

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

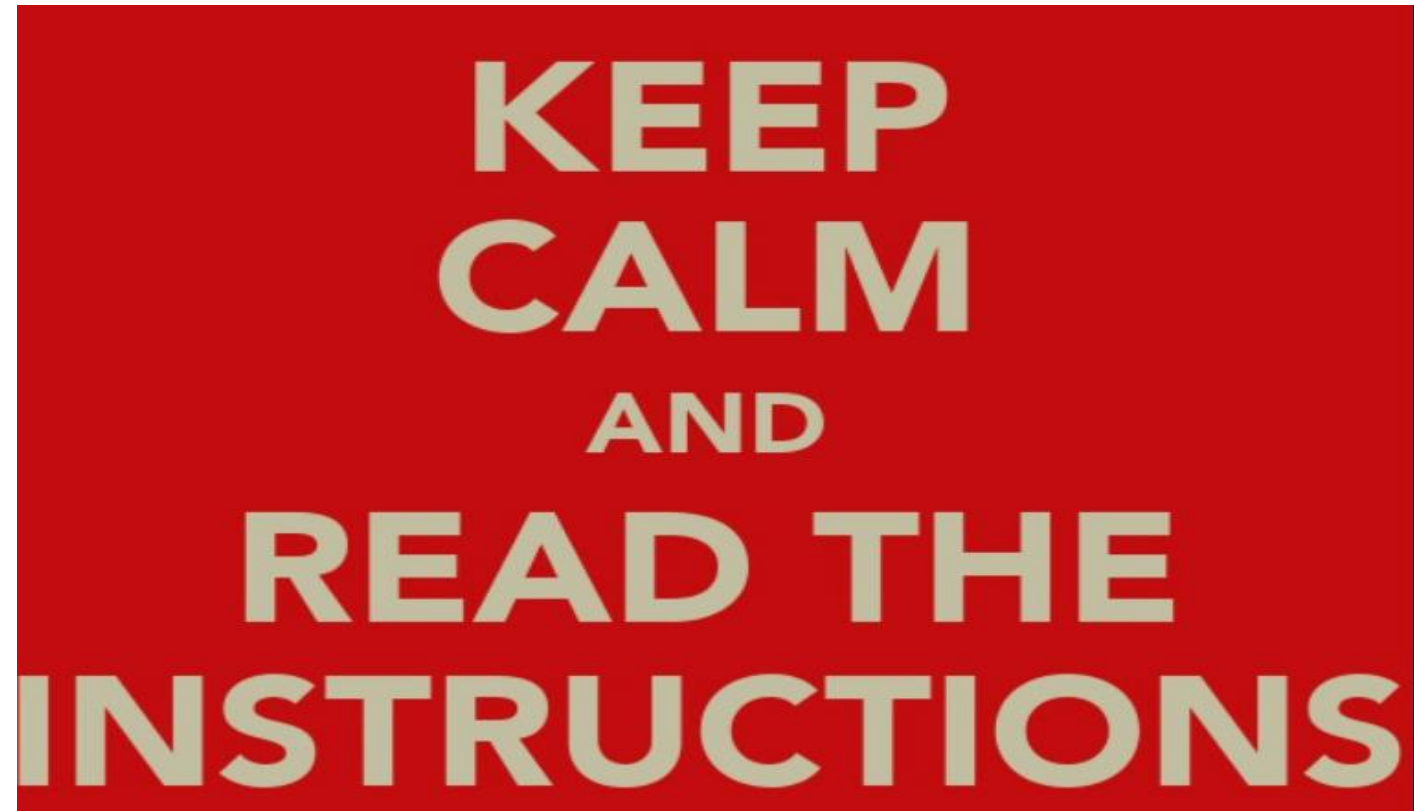
March 22, 2023



# Agenda

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





New CoC Bonus, Reallocation, and DV  
Bonus Project App Instructions 2023

# Background

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- Each year CT Balance of State Continuum of Care (CTBOS or BOS) competes with other CoCs for US Dept. of Housing and Urban Development (HUD) funding to end homelessness.
- BOS receives approximately \$50 million annually from HUD.
- BOS is accepting new project applications for the 2023 competition for Bonus/Reallocation and for Domestic Violence (DV) Bonus. Each type has its own application.
- BOS encourages applicants who have never applied before to apply.
- CT BOS will announce any changes to HUD requirements once HUD releases the Notice of Funding Opportunity (NOFO)

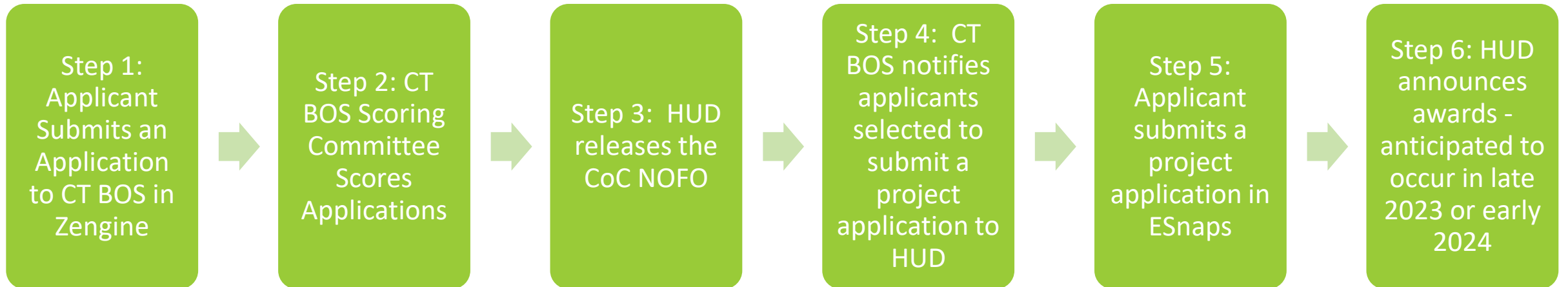




- BOS provides technical assistance to any applicant who may need help.
- In 2022 competition, BOS was eligible to apply for approximately \$51.5 million worth of projects
  - Approximately \$4 million of that for new projects.
- In 2021 competition, CT BOS received a high score for CoC application and received very little funding in Tier II.

# Steps in Application Process

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# New Project Application Timeline

- Request for Proposals Released – 3/15/23
- Bidders' Conference – 3/22/23
- Provider RFP Questions due – 4/3/23
- FAQ Document Release – 4/5/23 (approximate date)
- Applications due in Zengine – 4/14/23
- Scoring Committee Meetings – May
- HUD Notice of Funding Opportunity is released – ? (as early as late Spring)

All below are estimated dates and dependent on NOFO release date:

- Steering Committee new project ranking vote – Summer 2023
- New projects are submitted in esnaps – Summer 2023
- HUD awards announced - Fall 2023/Winter 2024
- Grant agreement w/HUD and project start - Winter/Spring 2024



# Project Types: Permanent Supportive Housing

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- Applicants may apply for PSH:
  - New Units Permanent Supportive Housing (PSH) – Individuals Only (including youth)
  - Services funds for PSH Projects
    - with no dedicated service funds from any source, or
    - for CoC-funded PSH projects with services funding below \$5K per household per year
  - Eligible Budget Line items: Rental Assistance, Supportive Services, and Project Administration





# Project Types: Rapid Rehousing

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- Applicants may apply for RRH:
  - New Units of RRH for Individuals and Families (including youth)
  - Service funds for CoC-funded RRH projects with services funding below \$5,000 per household per year
  - May apply as CoC Bonus/Reallocation or DV Bonus
  - Eligible Activities: Tenant-based Rental Assistance, Supportive Services & Project Administration
    - HMIS is eligible cost under DV Bonus





# Project Types: Joint Transitional Housing/Rapid Rehousing

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Applicants may apply for:

- New units to serve participants who are fleeing or attempting to flee domestic violence (DV), dating violence, sexual assault, stalking or other dangerous situations (Category 4)
- Eligible to apply for funding under **only** the DV Bonus
- Eligible budget line items: Rental Assistance, Leasing, Operating Costs, Supportive Services, HMIS, and Project Administration

# Expansions



Funding source of the existing project that is applying to expand	Type of applications that need to be submitted
Project already receives CoC funds	Submit an application in Zengine and complete the expansion sections
	If selected, submit an expansion application in ESnap
Project does not already receive CoC funds	Submit an application in Zengine and complete the expansion sections
	If selected, submit a regular new project application in ESnap

# Application Guidelines

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## Eligible Applicants

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



Only one type of project per CAN

## Application Guidelines (2)

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### Other Requirements

- Must agree to participate in HMIS or HMIS-Comparable Database
- 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





# Application Links

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- [Log-in to CoC Bonus/Reallocation RFP](#)
- [Log-in to DV RFP](#)





# Common Sections

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EVERY APPLICANT COMPLETES

# Applicant Experience (Applicant Profile)

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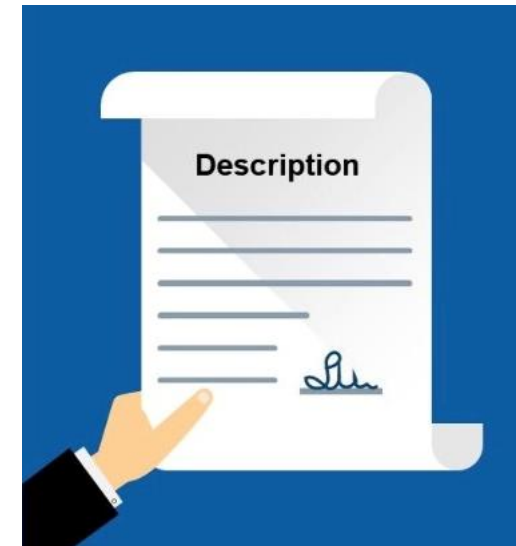
- Organizational Experience:
  - Carrying out the activities of the project
  - Using a Housing First model, increasing participant income, linking participants to mainstream resources, locating units
  - Effectively utilizing federal funds
- Basic organization, management structure and financial management structure of agency to operate the project
- Efforts made to meet unique needs of marginalized communities
- For DV projects - DV specific questions



# Project Description

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- Description of Project
  - Plan to address housing & service needs of participants
  - Projected Outcomes
  - Coordination with partners
- Estimated Schedule for Project start, filling units and at full capacity



# Supportive Services

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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

# Budget



- See [New Project RFP Instructions](#) important information regarding: Allowable Expenses, Indirect Costs, Admin Costs, Supportive Services (amounts), and more.
- CT BOS will work with providers to determine final Rental Assistance/Leasing budgets for PSH and RRH projects
- Match (for RRH & Joint TH/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 & DOMESTIC  
VIOLENCE BONUS RAPID REHOUSING  
AND JOINT TRANSITIONAL  
HOUSING/RAPID REHOUSING





# Permanent Supportive Housing (PSH)

- PSH combines affordable housing assistance and support services to address needs of persons experiencing homelessness meeting HUD definition of disabled
- CT Dept. of Mental Health and Addiction Services (DMHAS) is applicant and will provide match.
- Eligible populations: Persons who meet the DedicatedPLUS definition
- Unless project has another source of services funding, projects must apply for \$9,000 per Household annually for services.
- May apply for new expansion project to expand existing PSH project to increase the number of units and allow recipient to serve additional households.
- Allowable expenses: Rental Assistance, Supportive Services & Project Administration

[DMHAS RA Operations Guide](#)

# DedicatedPLUS

## Definition

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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*

# DedicatedPLUS

## Definition

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**(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\*; or**

\*HUD has clarified: the third eligible category refers to persons who were admitted for entry, enrolled in the PSH or RRH project **AND** exited the project – all within the previous 12 months from the date of entry into the DedicatedPLUS project. (AAQ #168538)

# DedicatedPLUS

## Definition (2)

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(4) residing in TH funded by a Joint TH/PH-RRH component project and who were experiencing CH 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 individual or head of household meet the definition of ‘homeless individual with a disability’; or**

(6) receiving assistance through 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, including 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)
- DV Bonus projects must be dedicated to participants who meet HUD's Category 4 definition of homelessness.

# Rapid Rehousing (2)

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- For CoC Bonus/Reallocation funds, CT Dept. of Housing (DOH) will be the applicant & Advancing CT Together (ACT) is fiduciary agency for rental assistance
- Unless project has another source of services funding, projects must include \$9,000 per Household annually for services.
- May apply for new expansion project to expand existing RRH project to increase the number of units and allow recipient to serve additional households.
- Allowable expenses:
  - Rental Assistance
  - Supportive services
  - Admin funding

[DOH RRH Operations Guide](#)







## DV Bonus – Rapid Rehousing

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- DOH will be the applicant and CT Coalition Against Domestic Violence (CCADV) serves as the fiduciary agency for rental assistance
- DV Bonus also able to apply for HMIS funds
- In application, describe:
  - how your proposed project will meet the specific needs of survivors.
  - quantified outcomes that demonstrate prior performance of applicant in serving DV survivors.



# How to Apply

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## Zengine portal

- [Zengine Provider Instructions - App for 2023 new CoC Bonus/Reallocation Funding](#)
  - [Log-in to CoC Bonus/Reallocation RFP](#)
- [Zengine Provider Instructions - DV App for 2023 New Bonus Funding](#)
  - [Log-in to DV RFP](#)

## Have a Project Application Profile Already?

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No need to create a new one!

New questions have been added and old ones have been updated – please carefully review and update your answers

# Creating a Project Application Profile

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- Zengine New Application Submission Portal:

[2023 BOS New Project Application](#)

[2023 BOS DV New Project Application](#)

## 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

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

# Creating a Project Application Profile (2)

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

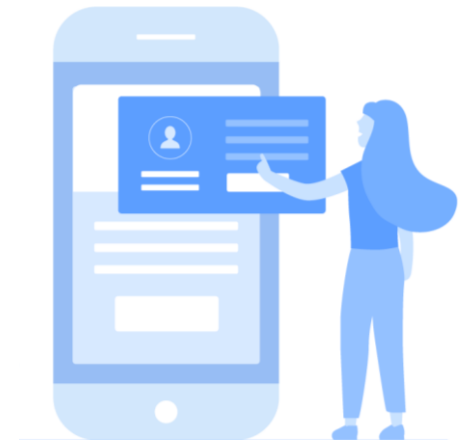


- Clicking Create a Profile leads to screen below:

## 2023 REQUEST FOR PERMANENT SUPPORTIVE HOUSING (PSH) AND RAPID REHOUSING (RRH) PROPOSALS FUNDED THROUGH COC BONUS AND REALLOCATION

### 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 submitted a new project application last year, 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: \*\*\*\*. 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 or RRH (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. Please note, no changes to the RFP after the 4/14 deadline.

Once created, the new application profile can be updated by logging into:

[2023 BOS New Project Application](#)

[2023 BOS DV New Project Application](#)

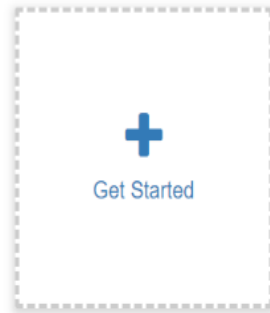


# New Project Application

- On bottom half of Homepage click “Get Started” (if not 1<sup>st</sup> submission for 2023, 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, [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.

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.
- Once submitted, a document is no longer editable.
- 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
- Items referring to PSH only or RRH only
- Word/character count limits
- Households & Units
- Budget Item Descriptions
- Potential Attachments
  - NICRA (Negotiated Indirect Cost Rate)
  - Evidence of site control if project involves capital development





# Scoring Factors

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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 are 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 should match narratives
  - Services should be tailored the target population
- Make sure you meet the match if you are a RRH or Joint TH/RRH project
- Ensure for supportive services, the project meets the funding requirement

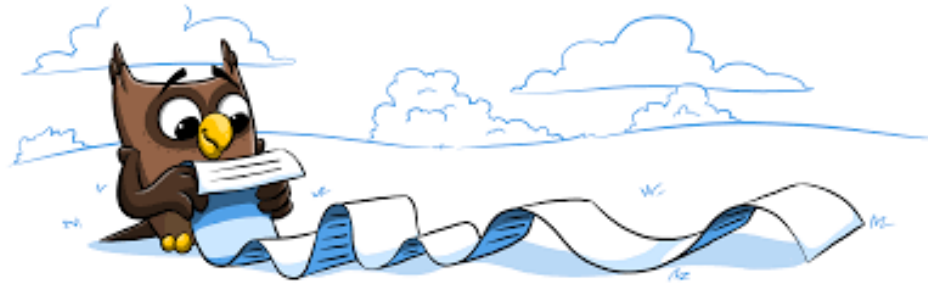




# Frequently Asked Questions (FAQs)

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- We will post FAQs on CT BOS CoC Application Page and announce via email: [Link to CT BOS CoC App Page](#)
  - Sign up for [CTBOS emails](#)
- Deadline to submit your questions is 4/3/23



# Reminders

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- Due Date: April 14, 2023
- Refer to the New Project Application 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
- Additional Links:
  - CT BOS [HUD CoC Application page](#)
  - [Applicant Instructions for Zengine](#) & [DV App Zengine Instructions](#): New Applicant Profile and New Project Submission





# CT BOS Team (Housing Innovations)

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