**2019 REQUEST FOR PSH & RRH PROPOSALS FUNDED THROUGH PH BONUS, DV BONUS, AND REALLOCATION**

**DEADLINE FOR SUBMISSION OF APPLICATIONS: 5pm on Tuesday, June 4, 2019**

***BACKGROUND***

The Connecticut Balance of State Continuum of Care (CT BOS) is seeking applications for new projects for inclusion in the CoC’s 2019 application for HUD CoC funds. Each year CT BOS competes with other Continuums across the country to secure federal funds to end homelessness through the U.S. Department of Housing and Urban Development’s (HUD) Continuum of Care (CoC) program. In 2019, in addition to the usual bonus funding awarded through this process, HUD is anticipated to make up to $50 million available nationally to fund Domestic Violence Bonus projects (DV Bonus). Through the 2018 CoC competition, CT BOS was eligible to apply for approximately $2.1 million for new permanent housing bonus[[1]](#footnote-1) projects, approximately an additional $1.3 million for DV Bonus projects[[2]](#footnote-2) and approximately an additional $600 thousand in reallocated funds[[3]](#footnote-3).

HUD has not provided information to determine the amount of permanent housing and DV bonus funds for which CoCs will be eligible to apply through 2019 competition. The total funds available for new projects in 2019 will be determined based on the final bonus amounts, as determined by HUD, combined with any amount of funding that the CT BOS Steering Committee[[4]](#footnote-4) determines shall be reallocated from existing renewal projects.

CT BOS will convene a committee to review and score applications that are submitted in response to this RFP. The scoring sheet that will be used by reviewers will be posted at [www.ctbos.org](http://www.ctbos.org) on or about the second week in May 2019. CT BOS uses those scores to determine which applications are submitted to HUD and the order in which they are ranked. Projects that score higher will have a greater chance of being funded. HUD makes final decisions regarding which applications are funded. Projects seeking funding under the DV bonus compete with other projects seeking that type of funding nationally. Projects not conditionally selected by HUD for funding under the DV Bonus, will likely be considered by HUD for funding through reallocation and/or the permanent housing bonus. In other words, CT BOS anticipates that any DV bonus project included in the CoC’s application to HUD that is not selected for the DV Bonus will automatically compete for the usual pot of funds available to the CoC and may be funded through that usual pot instead of through DV Bonus funds.

CT BOS encourages applications from applicants that have never previously received CoC funds as well as from applicants that are currently receiving or have in the past received CoC funds. CT BOS provides technical assistance to ensure that the process is accessible to all eligible applicants, including those who have not received CoC funds in the past.

Please note that this application is based on the best information that is currently available, and CT BOS may need to revise the requirements described herein and/or request additional information based on additional guidance received from HUD and/or decisions made by CT BOS Steering Committee. CT BOS will disseminate all information about this funding opportunity as it becomes available through the CoC’s email listserv. **To ensure that you receive the latest information please subscribe to the CT BOS mailing list by visiting: http://www.ctbos.org**

**INSTRUCTIONS**

This is the application for CT Balance of State Continuum of Care (CT BOS) permanent housing funds, including both permanent supportive housing and rapid re-housing. Projects may be funded through the permanent housing bonus, DV Bonus and/or any available reallocation funds.

 The following types of new projects will be considered:

* New **Permanent Supportive Housing (PSH) projects that create new units** to serve 100 percent chronically homeless and/or Dedicated Plus individuals and families[[5]](#footnote-5). This includes youth/young adults under age 25 who meet the Chronic or Dedicated Plus definitions (definitions are included in the appendix of this RFP). DMHAS will serve as the applicant and, if awarded, the grantee[[6]](#footnote-6) for this project type. Selected non-profit agencies responding to this RFP would serve as a subrecipient[[7]](#footnote-7) on any ultimate award. This project type is not eligible for funding under the DV Bonus.
* New **Permanent Supportive Housing (PSH) projects that will not create new units but will provide additional services to participants to PSH particpants who are residing in PSH units that do not have dedicated supportive services staff.**  Additional services funded through this RFP must be used to serve 100 percent chronically homeless and/or Dedicated Plus individuals and families. This includes youth/young adults under age 25 who meet the Chronic or Dedicated Plus definitions (definitions are included in the appendix of this RFP). DMHAS will serve as the applicant and, if awarded, the grantee for this project type. Selected non-profit agencies responding to this RFP would serve as a subrecipient on any ultimate award. Applicants should consult with their CANs to determine which projects/participants are in need of these services. Projects can serve particpants in one or more existing PSH projects. This project type is not eligible for funding under the DV Bonus.
* New **Rapid Rehousing (RRH) projects that will create new units** to serve homeless individuals and families, including youth/young adults under age 25, coming directly from the streets or emergency shelters, or meeting the criteria of paragraph (4) of the HUD definition of homeless – i.e., fleeing domestic violence, dating violence, sexual assault, stalking or other dangerous situations. (See Appendix for the full Definition of Category 4 ). DOH will serve as the applicant and, if awarded, the grantee for this project type. Selected non-profit agencies responding to this RFP would serve as a subrecipient on any ultimate award. If awarded, AIDS Connecticut (ACT - <http://aids-ct.org>) will serve as the fiduciary agency[[8]](#footnote-8) administering rental assistance. **This project type is eligible for funding under the DV Bonus.**
* New **Rapid Rehousing (RRH) projects that will not create new units but will provide additional services to participants in existing RRH projects**. Additional services funded through this RFP must be used to serve homeless individuals and families, including youth/young adults under age 25, coming directly from the streets or emergency shelters, or meeting the criteria of paragraph (4) of the HUD definition of homeless. (See Appendix for Definition of Category 4 - fleeing domestic violence, dating violence, sexual assault, stalking or other dangerous situations). DOH will serve as the applicant and, if awarded, the grantee for this project type. Selected non-profit agencies responding to this RFP would serve as a subrecipient on any ultimate award. Applicants should consult with their CANs to determine which projects/participants are in need of these services. Projects can serve particpants in one or more existing RRH projects. This project type is not eligible for funding under the DV Bonus.

Please note that the CoC is seeking applications that will not create new units but will provide additional services to participants in existing PSH or RRH units only in order to fill critical gaps in units with no or inadequate levels of service funding.

HUD allows project applicants to apply for a new project to expand existing projects and increase the number of units in the project, allow the recipient to serve additional persons, and/or expand services available to current eligible participants. HUD has clarified that the component type for the existing project and the new expansion project must be identical (e.g., an existing PSH project may only apply for a PSH expansion, an existing RRH project may only apply for a RRH expansion). Projects may not apply for an expansion to replace other renewable funding sources. Applicants seeking funding for an expansion project should complete the relevant section of this application. Applications for new PSH and RRH projects that will not create new units but will provide additional services to participants in one or more existing PSH or RRH projects must be submitted as expansion projects. Applications for expansion can be submitted regardless of whether or not the applicant has an existing CoC renewal project, so this does not preclude applicants who have not been previously funded by the CoC from applying.

New projects to be included in the CT BOS 2019 CoC Application to HUD will be conditionally selected by an independent scoring committee and notified by CTBOS. Final decisions regarding awards will be made and announced by HUD via the national CoC program competition.

The CoC reserves the right not to review late or incomplete applications or applications that do not meet the project requirements described in this RFP. The CoC also reserves the right not to review applications that exceed page limits specified in this RFP (attachments are excluded from the limit) or do not meet HUD’s threshold eligibility criteria.

**All applications should be sent to:** **ctboscoc@gmail.com** **by 5pm Tuessday, June 4, 2019**

**Project Requirement and Priorities:**

* Eligible localities:
	+ Projects must be located within the CT BOS CoC regions of the State.  This includes all the cities and towns in the following counties: Hartford, Litchfield, New Haven, New London, Windham, Tolland, and Middlesex.
* Eligible populations:
	+ PSH:
		- All projects must dedicate 100% of units and/or provide services exclusively to chronically homeless and/or Dedicated Plus individuals and/or families, as defined by HUD (See Appendix).
		- Disabilities: All projects must serve exclusively disabled households as defined by HUD (See Appendix)
	+ RRH: All projects must serve 100% literally homeless families and/or single adults coming directly from emergency shelters and/or unsheltered locations OR category 4: fleeing domestic violence, dating violence, sexual assault, stalking or other dangerous situations.
	+ Persons in transitional housing **are not eligible** for either project type, even if they met the criteria described above prior to entering the transitional housing program.
	+ DV Bonus projects may serve only persons who qualify under the domestic violence criteria in paragraph (4) of the HUD definition of homelessness, including persons fleeing or attempting to flee human trafficking (see Appendix);
* Term – Projects may apply only for a one-year term.
* Eligible activities/projects for the funds:
	+ All projects must be Permanent Supportive Housing or Rapid Re-Housing
	+ PSH and RRH activities cannot be combined into the same project.
	+ Projects can request funds for:
		- PSH: Rental assistance (tenant, project or sponsor based) or operating funds, supportive services, admin; applicants seeking rental assistance are strongly encouraged to use either the tenant or sponsor based options to facilitate overleasing as necessary to enable full expenditure of grant funds. PSH projects are not eligible for funding under the DV Bonus.
		- RRH: Rental assistance (tenant based only), supportive services. Note that DOH has opted not to apply for funds on the project admin budget line item. Subrecipients may claim indirect costs (see more information in the appendix). This project type is eligible for funding under the DV Bonus.
	+ Projects cannot combine the following types of assistance in a single structure or housing unit:
		- Rental assistance and operating
	+ Project based (PRA) or sponsor based rental assistance (SRA) may be used for units owned by the applicant organization. SRA may also be used for units leased by the applicant. These must be units newly created or designated to serve homeless people and ready for occupancy no later than 12 months after the award of funds. Awards are anticipated to occur in approximately December 2019. Congregate projects must provide evidnece demonstrating site control for a building or units and the evidence must document that the site control exceeds the requested grant term.
	+ Unless the project has another source of funding for services, projects applying for RRH should include at least $4,000 per household served at a point in time for supportive services, For example, if the project will support 20 households at a given point in time, the annual supportive services budget should be at least $80,000.
	+ Unless the project has another source of funding for services, projects applying for PSH should include at least $5,000 per household annually for supportive services.
	+ PSH and RRH projects may not request more than $7,500 per household annually for supportive services
	+ Projects must demonstrate that they meet HUD’s match requirements. See Section #4, Sources of Match.
* Additional information regarding Project Administrative and Indirect Costs[[9]](#footnote-9):
	+ - CT BOS has established a maximum rate of 7% for project administrative costs **on PSH projects** (i.e., costs on the project administrative budget line item may not exceed 7% of the aggregated amount requested for all other budget line items. For example, a project that requests $500,000 annually for rental assistance and supportive services can request up to $35,000 additional on the project administrative budget line item. Total CoC budget = $535,000 in this example.
		- For RRH projects, DOH has opted not to request funding on the project admin budget line item. Applicants may only request indirect costs (see additional information below).
		- Project Admin costs do not include staff time and overhead directly related to carrying out CoC Program eligible activities, because those costs are eligible on the relevant budget line item, not on the project administrative costs line. For example, the cost of conducting Housing Quality Standards (HQS) inspections and determining rent reasonableness are eligible on the rental assistance line NOT the admin line. The costs of office supplies and supervision for case managers are eligible on the supportive service line NOT the admin line.
		- Project Admin costs must be allocated only to the eligible activities as defined in the CoC Program Interim Rule (see appendix for more information on the project admin budget line item).
		- Indirect costs are those that cannot be relatively easily and with a high degree of accuracy directly assigned to an eligible CoC activity, such as project admin, rental assistance, operating or supportive services. Rather, indirect costs are incurred for common or joint purposes benefitting multiple projects and cannot be readily associated with a particular CoC project. Salaries for IT staff who maintain the agency's network, or costs associated with payroll management are examples of common indirect costs (see appendix for more information on indirect costs). There is no separate budget line item for indirect costs in a CoC project. Indirect costs are budgeted on other budget line items (e.g., supportive services).
* Eligible applicants:
* Eligible project applicants for the CoC Program Competition are nonprofit organizations, States, local governments, and instrumentalities of State and local governments, and public housing agencies.
* Applications shall only be considered from project applicants in good standing with HUD, which means that the applicant does not have any open monitoring or audit findings, history of slow expenditure of grant funds, outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon, or history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.
* Applications shall only be considered from applicants who are not in corrective action status as a result of a 2019 CT BOS project evaluation. Agencies in corrective action will be notified on our about the first week in May 2019.
* Other Requirements
	+ Projects, except victim service providers as defined by HUD, must agree to enter client data into the CT HMIS. Excepted projects must enter data into a comparable database.
	+ Projects must agree to participate in the annual homeless point-in-time count (PIT Count).
	+ Project must agree to participate in the applicable Coordinated Access Network(s) (CAN)and accept referrals only from the Statewide by-name list.
	+ Projects must comply with all HUD requirements and CT BOS CoC Policies[[10]](#footnote-10).
	+ Applications must demonstrate:
		- A plan for **rapid implementation** of the program; the project narrative must document how the project will be ready to begin housing the first program participant within 12 months of the award (i.e., by no later than December 2020).
		- A connection to **mainstream service systems**, specifically:
1. that services are in place to identify and enroll all Medicaid-eligible program participants and to connect Medicaid-enrolled participants to Medicaid-financed services, including case management, tenancy supports, behavioral health services, or other services important to supporting housing stability.
2. that services are in place to connect participants to mainstream resources, including benefits, health insurance and employments services
3. for stable PSH participants, that the project will assess participants’ interest in moving on to independent affordable housing and offer assistance, to help tenants who would like to move on to explore independent housing options and apply for mainstream affordable housing opportunities.
	* + Experience in operating a successful **housing first** program and a program design that meets the definition of Housing First as adopted by the CT BOS CoC SC (see the CT BOS Housing First Principles in the Appendix).

**New Project Application**

**FOR PSH & RRH PROPOSALS FUNDED THROUGH PH BONUS, DV BONUS, AND REALLOCATION**

**2019 CT BOS Continuum of Care**

* **Applications are due by 5pm on June 4, 2019 and must be sent to:** **ctboscoc@gmail.com**
* **Applicants are responsible for reading and following all instructions contained in this RFP. Please contact** **ctboscoc@gmail.com** **for questions about the application form or process.**
* **Please save your document with the following naming convention:**

**<Agency name –Program name-NEW CTBOS19>.**

**Example: ABC Services-Home to Stay PSH-NEW CTBOS19.doc**

* **The CoC reserves the right not to review late or incomplete applications or applicatons that do not meet the project requirements described in this RFP. The CoC also reserves the right not to review applications that exceed page limits specified in this RFP (attachments are excluded from the limit) or do not meet HUD’s threshold eligibility requirements.**
* **Application Sections:** This application is divided into 5 sections. Applicants must complete only the applicable sections as follows:
	+ **Agency information (Section # 1)** – Section must be completed one time by all applicants; agencies applying for multiple projects must complete this section only once.
	+ **PSH** **(Section # 2)** – Section must be completed only by applicants seeking funding for PSH; applicants must also complete the agency information and matching sections.
	+ **RRH** **(Section #3)** - Section must be completed only by applicants seeking funding for RRH; applicants must also complete the agency information and matching sections.
	+ **DV Bonus** **(Section #4)** - Section must be completed only by applicants seeking funding through the DV bonus; DV bonus applicants must also complete either the RRH, agency information and matching sections.
	+ **Budget (Section #5)** – Section must be completed separately by all applicants for each PSH and RRH project being proposed.
	+ **Applicants must compile all relevant sections into a single document and delete sections that are not applicable to the type of project for which they are applying.**

# **SECTION #1: AGENCY INFORMATION**

**INSTRUCTIONS:**

* This section must be completed one time by all applicants; agencies applying for multiple projects must complete this section only once.
* Applicants must also complete all other relevant sections.
* Page limit for section 1: 7 pages; must use at least 12 point font
* Applicants must compile all relevant sections into a single document and delete sections that are not applicable to the type of project for which they are applying.
1. **Project Applicant Information:**
	1. Name of Organization:
	2. Organization Type

 Unit of Local Government Non-profit 501(c)(3) PHA

 State Government Other: Describe

* 1. DUNS Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. **Sub-Recipient Organization (if applicable):**
	1. Name of Organization:
	2. Organization Type

 Units of Local Government Non-profit 501(c)(3) PHA

 State Government Other: Describe

* 1. DUNS Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. **Contact person for this application:**
	1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Project Location**
	1. **Towns (if determined):**
	2. **CAN(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Project Information (complete for each project being proposed by the applicant agency, add rows as necessary)**

|  |  |  |
| --- | --- | --- |
| **Project Name** | **Project Type** **(Select one per row)** | **Total Annual Budget Amount Requested** |
|  | 🞎 PSH new units and services 🞎 PSH new services only 🞎 RRH new units and services 🞎 RRH new services only 🞎 RRH DV Bonus  |  |
|  | 🞎 PSH new units and services 🞎 PSH new services only 🞎 RRH new units and services🞎 RRH new services only 🞎 RRH DV Bonus  |  |

1. **Are you proposing to include indirect costs in your project budgets?** 🞎 YES 🞎NO
	1. **If Yes, please select which type of rate you are using:**

🞎 de minimis rate of 10% 🞎NICRA (specify rate): \_\_\_\_\_\_\_\_\_\_\_\_

* 1. If you are using a rate other than the de minimis rate, please indicate:

🞎 My agency has an approved indirect cost rate **and has submitted a copy of the approval to CTBOS with this application.**

🞎 My agency has an indirect cost rate proposal that is in accordance with federal OMB requirements. If HUD conditionally awards the grant, my agency will submit the rate proposal in e-snaps during the post-award process as required by HUD.

1. **Experience of Applicant**

|  |
| --- |
| 1. Describe the experience of the project applicant, sub-recipients (if applicable), and partner organizations (e.g., key contractors, service providers, if applicable) as it relates to providing supportive services and housing for homeless persons,

and carrying out the types of activities proposed. Be sure to provide concrete examples that illustrate experience with activities similar to those proposed. Specifically, describe your experience with:* assessing & addressing the proposed target populations’ identified housing and service needs.
* the Housing First model
* delivering or securing Medicaid funded services for participants in the agency’s programs
* linking participants to mainstream resources, benefits, health insurance, employments services, and mainstream affordable housing
* SOAR, including # of applications submitted in past year and approval rate
* increasing participant income
* helping participants to stabilize in housing
* assessing stable participants’ interest in moving on to independent affordable housing and offer assistance, as indicated, to help tenants who would like to move on to explore independent housing options and apply for mainstream affordable housing opportunities (PSH ONLY)
* renting units and administering rental assistance (if applicable to the proposed projects)
 |
| 1. Please list at least 2 and no more than 5 relevant quantified project outcomes from projects currently operated by your agency that are most similar to the projects you are proposing. Please show all outcomes as a rate not an absolute number.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type and Name of Project** | **Project Target Population** | **Outcome Meaure** | **Rate Achieved** | **Period during which outcome was achieved** |
| EXAMPLE: PSH – Jane’s House | ChronicallyHomeless Single Adults | % of project participants who increased earned income from project entry to exit/period end | 35% | FY18 |
| EXAMPLE:PSH – Joes’ Place | Families with SMI  | % of project participants who remained in PSH or exited to permanent housing | 100% | FY18 |
| EXAMPLE: PSH – Riley House | ChronicallyHomeless Single Adults | % of project participants who moved on to other stable permanent housing | 15% | FY18 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 |
| 1. Describe the basic organization and management structure of the applicant and subrecipients (if any). Include a description of how your agency coordinates with a range of external community partners and how relevant departments within your agency coordinate with one another. Also describe your agency’s structures for managing basic organizational operations, e.g., fiscal, compliance, quality improvement, staff supervision, program oversight, and Board oversight. Briefly describe the financial accounting system that will be used to administer the grant.
 |
| 1. Describe the experience of the applicant and potential subrecipients (if any), in effectively utilizing federal funds. If your agency has not previously received a federal award, state that. If no experience with federal funds, describe other relevant experience that demonstrates the applicant’s capacity to effectively use these funds in accordance with HUD and CoC requirements. All applicants must include a description of experience ensuring timely start up and full expenditure of new project funds (either CoC or other funds).
 |
| 1. If applicable, are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the applicant?

 Yes No N/A* If Yes, describe the details of unresolved monitoring or audit findings and steps that will be taken to resolve.
 |
| 1. If applicable, has the applicant returned any funds to HUD on any existing grants in the last two years?

 Yes No N/A* If yes, how much has been returned?
* What is the reason that the funds have been returned?
* What actions are you taking to ensure full spending?
 |
| 1. If applicable, does the applicant have any outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon?

 Yes No N/A* If yes, how much is owed?
* What is the reason for the obligation to HUD?
* What is preventing establishing a payment schedule?
 |
| 1. If applicable, has the applicant consistently drawn down funds at least quarterly on all HUD CoC grants in the last two years?

 Yes No N/A* What is the reason that the funds have not been drawn down?
* What actions are you taking to ensure timely draw down?
 |
| 1. If applicable, has the applicantsubmitted on time Annual Progress Reports (APRs) for all HUD CoC grants in the last two years?

 Yes No N/A* What is the reason that APRs were late?
* What actions are you taking to ensure timely submission?
 |
| 1. If you answered N/A to one or more questions above (E through I). Please briefly describe evidence that reviewers may use to determine that your organization has sufficient capacity to meet each of the HUD requirements described in E through I.
 |

# **SECTION # 2: PSH PROJECT PROPOSAL**

**Instructions:**

* This section must be completed only by applicants seeking funding for PSH, including both those proposing to create new PSH units and/or those proposing to expand services in an existing PSH project.
* Agencies applying for multiple, distinct PSH projects must complete this section for each proposed PSH project.
* Applicants must also complete the agency information and budget sections – see sections #1 and #5.
* Page limit for section 2: 9 pages; must use at least 12 point font
* Applicants must compile all relevant sections into a single document and delete sections that are not applicable to the type of project for which they are applying.
	+ - 1. **DOES THIS PROJECT PROPOSE TO (select one):**

🞎 Create new psh units

🞎 Expand services for participants in existing PSH units

* + - 1. **HOUSING TYPE (APPLICABLE TO PROJECTS PROPOSING TO CREATE NEW UNITS ONLY)**
* Type – select all that apply:

🞎 Congregate/SRA (must attach evidence demonstrating site control for a building or units where evidence of site control exceeds the requested grant term).

🞎Scatter site/TRA

* Total number of new units proposed:
* Total number of new beds proposed: \_\_\_\_\_\_\_\_\_
	+ - 1. **NEW SERVICES (APPLICABLE TO PROJECTS PROPOSING TO CREATE NEW SERVICES FOR PARTICIPANTS IN ONE OR MORE EXISTING PROJECTS)**
	1. Please list the existing project(s) at which you are proposing to provide new services (add lines to the table a necessary) – please note only eligible participants as defined on page 4 may be served if you are proposing a new PSH project you may only serve PSH participants. You may add lines to the table below as necessary

|  |  |  |  |
| --- | --- | --- | --- |
| AGENCY THAT OPERATES PROJECT | PROJECT NAME | COC GRANT # (IF APPLICABLE) | CAN |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* 1. Please briefly describe why the additional services proposed through this application are essential to assist eligible participants in one or more existing PSH projects in your CAN to obtain and/or retain permanent housing:
		+ 1. **TARGET POPULATION**

**A. POPULATION TO BE SERVED & UNITS TO BE PROVIDED IN THE PROJECT (POINT-IN-TIME) –**Only include households to be served/units that will be funded through the new coc funds you are seeking in this application. Indicate # of households/units at a point-in-time when project is operating at full capacity.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HOUSEHOLDS**  | **HOUSEHOLDS WITH AT LEAST ONE ADULT AND ONE CHILD** | **ADULT HOUSEHOLDS WITHOUT CHILDREN** | **HOUSEHOLDS WITH ONLY CHILDREN** | **TOTAL** |
| **TOTAL NUMBER OF HOUSEHOLDS** |  |  |  |  |
| **TOTAL NUMBER OF UNITS** |  |  |  |  |

**INDICATE WHICH SUBPOPULATIONS THIS PROJECT PROPOSES TO SERVE (CHECK ALL THAT APPLY; NOTE THAT ALL HEADS OF HOUSEHOLD MUST BE DISABLED, AND ALL HOUSEHOLDS MUST QUALIFY AS CHRONIC AND/OR DEDICATED PLUS)**

🞎 chronically homeless – indicate total # of proposed dedicated units:

 # of ch dedicated units for single adults: \_\_\_\_\_\_\_\_\_\_\_

 # of ch dedicated units for families: \_\_\_\_\_\_\_\_\_\_\_

 🞎 dedicated plus

 🞎 young adults 18-24

 🞎 veterans

 🞎 serious mental illness

 🞎 chronic substance use

 🞎 domestic violence

 🞎 hiv/aids

 🞎 other disability – specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Briefly describe how the applicant determined that there is an unmet need in the applicable can for PSH for the populations/subpopulations described in A & B above. Include a description of any data used to make this determination.**

* + - 1. **IS THIS AN EXPANSION PROJECT?** 🞎 YES 🞎 NO

Please note: applications for new PSH projects that will not create new units but will provide additional services to participants in one or more existing PSH projects, must be submitted as expansion projects, and those applicants must complete this section. Applications for expansion can be submitted regardless of whether or not the applicant has an existing coc renewal project. Projects may also apply to create new units using expansion funds, and CT BOS strongly encourages this option to reduce administrative burden and expand options available to fully expend grant funds. If the applicant has an existing coc renewal project that is funded and the proposed expansion to that project is also funded, HUD will execute a single expanded grant agreement.

**IF THIS IS AN EXPANSION PROJECT, PLEASE INDICATE:**

1. Is this project seeking expansion funds to replace other funding sources?

🞎 yes 🞎 no (note: use of expansion funds to replace other renewable sources is not permitted)

1. Coc grant # of the eligible renewal project that is requesting expansion (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Non-coc funding source of existing project (applicable only for projects applying to expand a non-coc project): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Point in time (PIT) project capacity (applicable to projects proposing to add units and/or increase the # of households served):

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***PIT CAPACITY - EXISTING PROJECT*** | ***PIT CAPACITY – NEW PROJECT*** | ***TOTAL PIT CAPACITY – EXISTING PROJECT + NEW PROJECT*** |
| # OF UNITS |  |  |  |
| # OF BEDS |  |  |  |
| # OF HOUSEHOLDS SERVED |  |  |  |
| # OF PEOPLE SERVED |  |  |  |

1. **ADDITIONAL SERVICES TO BE PROVIDED** (applicable to projects proposing to provide additional services to homeless people in one or more existing projects -check all that apply):

🞎 increase number of and/or expand variety of supportive services provided

🞎 increase frequency and/or intensity of supportive services.

* + - 1. **PROJECT DESCRIPTION**

|  |
| --- |
| 1. Provide a description of the proposed project. The project description should be complete and concise. It must address the entire scope of the project. The description must be consistent with other parts of this application. Must include, if applicable:
	* Location of units
	* Type and number of units – scatter site or single site, single or multi-family homes, etc.
	* Number of single adults and the number of families with children to be served at a point-in-time when the project is at full capacity.
	* Target population(s) to be served
	* The specific services that will be provided
	* How the project will leverage or deliver medicaid and other mainstream benefits and services to participants
	* Quantified projected outcomes
	* Roles of subrecipients, if any
	* Coordination with community partners
 |
| 1. Describe the estimated schedule for project start up, including the anticipated date that the project will begin filling units/serving participants, the date the project will be operating at full capacity and the method for assuring effective and timely completion of all work.
 |
| 1. Will the project, if creating new units, receive referrals only through the local coordinated access network? Or, if the project is creating only new services, will it coordinate selection of participants to be served with the CAN?

 yes no If no, please explain: |
| 1. If the project involves capital development, please describe the proposed development activities and timeline and the responsibilities that the applicant and subrecipients (if any) will have in developing, operating, and maintaining the property. (must attach evidence demonstrating site control for a building or units where evidence of site control exceeds the requested grant term).
 |

* + - 1. **SUPPORTIVE SERVICES FOR PARTICIPANTS**

A. For projects serving **families with dependent children and single adults 24 years old or younger**, does the applicant/sponsor 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?

🞎yes 🞎no

B. For projects serving **families with dependent children and single adults 24 years old or younger,** does the applicant/sponsor 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?

🞎yes 🞎no

|  |
| --- |
| C. Describe how participants will be assisted to obtain and remain in permanent housing using a housing first model. The description must be consistent with other parts of this application and identify:* Plan to engage and move eligible participants into the project
* Plan to assess needs of tenants and address those needs including but not limited to: health, behavioral health, education, employment, life skills and child care services, if applicable
* Whether or not the project will use the critical time intervention model to inform service delivery (recommended – information available at www.criticaltime.org)
* How appropriate units will be identified and rent reasonableness will be determined
 |
| D. Describe how participants will be assisted to increase employment and other income and to maximize their ability to live independently. The description must be consistent with other parts of this application and identify:* Coordination with mainstream employment organizations, other providers and mainstream benefits
* How tenants will access ssi/ssdi and other mainstream benefits
* How tenants will be assisted to build independent living skills and move on from psh
* How the unique needs of the proposed target populations will be addressed in a manner that assists them to increase income and build skills
 |
| 1. Please identify whether the project will include the following activities:
* Transportation assistance to clients to attend mainstream benefit appointments, employment training, and/or jobs? 🞎yes 🞎no
* Regular follow-ups with participants to ensure mainstream benefits are received and renewed? 🞎yes 🞎no
* Will project participants have access to ssi/ssdi technical assistance provided by the applicant, a subrecipient, or partner agency? 🞎yes 🞎no
* Indicate the last soar training date for the staff person providing the technical assistance: ­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_
 |

|  |
| --- |
| 1. How accessible are basic community amenities (e.g. medical facilities, grocery store, recreation facilities, schools, etc.) To the proposed project?

🞎 very accessible 🞎 somewhat accessible 🞎 not accessible |

1. **HMIS PARTICIPATION**
	1. Does your agency currently participate in hmis? yes no
	2. will your agency enter data into the hmis for this proposed project? yes no
	3. If your agency is a victim service provider and is excluded from entering data into the hmis for this proposed project, will you enter data into a comparable database that meets all hud hmis requirements? yes no

# **SECTION 3: RRH PROJECT PROPOSAL**

**Instructions:**

* This section must be completed only by applicants seeking funding for RRH, including both those proposing to create new RRH units and/or those proposing to expand services in an existing RRH project.
* Agencies applying for multiple, distinct RRH projects must complete this section for each proposed RRH project.
* Applicants must also complete the agency information and budget sections – see sections #1 and #5.
* Page limit for section 3: 8 pages; must use at least 12 point font
* Applicants must compile all relevant sections into a single document and delete sections that are not applicable to the type of project for which they are applying.
	+ - 1. **DOES THIS PROJECT PROPOSE TO** (select one):

🞎 create new rrh units

🞎 expand services for participants in an existing rrh project (this project type is not eligible for dv bonus funds)

* + - 1. **NEW SERVICES (**applicable to projects proposing to create new services for participants in existing projects**)**
				1. Please list the existing project(s) at which you are proposing to provide new services (add lines to the table a necessary) – please note only eligible participants as defined on page 4 may be served, and, if you are proposing a new RRH project, you may only serve RRHparticipants). You may add lines to the table below as necessary

|  |  |  |  |
| --- | --- | --- | --- |
| AGENCY THAT OPERATES PROJECT | PROJECT NAME | COC GRANT # (if applicable) | CAN |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* + - * 1. Please briefly describe why the additional services proposed through this application are essential to assist eligible participants in one or more existing projects in your can(s) to obtain and/or retain permanent housing:
			1. **TARGET POPULATION**

**A. POPULATION TO BE SERVED & UNITS TO BE PROVIDED IN THE PROJECT -** only include households to be served/units that will be funded through the new coc funds you are seeking in this application. Indicate # of households/units at a point-in-time when project is operating at full capacity. Also indicate the # of households to be served over the course of a full year.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HOUSEHOLDS**  | **HOUSEHOLDS WITH AT LEAST ONE ADULT AND ONE CHILD** | **ADULT HOUSEHOLDS WITHOUT CHILDREN** | **HOUSEHOLDS WITH ONLY CHILDREN** | **TOTAL** |
| **NUMBER OF HOUSEHOLDS****(Point in Time – PIT)** |  |  |  |  |
| **NUMBER OF HOUSEHOLDS****(Annual)** |  |  |  |  |
| **NUMBER OF UNITS (PIT)** |  |  |  |  |

1. **INDICATE WHICH SUBPOPULATIONS THIS PROJECT PROPOSES TO SERVE (CHECK ALL THAT APPLY)**

🞎 chronically homeless

 🞎 dedicated plus

 🞎 young adults 18-24

 🞎 veterans

 🞎 serious mental illness

 🞎 chronic substance use

 🞎 domestic violence

 🞎 hiv/aids

 🞎 other – specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Briefly describe how the applicant determined that there is an unmet need in the applicable CAN for RRH for the populations/subpopulations described in A & B above. Include a description of any data used to make this determination.**
	* + 1. **IS THIS AN EXPANSION PROJECT?** 🞎 YES 🞎 NO

Please note: Applications for new RRH projects that will not create new units but will provide additional services to participants in one or more existing RRH projects, must be submitted as expansion projects, and those applicants must complete this section. Applications for expansion can be submitted regardless of whether or not the applicant has an existing CoC renewal project. Projects may also apply to create new units using expansion funds, and CT BOS strongly encourages this option to reduce administrative burden and expand options available to fully expend grant funds. If the applicant has an existing coc renewal project that is funded and the proposed expansion to that project is also funded, hud will execute a single expanded grant agreement.

**IF THIS IS AN EXPANSION PROJECT, PLEASE INDICATE:**

* + - * 1. Is this project seeking expansion funds to replace other funding sources?

🞎 yes 🞎 no (note: use of expansion funds to replace other renewable sources is not permitted)

* + - * 1. Coc grant # of the eligible renewal project that is requesting expansion (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
				2. Non-coc funding source of existing project (applicable only for projects applying to expand a non-coc project): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
				3. Point in time (PIT) project capacity (applicable to projects proposing to add units and/or increase the # of households served):

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***PIT CAPACITY - EXISTING PROJECT*** | ***PIT CAPACITY – NEW PROJECT*** | ***TOTAL PIT CAPACITY – EXISTING PROJECT + NEW PROJECT*** |
| # OF UNITS |  |  |  |
| # OF BEDS |  |  |  |
| # OF HOUSEHOLDS SERVED |  |  |  |
| # OF PEOPLE SERVED |  |  |  |

* + - * 1. Additional services to be provided (applicable to projects proposing to provide additional services to homeless people in one or more existing projects ; check all that apply):

🞎 increase number of and/or expand variety of supportive services provided

🞎 increase frequency and/or intensity of supportive services.

* + - 1. **PROJECT DESCRIPTION**

|  |
| --- |
| 1. Provide a description of the proposed project. The project description should be complete and concise. It must address the entire scope of the project. The description must be consistent with other parts of this application. Must include, if applicable:
	1. Location of units
	2. Number of single adults and the number of families with children to be served at a point-in-time when the project is at full capacity and annually
	3. Target population(s) to be served
	4. The specific services that will be provided
	5. How the project will leverage or deliver medicaid and other mainstream services to participants
	6. Quantified projected outcomes
	7. Roles of subrecipients, if any
	8. Coordination with community partners
 |
| 1. Describe the estimated schedule for project start up, including the anticipated date that the project will begin filling units/serving participants, the date the project will be operating at full capacity and the method for assuring effective and timely completion of all work.
 |
| 1. Will the project, if creating new units, receive referrals only through the local coordinated access network? Or, if the project is creating only new services, will it coordinate selection of participants to be served with the CAN?

 yes no If no, please explain: |

* + - 1. **SUPPORTIVE SERVICES FOR PARTICIPANTS**

A. For projects serving **families with dependent children and single adults 24 years old or younger**, does the applicant/sponsor 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?

🞎yes 🞎no

B. For projects serving **families with dependent children and single adults 24 years old or younger,** does the applicant/sponsor 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?

🞎yes 🞎no

|  |
| --- |
| C. Describe how participants will be assisted to obtain and remain in permanent housing using a housing first model. The description must be consistent with other parts of this application and identify:* Plan to engage and move eligible participants into the project
* Plan to assess needs of tenants and address those needs including but not limited to: health, behavioral health, education, employment, life skills and child care services
* Whether or not the project will use the critical time intervention model to inform service delivery (recommended – information available at www.criticaltime.org)
* How appropriate units will be identified and rent reasonableness will be determined
 |
| D. Describe how participants will be assisted to increase employment and other income and to maximize their ability to live independently. The description must be consistent with other parts of this application and identify:* Coordination with mainstream employment organizations, other providers and mainstream benefits
* How tenants will access ssi/ssdi and other mainstream benefits
* How tenants will be assisted to build independent living skills
* How the unique needs of the proposed target populations will be addressed in a manner that assists them to increase income and build skills
 |
| 1. Please identify whether the project will include the following activities:
* Transportation assistance to clients to attend mainstream benefit appointments, employment training, and/or jobs? 🞎yes 🞎no
* Regular follow-ups with participants to ensure mainstream benefits are received and renewed? 🞎yes 🞎no
* Will project participants have access to SSI/DI technical assistance provided by the applicant, a subrecipient, or partner agency? 🞎yes 🞎no
* Indicate the last SOAR training date for the staff person providing the technical assistance: ­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| 1. How accessible are basic community amenities (e.g. medical facilities, grocery store, recreation facilities, schools, etc.) To the proposed project?

🞎 very accessible🞎 somewhat accessible🞎 not accessible |

**8.HMIS PARTICIPATION**

* 1. Does your agency currently participate in hmis? yes no
	2. Will your agency enter data into the hmis for this proposed project? yes no
	3. If your agency is a victim service provider and is excluded from entering data into the hmis for this proposed project, will you enter data into a comparable database that meets all HUD HMIS requirements? yes no

**SECTION #4: DV BONUS**

**INSTRUCTIONS:**

* This section must be completed only by applicants seeking funding through the DV bonus.
* Only projects proposing to create new rrh units are eligible for DV bonus funds.
* Applicants must also complete the agency information, RRH, and budget sections – see sections #1, #3 and #5.
* Please note that PSH projects are not eligible for funding under the dv bonus.
* Page limit for section #4: 3 pages; must use at least 12 point font
* Applicants must delete sections that are not applicable to the type of project for which they are applying.

|  |
| --- |
| 1. Describe the experience of the project applicant, sub-recipients (if applicable), and partner organizations (e.g., key contractors, service providers if applicable) as it relates to providing supportive services and housing for homeless persons, who are survivors of domestic violence, dating violence, stalking, and human trafficking. Be sure to provide concrete examples that illustrate your experience with:
* Using a low-demand, Housing First model to rapidly locate permanent housing for survivors.
* Designing and operating programs that help survivors to increase their income and achieve long-term housing stability.
* Designing and operating programs that are focused on safety.
* Designing and operating programs that are strengths-based and survivor-driven and offer a range of options to support survivors to rebuild control over their lives and improve safety for themselves and their families.
* Designing and operating programs that are trauma-informed.
* Designing and operating programs that help survivors to navigate a range of systems.
* Designing and operating programs that advocate for survivors’ autonomy, safety, independence and housing stability.
 |
| 1. Describe how your proposed project will meet the specific needs of survivors. Be sure to describe how your project will:
* Use a low-demand, Housing First model to rapidly locate permanent housing for survivors.
* Help survivors to increase their income and achieve long-term housing stability.
* Ensure a focus on safety.
* Ensure that services are strengths-based and survivor-driven and offer a range of options to support survivors to rebuild control over their lives and improve safety for themselves and their families.
* Ensure that services are trauma-informed.
* Help survivors to navigate a range of systems.
* Advocate for survivors’ autonmomy, safety, independence and housing stability.
 |
| 1. Describe quantified outcomes that demonstrate prior performance of applicant, sub-recipients (if applicable), and partner organizations (e.g., key contractors, service providers, if applicable) in serving DV survivors. For each outcome described, please be sure to include:
* the measure (e.g., % of survivors who exited program to stable permanent housing)
* the methodology for calculating the outcome e.g., # of survivor households who exited the program to permanent housing with monthly rent not exceeding 50% of household income/total # of survivor households who exited the program)
* evaluation period (e.g., FY 2018)

If quantified outcome data are not available, please describe other outcomes that you would like the review committee to consider. |

**SECTION #5: BUDGET**

**INSTRUCTIONS**

* This section must be completed by all applicants.
* Agencies applying for multiple projects must complete this section separately for each proposed project.
* Only costs defined by hud in the coc program interim rule as eligible may be included in this application (see: <https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>). A summary of eligible costs can be found in the march 2018 overview of fiscal components of CoC grants presentation available at: <http://www.ctbos.org/trainings/>
* Applicants must compile all relevant sections into a single document and delete sections that are not applicable to the type of project for which they are applying.
	+ - 1. **PROJECT IDENTIFICATION:** PLEASE IDENTIFY THE PROJECT TO WHICH THIS BUDGET PERTAINS IN THE TABLE BELOW:

|  |  |  |
| --- | --- | --- |
| **Project Name** | **Project Type** **(Select one)** | **Total Annual Budget Amount Requested** |
|  | 🞎 PSH new units 🞎 PSH new services only 🞎 RRH new units 🞎 RRH new services only 🞎 RRH DV Bonus new units.  |  |

**Rental Assistance Budget** (enter number of units by unit size; the applicable Fair Market Rent (FMR) level, multiply # of units by monthly FMR by 12 months and enter totals. Link for 2019 FMRs: <https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2019_code/select_Geography.odn>

Indicate the Type of Rental Assistance:

🞎 Project Based (PRA) 🞎 Tenant Based(TRA) 🞎 Sponsor Based (SRA)

PLEASE NOTE: TRA IS REQUIRED FOR RRH. FOR GUIDANCE ON BUDGETING FOR RRH PROJECTS SEE APPENDIX.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Unit Size** | **No. of Units** | **Monthly FMR*****(Insert local FMR)*** | **Term** **(12 months)** | **Total Costs ($)** |
| Efficiency |  | $ | X 12 months |  |
| 1 Bedroom |  | $ | X 12 months |  |
| 2 Bedroom |  | $ | X 12 months |  |
| 3 Bedroom |  | $ | X 12 months |  |
| 4 Bedroom |  | $ | X 12 months |  |
| **Total** |  |  |  |  |

**Operating Costs**

Enter the quantity and annual budget request for each operating cost. When including staff costs, please include title, salary, FTE, and fringe. Please note that you may not apply for both rental assistance and operating costs.

|  |  |  |
| --- | --- | --- |
| **Operating Costs** | **Quantity Description****(max 400 characters)** | **Annual Budget Request** |
| Maintenance and repair |  |  |
| Electricity, Gas and Water |  |  |
| Property Tax and Insurance |  |  |
| Furniture |  |  |
| Replacement Reserve |  |  |
| Equipment |  |  |
| Building Security |  |  |
| **Total Operating Request** |  |

**Supportive Services:** Enter the quantity and annual budget request for each supportive services cost. When including staff costs, please include title, salary, FTE and fringe.

Projects may not request more than $7,500 per household annually for supportive services. Unless the project has another source of funding for services, projects applying for RRH should include at least $4,000 per household served at a point in time for supportive services. For example, if the project will support 20 households at a given point in time, the annual supportive services budget should be at least $80,000.

Unless the project has another source of funding for services, projects applying for PSH should include at least $5,000 per household annually for supportive services.

|  |  |  |
| --- | --- | --- |
| **Eligible Costs**  | **Quantity Description****(max 400 characters)** | **Annual Budget Request** |
| Assessment of Service Needs  |  |  |
| Assistance with Moving Costs |  |  |
| Case Management |  |  |
| Child Care |  |  |
| Education Services |  |  |
| Employment Assistance |  |  |
| Food |  |  |
| Housing Search/Counseling  |  |  |
| Legal Services |  |  |
| Life Skills |  |  |
| Mental Health Services |  |  |
| Outpatient Health Services |  |  |
| Outreach Services |  |  |
| Substance Abuse Treatment Services |  |  |
| Transportation |  |  |
| Utility Deposits  |  |  |
| Operating Costs[[11]](#footnote-11) |  |  |
| **Total Annual Assistance Requested for Supportive Services** |  |

**Sources of Match – Please complete the match table below.**

Match is actual cash or in-kind resources contributed to the grant. All costs paid for with matching funds must be for activities that are eligible under the CoC Program. All grant funds must be matched with an amount no less than 25% of the awarded grant amount (with cash and/or in-kind resources). Match resources may be from public or private resources. Because documentation requirements for in-kind match are significantly more onerous, CT BOS strongly encourages use of cash match whenever feasible. For more information about matching requirements see the appendix.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identify Type of****Contribution:****Cash or In kind** | **Name the Source of Contribution** | **Identify Source as:** | **Date of Written Commitment** | **Value of Written Commitment** |
| **(G) Government****or (P) Private** |
| ***Example:* Cash**  | **DMHAS** | **G** | **6/15/17** | **$10,000** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **TOTAL:** | $ |

**Total Project Budget**

|  |  |
| --- | --- |
| **Activities** | **Total Annual Assistance Requested**  |
| 1. Rental Assistance
 |  |
| 1. Supportive Services
 |  |
| 1. Operations
 |  |
| 1. Sub-total Request (Add lines 1-4)
 |  |
|  | Total Amount Committed |
| 1. Cash Match
 |  |
| 1. In-kind Match
 |  |
| 1. Total Match (Add lines 6&7) – must equal at least 25% of line #5
 |  |
|  | Total Annual Budget |
| 1. Total Budget (Add lines 5 & 8)
 |  |

**APPENDIX**

***Please delete this section prior to submitting your application.***

**DEFINITIONS OF KEY TERMS:**

**Category 4 – HUD Homeless Definition.** HUD defines four categoriesunder which individuals and families may qualify as homeless. Category four isindividuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

**Chronically Homeless.** The definition of “chronically homeless”, as stated in Definition of Chronically Homeless final rule is:

1. **(a)**A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:
	1. lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
	2. Has been homeless and living as described in paragraph (a)(i) continuously for at least 12 months or on at least four 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 in paragraph (a)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering an institutional care facility;

**(b)**An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (a) of this definition, before entering the facility;

**(c)**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 in paragraph (a) or (b) of this definition (as described in Section I.D.2.(a) of this Notice), including a family whose composition has fluctuated while the head of household has been homeless.

**Dedicated Plus -** A Dedicated Plus project is a permanent supportive housing project where 100 percent of the beds are dedicated to serve individuals, households with children, **and** unaccompanied youth that at intake are:

(1) experiencing chronic homelessness (CH); or

(2) residing in a Transition Housing (TH) project that will be eliminated and was chronically homeless when entered TH project; or

(3) residing in Emergency Shelter or unsheltered location and had been enrolled in a PSH or RRH project (having met CH criteria upon entering) within last year, but was unable to maintain housing placement; or

(4) residing in TH funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness prior to entering the project; or

(5) residing in Emergency Shelter or unsheltered location for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meet the definition of ‘homeless individual with a disability’; or

(6) 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.

**How is a Dedicated Plus project similar to a project that is 100% dedicated to chronic?**

* The criteria for Dedicated Plus and chronic are pretty similar, for example, DedicatedPLUS projects still must serve only households with a disabled adult or head of household who have been homeless for a least 12 months.
* The following are required in all PSH projects, including Dedicated Plus projects:
	+ Serving households who have a disabled adult or head of household and have been homeless for a least 12 months; AND
	+ Prioritizing PSH applicants based on both length of homelessness AND severity of service needs (applicants are prioritized and referred by the applicable CAN and both types of projects may only accept referrals from the applicable CAN).
* Neither chronic dedicated nor Dedicated Plus projects are required to keep units vacant indefinitely while waiting for an identified eligible individual or family to accept an offer of PSH.

**How is a Dedicated Plus project different than a project that is 100% dedicated to chronic?**

* A Dedicated Plus project can prioritize serving some people who don’t meet the strict HUD definition of chronic homelessness, for example people who have been homeless for 12 months over 3 years during fewer than 4 separate occasions and some people who had been enrolled in a PSH or RRH project within the last year, who were unable to maintain the housing placement. These people can also currently be served in a chronic dedicated bed, but only if there is no eligible chronic person who wants that bed.

**Disabling Condition:**

Disabling Condition is defined by HUD as a condition that: (i) Is expected to be long-continuing or of indefinite duration; (ii) Substantially impedes the individual’s ability to live independently; (iii) Could be improved by the provision of more suitable housing conditions; and (iv) Is a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury; (2) A developmental disability, as defined in this section; or (3) The disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome, including infection with the human immunodeficiency virus (HIV).

**ADDITIONAL INFORMATION ON PROJECT ADMINISTRATIVE BUDGET LINE ITEM AND INDIRECT COSTS**

**Project Administration Budget Line Item**

* + - Applicants should note that, though project admin is budgeted as a percentage of the total amount requested for the other CoC project budget line items, it cannot be billed that way. Project Admin costs are billed as direct costs. They must be billed based on actual costs incurred and be supported by backup documentation for staff hours/fringe and reimburseable expenses. One way to ensure you have appropriate backup documentation for all staff-related direct costs, such as Project Admin, Rental Assistance, Supportive Services, and Operating is to ensure that staff working on more than one project or budget line item complete a personnel activity log (sample available at [www.ctbos.org](http://www.ctbos.org)).
		- Project Admin **costs must be allocated only to these eligible activities as defined in the CoC Program Interim Rule:**
			* General management oversight and coordination
				+ Salaries, wages, and related costs of recipient staff, subrecipient staff, or other staff engaged in program administration including:

Preparing program budgets and schedules and amendments to those budgets and schedules

Developing systems for assuring compliance with program requirements

Monitoring program activities for progress and compliance with program requirements

Preparing reports and other documents directly related to the program for submission to HUD

Coordinating the resolution of audit and monitoring findings

Evaluating program results against stated objectives

Managing or supervising persons whose primary responsibilities with regard to the program include such assignments

* + - * + Travel costs incurred for monitoring of subrecipients;
				+ Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services; and
				+ Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.
	+ Costs of providing training on CoC requirements and attending HUD-sponsored CoC trainings
	+ Costs of carrying out the HUD required environmental review responsibilities.

**Information Regarding Indirect Costs**

* + - Indirect costs are those that cannot be relatively easily and with a high degree of accuracy directly assigned to an eligible CoC activity, such as project admin, rental assistance, operating or supportive services. Rather, indirect costs are incurred for common or joint purposes benefitting multiple projects and cannot be readily associated with a particular CoC project. Salaries for IT staff who maintain the agency's network, or costs associated with payroll management are examples of common indirect costs.
		- There are also two types of indirect rates: Negotiated Indirect Cost Rate Agreement (NICRA) and the 10% de minimis rate.
		- Agencies that have a NICRA must use that rate; however, since the CoC Program Interim Rule caps administrative costs at 10%, even if an agency has a NICRA, they cannot charge direct and/or indirect administrative costs exceeding 10% of the total grant to CoC program funds. Agencies that have never had a NICRA may elect to charge the de minimis 10% of Modified Total Direct Costs (see <http://www.ctbos.org/wp-content/uploads/2019/03/Indirect-vs-Admin-CT-Session-2-v2-2.pdf> for information on calculating MTDC). If an agency elects to charge the 10% de minimis rate, they must consistently apply this to all Federal grants and contracts.
		- Though CT BOS caps the project admin budget line item at 7% for PSH projects, agencies claiming either a NICRA or de minimis indirect rate may charge up to the full 10% allowed by HUD in combined project admin and indirect admin costs.
		- Unlike project admin, indirect costs are not budgeted on a separate line item. Rather, indirect costs are applied to other budget line items. For example, projects claiming the 10% de minimis rate would include indirect costs on their CoC supportive services, operating, and/or project admin budget lines.
		- If HUD conditionally awards the grant, agencies with a NICRA will be required to submit the documentation supporting the NICRA in e-snaps during the post-award process.
		- DOH has opted not to apply for funds on the project admin budget line item. Subrecipients may claim indirect costs only.
		- For PSH projects, agencies can include both project admin and indirect costs in their project budgets; however, costs must be established by your agency as either direct or indirect, and the same expense cannot be charged to both indirect and any direct budget line item, such as project admin, rental assistance, operating or supportive services.
		- For more information about project admin and indirect costs see <http://www.ctbos.org/wp-content/uploads/2019/03/Indirect-vs-Admin-CT-Session-2-v2-2.pdf>

**CT BOS Housing First Principles**

Housing First is a programmatic and systems approach that centers on providing homeless people with housing quickly and *then* providing services as needed using a low barrier approach that emphasizes community integration, stable tenancy, recovery and individual choice.

Low barrier approach to entry:

* Housing First offers individuals and families experiencing homelessness immediate access to permanent supportive housing without unnecessary prerequisites. For example:
	1. Admission/tenant screening and selection practices do not require abstinence from substances, completion of or compliance with treatment, or participation in services.
	2. Applicants are not rejected on the basis of poor or lack of credit or income, poor or lack of rental history, minor criminal convictions, or other factors that might indicate a lack of “housing readiness.”
	3. Blanket exclusionary criteria based on more serious criminal convictions are not applied, though programs may consider such convictions on a case by case basis as necessary to ensure the safety of other residents and staff.
	4. Generally, only those admission criteria that are required by funders are applied, though programs may also consider additional criteria on a case by case basis as necessary to ensure the safety of tenants and staff. Application of such additional criteria should be rare, and may include, for example, denial of an applicant who is a high risk registered sex offender by a project serving children, or denial of an applicant who has a history of domestic violence involving a current participant.

Community integration and recovery:

* Housing is integrated into the community and tenants have ample opportunity and are supported to form connections outside of the project.
* Housing is located in neighborhoods that are accessible to community resources and services such as schools, libraries, houses of worship, grocery stores, laundromats, doctors, dentists, parks, and other recreation facilities.
* Efforts are made to make the housing look and feel similar to other types of housing in the community and to avoid distinguishing the housing as a program that serves people with special needs.
* Services are designed to help tenants build supportive relationships, engage in personally meaningful activities, and regain or develop new roles in their families and communities.
* Services are recovery-based and designed to help tenants gain control of their own lives, define their personal values, preferences, and visions for the future, establish meaningful individual short and long-term goals, and build hope that the things they want out of life are attainable. Services are focused on helping tenants achieve the things that are important to them and goals are not driven by staff priorities or selected from a pre-determined menu of options.

Lease compliance and housing retention

* Tenants are expected to comply with a standard lease agreement and are provided with services and supports to help maintain housing and prevent eviction. Visitors are expected to comply with requirements in the lease agreement.
* Leases do not include stipulations beyond those that are customary, legal, and enforceable under Connecticut law.
* No program rules beyond those that are customary, legal, and enforceable through a lease are applied (e.g., visitor policies should be equivalent to those in other types of permanent, lease-based housing in the community). Housing providers may ask for identification from visitors.
* Services are designed to identify and reduce risks to stable tenancy and to overall health and well-being.
* Retention in housing is contingent only on lease compliance and is not contingent on abstinence from substances or compliance with services, treatment or other clinical requirements. For example:
1. Tenants are not terminated involuntarily from housing for refusal to participate in services or for violating program rules that are not stipulated in the lease.
2. Transitional housing programs offer participants due process to resolve issues that may result in involuntary discharge (unless immediate risk to health and safety)
3. PH providers only terminate occupancy of housing in cases of noncompliance with the lease or failure of a tenant to carry out obligations under Connecticut's Landlord and Tenant Act (Chapter 830 of the Connecticut General Statute  <http://www.cga.ct.gov/2011/pub/chap830.htm>).
4. In order to terminate housing, PH providers are required to use the legal court eviction process.

Separation of housing and services

* Projects are designed in such a manner that the roles of property management (e.g., housing application, rent collection, repairs, and eviction) and supportive services staff are clearly defined and distinct.
* Property management and support service functions are provided either by separate legal entities or by staff members whose roles do not overlap.
	+ There are defined processes for communication and coordination across the two functions to support stable tenancy.
	+ Those processes are designed to protect client confidentiality and share confidential information on a need to know basis only.

Tenant Choice

* Efforts are made to maximize tenant choice, including type, frequency, timing, location and intensity of services and whenever possible choice of neighborhoods, apartments, furniture, and décor.
* Staff accepts tenant choices as a matter of fact without judgment and provides services that are non-coercive to help people achieve their personal goals.
* Staff accepts that risk is part of the human experience and helps tenants to understand risks and reduce harm caused to themselves and others by risky behavior.
* Staff understands the clinical and legal limits to choice and intervenes as necessary when someone presents a danger to self or others.
* Staff helps tenants to understand the legal obligations of tenancy and to reduce risk of eviction.
* Projects provide meaningful opportunities for tenant input and involvement when designing programs, planning activities and determining policies.

**GUIDANCE ON BUDGETING FOR RRH PROJECTS**

HUD requires all new RRH project applications to budget each unit at the full FMR for 12 months. For example, a RRH project requesting 1 year of funding for 10 units with an FMR of $1000/month would be required to budget rental assistance at 10 X 1000 X 12 per year or $120,000 annually. This does not mean that you must provide rental assistance at full FMR or for a full year for all or any project participants.

RRH projects may anticipate serving more than one household during a year in a single budgeted unit. This does not mean that households are sharing units, rather that you are using the available budget to serve as many households as possible. For the purposes of the annual project budget, even if average length of rental assistance needed by participants is anticipated to be shorter or longer than 12 months, each unit included in the budget must be budgeted at 12 months.

For example, a project anticipating average length of rental assistance at full FMR for 4 months per household, would budget each unit included in the application at the full 12 months and anticipate serving 3 households in each budgeted “unit” during the year. In this example, assuming FMR of $1000/month, the project might budget 10 units as follows: 10 X 12 X 1000 = $120,000. If each participant actually receives full FMR for 4 months, the cost would be $4,000/household. With $120,000, the project would have sufficient funds to serve 30 households during the year ($120,00/$4,000 = 30), even though only 10 units were budgeted. If in reality the households served need less than the full FMR or fewer than 4 months of assistance, the project may serve more households than indicated in the application.

Similarly, for the purposes of the annual project budget, even if the average amount of rental assistance required by participants is anticipated to be less than full FMR, each unit included in the budget must be budgeted at full FMR. Here’s another example: a project anticipating average length of rental assistance at 50% of FMR for 4 months per household, would budget each unit included in the application at the full 12 months and anticipate serving 6 households in each budgeted unit during the year. In this example, if FMR is $1000/month, each household would be anticipated to receive $500/month in rental assistance (i.e., 50% of full FMR) for 4 months. You would budget each unit at the full 12 month FMR (i.e., 12 X $1,000 or $12,000/unit/year). But you would anticipate serving, 6 households during the year in that “unit” (i.e. each household receives $500/month for 4 months (or $2000 during the year) and six households per year receive $2000 (6 X 2,000= $12,000) and, thus, you will have fully expended the $12,000 you budgeted for one unit for one year. Again this does not mean, that households are sharing units, rather that you are using the available budget to serve as many households as possible.

In order to ensure cost effectiveness and maximize the number of participants who can be assisted, CTBOS encourages participants to design their projects in a manner that provides the least assistance necessary to prevent a return to homelessness. Some households may need a small amount of assistance for only one month. Others may need a deeper subsidy for a longer period of time. You should plan to serve at least the number of households proposed in your application, but can serve as many households as possible given the available budget. You should be certain to include adequate supportive services funds to enable you to serve all of the households anticipated to receive rental assistance.

**ADDITIONAL INFORMATION REGARDING MATCHING REQUIREMENTS**

Match is only in-kind if it is a donation of services, goods, materials, or equipment. Donations are typically from a third party. In-kind match from a third-party requires an MOU with the entity providing the match. Agencies providing the required match using volunteer time should indicate this as in-kind match. Agencies providing the match using paid staff time should indicate this as cash match and list the source of the funds used to pay for those staff salaries. For example, an agency that will provide assistance identifying potential project participants and helping them to document eligibility using PATH funded outreach staff, would identify this as cash match with SAMSHA PATH as the source.

Match, whether cash or in-kind, can only be used on eligible CoC Program costs, i.e., any cost that is defined as eligible in the CoC Program Interim Rule – this is not limited to approved budget line items for the particular project. For example, case management is an eligible CoC Program cost. You can use DMHAS funds that support case management services for project participants as cash match for a project, regardless of whether or not the project has requested CoC funds for supportive services.

Below are some examples of cash and in-kind match:

* CASH MATCH: Recipient or sub-recipient agency staff provide case management funded through a DMHAS contract
* CASH MATCH: Building utilities not covered by the CoC grant are paid by the recipient agency and funded through private sources
* CASH MATCH: Mental health services are provided to participants by a sub-recipient and funded through SAMSHA.
* In-Kind: Board member provides legal services at no cost
* In-Kind: FQHC operated by a community partner provides outpatient health services to participants
* In-kind: Food bank operated by a community organization donates food to project participants.

The recipient may use the value of any real property, equipment, goods, or services contributed to the project as match, provided that, if the recipient had to pay for them with grant funds, the costs would have been eligible. Any such value previously used as match, may not be used again (i.e., cannot be claimed by more than one project or by the same project in another year).

To avoid delays in grant execution, CT BOS encourages applicants to submit match documentation with their project applications in ESNAPS. This step will occur later, if your grant is selected by the CoC to be included in the final application to HUD.

When the match source is cash, recipients/subrecipients must provide HUD with match documentation prior to grant agreement execution. Documentation can be attached to the project application in eSnaps or, if it is not available at application submission and HUD conditionally awards the project, submission of the documentation will be a condition for grant execution.

Written documentation of cash match must be provided on the source agency's letterhead, (e.g., if you are using case management services funded by DMHAS as cash match, the letter must come from DMHAS and be on their letterhead), the letter be signed and dated by an authorized representative od the source agency, and, at a minimum, must include the following: amount of cash to be provided to the recipient for the project, specific date the cash will be made available, the project name and fiscal year to which the cash match will be contributed, the time period during which funding will be available, and allowable activities to be funded by the cash match (e.g., case management or rental assistance for project participants). If awarded the grant by HUD, to document cash match, agencies must show that the funds were recorded on the agency’s books and expended on eligible expenses during the grant operating year.

If using in-kind match, the applicant should submit with the project application in ESNAPS an MOU with the donor entity. If the MOU is not available at application submission and HUD conditionally awards the project, submission of the MOU will be a condition for grant execution.

If awarded the grant by HUD, to document in-kind match of donated services the recipient and/or sub-recipient must keep and make available, for inspection by HUD and/or the CoC, records documenting that the service hours were actually provided. They must also keep the MOU with the donor entity on file. Requirements for the MOU, include: establish the unconditional commitment of the services being donated, provide the name of the project and operating year to which the match is being contributed, describe the specific service to be provided (must be a CoC program eligible activity), indicate total point-in-time number of clients receiving the service and total clients receiving the service over the grant term, state profession and qualifications of the persons providing the service, state hourly cost of the service to be provided, indicate that the services are valued at rates consistent with those ordinarily paid for comparable services in that locality.

If awarded the grant by HUD, to document in-kind match of donated goods, property or equipment, the recipient and/or sub-recipient must keep and make available for inspection by HUD and/or the CoC: documentation that the in-kind donation was actually received, including value of the donation (must be documented on source agency letterhead, signed & dated). Must indicate that the value is consistent with the cost ordinarily paid for similar goods in the local market**.** The documentation must indicate the date on which the in-kind donation was provided, the project and operating year to which the match was contributed, and the CoC Program allowable activities provided by the donation (e.g., donation of food for meals for project participants, or donation of tenant rights and responsibilities booklets to provide tenant counseling services).

Since the documentation requirements for in-kind match are significantly more onerous than for cash match, CT BOS encourages agencies to use cash match sources whenever possible.

Since eligible project administrative costs are capped by HUD at 10% of the grant awarded, if your application includes project administrative costs of less than 10% of the grant awarded and you are not charging indirect administrative costs, you may use, as cash match, funds that support staff time for eligible project administrative costs up to the difference between the allowable and the claimed level of project administrative costs. You may not use, as match, funds that support staff time for direct and/or indirect administrative costs that exceed the 10% cap established by HUD.

Similarly, since eligible indirect costs are also capped by HUD, if your application includes indirect costs that are less than the applicable cap, you may use, as cash match, funds that support staff time for eligible indirect costs up to the difference between the allowable and the requested level of indirect costs. You may not use, as match, funds that support staff time for indirect costs that exceed the cap established by HUD.

Please note the restrictions on eligible direct and indirect administrative costs and the difference between project administrative and indirect costs described in the RFP.

For more information see:

<https://www.hudexchange.info/resource/3113/importance-of-documenting-match-under-the-coc-program/>

1. HUD makes funds available to support development of new projects. CoCs compete nationally to secure these funds. This process is known as the “Permanent Housing Bonus.” [↑](#footnote-ref-1)
2. DV Bonus projects must be dedicated to serve survivors of domestic violence, dating violence, stalking, and human trafficking. [↑](#footnote-ref-2)
3. Through each annual competition, CoCs can reduce or eliminate funding from existing projects in order to fund new projects. This process is known as “reallocation.” [↑](#footnote-ref-3)
4. The CT BOS is led by a Steering Committee comprised of representatives of a variety government agencies, provider coalitions, advocates and people who have experienced homelessness. For more information about the CT BOS, please visit www.CTBOS.org [↑](#footnote-ref-4)
5. Please note that the CTBOS policy on designating PSH units as Chronic vs. DedicatedPlus is currently under review by the Steering Committee. CT BOS will disseminate any new information as it becomes available through the CoC’s email listserv. To ensure that you receive the latest information, please subscribe to the CT BOS mailing list by visiting: http://www.ctbos.org [↑](#footnote-ref-5)
6. The grantee is the organization that receives CoC funds directly from and enters into a grant agreement with HUD. [↑](#footnote-ref-6)
7. A subrecipient is an organization that receives a subaward from and enters into a contract with the grantee. [↑](#footnote-ref-7)
8. As the fiduciary agency, ACT would receive a subaward from DOH and be responsible for paying rent to landlords. [↑](#footnote-ref-8)
9. See the appendix for more details on administrative and indirect costs. [↑](#footnote-ref-9)
10. See, for example, [https://ww](http://www.hudexchange.info/resource/2033/)w[.hudexchange.info/resource/2033/](http://www.hudexchange.info/resource/2033/) hearth-coc-program-interim-rule/; <http://portal.hud.gov/hudportal/documents/huddoc?id=TransitionNotice22715.pdf>; [www.ctbos.org](http://www.ctbos.org) [↑](#footnote-ref-10)
11. If the supportive services are provided in a facility not contained in a housing structure, the costs of day-to-day operation of the service facility are eligible on this line, including maintenance & repair, building security, furniture, utilities, equipment [↑](#footnote-ref-11)