



2021 HUD Continuum of Care Program Competition Application Process

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 Opportunity (**NOFO**) for the FY21 Continuum of Care Program Competition. Any agency interested in applying should follow the instructions below to prepare a Project Application for presentation to the Project Review Committee. The presentation session will include time for questions and answers to enable the committee members to make an informed assessment of the proposed projects. (**READ THE FULL [NOFO](#).**)

If your agency plans to submit a proposal, you MUST contact Lydia Pickett at Lydia@midalhomeless.org, no later than Friday, October 15, 2021, to schedule a time to present to the Project Review Committee. **Application materials are due on Friday, October 15, 2021 by 5pm CST. Late applications will result in a deduction of points.**

Available Funding

MACH is the Collaborative Applicant for the AL-504 Continuum of Care. FY 21 funding for AL-504 is as follows:

- Annual Renewal Demand (ARD): \$1,181,194 (amount available for project renewals)
- CoC Planning: \$55,655
- CoC Bonus: \$92,759
- Domestic Violence Bonus: \$278,276
- Tier 1 (100% of the ARD): \$1,181,194
- Tier 2: \$92,759 (difference between Tier 1 and the ARD + amount for CoC Bonus projects)

Eligible Project Types

Renewal Projects – Current HUD CoC grantees are eligible to submit an application to renew the project for 1 year. Renewals are **NOT** automatic. The CoC has to rank all renewal projects, and HUD will consider these rankings when making renewal awards. Past performance will be examined when ranking projects being considered for renewal.

New Projects – HUD may award funds for new projects through reallocation, CoC Bonus projects, and/or Domestic Violence bonus funds. 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 CoC Bonus or reallocation may be:
 - Permanent supportive housing projects that qualify as DedicatedPLUS as described in Section III.B.2.g of the [NOFO](#).
 - Rapid Rehousing, joint Transitional Housing and Rapid Rehousing, and Supportive Services Only (SSO) projects for a centralized or coordinated assessment system
 - Domestic Violence Bonus projects (Rapid Rehousing, joint Transitional Housing and Rapid Rehousing, and Coordinated Entry SSO) to serve survivors of DV, dating violence, sexual assault, or stalking
- MACH can apply for up to **\$92,759** in new projects under the CoC Bonus and **\$278,276** under the Domestic Violence Bonus. Agencies may apply for all or a portion of this amount.

Application Process – New & Renewal Projects

1. Carefully read the [NOFO](#) released by HUD (General and Program sections).
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, along with other application resources can be found here: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/> .
3. Each applicant must a) register for esnaps, b) create an applicant profile, c) register for the funding opportunity, d) create a project, and e) complete the submission. All Project Applicants must have a DUNS number and an active SAM registration. More information about these issues can be found through the link above.
4. Export and save the project application to a PDF file.
5. Email the PDF of the project application plus the following attachments to Lydia@midalhomeless.org **by Friday, October 15, 2021 at 5 p.m. CST. Late applications will lose points in the review process.** You will need to submit:
 - a) Supplementary report (see instructions on next page)
 - b) Most recent HUD APR (for renewals only)
 - 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
6. 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.
- All grants, new or renewal, are subject to the scrutiny outlined in the current NOFO which will include being put through the Ranking and Scoring process.
- 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 Lydia Pickett at (334) 261-6188 or Lydia@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 encompasses one or more of HUD's policy priorities listed in the Section II.A. of the CoC FY21 NOFO.
- 2. Participation in the Continuum of Care:** Describe the extent to which your 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 each quarter** of 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 2012-2015 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**
 - a. Annual Period: (Month/Day/Year through Month/Day/Year)
 - b. Total # of Individual and/or Family Housing Units Available:
 - c. Annual capacity for occupancy possible: (Item 2 times 365)
 - d. Actual occupied unit days of services: (Total number of occupied unit days of service)
 - e. Annual % of Capacity: (Divide item 3 by item 4 times 100)

**Mid-Alabama Coalition for the Homeless
FY2021 Continuum of Care Homeless Assistance Program
Project Application Timeline**

October 15, 2021	Agencies must email Lydia Pickett at Lydia@midalhomeless.org to schedule a time to present their projects to the Project Review Committee.
October 15, 2021 5pm CST – <i>Late applications will lose points.</i>	Project applications are due in esnaps, and a PDF version plus attachments due to Lydia Pickett via email at Lydia@midalhomeless.org .
October 25-29, 2021	Agencies present projects to the Project Review Committee. Project Review Committee reviews and ranks projects and determines recommendations for funding and/or reallocation. Board of Directors meets to vote on Committee’s recommendations.
November 1, 2021	Applicants will be notified of selection or denial. Project rankings will be posted on MACH website.
November 8, 2021	Corrections or adjustments to project applications in esnaps that arise during the review process will be complete.
November 14, 2021	Full CoC Consolidated Application will be posted on MACH website.
November 16, 2021 6:59:59pm CST	Deadline for final grant submission to HUD by CoC.