -	

NOTE: An Excel copy of the above CoC Ranking Chart will be provided to each CoC by WVHDF. Final submissions should include a signed copy of Appendix D and an Excel copy of the CoC Ranking Chart. This table MUST include all proposals that were submitted to the Continuum of Care from service providers within its district. Please feel free to add additional rows to the chart as necessary.

RATIONALE FOR PRIORITIES/RANKING – Continuums of Care should comprehensively address the rationale/justification for why the CoC chose to numerically rank the attached proposals in this particular order. What criteria/justification/information was considered by the CoC in the ranking? What process was used to determine the ranking? Why do you feel that this ranking will best address the goals outlined above in your current Strategic Plan? The purpose of Home4Good funds is to address “gaps” in services/programs/projects addressing homelessness in your CoC area – how and why will this ranking of proposals address those needs?

CONTACT INFORMATION – This section should include the contact information for the CoC and the name of the individual that Home4Good reviewers can contact if they need additional information about information outlined in this letter.

Signed by: _____ Name (Print): _____

Title: _____ Email: _____

Phone: _____

NOTE: This Cover Letter and complete Proposal Packet (containing all proposals) must be received by WVHDF no later than **4:30 on October 7, 2021**. Proposals must be uploaded to the designated Procurement WorkCenter.

Questions or comments, please contact:
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