



**2019 HUD Continuum of Care Program Competition
Notice of Funding Availability (NOFA)
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 Notice of Funding Availability (NOFA) for the FY19 Continuum of Care Program Competition. MACH encourages applications from both currently funded agencies and those that have not received funding in the past. 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 early September.

- If your agency plans to submit a proposal, you **MUST** contact Lydia Pickett at mach@midalhomeless.org, no later than August 30, 2019 to schedule a time to present to the Project Review Committee.
- Application materials are due in e-snaps on August 30, 2019 by 5pm CST. Late applications will result in lost points.
- The review committee will present its recommendation regarding the projects along with priority ranking to the MACH Board for its approval, and agencies will be notified of a final decision on or before September 15, 2019.

Available Funding

MACH is the Collaborative Applicant for the AL-504 Continuum of Care (CoC). The HUD-approved Annual Renewal Demand (ARD) for AL-504 is \$1,196,145. HUD is continuing its two-tier funding process for the FY19 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.

MACH's Annual Renewal Demand (ARD): \$1,196,145

- Tier 1 (equal to 94% of the CoC's ARD): \$1,127,942
- Tier 2 (difference between Tier 1 and the CoC's ARD + amount for Bonus and DV Bonus projects): \$337,356

MACH can apply for up to \$106,813 in new projects or new expansion projects under the Bonus and \$162,340 in new projects or new expansion projects under the DV Bonus. There is an additional \$427,251 available for new or expansion projects that address HUD priorities as stated in the NOFA.

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 2019, 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 FY2019 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.

New Projects Created Through Reallocation or Bonus or Other Available Funds may be:

- Permanent housing-permanent supportive housing (PH-PSH) projects that meet the requirements of Dedicated PLUS as defined in Section III.C.2.g of this NOFA or where 100 percent of the beds are dedicated to individuals and families experiencing chronic homelessness, as defined in 24 CFR 578.3
- Permanent housing-rapid re-housing (PH-RRH) and joint transitional housing (TH) and PH-RRH projects that serve persons who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3. Additionally, these projects may serve persons who qualify as homeless under paragraph (3) of 24 CFR 578.3 if the CoC is approved to serve persons in paragraph (3).

New Projects Created Through DV Bonus may be:

- Permanent housing-rapid re-housing (PH-RRH) projects that demonstrate trauma-informed, victim-centered approaches
- Joint transitional housing (TH) and PH-RRH component projects as defined in Section III.C.2.n of this NOFA that demonstrate trauma-informed, victim-centered approaches
- SSO Projects for Coordinated Entry (SSO-CE) to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of people experience homelessness who are survivors of domestic violence, dating violence, or stalking

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Notes about New Expansion Projects

Project applicants that intend to submit a new project, reallocation project, 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://files.hudexchange.info/resources/documents/FY-2019-CoC-Program-Competition-NOFA.pdf>

2. Prepare and submit an application profile and a Project Application for each new or renewal project through e-snaps. Instructions on how to register for e-snaps 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 e-snaps, 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, 2019 and September 30, 2019.** 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 **August 30, 2019, 5 p.m. CST. Late applications will lose points in the review process.**

- a. Supplementary report (see instructions on next page)
- b. Most recent HUD APR
- 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, Lydia Pickett at 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 FY19 NOFA. Address which specialized populations the project will serve, if any (chronically homeless, families, youth, and/or veterans).
- 2. Participation in the Continuum of Care (CoC):** 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 85% during any quarter of the last fiscal year, explain why the rate has fallen below 85% 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: (Item 3 ÷ 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: (Item 3 ÷ Item 4, times 100)



**Mid-Alabama Coalition for the Homeless
FY2019 Continuum of Care Homeless Assistance Program
Project Review Schedule**

July 25, 2019	Request for project applications issued.
August 30, 2019	Agencies must contact Lydia Pickett, Executive Director at mach@midalhomeless.org to schedule a time to present before the Project Review Committee.
August 30, 2019 at 5pm CST Late applications will lose points.	Project applications due in e-snaps, and a PDF version plus attachments due to Lydia Pickett via email at mach@midalhomeless.org.
Between August 30 and Sept 15	Agencies present projects to the Project Review Committee. Project Review Committee submits rankings and any recommendations for reallocation to CoC Board for final vote.
September 15, 2019 or earlier	Applicants will be notified of selection or denial.
September 23, 2019	Corrections or adjustments to project applications in e-snaps that arise during the review process must be made.
September 26, 2019 or before	Completed HUD application with ranking and scoring will be posted on MACH website.
September 30, 2019	Deadline for final grant submission to HUD by CoC