



FY2021 HUD COC PROGRAM COMPETITION NEW AND BONUS PROJECT APPLICATION DETAILED INSTRUCTIONS

This document is intended to guide applicants in the FY2021 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 (Jessica Mays, 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



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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.” (FY21 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.” (FY2021 HUD CoC NOFA, page 17)
 - 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.



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- 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.” (FY21 HUD CoC NOFA, page 20)
- 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.” (FY21 HUD CoC NOFA, page 25)
- 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.” (FY21 HUD CoC NOFA, page 22)

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)*



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- 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?*
- Answer must satisfy requirements in Section V.C.3.c. of the NOFO for their project type.

- 1b. Using the chart below, indicate the county/counties or trust land or reservations to be served by this project and the number of households planned for service.
 - Detail the areas to be served by this project and the number of households planned for service within the proposed project year.
 - Projects intending to locate services on trust land or reservations must have a formal resolution from the Tribe authorizing Continuum of Care funding activities in their jurisdiction. This resolution should be an attachment to the submitted application. (NOFO, I.K., pg 7)

- 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

- 2a. According to HUD System Performance Measures, 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:
 - 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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- 2b. How will this project reduce the length of time a household is homeless by rapidly securing and moving the household into housing? For project/site-based housing projects, describe the process of identifying and obtaining necessary documentation quickly. For scattered site/private rental market housing projects, describe the agencies outreach and relationship with landlords and experience in locating available housing. (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.
 - Plans to ensure securing documentation does not prolong homelessness
 - Approaches to building and maintaining relationships with landlords and locating housing units.

- 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).
 - 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.
 - 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



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- 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.
- 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)*
 - 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. How will this project adapt prioritization of households for this project to align with the Balance of State Continuum of Care Prioritization policy? Are there any anticipated areas where the project would not be able to follow the CoC Prioritization policy? *(500 word limit)*
 - Provide a description of how the Local Planning Body served by this project prioritizes homeless households for housing assistance, including:
 - Local Planning Body practice of prioritization and how this is changing to align with the updated COC policy;
 - 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)*
 - Detail plans for how the project will be fully expended and how quarterly drawdowns will be completed.



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- 10. Will the project have a Continuous Quality Improvement plan or process? If yes, describe. *(500 word limit)*
 - 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. Describe the agency's orientation and ongoing training for project staff. *(500 word limit)*
 - Describe the agency's training plans and how they include:
 - Motivational interviewing, trauma-informed care, and implicit bias
 - Includes on-going skill building requirements and training for supervisors
 - Makes use of the CoC training site and available CoC recorded trainings

- 12. How will the project ensure alignment in practices with the Policy Priorities listed under II.A. in the HUD NOFO? *(500 word limit)*
 - Describe how the project is designed to align with HUD priorities: Answers should include:
 - Ending homelessness for all persons, Housing First approach, reducing unsheltered homelessness, improving system performance, partnering with health, housing, and service agencies, racial equity, and persons with lived experience.

- 13. How will this project ensure participants are able to secure and maintain medical insurance? *(500 word limit)*
 - Detail a plan to assist will enrollment and follow up to ensure insurance is maintained while in project and at exit

- 14. How will this project prevent participants from eviction while in the project? If participants are evicted or must leave the housing unit to avoid eviction, how will the project ensure participants are not terminated from the project? *(500 word limit)*
 - Detail the policies and plans in place for:
 - Avoiding eviction that includes mediation with landlords, repayment plans, elective moving into a new unit, etc
 - Avoiding avoid project termination that includes finding alternate housing

- 15. What barriers to project participation might people face (specifically those who are Black, Indigenous, and other persons of color, and those who identify as lesbian, gay,



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transgender, bisexual, or gender non-conforming, or other marginalized groups) and what steps has/will the project take to reduce those barriers? (500 word limit)

- Score given according to how well answer addresses the following criteria:
 - Persons who identify as BIPOC, LGBTQIA+, etc have been involved in developing policies/procedures for the applicant/agency and have positions of leadership within agency
 - Reviewing disaggregated data to test for racial disparities at all stages in the process of project processes.
 - Answers might include steps such as listening or focus sessions focusing on barriers to entry
- 16. What steps has the applicant taken to identify/address implicit bias among agency staff and structural racism within agency policies and procedures? (500 word limit)
 - Score given according to plan or process described:
 - Steps taken such as training, outside consultation, assessments, or groups/committees formed internally
- 17. Is the applicant (or potential subrecipients) a member of the Local Planning Body/Bodies or Balance of State Committees/Subcommittees?
 - Select yes if the applicant (or potential subrecipients) is a member of the Local Planning Body/Bodies and/or Balance of State Committees/Subcommittees.
 - Attach a completed “FY21 LPB Participation Form”
 - Select no if the applicant (or potential subrecipients) is not a member of the Local Planning Body/Bodies or Balance of State Committees/Subcommittees.

Project Design Bonus

- 18. Does this project utilize housing subsidies or subsidized housing units not funded through the CoC or ESG Programs? If yes, will the subsidies provide at least 25% of the project’s total units (for PSH) or serve at least 25% of the project’s participants (for RRH)? Provide the numbers of units/participants anticipated in your answer.
 - If the project will use housing subsidies funded through a source other than CoC or ESG funding, answer yes. Then provide the number of units subsidized and the total number of project units. For full points, 25% of units must be subsidized.
- 19. Is this project coordinating with a healthcare provider for supportive services? If yes, will the healthcare provider(s) cover at least 25% of the total amount requested for the project? Provide the amounts committed in your answer and attach a formal written agreement from the healthcare provider(s).



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- If the project will have a partnership with a healthcare provider(s) for supportive services, answer yes. Then provide the amount the committed services are valued for, compared to the full supportive services budget for the project. If contract is for 25% or more of total services, full points are awarded.
 - Substance abuse providers are counted as healthcare providers
 - Project may partner with more than one healthcare provider for the project

Applicant Experience

- 20. 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, expertise, and cultural fluency 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.
- 21. 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.
- 22. 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 Care's Data Quality Standards? If using a comparable database as a Domestic Violence service



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provider, name the software used by this project and describe its capacity to provide reports similar to those provided through HMIS.

- Select Yes or No.
- 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.
- 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>
- 23. 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)*
 - Detail how the project will avoid delays in starting the project as quickly as possible.
 - Detail the milestones of the proposed project at 60, 120, and 180 days.

Organizational Capacity

- 24. Describe the key staff positions and qualifications of individuals who will carry out the project. *(500 word limit)*
 - List the staff positions with responsibility for this project and the corresponding qualifications.
- 25. Does the applicant have a person or persons who have experienced homelessness on their Board currently? If not, what is the plan to add a person with lived expertise by the time project funding is received? *(500 word limit)*
 - Points awarded in full if a person with lived expertise is currently on the Board
 - Partial points if there is a plan in place with a timeline and actionable goals to add a member with lived expertise, including a recruitment and payment plan



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- 26. Describe the applicant’s financial management system, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. *(500 word limit)*
 - 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

Domestic Violence Dedicated Projects Only

- 27. Increasing Participant Safety: Describe how this project will increase the safety of the households served. In your response, please be sure to address the following:
 - Staff training on safety planning;
 - How the project will work with the clients to identify what is safe for them as it relates to living in a scattered-site rental unit;
 - How will congregate living spaces (if applicable to this project) be kept safe by ensuring the security of doors and windows, maintaining well-light areas, etc.
 - How will project location for any dedicated units and/or congregate living spaces be kept confidential;
 - How will the project measure the extent to which it has increased the safety of program participants?*(700 word limit)*
 - Scored according to detail provided on the items listed above
- 28. Experience Providing Trauma-Informed and Survivor or Victim Centered Services: Describe the recipient and/or subrecipient’s experience utilizing trauma-informed, person centered approaches that meet the needs of persons fleeing domestic violence. *(500 word limit)*
 - Full points awarded if applicant or subrecipient is a victim service provider with 5+ years of history serving people fleeing domestic violence, and answer reflects use of best practices
 - Partial points if not a dedicated victim service provider, awarded to the extent the applicant is experienced in utilizing victim service provider best practices

Financial Information



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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.

Appendix 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/>)

Appendix 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.

Appendix C

HUD General Section Certificates

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

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



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Note that this appendix includes a space for acknowledgement of all items noted in the appendix.

Submission Details

Completed applications are recommended to be saved as a pdf to reduce chances of corruption to the narrative answers provided. Please provide the application as a separate file from attachments. The attachments may be provided as one pdf document. Zipped files are also acceptable.

The naming protocol for the application is: FY21-Agency Name-Project Name-NBA; please use abbreviated versions of your agency and project names if possible (eg. Michigan State Housing Development Authority would use MSHDA).

Tip: When naming your project, please avoid names like “Rapid Rehousing” or using the funding year “2021 PSH”. The project name will stay with it every year and having 15 projects in the CoC named “Rapid Rehousing” becomes confusing. This is a great time to be creative. A previous project named “Stability and Beyond” was never confused with other projects or had to update a grant year in the title. This also will make local planning discussions and By Name List meetings easier since the project will be differentiated from the other resources available.

Email your completed application to Jesica Mays by 5PM ET on September 22, 2021 at coordinator@miboscoc.com using the subject line: FY21 Application-Agency Name-Project Name

Questions about the process may be sent to Jesica Mays at coordinator@miboscoc.com. Questions sent after 3PM ET on September 20, 2021 are not guaranteed a response before the due date.

When completing the e-snaps application, it is highly recommended that applicants follow the guides available at <https://www.hudexchange.info/programs/e-snaps/> and at <https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-New-Application-Detailed-Instructions.pdf>