# 2022 Continuum of Care Grants SUPPLEMENTAL APPLICATION FOR NEW/TRANSFER PROJECTS and PROJECTS WITHOUT A FULL YEAR OF DATA

## This form and the requested attachments are due on August 24, 2022 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: |

This form is for the following type of applications:

* New housing projects
* New expansion housing projects
* Renewal projects that did not have a complete year of data for April 1, 2021 – March 31, 2022
* 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 April 1, 2021 – March 31, 2022

Required Submissions

## FOR EACH PROJECT:

The Supplemental Application for New/Transfer Projects & Projects Without a Full Year of Data with responses (this document) including the Cover Sheet and Documentation Checklist (this page) – one (1) Word copy

The full HUD Project Application from e-snaps – one (1) PDF copy  
🡪 Please DO NOT hit submit in e-snaps until after the local competition!

A total proposed project budget, including all sources of funding and in-kind match as well as expected expenditures

## 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

Optional Submissions (for Bonus Points)

## FOR NEW PSH OR RRH PROJECTS:

If housing subsidies or subsidized units will be supported/provided by a source other than CoC or ESG funding, submit a written commitment from the source of the housing leverage. The written commitment must identify the project name, the source, the number of units (PSH) or households (RRH) to be provided, and the timeframe during which the resources will be provided.

If healthcare resources (insurance, medical care, or behavioral health care) will be provided by a healthcare or health insurance provider, in the form of funding or in-kind services, submit a written commitment from the source of the healthcare leverage. The written commitment must identify the project name, the source, the value of the commitment, and the timeframe during which the resources will be provided.

Supplemental Application Instructions

The following applicants must submit Supplemental Applications for New/Transfer Projects & Projects Without a Full Year of Data (this form):

|  |  |
| --- | --- |
| County of Santa Clara | 1. Immanuel Sobrato Community |
| 1. Leigh Avenue |
| 1. Calabazas Apartments |
| 1. DV-TH-RRH Project |
| All New Projects applying for CoC Bonus, Reallocation or DV Bonus funding. | |

All projects applying to renew grants that have a full year of outcomes data must submit Supplemental Applications for Renewal Projects. That is a separate form available from the CoC’s website.

# 2022 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 housing projects
* New expansion housing projects
* Renewal projects that did not have a complete year of data for calendar year 2020
* 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 2020

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 (including youth) who meet the CoC Program definition of homeless (24 CFR 578.3);

## **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 [2022 Notice of Funding Opportunity](https://www.grants.gov/web/grants/view-opportunity.html?oppId=342855).

## **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.

## **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

Category 1: Project’s Work Consistent with Community Needs

## Factor 1A: Project Readiness

1. The panel will use your responses to the questions below to evaluate the likelihood that your project will be able to start by HUD’s statutory deadlines.
   1. 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

* 1. 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

* 1. 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

* 1. 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: Services Provided**[[1]](#footnote-1)

1. The panel will use your responses to the questions below to evaluate how well the services that will be available to participants in this project will meet the needs of the population the project will serve.
   1. Please describe the full scope of housing barriers and service needs present for the participants you propose to serve. In particular, identify 1) the most common barriers and needs; 2) any barriers or needs that are unique to your target population or impact your target population most severely; and 3) other barriers or needs that may appear less frequently. 400-word limit

* 1. Please describe the types of services available to participants in the project (e.g. housing navigation, substance use treatment, health care, trauma-informed care, youth-targeted programming, etc). Indicate how the services are made available to participants (e.g. provided by staff, provided by a partner, connection to a resource in the community). 400-word limit

* 1. Please describe the approach you take to each of the following supports. For example, who is responsible for each task, where and when does it happen, what is the role of participants, what tools or approaches are used, etc. The panel will use these responses to evaluate how participant-led and strengths-based your approach is.

Assessment of Service Needs and/or Housing Barriers

200-word limit

Housing Stability Planning and/or Goal Setting

200-word limit

Housing Search (if applicable for the project)

200-word limit

* 1. Please describe the proposed staffing to provide “case management” or “service coordination” support. Only include staff who provide this specific type of support, which may include assessment of services needs and/or barriers, planning, goal setting, identification of resource or service options, and connection or referral to resources or services.

Give the number of staff members that provide this type of support, whether each staff member is dedicated full-time or part time to the CoC-funded project, and what other services or functions the staff members provide. For example, if case management/service coordination staff are also responsible for housing search support, life skills trainings, or other supports, note that in your response.

Please also provide either the total number of households and individual participants to be enrolled at any single point in time, when project is at full capacity.

|  |  |
| --- | --- |
| Project Name | Case Management/Service Coordination Staffing (200-word limit per row) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## **Factor 2B: Staffing and Training**

1. 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

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

250-word limit

1. For services that will be provided by other organizations in the community, please describe participants will be connected to those services.

250-word limit

## **Factor 2C: Program Outcomes**

1. 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

1. 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

1. 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. This response should focus on barriers to housing access specifically, not barriers to project enrollment or participation.

500-word limit

## **Factor 2D: Affirmatively Furthering Fair Housing**

1. Please describe how the program will ensure clients receive reasonable accommodations whenever they are needed.

250-word limit

1. Please describe how the program will ensure that clients know their housing rights and are protected from housing discrimination based on race, ancestry, religion, disability, sex, sexual orientation, gender identity, gender expression, genetic information, marital status, familial status, and source of income.

250-word limit

## Factor 2E: Alignment with Housing First Principles

1. **Lowering Barriers to Project Enrollment**
2. Please check the box for each situation that would ***always*** disqualify a person from enrollment in the project:

|  |  |
| --- | --- |
|  | Project Name: |
| Person is actively using substances (including alcohol or illegal drugs) |  |
| Person has chronic substance use issues |  |
| Person has a mental health condition |  |
| Person has a mental health condition that is currently untreated |  |
| Person has a felony conviction |  |
| Person has an arson conviction |  |
| Person appears on the California Sex Offense Registry |  |
| Person has a conviction related to domestic violence, intimate partner violence, or sexual assault |  |
| Person has another type of criminal conviction |  |
| Person has no current source of income |  |
| Person has very low or insufficient income |  |
| Person has poor credit |  |
| Person is a survivor of domestic violence or intimate partner violence and has not separated from their abuser and/or does not plan to obtain a protection order |  |

1. Please check the box for each situation that ***might*** disqualify a person from enrollment in the project, **depending on the circumstances**:

|  |  |
| --- | --- |
|  | Project Name: |
| Person is actively using substances (including alcohol or illegal drugs) |  |
| Person has chronic substance use issues |  |
| Person has a mental health condition |  |
| Person has a mental health condition that is currently untreated |  |
| Person has a felony conviction |  |
| Person has an arson conviction |  |
| Person appears on the California Sex Offense Registry |  |
| Person has a conviction related to domestic violence, intimate partner violence, or sexual assault |  |
| Person has another type of criminal conviction |  |
| Person has no current source of income |  |
| Person has very low or insufficient income |  |
| Person has poor credit |  |
| Person is a survivor of domestic violence or intimate partner violence and has not separated from their abuser and/or does not plan to obtain a protection order |  |

1. If you checked any boxes for (a) or (b), please explain why (**100-word limit per box checked**):

1. **Preventing Involuntary Exits**
2. Describe all of the ways the project will work with participants to avoid involuntary project exit, in compliance with the [CoC’s Policy for Participant Termination](https://osh.sccgov.org/sites/g/files/exjcpb671/files/SCC%20CoC%20Quality%20Assurance%20Standards%20-%20050420%20-%20Waiver%20Info%20and%20Addendum.pdf) (pg. 28), including: client-centered case management, providing additional support and/or resources, and/or any other strategies**. 400-word limit**

1. If any of your existing projects have exited a participant involuntarily in the past 4 years, choose one example and describe all the steps you took to prevent or avoid the involuntary exit. Please change or do not include details that would allow a member of the community to identify the former participant. **400-word limit**

Category 3: Agency/Collaborative Capacity To Enhance System Performance

## Factor 3A: Administrative Capacity

1. 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

**If no**, please describe either:

1. your agency’s staffing, financial systems, and internal controls that are adequate to successfully administer a federal grant (e.g. GAAP compliant accounting, understanding of federal Uniform Guidance at 2. C.F.R. 200, staff capacity and expertise for expense tracking and financial management, etc); **OR**
2. a robust and concrete plan to develop staffing, financial systems, and internal controls to successfully manage the CoC grant funding (e.g. through hiring, training, and/or technical assistance).

250-word limit

## Factor 3B: Compliance

*Please skip this factor if you already submitted a pre-NOFA RFI, for Renewal Projects Without Data.*

1. 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):

1. 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):

1. 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 3D: Participant Leadership in Service Design and Project Implementation

*Please skip this factor if you already submitted a pre-NOFA RFI, for a Renewal Project Without Data.*

1. The panel will use your responses below to evaluate how your agency prioritizes lived experience and participant leadership, using the criteria described in scoring factor 3D.
2. Please describe at least one strategy your agency currently uses to prioritize lived experience and/or participant leadership, which you will continue to use for the proposed project. Factor 3D on the Renewal Project Scoring Tool lists High Priority Strategies (eligible for max 5 points) and Additional Strategies (eligible for max 3 points). **400-word limit**

1. Please give one example of feedback or input received from participants in the past 4 years (7/1/18 – 6/30/22). Feedback can be from participants in a CoC-funded project or in another project operated by the agency, as long as the applicant clearly describes how feedback would impact or affect CoC-funded projects.

Please describe how the agency or project responded to the feedback, which may include but is not limited to any of the following:

* Exploring the feasibility of changes in response to the feedback,
* Communicating with agency leadership and/or board of directors about the feedback,
* Communicating with participants about follow-up efforts in a feedback loop,
* How the decision was made to make changes or not make changes based on the feedback, and/or any changes that were made to the project or services.

**(400-word limit)**

## Factor 3E: Advancing Racial Equity and Cultural Competency

*Please skip this factor if you already submitted a pre-NOFA RFI, for a Renewal Project Without Data.*

1. The panel will use your responses below to evaluate how your agency implemented strategies to advance racial equity within the agency and/or the agency’s projects. **(2 points)**
2. Select all of the methods of advancing racial equity and cultural competency that your agency has implemented:

Public written commitment to address/eliminate racial and ethnic inequities and provide culturally responsive programming is included in guiding documentation (i.e., mission, vision, goals, etc.)

Ongoing evaluation of policy, service of program impacts and progress towards racial equity and cultural responsiveness

Public reporting on populations being served, outcomes, and performance metrics disaggregated by race and ethnicity

Internal structures exist to address issues of racial equity and cultural responsiveness (i.e., formal or informal complaint resolution process, community advisory body, equity committee)

Racial equity and cultural responsiveness knowledge, skills and practices are part of staff job descriptions and workplans

Strategies exist to recruit, retain, and develop staff who represent communities of color and/or speak languages other than English

Staff receive training and support around racial equity and cultural responsiveness and their role in addressing racial inequities

Written materials are provided in multiple languages for participants with limited English proficiency

Translation and interpretive services are provided in multiple languages for participants with limited English proficiency

Other (please list):

1. Describe one or more of the agency’s most significant strategies to address racial inequities and ensure culturally-responsive programming, including any significant successes that you had with these strategies over the past year. Use specific examples where possible, including any substantive changes to project design or service delivery that were made within the agency. **(2 points)**

**(400-word limit per agency)**

Category 4: HMIS Participation

1. Please describe how your agency currently uses data or information about participant outcomes to inform and improve project implementation or service delivery. The description should include:

* how and when information is collected from participants,
* how it is recorded or stored,
* how participant confidentiality is protected,
* how and how frequently outcomes are analyzed.

**(400-word limit)**

1. Please describes the measures you uses or will use to evaluate project success. The measures described do not need to be identical to the CoC’s performance metrics, but at least one should be related to housing and/or economic stability.

**(400-word limit)**

Narrative Response to Preliminary and Anticipated Scores

*Please skip this factor if your agency does not have any Renewal Projects or Renewal Projects Without Data.*

You may provide a narrative of up to 1500 words to identify scoring factors for further review by the Review and Rank Panel, and to supplement the information contained in your RFI and Project Evaluation Report. You will be provided preliminary scores for all scoring factors, either pre-scored or scaled based on HMIS data. You may provide explanatory information for any scoring factors you believe do not accurately reflect performance. You must clearly identify each specific scoring factor you want the Review and Rank Panel to further review.

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. 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)