FY2023 HUD COC PROGRAM
NEW AND BONUS PROJECT APPLICATION
DETAILED INSTRUCTIONS

This document is intended to guide applicants in the FY2023 HUD CoC Program through the Balance of State Continuum of Care (MIBOSCOC) Local Application Process. These detailed instructions correspond to the New and Bonus Project Application.

If additional clarification is needed, please contact the MIBOSCOC Coordinator (Jesica 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 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." (FY22 HUD CoC NOFO, page 23)
  - o 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.
  - o 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." (FY2022 HUD CoC NOFO, page 25)
    - ▪ This project type is eligible for potential Domestic Violence Bonus funding.
  - o Supportive Services Only: Coordinated Entry (SSO:CE): If applying for an SSO:CE grant, use the Infrastructure Application included with the Renewal Application posting.

Application Option
- • Select the appropriate application type from the list of options.
  - o 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.
  - o 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.
  - o Expansion: If this application is to request funding to increase the capacity/size of an existing CoC Program funded project.
  - o The Funding Committee reserves the right to recommend a project be funded under the other funding source if appropriate for the project and it will create a more competitive CoC application.

Page 2:

Authorized Representative
- Secure authorization from the applicant for 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.

Applicant Information

1. 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

2. Describe your organization's experience (and subrecipient(s) if applicable) in effectively utilizing federal funds and performing the activities proposed in the application.
- 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.
- Detail the experience and knowledge of the applicant (and potential subrecipients) in performing the activities proposed in the application. Answers can include references to the following:
  - Experience related to the supportive services, housing location, rental assistance payments, etc.

3. Describe your organization's experience (and subrecipient(s) if applicable) in leveraging Federal, State, local and private sector funds.
- Describe how your agency currently or previously has had to use one source of funding to support the efforts undertaken with a different source of funding
  - Include considerations of regulations and processes in place for reporting

4. Describe your organization's (and subrecipient(s) if applicable) financial management structure.
- 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
  - Separation of duties

Project Description

5a. Provide a narrative describing the identified need and scope of the project. Responses should detail the project type, goals of the project, activities of the project, if this is an expansion of an existing project, and how households will be served within the project. *(500 word limit)*
- Outline the scope of the proposed project and what this project intends to accomplish based on identified need. Answers should include:
  - Data used to determine need for proposed project
  - Planned activities for the project
  - Intended geographic area of service for project
  - Goals for the proposed project, including intended outcomes
  - Demonstration of alignment with HUD and CoC expectations
- *What does the Balance of State CoC need to know about this project in order to consider it a priority?*
- Answer must satisfy requirements in Section V.B.3, V.B.4. and V.C.4.c. of the NOFO for their project type under the Annual HUD NOFO. (Page 55)

5b. 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, where the applicant is not a Tribal Entity, 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.

5c. Complete the chart with the number of units for the project type(s).

- Most projects will only need to complete one section and indicate if it is a PSH, PSH D+ or RRH project. Joint TH/RRH projects will need to complete one section for the RRH component of the project and the second section for the TH component.

6. 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/).

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).
  - For SSO projects, detail what type of relationship the project will have with Coordinated Entry and how it will serve households with the most severe services needs.

8a. 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 Housing First approach of the project.

8b. 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 Housing First approach of the project.

Supportive Services

9. Describe how program participants will be assisted to obtain and remain in permanent housing.
- 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.
  - The process by which supportive services will be offered to help participants maintain housing, and how the applicant will work to avoid and address issues of people refusing supportive services.

10. Describe the specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible.
- Detail the plan or processes your agency has in place to ensure project participants are connected to each of the areas listed above.

11a. What supportive services will be provided in this project by the applicant?
- List out specific supportive services provided by you such as case management, housing counseling (only if certified), transportation to appointments, child care, etc.

11b. What supportive services will be provided in this project by a subrecipient?
- List out specific supportive services provided by any subrecipients such as case management, housing counseling (only if certified), transportation to appointments, child care, etc.
- If no subrecipients, answer N/A

11c. What supportive services will be provided by community partners with an MOU?
- List out specific supportive services provided by community partners, for which you have an MOU, such as case management, housing counseling (only if certified), transportation to appointments, child care, etc.
- If none exist, answer N/A

Project Effectiveness

12. How will this project 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 alignment with the current COC policy;
  - Assessments completed to determine acuity;
  - Other information gathered to determine household eligibility to the project; and
  - Household choice in project referral.
  - SSO projects should outline how the project's eligibility and referral process align with the CoC's prioritization.

13. 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.

14. 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 agency's work to end homelessness

15. 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
  - Requires the CoC training site and available CoC recorded trainings

16. How will the project ensure alignment in practices with the Policy Priorities listed under II.A.4.b. (pg. 6) 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.

17. 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

18. 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

19. Is the applicant a member of the Local Planning Body/Bodies or Balance of State Committees/Subcommittees?
- Detail the current involvement of the applicant agency with CoC and LPB groups. Discuss plans to increase involvement if necessary. Include names of people who attend the specific groups.
- Attach a completed "FY23 LPB Participation Form"

Equity Factors

20. 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)
- 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.

21. How has the applicant improved practices and reviewed project outcomes with a racial equity lens? (500 word limit) Detail the amount and type of diversity within agency Board of Directors.
- 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.

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

- 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.

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

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

Project Design Bonus

25. Does this project utilize housing subsidies or subsidized housing units not funded through the CoC or ESG Programs? If yes, 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, 50% of units must be subsidized, lesser amounts will receive partial points.

26. Is this project coordinating with a healthcare provider for supportive services? If yes, what percent of the total amount requested for the project will be matched by the healthcare provider services? Provide the amounts committed in your answer and attach a formal written agreement from the healthcare provider(s).
- 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 100% of total services, full points are awarded.
  - with more than one healthcare provider for the project
  - Partial points are available for less than 100% match.

o Note that only 25% match is required on projects to satisfy HUD's match requirement. However, in partnering with these services, HUD is looking for higher coverage rates.

Applicant Experience

27. 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:
  o Experience, expertise, and cultural fluency in serving the proposed target population;
  o 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
  o The best practices, skills, and housing models understood and used by the applicant (and potential subrecipients) that would enable a successful project.

28. 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 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 be eligible under 24 CFR 578.
- If the project will use a comparable database, provide the following information:
  o Name of the database software; and
  o 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
  o 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

29. 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.

30. For PSH Projects Only: Does the applicant commit to participation in the MIBOSCOC's PSH Support Workgroup and adherence to the CoC's Service Standards?
   - Describe what staff positions will regularly attend the PSH group of MIBOSCOC.
   - The group will participate in finalizing the PSH Service Standards that all providers will be expected to align with.

Organizational Capacity

31. 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.

32. Proposed project state date.
   - Enter the proposed start date for the project. Projects for this application are most likely to be awarded start dates from HUD in the later months of 2023 (August-October). Start dates are always the first of the month.
   - If this project is intending to pick up at the end of a reallocated existing project, pick the start date of the ending project.

Domestic Violence Dedicated Projects Only

33. 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)

   o   Scored according to detail provided on the items listed above

34. 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

Project Budget

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.
- The "Other Funding" budget column should contain match and not be left blank.
- Add these numbers together to determine total project cost.

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 match must have a Memorandum of Understanding in place and the MOU for in-kind match must document the value and scope of the in-kind match.

For further guidance on appropriate match and match documentation, visit the HUD Exchange Virtual Binder on Match for CoC Projects (https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/coc-match-overview/).

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.

Match documentation should look like the following:
Cash Match – A letter stating the type of funding received by the applicant, its source, the amount, the dates it is available, and a guarantee that it will be applied to this project. Note that cash match are funds that come through the applicant's finances and the General Ledger can be used as evidence of the match.

In-Kind Match – This must include an MOU with the entity providing the goods or services that will support this project's activities. At the local application stage, the MOU can be unsigned in draft format. The MOU must adhere to all requirements outlined in the HUD Virtual Binder (https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/coc-match-overview/).

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 needed 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 August 18, 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 August 16, 2023 are not guaranteed a response before the due date.

The next step after this local application is submitted will be the completion of the e-snaps application. These are not yet available. Once they are, an announcement of their due date will be made. All projects must be submitted in e-snaps no later than **August 28, 2023** for HUD to allow them to continue on for funding.

When completing the e-snaps application, it is highly recommended that applicants follow the guides available at https://www.hudexchange.info/programs/e-snaps/. Additional aids will be provided as they are released.

Additional Assistance

There will be an application review information meeting on July 26, 2023 at 12PM ET.

Meeting invites and all materials can be found at http://www.miboscoc.com/hud-fy23-coc-program-competition.html