**Voluntary Reallocation of Funds**

**New Project Application FY2017 Competition**

Under the COC Competition, each project listed as a renewal on the Grant Inventory Worksheet (GIW) may voluntarily reallocate their funds into a new project. Agencies chose to voluntarily reallocate their funds are giving up their current grant funds and applying to the Balance of State CoC for permission to create a new project. If the Balance of State CoC approves the voluntary reallocation and new project proposal, the agency will complete a new project application in *e-snaps.* If awarded by HUD, the new project will start following technical submission. There is no guarantee as to when the start date would be. And new projects cannot carryover clients from the previous project.

**Due Date:**

Applications and required attachments are due **Friday, August 18, 2017** to [wiboscoc@gmail.com](mailto:wiboscoc@gmail.com). **Please submit your application as a .pdf file.**

**Review Process:**

Each application will be reviewed by the COC Director, in consultation with the Board of Directors. A final decision will be made by **Friday, August 25, 2017**. Selected applicants will work with the COC Director to submit a new project application in *e-snaps*. The new and renewal project submission deadline into *e-snaps* is **Monday, August 28, 2017.**

The selected project applicant will be required to:

1. Complete a new project application in *e-snaps*;
2. Agree to have the new project application completed in *e-snaps* be reviewed by the COC Director
3. Agree to have the approved project ranked in the COC priority ranking as a new project.

**Note:** Only applications selected for the CoC competition by the Board of Directors will be included with the collaborative application.

**Note:** Submitting a project in the COC Competition does not guarantee the project will be funded by HUD.

**Contact:**

The contact for this application process is Carrie Poser, COC Director. Her email address is: [carrie.poser@wibos.org](mailto:carrie.poser@wibos.org) or 715-598-3301.

**Overview:** The Balance of State Continuum of Care will consider voluntary reallocation of funds new project applications from organizations that wish to given up their current grant and fund a permanent housing project. The agency that chooses to do so will have the right of first refusal for the funds.

***Please Note:*** *This application was designated according to its understanding of the NOFA for the FY2017 Competition. Completion of this form in no way absolves agencies from reading the NOFA themselves. The Balance of State is not responsible for any omissions or misinterpretations of the NOFA. If applicants wish to supply additional material that they believe is in line with the NOFA, they should feel free to do so.*

**Eligible Applicants:** Eligible project applicants for CoC Program Competition are identified in Section V.B. of the NOFA. Tribes, tribal housing authorities, and for-profit entities are ineligible.

**Eligible Permanent Housing Types:** The Balance of State Board has agreed that projects may voluntarily reallocate and create one of the following permanent housing project types. In the NOFA FY2017, there were additional options available to COC’s. In review and with consideration to Balance of State COC data, these additional options would not further the COC’s efforts to end homelessness at this time. As such, on the following two project types will be considered:

* Permanent Supportive Housing: 100% of the beds are dedicated to chronic homelessness. This includes individuals and families who have a qualifying disabling condition AND homeless and living in a place not meant for human habitation, emergency shelter, or safe have for 1 year or continuously or over a period of 4 occasions in the past three years for a total of 12 months or more.
* Rapid Rehousing: Serving homeless individuals and families, including unaccompanied youth, who meet the following criteria:
  + Residing in a place not meant for human habitation;
  + Residing in an emergency shelter;
  + Persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
  + Receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA’s homeless assistance system.

**HUD Threshold Requirements:** HUD will review all projects to determine if they meet the following threshold requirements on a pass/fail standards. If HUD determines that the applicable standards are not met for a project, the project will be rejected.

**Project Eligibility Threshold**

* Projects must meet the eligibility requirements of the COC program as described in 24 CFR part 578 and provide evidence of eligibility required (e.g. nonprofit documentation).
* Project applicants and sub-recipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and to administer federal funds. Demonstrating capacity may include a description of the applicant/sub-recipient experience with similar projects and with successful administration of COC program funds or other federal funds.
* Projects must submit the required certifications as specified in the FY2017 NOFA.
* Subject to the qualifications below, the population to be served must meet program eligibility requirements as described in the Act and 24 CFR part 578, and the project application must establish eligibility of project applicants. This includes the following additional criteria for certain types of projects:
  + The only persons who may be served by permanent supportive housing beds are persons experiencing chronic homelessness as defined in 24 CFR 578.3 including individuals, families, and unaccompanied youth.
  + Rapid Rehousing projects created through reallocation may serve individuals and families, including unaccompanied youth, who meet the following criteria:
    - Residing in a place not meant for human habitation;
    - Residing in an emergency shelter or coming directly from the streets;
    - Persons who qualify under paragraph (4) of the definition of homelessness, including persons fleeing or attempting to flee domestic violence situations;
    - Receiving services through a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA’s homeless assistance system.
* The project must be cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.
* Project appliances must agree to participate in HMIS. Victim service providers must use a comparable database that meets the needs of the local HMIS.

**Project Quality Threshold**

HUD will review all new project applicants to determine if they meet the following project quality threshold requirements with clear and convincing evidence. The housing and services proposed must be appropriate to the needs of the program participations and the community.

To be considered as meeting project quality threshold, new project applications created through reallocation must receive at least **3 out of the 4 points** available for the criteria below. New project applications that do not receive at least 3 points will be rejected.

* Whether the type of housing and number and configuration of units will fit the needs of the project participants (1 point);
* Whether the type of supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing – this includes all supportive services, regardless of funding source (e.g. child care, case management, life skills) (1 point);
* Whether the specific plan for ensuring that program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply meets the needs of the program participants (e.g. Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education) (1 point);
* Whether program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g. allows the participant the mobility to access needed services, case management follow-up, additional assistance to ensure retention) (1 point).

Additionally, HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. All new projects must meet all of the following criteria:

* Project applicants and potential sub-recipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the COC Program, as evidenced by timely reimbursement of sub-recipients, regular drawdowns, and timely resolution of any monitoring findings;
* Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate they have met all project renewal threshold requirement of the FY2017 NOFA.
* HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUDs finds to have significant issues related to capacity, performance, unresolved audit or monitoring findings related to one or more existing grants, or does not routine drawdown funds from eLOCCS at least once per quarter.
* HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.

**The BOSCOC requires each new project to meet the following criteria:**

1. **Housing First philosophy and low barrier to entry:** Housing Firstis a model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals.
2. **Coordinated Entry:** Project applicants are required to comply with the policy and procedures, written standards, and order of priority for the specific project type requested. Participation includes but is not limited to: pre-screen, assessment, referral, follow-up.
3. **Adherence to HUD’s Homeless Policy and Program Priorities:** Project applicants are required to comply with HUD’s homeless policy and program priorities as listed in the NOFA FY2017, Section II, A.
4. **Balance of State:** Project applicants are required to comply with the Balance of State COC bylaws, governance charter, and other policy and procedure manuals as approve by the Board or membership. This includes requirements to be on a committee, actively involved in the overnight PIT count twice a year, and attendance at quarterly BOS meetings.

**Project Applicant:** ­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_

**Service Areas:**

**Grant Amount:**

**Grant Period: \_\_\_\_\_\_\_\_\_\_\_\_\_**

Information pertaining to grant periods:

* New project that requests tenant-based rental assistance may request a 1, 2, 3, 4, or 5 year grant term.
* New project that requests leasing (leasing costs only or leasing plus other, such as supportive services) may only request 1, 2, or 3 year grant term.
* New projects that request project-based or sponsor-based rental assistance or operating costs may request up to 5 years of funds.
* New projects that request operating costs, HMIS, and admin may request 1, 2, 3, 4, or 5 year grant terms for the same number of years
* New projects that request new construction, acquisition, or rehabilitation must request a minimum of 3 year grant term and may request up to 5 year grant term. 
  + **NOTE:** If the applicant requests funds for new construction, acquisition, or rehab in addition to requesting funds for operating, supportive services, or HMIS, the funding will be for the 3 years requested and the grant time will be 3 years plus the time necessary to acquire the property, complete construction, and begin operating the project. HUD will require recordation of the HUD-approved use and repayment covenant (24 CFR 578.81).

**Project Type (PSH or RRH): \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions:**

**It is your responsibility to complete each question with sufficient detail, completely and thoroughly.**

1. **Experience of Applicant, Sub-recipient(s) and Other Partners**
2. Describe the experience of the applicant and potential sub-recipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.
3. Describe why the applicant, sub-recipients and partner organizations (e.g. developers, key contractors, sub-contractors, service providers) are the appropriate entities to receive funding.
4. Provide concrete examples that illustrate your experience and expertise in each of the following: (1) working with and addressing the target population’s identified housing and supportive service needs; (2) developing and implementing relevant program systems, services, and/or residential property construction and rehabilitation; (3) identifying and securing matching funds from a variety of sources; and (4) managing basic organization operations including financial accounting systems.
5. Describe the experience of the applicant and potential sub-recipients (if any) in leveraging other Federal, State, local and private sector funds. Include experience with all Federal, State, local and private sector funds. If the applicant and sub-recipient have no experience leveraging other funds, include the phrase “no experience leveraging other Federal, State, local or private sector funds.”
6. Describe the basic organization and management structure of the applicant and sub-recipients (if any). Include evidence of internal and external coordination and an adequate financial accounting system that will be utilized to administer the grant. Include a description of internal and external coordination and the financial accounting system that will be used to administer the grant.

Are there any unresolved monitoring or audit findings for any HUD grants (including ESG operated by the applicant or potential sub-recipients (if any):  YES  NO

If applicable, describe the unresolved monitoring or audit findings and what plans or strategies have been implemented to resolve the findings:

1. **PROJECT DESCRIPTION**
2. Provide a description that addresses the entire scope of the proposed project. The project description should address the entire scope of the project, including:
   1. a clear picture of the target population(s) to be served,
   2. the plan for addressing the identified needs/issues of the CoC target population(s),
   3. project outcome(s) and coordination with other source(s)/partner(s).

The narrative is expected to describe the project at full operational capacity. The description should be consistent with and make reference to other parts of this application.

1. Describe the estimated schedule for the proposed activities, the management plan and the method for assuring effective and timely completion of all work. Provide a schedule and describe both a management plan and implementation methodology that will ensure that the project will begin operating within the requirements described in the FY2017 CoC Program NOFA and CoC Program interim rule if you are selected for a funding award.
2. Will your project participate in a CoC Coordinated Entry System:  YES  NO

If yes, please describe your current knowledge of the Coordinated Entry system and requirements in the BOS.

1. If PSH, will your project have a specific population focus other than chronically homeless:  YES  NO

If yes, explain:

If RRH, will your project have a specific population focus:  YES  NO

If yes, explain:

1. Will the project follow a “Housing First” model:  YES  NO

Please describe how the project will follow housing first with clients at entry and while enrolled.

1. If applicable, describe the proposed development activities and the responsibilities that the applicant and potential sub-recipients (if any) will have in developing, operating and maintaining the property. This must be completed if the project applicant will request capital costs (e.g., acquisition, rehabilitation or new construction) in the project application.

Provide a detailed list of the activities and responsibilities assigned to the applicant and each sub-recipient (if any).

1. Will participants be required to live in a particular structure, unit or locality at some point during the period of participation:  YES  NO

If yes, explain how and why the project will implement this requirement:

1. Will more than 16 persons live in one structure:  YES  NO

If yes, describe the local market conditions that necessitate a project of this size.

Also, describe how the project will be integrated into the neighborhood.

1. Please describe your understanding and knowledge of the written standards specific to the proposed project type and order of priority. Also, describe how that knowledge will incorporated into the operation of the project.
2. If the local continua in which this project will be executed already has COC funded projects in operation, please explain the role of this proposed project and describe the steps taken to ensure this is not a duplication of services.
3. **SUPPORTIVE SERVICES FOR PARTICIPANTS**
4. Are the proposed project policies and practices consistent with the laws related to providing education services to individuals and families:  YES  NO

If no, explain.

1. Will the proposed project have a designated staff person to ensure that the children are enrolled in school and receive educational services, as appropriate:  YES  NO

If no, explain.

1. Describe the manner in which the project applicant will take into account the educational needs of children when youth and/or families are placed in housing.
2. Describe how participants will be assisted to obtain and remain in permanent housing.

* The response should address how the applicant will take into consideration the needs of the target population and the barriers that are currently preventing them from obtaining and maintaining permanent housing.
* The applicant should describe how those needs and barriers how those will be addressed through the case management and/or other supportive services that will be offered through the project.
* If participants will be housed in units not owned by the project applicant, the narrative must also indicate how appropriate units will be identified and how the project applicant or sub-recipient will ensure that rents are reasonable.
* Established arrangements and coordination with landlords and other homeless services providers should be detailed in the narrative.

1. Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently.

Describe the supportive services that will be provided to help project participants locate employment and access mainstream resources so that they are more likely to be able to live independently.

1. For all supporting services available to participants, indicate who will provide them and how often they are provided (daily, weekly, bi-weekly, monthly, bi-monthly, quarterly, semi-annually, annually, or as needed):

|  |  |  |
| --- | --- | --- |
| **Service** | **Provided By** | **How Often Provided** |
| Assessment of Service Needs |  |  |
| Assistance with Moving Costs |  |  |
| Case Management |  |  |
| Child Care |  |  |
| Transportation |  |  |
| Education Services |  |  |
| Employment Assistance & Job Training |  |  |
| Housing Search & Counseling |  |  |
| Legal Services |  |  |
| Life Skills Training |  |  |
| Mental Health Services |  |  |
| Outpatient Health Services |  |  |
| Substance Abuse Treatment |  |  |
| Utility Deposits |  |  |

1. How accessible are most community amenities (such as transportation, health care, mental health care, etc.) to project participants? Describe community amenities that will be available.
2. Identify whether the project will include the following activities:
   1. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs  YES  NO
   2. Use of a single application form for 4 or more mainstream programs  YES  NO
   3. Regular follow-up with participants to ensure mainstream benefits are received and renewed  YES  NO
   4. Will project participants have access to SSI/SSDI technical assistance provided by applicant, a sub-recipient, or partner agency  YES  NO
   5. Has the staff person providing the technical assistance completed SOAR training in the past 24 months  YES  NO
3. **HOUSING TYPE AND LOCATION**
4. Total Units: \_\_\_\_\_\_\_\_\_\_\_\_
5. Total Beds: \_\_\_\_\_\_\_\_\_\_\_\_
6. If PSH, must be 100% dedicated to CH. Total CH dedicated beds: \_\_\_\_\_\_\_\_\_\_\_\_
7. Housing Type Units:  Scattered Site  One Location  Other – must explain:
8. **PROJECT PARTICIPANTS – HOUSEHOLDS**
9. List the number of households or persons served at maximum program capacity. The numbers here are intended to reflect a single point in time at maximum occupancy and not the number served over the course of a year or grant term.

Enter the number of households under at least one of the categories:

1. Households with at least One Adult and One Child: \_\_\_\_\_\_\_\_\_\_
2. Adult Households without Children: \_\_\_\_\_\_\_\_\_\_
3. Households with Only Children: \_\_\_\_\_\_\_\_\_\_
4. Indicate the numbers of adults to be served in the following sub-populations:

|  |  |  |
| --- | --- | --- |
| Chronically Homeless Non-Vet | Chronically Homeless Vet | Non-Chronically Homeless Vet |
|  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Chronic Substance  Abuse | Persons with HIV/AIDS | Severally Mentally Ill | Victims of Domestic Violence | Physically Disabled | Developmentally  Disabled | None |
|  |  |  |  |  |  |  |

1. **OUTREACH FOR PARTICIPANTS**
2. Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations. The population to be served must meet program eligibility requirements in the CoC Program interim rule and additional eligibility requirements in the FY 2017 CoC Program NOFA for permanent supportive housing.

|  |  |
| --- | --- |
| **Location** | **% of Homeless Person(s) Served by Project** |
| Directly from street or other locations not meant for human habitation. |  |
| Directly from emergency shelters. |  |
| Directly from safe havens. |  |
| Persons fleeing domestic violence. |  |
| Total Percentage |  |

1. Describe the outreach plan to bring these homeless participants into the project. Describe how the applicant/ sub-recipient plans to bring homeless persons into the project.

Also describe the contingency plan that the applicant/sub-recipient will implement if the project experiences difficulty in meeting the requirements to serve exclusively chronically homeless individuals and/or families. The contingency plan may include re-evaluating the intake assessment procedures or outreach plan.

1. **STANDARD PERFORMANCE MEASURES**
2. Housing Measures: This measure counts the number of persons remaining in permanent housing as of the end of the operating year or exiting to permanent housing (subsidized or unsubsidized) during the operating year. What percentage of your clients will remain in or exit to permanent housing at the end of the operating year?

1. Income Measures:
2. This measure counts the number of persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit. Not applicable for youth below the age of 18. What percentage of your clients will meet this goal?
3. This measure counts the number of persons age 18 through 61 who maintained or increased their earned income as of the end of the operating year or program exit. What percentage of your clients will meet this goal?
4. **FUNDING REQUEST**
5. Will it be feasible for the project to be under grant agreement within 6 months of the grant award?:  YES  NO

If no, explain:

1. Is the project proposing to use funds reallocated from the CoC’s annual renewal demand:  YES  NO

If no, explain:

1. Select the costs for which funding is being requested. Indicate only those activities for which the applicant is requesting funding from HUD through the FY 2017 CoC Program competition.

Acquisition/rehabilitation/new construction

Leased structures

Leased units

Rental Assistance

Supportive services

Operating

HMIS

Administration

1. **BUDGETS**

**(1) ACQUISITION/REHABILITATION/NEW CONSTRUCTION/BUDGET**

|  |  |  |
| --- | --- | --- |
|  | **Amount** | **Budget Narrative**  *(explain how you will use the money, e.g., purchase two duplexes at $125,000 each, or # of units rented and price per unit)* |
| Total Acquisition: |  |  |
| Total Rehabilitation: |  |  |
| Total New Construction: |  |  |
| Total Assistance Requested: |  |  |

Any additional notes regarding the acquisition, rehab, new construction section of this project:

**(2) LEASING BUDGET (Permanent Supportive Housing only)**

* 1. **Leased Units Budget**

The following list summarizes the funds being requested for one or more units leased for operating the project (housing units). **Note:** use FY2016 Fair Market Rent (FMR).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Total Annual Assistance Requested:** | | | |  | | |
| **Grant Term:** | | | |  | | |
| **Total Request for Grant Term:** | | | |  | | |
| **Total Units:** | | | |  | | |
| **FMR Area** | | **Total Units Requested** | | **Total Annual Budget Requested** | | | **Total Budget Requested** |
|  | |  | |  | | |  |
| **Size of Units** | | | **# of Units** | | | **Total Requested Funds** | |
| 0 Bedroom (studio or efficiency) | | |  | | |  | |
| 1 Bedroom | | |  | | |  | |
| 2 Bedrooms | | |  | | |  | |
| 3 Bedrooms | | |  | | |  | |
| 4 Bedrooms | | |  | | |  | |
| 5 Bedrooms | | |  | | |  | |
| 6 Bedrooms | | |  | | |  | |
| 7 Bedrooms | | |  | | |  | |
| 8 Bedrooms | | |  | | |  | |
|  | | | **Total Requested Funds** | | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FMR Area** | **Total Units Requested** | | **Total Annual Budget Requested** | | **Total Budget Requested** |
|  |  | |  | |  |
| **Size of Units** | | **# of Units** | | **Total Requested Funds** | |
| 0 Bedroom (studio or efficiency) | |  | |  | |
| 1 Bedroom | |  | |  | |
| 2 Bedrooms | |  | |  | |
| 3 Bedrooms | |  | |  | |
| 4 Bedrooms | |  | |  | |
| 5 Bedrooms | |  | |  | |
| 6 Bedrooms | |  | |  | |
| 7 Bedrooms | |  | |  | |
| 8 Bedrooms | |  | |  | |
|  | | **Total Requested Funds** | |  | |

If more than 2 FMR areas, please copy and add another chart below.

* 1. **Leased Structures Budget**

The following list summaries the funds being used for one or more structures leased for operating the projects (office space for the provision of supportive services, etc.)

|  |  |
| --- | --- |
| **Total Annual Assistance Requested:** |  |
| **Grant Term:** |  |
| **Total Request for Grant Term:** |  |
| **Total Structures:** |  |
| **Structure Name** | **Annual Request** |
|  |  |
|  |  |
|  |  |

Any additional notes regarding the leasing section of this project:

**(3) RENTAL ASSISTANCE BUDGET (Rapid Re-housing only)**

**Note:** according to the NOFA FY2017, new project applications must adhere to 24 CFR 578.51(f) and must request the full FMR amount per unit.

**Note:** use FY2016 Fair Market Rent (FMR).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of Rental Assistance (TRA, PRA, SRA):** | | | |  | | |
| **Total Request for Grant Term:** | | | |  | | |
| **Total Units:** | | | |  | | |
| **FMR Area** | | **Total Units Requested** | | **Total Annual Budget Requested** | | | **Total Budget Requested** |
|  | |  | |  | | |  |
| **Size of Units** | | | **# of Units** | | | **Total Requested Funds** | |
| 0 Bedroom (studio or efficiency) | | |  | | |  | |
| 1 Bedroom | | |  | | |  | |
| 2 Bedrooms | | |  | | |  | |
| 3 Bedrooms | | |  | | |  | |
| 4 Bedrooms | | |  | | |  | |
| 5 Bedrooms | | |  | | |  | |
| 6 Bedrooms | | |  | | |  | |
| 7 Bedrooms | | |  | | |  | |
| 8 Bedrooms | | |  | | |  | |
|  | | | **Total Requested Funds** | | |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of Rental Assistance (TRA, PRA, SRA):** | | | |  | | |
| **Total Request for Grant Term:** | | | |  | | |
| **Total Units:** | | | |  | | |
| **FMR Area** | | **Total Units Requested** | | **Total Annual Budget Requested** | | | **Total Budget Requested** |
|  | |  | |  | | |  |
| **Size of Units** | | | **# of Units** | | | **Total Requested Funds** | |
| 0 Bedroom (studio or efficiency) | | |  | | |  | |
| 1 Bedroom | | |  | | |  | |
| 2 Bedrooms | | |  | | |  | |
| 3 Bedrooms | | |  | | |  | |
| 4 Bedrooms | | |  | | |  | |
| 5 Bedrooms | | |  | | |  | |
| 6 Bedrooms | | |  | | |  | |
| 7 Bedrooms | | |  | | |  | |
| 8 Bedrooms | | |  | | |  | |
|  | | | **Total Requested Funds** | | |  | |

If more than 2 FMR areas, please copy and add another chart below.

Any additional notes regarding the rental assistance section of this project:

**(4) SUPPORTIVE SERVICES BUDGET**

Enter the quantity and total budget request for each supportive services cost. The request entered should be equivalent to the cost of one year of the relevant supportive service.

|  |  |  |
| --- | --- | --- |
|  | **Amount** | **Budget Narrative (quantity & description)**  *(explain amount of service purchased, e.g., Case Management - 1.0 FTE’s, $32,000 salary plus 28% fringe)* |
| Assessment of Service Needs: |  |  |
| Assistance with Moving Costs: |  |  |
| Case Management: |  |  |
| Child Care: |  |  |
| Education Services: |  |  |
| Employment Assistance: |  |  |
| Food: |  |  |
| Housing/Counseling Services: |  |  |
| Legal Services: |  |  |
| Life Skills: |  |  |
| Mental Health Services: |  |  |
| Outpatient Health Services: |  |  |
| Outreach Services: |  |  |
| Substance Abuse Treatment Services: |  |  |
| Transportation: |  |  |
| Utility Deposits: |  |  |
| Operating Costs: |  |  |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Total Annual Assistance Requested:** |  |
| **Grant Term:** |  |
| **Total Request for Grant Term:** |  |

Any additional notes regarding the supportive services section of this project:

**(5) OPERATING BUDGET**

Enter the quantity and total budget request for each operating cost. The request entered should be equivalent to the cost of one year of the relevant operations activity.

|  |  |  |
| --- | --- | --- |
|  | **Amount** | **Budget Narrative (quantity & description)**  *(explain amount of service purchased,*  *e.g., $500 for furniture for each unit)* |
| Maintenance/Repair: |  |  |
| Property Taxes & Insurance: |  |  |
| Replacement Reserve: |  |  |
| Building Security: |  |  |
| Electricity, Gas & Water: |  |  |
| Furniture: |  |  |
| Equipment: |  |  |

|  |  |
| --- | --- |
| **Total Annual Assistance Requested:** |  |
| **Grant Term:** |  |
| **Total Request for Grant Term:** |  |

Any additional notes regarding the operating section of this project:

**(6) HMIS BUDGET**

Enter the quantity and total budget request for each HMIS cost. The request entered should be equivalent to the cost of one year of the relevant operations activity.

|  |  |  |
| --- | --- | --- |
|  | **Amount** | **Budget Narrative (quantity & description)**  *(explain amount of service purchased)* |
| Equipment: |  |  |
| Software: |  |  |
| Services: |  |  |
| Personnel: |  |  |
| Space & Operations: |  |  |

|  |  |
| --- | --- |
| **Total Annual Assistance Requested:** |  |
| **Grant Term:** |  |
| **Total Request for Grant Term:** |  |

Any additional notes regarding the HMIS section of this project:

1. **SOURCES OF MATCH/LEVERAGE:**

Match and leverage are two distinct categories of funds from other sources that will be used in conjunction with this project, if awarded. Match (cash or in-kind) must be used for eligible program costs only and must be equal or greater than 25% of the total grant request for all eligible costs under the CoC Program interim rule with the exception of leasing costs. Leverage funds can be used for any program related costs and there is no minimum requirement. As authorized by the FY2016 HUD Appropriations Act, program income may now be used as a source of match and must be properly documented in the project application. (Please note that detailed information about matching requirements can be found at 24 CFR 578.73)

Project applicants that intent to use project income as match must provide an estimate of how much program income will be used for match.

Type of Commitment (cash or in-kind and denote the type of contribution that describes this match or leveraging commitment). Add rows as necessary

**Summary for Match**

|  |  |  |  |
| --- | --- | --- | --- |
| **Source of Match (private or government)** | **Contributor** | **Value** | **Date of Commitment** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Summary for Leverage**

|  |  |  |  |
| --- | --- | --- | --- |
| **Source of Leverage (private or government)** | **Contributor** | **Value** | **Date of Commitment** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **SUMMARY BUDGET**

Eligible Costs Total Assistance Requested:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **HUD Amount** | **Match Amount** | **Total** |
| Acquisition: |  |  |  |
| Rehabilitation: |  |  |  |
| New Construction: |  |  |  |
| Leased units: |  |  |  |
| Leased Structures: |  |  |  |
| Rental Assistance: |  |  |  |
| Supportive Services: |  |  |  |
| Operating: |  |  |  |
| HMIS: |  |  |  |
| **Subtotal:** |  |  |  |
| Admin (up to 10%): |  |  |  |
| **Total:** |  |  |  |

1. **DEMONSTRATION OF ORGANIZATION/FISCAL CAPACITY:**
   1. How long has the agency existed?
   2. How long has the agency provided housing services?
   3. What is the agency’s rate of turnover in management positions? This should include the total number of management positions and the total number of turnover during the last calendar year (2016) and year-to-date (2017).
   4. What was the agency’s total budget for the most recent fiscal year? Include the date of fiscal year used.
   5. Does the agency administer any other federal dollars? Please describe and identify any and all other federal dollars administered, including the name of the project, federal funder, amount, purpose, type of clients served.
   6. Does the agency administer any State of Wisconsin dollars? Please describe and identify any and all other state dollars administered, including the name of the project, federal funder, amount, purpose, type of clients served.
   7. Does the agency conduct an annual financial audit? If no, why? If yes, describe the type of audit conducted and when was the most recent audit completed?
   8. Does the agency segregate funds? If no, why? If yes, describe the process.

**Appendix 1**

If the proposed project is Rapid Re-housing, answer the following questions:

(1) Describe how people meeting the chronic homeless definition will be served in the community?

(2) Describe how people scoring a 7+ (of family 8+) on the VI-SPDAT will be served in the community?

(3) What evidence is used to determine the need for Rapid Re-housing instead of Permanent Supportive Housing (PSH) in the community?

(4) Describe the difference between the ESG funded RRH project already in operation in the community and the proposed COC funded RRH. This should include population, priorities, eligibility, etc.

If the proposed project is Permanent Supportive Housing, answer the following questions:

(1) Describe the outreach methods that will be used to ensure that all of the eligible chronic homeless individuals and families are identified for this project.

(2) Describe the collaboration with medical providers to ensure timely documentation on the disability verification form required for at least one adult in each household.

(3) Describe the exit strategy that the project will incorporate to encourage project participants to move on from the project when they no longer need or want the level of intensive case management that PSH entails.

**Data**

Please see the attached chart that shows a breakdown of how many chronically homeless people were counted during the last 4 January Point in Time counts in each continuum (2013-2017).

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COC** | **Jan. 2013** | **% of Sh/Un** | **Jan. 2014** | **% of Sh/Un** | **Jan. 2015** | **% of Sh/Un** | **Jan. 2016** | **% of Sh/Un** | **Jan. 2017** | **% of Sh/Un** |
| Brown | 65 | 23% | 68 | 22% | 60 | 20% | 38 | 14% | 47 | 15% |
| CAP | 2 | 4% | 0 | 0% | 0 | 0% | 0 | 0% | 2 | 3% |
| Central | 0 | 0% | 10 | 8% | 29 | 41% | 0 | 0% | 9 | 9% |
| Coulee | 49 | 33% | 12 | 9% | 3 | 2% | 16 | 12% | 30 | 18% |
| Dairyland | 5 | 4% | 23 | 19% | 23 | 17% | 16 | 17% | 10 | 9% |
| Fox Cities | 13 | 8% | 18 | 10% | 13 | 7% | 16 | 9% | 20 | 10% |
| Indianhead | 1 | 2% | 0 | 0% | 7 | 13% | 0 | 0% | 1 | 3% |
| Jefferson | 0 | 0% | 0 | 0% | 1 | 5% | 1 | 3% | 0 | 0% |
| Kenosha | 15 | 16% | 13 | 14% | 2 | 2% | 5 | 7% | 9 | 12% |
| Lakeshore | 6 | 8% | 6 | 7% | 1 | 1% | 1 | 1% | 0 | 0% |
| North Central | 10 | 8% | 17 | 24% | 16 | 11% | 18 | 12% | 16 | 13% |
| Northeast | 2 | 5% | 4 | 9% | 6 | 13% | 12 | 17% | 4 | 6% |
| Northwest | 24 | 26% | 16 | 27% | 10 | 15% | 0 | 0% | 11 | 21% |
| NWISH | 4 | 10% | 6 | 20% | 9 | 23% | 10 | 20% | 2 | 4% |
| Ozaukee | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 1 | 14% |
| Rock Walworth | 5 | 3% | 3 | 1% | 2 | 1% | 16 | 12% | 6 | 3% |
| Southwest | 0 | 0% | 5 | 11% | 5 | 26% | 0 | 0% | 0 | 0% |
| Washington | 3 | 8% | 0 | 0% | 0 | 0% | 0 | 0% | 1 | 8% |
| Waukesha | 14 | 11% | 18 | 15% | 31 | 23% | 23 | 16% | 27 | 16% |
| West Central | 6 | 6% | 2 | 2% | 9 | 7% | 7 | 4% | 25 | 14% |
| Winnebagoland | 31 | 20% | 22 | 13% | 9 | 6% | 4 | 3% | 9 | 7% |
| ***TOTAL*** | 255 | 14% | 243 | 13% | 236 | 11% | 183 | 7% | 230 | 9% |
|  | *total* | *average* | *total* | *average* | *total* | *average* | *total* | *average* | *total* | *average* |  | |  |
|  |  |  |  |  |  |  |  |  |  |  |  | |  |
| **# of CH**  10-20 chronic homeless people  +21 chronic homeless people  **% of CH compared to total number of unsheltered persons and those staying in emergency shelters**  15-20% of total number of homeless (unsheltered + emergency shelter) are chronically homeless  21+% of total number of homeless (unsheltered + emergency shelter) are chronically homeless | | | | | | | | | | | |
|  | | | | | | | | | | | |

**Required Attachments**

1. Most recent fiscal year agency audit including management letter.

1. Letter of support from at least two different agencies within the local continuum of care.
2. Description of how your organization intends to support and transition current clients out of the current project by the end of the grant year, ensuring that they do not exit into homelessness.