



## **BONUS FUNDS**

### **New Project Application Instructions (FY21 CoC Competition)**

**Overview:** The WI Balance of State CoC will consider applications for Permanent Housing Projects for the following two types of programs:

- New Permanent Supportive Housing (PSH) projects dedicated to serving 100% chronically homeless families and individuals;
- New Rapid Re-housing (RRH) projects that will serve homeless individuals and families coming directly from the streets or emergency shelters, youth up to age 24, and includes persons fleeing domestic violence situations (paragraph 4 of the homeless definition)
- New Permanent Housing Expansion project to expand existing eligible renewal permanent housing (PSH or RRH) projects by increasing the number of units, persons served or services provided to existing program participants.

If the New Project application is selected by CoC, the agency will be required to complete a 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, October 1, 2021** 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 select Board members. 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, October 8, 2021**. 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 **Friday, October 15, 2021**.

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.

**Disclaimer:**

- Only applications selected for the CoC Competition by the Review team will be included with the collaborative application.
- 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.



**Please Note:** *This application was designated according to our interpretation and understanding of the NOFO for the FY2021 Competition. Completion of this form in no way absolves agencies from reading the NOFO themselves. The Balance of State is not responsible for any omissions or misinterpretations of the NOFO. If applicants wish to supply additional material that they believe is in line with the NOFO, they should feel free to do so.*

**Pertinent details regarding this grant:** All applicants must read the *Notice of Funding Opportunity (NOFO) for the Fiscal Year 2021 Continuum of Care Program Competition FR-6500-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 43-49 of the FY 2021 NOFO.

- 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 and they are required to use an HMIS comparable database.
- All applicants must meet statutory deadlines regarding the obligation of grant funds by September 30, 2023.
- 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 and committed to the use of coordinated entry.
- Demonstrate a connection to mainstream service systems
- Demonstrate a plan for rapid implementation of the program

**Funding Available:** HUD determines that the total amount of bonus funds available for the WI Balance of State CoC is \$591,120. There is no guarantee that the CoC will be awarded these funds.

**Eligible Applicants:** Eligible project applicants for CoC Program Competition are identified in Section V.B.2 of the NOFO (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 will consider the following permanent housing projects:

- **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. Persons must meet the chronic homeless definition at the time they initially enroll in the project.

- **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.
  
- **Permanent Housing Expansion:** Funds to expand existing eligible renewal permanent housing (PSH or RRH) projects that will increase the number of units in the project, persons served, or services provided to existing program participants. Applicant must indicate how the project will be expanded. Note: if the renewal project application seeking to be expanded is not conditionally selected for funding by the Balance of State CoC or HUD, the expansion project application will be denied. HUD will review the new expansion project applications using the procedures and selection criteria established in Section V.C.3.b of this NOFO.

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.

**New Project Grant Terms:** The initial grant term for new project applications may be 1-year, 2-years, 3-years, 4-years, 5-years, or 15 years. However the following exceptions apply:

1. HUD will allow new projects to request a 1 year of funding with a longer initial grant term not to exceed 18 months. HUD has determined that most new projects requesting 1 year of funding normally take approximately 3-6 months to begin fully operating the new project (e.g. hiring

staff, developing partnerships with landowners if leasing or renting). A new project requesting 1 year of funding may request a grant term of 12 months to 18 months that will allow for the additional start-up process.

2. Any new expansion grant that is submitted to expand an eligible renewal CoC program-funded project may only request a 1-year grant term, regardless of the project type.
3. Any new project that requests tenant-based rental assistance cannot request a 15 year grant.
4. Any new project that requests leasing-either leasing costs only or leasing costs plus other costs (e.g., supportive services, HMIS.)-may only request up to a 3-year grant term.
5. Any new project that requests project-based rental assistance or sponsor-based rental assistance, or operating costs may request up to a 15-year grant term; however, the project applicants may only request up to 5 years of funds. Funding for the remainder of the term is subject to availability and HUD does not make a guarantee.
6. Any new project that requests operating costs, Supportive Services Only, HMIS, and project administration may request 1-year, 2-year, 3-year, 4-year or 5-year grant terms in with funding for the same number of years.
7. Any new project that requests new construction, acquisition, or rehabilitation must request a minimum of a 3-year grant term and may request up to a 5-year grant term.
8. If an applicant requests funds for new construction, acquisition, or rehabilitation in addition to requesting funds for operating, supportive services, or HIMS, the funding will be for the 3 years required, and the grant term will be 3 years plus the time necessary to acquire the property, complete construction, and begin operating the project. HUD will require recordation of a HUD-approved use and repayment covenant. ***(If you choose this type of project, please see the NOFO for additional information regarding this option.)***

**Definition of Chronically Homeless:** According to 24 CFR 578.3 and 24 CFR 91.5, chronically homeless means:

1. A homeless individual with a disability (as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:
2. lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
3. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living in a place not meant for human habitation, a safe haven, or in an emergency shelter.
4. Stays in institutional care facilities for fewer than 90 days will not constitute a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility;
  - a. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and was living in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility, or

5. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who was living in a place not meant for human habitation, a safe haven, or an emergency shelter, including a family whose composition has fluctuated while the head of household has been homeless.

According to 24 CFR 583.5, disability means:

1. A condition that:
  - a. Is expected to be long-continuing or of indefinite duration;
  - b. Substantially impedes the individual's ability to live independently;
  - c. Could be improved by the provision of suitable housing conditions; and
  - d. Is a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury;
2. A development disability, as defined by 24 CFR 583.5
3. The disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agency for acquired immunodeficiency syndrome, including infection with the human immunodeficiency virus (HIV).

**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 meet 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 NOFO.
- The population to be served must meet program eligibility requirements as described in the Act, 24 CFR part 578, and Section II.B.11.f of this NOFO.
- 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 NOFO FY21, Section II, A (1-7).
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.