



2018 HUD Continuum of Care Program Competition Application Process

Please read the instructions carefully.

Agencies within MACH's service area of Montgomery, Autauga, Bullock, Elmore and Lowndes counties are invited to submit applications for funding under the HUD NOFA for the FY18 Continuum of Care Program Competition. Any agency interested in applying should follow the instructions below to prepare Project Application for a time-limited presentation to the Project Review Committee. The presentation session will also include time for questions and answers to enable the committee members to make an informed assessment of the proposed projects. The project review committee will meet in mid-September.

If your agency plans to submit a proposal, you MUST contact Nancy Fitzpatrick at mach@midalhomeless.org, no later than Friday, August 17, 2018, to schedule a time to present to the Project Review Committee.

Application materials are due on Friday, August 17, 2018 by 5pm CST. Late applications will result in lost points.

The review committee will present its recommendation regarding the projects and priority ranking to the MACH Board for its approval, and agencies will be notified of a **final decision on or before August 31, 2018.**

Available Funding

MACH is the Collaborative Applicant for the AL-504 Continuum of Care. The HUD-approved Annual Renewal Demand (ARD) for AL-504 is \$1,970,964. HUD is continuing its two-tier funding process for the FY18 Competition. CoC's are required to rank all projects, except the CoC planning project which does not count toward the total ARD amount. MACH's Project Review Committee will review the projects and assign preliminary rankings, and the Board of Directors will review the recommendations and vote on the final rankings.

Annual Renewal Demand: \$1,970,964

Tier 1 (equal to 94% of the CoC's ARD): \$1,852,706

Tier 2 (difference between Tier 1 and the CoC's ARD + amount for Bonus and DV Bonus projects):
\$394,952

Eligible Project Types

Renewal Projects – Current HUD CoC grantees with a project expiring in calendar year 2019 are eligible to submit an application to renew the project for 1 year. In order to be eligible for renewal in FY 2018, a project must have an executed grant agreement by December 31, 2018 and have an expiration date in Calendar Year (CY) 2019 (between January 1, 2019 and December 31, 2019). Renewals are **NOT** automatic. The CoC has to rank all renewal projects this year, and HUD will consider these rankings when making renewal awards. Renewals will be judged based on past performance.

New Projects – HUD may award funds for new projects or new expansion projects through reallocation and/or Bonus or DV Bonus projects in the FY2018 competition. MACH will entertain applications for new projects in both categories. The Project Review Committee will determine if any renewal grants will be reduced or fully reallocated to create new projects. Projects selected for reallocation would be low-performing projects or those that do not meet HUD's policy priorities. Any projects created through reallocation would likely be \$100,000 or less, and agencies should consider the funding limitations when proposing new projects.

- New Projects Created Through Reallocation or Bonus may be:
 - Permanent housing-permanent supportive housing (PH-PSH) projects that meet the requirements of Dedicated PLUS as defined in Section III.C.3.f of the 2018 NOFA or where 100 percent of the beds are dedicated to individuals and families experiencing chronic homelessness, as defined in 24 CFR 578.3.
 - CoCs may create new permanent housing-rapid rehousing (PH-RRH) projects that will serve homeless individuals and families, including unaccompanied youth;
 - Joint TH and PH-RRH component projects as defined in Section III.C.3.m of the 2018 NOFA to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking
 - Dedicated HMIS project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in esnaps.
 - Supportive services only (SSO-CE) project to develop or operate a centralized or coordinated assessment system.

- New Projects Created Through DV Bonus may be:
 - Permanent Housing-Rapid re-housing projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3
 - Joint TH and PH-RRH component projects as defined in Section III.C.3.m of the 2018 NOFA dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3
 - Supportive service only-coordinated entry project to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet 30 of 84 the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

- MACH can apply for up to **\$118,258** in new projects or new expansion projects under the Bonus and **\$158,436** in new projects or new expansion projects under the DV Bonus.

Notes about new Expansion Projects

- Project applicants that intend to submit a new reallocation or bonus or DV bonus project for the purposes of expanding an eligible renewal project must:
 - Provide the eligible renewal grant number of the project to be expanded on the new project application;
 - Indicate how the new project application will expand units, beds, services, persons served, or in the case of HMIS projects, how the current HMIS grant activities will be expanded for the CoC's geographic area; and
 - Ensure the funding request for the new expansion project is within the funding parameters allowed under the reallocation process or bonus or DV bonus.

Application Process – New & Renewal Projects

1. Carefully read the NOFA released by HUD (General and Program sections). The HUD NOFA and related guidance can be accessed here:
<https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf>
2. Prepare and submit an application profile and a Project Application for each new or renewal project through esnaps. Instructions on how to register for esnaps and complete the applicant profile can be found here: <https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#general-resources>

There are several steps to this process. Each applicant must 1) register for esnaps, 2) create an applicant profile, 3) register for the funding opportunity, 4) create a project, and 5) complete the submission. **Do NOT wait until the last minute to begin this process.** Please note that all Project Applicants must have a DUNS number and an active SAM registration. **All renewal applicants should ensure that their uploaded forms are signed within the date range of May 1, 2018 and September 18, 2018.** More information about these issues can be found through the links above.

3. Export and save the project application to a PDF file.
4. Email the PDF of the project application plus the following attachments to mach@midalhomeless.org by **Friday, August 17, 2018. Late applications will lose points in the review process.**
 - a. Supplementary report (see instructions on next page)
 - b. Most recent HUD APR (Renewals only: If you have not officially submitted an APR due to the HUD technical delay, please submit a copy of the APR report from HMIS.)
 - c. IRS 501c3 letter or other documentation of non-profit status
 - d. Current list of board of directors with affiliations
 - e. Most recent audit
 - f. Most recent Form 990
 - g. Proof of current SAM.gov registration
5. Agency representatives presenting the proposal to the Project Review Committee will be contacted prior to the meeting with instructions on how many hard copies to bring to the meeting.

Important Notes:

MACH reserves the right to request additional information from project applicants during the application and review process. The Project Review Committee will determine if any additional information is necessary.

Remember that all grants, new or renewal, are subject to the scrutiny outlined in the current NOFA which will include being put through the Ranking and Scoring process to determine ranking into Tier 1 or Tier 2. A complete, updated list of all objective criteria and past performance measures used in the ranking and scoring process will be posted on the MACH website.

Direct any questions regarding MACH's CoC Competition Application Process to MACH Executive Director Nancy Fitzpatrick at (334) 261-6182 or mach@midalhomeless.org.

Supplementary Report

Each project application PDF must be accompanied by a supplementary report following the format below.

Name of Proposing Agency
Contact Person & Telephone Number
Project Title

- 1. HUD's Policy Priorities:** Describe how the project addresses one or more of HUD's policy priorities listed in the CoC FY18 NOFA. Address which specialized populations the project will serve, if any (Chronic, Family, Youth, and/or Veterans).
- 2. Participation in the Continuum of Care:** Describe the extent to which the agency has demonstrated an active commitment to and involvement in the Mid-Alabama Coalition for the Homeless CoC.
- 3. Coordination of Services:** State how the proposed services are integrated into the overall community-based response to homelessness through the CoC. Describe the agency's use (or intended use) of the MACH Coordinated Entry system.
- 4. Mainstream Resources:** Describe how the agency/program coordinates with mainstream resources for which program participants may be eligible. (Not applicable to HMIS projects)
- 5. Agency Experience and Capacity:** State the experience of the agency in providing services to the homeless population and describe the capacity of the agency to manage the proposed project and federal grant funds. New applicants should describe past experience with other HUD or Federal funds.
- 6. Participation in the Homeless Management Information System (HMIS):** Describe the agency's intent to enter client data in the HMIS. For existing projects, include the current percentage of clients entered in HMIS for this project and the percent of universal data elements for clients entered. If there is a HUD exception to participation in HMIS that applies to your agency/clients, please describe the agency's use of a comparable database.
- 7. Implementation:** Describe the ability of the agency to implement the project in a timely fashion.
- 8. Appropriateness for Target Population:** Describe the project's target population and how the proposed housing units will meet the needs of the population. (Not applicable to HMIS projects)
- 9. Housing First:** For Permanent Housing applications, describe how the agency/program uses a *Housing First* approach to prioritize rapid placement and stabilization in permanent housing. Specifically address 1) any service participation requirements or preconditions of the project, and the agency's reasoning for using these requirements, if any, and 2) how the project promotes participant choice. For Transitional Housing applications, discuss how the project is low barrier, works to move clients quickly to permanent housing, does not require participation in supportive services, and does not require any preconditions to moving into transitional housing. (Not applicable to HMIS projects)

- 10. Chronic Homelessness:** Discuss how your agency prioritizes chronically homeless individuals and families for its programs in accordance with HUD's Notice CPD 14-012 and MACH's CoC Written Standards. (Not applicable to Domestic Violence TH or HMIS projects)
- 11. Match and Leveraging:** Describe the agency's ability to provide the required matching funds and any additional leveraging funds the agency can commit to the project. Leverage is expected to be provided at a ratio of 2:1 or greater. Please list specific sources of match and leverage.
- 12. Agreement to Pay HUD Grantee Dues/Fees:** Indicate the agency's willingness to pay a designated percentage of the grant award with non-grant funds to the Mid-Alabama Coalition for the Homeless (MACH) for costs associated with operating MACH as the Continuum of Care.

Additional Questions for Renewals Only: In addition, all proposals for renewal grants will need to complete the following questions shown below for each renewal grant proposed. PLEASE NOTE: Submit data for the most recently ended grant period, even if the APR has not yet been submitted to HUD. This information should be available through HMIS. (#13-18, & #21 are not applicable to HMIS projects)

- 13. Participant Eligibility:** Discuss the program's participant eligibility in relation to the HUD definition of homelessness and the records the agency keeps to determine eligibility.
- 14. Bed/Unit Utilization:** List Bed/Unit utilization rates for most recent APR period. If a project's bed utilization rate was less than 80% during any quarter of the last fiscal year, explain why the rate has fallen below 80% and what has been done to remedy the issue.
- 15. Permanent Housing Destinations:** List the percentage of program participants leaving the program who exited to permanent housing destinations.
- 16. Income:** List the percentage of all program participants, both stayers and leavers, who have maintained and/or increased employment and/or non-employment income since program entry. List the percentage of leavers who have mainstream (non-cash) benefits at program exit.
- 17. Risk of Violence:** Discuss how well the program participants report a higher feeling of safety or self-determination and/or lower risk of violence upon program exit. (Domestic Violence TH projects only)
- 18. Best Practices:** Discuss how the project implements trauma-informed practices. (Domestic Violence TH projects only)
- 19. Last HUD Monitoring Report:** List findings for last HUD monitoring visit or attach the monitoring report. List actions to correct any HUD finding requiring corrective actions. If the project has not received a monitoring visit by HUD, then state: No Report
- 20. Drawdowns:** List the dates of drawdowns for the current renewal grant.

21. Funds Returned: List the amount of funds returned to HUD for previous renewal grants that expired in each year for 2014-2017 and any funds expected to be returned in the current grant year.

22. Rate of Expenditure for Last APR Year

1. Annual Period: (Month/Day/Year through Month/Day/Year)
2. Annual HUD award for APR period above: \$
3. Total HUD funds expended for APR period above:
4. % of Funds Expended: (Divide item 3 by item 4 times 100)

23. APR Period Information & Cost Effectiveness Data

1. Annual Period: (Month/Day/Year through Month/Day/Year)
2. Total # of Individual and/or Family Housing Units Available:
3. Annual capacity for occupancy possible: (Item 2 times 365)
4. Actual occupied unit days of services: (Total number of occupied unit days of service)
5. Annual % of Capacity: (Divide item 3 by item 4 times 100)

**Mid-Alabama Coalition for the Homeless
FY2018 Continuum of Care Homeless Assistance Program
Project Review Schedule**

July 19, 2018	Request for Project Applications issued.
August 18, 2018	Agencies must contact Nancy Fitzpatrick, Executive Director at mach@midalhomeless.org to schedule a time to present before the Project Review Committee.
August 18, 2018 5pm CST – Late applications will lose points.	Project applications due in esnaps, and a PDF version plus attachments due to Nancy Fitzpatrick via email at mach@midalhomeless.org.
Late-August 2018	Agencies present projects to the Project Review Committee. Project Review Committee submits rankings and any recommendations for reallocation to CoC Board for final vote.
On or before August 31, 2018	Applicants will be notified of selection or denial.
September 9, 2018	Corrections or adjustments to project applications in esnaps that arise during the review process must be made.
September 18, 2018	Deadline for final grant submission to HUD by CoC.