FY2019 HUD COC PROGRAM COMPETITION
NEW AND BONUS PROJECT APPLICATION
DETAILED INSTRUCTIONS

This document is intended to guide applicants in the FY2019 HUD CoC Program Competition through the Balance of State Continuum of Care (BoS CoC) Local Application Process. These detailed instructions correspond to the New and Bonus Project Application – Permanent Housing Projects.

If additional clarification is needed, please contact the BoS CoC Coordinator (Christina Soulard, coordinator@miboscoc.com).

Page 1:

- Applicant Profile
  - Complete information for the project's applicant. Potential subrecipients do not need to complete an application.

- Project Type
  - Select the appropriate project type for the New or Bonus project.
    - Permanent Supportive Housing Dedicated for Chronically Homeless: "Permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability." (HUD Exchange) Households served by the project must meet the definition
    - DedicatedPLUS Permanent Supportive Housing: "A permanent supportive housing project where 100% of the beds are dedicated to serve individuals, households with children, and unaccompanied youth that at intake meet one of the following categories:
      - (1) experiencing chronic homelessness as defined in 24 CFR 578.3;
      - (2) residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
      - (3) residing in a place not meant for human habitation, emergency shelter, or Safe Haven and had been admitted and enrolled in a permanent housing project within the last year but were unable to maintain a housing placement and met the definition of chronic homelessness as defined by 24 CRF 578.3 prior to entering the project;
      - (4) residing in transitional housing funded by a Joint Transitional Housing and Permanent Housing-Rapid Re-Housing component

project and who were experiencing chronic homelessness as defined at 24 CFR 578.3;

- (5) residing and has resided in a place not meant for human habitation, Safe Haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meet the definition of 'homeless individual with a disability'; or
- (6) receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance program." (FY19 HUD CoC NOFA, page 17)

- Rapid Re-Housing: "Emphasizes housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing." (HUD Exchange)
  - This project type is eligible for potential Domestic Violence Bonus funding.
- Joint Transitional Housing/Permanent Housing – Rapid Re-Housing: "The Joint TH and PH-RRH component project combines two existing program components – transitional housing and permanent housing-rapid rehousing – in a single project to serve individuals and families experiencing homelessness. Recipients should prioritize those with the highest needs using an evidence-based approach designed to provide stable housing and services that, to the greatest extent possible, move the participant towards self-sufficiency and independence. Program participants may only receive up to 24-months of total assistance. … When a program participant is enrolled in a Joint TH and PH-RRH component project, the recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants." (FY2019 HUD CoC NOFA, page 18)
  - This project type is eligible for potential Domestic Violence Bonus funding.

- Application Option
  - Select the appropriate application type from the list of options.
    - New Project from Reallocated Funds: The project is submitted in consideration of funds made available through the reallocation of funding based on changes in funding to other renewal projects.

- Bonus Project Application: The project is submitted in consideration of Bonus funding that is potentially available to the CoC, based on the overall competitiveness of the CoC.
- Domestic Violence Bonus Project Application: The project is submitted in consideration of Domestic Violence Bonus funding that is potentially available to the CoC, based on the overall competitiveness of the CoC.
- Consolidation: "The process by which two or more projects that are eligible for renewal in the FY 2019 CoC Program Competition apply for funding and are combined into a single renewal project upon award." (FY19 HUD CoC NOFA, page 16)
- Transition: "A grant to fund a new project to transition an eligible renewal project being eliminated through reallocation from one program component to another eligible new component over a 1-year period." (FY19 HUD CoC NOFA, page 20)
- Expansion: "The process by which a renewal project applicant submits a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS grant activities within the CoC's geographic area." (FY19 HUD CoC NOFA, page 18)

Page 2:

- Authorized Representative
  - Secure authorization from the applicant board or Local Planning Body of the application and its contents.

Pages 3 & 4:

- Eligibility Thresholds
  - These are basic HUD eligibility thresholds that must be met by the applicant in order for a New or Bonus project to be considered by the BoS CoC.
  - Indicate yes or no for each question. Provide additional explanation for responses as requested.

General Project Information

- 1a. Provide a narrative describing the identified need and scope of the project. Responses should detail the project type, goals of the project, and how households will be served within the project. *(500 word limit)*
    - Outline the scope of the proposed project and what this project intends to accomplish based on identified need. Answers should include:
        - Data used to determine need for proposed project
        - Planned activities for the project
        - Intended geographic area of service for project
        - Goals for the proposed project, including intended outcomes
        - Demonstration of alignment with HUD and CoC expectations
    - *What does the Balance of State CoC need to know about this project in order to consider it a priority?*

- 1b. Using the chart below, indicate the county or counties to be served by this project and the number of households planned for service.
    - Detail the county or counties to be served by this project and the number of households planned for service within the proposed project year.

- 1c. Why is this New or Bonus project necessary for consideration? Detail the identified need based on relevant data or process information, HUD guidance, or informed consultation. *(500 word limit)*
    - Outline the information used to inform the need for the New or Bonus project. Answers should include:
        - Data source and information that defines need for the project
        - Specific HUD guidance and best practices that necessitate a project
        - Evidence from consultation completed on behalf of the project

- 2. According to HUD System Performance Measures, it is critical for Continuums of Care to decrease the length of time a household experiences homelessness. Additionally, it is necessary for households to increase employment and/or income while in housing. Describe how this project will contribute to the success of these measures within the Balance of State Continuum of Care. *(500 word limit)*
    - Detail the best practices and methodologies the recipient and/or subrecipients will use to ensure the following:
        - The length of time between household identification and move into housing will be less than 30 days.
        - Income (earned or otherwise) will increase from what is captured at project entry to what is captured at project exit, or upon annual assessment.

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- 3. Is this project dedicated to serve priority populations (Veterans, Chronically Homeless, Families, Youth, Domestic Violence Survivors)? Enter the number of units dedicated for each population at the point of project entry and at unit turnover (Dedicated Plus for chronically homeless only).
    - o If the project is dedicated to serving specific populations as listed in the chart, note the number of units dedicated to each population. Projects can also have Dedicated Plus units for chronic homelessness only. More information on Dedicated Plus can be found here (https://www.hudexchange.info/faqs/3247/can-you-explain-the-difference-between-beds-dedicated-to-chronically/).

- 4. Does this project have any subrecipients? If so, please list (1) name of each subrecipient, (2) amount of funding allocated to each subrecipient, (3) geographic area of service, and (4) activities completed by each subrecipient. Attach additional forms as needed.
    - o If the project will include subrecipients for carrying out the activities of the project, list the subrecipients and outline the portion of the project anticipated for each subrecipient. Answers should include:
        - ▪ Geographic area of service
        - ▪ Activities completed by the subrecipient
        - ▪ Amount of funding allocated to subrecipient

Section 1: Project Effectiveness

- 5. Low Barrier
    - o Review the options in the chart and check the box for any items that would prohibit a potential participant from being accepted into this project.
    - o Provide a brief narrative that explains the box or boxes checked.

- 6. Housing First
    - o Review the options in the chart and check the box for any items that would result in a participant being exited from this project.
    - o Provide a brief narrative that explains the box or boxes checked.

- 7. All recipients of HUD CoC Program funding are required to participate in the Balance of State CoC Coordinated Entry System, as implemented through its Local Planning Bodies. How does this project plan to take 100% of all referrals through the Coordinated Entry System? *(500 word limit)*
    - o Detail how this project would fill any openings with Coordinated Entry referrals, including:

- ▪ How the applicant will communicate project openings to the Coordinated Entry System (i.e. HARA); and
- ▪ How the applicant will receive referrals from the Coordinated Entry System (i.e. HARA).

- 8. What would be the prioritization process for households referred to this project? How will it be determined who is the most vulnerable and the best fit for any referrals to this project? Provide detail from policy established by the Local Planning Body. *(500 word limit)*
  - o Provide a description of how the Local Planning Body served by this project prioritizes homeless households for housing assistance, including:
    - ▪ Local Planning Body policy for prioritization;
    - ▪ Assessments completed to determine acuity;
    - ▪ Other information gathered to determine household eligibility to the project; and
    - ▪ Household choice in project referral.

- 9. Describe the process in place to ensure that the project, if awarded by HUD, is fully expended by the end of the project year and that drawdowns from the electronic Line of Credit Control System (eLOCCS) are completed on a quarterly basis. *(500 word limit)*
  - o Detail plans for how the project will be fully expended and how quarterly drawdowns will be completed.

- 10. Will the project have a Continuous Quality Improvement plan or process? If yes, describe. *(500 word limit)*
  - o Detail the steps of the Continuous Quality Improvement plan and how it will be used to improve project outcomes. Answers should include:
    - ▪ References to data collection and review;
    - ▪ Incorporation of qualitative observations into the plan or process; and
    - ▪ How gathered findings are shared to improve practices within the Balance of State CoC and its Local Planning Bodies

- 11. How will the project ensure alignment in practices with both HUD and Balance of State Continuum of Care priorities? *(500 word limit)*
  - o Describe how the project is designed to align with both HUD and CoC priorities: Answers should include:
    - ▪ References to HUD and Balance of State CoC language specific to the permanent housing project type (i.e. Permanent Supportive Housing, Rapid Re-Housing, Joint Transitional Housing/Rapid Re-Housing)

- 12. Is the applicant (or potential subrecipients) a member of the Local Planning Body or Bodies to be served by this project?
    - Select yes if the applicant (or potential subrecipients) is a member of the Local Planning Body or Bodies in which this project would operate and serve.
        - Attach a completed "FY19 LPB Acknowledgement Form" for each Local Planning Body served by this project.
    - Select no if the applicant (or potential subrecipients) is not a member of the Local Planning Body or Bodies in which this project would operate and serve.

Applicant Experience

- 13. Describe the experience of the applicant (and potential subrecipients) in working with the proposed target population and in providing housing similar to what is proposed in the application. *(500 word limit)*
    - Provide an overview of the qualifications of the applicant (and potential subrecipients) that would enable a successful project. Answers should include the following:
        - Experience and expertise in serving the proposed target population;
        - Understanding of the proposed housing resource (i.e. Rapid Re-Housing, Permanent Supportive Housing, etc) and any experience or expertise in providing this resource; and
        - The best practices, skills, and housing models understood and used by the applicant (and potential subrecipients) that would enable a successful project.

- 14. Describe the experience of the applicant (and potential subrecipients) in utilizing federal funds. *(500 word limit)*
    - Detail the experience and knowledge of the applicant (and potential subrecipients) on the use of any federal funds. Answers can include references to the following:
        - Any experience with completing federal applications;
        - Any experience with tracking expenditures and providing reports on federal funds received; and
        - Any experience communicating with federal offices regarding funds received.

- 15. Will all participating households served in this project be recorded in the Homeless Management Information System (HMIS) or a comparable database used by Domestic Violence service providers, in accordance with the Balance of State Continuum of Car's

Data Quality Standards? If using a comparable database as a Domestic Violence service provider, name the software used by this project and describe its capacity to provide reports similar to those provided through HMIS.
- o Select Yes or No.
- o If no, explain why this project does not plan to record data in HMIS or a comparable database and how the project intends to track this data otherwise.
- o If the project will use a comparable database, provide the following information:
    - Name of the database software; and
    - How the software meets comparable expectations for data collection and reporting, as required by HUD.
        - For more information on HUD requirements and compliance as a Domestic Violence service provider, visit https://www.techsafety.org/resources-agencyuse
    - If you would like guidance on if a comparable database is required for this project, visit https://files.hudexchange.info/resources/documents/HMIS-When-to-Use-a-Comparable-Database.pdf

- 16. Describe the plan for rapid implementation of the project, documenting how the project will be ready to begin housing the first household. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after the grant award. *(500 word limit)*
    - o Detail how the project will avoid delays in starting the project as quickly as possible.
    - o Detail the milestones of the proposed project at 60, 120, and 180 days.

Organizational Capacity
- 17. Describe the key staff positions and qualifications of individuals who will carry out the project. *(500 word limit)*
    - o List the staff positions with responsibility for this project and the corresponding qualifications.

- 18. Describe the applicant's financial management system, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. *(500 word limit)*
    - o Provide an overview of the applicant's financial management system and include brief descriptions of the following:
        - Financial reporting
        - Record keeping
        - Accounting systems

- ▪ Payment procedures
- ▪ Audit requirements

Financial Information

Project Budget
- Complete the chart provided for all funds associated with the project.
- If the project has subrecipients, include an additional sheet to show how these funds are allocated among subrecipients.
- Complete each budget line item for what is requested from HUD to fulfill for the budget and what amount of funding beyond HUD will supplement the project, if applicable.
- Add these numbers together to determine total project cost.
- Note that renewing projects must follow the GIW spreadsheet for each line item with the "HUD Requested Funds" column.

Attachment A

All HUD projects require match funding that is equal to at least 25% of the total HUD funding request. This includes project and administrative costs but excludes leasing assistance.

Match can be cash or in-kind. Any in-kind match must have a Memorandum of Understanding in place to document the value and scope of the in-kind match.

For further guidance on appropriate match and match documentation, visit the HUD Exchange website and search for "match" under the CoC Program FAQ (Frequently Asked Questions). (https://www.hudexchange.info/coc/faqs/)

Attachment B

The application and all attachments are sent electronically to the Balance of State Continuum of Care Coordinator. Use the guidance provided to appropriately name the attachments sent electronically with the application.

Please note that attachments are required as part of the application and any missing attachments may result in the disqualification of the application.

Attachment C

HUD General Section Certificates
Each of the items listed in this attachment are required compliance items for any applicant, recipient, or subrecipient of HUD funding. The reference for each item is included in the attachment.

The applicant is responsible to ensure compliance to each item and can provide proof of compliance upon request during any monitoring visit.