CoC NOFA Overview and Application Process – 2015 competition
Information Session – September 28, 2015

I. Overview:
- HUD released the FY2015 Continuum of Care NOFA on Sept. 17, 2015. Detailed information about the competition including application resources can be found on the HUD Exchange at: https://www.hudexchange.info/e-snaps/fy-2015-coc-program-nofa-coc-program-competition/
- Information about the Montgomery County CoC competition will also be available on the Interagency Commission website at http://www.montgomerycountymd.gov/HHS-Program/SNHS/ICH/ICHIndex.html.To access information click on the link, Continuum of Care 2015 Competition. Information and resources will be posted as they become available.
- HUD has $1.89 billion available this year which is expected to be sufficient to fund all renewal projects. However, HUD is significantly changing its scoring process for funding projects. HUD anticipates having sufficient funds to renew all existing project applicants. However, all Continuums of Care are still required to prioritize project applicants using a two-tiered system. Tier 1 is estimated to be ARD minus 15% = $6,378,329 and Tier 2 is to be $1,125,587.
- Funding is available to create new permanent supportive housing projects for chronically homeless persons/families as well as rapid re-housing projects for homeless families/individuals including those fleeing domestic violence. Montgomery County CoC is eligible to apply for funding of up to $1,125,587 for this purpose. In support of the CoC's strategic plan and based on Point-in-Time, HMIS and Housing Inventory information, the CoC plans to allocate funding for two new projects as follows:
    1. Permanent Supportive Housing - maximum budget of $825,587 and
    2. Rapid Re-housing - maximum budget of $300,000
- Funds from existing projects can be reallocated to create new permanent supportive housing or rapid re-housing. During the 2015 competition, the CoC will accept applications from current project applicants who wish to voluntarily reallocate funding to create new Permanent Supportive Housing for chronically homeless individuals or families or to create Rapid Re-housing units for families.
- All new and renewal projects will be reviewed and ranked by the CoC Allocation Committee in accordance with the established ranking and review process.

II. Renewal Projects Applications
- Renewal projects are eligible for renewal if the grant term expires during calendar year 2016. Per HUD, renewal projects are eligible to be renewed for a one year term.
- All applicants should closely review the renewal project detailed instructions, instructional guides and funding announcements to assure that applications are completed correctly.
- Ranking of Renewal Project Requests will be based on both on the Applicant's past CoC grant performance and the newly submit Renewal Project request.

   A. Renewal Project Past Performance - Past grant performance will be reviewed and included as part of the project ranking process for the following:

      1. Grant standards were met as evidenced by timely execution of grant agreement, quarterly drawdown of funds and history of recapture of funds by HUD
      2. History and status of any HUD monitoring findings
      3. Submission of APR to HUD within required timeframe

4. Bed Utilization Rates
5. Performance in assisting program participants to achieve and maintain independent living and record of success including:
    a. Increasing income
    b. Connection to mainstream benefits
    c. Exit to permanent housing - (TH and RRH)
    d. Retention in and Exit to permanent housing - (PSH only)
    e. Eligibility for type of housing

   B. Project Renewal Application - Project Applications will be reviewed and ranked based on the following criteria:

   1. Clear description of target population to be served including number served, characteristics of participants, and demonstration that participant eligibility meets HUD criteria for type of housing being proposed.
   2. Clear description of how program will address individual needs/issues of the target population including helping participants to obtain mainstream health, social and employment services
   3. Clear description of how program will assist participants to increase income
   4. Clear description of how program will assist participants to obtain and/or retain permanent housing
   5. Clear description of projected outcomes of project
   6. Clear description of how program follows Housing First model per HUD definition and any efforts to strengthen implementation of approach – **Note: be sure to address in narrative section of application**
   7. Clear description of Coordination with other sources and partners
   8. Clear description of any special populations that project is able to serve
   9. For Permanent Supportive Housing Programs only - Plans for prioritizing chronically homeless for beds available through turnover that have not been designated for chronically homeless
   10. For Transitional Housing Projects Only
       a. Special population served by project
       b. Importance of transitional housing for serving this population over other permanent housing options including PSH or Rapid Rehousing
   11. Participation in CoC Coordinated Entry System
   12. Extent to which project applicant leverages additional cash and in-kind resources. HUD will award maximum points to projects that have written commitments of at least 150% of the total request to HUD.

III. New Permanent Housing Projects

- A total of $1,125,587 is available to create new permanent housing projects. As described above, in support of the CoC's strategic plan and based on Point-in-Time, HMIS and Housing Inventory information, the CoC plans to allocate funding for two new projects as follows:
    1. Permanent Supportive Housing - maximum budget of $825,587 and
    2. Rapid Re-housing - maximum budget of $300,000
- The CoC plans to submit two requests for new project funding only: one permanent supportive housing project and one rapid re-housing project.

- All applicants should closely review the new project detailed instructions, instructional guides and funding announcements to assure that applications are completed correctly.

  A. *Project Application – New Bonus Project* - New project applications for Permanent Supportive Housing and Rapid Re-housing will be reviewed using the following criteria:

    1. Organization Capacity
        a. Experience performing activities proposed in application
        b. Experience using federal funds including any unresolved HUD findings on other HUD funded grants
        c. Experience leveraging other federal, state, local and private sector funds
        d. Organization and management structure including internal coordination and financial controls

    2. Project Overview
        a. Clear description of target population to be served including number served, characteristics of participants, and demonstration that participant eligibility meets HUD criteria for type of housing being proposed.
        b. Clear description of how program will address individual needs/issues of the target population including helping participants to obtain mainstream health, social and employment services
        c. Clear description of how program will assist participants to increase income
        d. Clear description of how program will assist participants to obtain and/or retain permanent housing
        e. Clear description of projected outcomes of project
        f. Clear description of how program follows Housing First model per HUD definition including but not limited to those with too little income or no income, current or past substance abuse, criminal history and chronic homelessness– **Note: be sure to address in narrative section of application in addition to check boxes**
        g. Plan for rapid implementation of program including description of how project will be ready to begin housing first participant with 6 months of grant award
        h. Clear description of Coordination with other sources and partners
        i. Clear description of any special populations that project is able to serve
        j. Participation in CoC Coordinated Entry System
        k. Extent to which project applicant leverages additional cash and in-kind resources. HUD will award maximum points to projects that have written commitments of at least 150% of the total request to HUD.

IV. New Projects Created through Reallocation
- Funds from existing projects can be reallocated to create new permanent supportive housing for chronically homeless individuals or families and/or rapid re-housing for individauals and families from street or emergency shelter, yout up to age 24 and persons fleeing DV. This reallocation will be done via the Tier 1/Tier II competition
- Note that clients served in Permanent Supportive Housing and Rapid Re-housing Programs created through reallocation must meet the eligibility criteria for those programs. Therefore, individuals and families who may currently be residing in transitional housing funds are not eligible.

- Applicants should refer to the New Project Application detailed instructions and instructional guide on the HUD website for further information.

V. Match and Leveraging
- **Match -** All projects (new, reallocation or renewal) must meet the HUD mandated match requirement to be eligible.
    - HUD requires a 25% match on all grant funds requested except for leasing costs.
    - Match can be **in-kind** or **cash**
    - Any cash or in-kind funds used towards match must be used to support eligible activities under the grant.
    - In-kind or case contributions in excess of the 25% HUD required match should not be included on your application as match; they are considered leverage
- **Leverage** – All projects must include leverage sources in their application
    - Leverage can be **in-kind** or **cash**
    - Any contribution either in-kind or cash that is above the required 25% HUD match should be considered leverage
    - Cash and in-kind contributions used as leveraging need to support the project but do not necessarily need to be considered an eligible cost under the grant.
- **Cash -** Any source of funds, including any other federal sources (excluding Continuum of Care program funds), as well as State, local, and private sources are considered cash contributions. Cash contributions used as match cannot be not statutorily prohibited from being used for that reason (some federal funding streams prohibit this.
- **In-Kind -** Value of any real property, equipment, goods, or services contributed to the project.
    - Services (counseling, legal advocacy, etc.) and physical goods (food, furniture, clothing, etc.) can be counted as in-kind leverage.
- To be considered as match or leverage any funds, goods, or services would need to come directly from the source to your organization.
- Benefits such as food stamps or TANF (cash assistance for program participant) received directly from the program participant **cannot** be counted as leverage.
- Supportive services that are provided to a program participant by a third party **can** be counted as an in-kind leveraging source.
- Rents and occupancy charges collected by program participants is considered program income, which is also **not** considered an eligible source of match or leveraging.

VI. Montgomery County CoC Timelines for 2015:

Important Deadlines are as follows:

- **CoC Competition Technical Assistance Session – Mon. Sept 28, 2015 from 11am to 12:30 pm at 1301 Piccard Drive, 1st Floor Conference Room.**
  The session will provide a detailed overview of the CoC application process including a review of CoC and HUD priorities, review of requirements for project applications, and an overview of the ranking and selection process.

- **Letter of Intent to apply for New Project – Mon. Oct 5, 2015 by 5 pm**
    - Submit Letter for Intent via email to Kim Ball at Kim.Ball@montgomerycountymd.gov
    - Letter must include: New Project Type – PSH or RRH – and anticipated number of units to be created for individuals and families.

- **Renewal Project supporting documents due by Weds, Oct 7, 2015 at 5pm**
  - Submit via email to Kim Ball at Kim.Ball@montgomerycountymd.gov
  - Documents include:
    1. HUD Monitoring Reports if reviewed in Calendar Year 2013 2014 or 2014. If you were not reviewed by HUD during those calendar years, please provide a statement for documentation of your last review.
    2. APR that was submitted to HUD between October 1, 2014 through September 30, 2015.
    3. Statement regarding status of expenditures. Please include the start date of your grant agreement, the date that funds were requested and the status of expenditures and any factors contributing to delays in expenditures

- **Renewal Project Applications – Mon. Oct 19, 2015 by 5 pm**
  - Submit to Kim Ball in PDF format via email at Kim.Ball@montgomerycountymd.gov
  - <u>Do NOT submit Project Application via e-SNAPS until you are notified</u>
  - Submission must include completion of all necessary required attachments

- **New Project Applications – Weds. Oct. 21 by 5 pm**
  - Submit to Kim Ball in PDF format via email at Kim.Ball.montgomerycountymd.gov
  - <u>Do NOT submit Project Application via e-SNAPS until you are notified</u>

- **Notification of Project Selection and Priority Ranking – Thurs. Nov. 5, 2015**

Any Applicant whose application has been rejected by the CoC Allocation Committee and is not submitted as part of the Consolidated Application will have the right to appeal this decision directly to HUD.