CoC Local NOFA
Partners Ending Homelessness
Local NOFA Training
for New and Renewal Project
Applications

Partners Ending Homelessness Staff

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Introduction

Partners Ending Homelessness is the local Continuum of Care (CoC), representing the City of Rochester, County of Monroe, and Towns of Greece and Irondequoit (NY-500), will submit a CoC Program Consolidated Application for funding to the U.S. Department of Housing and Urban Development (HUD) in the upcoming FY 2019 Continuum of Care Homeless Assistance Program Competition. This presentation describes the local application submission and review process.

Renewal Application Introduction

The CoC will accept Renewal project Applications for Permanent Supportive Housing, Rapid Re-housing, Transitional Housing and TH-RRH projects.

CoC Planning Grant, Coordinated Entry and HMIS renewal Applications will also be accepted and are non-competitive.

Application Review

The Local Application Review Committee is the entity that will review, score, and rank projects. It consists of individuals without conflicts of interest who either sit on the CoC Board or are representatives of the community at large. Members of the Application Review Committee are not employees, owners, stakeholders, directors, officers, funders, board members of, or independent contractors to, any organization that submits or will benefit from a local Application that is being reviewed, scored, and ranked.

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Application Review

(Continued)

The Local Application Review Committee will evaluate the applications based on the attached Scoring Rubric. The Scoring Rubric and Applications were reviewed and approved by the committee. The following policies were approved:

1. The process shall be transparent and impartial
2. The process includes an Appeal Process
3. Renewal and New Applications will be scored using the 2019 Scoring Rubric
4. Renewals will be reviewed, scored and ranked together by score with #1 being the project with highest score.
5. **2018 New Projects that were awarded but have not begun operation at this time will not have to complete a renewal application this year. They will be placed in the bottom of Tier 1, which preserves their funding.**
6. Projects that have not completed a full year of operation will not have funds reallocated due to surplus HUD funds.

Reallocation

HUD encourages CoCs to use the reallocation process. In the FY 2019 CoC Program Competition, HUD allows CoCs to use the reallocation process to create the following new types of projects:

- Permanent supportive housing project that will primarily serve chronically homeless individuals and families, including unaccompanied youth

- Rapid rehousing projects for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter, or person fleeing domestic violence situations.

- Joint component project, which will combine TH and TH-RRH into single project to serve individuals and families experiencing homelessness

- Dedicated HMIS projects and Coordinated Entry

- CoC's may choose to eliminate or reduce one or more renewal projects to create new project(s). When a CoC chooses to reallocate project(s) the Annual Renewal Demand for the CoC does not change.

Reasons for Reallocation

The CoC may choose to reallocate funds eliminate or reduce funding from projects based on:

- Project performance; outcome measures and/or utilization
- Deficiencies in ongoing operation of the project
- Project underspends their HUD funding
- Project voluntarily decides not to renew
- Project requests to be reallocated to create a new project that meets a community need

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New Funding Available

Anticipated Annual Renewal Demand (and presumably final pro rata need) funding is approximately $12.5 million dollars. The re-allocation amount available will not be known until review of renewal projects is completed. If bonus opportunity is calculated at 6% (2018), potential bonus funding would be $728,942.

Application Materials

- Can be found on the www.RocHomeless.org website

- The CoC will not email out materials this year

- Everything can be downloaded directly from the website

Application Checklist

The following checklist identifies the components that constitute a complete Application for local ranking and allowable funding amount for the HUD CoC Program. **Incomplete Applications will not be reviewed and will not be considered for funding.**

- Local Application with applicable attachments (All)
- Match and Leverage Documentation (New Projects Only)
- 2019 Budget Workbook (All)
- HUD Buffalo monitoring reports: if conducted in past 3 years (Renewals)

Applications should be submitted in Word, PDF or Excel only

Application Submission Timeline

- *Renewal Applications: To be reviewed and considered for funding, completed Applications, including all required documentation, must be submitted electronically by **5:00pm on Friday, June 21, 2019.***

- All components of an Application must be transmitted at the same time via email only to Charles Bollinger III at **cbollinger@rochesterhomelesscoc.org**. Renewal project Applications must have been included on the 2019 Grant Inventory Worksheet.

- Questions about the local Application process should be directed by email only to Charles Bollinger III at: **cbollinger@rochesterhomelesscoc.org** . Questions will accepted be until **5:00pm on Friday June 7, 2019. All Q&A will be posted on the website no later than Tuesday, June 11, 2019**

Budget

- All projects must complete Budget Workbook

- Complete the worksheets that are appropriate for your project. Choose N/A box on top of each worksheet that you are not using

- Green cells are only places where numbers should be entered

- Complete Total Budget Worksheet last – Fill in Project Administration up to 10% only. All other lines will be auto-filled as you complete the other worksheets.

- Projects who did not increase their administration budget line in 2018 can only increase by 1.5%. This can only be asked for if the renewal shows it will not effect any services offered to clients. If not projects should stay at 7% admin.

Budget

Leasing and Rental Assistance for Renewal Projects

- There is now a column to use actual rents paid rather than FMR to calculate the amount of leasing or rental assistance requested

- Choose one method only for each project

- Choosing actual rent paid may make it easier for projects to meet the amount of leasing or rental assistance awarded

Match

- Minimum Match requirement is 25%. Application cannot be reviewed if there is insufficient match

- Match may be cash or in-kind

- Cash match must be cash that comes through your organization's books and is used for eligible program expenses for the CoC funded project.

Match

- In-kind match is the value of materials, services or labor that is donated to the project. Must include detail of how you arrived at the amount

- New projects must provide documentation of match, renewal projects must provide detail in budget, but do not need the documentation

Rubric Questions - Renewals

- Scoring for renewal projects is heavily weighted on program performance and efficiency

- The CoC will review the most recent APR for scoring (for project year ending in 2018) for applicable questions for your project's Application

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Rubric Questions - Renewals

Project Type

Transitional Housing (TH)

Safe Haven (SH)

Permanent Supportive Housing (PSH)

Rapid Re-Housing (RRH)

Transitional Housing to Rapid Re-Housing (TH-RRH)

Homeless Management Information System (HMIS)

Coordinated Entry

Rubric Questions - Renewals

Run your program's APR 10/1/2017 to 9/30/2018 to the provide the information on the local priorities

- Homeless Sub-Populations
- Special Needs at Entry

Rubric Questions - Renewals

LOCAL PRIORITIES/Strategically Allocate Resources

Homeless Sub- Population   **0 Points**

- What % of population served are Chronic Homeless?

  Sage: Q26b (Total #CH)/Q7a (Total #Persons Served)

- What % of population served are Households with Children?

  Sage: Q8a (#HH w/children+# w/only children)/Q8a (total # HH)

- What % of population served are Youth/Parenting Youth(< 18 years or Transition Age Youth (18-24)?

  Sage: Q11 (total age 18 – 24) +(total w/only child)/total # participants

Rubric Questions -Renewals

LOCAL PRIORITIES/Strategically Allocate Resources

(Community priorities determined by HSN stakeholders at 4/17/19 meeting)

Homeless Sub- Population

- What % of population were unsheltered prior to entering?

  Sage: Q15 # Place not meant for habitation/Total

- What % of population served are fleeing Domestic Violence?

  Sage: Q14b Total "yes"/ Q7a Total # served

- What % of population served are Veterans?

  Sage: Q25a Total Vets/Q7a # Adults

Rubric Questions - Renewals

LOCAL PRIORITIES/Strategically Allocate Resources
(Community priorities determined by HSN stakeholders at 4/17/19 meeting)

Special Needs   0 Points

What % of population served have mental health?

Sage: Q13a1 # mental health/Q7a total # persons served

What % of population served substance abuse condition ?

Sage: Q13a1 (# AA+DA+Both)/Q7a total # persons served

What % of population served have chronic health condition or physical disability?

Sage: Q13a1 # (chronic health +physical)/Q7a total # persons

Rubric Questions - Renewals

LOCAL PRIORITIES/Strategically Allocate Resources
(Community priorities determined by HSN stakeholders at 4/17/19 meeting)
Special Needs

What % of population served have HIV/AIDS?

Sage: Q13a1 # HIV/AIDS/Q7a total # persons served

What % of population served have developmental disability?

Sage: Q13a1 DD/Q7a total # persons served

What % of the population served are re-entry? (estimate to the best of your knowledge)

Does your program provide or make linkages to employment services?

Rubric Questions - Renewals

Program participants

Served Annually from Application

Served from Most

Associated with Your APR (FY 2018 for Recent APR program year ending)

Individuals   **Sage: Q07a**

Households with Children   **Sage: Q07a**

Household with Only
     Children   **Sage: Q07a**

Rubric Questions - Renewals

Section 2

A.

Narrative

- Please provide a general description of the program and a rationale for why the program should continue to be funded. Include in the narrative what need/gap is addressed by your program (**max. 300 words**)

Rubric Questions - Renewals

B.

Housing First Principles   10 Points

- Please list eligibility criteria as they appear in your program policies and procedures?

- Please list entry requirements for your program as they appear in your program policies and procedures and/or requirements of property manager where applicable?

- Please attach the housing first or person-center policy for project and label it as B-3

Rubric Questions - Renewals

C.

Data Collection   **6 points**

- Does the project fully participate in HMIS? (enter all required HUD data standards)

- Does the project share all HUD Data Standards and community assessments in HMIS?

- Describe your current Data Collection process. Include information on entry, ongoing monitoring of data quality and timeliness of data entry?

Rubric Questions - Renewals

C.

Data Collection Continued

- Has your project made or does your project plan to make any changes to your data collection process due to implementation of coordinated entry?

- What have you done in the past year to improve your HMIS Data Entry and timeliness?

Rubric Questions Renewals
D.

__Data Quality__ __10 points__

Run a CoC APR report for the time period 10/1/2017 -9/30/2018. Please provide the percentage of error rate for each of the three items below:

- Data entry errors "Destination" (Points -3)
- Data entry errors "Income at Annual Assessment" (Points -3)
- Data entry errors "Income at Entry, "Income at Exit" (Points -3)
- Data entry is done within 72 hours of entry into or exit from program (Points - 5)

Rubric Questions - Renewals

Section 3

A.

Coordinated Entry (CE)   **5points**

What is your level of participation in CE?

- Making/Receiving Referrals
- Regularly attend CE workgroup meetings
- What percentage of participants who have entered your program since 12/8/2017 came through the prioritization list?

Rubric Questions - Renewals

A.

Which CoC/HSN activities does your program/project staff participate in? (max. 4 points)

HSN Meetings

HSN Committees

HMIS Advisory Committee

Coordinated Entry workgroup

Chronic Homeless Committee

H2 Committee

Point in Time Planning Committee and/or Volunteer

Rochester/Monroe Anti-Poverty Initiative

Tiny Homes Workgroup

Project Homeless Connect

STOMP

Rubric Questions - Renewals

A.

- Describe how your project works with other community based organization in the community to ensure that the service needs of your program participants are met? (max 300 words) (5 Points)

- Describe what services your project provides or makes referrals to that lead to the increased self-sufficiency of your program participants ? (max 300 words)

(3 Points)

Rubric Questions - Renewals

B.

The following will be completed by the CoC

What was the average household utilization rate of your project?

(5 Points)

What was your score from the most recent CoC monitoring visit?

(21 Points)

Monitoring is scored on sliding scale with project getting highest monitoring score receiving 21 points, second highest monitoring score receives 20 points, this goes on until no points left to give. If a project scored the same on the monitoring form they got the same amount of points as the project they tied with in all scenarios

Cost/Household: HUD Request divided by number of households served in last operating year?

Cost/Successful Exit or Retention in PH: Total Budget divided by number of persons served in last operating year?

(5 Points)

Rubric Questions - Renewals

C.

Finance & Efficiency

Finance & Efficiency   2.5 points

Drawdown Efficiency: Total of HUD grant and how efficiently is the project using its grant funds? How much was drawn down from LOCCS for program years ending 2018 *(this information can be found on grant close out letter or in the Finance Section of the APR). Please use the most updated number.*

Total HUD Grant 2018: $

Total Drawn Down 2018: $

Rubric Questions - Renewals

C.

Finance & Efficiency   **2.5 points**

What is your current operating year?

What is total of your current HUD budget?

How much funds have been drawn down for the current year?

Does the agency have a plan in place to more fully utilize and expend timely HUD funds? (if yes, please attach)

Rubric Questions - Renewals

Section 4.

If your program is seeking an increase in your Administrative request of 1.5% (max 10%) please describe how you will ensure that your program will maintain the current level of service, it currently provides. *Administrative request can only increase by 1.5% from your FY2018 Application, projects at 7% can only go to 8.5% and projects at 8.5% can go up to 10%. Increase for admin must be taken from other lines(s) in your budget, overall HUD request can't increase. Please explain your changes.*

(Please attach explanation as attachment section 4-1) (max 250 words)

Rubric Questions - Renewals

Section 5.

- **Do you have a strategy for clients to complete the program successfully?** (Please attach explanation as attachment section 5-1) (max 250 words)

- **How does this project align with Community Priorities?** (Please attach explanation as attachment section 5-2) (max 250 words)

- **What have you done in the past year to improve your project's performance from local monitoring or 2018 NOFA Application?** (Please attach explanation as attachment section 5-3) (max 250 words)

- **Please use this space to explain any answer you think does not accurately portray your program, or anything that you want the reviewers to know about your program not covered in Application question. Be specific** (Please attach explanation as attachment section 5-4) (max 250 words) (reviewers score +5-)

Rubric Questions - Renewals

Section 6.

Recent outcome measure   **(12 points)**

(This section will be completed by the CoC)

Outcome measure will be run from 10/1/2018 to 3/31/2019

- **92% or more of participants exit to or remains in permanent housing?**

- **20% or more participants increase cash income?**

- **Returns to homelessness under 25% in past 2 years?**

- **Average number of days from entering the project to being housed?**

- **(RRH-30 days and PSH-45 days)**

- **20% or more participants have increases employment income in program year?**

- **64% or more participants have obtained non-cash benefits?**

Rubric Questions - Renewals

Budget Section

Budget accuracy   **5 points**

- Please ensure are expenses in the budget are eligible

- Please provide that staffing details which include Job title, name of person in the position and key job responsibilities

- Please ensure that the funding amount requested is in line with current GIW allocations

Rubric Questions - Renewals

Application Checklist:

_____ Completed Application

_____ Completed Budget Workbook (5 points)

_____ Attachments as applicable for this project

_____ Copy of HUD monitoring report, if you have
been audited in the last three years

**Applications must be submitted in Word, PDF or
Excel only**

Rubric Questions-Renewals

- **Applicant Assurances**
.
- To the best of my knowledge and belief, all information in this Application is true and correct. The applicant has duly authorized this document and the applicant will comply with the following:
- Applicant will complete the HUD Project Application forms in Esnaps with the same information as contained in this Application unless the Project Selection Committee made adjustment(s) during the rating/ranking process. Those adjustments would supersede this document and are included in the Project Ranking Letter that will be sent to each applicant
- Applicant agrees to participate fully in Homeless Management Information System (HMIS)
- Applicant agrees to abide by all CoC Written Standards applicable to the project that funding is being requested for
- Applicant agrees that the program will fully participate in the Coordinated Entry system, which includes the use of a Common Assessment tool.
- Applicant understands that HUD CoC funded homeless projects are monitored annually by the RMHCoC
- Applicant agrees to pay the RMHCoC Administrative Fee if successfully awarded funding by HUD. The fee is based on a billing rate (0.002845343) of the total HUD grant awarded.
- If awarded funding, the applicant agrees to inform the CoC when the following occur:
  - The organization has staff vacancies for a duration of time that could affect the projected number of participants served, or result in HUD funds not being fully expended.
  - There are changes to an existing project that are significantly different than what the funds were originally approved for, including any budget amendments/modifications submitted to HUD.
  - There is an increase/decrease of other funding to the project that could affect the projected number of participants served, services provided, performance, ability to meet matching or leveraging requirements, etc.
  - There are significant delays in the start-up of a new project.

2017 Renewals Only

- This slide only pertains to projects that were first funded in the 2017 grant cycle. (This pertains to projects that were awarded in 2017 but did not start until 2018.)

- Utilization Rate will be based only on APR PIT dates that occurred during project year.

- If the project has not reached capacity, performance measures (e.g., exit or remain in PH, data entry within 72 hours) will be measured against the number of HUD slots listed in the grant.

- The number of HUD slots will also be used to calculate the percentage of participants for Local Priorities and Special Needs.

- Monitoring scores will be based entirely on performance measures (i.e., percentage of performance points x 21 points for monitoring).

How to Get Your SAGE APR

- Log into SAGE at https://www.sagehmis.info

- Find your APR in list

- Click on the project name

- Choose VIEW/PRINT complete APR. Be patient, it takes a minutes before it appears

- **YOU DO NOT NEED TO ATTACH IT TO YOUR Application!**

HUD References

The 2019 CoC Program Notice of Funding Availability (NOFA) has not yet been released. All Renewal and New Applicants must also comply with the rules, regulations, and guidance in any updated NOFA once it is released.

- *CoC Program Interim Rule (24 CFR part 578)*

https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

- Housing First Information

https://www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf

- Rapid Re-Housing Information
    - https://www.hudexchange.info/resources/documents/Rapid-Re-Housing-Brief.pdf

    - https://www.hudexchange.info/resource/2889/rapid-rehousing-esg-vs-coc/

New Application Introduction

The CoC will also accept New Project Applications for Permanent Supportive Housing for Chronically Homeless Individuals and Families, Rapid Re-Housing for Individuals and DV-RRH.

All new Applications which will include reallocated funding, bonus funding, and RRH-DV funding will be placed into Tier 2 and will not compete with renewal Applications.

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New Projects

New CoC Program Project Applicants

Eligible for new program funds from Reallocation/Bonus

- Permanent Supportive Housing (PSH)

  for Chronically Homeless

- Rapid Re-Housing (RRH)

- Transitional Housing-Rapid Re-Housing (TH-RRH)

- DV-RRH

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Eligible CoC New Program Project Applicant Housing Type

Not Eligible for new program funds from Reallocation

Transitional Housing

Supportive Services Only

New Projects

Eligible CoC Program Project Applicants

•Non-profits, states, local government,
and instrumentalities of local government

Exclusion: individuals and for-profits are not permitted to apply for
grants or be sub-recipients of grants

***New Program funding is derived from Re-allocation
And/or bonus funding***

Eligible CoC New Program Project Applicant Housing/Program Type

Domestic Violence RRH project

There will be another round of DV-RRH funding in the 2019 HUD NOFA.

- If a Domestic Violence organization wishes to complete a new program project Application for this set aside they must complete it as a new Rapid Rehousing (RRH) project.

- Until 2019 NOFA is released you may want to review the DV-RRH Bonus info provided by HUD in the FY2018 NOFA. There may have to be changes made when 2019 NOFA comes out.

Rubric Questions-New Programs

Project Type

Permanent Supportive Housing (PSH) for CH
Rapid Re-Housing (RRH)
Domestic Violence Rapid Re-Housing

Rubric Questions-New Programs

Section A

LOCAL PRIORITIES/Strategically Allocate Resources
(Community priorities determined by HSN stakeholders at 4/17/19 meeting)

- What % of population served are Chronic Homeless?
- What % of population served are Households with Children?
- What % of population served are Youth/Parenting Youth(< 18 years or Transition Age Youth (18-24)?
- What % of population served are Re-entry?
- What % of population served are Veterans?
- What % of population served are fleeing Domestic Violence?
- What % of population served are unsheltered prior to entering?

Points - 5

Rubric Questions-New Programs

Section A

LOCAL PRIORITIES/Strategically Allocate Resources
(Community priorities determined by HSN stakeholders at 4/17/19
meeting)

What % of population served have mental health?

What % of population served substance abuse condition?

What % of population served have chronic health condition or physical disability?

What % of population served have HIV/AIDS?

What % of population served have developmental disability?

Points - 5

Does your program provide or make linkages to employment services?

Rubric Questions-New Programs

Housing Projects Only
Program Participants

Projected Number of Households to be Served Annually in Application?

What kind of clients served: Individuals, Households with Children or Households with Only Child?

What kind of housing project will this be: Single or Scattered Site?

What will be the number of Units and beds?

Rubric Questions-New Programs

Section 2

Please provide a general description of the program and a rationale for why the program should be funded.

(Narrative should address at a minimum, each of the following: the intended target population(s), experience working with the intended target population(s), services and activities that will be provided (ensure they address the core components of the type of project you are proposing), best practices that will be utilized how the applicant collaborates/coordinates with other partners in community.)

Points- 5

Rubric Questions-New Programs

Section 2

- How does the proposed project meet an unmet need in the community? (describe data/information used to determine need, what is unique about the proposed project that separates it from existing similar projects) Points -5

- Describe how you will work with other community-based organizations in the community to ensure that the service needs of your program participants are met. Please include if your organization had any prior experience in managing grants that has dealt with homeless housing or case management. If yes, please give a brief description of the program and how successful it has been. Points -10

- Describe what services your project will provide or make referrals to that lead to the increased self-sufficiency of your program participants? Points -5

Rubric Questions-New Programs

Section 2

- Do you have a strategy for clients to complete the program successfully? (if yes, please attach as 2-5) Points -5

Please answer A or B (not both) and attach as 2-7.

- Has any of your CoC projects fallen into Tier 2 or not been funded in the past 3 years? (This includes all new Applications submitted and not funded.) If yes, please explain what happened and why your program is seeking new project funding.

- (B.) If you have never applied for CoC funding in the past, why are you choosing to apply for funding for a new project for this NOFA?
    Points- 5

Rubric Questions-New Programs

Section 3

Coordinated Entry

What percentage of your program participants will be coming through Coordinated Entry system?

Points - 3

What policies and procedures will be in place to ensure program is in compliance with Coordinated Entry requirements (Attach as 3-2)

Points - 5

Does your organization have prior experience in managing federal or other grants? (Briefly describe your organization's process for managing grant funds, existing finance infrastructure, describe internal monitoring process, etc.)

Points -4

Rubric Questions New Programs

Section 4

Which CoC/HSN activities does your program/project staff participate in?

HSN Meetings

HSN Committees

HMIS Advisory Committee

Coordinated Entry workgroup

Chronic Homeless Committee

H2 Committee

Point in Time Planning Committee and/or Volunteer

Rochester/Monroe Anti-Poverty Initiative

Tiny Homes Workgroup

Project Homeless Connect

STOMP

Points -4

How does this project align with Community Priorities? (Please attach explanation as attachment 4-2)

Point -2

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Rubric Questions-New Programs

Section 5

Applicants Intending to Serve Person <18 year of age.

Please describe how the proposed project will be consistent with laws related to the provision of educational services to individual and families ?

(Include the title of the designated staff person who will be responsible)

Points - 3

Rubric Questions New Programs

Section 6

Housing First Principles

Please list eligibility criteria as they appear in your program policies and procedures?

Please list entry requirements (i.e. must have ID, source of income, etc.) for your program as they appear in your program policies and procedures and/or requirements of property manager where applicable?

Please attach the housing first or person-centered policy for project (name as Attachment 6-3)

Points - 10

Rubric Questions-New Programs

Section 7

Data Collection

Is the project going to fully participate in HMIS? *(i.e.- enter all required HUD data elements in a timely manner)*

Points – 0

Does the project intend to share all HUD data standards and VI –SPDAT assessment in HMIS?

Points - 0

Describe what your data collection process will be. Include information on data entry, ongoing monitoring of data quality, timeliness of data entry, and how it will meet requirements participating in Coordinated entry?

Points - 10

Rubric Questions-New Programs

Projected Programs Outcomes

What percentage of your participants will access/maintain non-cash resources?

points - 2

What percentage of your participants will access/maintain employment income?

Points -2

What percentage of your participants will access/maintain income from sources other than employment?

points -2

What percentage of your participants will either exit or remain in permanent housing?

Points -2

HUD request divided by projected number of households served

Point – 1

Total Budget divided by projected number of households served

Point - 1

Please give a brief description on how you plan to achieve these HUD CoC community outcomes? Please include how long it will take for your project to achieve these outcomes? (attachment 8-7)

Points-2

Rubric Questions-New Programs

Presentation

Presentation made by the applicant to the reviewers will help them understand the goals and outcomes the new project is planning on achieving..

Please keep July 18th open for Presentation. First new Rubric received by the CoC will be able to pick presentation time and so on after that.

A presentation with the review committee is required for all new project applications.

Budget

- All projects must complete Budget Workbook
- Complete the worksheets that are appropriate for your project. Choose N/A box on top of each worksheet that you are not using
- Green cells are only places where numbers should be entered
- HMIS worksheet is only for dedicated HMIS project
- Complete Total Budget Worksheet last – Fill in Project Administration up to 10% only. All other lines will be auto-filled as you complete the other worksheets
- New Projects MUST use FMR rents only.
- Please attach documentation of match and include detail on description of contribution

    Points -5

Match & Leveraging

- Minimum Match requirement is 25%. Applications cannot be reviewed if there is insufficient match.
- Match may be cash or in-kind.
- Cash match must be cash that comes through your organization's books and is used for eligible program expenses for the CoC funded project.
- In-kind match are materials or labor that is donated to the project. Must include the cash value for the service/goods/labor and how you arrived at the amount
- Leveraging is also cash or in-kind. Leverage is resources committed to a project to make it fully operational. Leverage includes all resources in excess of the required 25% match.

Rubric Questions-New Programs

Application Checklist:

_____ Completed Applications

_____ Attachments as applicable for this project

_____ Completed Budget Workbook (5 points)

_____ Documentation of non-profit status (IRS Determination Letter)

_____ Copy of your organization's most recent audited financial statement

_____ Other attachments as applicable to your project; i.e. – proof of site control, Zoning Compliance, documentation of other funding sources

_____ Documentation of Match

Applications should be submitted in Word, PDF or Excel only

Rubric Question
New and Renewals

- **Applicant Assurances**
- .
- To the best of my knowledge and belief, all information in this Application is true and correct. The applicant has duly authorized this document and the applicant will comply with the following:
- Applicant will complete the HUD Project Application forms in Esnaps with the same information as contained in this Application unless the Project Selection Committee made adjustment(s) during the rating/ranking process. Those adjustments would supersede this document and are included in the Project Ranking Letter that will be sent to each applicant
- Applicant agrees to participate fully in Homeless Management Information System (HMIS)
- Applicant agrees to abide by all CoC Written Standards applicable to the project that funding is being requested for
- Applicant agrees that the program will fully participate in the Coordinated Entry system, which includes the use of a Common Assessment tool.
- Applicant understands that HUD CoC funded homeless projects are monitored annually by the RMHCoC
- Applicant agrees to pay the RMHCoC Administrative Fee if successfully awarded funding by HUD.The fee is based on a billing rate (0.002845343) of the total HUD grant awarded.
- If awarded funding, the applicant agrees to inform the CoC when the following occur:
  - The organization has staff vacancies for a duration of time that could affect the projected number of participants served, or result in HUD funds not being fully expended.
  - There are changes to an existing project that are significantly different than what the funds were originally approved for, including any budget amendments/modifications submitted to HUD.
  - There is an increase/decrease of other funding to the project that could affect the projected number of participants served, services provided, performance, ability to meet matching or leveraging requirements, etc.
  - There are significant delays in the start-up of a new project.

New and Renewals Attachments!

All attachments for this project Application should be in one document and label as "Application Attachments for Project Name"

This however does not include the budget, that should be a separate attachment

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Timeline of Important Dates

May 23, 2019   Local Renewal Application Materials Available

May 28, 2019   Local New and Renewal Application Workshop 9am-11am

May 31,2019   Local New and Renewal Application Workshop 2pm-4pm

June 7, 2019   Questions and Answer period ends

June 11, 2019   Q&A will be posted on the website

June 21, 2019   **New and Renewal Applications Due by 5pm**

August TBA, 2019 Ranking Notification

TBD   Notice of Funding Availability (NOFA) from HUD Published (with Re-Allocation Guidance and Bonus Funding Guidance)

TBD   E-SNAPS process (upload into HUD Platform all ranked renewal, re-allocated, and bonus program Applications)

More Questions ???