FY24 HUD CoC Competition New Project Application

This application will be utilized by the Rating and Ranking Committee as part of our local competition. Applications are due by **September 20th at 5 PM**. This application will not be turned into HUD.

If your project is selected and added to the ranked list, an eSnaps application must be completed by **October 18th at 5 PM** with a .pdf being sent to josh@heartlandhoused.org

The deadline to submit the Letter of Interest in applying for a new project (DV or CoC Bonus) is **September 3rd**. Organizations can still apply for a new project if they miss this deadline.

Funds available for new projects for FY 24 will be posted as soon as they are made available by HUD.

Costs related to new construction are not eligible through HCoC's Local Competition.

Please see [HUD's Continuum of Care Competition page](#) for additional information.
Please thoroughly review [HUD's Notice of Funding Opportunity](#) to ensure your agency meets all threshold requirements.
You can review the New Project Scoring Tool at the Heartland HOUSED CoC Competition Page.

For more information on the HCoC Local Competition please go to the grants page at www.heartlandhoused.org.

* Indicates required question

1. Organization Name and Address *

    _____

2. Contact Person/Title/Phone Number/Email *

    _____

3. Does your agency have a 501(c)(3) status? If not a non-profit, what type of eligible   *
applicant is the agency?

_____

4. Does your agency have a DUNS number? *

_____

5. Project Name *

_____

6. Project Type for CoC Bonus (Costs related to new construction are not eligible
through HCoC's Local Competition)

Mark only one oval.

( ) Permanent Housing - Permanent Supportive Housing

( ) Permanent Housing - Rapid Rehousing

( ) Joint Transitional Housing and Rapid Rehousing

( ) HMIS

( ) Supportive Services Only for Coordinated Entry

7. Project Type for Domestic Violence Bonus. Applications must be for at least
$50,000. (Costs related to new construction are not eligible through HCoC's Local
Competition.)

Mark only one oval.

( ) Permanent Housing - Rapid Rehousing

( ) Joint Transitional Housing and Rapid Rehousing

( ) Supportive Services Only for Coordinated Entry

8. FUNDING REQUEST *

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9. Provide a description that addresses the entire scope of the proposed project. *
Provide a detailed description of the scope of the project including the target population(s) to be served, project plan for addressing the identified housing and supportive service needs, anticipated project outcome(s), coordination with other organizations (e.g., federal, state, nonprofit), and how the CoC Program funding will be used.

Additionally, if your project will implement service participation requirements or beyond what is typically included in a lease agreement, describe those requirements and how they will be implemented.

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1. THRESHOLD FACTORS

All new projects must meet threshold criteria to be eligible for funding. Threshold review will take place prior to the review and ranking process. Some thresholds may require an attachment. See a full list of required attachments at the end of the application.

10. 1. Agency will use the Housing First model when implementing the new project *
and commits to identifying and lowering barriers to housing

Mark only one oval.

◯ Yes

◯ No

11. 2. The project will fill 100% of beds through the Coordinated Entry System and *
     follow CES policies. Additionally, the organization commits to being a Coordinated
     Entry access point with a minimum of two staff trained to conduct Coordinated
     Entry assessments.

Mark only one oval.

○ YES

○ No

12. 3. The project will participate in the Homeless Management Information System *
     (HMIS) or comparable database if a victim services provider.

Mark only one oval.

○ YES

○ No

13. 4. This project meets appropriate requirements for project type found on pages *
     59-67 of HUD's NOFO.

Mark only one oval.

○ YES

○ No

14. 5. Organization commits to supporting Lived Experience Advisory Board efforts by *
     responding to requests for nominations for individuals to serve on the board.

Mark only one oval.

○ YES

○ No

2. COMPLIANCE

15. 6. When was the date of your agency's last financial audit? Have you received any *
negative audit findings or concerns in the past 2 years as part of any HUD audits
or financial audits? If so, please briefly describe those findings and your agency's
response. If agency did not receive any such findings, please type "N/A".

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16. 7. Experience with Federal Grants: Please check each of the following criteria your *
organization meets.

Check all that apply.

☐ Successfully drawn down at least 95% of funding from a grant of at least $50,000

☐ Successfully completed a full contract year of a grant from a state or federal
government

☐ Prepared detailed timesheets to a funder that showed the hours worked by each staff
person each week on different activities and projects

☐ Prepared detailed eligibility documentation to a funder that shows what assistance
each client received and why that client was qualified to receive that assistance.

17. 8. Does your agency have an HMIS license and an employee trained to utilize the *
system? If not, have you begun to initialize this process? When did you initialize
the process?

_____

18. 9. Please check all that apply for your organization's involvement with Coordinated *
    Entry.

    Check all that apply.

    ☐ the agency has a trained staff person to enroll clients in Coordinated Entry or can
    demonstrate that this is in process

    ☐ the agency has a plan for communicating open beds to CES,

    ☐ Commitment to participating in Coordinated Entry case conferences,

    ☐ has a plan for using referrals from CES to fill openings

3. COMMUNITY

19. 10. Please briefly describe your agency's attendance, participation, and leadership *
    at CoC events, meetings, committees, forums, and projects, with a focus on
    activities that took place since last year's NOFO Competition. In particular, did you
    participate meaningfully in 4 or more voluntary events, lead a successful event or
    training, or provide leadership for CoC Task or Work Group?

20. 11. Provide an explanation for how this project will work to improve community   *
    system performance by meeting demonstrated need in our community including:
    - a description of the local need for the project,
    - a description of the size of the gap between local resources and local need and
    what information contributed to that description,
    - and a quantitative description of how the proposed project will reduce that gap.

    Include information that clearly communicates who will be served by this project
    and flexibility to adjust to meet community needs.

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4. HOUSING DESIGN

21. 12. Provide an explanation of how the housing design for the project will meet   *
    client needs. For full points, ensure your explanation meets the three criteria in
    question # 13.

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    _____

    _____

22. 13. Check the box for each criteria your housing design meets: *

    Check all that apply.

    ☐ find layouts, location, and/or features that are thoughtfully matched to the target
    population including units accessible to people with disabilities

    ☐ Has plan for insuring Housing Quality Standards are met

    ☐ provide rare or unique options, e.g., pet-friendly housing, or housing with parking spots,
    or housing with elevators.

23. 14. How will your project and agency meet housing navigation (connecting client *
with an appropriate unit) needs for the project? This narrative should describe
each box you check in question 15.

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24. 15. Check a box for each criteria your project meets: *

Check all that apply.

☐ Our agency has a plan for housing navigation

☐ Our agency has a plan for outreach to landlords

☐ Our agency has staff that has pursued training on housing navigation (webinars,
conferences, etc...)

25. 16. Please list projected measurable outcomes for this project and include an *
explanation for how outcomes will be measured.

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26. 17. What is the anticipated cost per household served for the project using the following formula: Grant Request Amount divided by (project capacity + expected household discharges to Permanent Housing).

Example: The RRH project receives a HUD award of $200,000. It is contracted for 10 units. 6 households moved to Permanent Housing during the most recent grant year that has been completed. $200,000 divided by (10 + 6) equals cost per unit of $12,500. This should line up with measurable outcomes in question 16.

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5. SERVICES DESIGN

27. 18. Does the project ensure that participants will not be screened out or terminated from the program for the following reasons?

Check all that apply.

☐ Having too little or little income
☐ Active or history of substance use
☐ Having a criminal record with exceptions for state-mandated restrictions
☐ History of victimization (e.g. domestic violence, sexual assault, childhood abuse)
☐ Failure to participate in supportive services
☐ Failure to make progress in service plan
☐ Loss of income or failure to improve income

28. 19. Check a box if the project will serve individuals with the following types of needs. Check for all that apply: *

Check all that apply.

☐ low or no income
☐ unaccompanied minors
☐ current or past substance use
☐ mental illness
☐ history of victimization such as domestic violence or sexual assault
☐ criminal history
☐ chronic homelessness
☐ single person households

29. 20. Please describe the quality of the supportive services the project will include. *
Please make sure that your response includes:
(a) what services you will offer,
(b) why those services are thoughtfully matched to the needs of your target population,
(c) what kind of training your supportive services staff has,
(d) why your staff-to-client ratio is appropriate for your program, and
(e) how your supportive services help create positive outcomes for your clients.

Bulleted lists, short phrases, and summary are appropriate.

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30. 21. Check a box for each of the following criteria the project will meet, each *
should be reflected in the narrative for question 19:

Check all that apply.

☐ offer ongoing support to stay in permanent housing

☐ services are thoughtfully matched to target population

☐ services will individually assist each client to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply

☐ appropriate caseloads and staff ratio

☐ staff trained in innovative or evidence-based practices

☐ staff trained to meet the needs of the population to be served

31. 22. Will you engage homeless and formerly homeless clients in your program design and policy making? If so, how? For example, do you include formerly homeless clients on your staff or board of directors? Do you have a consumer advisory board that meets regularly? Do you regularly administer consumer satisfaction surveys or convene client focus groups? *

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32. 23. How will you analyze this project and project data to identify barriers to participation faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population? *

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6. SYSTEM PERFORMANCE FACTORS

33. 24. Provide a plan that details how you will assist clients and refer clients for * services to assist program participants with:
- obtaining and increasing non-employment income,
- employment income,
- and resources to improve health.

For full points, list specific partners and programs you will work with.

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34. 25. Share plan for making the period of time between when a client is enrolled in a * program and when the client physically enters long-term housing (e.g. an apartment) as short as possible.

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35. 26. Share plan for monitoring *
- (PSH) rate of retention and Exits to Permanent Housing
- (RRH) rate of exits to Permanent Housing without a return to homelessness and evaluating at points throughout grant cycle.

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7. PROJECT START UP

36.   27. Share an explanation that demonstrates, through past performance and data, *
        the ability to successfully carry out the work proposed and serve people
        experiencing homelessness. If possible, please share a previous project
        explanation that includes data that demonstrates experience. Data/metrics to
        demonstrate this experience can include: exits to permanent housing, limiting
        returns to homelessness, rapidly placing households in housing, increasing
        income improving safety for survivors of domestic violence.

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37.   28. Please check all criteria your agency meets: *

        (Rating and Ranking may require documentation to support boxes checked).

        Check all that apply.

        ☐ internal financial controls are in place
        ☐ we have the ability for grant match tracking
        ☐ records are well-maintained
        ☐ oversight is provided by board of directors
        ☐ there is a strategy for documenting eligible costs
        ☐ there is a strategy for ensuring adequate grant draw downs

38.   29. Please check all criteria your agency meets: *

        Check all that apply.

        ☐ we will be ready to begin housing clients within 3 months of receiving HUD funding
        ☐ we have already served the same subpopulation with similar service types
        ☐ current staff has the capacity to begin preparing for this project
        ☐ we already already have policies and procedures that can be used as-is or easily
        adapted for use in a CoC-funded project
        ☐ there is a strategy for documenting eligible costs
        ☐ there is a strategy for ensuring adequate grant draw downs

39. *FOR DV PROJECTS ONLY. Please include a plan ensuring clients will be safe from further domestic violence including specially trained staff, quantitative safety targets and an explanation for how targeted safety outcomes will be achieved.

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New Project Checklist:

40. Please ensure each of the following items are emailed to josh@heartlandhoused.org by the appropraite deadline.

Check all that apply.

☐ The budget for your project.

☐ IRS 501(c)(3) letter for lead agency

☐ All match letters (scanned, with signatures)

☐ If selected, PDF versions of completed HUD application including Applicant Profile, Project Application in e-snaps, and copies of attachments uploaded to e-snaps will be due at a later date.