FY2019 HUD COC PROGRAM COMPETITION
RENEWAL 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 Renewal Project Application – Permanent Housing Projects.

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

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- Applicant Profile
    - Complete information for the project's applicant. For renewal projects, this would be the project recipient (not subrecipients).

- Project Type
    - Select the appropriate project type for the renewal project.
        - Permanent Supportive Housing: "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)
        - 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)
        - 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. HUD will require the recipient to adopt a Housing First approach across the entire project and program participants may only receive up to 24-months of total assistance." (FY2018 HUD CoC Program NOFA)

- Renewal Project Option
    - Select the appropriate renewal application option. Definitions from the FY2018 HUD CoC Program NOFA.
        - Standard renewal: No project changes from the FY2018 project.
        - Consolidation: "The process by which two or more projects that are eligible for renewal in the FY2018 CoC Program Competition apply for funding and are combined into a single renewal project upon award."

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- ▪ Transition: "The ability of renewal projects to transition from one CoC Program component to another during the CoC Program competition."
- ▪ 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."

Page 2:

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

General Project Information

- 1a. Provide a narrative describing the purpose and design of this project. Responses should detail the goals of the project, the target population for the project, and how participants are served within the project. *(500 word limit)*
  - ○ Outline the purpose of the project and the need it fulfills for the geographic area served, including:
    - ▪ Goals of the project
    - ▪ Target population for the project
    - ▪ How (in what ways) participants are served within the project
  - ○ *Why should this project continue to receive funding?*

- 1b. Provide a narrative describing how the project's performance met the plans and goals established in the current project's application, the project's performance in assisting program participants to achieve and maintain independent living, and record of success. If the renewing project does not have a completed project year, provide a narrative response based on all completed quarters of the project year. *(500 word limit)*
  - ○ Outline project performance from the last completed project year or, if the project does not have a completed project year, all completed quarters for the project year. Answers should include:
    - ▪ Review of project goals
    - ▪ Performance data associated with these goals
  - ○ *What is the proof that this project is creating positive change for households served?*

- 1c. Using the chart below, indicate the county or counties served by this project, the number of households planned for service in each county, and the number of households actually served per the last completed project year or all completed quarters of the current project year. If the renewing project does not have a completed project year, indicate the planned number of units per county and the actual number served as of the date of this application.
    - Detail the county or counties served by this project, the number of households planned for service in the last completed project year, and the number of households actually served in the same contract year.
        - If the project does not have a completed project year, actual number served will be completed as of the date of the application.
        - Please note this in the narrative space provided.

- 2. Has the project had any significant changes since the last funding approval?
    - Using the chart provided, check the box of each item changed. Under "Previous", note the amount previously approved for the project. Under "New", note the amount most recently approved for the project. Documentation of change must be included as an attachment to the application.

- 3. Does this project have any subrecipients? If so, please list subrecipients, geographic area of service, number of participants to be served, and portion of funding granted to the subrecipient. Attach additional forms as needed.
    - 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. This includes:
        - Geographic area of service
        - Number of households planned for service
        - Amount of funding allocated to subrecipient

Section 1: Project Effectiveness

- 4. Is the project dedicated to serve priority populations (Veterans, Chronically Homeless, Families, Youth, Domestic Violence Survivors)? Enter the number of units dedicated for each population at turnover (Dedicated Plus for chronically homeless only).
    - 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/).

- 5. Low Barrier
    - 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.
    - Provide a brief narrative that explains the box or boxes checked.

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

- 7a. 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. Did the project take 100% of all referrals from the Coordinated Entry System in the past project year?
    - Select yes if the project serves only households referred by the Coordinated Entry System implemented in the geographic area of service.
    - Select no if the project serves households identified outside the Coordinated Entry System implemented in the geographic area of service.

- 7b. Within the last complete project year, how many referrals from the Coordinated Entry System were received by this project? How many referrals from the Coordinated Entry System were ultimately not served by this project? What was the rationale for not serving these referrals? *(500 word limit)*
    - Responses will include the following:
        - Number of referrals received by the project from the Coordinated Entry System implemented in the geographic area of service
        - Number of referrals received by the project from the Coordinated Entry System implemented in the geographic area of service but not served by the project
        - Detail why referrals were not served by the project (the rationale)

- 8. What is the prioritization process for households referred to this project? How is it determined who is 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)*
    - Detail how the project is assured of receiving a prioritized household for service. Use language from the Local Planning Body's prioritization process/policy as support.

Efficient Use of Funding

Applicants may choose to include additional narrative to supplement responses related to data or numbers provided in response to a question. There is space for this and applicants are encouraged to keep the narrative focused on necessary explanations and solutions.

- 9. What was the project's unit utilization rate? Please use the last completed project year or all completed quarters from the current project year. *(Average of Utilization Rate – Point-in-Time Count of Households on Last Wednesday in APR Q8b [or for Persons, Q7b])*
  - Run an APR for the last completed project year or all completed quarters if the project does not have a completed project year.
    - If the project's proposed service numbers are for households, go to Q8b (Point-in-Time Count for Households on the Last Wednesday) and identify the numbers listed for January, April, July, and October.
      - Divide each total by the number of households proposed for service in this project. An average of the resulting figures will provide the project's unit utilization rate.
    - If the project's proposed service numbers are for persons, complete the same steps listed above but use Q7b.

- 10. Does the applicant anticipate unexpended project funds at the expiration of the current project? If yes, how much?
  - Select yes if it is anticipated that the project will not fully expend all available project funds by the end of the current project year.
    - Note the amount that is anticipated to be unexpended at the end of the current project year.
  - Select no if it is anticipated that all project funds will be expended by the end of the current project year.

- 11. In the last 3 years, did the applicant have any unexpended funds for any BoS CoC HUD CoC project – regardless of project type – at the expiration of the project year? *(Please exclude the most recent project year for the project that is the subject of this renewal application. This information will be received in question 12.)* If yes, how much? *(Note HUD CoC Competition year and project name)*
  - In 2017, 2018, or 2019, if the applicant had any BoS CoC HUD CoC projects of any type that had unexpended funds, they should be detailed here. Information includes:
    - Under which HUD CoC Competition year the project was submitted
    - The name of the project
    - The total amount of unexpended funds

- o Do not include the current or most recently completed project year for the project that this application covers, as this will be the focus of question 12.

- 12. Complete the following chart using the project's last completed project year. If the project does not have a completed year, provide information based on the project balance as of the date of this application. Documentation of the eLOCCS balance is required as an attachment to this application.
    - o Detail eLOCCS information in the chart provided for the last completed project year or, if the project does not have a completed year, the eLOCCS balance for the project as of the date of the application. This includes:
        - ▪ The total amount authorized for the project in eLOCCS
        - ▪ The remaining balance shown in eLOCCS
        - ▪ The percentage of funding recaptured or unexpended for the project
            - • Find this figure by dividing the balance by the total and multiplying by 100 (%=[b/a]*100)
    - o Documentation of eLOCCS balance is required as an attachment.

- 13. Were drawdowns made to eLOCCS at least quarterly? If drawdowns did not occur at least quarterly, what does the applicant intend to improve through the next project year to address this requirement?
    - o Select yes if drawdowns were completed by the applicant at least once every 3 months within the project year reviewed in question 12.
    - o Select no if drawdowns were not completed at least once every 3 months within the project year reviewed in question 12.
        - ▪ If no, outline how the applicant will ensure that drawdowns are completed at least once every 3 months in current and future project years.

- 14. It is critical that all HUD CoC funding received within the Balance of State CoC is used fully and effectively to end homelessness for the area(s) served. Projects with low utilization rates and significant amounts of recaptured funding do not demonstrate effectiveness at reaching this goal and place the BoS CoC at high risk of losing HUD CoC funding in future application rounds.
    If this project was not fully utilized or expended, will the applicant voluntarily reallocate at least a portion of the project? If so, what portion of funding and service area would the applicant choose to retain and serve as effectively as possible?
    If the applicant does not wish to voluntarily reallocate, describe how this project will improve utilization and/or drawdowns to the benefit of the community or communities served. *(500 word limit)*

- o Refer to the "FY19 Voluntary Reallocation Consideration Guide" for additional questions to review related to project capacity and utilization.
- o If question 9 had a response of less than 80% and/or questions 10 and 11 were answered yes and question 12 had a percentage of recapture greater than 10%, the applicant can respond to question 14 in one of two ways:
  - Voluntary reallocation – The applicant will decrease the size and scope of the project in order to increase utilization and fully expend project funds in future project years. Applicant must detail any changes to the following:
    - Geographic area
    - Project type
    - Population served
    - Funding requested
  - Decline voluntary reallocation – The applicant will outline how it will rapidly increase the utilization of the project and fully expend project funds in current and future project years. Applicant must detail how it will improve the following:
    - Organizational capacity (either applicant or subrecipient)
    - Referral process with Coordinated Entry
    - Staff supportive services skill set (case management)

HMIS Participation

Applicants may choose to include additional narrative to supplement responses related to data or numbers provided in response to a question. There is space for this and applicants are encouraged to keep the narrative focused on necessary explanations and solutions.

- 15. Indicate how many APR Data Quality Elements (DQE) have 5% or less null or missing values from the last completed project year or all completed quarters from the current project year *(APR Q06)*.
  - o Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year. Count the number of data elements in each category that have 5% or less null or missing values:
    - Q06a – Personally Identifying Information (PII) has 6 data elements (Name, Social Security Number, Date of Birth, Race, Ethnicity, Gender).
    - Q06b – Universal Data Elements has 5 data elements (Veteran Status, Project Start Date, Relationship to Head of Household, Client Location, Disabling Condition).

- Q06c – Income and Housing Data Quality has 4 data elements (Destination, Income and Sources at Start, Income and Sources at Annual Assessment, Income and Sources at Exit).
- Q06d – Chronic Homelessness has 3 data elements but applicant needs to only select the PH or TH element according to the project type. The ES/SH/Street Outreach is not applicable.
  - Add together the number of data elements across all categories that are 5% or less null or missing values, divide the number by 16, and multiply by 100 for the percentage (%=[total data elements/16]*100).

HUD Monitoring
- 16a. Does the recipient have any HUD monitoring findings in any of the applicant's projects?
  - Select yes if the applicant has any findings as a result of HUD monitoring.
    - Provide details on the findings, including:
    - Nature of finding
    - Resolution of finding
    - Any corrective actions taken
  - Select no if the applicant has not had any findings as a result of HUD monitoring.

- 16b. Has the applicant been monitored by HUD in the past 3 years?
  - Select yes if HUD has monitored the applicant at any point in the last 3 years.
    - Include attachments to the application from the HUD monitoring:
    - Monitoring report from HUD
    - Applicant's response to any findings
    - Documentation from HUD that finding or concern has been satisfied
    - Any other relevant documentation
  - Select no if HUD has not monitored the applicant at any point in the last 3 years.
    - Provide the most recent monitoring by an entity other than HUD for federal or state funding (i.e. ESG, CDBG, etc) and include the following as attachments to the application:
      - Monitoring report
      - Applicant's response to any findings
      - Documentation from entity that finding or concern has been satisfied
      - Any other relevant documentation

Impact on Homelessness
- 17. Is this project the only CoC funded project with dedicated beds to a particular target population?

- o   No response is required from the applicant. The HUD CoC Application and Evaluation Committee will determine this based on all applications submitted for this NOFA.

- 18. Funds that are reallocated may be added to renewal projects to increase the number of households served. If funding is available, would this project accept additional funds? How would additional households be served with these funds?
  - o   Select yes if the applicant is willing and able to receive additional funding for this project application.
    - ▪   Detail the capacity of the applicant to serve additional households with additional funds.
  - o   Select no if the applicant is unwilling or unable to receive additional funding for this project application.

- 19. Is the applicant (or identified subrecipient[s]) a member of the Local Planning Body or Bodies served by this project?
  - o   Select yes if the applicant (or any identified 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.
  - o   Select no if the applicant (or any identified subrecipients) is not a member of the Local Planning Body or Bodies in which this project would operate and serve.

Serving High Need Populations
This section of questions is only required for Permanent Supportive Housing project applications.

Applicants may choose to include additional narrative to supplement responses related to data or numbers provided in response to a question. There is space for this and applicants are encouraged to keep the narrative focused on necessary explanations and solutions.

- 20. What percentage of the households served met "hard to serve" criteria defined as having zero income at start/entry? *(APR 18. Value for Adults with No Income at Start divided by Total Adults)*
  - o   Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
  - o   In Q18, locate the "Adults with No Income" line and identify the number from the "Number of Adults at Start" column for that line
  - o   Locate the "Total Adults" line and identify the number from the "Number of Adults at Start" column from that line

- o Divide the first number by the second number and multiply by 100 to arrive at the percentage (%=[a/b]*100)

- 21. What percentage of the households served met "hard to serve" criteria defined as having two (2) or more physical or mental health conditions known at start/entry *(APR 13.a.2. add totals for two and three or more conditions, then divide by total)*
    - o Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
    - o In Q13a2, locate the "2 Conditions" line and the "3+ Conditions" line and identify the corresponding numbers from the "Total Persons" column for both of those lines.
    - o Add together both numbers.
    - o Locate the "Total" line and the identify the number from the "Total Persons" column for that line.
    - o Divide the total from the added numbers by the second number and multiply by 100 to arrive at the percentage (%=[a/b]*100).

- 22. What percentage of the households served were chronically homeless? *(APR Q26a divide total chronically homeless by total households)*
    - o Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
    - o In Q26a, locate the "Chronically Homeless" line and identify the number from the "Total" column for that line.
    - o Locate the "Total" line and identify the number from the "Total" column from that line.
    - o Divide the first number by the second number and multiply by 100 to arrive at the percentage (%=[a/b]*100).

Section II: Project Performance

Performance Data

This section has questions specific to Permanent Supportive Housing Projects <u>and</u> Rapid Re-Housing or Joint Transitional Housing/Rapid Re-Housing Projects. Applicants should only respond to the questions that correspond to the appropriate project type.

Applicants may choose to include additional narrative to supplement responses related to data or numbers provided in response to a question. There is space for this and applicants are encouraged to keep the narrative focused on necessary explanations and solutions.

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- 23. Length of Stay: Calculate the percentage of leavers that remained in the project more than 180 days *(APR Q22a1).*
    - ○ Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
    - ○ In Q22a1, locate the "181 to 365 Days" line and identify the number from the "Total" column for that line.
    - ○ Complete this same step for lines with days greater than 180.
    - ○ Add together the identified numbers for all lines indicated.
    - ○ Locate the "Total" line and identify the number from the "Total" column from that line.
    - ○ Divide the total from the added numbers by the final number and multiple by 100 to arrive at the percentage (%=[a/b]*100).

- 24. Exits to Permanent Housing: Calculate the percentage of participants who remained in the project or exited to permanent housing destinations. *(Total Persons Exiting to Positive Housing Destinations APR Q23a + Q23b + Stayers Q05a/ [Total Served Q05a – Excluded Q23a + Q23b])*
    - ○ Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
    - ○ In Q23a and Q23b, locate the "Total persons exiting to positive housing destinations" lines and identify the numbers in the "Total" column for those lines.
    - ○ In Q05a, locate the "Number of Stayers" line and identify the number for that line.
    - ○ Add together all numbers identified.
    - ○ In Q23a and Q23b, locate the "Total persons whose destinations excluded them from the calculation" lines and identify the numbers in the "Total" column for those lines.
    - ○ Add together both numbers.
    - ○ In Q05a, locate the "Total Number of Persons Served" line and identify the number for that line.
    - ○ From this number, subtract the total from the excluded lines.
    - ○ Divide the total positive housing destinations and stayers number by the result of the formula above. Then multiple by 100 for the percentage (%=[a+b+c]/[e-d]*100).

- 25. New or Increased Income or Earned Income
    - ○ a. What percent of <u>project stayers</u> had new or increased earned income within the project year? *(APR Q19a1)*

- ▪ Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
- ▪ In Q19a1, locate the "Number of Adults with Earned Income (i.e., Employment Income)" line and identify the number in the "Performance measure: Percent of persons who accomplished this measure" for that line.
  - o b. What percent of <u>project stayers</u> had new or increased other (non-employment) income within the project year? *(APR Q19a1)*
    - ▪ Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
    - ▪ In Q19a1, locate the "Number of Adults with Other Income" line and identify the number in the "Performance measure: Percent of persons who accomplished this measure" for that line.
  - o c. What percent of <u>project leavers</u> had new or increased earned income within the project year? *(APR Q19a2)*
    - ▪ Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
    - ▪ In Q19a2, locate the "Number of Adults with Earned Income (i.e., Employment Income)" line and identify the number in the "Performance measure: Percent of persons who accomplished this measure" for that line.
  - o d. What percent of <u>project leavers</u> had new or increased other (non-employment) income within the project year? *(APR Q19a2)*
    - ▪ Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
    - ▪ In Q19a2, locate the "Number of Adults with Other Income" line and identify the number in the "Performance measure: Percent of persons who accomplished this measure" for that line.

Rapid Re-Housing or Joint Transitional Housing/Rapid Re-Housing Projects:
- • 23. Length of Stay: Calculate the percentage of participants that took 30 days or less from project entry to lease up. *(CAPER 22C)*
  - o Run a CAPER for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
  - o In 22C, locate the "22 to 30 Days" line and identify the number from the "Total" column for that line.

- o Complete this same step for lines with days less than 30.
- o Add together the identified numbers for all lines indicated.
- o Locate the "Total" line and identify the number from the "Total" column from that line.
- o Divide the total from the added numbers by the final number and multiple by 100 to arrive at the percentage (%=[a/b]*100).

- 24. Exits to Permanent Housing: Calculate the percentage of participants who exited to permanent housing destinations. *(Total Persons Exiting to Positive Housing Destinations APR Q23a + Q23b / [Total Leavers Q05a – Excluded Q23a + Q23b])*
  - o Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
  - o In Q23a and Q23b, locate the "Total persons exiting to positive housing destinations" lines and identify the numbers in the "Total" column for those lines.
  - o Add together both numbers.
  - o In Q23a and Q23b, locate the "Total persons whose destinations excluded them from the calculation" lines and identify the numbers in the "Total" column for those lines.
  - o Add together both numbers.
  - o In Q05a, locate the "Number of Leavers" line and identify the number for that line.
  - o From this number, subtract the total from the excluded lines.
  - o Divide the total positive housing destinations number by the result of the formula above. Then multiple by 100 for the percentage (%=[a+b]/[d-c]*100).

- 25. New or Increased Income and Earned Income
  - o a. What percent of <u>project leavers</u> had new or increased earned income within the project year? *(APR Q19a2)*
    - ▪ Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
    - ▪ In Q19a2, locate the "Number of Adults with Earned Income (i.e., Employment Income)" line and identify the number in the "Performance measure: Percent of persons who accomplished this measure" for that line.
  - o b. What percent of <u>project leavers</u> had new or increased other (non-employment) income within the project year? *(APR Q19a2)*

- Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
- In Q19a2, locate the "Number of Adults with Other Income" line and identify the number in the "Performance measure: Percent of persons who accomplished this measure" for that line.

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.