**2022 REQUEST FOR HIC/PIT PLANNING PROPOSALS**

**DEADLINE FOR SUBMISSION OF APPLICATIONS: Tuesday, June 14, 2022**

***BACKGROUND***

Each year the Connecticut Balance of State Continuum of Care (CT BOS) completes a Housing Inventory Chart (HIC) and Point-in-Time count (PIT) in accordance with requirements established by the U.S. Department of Housing and Urban Development (HUD). HUD makes planning funds available to each CoC to support annual HIC/PIT and other critical CoC activities.

CT BOS is seeking applications from Northwest Coordinated Access Network (CAN) for a HIC/PIT planning project to support the 2023 and 2024 point in time homeless count efforts. There is up to $7500, annually, available to fund the activities. CT BOS will review the submitted applications and determine which project will receive CT DMHAS Planning Grant funding for the 7/1/22-6/30/23 and 7/1/23 – 6/30/24 grant cycles.

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.

**INSTRUCTIONS**

**This is the application for CT Balance of State Continuum of Care (CT BOS) HIC/PIT Planning Projects for the Northwest CAN. All applications will be reviewed to ensure they meet the requirements defined below. Applications that do not meet these standards will not be further reviewed.**

**All applications must be submitted to:** [**ctboscoc@gmail.com**](mailto:ctboscoc@gmail.com.org)**. DEADLINE FOR SUBMISSION OF APPLICATIONS: Tuesday, June 14, 2022**

**Project Requirements:**

* Eligible activities:
  + Projects can request funds for:
    - Developing a CAN-wide process for planning and implementing the 2023 and 2024 HIC/PIT count, including but not limited to staffing the CAN’s PIT coordinator role, participating in trainings and meetings convened by the Advancing CT Together (ACT), convening local meetings for the purposes of planning and implementing the count, ensuring each applicable project in the CAN is aware of and participates in the count, and providing guidance to participating agencies.
    - Ensuring that the HIC is compiled and the PIT count is conducted within the CAN in a manner that is consistent with HUD requirements and with the process defined by ACT.
    - Ensuring accurate and timely submission of all required HIC and PIT data as defined by HUD and ACT.
  + Please note that HUD does not permit project administrative costs for Planning Grants.
* Eligible applicants:
* The applicant must be a legal entity. Eligible project applicants include nonprofit and for profit 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. This requirement does not preclude organizations that have never received a HUD award in the past from applying.
* Other requirements
  + Term – Projects may apply only for a two-year term.
  + Projects must comply with all applicable HUD requirements and CT BOS CoC Policies.
  + Projects must comply with HIC/PIT timelines and other requirements defined by ACT.
  + Projects must participate in all required HIC/PIT related trainings and meetings sponsored by ACT.
  + Match – There is no matching requirement for this grant. DMHAS is responsible for securing and documenting the appropriate match.
  + Page Limit: Total application may not exceed 6 pages (attachment excluded from page limits)

**New Project Application - HIC/PIT PLANNING for Northwest CAN**

**2022 CT BOS Continuum of Care**

* **Applications are due by COB on Tuesday, June 14, 2022 and must be sent to:** [**ctboscoc@gmail.com**](mailto:ctboscoc@gmail.com.org)
* **Please contact** [**ctboscoc@gmail.com**](mailto:ctboscoc@gmail.com) **for questions about the form or process.**
* **The CoC reserves the right not to review late or incomplete applications or projects that do not meet the project requirements described above.**
* **The CoC also reserves the right not to review applications that exceed the 6 page limit (attachment excluded from page limits).**

1. **Project Applicant Information:** 
   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. **Total Amount Requested** (may not exceed maximum indicated on page 1): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. As a condition of receiving these funds, the applicant organization commits to participating in all required HIC/PIT related trainings and meetings sponsored by ACT. 🞎 YES 🞎NO

**Please note:** Such participation is required as a condition of receiving these funds.

1. As a condition of receiving these funds, the applicable CAN commits to designating a PIT coordinator. 🞎 YES 🞎NO

**Please note:** Designating a PIT Coordinator is required as a condition of receiving these funds.

1. As a condition of receiving these funds, the applicable CAN commits to complying with HIC/PIT timelines and other requirements defined by ACT. 🞎 YES 🞎NO

**Please note:** Compliance is required as a condition of receiving these funds.

1. **Experience of Applicant/Sponsor**

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| 1. Describe the experience of the project applicant, if any, in participating in and/or coordinating HIC/PIT activities on behalf of the CAN. If none, describe other relevant experience that demonstrates the applicant’s qualifications. |

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| 1. Describe the experience of the applicant, if any, in effectively utilizing federal funds. If none, describe other relevant experience that demonstrates the applicant’s capacity   to effectively use these funds in accordance with HUD and CoC requirements. |

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| 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. **Project Description**

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| 1. Provide a brief description of the CAN’s proposed process for planning and implementing the 2023 and 2024 HIC/PIT count. The description must address:    * + Ensuring designation of a PIT coordinator      + Convening local meetings, as necessary for the purposes of planning and implementing the count      + Ensuring each applicable project in the CAN is aware of and participates in the count      + Ensuring all applicable projects have the information needed to participate      + How the funds being requested in this proposal will be used |
| 1. Provide a brief description of the CAN’s proposed process for:    * Ensuring that the HIC is compiled and the PIT count is conducted within the CAN in a manner that is consistent with HUD requirements and with the process defined by ACT.    * Ensuring accurate and timely submission of all required HIC and PIT data as defined by HUD and ACT. |

1. **Budget detail**

In addition to completing the above application, applicants must also submit a detailed line item annual budget using the format below. Please note that HUD does not permit project administrative costs for Planning Grants. Food/beverages for meetings/trainings is also not allowable.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **BUDGET DETAILS** (add lines as necessary) | | | | | | | |
| **Staff Title** | **Staff Responsibilities** | **Total Annual Salary** | **Salary Allocated to Project** | | **Fringe Allocated to Project** | | **Project Costs** |
| **Amt** | **%** | **Amt** | **%** |  |
| *EXAMPLE:*  *Dir of Outreach* | *convening local meetings, ensuring unsheltered population are captured in the count, ensuring provider participation, disseminating info* | *$80,000* | *$8K* | *10%* | *$1.6K* | *20%* | *$9,600* |
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| **TOTAL PERSONNEL COSTS** | | | | | | |  |

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| --- | --- |
| **OTPS COST DESCRIPTION** | **OTPS AMOUNT** |
| *EXAMPLE: Mileage to meetings/trainings - not to exceed federal rate (approx. 150 miles)* | *$75* |
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| **TOTAL OTPS COSTS** |  |
| **TOTAL COMBINED PERSONNEL & OTPS COSTS** |  |