



DV Bonus RRH Expansion Sub-Recipient New Project Application Instructions

Overview: The WI Balance of State CoC is applying for additional Domestic Violence (DV) bonus funds in the FY2019 CoC Competition. The funds would be used to expand the current Rapid Re-housing grant.

- The only eligible project type is Rapid Re-Housing (RRH).
- The project must follow a housing first approach.
- The grant term must be 1 year.
- The project must be dedicated to survivors of domestic violence, dating violence, sexual assault, or stalking as defined in paragraph (4) at 24 CFR 578.3.
- Projects must agree to provide people access to housing and trauma-informed, victim-centered services that prioritize the survivor's safety needs, accommodates their unique circumstances, and maximizes client choice. For the purposes of this application, HUD has defined as follows:
 - Trauma-Informed: Approaches delivered with an understanding of vulnerabilities and experiences of trauma survivors, including the prevalence and physical, social and emotional impact of trauma. A trauma-informed approach recognizes signs of trauma in staff, clients, and others, and responds by integrating knowledge about trauma into policies, procedures, practices, and settings. Trauma-informed approaches place priority on restoring the survivors' feelings of safety, choice, and control. Programs, services, organizations and communities can be trauma-informed.
 - Victim-Centered: Placing the crime victim's prioritizes, needs, and interests at the center of the work with the victim; providing nonjudgmental assistance, with an emphasis on client self-determination, where appropriate, and assisting victims in making informed choices; ensuring that restoring victims' feelings of safety and security are a priority and safeguarding against policies and practices that could inadvertently re-traumatize victims; ensuring that victims' rights, voices, and perspectives are incorporated when developing and implementing system- and community-based efforts that impact crime victims.

If the DV Bonus RRH Expansion Sub-Recipient New Project application is selected by CoC, the WI Balance of State CoC will include the agency as a sub-recipient in the New Project Application in *e-snaps*. If awarded by HUD, the new project will start following technical submission. There is no guaranteed project start date.

Due Date: Applications and required attachments are due **no later than Friday, August 23, 2019**, to 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. There is a specific scoring rubric available for this application. The highest scoring project(s) will be selected. A final decision will be made no later than **Wednesday, August 28, 2019**. Selected applicants will work with the CoC Director to submit a new project application in *e-snaps*. The new project submission deadline into *e-snaps* is **Wednesday, September 18, 2019**.



Disclaimer:

- Only applications selected for the CoC competition by the Board of Directors will be included with the collaborative application.
- Submitting a project in the CoC Competition does not guarantee the project will be funded by HUD.

Process:

The Balance of State CoC will complete the New Project application. For each sub-recipient, we will need the following information:

- Sub-recipient Information (in this application)
- Budget (in this application)
- Specific Attachments (in this application) including: Non-Profit documentation, match, and letters of support.

HUD will review projects marked as “DV BONUS” in a separate manner. HUD will award a point value to each project application combining both the CoC Application score and responses to the domestic violence bonus specific questions in the CoC Application using the following 100-point scale.

(a) CoC Score. Up to 25 points in direct proportion to the score received on the CoC Application.

(b) Need for the Project. Up to 25 points based on the extent the CoC is able to quantify the need for the project, the extent of the need, and how the project will fill that gap.

(c) Quality of the Project Application. Up to 50 points based on the previous performance of the applicant in serving survivors of domestic violence, dating violence, sexual assault, or stalking, and their ability to house survivors and meet safety outcomes.

CoCs are required to rank all DV Bonus projects on the New Project Listing of the CoC Priority Listing with a unique rank number. If a project application designated as DV Bonus is conditionally selected by HUD with DV Bonus funds, HUD will remove the ranked DV Bonus project from the New Project Listing and all other project applications ranked below the DV Bonus project will slide up one rank. If the DV Bonus project application is not conditionally selected with DV Bonus funds, the project application will remain in its ranked position and will be considered for funding as a bonus project with available CoC Program funds provided the CoC meetings the requirements in Section II.B.10e of the FY2019 NOFA.

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



Please Note: *This application was designated according to our interpretation and understanding of the NOFA for the FY2019 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.*

Pertinent details regarding this grant: All applicants must read the *Notice of Funding Availability (NOFA) for the Fiscal Year 2019 Continuum of Care Program Competition FR-6300-N-25* to ensure that their application meets all of the required HUD Guidelines and adheres to the rules that affect how HUD evaluates applications, which can be found on page 33-41 of the FY 2019 NOFA.

- Match requirements can be found at 24 CFR 578.73 and are the responsibility of the applicant.
- New project applications must adhere to 24 CFR 578.51(f) and must request the full FMR amount per unit.
- New projects must use HMIS unless statutorily prevented from doing so.
- All applicants must meet statutory deadlines regarding the obligation of grant funds by September 30, 2021.
- Project Applicant must be in good standing with HUD – defined as no open findings or history of slow expenditure of grant funds.
- Project Applicant must be in good standing with the Balance of State CoC – defined as no open findings or confirmation of finding resolution and progress.
- Demonstrate a connection to mainstream service systems
- Demonstrate a plan for rapid implementation of the program

Funding Available:

- Total Domestic Violence (DV) BONUS funds available is equal to 10% of the CoC's Final Pro Rata Need (FPRN). The preliminary DV BONUS funds available to the WI Balance of State CoC is: **\$972,277**. This number is based on the preliminary pro rata need (PPRN). It is possible the amount available could increase or decrease.
- The Balance of State CoC is applying for a Supportive Services Only Grant for DV Coordinated Entry. The estimated cost of that application will be \$325,000. It is possible this amount will decrease and in turn increase the amount available for the RRH expansion.
- The estimated amount available for RRH expansion is: **\$647,277**.
 - 10% of this total amount can be used as admin **\$64,727**.
 - 5% of the admin will go to the Balance of State (\$32,363.50)
 - 5% of the admin will go to sub-recipients as a whole (\$32,363.50)
 - **\$582,550** in non-administrative services including rental assistance and supportive services. Each sub-recipient is required to provide documentation of 25% match for the entire request (including the admin amount).



For example: if a project requests \$100,000 in supportive services and \$100,000 in rental assistance + 5% of admin (\$10,000) for a total request of \$210,000. Match requirement will be \$52,500.

While the Balance of State has not limited the amount an organization can apply for, the amount must be tied directly to the need using data. If the applicant applies for \$500,000 but cannot show that level of need while using the funds in an efficient and effective manner, than the application will be reduced and/or denied.

HMIS: Each sub-recipient must agree to complete the required data sharing documents and any other forms necessary and required by the HMIS Lead for the purposes of data reporting on this grant, APR submission, and any other requirements set forth during contract execution. Data sharing could include, but would not be limited to: COC Director and staff direct access to data associated with this grant in HMIS, receiving reports, and establishing data specific submission requirements. Each sub-recipient must be prepared to pay for user and reporting licenses as needed. Compliance with a comparable database and the ability to generate an APR is required for those that cannot use HMIS.

Eligible Applicants: Eligible project applicants for CoC Program Competition are identified in Section V.B.2 of the NOFA (specifically 24 CFR 578.15, 24 CFR 5.100). Tribes, tribal housing authorities, and for-profit entities are ineligible to apply for grants or to be sub-recipients of grant funds.

Eligible Permanent Housing Types: The Balance of State CoC Board has agreed that potential applicants may apply as a sub-recipient for the DV Bonus funds to expand the current RRH project.

Project applicants are prohibited from using expansion projects to provide existing program participants with the same housing and services funded by the CoC Program that they are currently receiving; rather, the project must:

- Serve new program participants;
- Provide existing program participants with an expanded level of service;
- Provide the same activities that are CoC Program – eligible but were not previously paid for by a different eligible non-renewable source.

An expansion cannot fund capital costs and the project can only be a 1-year funding request. CoC Program funds cannot be used to replace state or local funds previously used, or designated for use, to assist persons experiencing homelessness.

Expansion projects selected by the CoC will be required to submit 3 project applications in *e-snaps*: renewal, new project application, and renewal application that includes the information from the renewal new project application that combines the activities, and budgets into one renewal project application. While the renewal and new project will be ranked by the CoC, the combined expansion project will not be ranked and, if selected for conditional award, will take the ranked position of the stand-alone renewal project, and the separate new project will be removed from the ranking resulting in project applications below to slide up one ranked position.



Participative Planning and Implementation: Applicants must identify the steps they will take to ensure that traditionally marginalized populations (such as racial and ethnic minorities and persons with disabilities) will be able to meaningfully participate in the planning process. The applicant must identify the specific populations that it will include, identify community organizations that represent these populations, and describe how these populations will be included in the planning process. In seeking public participation, applicants and recipients must ensure that all communications are provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 and, as applicable, the Americans with Disabilities Act. In addition, Title VI of the Civil Rights Act of 1964, 42 U.S.C 2000d require that grantees take reasonable steps to ensure meaningful access to services, programs, and activities by persons with Limited English Proficiency (LEP persons).

HUD Threshold Requirements: The following are rules that affect how HUD evaluates applications.

1. **Past Performance in managing funds.** This includes, but is not limited to:

- The ability to account for funds appropriately
- Timely use of funds received from HUD
- Timely submission and quality of reports submitted to HUD
- Meeting program requirements
- Meeting performance targets as established in the grant agreement
- The applicant's organizational capacity, including staffing structures and capabilities
- Timelines for completion of activities and receipt of promised matching and leveraged funds
- The number of persons to be served or targeted for assistance

2. **Threshold Requirements: Project Eligibility Threshold**

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

- Project applicants and potential sub-recipients must meeting the eligibility requirements of the CoC program as described in 24 CFR part 578 and provide evidence of eligibility required in the application (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 the capacity 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.
- Project applicants must submit the required certifications as specified in the NOFA.
- The population to be served must meet program eligibility requirements as described in the Act, 24 CFR part 578, and Section II.B.10.f of the 2019 NOFA.

- 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 applicants must agree to participate in a local HMIS system. However, any victim service provider that is a recipient or sub-recipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that meets the needs of the local HMIS.

3. **Threshold Requirements: 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 participants and the community.

To be considered as meeting project quality threshold, new project applications 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.

- The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (1 point);
- The type of supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing, including all supportive services regardless of funding source (1 point);
- The proposed project has a specific plan for ensuring 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);
- Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g. provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing) (1 point).

The Balance of State CoC requires each new project to meet the following criteria:

1. **Housing First philosophy and low barrier to entry:** Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). This approach quickly connects people experiencing homelessness to permanent housing:
 - No barriers to entry (e.g. sobriety, treatment, or service participation requirements);
 - No preconditions (e.g. sobriety, income);



- Does not terminate program participants from the project for lack of participation in the program (e.g. supportive service participants requirements or rules beyond normal tenancy rules).
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 FY2019, Section II, A (1-6).
 4. **Balance of State COC:** Project applicants are required to comply with the Balance of State COC bylaws, governance charter, and other policy and procedure manuals as approved by the Board or membership. This includes, but is not limited to:
 - Committee participation
 - Actively involved in the Point-in-Time overnight street/known location count twice a year
 - Active involvement in their local coalition
 - Attendance at quarterly Balance of State meetings (at time of application, documented attendance at 2 of the last 4 meetings is required).
 - Good Standing with Balance of State CoC policies, including coordinated entry.