# 2018 Continuum of Care Grants SUPPLEMENTAL APPLICATION COVER PAGE

## This form and the requested attachments are due on July 26, 2018 by 12:00 PM (Noon) PST to HomeBase via email. Please send documents in the format specified below to [**SCCNOFA@homebaseccc.org**](mailto:SCCNOFA@homebaseccc.org).

## Late responses may be considered when scoring agency capacity!

|  |  |
| --- | --- |
| Applicant agency name(s): | |
| Project name: | |
| Person to contact concerning this application: | |
| Email: | |
| Phone: | Total grant amount requested: |

Required Submissions

## FOR EACH PROJECT:

The Supplemental Application Cover Sheet and Documentation Checklist (this form) – one (1) Word copy

The appropriate Supplemental Application form and accompanying responses for each project – one (1) Word copy:

* + Supplemental Application for Renewal Projects *OR*
  + Supplemental Application for New/Transfer Projects & Projects Without a Full Year of Data

The full project application (formerly known as “Exhibit 2”) from e-snaps – one (1) PDF copy  
🡪 Please DO NOT hit submit in e-snaps until after the local competition!

The program’s most recent Annual Performance Report (APR) submitted to HUD, if any  
🡪 Renewal & transfer applicants submitting the Supplemental Application for New/Transfer Projects & Projects Without a Full Year of Data only

A total proposed project budget, including all sources of funding and in-kind match as well as expected expenditures   
🡪 New projects only (and not including Expansion projects)

## FOR EACH AGENCY:

Any HUD Monitoring Letters relating to any of your agency’s projects and correspondence about any findings or concerns (if not already submitted) – one (1) PDF copy

Your agency’s most recent financial audit and management letter or an explanation regarding why there has not been an audit (if not already submitted) – one (1) PDF copy

Your agency’s organizational chart – one (1) PDF copy

## POLICIES AND PROCEDURES:

Your agency and/or project’s written policies and procedures **in their entirety** (if not already submitted). If submitting multiple documents, please consolidate them into one (1) searchable PDF with absolute page numbers PER AGENCY. Please do not submit multiple PDFs or a consolidated PDF with multiple sets of page numbers throughout the document.

* **Note:** If these policies and procedures apply agency-wide, submit one copy per agency. For policies that are specific to one or more projects, submit one copy for each project to which they relate, and specify to which project(s) they apply. For example, if your agency has three CoC-funded projects, each with a different policy, you should submit all three policies consolidated into one (1) searchable PDF with absolute page numbers.

Supplemental Application Instructions

The following applicants must submit Supplemental Applications for Renewal Projects:

|  |  |
| --- | --- |
| Abode Services | 1. Mission Rebuild |
| 1. Sunset Leasing Project |
| Bill Wilson Center | 1. Peacock Commons |
| 1. Transitional Housing Program for Youth and Young Families |
| 1. Transitional Housing Program for Youth and Young Families North |
| County of Santa Clara | 1. CCP Placement Project |
| 1. Family Housing |
| 1. HHS Rental Assistance Program #2 |
| 1. Housing Case Management for Medical Respite |
| 1. Housing Case Management for the Homeless |
| 1. Samaritan Inns |
| 1. SCC Reentry RRH |
| 1. SCC RRH for Families & Youth |
| St. Joseph's Family Center | 1. Gilroy Place |
| 1. Our New Place |
| YWCA of Silicon Valley | 1. Domestic Violence Rapid Rehousing for Families |

All other applicants must submit Supplemental Applications for New/Transfer Projects & Projects Without a Full Year of Data.

# 2018 Continuum of Care Grants SUPPLEMENTAL APPLICATIONFORRENEWAL PROJECTS

Threshold Requirements

All renewal projects must meet threshold criteria in order to be eligible for funding. A threshold review will take place prior to the review and rank process to clarify baseline requirements. Please check a box in each category to confirm the truth of the following:

## **HMIS Implementation**

Project has full and active HMIS participation (unless agency is a victim service provider prohibited from entering client-level data in HMIS), meaning:

* + Every HMIS user of the project has passed the annual HMIS recertification exam; AND
  + The project’s data quality report card score is at least a C.

This factor may be verified by the HMIS Lead.

***OR***

If the project is prohibited from entering client-level data in HMIS, the project uses a comparable database system.

## **Coordinated Assessment System Participation**

Project is participating in the Coordinated Assessment System.

## **HUD Threshold**

Project complies with eligibility requirements of the [CoC Interim Rule](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf) and [Subsequent Notices](https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices/), and meets the threshold requirements outlined in the [2018 Notice of Funding Availability](https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf) (pp. 33-41).

## **HUD Policies**

Project has policies regarding termination of assistance, client grievances, Equal Access, ADA and fair housing requirements, VAWA protection, and confidentiality that are compliant with HUD CoC Program requirements.

* If you are unable to check one of the boxes above, please provide a 500-word explanation.

Unspent Grant Funds

If this information was not already provided in response to the Request for Information (RFI), what was the **total amount expended** of HUD CoC funds for this grant in the **2016 grant year** (if grant year is finished)?

Other Priority Populations

Is the project dedicated to any of the following populations (check all that apply)?

Youth

Survivors of Domestic Violence

Families with Children

Veterans

None of the Above

Narrative Response to Preliminary and Anticipated Scores

You may provide a narrative of up to 1500 words to supplement the information contained in your HMIS Data/Project Evaluation Report regarding your program’s successes in the past operating year. Applicants may use this opportunity to direct the Review and Rank Committee to explanatory or qualifying information regarding those scoring factors on which their project may not score perfectly and to encourage Panelists to exercise discretion in changing the scores for those factors.

Projects will be provided preliminary scores *only* for those scoring factors that are pre-scored or scaled based on HMIS data. Projects are encouraged to provide explanatory information for any scoring factors they believe may not accurately reflect performance, including those for which they did not receive preliminary scores.

Applicants may use data and past performance information to support their arguments (e.g., information regarding the special nature of the population served, unusual or unforeseeable circumstances beyond the project’s control, or other reasons the project’s data does not adequately reflect its work).

* Please note that preliminary scores may go UP or DOWN during the Committee’s review.

# 2018 Continuum of Care Grants SUPPLEMENTAL APPLICATION FOR NEW/TRANSFER PROJECTS & PROJECTS WITHOUT A FULL YEAR OF DATA

Please use this application for the following types of projects:

* New projects
* New expansion projects
* Renewal projects that did not have a complete year of data for calendar year 2017
* Transfer projects that did not have a complete year of post-transfer data (*i.e.*, data relating to performance AFTER transfer to the project’s current agency) for calendar year 2017

Threshold Requirements

All new and renewal projects must meet threshold criteria in order to be eligible for funding. A threshold review will take place prior to the review and rank process to clarify baseline requirements. Please check a box in each category to confirm the truth of the following:

## **HMIS Implementation**

The project agrees to full and active HMIS participation (unless agency is a victim service provider prohibited from entering client-level data in HMIS), which must be implemented prior to HUD executing a grant agreement.

***OR***

If the project is prohibited from entering client-level data in HMIS, the project agrees to use a comparable database.

## **Coordinated Assessment System Participation**

The project agrees to participate in the CoC’s Coordinated Assessment System and will join prior to executing a grant agreement with HUD.

## **Eligible Applicant**

Applicant and subrecipients (if any) are eligible to receive CoC funding, including: non-profit organizations, States, local governments, and instrumentalities of state and local governments.

## **Eligible New Project Type**

The application proposes:

Permanent supportive housing where 100% of beds are dedicated to chronically homeless households;

***OR***

DedicatedPLUS permanent supportive housing where 100% of beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth that at intake are:

* Experiencing chronic homelessness;
* 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;
* Residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;
* Residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness prior to entering the project;
* Residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or
* 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 system;

***OR***

Rapid rehousing, serving individuals and families (including youth) who meet the CoC Program definition of homeless (24 CFR 578.3);

***OR***

Joint component types, which will combine transitional housing and rapid rehousing into a single project to serve individuals and families experiencing homelessness, serving individuals and families (including youth) who meet the CoC Program definition of homeless (24 CFR 578.3);

***OR***

An otherwise eligible renewal project without a full year of data or transfer of an existing grant.

## **HUD Threshold**

Project complies with eligibility requirements of the [CoC Interim Rule](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf) and [Subsequent Notices](https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices/), and meets the threshold requirements outlined in the [2018 Notice of Funding Availability](https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf) (pp. 29-37).

## **HUD Policies**

Project will draft and implement policies regarding termination of assistance, client grievances, Equal Access, ADA and fair housing requirements, VAWA protection, and confidentiality that are compliant with HUD CoC Program requirements.

Category 1: Project’s Work Consistent with Community Needs

## **Factor 1A: Renewable Activities**

Are you proposing using grant funds for renewable activities (*e.g.*, leasing, rental subsidies, housing operations as opposed to nonrenewable funds for acquisition, construction or rehabilitation)?

Yes  No

## Factor 1B: Project Readiness

Will the project be ready to start by HUD’s statutory guidelines? Consider:

* For Construction/Rehabilitation/Acquisition:
  + When will you have site control?
  + When will construction/rehabilitation begin?
  + When will construction/rehabilitation be complete?
* For Leasing: When will you start leasing units?
* For Rental Assistance: When will you start rental assistance?

Yes  No

What is the agency’s timeline for staffing the project, establishing site control, beginning to draw down funds, and otherwise complying with CoC Program deadlines?

250-word limit

What regulatory obstacles, if any, do you anticipate confronting, such as tenant displacement or relocation, environmental or zoning issues? How will these obstacles be overcome so that the project will be timely?

500-word limit

Does the agency already have policies and procedures that can be used as-is or easily adapted for use in a CoC-funded project?

Yes  No

Category 2: Project Ability to Enhance System Performance

## **Factor 2A: Program Design**[[1]](#footnote-1)

Please describe yourplan for providing services to clients and/or referring clients to outside services for support, including:

* What types of services will be provided in-house?
* What types of services will require referrals?
* What agencies will accept referrals?
* How will the referral scheme ensure connection?
* What is the process for developing client service plans and matching clients with services?
* For RRH applicants, the panel will consider whether the services described adequately support clients in securing employment and achieving long-term housing stability.

1000-word limit

Please describe how the project will be staffed. How many persons will be performing the duties described above, managing and/or otherwise supporting the project? How will their time be allocated among their responsibilities?

250-word limit

Please describe how staff will be trained to meet the needs of the population to be served.

250-word limit

Please describe how the program design will be intentionally inclusive of and accessible to all eligible clients?

250-word limit

Please describe how the project will use evidence-based practices in serving clients.

250-word limit

## **Factor 2B: Program Outcomes**

Please describe the agency’s experience and outcomes for the most recent measurement period related to the following *or comparable* measures of housing stability and increased income in the agency’s current or former housing project most similar to the proposed program.

If the proposed project is designed to serve survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, the agency should provide examples of outcomes and program operations for existing or prior housing projects that serve(d) a similar population.

If you choose to provide examples from two different programs, please explain why both are relevant.

* For permanent supportive housing: The percentage of formerly homeless individuals who remain housed in the housing project or exited to other permanent housing, excluding participants who passed away;
* For rapid rehousing/transitional housing: The percentage of homeless persons who exited the project to/in a form of permanent housing, excluding participants who passed away.
* For all projects: The percentage of stayers/leavers that increase cash income from entry to latest status/exit;
* For all projects: The percentage of stayers/leavers with non-cash benefit sources.

500-word limit

How has the agency has analyzed its outcomes data for current or former housing programs to improve program design and service delivery?

250-word limit

Please describe the proactive steps the agency has undertaken to minimize barriers to housing placement and retention and actively support highly vulnerable and high-needs clients to obtain and maintain housing in the agency’s current or former housing programs.

500-word limit

## **Factor 2C: Housing**

Please describe the housing where participants will reside and how the project will be staffed to operate the housing.

250-word limit

Please describe how the program will be physically accessible to persons with disabilities.

100-word limit

## Factor 2D: Alignment with Housing First Principles

Please indicate the page number(s) in your consolidated, searchable agency and/or project policies and procedures PDF where the panel can find provisions that clearly demonstrate participants **will** **not be screened out** based on the following criteria:

*Please skip this table if already addressed with pre-NOFA RFI submission*.

|  |  |  |
| --- | --- | --- |
|  | **Page Number** | **Name of Project(s) (or “All Projects”)** |
| Having too little or no income |  |  |
| Active, or history of, substance use or a substance use disorder |  |  |
| Having a criminal record (with exceptions for state-mandated restrictions) |  |  |
| History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement) |  |  |

Please indicate the page number(s) in your consolidated, searchable agency and/or project policies and procedures PDF where the panel can find provisions that clearly demonstrate participants are **will** **not be terminated** from the program for the following reasons:

*Please skip this table if already addressed with pre-NOFA RFI submission*.

|  |  |  |
| --- | --- | --- |
|  | **Page Number** | **Name of Project(s) (or “All Projects”)** |
| Failure to participate in supportive services (with exception for HUD-mandated monthly case management meeting for RRH program participants) |  |  |
| Failure to make progress on a service plan |  |  |
| Loss of income or failure to improve income |  |  |
| Being a survivor of domestic violence |  |  |
| Any other activity not covered in a lease agreement typically found in the project’s geographic area |  |  |

What proactive steps does the agency propose to take to minimize barriers to housing placement and retention in the proposed project?

250-word limit

*All applicants must address this prompt.*

Category 3: Agency/Collaborative Capacity To Enhance System Performance

## Factor 3A: Administrative Capacity

Has the agency successfully handled at least one other federal grant or other major grant of this size and complexity, either in or out of the CoC?

Yes  No

If yes, please provide details, including but not limited to source, type, duration, and size of the grant; grant-funded activities; compliance or monitoring issues; and grant outcomes.

250-word limit

## Factor 3B: Compliance

*Please skip this factor if already addressed with pre-NOFA RFI submission*.

Are there any unresolved HUD monitoring findings or concerns or outstanding HUD audit findings related to any CoC-funded project?

Yes  No

If Yes, please specify which project(s):

Has HUD instituted any sanctions for any of your CoC-funded projects, including, but not limited to, suspending disbursements (e.g. freezing LOCCS), requiring repayment of grant funds, or de-obligating grant funds due to performance issues?

Yes  No

If Yes, please specify which project(s):

If Yes to either of the above, please attach all **written communications between HUD and the project** concerning those matters and **describe the issue and status** here, including the extent to which you have advised the Collaborative Applicant of the outstanding HUD findings or concerns.

**500-word limit**

## Factor 3C: Alignment with CoC Priorities

Please report your agency’s CoC participation in 2017 (*if not already addressed in pre-NOFA RFI submission)*:

Name and number of CoC committee and/or working group **meetings** attended:

Titles of CoC **trainings** attended:

Please describe in **no more than 200 words per project** how the services provided will meet the needs of the target population, as indicated by:

* + **Case manager to client ratio** AND
  + The **type of services** **provided** AND  
    🡪 E.g., housing navigation, substance use treatment, trauma informed care, youth-targeted programming, etc.
  + A **clear, comprehensive service delivery strategy/plan**  
    🡪 Please describe how program staff will work with clients to address barriers to housing stability, including assessing and identifying service needs, developing a service plan and goals, connecting clients to resources within your agency or in the community, and monitoring progress. Be as specific and detailed as possible in the space allowed.
  + For projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, the degree to which agency’s program design promotes client safety

Target population:

Narrative:

**200-word limit**

Please describe (*if not already addressed in pre-NOFA RFI submission)* how the project contributes to the community plan goal of 6,000 new housing opportunities and maximizes the number of people exiting homelessness.

If you have multiple projects that employ the same strategy or strategies, provide one narrative and name all projects to which it applies.

The following examples are **non-exhaustive** – we welcome other strategies!

* Project employs landlord engagement strategies
* Project proposes to increase the number of persons served
* Contribution of project to improving system performance
* If PSH, project has or participates in a move on program or strategy

**200-word limit**

Please describe the source(s) of **match** and its **stability and sustainability**. If one source provides match for multiple projects, please provide just one response and name all projects to which it applies.

**100-word limit**

## Factor 3D: Client Participation in Program Design and Policy-Making

*Please* ***DO NOT SKIP*** *this factor even if you completed the pre-NOFA RFI*.

Please outline at least one strategy your agency will use to gather feedback and input from homeless and formerly homeless clients regarding the proposed program and its policies.

The following examples are non-exhaustive – we welcome other strategies!

* Having at least one homeless or formerly homeless person on the agency’s staff or board
* Having a consumer advisory board that meets regularly
* Administering consumer satisfaction surveys
* Convening client focus groups

**50-word limit**

Please provide any example(s) of changes in program design and/or policies that were made in previous or existing projects as a direct result of client feedback.

100-word limit

Category 4: HMIS Participation

Do the agency’s other programs, if any, demonstrate HMIS participation or participation in a similar database and good data quality? Please explain.

**Good data quality** may be demonstrated by:

* Low percentage of null/missing, “don’t know,” or “refused” data
* High percentage of clients that exit to known destinations
* High percentage of clients with known income and benefits
* Low percentage of clients who are required to have annual assessments and do not have them
* Low average length of time between when a client enters or exits a program and when the project records the entry or exit

**150-word limit**

Narrative Response to Preliminary and Anticipated Scores

If you received preliminary scores for your project, you may provide a narrative of up to 1500 words to supplement the information contained in your HMIS Data/Project Evaluation Report regarding your program’s successes in the past operating year. Applicants may use this opportunity to direct the Review and Rank Committee to explanatory or qualifying information regarding those scoring factors on which their project may not score perfectly and to encourage Panelists to exercise discretion in changing the scores for those factors.

Projects will be provided preliminary scores *only* for those scoring factors that are pre-scored or scaled based on HMIS data. Projects are encouraged to provide explanatory information for any scoring factors they believe may not accurately reflect performance, including those for which they did not receive preliminary scores.

Applicants may use data and past performance information to support their arguments (e.g., information regarding the special nature of the population served, unusual or unforeseeable circumstances beyond the project’s control, or other reasons the project’s data does not adequately reflect its work).

* Please note that preliminary scores may go UP or DOWN during the Committee’s review.

1. For projects serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, the panel will consider the extent to which program design promotes client safety, among other client needs. It is considered a best practice for programs serving survivors of domestic violence to have certified domestic violence, sexual assault, and/or human trafficking advocates (40 or 65 hour training course) to provide confidential supportive services. [↑](#footnote-ref-1)