FY2024 HUD COC PROGRAM COMPETITION
INFRASTRUCTURE PROJECT APPLICATION
DETAILED INSTRUCTIONS

This document is intended to guide applicants in the FY2024 HUD CoC Program Competition through the Balance of State Continuum of Care (BoS CoC) Local Application Process. These detailed instructions correspond to the Infrastructure Project Application – Permanent Housing Projects.

If additional clarification is needed, please contact the BoS CoC Executive Director (Jesica Mays, coordinator@miboscoc.com).

Page 1:

- Applicant Profile
  - Complete information for the project's applicant. For HMIS infrastructure projects, this would be the subrecipient. Coordinated Entry project applicants would list the recipient (not subrecipients).

- Project Type
  - Select the appropriate project type for the infrastructure project.
    - Coordinated Entry System – Supportive Services Only (SSO): "Supportive services only project to develop or operate a centralized or coordinated assessment system."
      - This is the only infrastructure project type eligible for potential Domestic Violence Bonus funding.
    - Homeless Management Information System: "Dedicated HMIS project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in e-snaps."

- Application Option
  - Select the appropriate application option.
    - Standard Renewal: No project changes from the FY2022 project.
      Please note that at the time of application release, it is unknown if the FY24 NOFO will allow for expansion or bonus project applications.
    - 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."
    - Bonus: The project is submitted in consideration of Bonus funding that is potentially available to the CoC, based on the overall competitiveness of the CoC. This includes Domestic Violence Bonus funding.

        - 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.

- Authorized Representative
    - Secure authorization from the applicant board for the application and its contents.

Pages 2 & 3:

- Eligibility Thresholds
    - This section is only for New and Bonus projects to complete.
    - 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

Please note questions that are directed to specific application types (i.e. Renewal, Expansion, Bonus, or New) and make sure to answer only those questions which reflect the application type desired.

- 1a. <u>Second Year or Older Renewal or Expansion Projects</u>: Provide a narrative describing how the project's performance met the plans and goals established in the current project's application (as specified and/or allowed by the Notice of Funding Opportunity [NOFO] under which the project was originally funded), the project's performance in assisting communities to bring an effective end to homelessness, and record of success.
    - 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:
        - Purpose of the infrastructure project
        - Review of project goals
        - Performance data associated with these goals
        - Demonstration of alignment with HUD and CoC expectations
    - *Is the performance of this project meeting expectations?*
    - *Why should this project continue to receive funding?*

- 1b. <u>First Year Renewal, New or Bonus Projects</u>: Provide a narrative describing the identified need and scope of the project, its geographic coverage, and what plans and goals will be set for the project to assist communities in bringing an effective end to homelessness.
    - 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?*

- 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 (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

<u>Expansion Projects Only</u>

Please note that at the time of application release, it is unknown if the FY24 NOFO will allow for expansion or bonus project applications.

This section of questions is only required for applicants proposing an Expansion to a current project.

- 4. In what ways would this funding increase grant activities within the CoC geographic area? Include specific outputs or process deliverables.
    - Outline the specific areas in which this project would be expanded. Answers should include:
        - Increases to current outputs (including current figures and proposed figures)
        - Increases to or improvement of process deliverables
        - Any other way in which the project intends to expand

- 5. Why is this Expansion necessary for consideration? Detail the identified need based on relevant data or process information, HUD guidance, or informed consultation.

- Outline the information used to inform the need for an Expansion to the current project. Answers should include:
  - Data source and information that defines need for expansion
  - Specific HUD guidance and best practices that necessitate an expanded project
  - Evidence from consultation completed on behalf of the project

New or Bonus Projects Only

Please note that at the time of application release, it is unknown if the FY24 NOFO will allow for expansion or bonus project applications.

This section of questions is only required for applicants proposing a New or Bonus project.

- 6. 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.
  - Outline the information used to inform the need for the New or Bonus project. Answers should include:
    - Data source and information that defines need project
    - Specific HUD guidance and best practices that necessitate a project
    - Evidence from consultation completed on behalf of the project

Performance and Improvement

- 7a. Second Year or Older Renewal or Expansion Projects: List the outcomes reported to HUD for this project and describe the project's progress in reaching those outcomes.
  - State the goals and outcomes reported to HUD, as identified in the awarded project application.
  - Share progress on these goals and outcomes from the most recently completed project year or current project year if the project does not yet have a completed project year. Answers should include information on or alignment with the following (based on project type):
    - System Performance Measures
    - Coordinated Entry Self-Assessment Tool, as provided by HUD

- 7b. First Year Renewal, New or Bonus Projects: List the outcomes that will be reported to HUD for this project and describe how the project intends to reach these outcomes.
  - State the proposed goals and outcomes this project will report to HUD, if awarded.
  - Outline how these goals and outcomes will be tracked by the project. Answers should include information on or alignment with the following (based on project type):
    - System Performance Measures
    - Coordinated Entry Self-Assessment Tool, as provided by HUD

- 8. Does the project have a Continuous Quality Improvement plan or process? If yes, describe.
    - Detail the steps of the Continuous Quality Improvement plan and how it is used or 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
        - How gathered findings are shared to improve practices within the Balance of State CoC and its Local Planning Bodies

- 9. How does/will this project ensure alignment in practices with the strategies to end homelessness listed in the USICH Federal Plan to End Homelessness: All In?
    - Describe how the project is designed to align with both HUD and CoC priorities: Answers should include:
        - References to USICH Plan found here: https://www.usich.gov/federal-strategic-plan/overview

- 10. How does/will the project's progress toward outcomes support the efforts of permanent housing projects through the CoC?
    - Describe how the quality and effectiveness of this infrastructure project positively impacts permanent housing efforts throughout the Balance of State CoC.

- 11. How does/will this project incorporate equity into the work it does accomplishing set goals and tasks?
    - Describe the steps taken to include persons with lived experience, representation and leadership by BIPOC, LGBTQIA+ persons, policies and procedures reviewed through equity lens, data disaggregated, plan to create more equitable project outcomes, etc

Efficient Use of Funding

- 12a. Second Year or Older Renewal or Expansion Projects: 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.
    - Detail the electronic Line of Credit Control System (eLOCCS) or other financial tracking information in the chart provided for the last completed project year; or, if the project does not have a completed year, the balance remaining to expend for the project as of the date of the application. This includes:
        - The total amount authorized for the project in eLOCCS or GIW
        - The remaining balance shown in eLOCCS or other financial tracking
        - 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)

- Provide additional narrative as needed.

- 12b. First Year Renewal, New or Bonus Projects: 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 eLOCCS are completed on a quarterly basis.
    - Detail plans for how the project will be fully expended and how quarterly drawdowns will be completed.

- 13. Renewal Projects: 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 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.
  Does this project wish to voluntarily reallocate (in part or in whole) in order to improve the overall effectiveness of the Balance of State CoC?
    - If the applicant wishes to decrease the size and scope of the project in order to increase utilization and fully expend project funds in future project years, the response should detail any changes to the following:
        - Geographic area
        - Project type
        - Population served
        - Funding requested

HUD Monitoring

- 14a. 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.

- 14b. 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

Organizational Capacity

- 15. Describe the key staff positions and qualifications of individuals who (will) carry out the project.
    - List the staff positions with responsibility for this project and the corresponding qualifications. This includes:
        - Positions needed to fulfill this project
        - Expectations of staff experience/education for each role

- 16. Describe the applicant's financial management system, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.
    - 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

- 17. Does the recipient or subrecipients 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?
    - 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

Financial Information

- 18. Expansion, New, Bonus: If this project cannot be awarded at the full level requested by the applicant, can it function effectively with a partial award of requested funds? Please detail the lowest amount of new/additional funding would be accepted by the applicant and any other increments between request and funding floor.

- 19. Project Budget
  - The budget will be reported in the appropriate spreadsheet attachment for the project type (HMIS Lead, HMIS Non-Lead, Coordinated Entry)
  - Tabs within the spreadsheet can be used 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.
  - Lines may be added to include more information in each area. However, please check that cells with formulas are not corrupted.
  - Data should be entered into the appropriate tabs under each spending category. Only orange shaded cells should have data directly entered on the first tab.
  - 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 Virtual Binder on Match:
(https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/match-requirements/)

Appendix B

The application and all attachments are sent electronically to the Balance of State Continuum of Care Executive Director. Use the attachment names in the checklist to appropriately save/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 attachment.

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

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: FY24-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 “2024 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 only application to Jesica Mays by 5PM ET on July 22, 2024 at coordinator@miboscoc.com using the subject line: FY24 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 18, 2024 are not guaranteed a response before the due date.

New project infrastructure applications will be due at a later date that currently has not been set. Return to miboscoc.com/hud-fy24-coc-program-competition.html for updates.