

CT Balance of State  
(CT BOS)  
Continuum of Care  
(CoC)  
Unsheltered & Rural  
New Project RFP  
Bidders Conference

July 28, 2022



# Agenda

- Background
- Timeline
- Project Types
- Guidelines
- Common Sections
- Project Component-specific sections
- How to Apply
- Scoring Factors
- Tips
- Reminders & Questions



**KEEP  
CALM  
AND  
READ THE  
INSTRUCTIONS**

# Supplemental NOFO Background

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- Competition is separate from and in addition to regular CoC Competition
- Unsheltered - BOS maximum award: \$17,483,860 over 3 years – includes Planning, which must be ranked
- Rural - BOS maximum award: \$922,088 over 3 years – Litchfield County only
- BOS is accepting new project applications for the 2022 Supplemental New Project Competition.
- Initial 3-year project terms

# Supplemental NOFO Background (2)

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- CoC must develop a plan for serving Persons Experiencing Homelessness with severe service needs
  - Each project application must indicate how it assists in fulfilling the CoC plan
- CoC must attach letter of support for plan and project applications signed by members of a Work Group Comprised of Persons with Lived Experience of Homelessness or authorized rep of work group
- Applications submitted in Zengine then selected application submitted in ESnap
- BOS encourages applicants who have never applied before to submit an application.
- BOS provides technical assistance to any applicant who may need help.



# New Project Application Timeline

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- 7/27/22: Request for Proposals Released
- 7/28/22: Bidders' Conference
- 8/17/22: Applications due in Zengine
- Late Aug/Early September: Scoring Committee Meetings
- September/October: New projects submitted in e-snaps
- Winter 2023: HUD awards announced
- Winter/Spring 2023: Grant agreement w/HUD & project start







# Supportive Services Only

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## New **Supportive Services Only (SSO)**

- Eligible program models include:
  - street outreach, housing navigation, and/or drop-in/day centers to identify, engage and house people experiencing unsheltered homelessness.
- Housing-focused case management model: only projects focused on helping participants secure and stabilize in housing are eligible to apply
- Eligible budget line items: Supportive Services, Project Administration, and HMIS

# Project Types: Permanent Supportive Housing

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## **New Permanent Supportive Housing (PSH) projects that create new units**

- CT Department of Mental Health and Addiction Services (DMHAS) will serve as the applicant and the grantee
- Selected non-profit agencies responding to this RFP would serve as a subrecipient on any ultimate award.
- Eligible budget line items: Rental Assistance, Supportive Services, HMIS, and Project Administration.



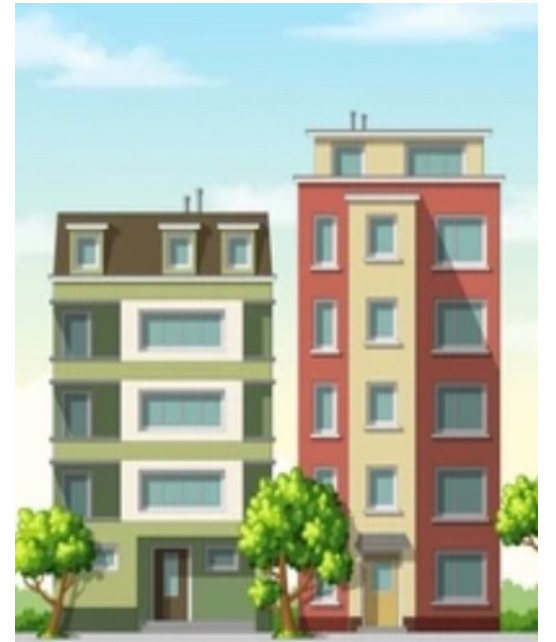


# Project Types: Rapid Rehousing

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## **New Rapid Rehousing (RRH) projects that will create new units.**

- CT Department of Housing (DOH) will serve as the applicant and the grantee for this project type.
- Selected non-profit agencies responding to this RFP would serve as a subrecipient and [Advancing CT Together](#) will serve as the fiduciary agency for rental assistance on any project awarded.
- Eligible budget line items: Rental Assistance, Supportive Services, and HMIS
- Project Administration: not an eligible budget line item for DOH subrecipients, however those projects may charge an indirect rate in accordance with HUD rules



# Application Guidelines

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## **Eligible Applicants**

- Nonprofit organizations
- States and local governments
- Instrumentalities of state and local governments
- Public Housing Agencies

## Application Guidelines (2)

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### Other Requirements

- Must agree to participate in HMIS
- Must participate in and receive referrals only through Coordinated Access Networks (CANs)
- Must comply with all of HUD and CoC requirements and policies
- Applicants must be in good standing with HUD
- Additional requirements – see application

[Link to application](#)



Already applied to CT BOS through the regular 2022 CoC Competition? Your organization will also have the opportunity to submit those project applications for consideration through this Supplemental CoC Competition. Stay tuned – more info to come!



# Common Sections

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EVERY APPLICANT COMPLETES

# Applicant Experience (Applicant Profile)

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- Organizational Experience:
  - Carrying out the activities of the project
  - Using a Housing First model, increasing participant income, linking participants to mainstream resources
  - Effectively utilizing federal funds
- Basic organization and management structure of agency to operate the project
- If you have already done an Applicant Profile in Zengine, you do not need to do another one





## Plan to Serve People Experiencing Homelessness with Severe Service Needs

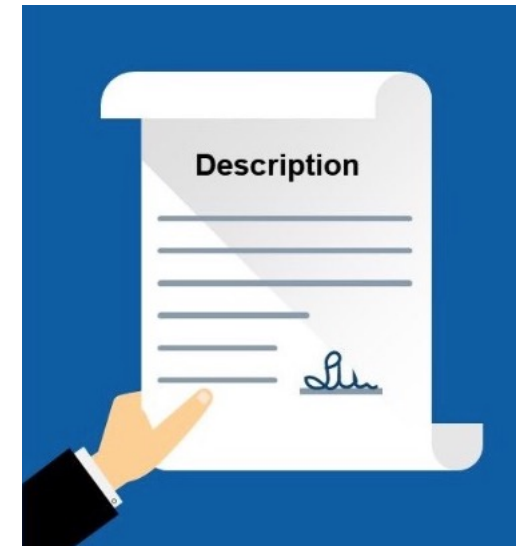
- CoC must create and implement a plan to serve people experiencing homelessness (PWLEH) with severe service needs. Plan will involve stakeholders in the CoC's efforts to reduce homelessness.
- Projects must commit to assist in fulfilling the plan
- Project applications must describe plans to:
  - recruit & retain staff with lived experience of unsheltered homelessness in the proposed project
  - integrate PWLEH (especially unsheltered homelessness) in decision-making structure of proposed project & in service delivery



# Project Description

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- Description of Project
  - Services
  - Accessing mainstream resources
  - Projected Outcomes
  - Coordination w/partners
- Estimated Schedule for Project start, filling units and at full capacity



# Supportive Services



Describe:

- How participants will be assisted to obtain and remain in housing
- Whether or not the project will use the critical time intervention model to inform service delivery
- Plan to assess needs of participants and address those needs such as: health, behavioral health, education, employment, life skills and childcare services
- How participants are assisted to increase employment and income
  - How you will engage people who do not traditionally engage with supportive services
  - Supportive services provision to those with the highest service needs, including those with histories of unsheltered homelessness
  - How you will develop and adjust their strategy for serving these populations over time



## Leveraging Healthcare Resources – points available

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- Leverage funding in any amount from one or more healthcare organizations
- Demonstrate that secured funding in an amount that is at least 50% of the amount being requested from a healthcare organization
- Provided written commitment from relevant healthcare organization, demonstrating number of new units being developed or set-aside for individuals experiencing homelessness and date by which they will be available

# Budget



- See [RFP Instructions](#) for information regarding: Allowable Expenses, Indirect Costs, Admin Costs, supportive services (min and max amounts), and more.
- CT BOS will work with providers to determine final Rental Assistance budgets for RRH projects
- Match (SSO and RRH): Actual or in-kind contributions to grant
  - RRH required to show ability to meet HUD match requirements
  - Must be for eligible CoC activities
  - **Must be at least 25% of total grant amount**
  - May be from public or private resources
  - Cash preferred when feasible





# Project Component Specific Sections

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PERMANENT SUPPORTIVE HOUSING,  
RAPID REHOUSING & SUPPORTIVE  
SERVICES ONLY



## Permanent Supportive Housing (PSH)

- PSH combines affordable housing assistance with voluntary support services to address needs of persons experiencing homelessness who meet HUD's definition of disabled.
- DMHAS is the applicant and will provide the match.
- Eligible populations: Persons who meet the DedicatedPLUS definition
- Unless project has another source of services funding, projects should include at least \$5,000 and no more than \$9,000 per Household annually for services.
- Allowable expenses: rental assistance, supportive services, HMIS & project administration.
- Because of the structure of the new project application, expansions of existing PSH projects will not be able to apply for services for existing project.

[DMHAS RA Operations Guide](#)

# Who Qualifies as DedicatedPLUS?



Individuals, households with children, and unaccompanied youth (ages 18-24) 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, Safe Haven or unsheltered location and had been admitted and enrolled in a PSH or RRH project (having met CH criteria upon entering) within last year, but was unable to maintain housing placement;**



## Who Qualifies as DedicatedPLUS? (2)



(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, Safe Haven or unsheltered location for at least 12 months in the last 3 years, but has not done so on 4 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 1 of the above criteria at initial intake to the VA's homeless assistance system.

# Rapid Rehousing

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- RRH combines time-limited affordable housing assistance with voluntary support services to address needs of persons experiencing homelessness or fleeing DV.
- Eligible populations:
  - Persons who are literally homeless (i.e., who meet the HUD Category 1 definition of homelessness) and/or;
  - Persons who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or other dangerous situations (i.e., who meet the HUD Category 4 definition of homelessness)

# Rapid Rehousing (2)

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- DOH will be the applicant & Advancing CT Together (ACT) is fiduciary agency for rental assistance
- Unless project has another source of services funding, projects should include at least \$4,000 and no more than \$9,000 per Household annually for services.
- Allowable expenses:
  - Rental Assistance
  - Supportive services
  - HMIS

[DOH RRH Operations Guide](#)



# RRH & PSH – Leveraging Housing Resources

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- Leverage any rental assistance (RA)/unit operating funding from a source other than the CoC or ESG programs.
- Show that for at least 50% of new PSH units created or set-aside for people experiencing homelessness (PEH) or at least 50% of the participants anticipated to be served by the RRH project RA/unit operating costs are funded through a source other than CoC or ESG
- Provide written commitment from relevant housing funding source demonstrating the number of new units being developed or set-aside for PEH & the date they will be available.



# Services Only (SSO)

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Describe how the project will:

- Develop a street outreach plan to identify people experiencing unsheltered homelessness

# Rural Projects



- Only applicants proposing to serve participants in **Litchfield County** may apply for funding targeted to **rural areas**. Eligible counties were determined by HUD.
- Applicant organizations based outside of Litchfield County are eligible to apply but the funded project must serve only Litchfield County.
- Points for projects that serve a structurally disadvantaged area
  - Structurally disadvantaged is defined as geographic areas that have high levels of homelessness, housing distress, or poverty, and are located where CoC services have until now been entirely unavailable.
  - Need to describe how agency determined area was structurally disadvantaged



# Rural - Eligibility



In addition to **Category 1**: Individual or family lacking fixed, regular, & adequate nighttime residence & **Category 4**: Fleeing/Attempting to Flee DV, dating violence, sexual assault, stalking, or other dangerous conditions **Rural Projects can also serve:**

**Category 2**: Individual or family who will imminently lose primary nighttime residence, provided that:

- Residence will be lost within 14 days of the date of application for homeless assistance;
- No subsequent residence has been identified; *and*
- Individual or family lacks resources or support networks needed to obtain other permanent housing.
- Includes individuals and families who are within 14 days of losing housing, including housing they own, rent, are sharing with others, or are living in without paying rent.



# Rural - Eligible special activities

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- Short-term emergency lodging in motels or shelters (new shelter beds only);
- Costs to use federal inventory property programs;
- Capacity building (e.g., financial incentives to retain staff, staff education and training – up to 20% of project funds);
- Repairs to make housing habitable (up to \$10K/structure);
- Emergency food and clothing;
- Up to 6 months of rent or utility arrears for qualifying households





# How to Apply

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ZENGINE PORTAL

NOFO ZENGINE INSTRUCTIONS

## Have a Project Application Profile Already?

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You just need to update!  
No need to create a new  
one!

# Creating a Project Application Profile

- Zengine New Application Submission Portal: [CT BOS Supplemental New Project Application](#)

New users click “sign up”

- Password
  - Must contain at least one lowercase letter
  - Must contain at least one uppercase letter
  - Must contain one number
  - Must be between 8 and 32 characters
  - Must not be an email address

## Sign In/Sign Up Instructions

Enrolling as a Zengine user enables you to:

- submit Request for Proposal(s),
- assign yourself as RFP contact to be on the distribution list for receipt of:
  - information or document requests
  - notifications
  - reminders on important deadlines

Information contained within the Zengine profile is the [primary](#) way that CT BOS maintains an up-to-date contact list. Contacts are linked to the Constant Contact email distribution list to receive updates via that platform as well.

For New Users:

## Sign In

Email

Password

Log In

[Forgot your password?](#)

Need an Account?

Sign Up

# Creating a Project Application Profile (2)

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- Click the blue “Sign Up” button upon completion of the password creation
- Next -“Create a Profile”

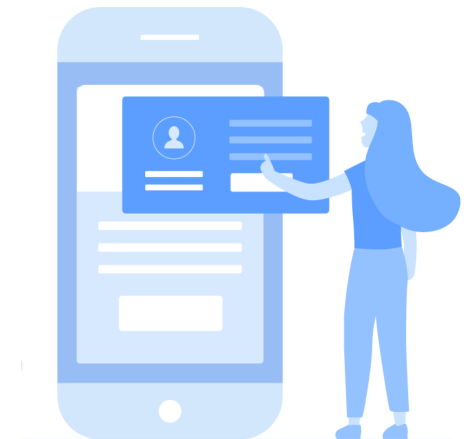


- Clicking Create a Profile leads to screen below:

## 2022 REQUEST FOR PERMANENT SUPPORTIVE HOUSING (PSH), RAPID REHOUSING (RRH) AND SUPPORTIVE SERVICES ONLY (SSO) PROPOSALS FUNDED THROUGH COC SUPPLEMENTAL NOFO

### New Project Application

- Prior to completing this form, please ensure that the applicant profile is up to date, as it contains important agency-specific information. If you previously submitted a new project application, and are using the same contact email, your applicant profile is saved in the system and requires review and updating, as appropriate. See the linked instructions on how to update: [https://www.ctbos.org/wp-content/uploads/Zengine-Provider-Instr-2022\\_Supp\\_-App-Profile-RFP.pdf](https://www.ctbos.org/wp-content/uploads/Zengine-Provider-Instr-2022_Supp_-App-Profile-RFP.pdf). If, however, this is the first time submitting a new project application, a profile must be completed. Use the instructions linked above to do so.
- **Application Sections:** This application is divided into 3 sections. Applicants must complete all sections as follows:
  - **Agency information (Section # 1)**
  - **PSH, RRH or SSO (Section # 2)**
  - **Budget (Section #3)**



## Creating a Project Application Profile (3)



Profile contains questions related to Applicant Agency

1. All fields with an asterisk are required
2. Click “Create Profile” at the top or bottom right. “Save Draft” if need to complete later. Homepage appears after creation of profile with a green “Complete” to the right of “Profile” and clicking the blue “Edit.” This may be used to change any information already submitted. Once all changes are made, click the blue “Save Changes” button.

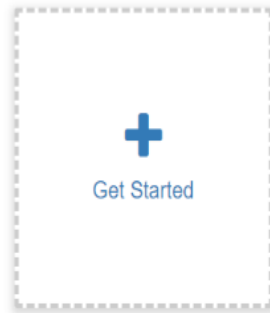


# New Project Application

- On bottom half of Homepage click “Get Started” (if not 1<sup>st</sup> submission for 2022, click “+Add Another”)

To begin click “+Get Started” below, or, if you have submitted previously, click “+Add Another.” When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.



- Click blue “Open” to continue

Homepage > Untitled Welcome, [User Name]

Untitled Order by: Newest to Oldest

**RFP** Submit

When every step in this submission is complete, the “Submit” button to the right will become green and clickable.

The submission is not fully submitted until you click the green “Submit” button. Please do so when the application is complete. Once you click “Submit” the submission will no longer be editable. You will then receive a confirmation email.

RFP

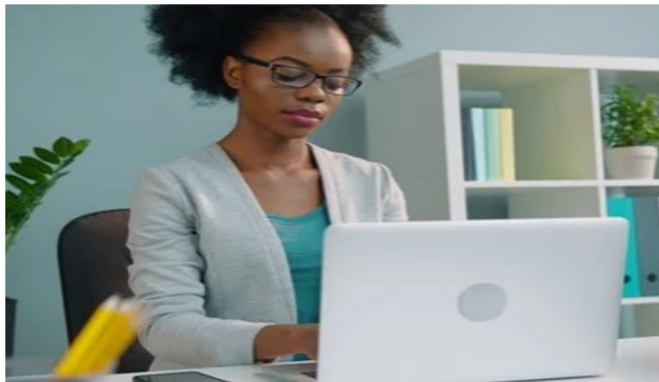
Action Required

Open

## New Project Application (2)

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- Fill in all required fields and all additional fields that are relevant for the application.
  - a. Use “Save Draft” and return to this using the same submissions url.
- Click “Mark Complete” in the bottom or top right, once all fields are complete.
- If you missed a required field, you will be prompted to go back and complete. If they do not apply to your project, fill in N/A, or if the amount is 0, enter 0.




# New Project Application (3)

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- Upon marking complete, this appears with project name at top:

Test RFP SQ Order by:

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 RFP

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Please do so when the application is complete. Once you click "Submit" the submission will no longer be editable. You will then receive a confirmation email.

Submit

RFP

Complete

Edit

- Submit button appears green. Must click “submit” to complete document submission.
- Once click “Submit,” message appears saying “This has been submitted”
- Once fully submitted, you will receive a confirmation email.

# New Project Application (4)

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- Clicking “View” will display the document just submitted and enables you to download the document if desired.
- If you wish to submit additional new project applications, go back to the Homepage (click “Homepage” at top left of screen, or use original link, and proceed to “+Add Another”

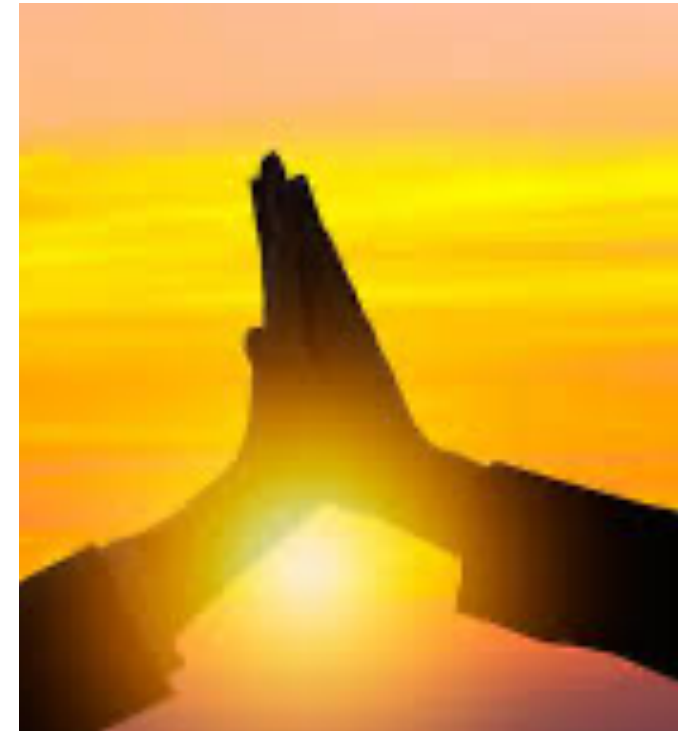


# Printing

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Printing or saving to PDF is recommended after application submission. If you wish to print your submission or save as a PDF, use the following steps:

- After submitting, click the “View” button
- Click the blue downward facing arrow to the right of “RFP”
- Click “Print Form” and adjust as necessary to either print or save as PDF



# Zengine Tips

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## Pay Attention to:

- Required fields
- Bulleted or lists of criteria in questions
- Conditional Logic throughout
- Word count limits
- Households & Units
- Budget Item Descriptions
- Potential Attachments
- NICRA (Negotiated Indirect Cost Rate)
- Evidence of site control if project involves capital development
- **MATCH!**

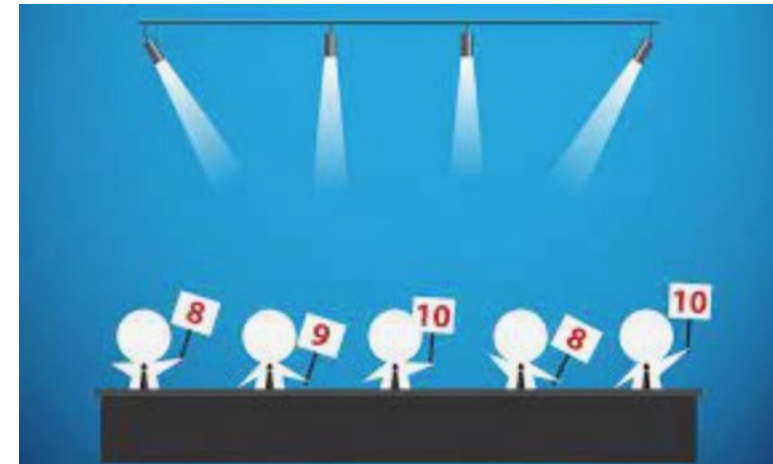




# Scoring Factors

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- Objective Criteria & System Performance
    - CT BOS will use average 2022 Renewal Evaluation results across all of applicant's scored projects to determine points on these factors.
  - Unmet Need
  - Timeliness
  - Supportive Services and Housing First
  - HUD Supplemental NOFO Priorities
  - Application/Budget Quality
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- Scoring Factor document - Coming soon: return to the [CoC Application](#) page for details



# Application Tips

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- Make sure you highlight what makes your agency and project unique.
- Provide concrete examples of how participants will be served. Data is helpful!
- Name partner and community agencies and how you will coordinate with them.



## Application Tips (2)

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- All parts of the application should work together
  - Budgets match narratives
  - Services tailored the target population
- Make sure you meet the match if you are a Street Outreach or RRH project
- Ensure for supportive services, the project meets the minimum and does not exceed the maximum in requested funding

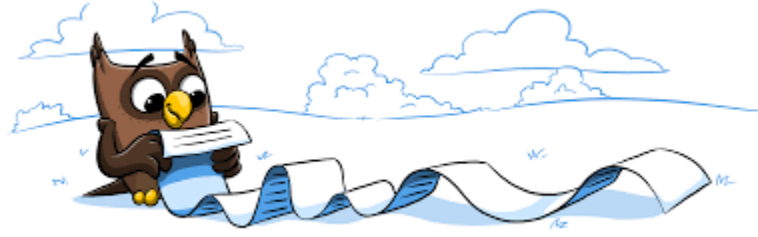




# Frequently Asked Questions (FAQs)

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- We will post FAQs on CT BOS CoC Application Page: [Link to CT BOS CoC App Page](#)
- Deadline to submit your questions is 8/12/22



# Reminders

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- Due Date: August 17, 2022
- Refer to the Instructions early and often for definitions, program descriptions, allowable expenses, etc.
- Sign up for [CT BOS emails](#) to ensure you receive any new/revised information
- **Important Links!**
  - [CT BOS HUD CoC Application page](#)
  - [Application](#)
  - [RFP Instructions](#)
  - [NOFO Zengine Instructions](#)



# QUESTIONS



# CT BOS Team (Housing Innovations)

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