



FY2023 HUD COC PROGRAM COMPETITION

RENEWAL PROJECT APPLICATION

DETAILED INSTRUCTIONS

This document is intended to guide applicants in the FY2023 HUD CoC Program Competition through the MI Balance of State Continuum of Care (MIBOSCO) 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 (Jessica Mays, coordinator@miboscoc.com).

Special note for new projects:

There are several projects that were awarded funding in the HUD FY22 application round that have not begun operating as of June 1, 2023. In these cases, much of the renewal application will not be applicable. Each question will have a note in this guide as to whether it is or is not required for new projects to answer. Because there are fewer questions to answer, your overall score will be based on the points available only on the questions you are required to complete. Your scores will be converted to a percentage of points acquired from those your project was eligible to receive.

Page 1:

- 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 Application Option
 - Select the appropriate renewal application option. Definitions from the FY2022 HUD CoC Program NOFO; FY2023 NOFO is not available yet. Options for Consolidation, Transition, and Expansion may not be allowed by HUD in the FY2023 competition. Applicants should indicate if these are options they would like to explore after the NOFO is released and more is known about eligibility.
 - Standard renewal: No project changes from the FY2022 project.
 - Consolidation: “The process by which two or more projects that are eligible for renewal in the FY2022 CoC Program Competition apply for funding and are combined into a single renewal project upon award.”
 - 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.”
- Authorized Representative
 - Secure authorization from the applicant board for the application and its contents. The signature should be from the Executive Director, Board President or equivalent. Electronic signatures are permitted.

Application Narrative Portion

Future sections will be noted by question number rather than page number.

Section 1: Project Performance

1. *Does the agency have an acceptable organizational audit/financial review?
(Provide Attachment)*

For this question, the applicant must affirm that their agency has had organizational audit or financial review by a professional that reviewed all relevant financial information for the agency. The most recent completed audit or review must be attached to the application at time of submission.

**Question IS required for first year renewal projects.*

2. *Were draws completed at least quarterly in LOCCS?*

This is a yes or no answer. Draws should be completed at least quarterly.

Question is **NOT required for first year renewal projects.*

3a. *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.

Question is **NOT required for first year renewal projects.*

3b. Complete the following chart using the project’s last completed project year. If the project is a second year renewal without a full completed operating 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.

- 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 ($\% = [b/a] * 100$)
- Documentation of eLOCCS balance is required as an attachment.

Question is **NOT required for first year renewal projects.*

4. Quarterly Scorecard: Complete the table below using your project’s quarterly scorecard for the most recent completed quarter (April 1, 2022-March 31, 2023).

To complete this correctly, ensure that project staff completing the scorecard have followed all directions available at <http://www.miboscoc.com/hmisresources.html> as well as on the training site at <https://miboscoc.talentlms.com/>

Question is **NOT required for first year renewal projects.*

5. Coming FY24: Quarterly Scorecard Improvement Rate

This is a placeholder for an additional question next year that will review the rate of improvement over time in a project’s scorecard.

6. What is the cost per permanent housing exit for this project?

- In the chart enter the numbers from the APR as follows:
 - a. Enter the total project budget. This will be the funding received by HUD, not including the match.
 - b. Enter the total number of stayers in the project plus the number of leavers that exited to a permanent housing destination.

c. Divide a. by b. and enter the amount into c.

Note that this question is still being used to set a baseline for future scoring years. Points will be awarded solely based on the completeness and accuracy of the answer.

Question is **NOT required for first year renewal projects.*

DV Projects Only

7. *Detail how the project ensures and increases the safety of project participants.*

This question is scored between 0 and 5 points depending on how well that applicant details how the project accounts for the following: confidentiality for project participants, safe housing secured—location, accessibility, home security features, etc. As well as how participants’ sense of safety is measured by the project, and how that feedback is used to improve the project. First year renewals will speak about what is planned rather than what has been done.

Question **IS required for first year renewal projects.*

8. *Detail how the applicant uses a trauma-informed, survivor-centered approach in service delivery.*

This question is scored between 0 and 5 points depending on how well that applicant explains the following: demonstrating ways in which trauma-informed and survivor-centered approaches influence how a project operates and any adjustments made to the project from what might be expected in projects not using these approaches.

Question **IS required for first year renewal projects.*

Section II. Recipient Performance

Serving High Need Populations

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 percentage of the households served met high service needs criteria defined as having zero income at start/entry? (APR 18. Value for Adults with No Income at Start divided by Total Adults)*

- 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 Q18, locate the “Adults with No Income” line and identify the number from the “Number of Adults at Start” column for that line
- Locate the “Total Adults” line and identify the number from the “Number of Adults at Start” column from that line
- Divide the first number by the second number and multiply by 100 to arrive at the percentage ($\%=[a/b]*100$)

Question is **NOT required for first year renewal projects.*

10. *What percentage of the households served met high service needs 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)*

- 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 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.
- Add together both numbers.
- Locate the “Total” line and identify the number from the “Total Persons” column for that line.
- Divide the total from the added numbers by the second number and multiply by 100 to arrive at the percentage ($\% = [a/b] * 100$).

Question is **NOT required for first year renewal projects.*

11a. *What percentage of the households served were chronically homeless? (APR Q26a divide total chronically homeless by total households)*

- 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 Q26a, locate the “Chronically Homeless” line and identify the number from the “Total” column for that line.
- Locate the “Total” line and identify the number from the “Total” column from that line.
- Divide the first number by the second number and multiply by 100 to arrive at the percentage ($\% = [a/b] * 100$).

Question is **NOT required for first year renewal projects.*

11b. *For Permanent Supportive Housing Project Only—If answer is less than 100% please explain why this is and how the project is working to improve the amount of chronic households served.*

- Reasons for fewer than 100% chronically homeless persons in PSH should be those allowed within HUD’s Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing, as well as within the NOFA/NOFO from the year the project was funded.
- If there are any other reasons any individual or family is enrolled in the project, then detail the plan for relocating the household to another form of housing subsidy if needed or otherwise exiting them from the project and preventing any returns to homelessness due to the project exit.

Question is **NOT required for first year renewal projects.*

Applicant Agency Processes

12. *Does the applicant serve on MIBOSCOC Committees beyond the Local Planning Body? If so, detail committees and contributions. (500 word limit)*

This will include MIBOSCOC committees such as Coordinated Entry, Performance and Outcome, etc. This does NOT include subcommittees or workgroups created by the Local Planning Body (By Name List, Project Homeless Connect Planning, etc)

**Question IS required for first year renewal projects.*

13. *What has applicant done to reduce barriers to services and successful outcomes for all participants with attention paid to barriers for BIPOC, LGBTQ+, and persons with disabilities? (500 word limit)*

This answer will be scored on a scale of 0 – 8 points depending on how well the description shows a dedicated effort to this issue and has measured outcomes of its success. Answers that receive full points will address such things as: identifying barriers from project participant feedback or other sources, working to educate staff, change policy or procedures, or alter the physical environment, along with tracking how changes have altered the barriers faced by the impacted populations. First year renewal projects should use any other agency projects to answer this question.

**Question IS required for first year renewal projects.*

14. *How has the applicant improved practices and reviewed project outcomes with a racial equity lens? (500 word limit)*

This answer will be scored on a scale of 0 – 8 points depending on how well the description shows a dedicated effort to this issue and has measured outcomes of its success. Answers that receive full points will address such things as: reviewing data disaggregated by race including project outcomes, seeking root causes to any disparities found, and implementing and measuring the effects of solutions. First year renewal projects should use any other agency projects to answer this question.

**Question IS required for first year renewal projects.*

15. *What has the applicant done to increase racial and ethnic diversity within staff and leadership, including Board positions? (500 word limit)*

This answer will be scored on a scale of 0 – 8 points depending on how well the description shows a dedicated effort to this issue and has measured outcomes of its success. Answers that receive full points will address such things as: reviewing recruitment practices for open positions, reviewing hiring processes for biases, seeking assistance for diversifying applicant pools, reviewing internal training and promotion processes, and measuring outcomes of these steps. First year renewal projects should use any other agency projects to answer this question.

**Question IS required for first year renewal projects.*

16. *Explain the process for actively seeking, receiving, and incorporating feedback from project participants. (500 word limit)*

This answer will be scored on a scale of 0 – 8 points depending on how well the description shows a dedicated effort to this issue and has measured outcomes of its success. Answers that receive full points will address such things as: a variety of methods for acquiring participant feedback, how the information is reviewed, what actions have come out of this feedback, and the impacts of those actions. First year renewal projects should use any other agency projects to answer this question.

**Question IS required for first year renewal projects.*

17. *Detail participation in the agency and the project from homeless and formerly homeless persons currently and any future plans to improve. (500 word limit)*

This answer will be scored on a scale of 0 – 8 points depending on how well the description shows a dedicated effort to this issue and has measured outcomes of its success. Answers that receive full points will address such things as: steps taken to create rolls and recruit people with lived expertise, including paid job positions, action steps taken to increase participation and guiding philosophies leading the effort. Answers should also include methods to avoid tokenism and go beyond one person on the agency board. First year renewal projects should use any other agency projects to answer this question.

**Question IS required for first year renewal projects.*

18. *Detail the project applicant's policy and process for preventing eviction for participants in this project and for preventing participants from early termination of service once entered into the project. (500 word limit)*

This answer will be scored on a scale of 0 – 8 points depending on how well the description shows a philosophy of keeping project participants housed and in services and willingness to adopt the MIBOSCOG policy as developed in the PSH Cohort group.

**Question IS required for first year renewal projects.*

19. *Detail the caseload size for staff of this project and include caseload for any other project(s) the staff person may also be employed in. (500 word limit)*

For this project calculate for each staff person the caseload they will have for this project plus any other projects for which that staff carries a caseload. Each staff person's caseload is the sum of participants assigned to them for case management services across all projects. If the project is a first year renewal, calculate based upon the planned caseload size.

**Question IS required for first year renewal projects.*

20. *Detail how the applicant requires all project staff to complete all MIBOSCOG recommended online training modules for the project type. (500 word limit)*

This answer will be scored on a scale of 0 – 5 points depending on how well the description details the use and integration of MIBOSCOC training site trainings for staff. This does not include HMIS training on the MCAH Learning Center.

**Question IS required for first year renewal projects.*

Section III. Project Description

21. *Provide a narrative that covers the entire purpose, design, and scope 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. (1000 word limit)*

This answer will be scored on a scale of 0-10 points depending on how well the description explains: the goals of the project, target population, and how participants are served within the project (what does the project do, what do participants receive). All parts of the description should align with eligible participants and activities by the NOFO under which the project was initially funded.

**Question IS required for first year renewal projects.*

22. *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/>).

This answer will not be scored but is required and if not accurate and complete will result in a loss of points under Section V. Application Review.

**Question IS required for first year renewal projects.*

23a. 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 overall low barrier strategy for the project. The narrative is not optional.

**Question IS required for first year renewal projects.*

23b. 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 overall housing first strategy for the project. The narrative is not optional.

**Question IS required for first year renewal projects.*

24a. *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.

**Question IS required for first year renewal projects.*

24b. *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)

Question is **NOT required for first year renewal projects.*

25a. *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

**Question IS required for first year renewal projects.*

25b. *If the project has subrecipients, describe the processes by which the applicant will ensure quality of service provided by subrecipient(s) and monitor actions, results, and spending?*

This answer will be scored on a scale of 0 – 5 points depending on how well the description covers the following: regular processes for reviewing case file accuracy, eligible and fully documented expenditures, timely billing (at least quarterly) with all required support documents, serving eligible households, successful outcomes and data accuracy and completeness.

**Question IS required for first year renewal projects.*

26a. *What supportive services will be provided in this project by the applicant?*

26b. *What supportive services will be provided in this project by a subrecipient?*

26c. *What supportive services will be provided by community partners with an MOU?*

Answers should outline who is responsible for what supportive services that are provided as part of the project. If supportive services are provided by a community partner without an MOU, include this under part c. and note which do and do not have MOUs. Of those with MOUs, detail which, if any, are used as project match. This answer will not be scored but is required and if not accurate and complete will result in a loss of points under Section V. Application Review.

**Question IS required for first year renewal projects.*

27. *Has your agency participated in the PSH Cohort session(s)?*

This question is for PSH providers only. If you have participated in the first session held before June 30, 2023, indicate “yes” and name who from your agency participated. If not, explain why not.

**Question IS required for first year renewal projects.*

28. *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.

For second year renewal projects without a completed project year, use the actual number served that will be completed as of the date of the application. Note this in the narrative space provided.

Question is **NOT required for first year renewal projects.*

Section IV. Requested Funds

29. **Total Budget and Rental Assistance Calculation (Feasibility)**

Complete the chart below for all funds associated with this project. All columns should have an entry. If this project has subrecipients, include an additional sheet to show how these funds are allocated among subrecipients.

This answer will not be scored, but must be complete and accurate to avoid penalty in Section V. Match should be reflected in the indicated column.

**Question IS required for first year renewal projects.*

30. *Detail the documented and secured match for this project, complete Attachment A, and attach MOUs.*

This question will only have a negative score if not completed accurately. Match should be allowable based upon the guidance provided in the HUD CoC Program Virtual Binder ([CoC Match - Overview - HUD Exchange](#)). MOUs to be attached do not have to be executed and can be draft versions that will be used for the FY23 funding year.

**Question IS required for first year renewal projects.*

31. *Is the project applicant having trouble spending the grant fully each year or serving the contracted number of households? If yes, would the project applicant like to consider reallocating part or all of the grant?*

If an applicant is having trouble spending out the grant annually or reaching the targeted number of households to serve, they can seek ways to fix these problems rather than continuing with the same budget each year. Please indicate here if there is interest in pursuing longer-term fixes. This question is not scored and change requests are not punitive, but instead are a proactive step to improve project and system performance.

Question is **NOT required for first year renewal projects.*

Section V. Application Review

This section is answered and scored by the Funding Committee and CoC staff.

32. *Are all attachments submitted?*

Every required attachment must be included to avoid loss of points.

33. *Was the application submitted on or before the due date?*

If an applicant knows that they will be submitting late, they should notify CoC staff and request an extension. However, these points will be deducted even in the case of extensions granted.

34. *Is this application complete with answers provided on every line and answers with data matching those in the related APR?*

If any question is left unanswered or the question was wrong—attached data reports show that the number is incorrect, points will be deducted. Points will not be deducted for poorly constructed narrative answers here, those will only result in a low score for the question. Applicants should be aware that this includes all Attachments, which have questions included in them.

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.

Match for CoC Program funding is calculated as a straight 25% of the amount of requested funding. Ex: \$100,000 in CoC Program funds must have \$25,000 in matching funds.

For further guidance on appropriate match and match documentation, visit the HUD Virtual Binder on Match (<https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/match-requirements/>)

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.

For documentation of all match—planned match for the FY2023 funding allocations does not need to have signed MOUs at this stage. Drafted MOUs should be attached for CoC staff review to verify that they will meet HUD requirements.

Attachment C

1. *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.

**Question IS required for first year renewal projects.*

2. *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

**Question IS required for first year renewal projects.*

3. *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.

- Organizational capacity (either applicant or subrecipient)
- Referral process with Coordinated Entry
- Staff supportive services skill set (case management)

**Question IS required for first year renewal projects.*

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.

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: FY23-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 “2023 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 nor 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 renewal application to Jesica Mays by 5PM ET on July 21, 2023 at coordinator@miboscoc.com using the subject line: FY23 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 July 19, 2023 are not guaranteed a response before the due date.