

Tucson Pima Collaboration to End Homelessness

Department of Housing and Urban Development Continuum of Care Program (CoC) Competition FY 2018

New/Expansion Project Application

On June 20, 2018 HUD released the Notice of Funding Availability (NOFA) for the Continuum of Care Program. If you are thinking of participating in the TPCH CoC competition, potential applicants are encouraged to utilize these resources. The NOFA, forms and documents, and other supporting resources such as webinars and broadcast links are found on the HUD Exchange (www.hudexchange.info) site and at TPCH at www.tpch.net, as well as the TPCH FY 2018 NOFA Process Document to review policies and processes for the FY 2018 NOFA for guidance on policies and procedures.

Transition and Consolidated projects don't have to complete this process as they are being identified as reallocation projects.

Eligible Applicants: Eligible project applicants for the CoC Program Competition are nonprofit organizations, States, local governments, and instrumentalities of State and local government, and public housing agencies, as such terms are defined in 24 CFR 5.1000.

Successful Applicants must:

- a. Participate in Coordinated Entry (CE)
- b. Follow Housing First
- c. Utilize HMIS or a comparable database for Domestic Violence (DV) service providers.
- d. Ensure documentation of literal homelessness

HUD requirements: HUD will deny applications in which there are:

- a. Outstanding audit or monitoring findings;
- b. Outstanding obligation to HUD that is in arrears,
- c. Unresolved construction delays,
- d. History of poor financial management/drawdown issues,
- e. History of low occupancy levels, or lack experience in administering the project type, or
- f. Other capacity issues.

ESNAPS – New applicants interested in applying for a New/Expansion project should utilize that HUD Exchange resources on how to apply. The link is as follows:

<https://www.hudexchange.info/programs/e-snaps/>

ESNAPS application must match the written application (Appendix A of this document).

Funding:

The CoC NOFA contains language for different funding opportunities for applicants:

- 1. Reallocation Funds:** If current grantees request less funding new projects can be created with these funds in the following categories; 1) new permanent supportive housing (PSH) for chronically homeless individuals and families, 2) rapid re-housing (RRH) projects for homeless individuals and families coming directly from the streets or emergency shelters, 3) new supportive services only projects for centralized or coordinated assessment, and 4) new dedicated Homeless Management Information System projects.
 - Reallocation funds may be available for this funding cycle.

- 2. Bonus Projects:** New or expansion projects may be created through the permanent housing bonus (6% of Final Pro Rata Need) by developing:
 - a. Permanent supportive housing projects dedicated to serving 100% chronically homeless families and individuals
 - b. Permanent housing-rapid rehousing (PH-RRH) projects that will serve homeless individuals and families, including unaccompanied youth
 - c. Joint TH and PH-RRH component projects as defined in Section III.C.3.m of this NOFA that will serve homeless individuals and families coming directly from the streets or emergency shelter.
 - d. Dedicated HMIS project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in e-snaps.
 - e. Supportive services only (SSO-CE) projects to develop or operate a centralized or coordinated assessment system.

- 3. DV Bonus Projects:** New or expansion projects that want to be considered for the DV Bonus, may be:
 - a. Permanent Housing-Rapid re-housing projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3;
 - b. Joint TH and PH-RRH component projects as defined in Section III.C.3.m of this NOFA dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3; or
 - c. Supportive service only-coordinated entry project to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

4. TPCH CoC – Funding Availability

Tier 1 Amount (94% of Annual Renewal Demand)	\$ 7,891,997.00
Tier 2 Amount (6% of the Annual Renewal Demand)	\$ 503,744.00
Max Renewal/Reallocation Funds available for 2018	\$ 8,395,741.00
Bonus Projects (6% of FPRN)	\$ 503,744.00
DV Bonus (10% of PPRN)	\$ 615,772.00
Planning Funds	\$ 251,872.00

5. Information and Deadlines

- a. The New/Expansion Program Application are due via ESNAPS on **August 16, 2018 before midnight at 11:59:59 PM**. Also due is **Appendix A** to this document which must be sent as a Word document to the Collaborative Applicant (CA) at NOFA2018@communitypartnersinc.org on **August 16, 2018 at 11:59:59PM (before midnight)**. *No late submissions will be accepted.*
- b. Applications will be reviewed, rated, and ranked. Results of TPCH’s review of applications will be announced on **September 4th, 2018, 11:59:59 AM Arizona Time**.
- c. Applicants may appeal TPCH’s decision regarding their application as outlined in the TPCH FY2018 NOFA Process Document Section V, #4 (Appeals Process). The deadline for submission of an appeal is **September 7th, 2018, 11:59:59 AM. Arizona Time**.
- d. All questions regarding this Bonus Project Application Form should be directed to the community email at NOFA2018@communitypartnersinc.org or call the Collaborative Applicant Representative, Sasha Hawman, at 520.901.6818.

**Appendix A – Written Application for Bonus/DV Bonus Project & Expansion Project
PLEASE COMPLETE ALL THE QUESTIONS BELOW AND PROVIDE THE REQUIRED DOCUMENTS UNLESS IT
SAYS OTHERWISE.**

Project Overview:

- a. Name of Organization.
- b. Contact Person(s):
 - i. Email for each contact person
 - ii. Phone Number for each contact person
- c. New Project Name.
- d. Type of Project (as described in the TPCH FY 2018 NOFA Process Document)
- e. Target population(s)

Budget

Instructions Regarding the Project Budget

- a. Administrative expenses above 10% are not allowed.
- b. Match as defined in 24 CFR 578.73 totaling 25% is required with the exception of leasing funds.
- c. Leverage totaling 150% of the total project expansion budget is required.
- d. Budget must match the *ESNAPs* application submitted to the Collaborative Applicant.

If you are applying for any new project, other than an Expansion Project, fill out the “New Project Budget” table below. If you are applying for an Expansion Project, fill out the “Expansion Project Budget” table.

New Project Budget	
Line Item	Amount
Operations	
Supportive Services	
Rental Assistance	
Leasing	
Administration	
Matching Funds	
Leverage	
Total Funding Request	

Expansion Project Budget			
Eligible Costs	Annual Assistance Requested (Applicant)	Expansion Assistance Requested (Applicant)	Total Assistance Requested for Grant Term (Applicant)
1a. Acquisition			\$ -
1b. Rehabilitation			\$ -
1c. New Construction			\$ -
2a. Leased Units			\$ -
2b. Leased Structure			\$ -
3. Rental Assistance			\$ -
4. Supportive Services			\$ -
5. Operating			\$ -
6. HMIS			\$ -
7. Sub-total Costs Requested			\$ -
8. Admin (Up to 10%)			\$ -
9. Total Assistance Plus Admin Requested			\$ -
10. Cash Match			\$ -
11. In-Kind Match			\$ -
12. Total Match			\$ -
13. Total Budget			\$ -

Budget Justification

1. Provide a justification for all line items requested in your budget.
2. Describe the source of your leverage.

Project Description

1. Describe how this project will address community need and priorities?
2. Describe how this project will document literal homelessness?

Statutory, and Regulatory Requirements: (To be eligible for funding under this NOFA, project applicants must meet all statutory and regulatory requirements in 24 CFR 578)

1. Describe your organization’s financial and management capacity to carry out the project.
2. Describe how your project will be cost-effective with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.

3. Describe how your organization will administer this project in the most integrated setting appropriate to the needs of qualified homeless with disabilities. This means that programs or activities must be offered in a setting that enables the homeless with disabilities to interact with others without disabilities to the fullest extent possible.
4. Describe how you will ensure that all program participants will meet the eligibility requirements per the 2018 NOFA and 24 CFR 578.3.

Project Quality Requirements

1. Describe your use of a *Housing First* model, including your experience in operating a successful *Housing First* program. Describe a program design that meets the definition of *Housing First* as described in Section II.A.4 of this FY 2018 CoC Funding Notice.
2. Describe how your project will participate in coordinated entry.

Rating Criteria Scoring Table

Below is an overview of how TPCH will score projects. A maximum of 100 points is possible in the application.

Rating Criteria	Possible Points
Budget and Budget Justification	10
Project Description	20
Statutory and Regulatory Requirements	10
Project Quality Requirements (Housing First, Coordinated Entry)	10
Esnaps Application Quality	50
Total:	100