2024 & 2025 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 FY24 & 25 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 September 27, 2024, to schedule a time to present to the Project Review Committee. **Application materials are due in e-snaps and via pdf to Lydia@midalhomeless.org on September 27, 2024, 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 2024 & 25 Funding for AL-504 is as follows:

- Annual Renewal Demand (ARD): $1,080,275 (amount available for project renewals)
- CoC Planning: $135,063
- CoC Bonus: $324,151
- Domestic Violence Bonus: $405,188
- Reallocation: $0
- Tier 1 (90% of the ARD): $972,248
- Tier 2: $837,366 (difference between Tier 1 and total ARD, reallocation, and Bonus funds)
- Total funds available: $1,944,677 (ARD + CoC Planning + CoC Bonus + DV Bonus)

Eligible Project Types

Renewal Projects – Current HUD CoC grantees are eligible to submit an application to renew the project for 2 years. 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. The Project Review Committee will

determine if any renewal grants will be reduced or fully reallocated or transitioned to create new projects. Projects selected for reallocation would be low-performing projects or those that do not meet HUD's policy priorities. Agencies should consider the funding limitations when proposing new projects.

- New projects created through CoC Bonus or reallocation may be:
  - Permanent Housing/Permanent Supportive Housing (PH-PSH) projects with participants that qualify as DedicatedPLUS or as chronically homeless, as described in Section I.B.2.b.(5) of the NOFO.
  - Permanent Housing/Rapid Rehousing (PH-RRH), Joint Transitional Housing/Permanent Housing-Rapid Rehousing (TH/PH-RRH), and Supportive Services Only – Coordinated Entry (SSO-CE) projects for a centralized or coordinated assessment system.
  - Domestic Violence Bonus and Domestic Violence Reallocation projects: Rapid Rehousing, Joint Transitional Housing/Permanent Housing-Rapid Rehousing (TH/PSH-RRH), and Supportive Services Only -Coordinated Entry (SSO-CE) to serve survivors of DV, dating violence, sexual assault, or stalking who qualify as homeless.

MACH can apply for up to **$324,151** in new projects under the CoC Bonus and **$405,188** under the Domestic Violence Bonus. Agencies may apply for all or a portion of these amounts.

Application Process – New & Renewal Projects

1. Carefully read the NOFO released by HUD (note Table of Contents for specific sections.)

2. Prepare and submit an applicant 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, along with other application resources can be found here: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/.

3. Each project applicant must (a) register in e-snaps, (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 an active SAM.gov registration and a Unique Entity Identifier (UEI) number created in SAM.gov. More information about these items can be found through e-snaps 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 September 27, 2024 at 5 p.m. CST**. **Late applications will lose points in the review process.** You will need to submit:
   a) Supplementary report (instructions included herein)

      b) Most recent HUD APR (for renewals only)
      c) IRS 501c3 letter (new applicants only)
      d) Current list of board of directors with affiliations
      e) Most recent audit (include plan for addressing any findings/issues)
      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.

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) 261-6182 or Lydia@midalhomeless.org.

Mandatory Supplementary Report for FY24 -25 CoC Competition Project Applicants

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

SUGGESTED FORMAT FOR RESPONSES: Brief (but complete) narratives and bullet points.

1. **HUD's Policy Priorities:** How does the project address HUD's policy priorities listed in the Section I.A.4.b. of the current year NOFO?

2. **Participation in the Continuum of Care:** How has your agency has demonstrated active commitment to and involvement with the Mid-Alabama Coalition for the Homeless over the past 12 months? What is your frequency of general membership meeting attendance? On which CoC advisory committee(s) do you participate? What has been your involvement with the PIT Count, River Region Connects, MACH membership meetings, MACH advisory committees, Blanket Drive, etc.?

3. **Coordination of Services:** How are the proposed services integrated into the overall community-based response to homelessness through the CoC? Describe your agency's use of MACH's Coordinated Entry System (CES):
   - **What percentage your CoC program participants have been screened and referred through the CES over the past 12 months? (If not 100%, explain why not).**
   - **What has been your agency's attendance at mandatory Coordinated Entry trainings and case conferencing calls hosted by the HMIS lead agency (HandsOn River Region)?**

4. **Mainstream Resources:** How does your agency/program coordinate with mainstream resources for which program participants may be eligible? (Not applicable to HMIS projects).

5. **Agency Experience and Capacity:**
   - For renewals, briefly describe your experience in providing services to the homeless population and your capacity to manage the proposed project and federal grant funds, with **emphasis on any significant staffing changes over the past 12 months.**
   - New applicants should describe past experience with other HUD or federal funds, as well as anticipated staffing for the proposed project.

6. **Participation in the Homeless Management Information System (HMIS):**
   - For new projects, very briefly describe your understanding of HMIS and plan to participate.
   - For existing projects, (a) what is your **percentage of clients entered in HMIS** for this project and (b) **what is the percent of universal data elements for clients entered over that last 12 months?** If there is a HUD exception to participation in HMIS that applies to your agency or clients, describe the agency's use of a

comparable database, **including percentage of universal data elements entered**.

7. **Implementation:** Describe the ability of the agency to implement the project in a timely fashion. (New projects only)

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 or SSO-CE 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, state **a)** any service participation requirements or preconditions of the project, and the agency's reasoning for using these requirements, if any, and **b)** how the project promotes participant choice. For Transitional Housing applications, discuss how the project **a)** is low barrier, **b)** works to move clients quickly to permanent housing, **c)** does not require participation in supportive services, and **d**) does not require any preconditions to moving into transitional housing. (Not applicable to HMIS or SSO-CE projects)

10. **Prioritization for Services**: What is your system for prioritizing clients served to ensure service to those most in need of assistance and to ensure rapid access to permanent housing? (Not applicable to DV, TH, SSO-CE or HMIS projects)

11. **Matching Funds:** Describe the agency's ability to provide the required matching funds for the project. Matching funds are expected to be provided at 25% of funds awarded. Please list specific sources of match.

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. The percentage assessed for dues is solely decided by MACH and is subject to increase without notice.

Additional Questions for Renewals Only: All proposals for renewal grants will need to complete the following questions for each renewal grant proposed. **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, and #23 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. **For purposes of comparison, provide parallel data for the four quarters of the APR preceding the most recent one.** If a project's bed utilization rate was less than 80% during any quarter of the most recent APR period, explain why the rate has fallen below 80% and what has been done to remedy the issue.

15. **Permanent Housing Destinations:** What is the percentage of program participants leaving the program who exited to permanent housing destinations?

16. **Income:** What percentage of all program participants, both stayers and leavers, who maintained and/or increased employment and/or non-employment income since program entry? What percentage of those who left the program had mainstream (non-cash) benefits at program exit?

17. **Risk of Violence:** Summarize program participants' reports of greater feelings of safety or self-determination and/or lower risk of violence or danger upon program exit. How is this information gathered? (Domestic Violence TH projects only)

18. **Best Practices:** Discuss how the project implements trauma-informed practices. (Domestic Violence TH projects only)

19. **Recent HUD Monitoring Report:** List findings for last HUD monitoring visit (if within the past five years) or attach the monitoring report. List actions to correct any HUD findings requiring corrective actions. If the project has not received a monitoring visit by HUD within the past five years, state *No Report*.

20. **Drawdowns:** List the dates of drawdowns for your currently operating renewal grant.

21. **Funds Returned:** List the amount of funds returned to HUD for previous renewal grants that expired in each year for 2021 - 2023 and any funds expected to be returned in the current grant year.

22. **Rate of Expenditure for Last APR Year**
    a. Period of Performance: (Month/Day/Year *through* Month/Day/Year)
    b. HUD award amount for APR period above:
    c. Total HUD funds expended for APR period above:
    d. % of funds expended: (Item *c* divided by item *b* x 100)

23. **APR Period Information & Cost Effectiveness Data**
    a. Period of Performance: (Month/Day/Year *through* Month/Day/Year)
    b. Total # of Individual and/or Family Housing Units Available:
    c. Annual capacity for occupancy possible: (Item b times 365)
    d. Actual number occupied unit days / occupied bed nights
    e. Annual % of Capacity: (Item *d* divided by item *c* x 100)

Mid-Alabama Coalition for the Homeless
FY2024 & 2025 Continuum of Care Homeless Assistance Program
Project Application Timeline

September 27, 2024	Agencies must email Lydia Pickett at Lydia@midalhomeless.org to schedule a time to present their projects to the Project Review Committee.
September 27, 2024 5 p.m. CST – Late applications will lose points.	Project applications are due in e-snaps, **and** a PDF version plus attachments due to Lydia Pickett via email at Lydia@midalhomeless.org.
October 1 - 7, 2024	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.
No later than October 9, 2024	Applicants will be notified in writing of acceptance, rejection, or reduction of the amount or their proposed projects, with an explanation of any rejection or reduction.
October 18, 2024	Corrections or adjustments to project applications in e-snaps that arise during the review process will be complete.
No later than October 28, 2024	Full CoC Consolidated Application, attachments, and the Priority Listing (ranking) will be posted on MACH website.
October 30, 2024 6:59:59pm CST	Deadline for final grant submission to HUD by CoC.