

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

March 1, 2024



# Agenda

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





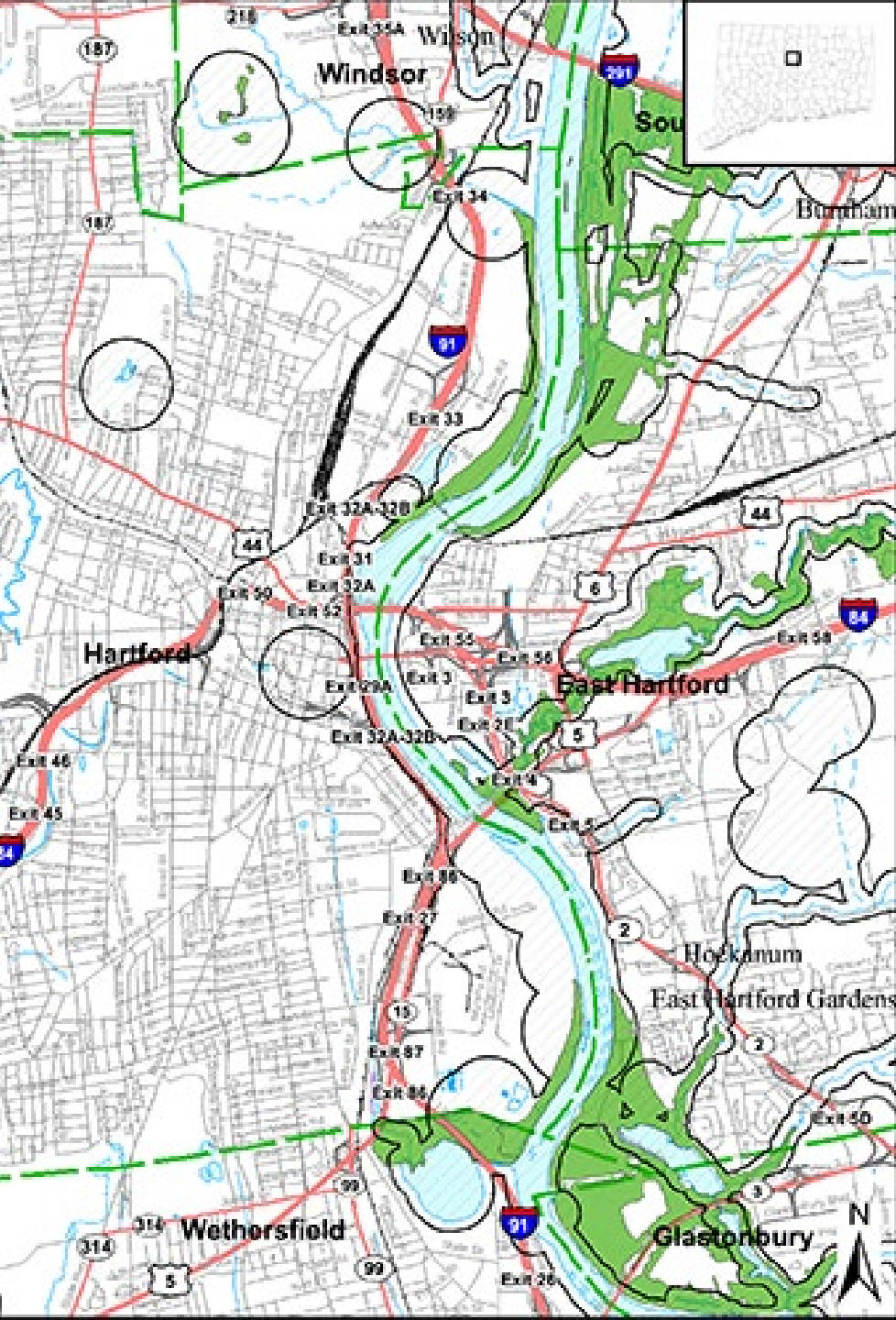
2024 New Project Instructions

# 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 is accepting new project applications for the 2024 competition for CoC Bonus/Reallocation and Domestic Violence (DV) Bonus funds.
- Applicants who have never applied before are encouraged to apply.
- Any changes will be announced once HUD releases the 2024 Continuum of Care Program Notice of Funding Opportunity (NOFO)



## Background (2)

- BOS provides technical assistance to any applicant who may need help.
- In 2023 competition, BOS was awarded \$58.8 million
  - Applied for \$5.2 million for new projects.
  - Awarded \$2.4 million for new projects (\$1.3 million DV Bonus; \$923K CoC Bonus)
- CT BOS typically receives a high score, yet the amount of bonus funding received varies.



# New in 2024 - Highlights

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- Single Zengine application for CoC Bonus/Reallocation and DV Bonus Funds
- Certain 2023 applicants can opt to resubmit application without changes; will get same score
- New PSH can use the HUD definition of disability (not limited to the DMHAS definition)
- Set asides for:
  - *New PSH projects with at least 25% of CoC funded units designated for people aged 60+*
  - *New PSH projects that enhance services for existing PSH units - preference for proposals to enhance services for people living in CoC funded PSH with no designated service provider*

# New in 2024 – Highlights (2)

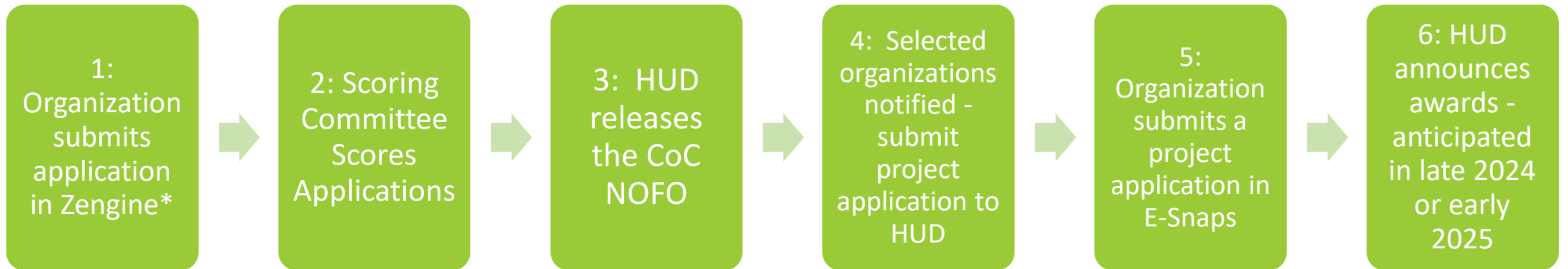
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- CT BOS now uses HUD's maximum project admin rate of 10%
- New VAWA (Violence Against Women Act) - Budget Line Items:
  - *Emergency Transfer Facilitation*
  - *Confidentiality Compliance*
- New section for non-profit agencies proposing to administer Rental Assistance

# Steps in Application Process

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\* Qualified 2023 applicants can submit a statement to [ctbos@gmail.com](mailto:ctbos@gmail.com) indicating they are resubmitting without changes; 2023 score will carry forward to 2024.



# New Project Application Timeline

- Request for Proposals Released – 2/21/24
- Bidders' Conference – 3/1/24
- Provider RFP Questions\* due – 3/6/24
- FAQ Document Release – 3/12/24 (approximate date)
- Applications due in Zengine – 3/20/24
- Scoring Committee Meetings – Spring 2024
- HUD Notice of Funding Opportunity is released – ? (as early as late Spring)

All below are estimates and dependent on NOFO release date:

- Steering Committee new project ranking vote – Summer 2024
- New projects are submitted in e-snaps – Summer 2024
- HUD awards announced - Fall 2024/Winter 2025
- Grant agreement with HUD and project start - Winter/Spring 2025

\*We will respond as we can to questions submitted later.





# Project Types

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# Project Types: Permanent Supportive Housing (PSH)

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**TYPE 1:** New Units Permanent Supportive Housing (PSH) – Individuals Only (including youth)

- Rental assistance to create new congregate or scattered site units

**TYPE 2:** Services funds only to enhance services for existing PSH Projects

- CoC or Non-CoC projects with no dedicated service funds from any source
- CoC-funded PSH projects with services funding below \$5K per household per year



# PSH Project Types & Eligible Budget Line Items

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## Project Types Continued:

**TYPE 3:** May combine types 1 & 2 from previous slide

## Eligible Budget Line items:

- **Type 1:** Rental Assistance, Supportive Services, Project Administration and VAWA
- **Type 2:** Supportive Services, Project Administration and VAWA
- **Type 3:** Rental Assistance, Supportive Services, Project Administration and VAWA

PSH projects are not eligible for DV Bonus



# VAWA Emergency Transfer Facilitation – Eligible Costs



Moving costs



Travel Costs – including outside of CoC



Security Deposits



Utilities – establishing service



Housing Fees – application, broker, pet fees (if needed for safety)



Technology to make unit safe (internet to connect system)



Case management



Housing Navigation

# VAWA Confidentiality Compliance – Eligible costs



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Monitoring and evaluating compliance

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Developing strategies for corrective actions and remedies

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Training on confidentiality requirements

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Reporting on compliance

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Staff time on maintaining confidentiality

# Project Types: Rapid Rehousing

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**TYPE 1:** Rental Assistance for new RRH Scattered Site Units for Individuals and Families (including youth)

**TYPE 2:** Service funds to enhance services in existing CoC-funded RRH projects with services funding below \$5,000 per household per year

**TYPE 3:** May combine types 1 and 2 above

RRH may apply for CoC Bonus/Reallocation or DV Bonus



# RRH Eligible Budget Line Items

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- **Type 1:** Rental Assistance, Supportive Services, Project Administration and VAWA
- **Type 2:** Supportive Services, Project Administration and VAWA
- **Type 3:** Rental Assistance, Supportive Services, Project Administration and VAWA

DV Bonus RRH Projects (all types) may also apply for HMIS





# Preferences & Set-Asides



## Preferences:

- PSH & RRH projects that begin promptly upon award.
- PSH projects that can demonstrate at least 25% of units designated to serve people experiencing homelessness are subsidized by source(s) other than CoC or Emergency Solutions Grant (ESG)

## Set-Asides

- New PSH units for people aged 60 and over (at least 25% of funded units for 60+)
- New PSH projects that enhance services for existing PSH units - preference for proposals to enhance services for people living in CoC funded PSH with no designated service provider
  - List of CoC projects with no designated services



## Project Types: Joint Transitional Housing/Rapid Rehousing

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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** DV Bonus
- Eligible budget line items: Rental Assistance, Leasing (TH only), Operating Costs (TH only), Supportive Services, HMIS, Project Administration, & VAWA



# Application Guidelines

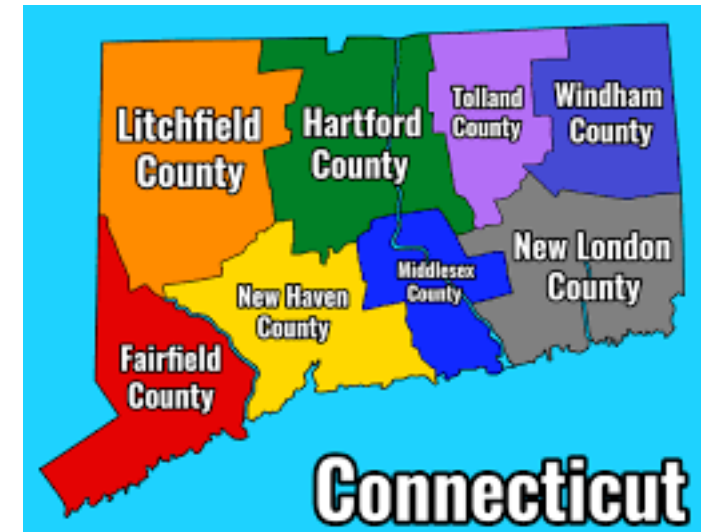
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# Eligible locations

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Projects must be located exclusively within the following counties:

- Hartford
- Litchfield
- New Haven
- New London
- Windham
- Tolland
- Middlesex



# Eligible Applicants

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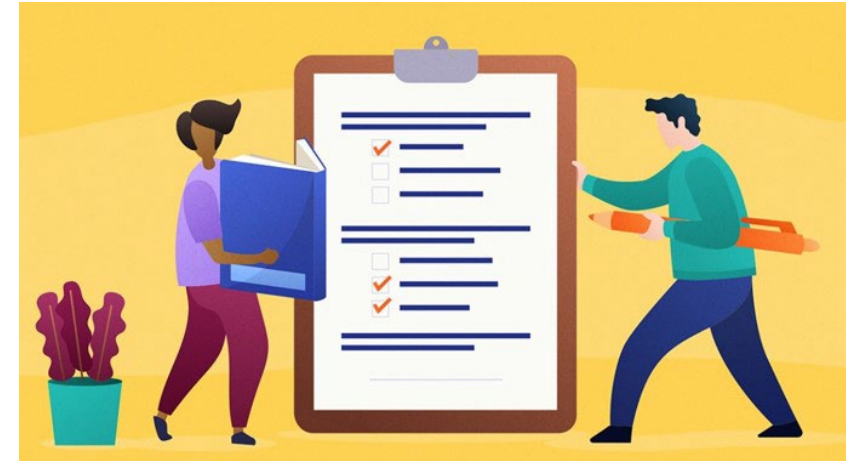
- Nonprofit organizations
- States and local governments
- Instrumentalities of state and local governments
- Public Housing Authorities



# Other Requirements

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- Program design must be consistent with Housing First (see instructions)
- 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 (see instructions for links)
- Applicants must be in good standing with HUD
- Additional requirements – see application





# 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

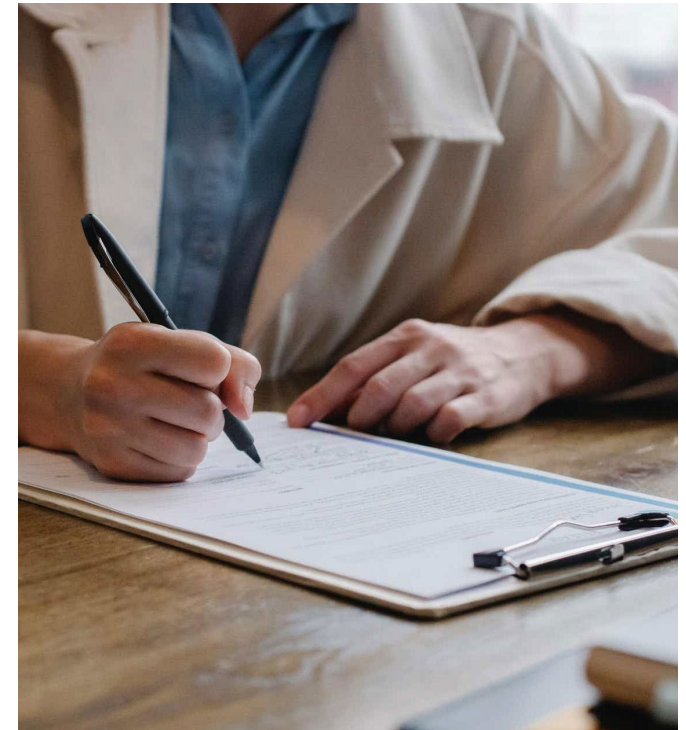




# Applicant Profile (2)

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- If providers have applied for regular bonus project in 2022 or 2023, the responses are still there, but must be updated and submitted – NOTE THERE ARE NEW QUESTIONS/DETAILS REQUIRED.
- DV Providers – since application is now combined, if never applied for regular CoC Bonus, must complete this profile.
  - Can cut and paste from previous profiles to add information as appropriate



# 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, including exit to permanent 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

# Match

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- DMHAS will provide match for PSH for only the portion of grant serving households that meet DMHAS definition of disability

*Example: 20 unit project with 10 units for households with a DMHAS qualified disability; DMHAS provides 50% of the total match required; applicant provides 50% of the match requirement.*

- RRH and Joint TH-RRH applicants must meet match requirements
- Amount: 25% of total grant amount excluding leasing
- Cash or In-Kind are eligible match types - cash is recommended due to onerous documentation requirements for in-kind.

# Match (2)

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- Examples of eligible match:
  - Cash: Recipient/sub-recipient staff provide case management funded via DMHAS
  - Cash: Building utilities not covered by CoC grant are paid by recipient agency & funded via private sources
  - In-Kind: Board member provides legal services at no cost
  - In-Kind: FQHC provides outpatient health services to participants
- All match must be used on eligible CoC Program costs:
  - Any cost defined as eligible in CoC Program Interim Rule
  - Not limited to approved budget line items for project
  - Example: Even if the particular project does not have supportive services in its CoC budget, may use matching funds to support case management services for project participants



# Budget

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- See [New Project RFP Instructions](#) for info regarding: Allowable Expenses, Indirect Costs, Admin Costs, Supportive Services (amounts), and more.
- Supportive Services: Review example text provided for specific items and use that as a template to structure responses
- Admin is now allowable at 10% of all other budget line items, an increase from the previous 7%
- CT BOS will work with providers to determine final Rental Assistance budgets
- Rental Assistance: Uses 2023 FMRs based on best information now, may adjust per 2024 NOFO



# 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.
  - DMHAS will provide match for portion of project serving households meeting DMHAS definition of disability
    - DMHAS disability: serious mental illness, chronic problems with alcohol, drugs or both, or AIDS &/or related diseases.
  - Applicant must provide match for portion of project serving people who meet the HUD definition of disability, but not the DMHAS definition
    - HUD definition: in addition to DMHAS definition, includes physical or developmental disability (see Instructions for additional detail)



# Permanent Supportive Housing (2)

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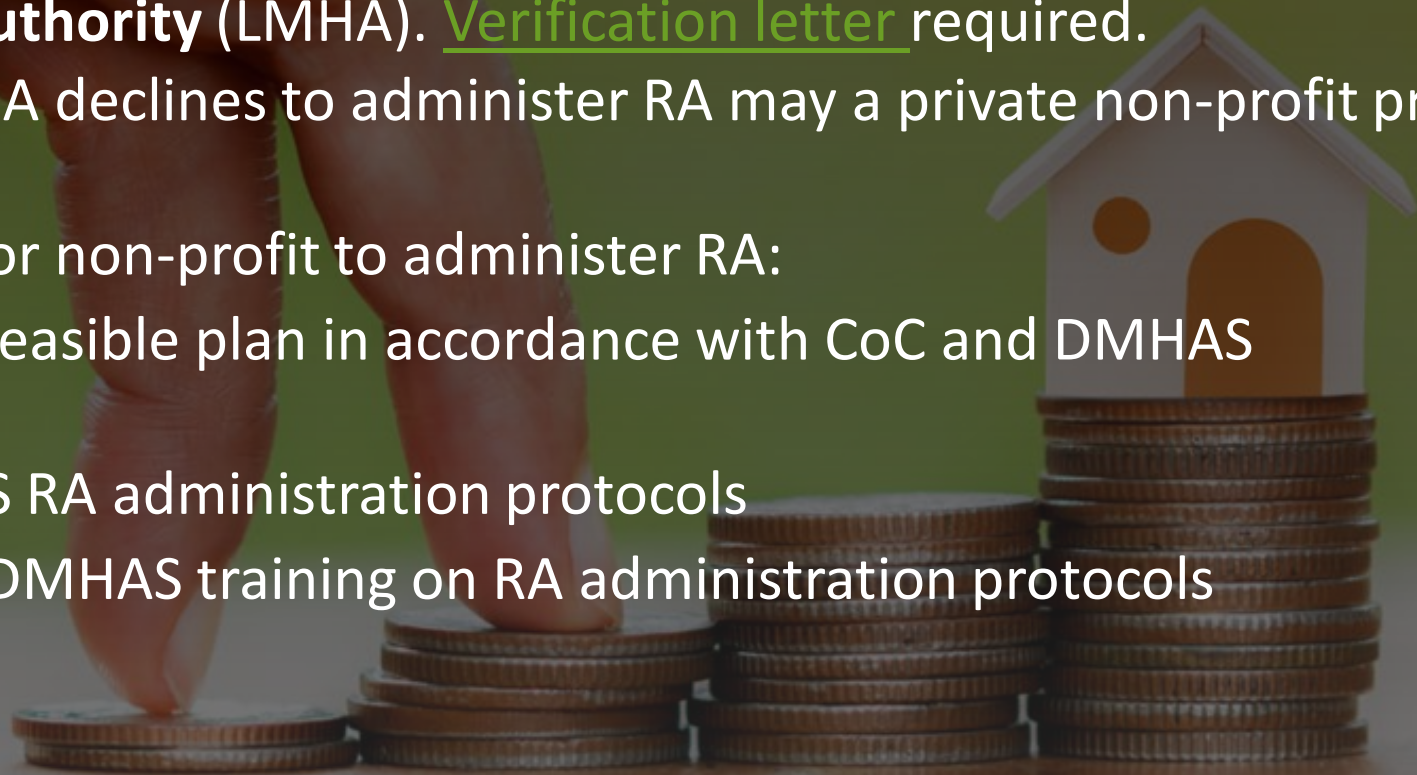
- Eligible populations:
  - TYPE 1: Households without children (adults)
  - TYPE 2: Adults and Families with Children
  - All households must meet the DedicatedPLUS definition (see instructions)
- Unless project has another source of services funding, must apply for \$9,000 per household annually for services.
- [CT PSH Requirements & Operations Guide](#)



# PSH – Rental Assistance Administration

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- Projects requesting Rental Assistance (RA) must coordinate with their **Local Mental Health Authority (LMHA)**. Verification letter required.
  - Only when LMHA declines to administer RA may a private non-profit propose to do so.
  - Requirements for non-profit to administer RA:
    1. Demonstrate feasible plan in accordance with CoC and DMHAS requirements
    2. Follow DMHAS RA administration protocols
    3. Participate in DMHAS training on RA administration protocols



# 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)
  - Can serve adult households and families with children
- DV Bonus projects must be 100% 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, must include \$9,000 per household annually for services.
- [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
- 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.



# DV Bonus – Joint Transitional Housing & Rapid Rehousing

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- Combines
  - Transitional Housing – leasing of a structure or units and operating costs, with
  - Rapid Rehousing - short or medium-term tenant based rental assistanceSupportive Services are provided in both
- Additional eligible budget line items: HMIS, Project Administration & VAWA
- In application, describe:
  - Why and how this project type will best serve the population
  - How proposed project will meet the specific needs of survivors;
  - Quantified outcomes that demonstrate prior performance of applicant in serving DV survivors
- Recipient must be able to provide both components to all participants. Participant may choose only 1 or the other, but both types must be available to all.



# How to Apply

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# Resubmissions without changes



- 2023 applications selected by CT BOS to submit an application to HUD in ESNAPS but not selected by HUD for funding - can opt to resubmit application without changes
- 2023 application score will carry forward to 2024. The Scoring Committee will not re-score the application.
- Applicants can check their [2023 application scores](#). Applicants that would like the opportunity to improve their score must submit a new 2024 application in Zengine.
- To resubmit send a statement to [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com) by the application deadline – include: name of the person authorizing the resubmission, name of the 2023 project as submitted in Zengine





# Zengine Applications

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New this year: only 1 application

- Apply for regular CoC Bonus and DV Bonus funds in same application

Zengine Portal

- [Zengine Provider Instructions - App for 2024 new CoC Funding](#)
  - [Log-in to Zengine Application](#)

# Have a Project Application Profile Already?

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For those who have applied for regular CoC Bonus funds from 2021 through 2023, 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

For those who have only applied for DV Bonus funds, a new profile must be created.

- cut and paste to respond to questions as applicable.

# Creating a Project Application Profile

- Zengine New Application Submission Portal:

## 2024 BOS 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)

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

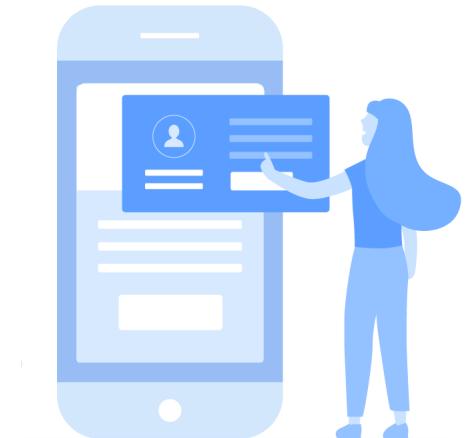


- Clicking Create a Profile leads to screen below:

## 2024 Request for Permanent Supportive Housing (PSH), Rapid Rehousing (RRH) or Joint Transitional Housing-Rapid Rehousing (Joint TH-RRH) Proposals

### 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 (with the exception of DV Bonus projects), 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:\*\*\*\* ADD NEW LINK. 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. DV Providers must create a new profile this year. See linked instructions above for this as well.
- **Application Sections:** This application is divided into 3 sections. Applicants must complete all sections as follows:
  - **Agency information (Section # 1)**
  - **PSH, RRH or Joint TH-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”.
  - Blue “Edit” 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 3/20 deadline.

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

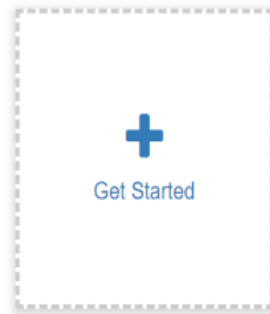
[2024 BOS New Project Application](#)

# New Project Application

- On bottom half of Homepage click “Get Started” (if not 1<sup>st</sup> submission for 2024, 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,

Untitled Order by: Newest to Oldest

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

Action Required

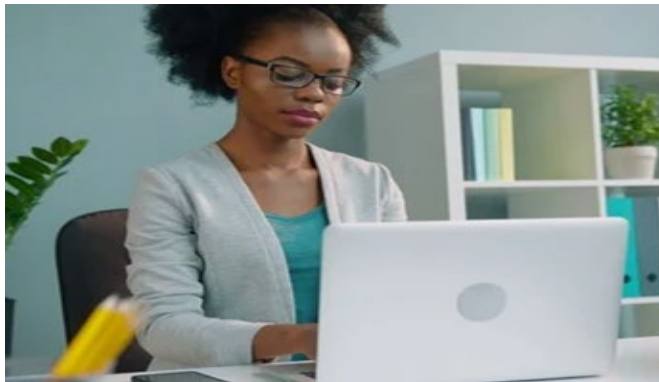
Submit

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: [Newest to Oldest](#)

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 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

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.
- Applications must be submitted to be considered.

# 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”

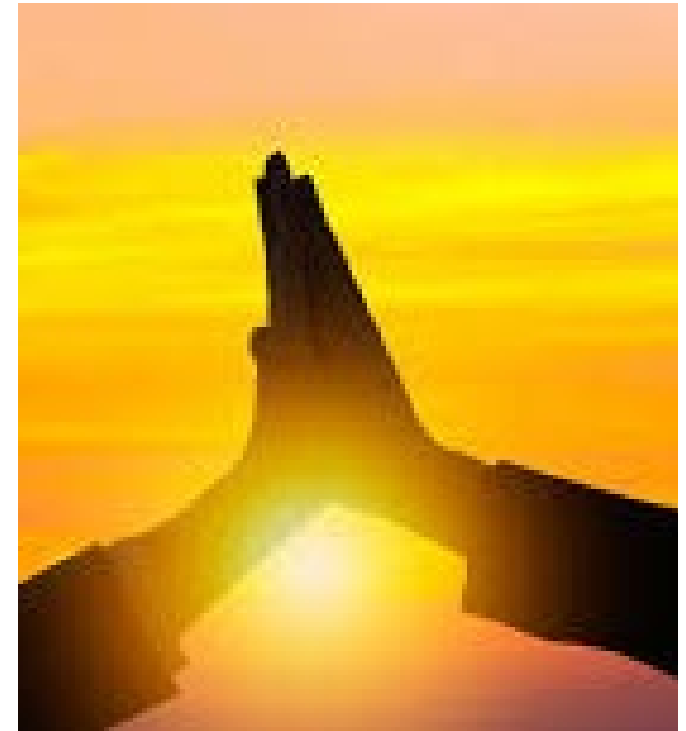


# Printing

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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:

1. After submitting, click the “View” button
2. Click the blue downward facing arrow to the right of “RFP”
3. 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
  - LMHA letter



# 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 E-Snaps
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 E-Snaps

# Scoring Factors

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Posted on the Competition  
Webpage: [Scoring Guide](#)



# 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.
- If proposing project with sources other than CoC-funds, be as specific as possible about sources, amounts and what they are funding





## Application Tips (2)

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- Be sure program design is consistent with Housing First model
- Be sure you are proposing to serve only eligible participants
- All parts of the application should work together
  - Budgets match narratives
  - Services are tailored to target population
- Make sure you meet the 25% match requirement, and match is from an eligible source.
- Ensure, if you are applying for enhanced services, you meet the eligibility criteria (see slides 11 & 15)
- Ensure you are requesting the required level of supportive services (\$9K annually per household)

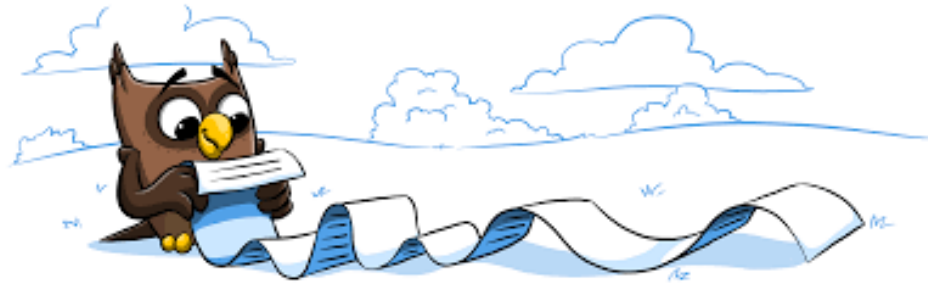




# Frequently Asked Questions (FAQs)

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- We will post responses to 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 questions is 3/6/24



# Reminders

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- Due Date: March 20, 2023 – No late submissions accepted
- 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](#): New Applicant Profile and New Project Submission



# CT BOS Team (Housing Innovations)

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