

# About New Projects

## Eligible Applicants

Eligible project applicants for the CoC Program Competition are nonprofit organizations, States, local governments, State and local government, Tribes, Tribally Designated Housing Entities (TDHE), and public housing agencies, as such terms are defined in 24 CFR 5.1000

## Funding

The CoC Program Competition NOFO contains language for four different funding opportunities for applicants:

1. **Renewal Awards:** Current grantees are eligible for renewal funding in different categories Tier 1 (95% of Annual Renewal Demand) and Tier 2 (remaining Annual Renewal Demand plus CoC Bonus Amount);
2. **Re-allocation Funds:** If current grantees request less funding or their renewal projects are not submitted or the CoC Ranking Committee involuntarily reallocates a project, new projects can be created with these funds in the following categories. Reallocation funds may be available for this funding cycle.
  - a. New or expanded permanent supportive housing (PSH) for chronically homeless individuals and families,
  - b. New or expanded Rapid re-housing (RRH) projects for homeless individuals and families coming directly from the streets or emergency shelters
  - c. New or expanded supportive services only projects for centralized or coordinated assessment
3. **CoC Bonus Projects:** New projects may be created through the CoC bonus by developing new housing projects dedicated to serving 100% chronically homeless families and individuals or rapid re-housing projects that will serve homeless individuals and families coming directly from the streets or emergency shelter; this funding can also be used to serve people qualifying under both Category 1 and 4 of HUD's homeless definition (see definitions).
4. **Domestic Violence (DV) Bonus Projects:** New projects eligible for this bonus must be Rapid Re-Housing, Joint Transitional Housing-RRH, or Coordinated Entry and must serve survivors of domestic violence, dating violence, sexual assault, or stalking who qualify as homeless under paragraph (4) of HUD's homeless definition.
5. **Housing and Healthcare Bonus:** New projects are eligible for this bonus if they coordinate with housing providers and healthcare organizations to provide permanent supportive housing and rapid rehousing services. These projects must utilize housing vouchers and healthcare provided through an array of healthcare services providers.

## Eligible Project Types

Eligible project types are limited to:

- Permanent Supportive Housing Projects (PH-PSH) for chronically homeless households

- Joint Transitional Housing/Rapid-Rehousing (Joint TH with PH-RRH)
- Rapid Re-Housing for Homeless Individuals, Families, and Youth (PH-RRH)
- SSO-CE project to develop or operate a centralized or coordinated assessment system.

### **Amounts Available**

Tier 1 (95% of ARD)	\$3,138,605
Tier 2 (5% ARD + CoC Bonus)	\$356,533
CoC Bonus	\$191,343
DV Bonus	\$382,686

### **Deadlines**

By 5:00 p.m. on August 25, 2022: Complete the attached New Project RFP, scan the signed proposal and email it as an attachment to [elise@bceh.org](mailto:elise@bceh.org). Please make the subject: “New Project – Agency Name”

### **How will projects be selected for submission to HUD?**

The CoC will be notified of the funding opportunities for new projects via email list, Facebook post, and website posting. Eligible applicants must fill out this RFP and submit it to the CoC by August 25, 2022. The CoC will bring all responses to the Ranking Committee. The Ranking Committee will score the initial RFPs using the attached New Project Scoring Tool and decide which projects to submit for funding. The applicants will be notified, and those projects that are accepted for submission will complete the application process in e-snaps.

### **Project Budget**

Please see the attached budget sheet and categories. This is an estimated budget that may need to be revised based on allocation of funds for FY 2022. It will include funding for housing (operations, leasing or rental assistance), services (case management and others), admin (up to 10% of your grant request). For the purposes of this proposal, we ask that you submit an estimated and reasonable budget for the project you are proposing. For eligible activities, please refer to this resource: <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/coc-eligible-activities-overview/list-of-coc-eligible-activities/>

### ***Match Requirements***

Sources of match: Per the CoC Program Interim Rule (24 CFR 578.73), match must equal 25 percent of the total grant request including project administrative costs but excluding leasing costs (i.e., any funds identified for Leased Units and Leased Structures). For example, if the

‘total assistance requested’ is \$100,000, and the project applicant did not request costs for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to no less than \$25,000. For example, if the ‘total assistance requested’ is \$100,000, of which \$50,000 is for Leased Units or Leased Structures, then the project applicant must secure commitments for match funds equal to no less than \$12,500 (i.e. (100K-50K)\*.25).

- i. The total match requirement can be met through cash, in-kind, or a combination of the two. If match is provided through in-kind sources from a third party, it must be documented by an MOU between the recipient or sub-recipient and the third party that will provide the services.
- ii. Match must be used for eligible costs for the program component you are applying for, set forth in the HEARTH Interim Rule (Subpart D of 24 CFR part 578).

To qualify as match, funds must come to and be disbursed by the grantee. If benefits are paid directly to project participants, the funding is not going through the agency's books and it cannot be counted as match. For example, rent paid directly to a private landlord does not come to the grantee and so cannot qualify as match. Benefits received by tenants such as SSI, SNAP do not go to the grantee and cannot be used as match.

### **If my project is selected for new project application review, what is the next step?**

You will be notified no later than September 9, 2022 if your project has been selected for submission as a potential new project during the FY2022 funding round. At that time, you will receive instructions for submission of a formal application.

You will need to submit your new project application on e-snaps, HUD’s online application, if chosen for the FY2022 funding round. Support and help completing the e-snaps application will be provided upon request.

### **Contact for Questions**

Elise McCauley, Assistant Director, [elise@bceh.org](mailto:elise@bceh.org)

Rachael Clineff, CoC Manager, [rachael@bceh.org](mailto:rachael@bceh.org)

Jack Williams, Executive Director, [jack@bceh.org](mailto:jack@bceh.org)

# New Project Proposal

Agency Name:

Proposed Project Name:

## Contact information

Name:

Phone number:

E-mail address:

Under which of the types of projects do you plan to apply?

- Permanent Supportive Housing
- Transitional Housing with Rapid Re-housing
- Rapid Rehousing
- SSO-CE

Are you applying for the DV Bonus?

- Yes
- No

Are you applying for the CoC Housing and Healthcare Bonus?

- Yes
- No

Do you plan to target a specific subpopulation in your project? If yes, which ones? (*choose all that apply*)

- Individuals
- Families
- Youth
- Veterans
- Domestic Violence
- Seniors
- Substance Use Disorder
- Mental Illness

Will your project have a sub-recipient? If yes, which organization and for what purpose?

Provide a detailed description of the scope of the project including the target population(s) to be served, project plan for addressing the identified housing and supportive service needs, anticipated project outcome(s), coordination with other organizations (e.g., federal, state, nonprofit), and how the CoC Program funding will be used.

### **Threshold Requirements**

You must meet the following requirements for your application to be accepted:

1. Project will participate with Coordinated Entry.

Yes

No

2. Applicant will be an active participant in 75% of the CoC meetings in the next 12 months.

Yes

No

3. Applicant will verify all participant eligibility - all clients came from eligible locations prior to project entry

Yes

No

4. Applicant has an acceptable organizational audit or financial review

Yes

No

5. Applicant has (or will have) active UEI registration with current information

Yes

No

6. Applicant has (or will have) valid DUNS number in application

Yes

No

7. Applicant has no outstanding delinquent federal debts, or:

Yes (if yes, complete (a))

No

a. a negotiated repayment schedule is established and the repayment schedule is not delinquent, or other arrangements satisfactory to HUD are made before the award of funds by HUD

Yes

No

8. Any violations of Federal criminal law have been disclosed

Yes

No

9. Applicant has no debarments and/or suspensions

Yes

No

10. Project agrees to actively use HMIS (or comparable database, if domestic violence provider).

Yes

No

## Experience

Describe experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.

Describe the experience of the applicant and sub-recipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application.

Describe your experience in working with households experiencing homelessness, and any subpopulations you plan to serve.

What agencies would you partner with to provide services to help project participants address their service needs? Do you plan to have an MOU in place with these partners?

Describe your experience in administering a project similar to the one that you are proposing.

**Housing First**

*(See appendix for more information)*

Describe:

- eligibility criteria for the project
- the process for accepting new clients
- process and criteria for exiting clients, specifically reasons for termination

Demonstrate how the project will overcome common barriers to project entry, allowing entry regardless of current or past:

- substance abuse,
- income,
- criminal records (with exceptions of restrictions imposed by federal/state/local law),
- marital status & familial status,
- sexual orientation & gender identity/expression



How will the project address situations that may jeopardize housing/housing assistance to ensure that project participation is terminated in only the most severe cases?

How will the project ensure service and treatment plans are voluntary, such that tenants cannot be evicted for not following through?

How will the project ensure all family styles and ages are kept together and admitted into the program regardless of family composition and children's ages?

### **Proposed Housing Plan**

Do you plan to operate in a single site or scattered site?

If single-site, do you own a property for this?

If scattered-site, do you currently have relationships with landlords who would participate in your project?

Proposed housing address(es):

Proposed number of beds:

Proposed number of units:

***For TH-RRH Projects only:***

The CoC Program required rule is RRH units must be twice the amount of those provided through the TH. Fill in the following table:

	<b>TH</b>	<b>RRH</b>	<b>Total</b>
<b>Total Units:</b>			
<b>Total Beds:</b>			

**Design of Supportive Services**

Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs. The description must be consistent with other parts of this application and identify:

- Plan to move eligible participants into the project
- Needs of tenants and plan for addressing those needs, including but not limited to: health, behavioral health, education, employment, life skills, and child care services
- How units will be identified and rent reasonableness will be determined

Describe how clients will be assisted to increase employment income and fixed income and to maximize their ability to live independently.

Will the project assist participants with the following Mainstream Benefits (*check all that apply*):

- Provide transportation assistance to attend mainstream benefit appointments, employment training or jobs
- Use a single application form for four or more mainstream programs (example DHS's COMPASS)
- Provide annual follow-ups with participants to ensure mainstream benefits are received and renewed
- Provide access to SSI/SSDI technical assistance provided by the applicant, a sub recipient or partner agency

Will the project partner with any other organizations to provide supportive services? If so, what organizations?

For projects serving families with dependent children:

- Does the applicant have policies and practices that are consistent with, and do not restrict the exercise of rights provided by the education subtitle of the McKinney-Vento Act, as updated by the Every Student Succeeds Act, and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness?

- Does the applicant have a designated staff person responsible for ensuring that children are enrolled in school and connected to the appropriate services within the community, including early childhood education programs such as Head Start, Part C of the Individuals with Disabilities Act, and McKinney-Vento education services?

## Timeliness

Describe plan for rapid implementation of the project, documenting how the project will be ready to begin housing the first project participant. Provide a detailed schedule of proposed activities for:

60 days after grant award

120 days after grant award

180 days after grant award

## Financials

Applicant must submit an estimated and reasonable budget for the project proposed. For eligible activities, please refer to this resource: <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/coc-eligible-activities-overview/list-of-coc-eligible-activities/> Budgeted costs must be reasonable, allocable, and allowable.

Did the applicant's most recent audit:

1. Find no exceptions to standard practices  
 Yes  
 No
2. Identify agency as 'low risk'  
 Yes  
 No
3. Indicate no findings  
 Yes  
 No

Describe the plan to meet the match requirement. Will the documented match funding amount meet HUD requirements?

## Project Effectiveness

Will the project participate in Coordinated Entry?

Describe how the project will ensure all services, housing decisions, and case management will be client driven.

Describe your agency's existing mechanism(s) for involvement of Persons with Lived Experience in any or all facets of the organization's operations (an advisory committee, participant feedback, participation on the organization's board) and how that information is used.

Describe how you would obtain feedback from Persons with Lived Experience in this new project; include a plan for both the design of the project and a plan for their continued involvement in the project.

How will your organization commit to ensuring racial equity for project participants, staff, and board members?

## **Domestic Violence Survivors Experience**

*(For DV Bonus Project applications only)*

Describe the degree to which your organization improves safety for the DV populations served.

Do survivors indicate that they feel safer after they receive services? How do or how will you capture/evaluate this?

Do survivors define safety in their own way? If you do not currently capture/evaluate this data, how will you begin to do so in the next 12 months?

Have you implemented [DV Housing First](#) practices/philosophy? How have you, or how will you in the next 12 months?

Will each participant have the opportunity to meet with a trained case manager to develop a tailored safety plan that includes safe housing needs?

## Estimated Budget for New Project Solicitation

Eligible Costs	Quantity AND Description	Total Amount Requested (1 Year)
1a. Acquisition		
1b. Rehabilitation		
1c. New Construction		
2a. Leased Units		
2b. Leased Structures		
3. Rental Assistance <i>(Please include number of units in description)</i>		
4. Supportive Services*		
5. Operating		
6. HMIS		
7. Sub-total Costs Required		
8. Admin (Up to 10%)		
9. Total Assistance Plus Admin Requested		
10. Match (25% of #9) <i>(please include source of match in description)</i>		
11. Total Budget		

***\*Supportive Services Detailed Budget:***

<b>Eligible Costs</b>	<b>Quantity AND Description</b>	<b>Total Amount Requested (1 Year)</b>
Assessment of Service Needs		
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		
Employment Assistance		
Food		
Housing/Counseling Services		
Legal Services		
Life Skills		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation		
Utility Deposits		
Operating Costs		



# Housing First Approach

Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry.

Housing First emerged as an alternative to the linear approach in which people experiencing homelessness were required to first participate in and graduate from short-term residential and treatment programs before obtaining permanent housing. In the linear approach, permanent housing was offered only after a person experiencing homelessness could demonstrate that they were “ready” for housing. By contrast, Housing First is premised on the following principles:

- Homelessness is first and foremost a housing crisis and can be addressed through the provision of safe and affordable housing.
- All people experiencing homelessness, regardless of their housing history and duration of homelessness, can achieve housing stability in permanent housing. Some may need very little support for a brief period of time, while others may need more intensive and long-term support.
- Everyone is “housing ready.” Sobriety, compliance in treatment, or even criminal histories are not necessary to succeed in housing. Rather, homelessness programs and housing providers must be “consumer ready.”
- Many people experience improvements in quality of life, in the areas of health, mental health, substance use, and employment, as a result of achieving housing.
- People experiencing homelessness have the right to self-determination and should be treated with dignity and respect.
- The exact configuration of housing and services depends upon the needs and preferences of the population.

Quick Screen: Does Your Project Use Housing First Principles?

1. Are applicants allowed to enter the project without income?
2. Are applicants allowed to enter the project even if they aren't “clean and sober” or “treatment compliant”?
3. Are applicants allowed to enter the project even if they have criminal justice system involvement?
4. Are service and treatment plans voluntary, such that tenants cannot be evicted for not following through?

# Important Definitions

## Definition of “Chronic Homelessness”

- The definition of chronically homeless is a homeless individual with a disability as defined in section 401(9) of the McKinney-Vento Assistance Act (42 U.S.C. 11360(9)), who:
  - Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter, and
  - Has been homeless and living as described for at least 12 months\* or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described.
- An individual who has been residing in an institutional care facility for less, including jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria of this definition before entering that facility\*\*; or
- A family with an adult head of household (or, if there is no adult in the family, a minor head of household) who meets all of the criteria of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

\*A “break” in homeless is considered to be 7 or more nights.

\*\*An individual residing in an institutional care facility does not constitute a break in homelessness.

## Definition of a Disability

has an adult head of household (or a minor head of household if no adult is present in the household) with a diagnosable substance use disorder, serious mental illness, developmental disability (as defined in section 15002 of this title), post traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of 2 or more of those conditions.

## HUD’s Four Categories of Homelessness

Within the homeless definition there are four categories of homelessness:

1. Literally Homeless
2. Imminent Risk of Homelessness
3. Homeless Under Other Federal Statutes
4. Fleeing/Attempting to Flee Domestic Violence

### Category 1: Literally Homeless

Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- Has a primary nighttime residence that is a public or private place not meant for human habitation; or
- Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
- Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

An individual or family only needs to meet one of the three subcategories to qualify as Homeless Category 1: Literally Homeless.

**Category 2: Imminent Risk of Homelessness** *(not eligible under this NOFO)*

An individual or family who will imminently lose their primary nighttime residence, provided that:

- Residence will be lost within 14 days of the date of application for homeless assistance;
- No subsequent residence has been identified; and
- The individual or family lacks the resources or support networks needed to obtain other permanent housing.

Includes individuals and families who are within 14 days of losing their housing, including housing they own, rent, are sharing with others, or are living in without paying rent.

**Category 3: Homeless Under Other Federal Statutes** *(not eligible under this NOFO)*

Unaccompanied youth under 25 years of age, or families with Category 3 children and youth, who do not otherwise qualify as homeless under this definition, but who:

- Are defined as homeless under the other listed federal statutes;
- Have not had a lease, ownership interest in permanent housing during the 60 days prior to the homeless assistance application;
- Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and
- Can be expected to continue in such status for an extended period of time due to special needs or barriers

HUD has not authorized any CoC to serve the homeless under Category 3. HUD determines and approves the use of CoC Program funds to serve this population based on each CoC's Consolidated Application. See 24 CFR 578.89. Individuals and families that qualify as homeless under Category 3 may be served by the ESG program if they meet required eligibility criteria for certain ESG components.

**Category 4: Fleeing/Attempting to Flee Domestic Violence**

Any individual or family who:

- Is fleeing, or is attempting to flee, domestic violence;
- Has no other residence; and
- Lacks the resources or support networks to obtain other permanent housing

“Domestic Violence” includes dating violence, sexual assault, stalking, and other dangerous or life-threatening conditions that relate to violence against the individual or family member that either takes place in, or him or her afraid to return to, their primary nighttime residence (including human trafficking).