

FY 2017 Delaware Continuum of Care New Project Application

The FY2017 CoC Notice of Funding Availability (NOFA) was released by HUD (U.S Department of Housing and Urban Development) on July 14, 2017. The full CoC NOFA can be found here:

<https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>

1. Agencies applying for a new project must submit a completed new project application to the CoC Lead agency, Housing Alliance Delaware, **by August 18, 2017 at 4:00pm**. The project application should be emailed electronically to rbeatty@housingalliance.org. Any application received after 4:00pm on August 18, 2017 will not be eligible for the new CoC funds.
2. All applications for new CoC projects will be reviewed by the CoC Scoring committee. This committee will determine which projects to include in Delaware's application to HUD in 2017.
3. Any new project selected by the CoC Scoring committee to be included in Delaware's CoC application to HUD will be required to submit a \$500.00 application fee to Housing Alliance Delaware.

All applicants must include the following attachments with the completed new project application form:

1. Most recent agency audit
2. Non-profit designation (if applicable)
3. A letter from the agency CEO or authorized leadership indicating that the agency will provide no less than 25% of matching funds that will be used for CoC eligible activities, either in cash, in-kind contributions, or a combination of the 2 types, as required by HUD. There is more information about the CoC Match requirements on the HUD Exchange website:

<https://www.hudexchange.info/programs/coc/toolkit/grant-administration/#match-requirements>

The New Project applications that are selected for inclusion in Delaware's 2017 Continuum of Care application to HUD will be required to create a profile and complete an online application for CoC funding in E-Snaps, HUD's online application system. HUD's online application includes much of what is included in this application. In order to be eligible to apply to HUD, an agency will also need the following in order to be eligible:

*Active SAM Registration

*DUNS Number

Requirements of CoC-funded projects

All CoC-funded projects are required to comply with all federal rules and regulations, as well as participate in the local Continuum of Care. Requirements include (but are not limited to):

*Participate in Delaware's Coordinated Entry system, Centralized Intake, and follow all policies and procedures related to Centralized Intake

*Join the Delaware Continuum of Care as a voting member.

*Be a CMIS (Community Management Information System) contributing agency; enter all client-level data in to CMIS, follow all CMIS policies and procedures; there is CMIS participation fee of \$450.00 for each CMIS user, the cost of which can be included in the budget for your project.

*Monitoring by the Delaware Continuum of Care for project performance for the purpose of identifying how performance can be improved to best serve people experiencing homelessness in Delaware

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What makes a CoC Project Applicant Competitive?

- *A demonstrated commitment to best practices in service model and service delivery in homeless services and housing.
- *A demonstrated commitment to ensuring that projects have low barriers to entry for clients (do not screen clients out), and that the project is dedicated to a housing first model of service delivery.
- *The demonstrated organizational capacity to administer a federal grant, maximizes resources, and operates efficiently.
- *Clear strategies to quickly house participants and help them maintain housing.

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New Project Application

I. Application Information

1) Type of Application (Select Only One)

- Permanent Housing Bonus (*maximum eligible request \$457,751*)
- Voluntary Re-Allocation
- Renewal Project Expansion (*maximum eligible request \$457,751*)
 - o Name and Project Type of Renewal Project: _____
 - o Please answer the following:
 - # of new people to be served: _____
 - # of new units to be created: _____
 - Type and/or quantity of additional services to be provided (please be thorough and detailed):

2) Project Type (Select Only One)

- Permanent Supportive Housing, 100% dedicated to chronically homeless
- Permanent Supportive Housing, DedicatedPLUS
- Rapid Re-Housing
- Coordinated Entry/Centralized Intake (*Re-allocation only*)
- Joint TH/PH-RRH Component

3) Has the agency administered this Project Type previously?

- Yes No

4) Total amount of HUD CoC funds being requested: _____

5) If your request cannot be fully funded, indicate the least amount of funds required to make this project viable: _____

6) Applicant (Agency) Legal Name: _____

7) Employer/Taxpayer Identification #: _____

8) ¹DUNS Number: _____

¹ To be eligible to apply for federal HUD funds, an agency is required to have a DUNS number.

9) Is your agency's SAM (System of Award Management) registration active? Yes No

10) Agency Address

- a. Street:
- b. City:
- c. State:
- d. Zip Code:

11) Name and Contact of person to be contacted about application

- a. Prefix:
- b. First Name:
- c. Last Name:
- d. Title:
- e. Organizational Affiliation:
- f. Phone Number:
- g. Fax Number:
- h. Email:

12) Type of Applicant Agency

- Non-profit Organization
- State or local government entity

II. Project Administration

13) Proposed Project (Please indicated the proposed start and end dates of the grant)

- a. Start Date:
- b. End Date:

14) Is the applicant delinquent on any federal debt?

Yes No

- a. If yes, please explain:

15) Does the applicant plan to sub-contract with any other agency or agencies to perform any duties of the project (this agency will be called a sub-recipient)?

Yes No

(If no, skip to question 15)

- o If yes, identify the sub-recipient(s) by name and describe the experience of the potential sub-contracted agency to effectively utilize federal funds to perform the duties related to this project:

- o If yes, describe the experience of the sub-recipient(s) in leveraging other federal, state, local, and private sector funds.

- If yes, describe the basic organization and management structure of the sub-recipient(s), and include evidence of internal and external coordination and an adequate financial accounting system.

16) Describe the experience of the applicant to effectively utilize federal funds to perform the duties related to this project:

17) Describe the applicant's experience leveraging other federal, state, local, and private sector funds:

18) Describe the applicant's basic organization and management structure, and include evidence of internal and external coordination and an adequate financial accounting system:

19) Are there any unresolved monitoring or audit findings for any HUD grants operated by the applicant or sub-recipients?

Yes

No

20) Will the project use an existing facility or incorporate activities into an existing project?

Yes

No

21) Matching Funds: HUD requires CoC projects to have 25% of the total grant amount in matching funds. Matching funds can be in the form of cash commitments or in-kind commitments, and can only be used to CoC eligible activities. HUD requires each project applicant to include documented proof of matching funds in the application that they submit directly to HUD. Please indicate below the amount of documentable matching funds that are dedicated to this project, and the source.

Cash or In-Kind	Amount of Matching Funds	Source of Matching Funds

22) Eligible Costs: The following summarizes the eligible costs being requested to operate the new project. Please indicate the amount of funds being requested for each eligible cost. You can find more information about eligible costs on the HUD Exchange website, for example: <https://www.hudexchange.info/programs/coc/coc-2-0-training-materials/>

Eligible Costs	Amount Requested
Acquisition	
Rehabilitation	
New Construction	
Leased Units	
Leased Structure	
Rental Assistance	
Supportive Services	
Operating	
HMIS	
Admin (Up to 10%)	
TOTAL BUDGET	

III. Project Detail

23) Describe the scope of the proposed project. Please include an estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.

24) Population to Be Served (Select all that apply)

- Adult-Only Households Households with Children

25) Total # of households projected to be served: _____

26) Total # of new Housing Units created: _____

27) Total # of Beds created: _____

28) Select the locations where homeless households will be assisted (Select all that apply):

- City of Wilmington
 New Castle County
 Kent County
 Sussex County
 All 3 Counties in Delaware

29) Will the project ensure that participation in services is voluntary? (In other words, housing and assistance will not conditional on service participation)

- Yes
 No

30) Will the project screen out participants based on any of the following? Please indicate yes or no for each item.

- a. Having too little or little income _____
- b. Active or history of substance abuse _____
- c. Unwillingness to take prescribed medications _____
- d. Criminal Record (exceptions for state mandates) _____
- e. History of Domestic Violence (lack of protective order, police involvement, etc). _____

31) Will the project terminate participants from the project for any of the following reasons? Please indicate yes or no for each item.

- a. Failure to participate in supportive services _____
- b. Failure to make progress on a service plan _____
- c. Loss of income or failure to increase income _____
- d. Being a victim of Domestic Violence _____
- e. Other activity not covered in a lease _____

32) Will the project follow a housing first approach?

- Yes
 No

If yes, please specifically describe how this project will follow a housing first approach (e.g. policies and procedures followed)

33) Will the project quickly move participants into permanent housing?

Yes

No

34) It is a federal goal that no family or individual experience homelessness for more than 30 days in the United States. Please describe how your project's strategy to quickly move participants into permanent housing, helping to decrease the length of time that people experience homelessness in Delaware.

35) Describe how participants will be assisted to increase their income and maximize their ability to live independently?

36) Describe how your case management services will be provided to help participants stabilize in housing and not return to homelessness?

37) Describe how you will follow-up with clients to help prevent them from returning to homelessness.

38) RAPID RE-HOUSING AND JOINT TH/PH-RRH Projects ONLY: Describe your strategy for developing and maintaining landlord relationships.

39) Will your agency follow all policies and procedures related the Delaware’s Coordinated Entry system, Centralized Intake?

Yes No

40) Please indicate your target housing measures.

Housing Measure	Target # of People	Universe # of People Served	Target %
Persons who remain in permanent housing at the end of the operating year, or exit the project to permanent housing destinations			

41) OPTIONAL: Please indicate one more HEARTH Act measure that you will use to measure the outcomes of your project. Include the measure and your target outcome.

Measure	Target # of People	Universe # of People Served	Target %

IV. Certification

*By signing this document I certify that the information included in this funding application is true and accurate to the best of my knowledge.

*I certify that if this project is selected by the Delaware CoC Scoring committee for inclusion in the FY2017 Delaware CoC funding application to HUD, I have to ability to complete all funding application documentation required by HUD to be eligible to complete the online application no later than September 15, 2017.

*I understand that all CoC-funded agencies are monitored by the Continuum of Care for project performance related to the HEARTH Act measures and other locally determined measures for the purposes of improving project performance to best serve people experiencing homelessness.

Full Name (PRINT)

Signature

Date

V. Resources for Your Reference

1. Resources on Housing First

- a. https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf
- b. <https://endhomelessness.org/resource/housing-first/>

2. Resources on rapid re-housing

- a. This document created by the National Alliance to End Homelessness outlines “The Core Components of Rapid Re-Housing.” <http://www.endhomelessness.org/page/-/files/RRH%20Core%20Elements%20Brief.pdf>
- b. A webinar focused on one of the core components of rapid re-housing - rent and move-in assistance: <http://www.endhomelessness.org/library/entry/webinar-recording-core-components-of-rapid-re-housing-rent-and-move-in-assi>
- c. A webinar focused on one of the core components of rapid re-housing – case management and services: <http://www.endhomelessness.org/library/entry/webinar-recording-core-components-of-rapid-re-housing-case-management-and-s>

3. Resources on permanent supportive housing

- a. https://www.usich.gov/resources/uploads/asset_library/Implementing_Housing_First_in_Permanent_Supportive_Housing.pdf
- b. This document created by CSH outlines the Dimensions of Quality Supportive Housing. http://www.csh.org/wp-content/uploads/2013/07/CSH_Dimensions_of_Quality_Supportive_Housing_guidebook.pdf
- c. This toolkit created by SAMHSA provides information on how to structure a permanent supportive housing project to meet standards of an evidence based practice <http://homeless.samhsa.gov/channel/Permanent-Supportive-Housing-KIT-557.aspx>

4. Resources on new Joint TH/PH-RRH Component

- a. <https://www.hudexchange.info/news/snaps-in-focus-the-new-joint-transitional-housing-and-rapid-re-housing-component/>