

York City/County Continuum of Care FY 2017 New Project Solicitation

New Project Solicitations due by 4:00 p.m. August 10, 2017

Submit to: kblechertas@ycpc.org

Subject Line: New Project Solicitation – Agency Name

The York CoC is soliciting New Project Solicitations from agencies interested in applying for new projects for submission as part of the FY2017 Continuum of Care (CoC) Application.

Maximum funding available for new projects:

Permanent Housing Bonus: \$109,643

Reallocation: \$To Be Determined

These funding sources must be applied for separately and cannot be combined on a single new project solicitation form.

Eligible Activities

Eligible Activities for PH Bonus:

- DedicatedPLUS Permanent Supportive Housing (NEW)
- Permanent Supportive Housing for Chronically Homeless
- Rapid Re-housing
- Joint Transitional Housing/ Rapid Re-housing (NEW)
- Expansion of Existing Renewal to Increase Units or Households Served (NEW)

Eligible Activities for Reallocation:

- DedicatedPLUS Permanent Supportive Housing (NEW)
- Permanent Supportive Housing for Chronically Homeless
- Rapid Re-housing
- Joint Transitional Housing/ Rapid Re-housing (NEW)
- Expansion of Existing Renewal to Increase Units or Households Served (NEW)
- HMIS*
- Coordinated Entry System*

*The County of York, through the York County Planning Commission, currently operates both the HMIS solution for this CoC, as well as the Coordinated Entry System. Only that office may apply for these grant types. This office does not intend to expand the HMIS grant during FY2017. Expansion of the Coordinated Entry grant is still under consideration.

These will initially be 1-year grants with the expectation that they can be renewed in future CoC applications.

Eligible Activity Descriptions

These are brief descriptions of the eligible activities listed above. For more information, please see the Department of Housing and Urban Development's Notice of Funding Availability for the Fiscal Year 2017 Continuum of Care Program Competition, found here: <https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/>

DedicatedPLUS Permanent Supportive Housing:

A permanent supportive housing project where 100% of the beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth, that at intake are:

- Experiencing chronic homelessness, or,
- Residing in a transitional housing project that will be eliminated through FY2017 CoC competition and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project; or,
- Residing in a place not meant for human habitation, emergency shelter, or safe haven but the household experiencing chronic homelessness had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement; or,
- Residing in a transitional housing funded by a Joint TH and PH-RRH project who were experiencing chronic homelessness prior to entry; or,
- Residing and has resided in a place not meant for human habitation, safe haven, or emergency shelter for at least 12 months in the last 3 years, but has not done so on 4 separate occasions; or,
- Receiving assistance through a VA funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance program.

Permanent Supportive Housing – 100% Chronic Dedicated:

Permanent Supportive Housing (PSH) is permanent housing with indefinite leasing or rental assistance paired with supportive services to assist persons experiencing homelessness, and have a disability or families with an adult or child member with a disability, achieve housing stability. Reminder: While the disability of a child may qualify the household for PSH, a household does not meet the chronic definition if the child is the household member with the qualifying disability.

"100% Dedicated" is a project defined as: Beds dedicated to Individuals and Families meeting the Chronically Homeless definition. A permanent supportive housing bed that is dedicated specifically for use by households who are chronically homeless within a CoC's geographic area, as reported in the CoC's Housing Inventory Chart (HIC). When a program participant exits the project, the bed must be filled by another participant who meets the chronic homeless definition, unless there are no persons meeting that definition located within the CoC's geographic area.

Potential applicants are strongly encouraged to review all of the documentation available on the HUD Exchange regarding the final definition of chronic homeless as well as methods for documenting status. Materials are available at:

<http://tinyurl.com/CHDefinition> . A flow chart to assist in determining chronic status is available here: <https://www.hudexchange.info/resource/5181/flowchart-of-huds-definition-of-chronic-homelessness/>

Rapid Re-housing:

Rapid Re-Housing is a model of housing assistance that is designed to assist the homeless, with or without disabilities, move as quickly as possible into permanent housing and achieve stability in that housing. Rapid re-housing assistance is time-limited, individualized, and flexible.

For FY2017, RRH can serve households that meet the following criteria:

- Literally homeless (place not meant for human habitation, emergency shelter)
- Residing in a Transitional Housing project that was eliminated in the FY2017 CoC Program Competition (New)
- Residing in Transitional Housing funded by the Joint TH/PH-RRH Component (New)
- Receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake into the VA's homeless assistance system (New)

Joint TH/PH-RRH:

Grantees must be able to provide both Transitional Housing and Rapid Re-housing components. Participants in the program may choose to receive only one of the components and do not need to go through TH to receive RRH.

This project type is most appropriate for:

- Locations with large numbers of people living in unsheltered situations – provides temporary low-barrier housing while helping to quickly move to permanent housing.
- Communities that lack safe crisis housing for people fleeing domestic violence to access while searching for a safe permanent place to live.
- Youth that have high rates of unsheltered homelessness – it provides a tool to develop projects tailored to the unique developmental needs of youth and help them move quickly to permanent housing with available supportive services to help them maintain that housing.

Funding limited to:

- Capital costs, leasing, and operating costs to provide transitional housing
- Short-or-medium term tenant-based Rental Assistance on behalf of program participants to pay for the RRH portion of the project.
- Supportive Services
- HMIS
- Administrative Costs

Expansion of Renewal Project:

This project type is available to expand existing eligible renewal projects that will increase the number of units in the project, or allow the recipient to serve additional persons.

If conditionally selected for funding, the new grant agreement will incorporate both the

renewal and new expansion projects.

What will the grant pay for?

The HUD grant can be used towards:

- **Housing Costs:** For Leasing of a single site or scattered site housing units, for Rental Assistance to assist a household pay their rent, or operating funds to operate a site owned or leased by your agency
- **Supportive Services Costs:** Case management to assist households in obtaining and maintaining their housing, as well as other costs (see budget form)
- **Administrative Costs:** To provide funding for your agency to manage the grant including drawing down funds, reporting to HUD, supervision of staff

Are there match requirements?

The grantee must provide a 25% match – either cash or in-kind. The match must cover all Housing, Supportive Services, and Administrative Costs. The only exception is that leasing costs do not require a match.

Are there any special considerations that I need to be aware of?

- Both all housing types are expected to operate in accordance with a **Housing First** approach:
 - Participants are **not screened out** based on the following:
 - Having too little or no income
 - Active or history of substance abuse
 - Having a criminal record with exceptions for state-mandated restrictions
 - History of domestic violence
 - Participants **are not terminated** based on the following:
 - Failure to participate in supportive services
 - Failure to make progress on a service plan
 - Loss of income or failure to improve income
 - Being a victim of domestic violence
 - Any other activity not covered in a lease agreement typically found in the project's geographic area
- You will be expected to participate in the York County Coordinated Entry system upon start up. You will be expected to prioritize entrance to your program based on households that most need the resources (those with the longest length of time homeless and those with the most severe needs), rather than first come first served or other prioritization. Bed referrals will come exclusively from the Coordinated Entry process. DV housing and service providers will participate using a parallel process for the safety consideration of clients.

- Veterans should be referred to specialized VA funded programs, VASH and SSVF. If they are not eligible, they should be prioritized under your new program.
- If you are targeting Youth, your agency should have the expertise to work with youth or partner with a youth serving agency.
- You must enter complete and accurate data into the York County Homeless Management Information System (HMIS), or, if you are a DV provider, into an alternate database that meets HMIS standards. This is vital to ensuring your data collection and reporting can be completed properly.
- Your agency will be expected to participate in the Continuum of Care (CoC)
- You will be expected to have the capacity to operate your program in accordance with HUD requirements including:
 - Submitting your Annual Progress Report (APR) on time
 - Drawing down funds at least quarterly
 - Expend all of your grant funds within the 12 month grant period

What do I do if I want to be considered for a new project for the York City/County Continuum of Care?

By **4:00 p.m. on August 10, 2017:** Complete the attached New Project Solicitation, have it signed by the Responsible individual at your agency, scan the signed Preliminary Proposal and e-mail it as an attachment to Kelly Blechertas (kblechertas@ycpc.org) In the Subject: New Project Solicitation – Agency Name

How will projects be selected for submission to HUD?

All New Project Solicitations will be reviewed by the York County CoC Review and Ranking Committee based on the following criteria. Projects selected for inclusion in the FY2017 application will be notified by August 18, 2017.

Threshold: to be considered, applicants must commit to the following:

- Use a Housing First approach
- Provide program participants with assistance with Mainstream Benefits
- Participate in the York CoC Coordinated Entry System
- Enter data into the York County HMIS
- Participate in the CoC

Selection Criteria: Projects will be ranked in accordance with the following criteria.

- Targeting a HUD priority population: Chronically Homeless, Veterans,

Youth, Families with Children

- Experience working with the population to be served
- For current CoC grantees, performance in meeting HUD's grant management requirements and performance for other grants awarded to the agency
- Points will be given to agencies that have not previously received CoC funding
- Points will be given to agencies that have voluntarily reallocated their current project to apply for a new project

What is my project budget?

Please see the attached budget sheet and categories. This is an estimated budget that may need to be revised. It will include funding for housing (operations, leasing or rental assistance), services (case management and others), admin (up to 10% of your grant request).

If my project is selected for new project application, what is the next step?

You will be notified no later than August 18, 2017 if your project has been selected for submission as a new project during the FY2017 funding round. At that time, you will receive instructions for submission of a formal application.

You will need to submit your new project application on e-snaps, HUD's online application once it is selected.

If I have questions about this who should I contact?

Send an e-mail to Kelly Blechertas (kblechertas@ycpc.org) and someone will get back to you as quickly as possible.

If I submitted a project during the Preliminary Proposal process in early calendar year 2017, should I re-apply?

Yes. Please submit your previous project, with any questions or concerns that the Ranking Committee provided to you at your initial review, resolved.

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New Project Solicitation in FY2017 CoC Application York City/County Continuum of Care

1. Agency Name:

Contact information:

- Name
- Phone number
- E-mail address

2. Are you seeking a program under PH Bonus or Reallocation?

Permanent Housing Bonus

Reallocation

- Are you voluntarily reallocating an existing project and applying for a new project to replace it? Yes No
- If Yes, please provide:
 - Name of the project being reallocated:

 - Reason you chose to reallocate this project:

3. What program type are you applying for?

- DedicatedPLUS Permanent Supportive Housing
- Permanent Supportive Housing for Chronically Homeless
- Rapid Re-housing
- Joint TH/RRH
- Expansion for existing housing renewal

(Please provide renewal name: _____)

4. Do you plan to target a specific subpopulation in your program?

Yes No

If Yes, which ones?

- Individuals
- Families
- Youth
- Veterans
- Other (explain): _____

5. Provide a Project Description which, at a minimum, includes the following:

- Community needs and how the project is responsive to these needs,
- Number of households to be served/housing units provided,
- Project plan for addressing the identified housing and supportive service needs,
- Projected project outcome(s),
- Potential coordination opportunities with other source(s) or partner(s), including the names of partners and how you work together to meet the needs of each household
- How the project is consistent with Housing First, including:
 - Whether your program screens out prospective participants based on such factors as income, substance abuse, criminal record or domestic violence
 - Under what circumstances a household can be terminated, if you have an appeal process, and if the project assists households to identify another homeless assistance provider or housing option

6. If you are proposing PSH (DedicatedPLUS or PSH for Chronic):

Do you plan to operate in a single site or scattered site?

If single site, do you own a property for this?

If scattered site, do you currently have relationships with landlords who would participate in your program?

Would you need funding for a program case manager?

What agencies would you partner with to provide services to help program participants address their service needs?

7. If you are proposing Rapid Re-housing:

Do you have relationships with property owners who would participate in your program?

Would you need funding for a program case manager?

What agencies would you partner with to provide services to help program participants address their service needs?

8. If you are proposing Joint TH/RRH:

Do you already own a property for the transitional housing component?

If no, how do you plan to accommodate the TH portion of this program?

Do you have relationships with property owners who would participate in the RRH portion of this program?

Do you need funding for a program case manager?

9. Describe your experience in working with homeless households, and in particular with the subpopulation you identified. Include any agencies that you plan to partner with to provide additional expertise.

10. Describe your experience in administering a program similar to the one that you are proposing.

11. Please indicate which of the following requirements you commit to follow:

Using a Housing First approach

Assist participants with Mainstream Benefits: (must provide all of the following)

Provide transportation assistance to attend mainstream benefit appointments, employment training or jobs

Use a single application form for four or more mainstream programs (example DHS's COMPASS)

Provide annual follow-ups with participants to ensure mainstream benefits are received and renewed

Provide access to SSI/SSDI technical assistance provided by the applicant, a subrecipient or partner agency (SOAR)

Participating in the York CoC Coordinated Entry System

Entering data into the York County HMIS

Participating in the CoC

Your application in e-snaps should also reflect the above requirements.

12. Are you a new grantee, previously not funded by the PA-512 Continuum of Care?

Yes No

If no, and you are an existing Continuum of Care grantee, please provide the following information on your last full grant year of funding from the CoC:

• Was your APR submitted on time?

Yes No

- Did you drawdown money at least quarterly?
 Yes No
- Did you have any unresolved findings on a HUD monitoring in the last 3 years?
 Yes No
- Did you have 5% or less of your CoC funds recaptured by HUD?
 Yes No

Signature of Responsible Party: _____

Continue to next page for Budget Sheets

Estimated Budget for Permanent Supportive Housing (PSH) Projects

Eligible Costs	Quantity AND Description (400-500 characters)	Total Assistance Requested (1 Year)
1a. Leased Units		
1b. Leased Structures		
2. Rental Assistance		
3. Supportive Services*		
4. Operating		
5. HMIS		
6. Sub-total of Costs Requested		
7. Admin (up to 10%)		
8. Total Assistance plus Admin Requested		
9. Match (25% of #8)		
10. Total Budget		

*Permanent Supportive Housing Projects (PSH) Supportive Services Detailed Budget:

Eligible Costs	Quantity AND Description (400-500 characters)	Total Assistance Requested (1 Year)
Assessment of Service Needs		
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		
Employment Assistance		
Food		
Housing/Counseling Services		
Legal Services		
Life Skills		
Mental Health Services		
Outpatient Health Services		
Outreach Services		

Estimated Budget for Rapid Re-Housing Projects

Eligible Costs	Quantity AND Description (400-500 characters)	Total Assistance Requested (1 Year)
1a. Acquisition		
1b. Rehabilitation		
1c. New Construction		
2a. Leased Units		
2b. Leased Structures		
3. Rental Assistance	<i>Please include number of units in description</i>	
4. Supportive Services*		
5. Operating		
6. HMIS		
7. Sub-total Costs Required		
8. Admin (Up to 10%)		
9. Total Assistance Plus Admin Requested		
10. Match (25% of #8)		
11. Total Budget		

*Rapid Re-housing Supportive Services Detailed Budget:

Eligible Costs	Quantity AND Description (400-500 characters)	Total Assistance Requested (1 Year)
Assessment of Service Needs		
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		
Employment Assistance		
Food		
Housing/Counseling Services		
Legal Services		
Life Skills		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation		
Utility Deposits		
Operating Costs		

Estimated Budget for Joint Transitional Housing/ Rapid Re-housing Projects

Eligible Costs	Quantity AND Description (400-500 characters)	Total Assistance Requested (1 Year)
1a. Leased Units		
1b. Leased Structures		
2. Rental Assistance		
3. Supportive Services*		
4. Operating		
5. HMIS		
6. Sub-total of Costs Requested		
7. Admin (up to 10%)		
8. Total Assistance plus Admin Requested		
9. Match (25% of #8)		
10. Total Budget		

*Joint Transitional Housing/Rapid Re-housing Detailed Budget:

Eligible Costs	Quantity AND Description (400-500 characters)	Total Assistance Requested (1 Year)
Assessment of Service Needs		
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		
Employment Assistance		
Food		
Housing/Counseling Services		
Legal Services		
Life Skills		
Mental Health Services		
Outpatient Health Services		
Outreach Services		

York City and County CoC (PA-512) 2017 CoC Competition

Prepared by: DMA - Diana T. Myers and Associates, Inc



Highlights of the 2017 CoC NOFA

HUD Policy Priorities

- 1) Ending homelessness for all persons
- 2) Creating a systemic response to homelessness
- 3) Strategically allocating and using resources
- 4) Using a Housing First approach

1) Ending Homelessness for all Persons:

- Identify, engage and effectively serve all persons experiencing homelessness;
- Measure performance based on local data that take into account the challenges faced by all subpopulations experiencing homelessness in the geographic area;
- Have a comprehensive outreach strategy in place to identify and continuously engage all individuals and families who are unsheltered;
- Use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs;
- Use the reallocation process to create new projects that improve the CoC's overall performance and better respond to the needs throughout the geographic area.

2) Creating a systemic approach to homelessness. CoCs should:

- Use System Performance Measures such as average length of homeless episodes, rates of return to homelessness and rates of exit to permanent housing destinations to determine how effectively they are serving people experiencing homelessness

System Performance Measure	York
Avg length of homeless episode (ES, TH)	56 days
Rate of return to homelessness within 12 months	16%
Rates of exit to/Retention of Permanent Housing	57%

- Use the Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing and services to:
 - Ensure people experiencing homelessness receive assistance quickly and
 - Make homeless assistance open, inclusive, and transparent

3) Strategically allocating and using resources

- Use cost, performance, and outcome data, to improve how resources are utilized to end homelessness;
- Maximize the use of mainstream and other community-based resources;
- Review all projects eligible for renewal in FY2017 to determine their effectiveness in serving people experiencing homelessness including their cost effectiveness.

4) Use a Housing First Approach

- Prioritizes rapid placement and stabilization in permanent housing
- Does not have service participation requirements or preconditions
- CoC Program funded projects should help individuals and families move quickly into permanent housing

CoC should:

- Measure and help projects reduce the length of time people experience homelessness
- Engage landlords and property owners, remove barriers to entry and adopt client-centered service methods

Funding & Tiering of Projects

- There may not be adequate funding available nationally to fund all renewals, HUD is, therefore, requiring all CoCs to place grants in 2 tiers:
 - Tier 1 = 94% of Annual Renewal Demand (ARD), which is the total amount of money needed to fund all renewal projects
 - Tier 2 = 6% of ARD + Value of Permanent Housing Bonus (6% of FPRN).

Tier 2

- Tier 2 projects will be competitively funded based on a maximum score of 100 points:
 - CoC Score = Up to 50 points
 - Project Ranking = Up to 40 points
 - Commitment to Housing First = Up to 10 points

Note: Project Type is no longer part of the Tier 2 scoring

- Tier 2 projects may be:
 - Renewals or
 - New projects created through reallocation or
 - New bonus projects

What does this mean for you?

PA-512 CoC – Total Funding Available: \$1,348,497	
Annual Renewal Demand (ARD)	\$1,184,032
Tier 1 (94% ARD)	\$1,112,990
Tier 2 (6% ARD + value of bonus)	\$180,685
- 6% ARD	\$71,042
- Value of PH Bonus (6% FPRN)	\$109,643
CoC Planning Grant	\$54,822

New Projects

- Eligible BONUS projects:
 - Permanent Supportive Housing for Chronically Homeless
 - Dedicated PLUS Permanent Supportive Housing (**NEW**)
 - Rapid Re-Housing
 - Joint TH and PH-RRH (**NEW**)
 - Expansion project – to increase the number of units in a project or number of units or households (**NEW**)
- Eligible REALLOCATION projects: All of above PLUS
 - New dedicated HMIS project
 - SSO to develop or operate a new coordinated entry system

New Projects: Permanent Supportive Housing - 100% Chronic Dedicated

- Permanent Supportive Housing (PSH) is permanent housing with indefinite leasing or rental assistance paired with supportive services to assist persons experiencing homelessness and have a disability or families with an adult or child member with a disability achieve housing stability.
 - Reminder: While the disability of a child may qualify the household for PSH, a household does not meet the chronic definition if the child is the household member with the qualifying disability.
- “100% Dedicated” is a project defined as:

Beds Dedicated to Individuals and Families meeting the Chronically Homeless definition. A permanent supportive housing bed that is dedicated specifically for use by households who are chronically homeless within a CoC’s geographic area, as reported in the CoC’s Housing Inventory Count (HIC). When a program participant exits the project, the bed must be filled by another participant who meets the chronic homeless definition unless there are no persons meeting that definition located within the CoC’s geographic area.

New Projects: DedicatedPLUS Permanent Supportive Housing

A permanent housing project where 100% of the beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth, that at intake are:

- 1) Experiencing chronic homelessness; or
- 2) Residing in a transitional housing project that will be eliminated through FY17 CoC competition and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project; or
- 3) Residing in place not meant for human habitation, emergency shelter, or safe haven but the household experiencing chronic homelessness had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement; or

New Projects: DedicatedPLUS PSH (continued)

4) Residing in transitional housing funded by a Joint TH and PH-RRH project who were experiencing chronic homelessness prior to entry; or

5) Residing and has resided in a place not meant for human habitation, safe haven or emergency shelter for at least 12 months in the last 3 years, but has not done so on 4 separate occasions; or

6) Receiving assistance through a VA funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

New Projects: Modifications to RRH

Under the FY2017 NOFA, RRH can serve households that meet the following criteria:

- Literally homeless
- Residing in a Transitional Housing project that was eliminated in the FY2017 CoC Program Competition (NEW)
- Residing in Transitional Housing funded by the Joint TH and PH-RRH component (NEW)
- Receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system (NEW)

New Projects: Joint TH and PH-RRH

- Funding limited to:
 - Capital costs, leasing, and operating cost to provide Transitional Housing
 - Short- or medium-term tenant-based Rental Assistance on behalf of program participants to pay for the rapid rehousing portion of the project
 - Supportive Services
 - HMIS
 - Admin
- Grantee must be able to provide both components
- Participants may choose to receive only one of the components

New Projects: Joint TH/PH-RRH (continued)

Most appropriate for:

- Locations with large number of people living in unsheltered locations – provide temporary low-barrier housing while helping to quickly move to permanent housing.
- Communities that lack safe crisis housing for people fleeing domestic violence to access while searching for a safe permanent place to reside.
- Youth have high rates of unsheltered homelessness – it provides a tool to develop projects tailored to the unique developmental needs of youth and help them move quickly to permanent housing with available supportive services to help them maintain that housing.

New Projects: Expansion Projects

Purpose: to expand existing eligible renewal projects that will increase the number of units in the project, or allow the recipient to serve additional persons.

If conditionally selected for funding, the new grant agreement will incorporate both projects.

New Projects - Timelines

August 2: New Project Solicitation Released

August 10: Project Preliminary Applications due to York County

August 16: Ranking Team meets to score, rank and tier all projects

August 24: Recommended project applicants begin to enter project onto esnaps

September 1: New project applications (pdf of esnaps application) will be submitted to kblechertas@ycpc.org for review by DMA

September 6: DMA provide review comments to new project applicants

September 12: Final project application to be submitted on esnaps.

New Projects – Project Selection

- All new projects will submit a Preliminary Application (due August 15)
- All applications will be scored by members of the CoC's Ranking Team.
- The Ranking Team will present recommendations to the CoC Board for approval.
- Projects not selected for funding may appeal this decision, per the CoC's appeal policy.

PA-512 Appeal Policy (NEW)

- New this year, the CoC will allow projects to appeal their score during Review & Ranking
- A project can appeal their ranking score by concluding that the Review & Ranking Committee made an error in their calculation of points for the project.
- A project not selected for funding can appeal that declination of funding by identifying why they feel their project should have been included for funding in FY2017.
- Appeals may be submitted from August 17th – August 22nd
- To appeal, a project should email Kelly Blechertas, kblechertas@ycpc.org and provide the Project Name, the score provided/ reason funding should have been approved, and a detailed description of the part of the score they are appealing, or, a detailed explanation of why the project should have been funded.

York City and County CoC Renewal Application Process

Renewal Scoring Review

Criteria to be scored:

Performance

- Exits to PH/ Retention of PH
- Returns to homelessness
- Length of time homeless (TH)
- Income growth
- Mainstream Benefits

Grant Management

- Participant Eligibility
- Unit Utilization Rate
- Drawdown Rates & Expenditure Rate
- Cost Effectiveness
- HMIS Data Quality

CoC/HUD Policies/Priorities

- Housing First Approach
- CoC Participation
- Meeting Community Need/CoC Priority
- Severity of Need

Deadlines: Renewal Applications

All Submissions to kblechertas@ycpc.org

Subject Line: RENEWAL APPLICATION – AGENCY NAME – PROJECT NAME

- **By August 10:**

- Renewal Summary Form for Each Project

FILENAME: RSF- Agency Name–Project Name

- PDF(s) of each of your completed Project Application(s), exported from e-snaps

FILENAME: 2017 Renewal App – Agency Name – Project Name

Check the Submission Summary to make sure ALL sections have been completed

DO NOT SUBMIT THE APPLICATION ON ESNAPS (YET)

Deadlines: Renewal Applications

- **By August 23:**

You will receive a project review form from DMA with required corrections and possibly budget modifications.

- **By **KELLY – AFTER APPEAL:****

You must submit your corrected application **on esnaps.**

Tips for 2017 Renewal Applications

Completing Your Renewal Application

Log into esnaps: <https://esnaps.hud.gov/grantium/frontOffice.jsf>

Step 1: Download HUD instructional documents

Step 2: Register as an esnaps user if not already using the system

Step 3: Complete Project Applicant Profile

Step 4: Access your Renewal Application

Step 5: Complete your Renewal Application submission

Step 6: Provide documents to DMA for review

Step 7: Complete Final Submission

Step 1:

Download HUD Instructional Documents

Even if you have many years experience completing Renewal applications, these documents are very helpful for:

- Showing changes in the system
- Refreshing your memory

- **Applicant Profile:**
<https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/>

- **Renewal Application: 3 documents:**
 - Esnaps Instructional Guide
 - Detailed Instructions
 - 2880 Instructions
<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>

Step 2: Register as Esnaps User

- Instructions provided in “esnaps Instructional Guide”

<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>

Step 3: Project Applicant Profile

NEW

Changes:

- You will ONLY need to upload the following 2 documents, as appropriate to your agency:
 - 1. Code of Conduct:** HUD has reviewed the Code of Conduct documents that had previously been submitted and updated their list of approved Codes of Conduct.
Check
 - https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo/conduct
 - If your agency is not listed, you need to provide an updated Code of Conduct (your agency should have been notified by the Office of Grants Management at HUD.)
 - Attach an updated Code of Conduct to your Project Applicant Profile
 - 2. SF-424 Supplement: Survey on Ensuring Equal Opportunities:** For Non-Profit Organizations Only.
Provide an updated form. If you already have a form in the Profile, you will need to delete it and provide a new form dated for this competition.

Step 3:

Project Applicant Profile - Code of Conduct

Codes of Conduct must:

1. Be written covered by a letter on company letterhead that provides the name and title of the responsible official, mailing address, business telephone number and email address;
2. Prohibit real and apparent conflicts of interest that may arise among officers, employees or agents, or any member of his or her immediate family, his or her partner or an organization that employs any of the indicated parties;
3. If applicable, the standards must also cover organizational conflicts of interest;
4. Prohibit the solicitation and acceptance by employees, of gifts or gratuities in excess of minimum value; and
5. Provide for administrative and disciplinary actions to be applied for violations of such standards.

Step 3: Project Applicant Profile (continued)

You **MUST** complete the following:

- **HUD 2880:** The form is now built into the Applicant Profile.

You are required to respond to just the following question:

Part I: Threshold Determination:

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9.

- **This is the Total of All of your CoC Applications, including those in a different CoC**
- **You must do this before you start your project application**

Instructions:

<https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/>

<https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--project-applicants>

The other forms that are typically attached to the Applicant Profile are built into the Project Application.

Step 3: Project Applicant Profile (Continued)

- In order to make changes to your Applicant Profile – Click on “Applicant” in the gray area on the left
- Once in the Applicant Profile, go to the Submission Summary page and click “Edit”
- After you make your corrections, click “Complete” on the Submission Summary page

If you don't click on “Complete” you will not be able to access your renewal application.

Step 4: Access your Renewal Project Application

- Full instructions provided in the “FY2017 Renewal Project Application: esnaps Instructional Guide”
- For all but 1st time renewals: Remember to import information from your FY2016 application. If you have multiple projects, be careful to import the information for the correct project.

Step 5: Complete Your Renewal Application Submission

What is NEW in the FY2017 Renewal Application?

- 1) Forms previously in the Applicant Profile are now built into the Project Application
- 2) 3C. Dedicated PLUS – PSH Only
- 3) “Submissions without Changes”

1) Forms now built into the Project Application

Applicants will not have access to the actual project application until the forms are reviewed for accuracy and certified.

- SF424: Make sure to change the dates to Start in 2018 and End in 2019
- HUD 2880: This is where you will certify it.
 - The budget shown is for your project budget less Admin (this may be changed to being your Total Budget – being worked on by HUD)
 - If this is >\$200,000 and you did not indicate this in your Profile, you will get an error message
- HUD 50070: Certification for Drug-Free Workplace
- Certification Regarding Lobbying: **NEW**
- SFLLL: Disclosure of Lobbying

2) 3C. Dedicated PLUS – PSH Only

1. Indicate whether the project is “100% Dedicated,” or “DedicatedPLUS,” according to the information provided above. All renewal PSH projects must select from the following:

- Renewal PSH projects that are not currently required to be dedicated to serving individuals and families experiencing chronic homelessness must choose from the following:
 - Select “N/A” to continue serving eligible participants not limited by the DedicatedPLUS or chronically homeless definitions.
 - Select “**DedicatedPLUS**” to convert the project to serving only those individuals and families meeting the criteria listed in the DedicatedPLUS definition. Projects that select “DedicatedPLUS” must fill all vacancies with persons meeting the criteria described above.
 - Select “**100% Dedicated**” to convert the project to serving only those individuals and families meeting the criteria listed in the chronic homelessness definition. Projects that select “100% Dedicated” must fill all vacancies with persons meeting the criteria described above.
- Renewal PSH projects where 100 percent of the beds are dedicated to individuals and families experiencing chronic homelessness in their current grant as described in the FY 2017 NOFA Section III.A.3.b. must choose from the following:
 - Select “**DedicatedPLUS**” to convert the project to serving only those individuals and families meeting the criteria listed in the DedicatedPLUS definition above and in the FY 2017 NOFA Section III.A.3.d. Projects that select “DedicatedPLUS” must fill all vacancies with persons meeting the criteria described above, and should only switch to DedicatedPLUS if the project applicant intends to use some or all of their beds to serve individuals and families that meet the broadened criteria.
 - Select “**100% Dedicated**” to continue serving only those individuals and families meeting the criteria listed in the chronic homelessness definition above and in the FY 2017 NOFA Section III.A.3.b. Projects that select “100% Dedicated” must fill all vacancies with persons meeting the criteria described above.

**Additional guidance will be provided by DMA to renewals by
August 9, 2017**

Screen 4B Housing Type & Location, Question 3:

For **PSH**:

While not a New Screen, Screen 4B is different than in 2016 where you entered the number of:

Chronic Dedicated

Number Expected to Turnover

Number to be Prioritized at Turnover

2017 Renewal Application

How many beds of the total beds in "2b. Beds" are dedicated to the chronically homeless?

- The information submitted here needs to be consistent with CoC policy
- Additional information will be provided by DMA by August 9, 2017.

3) “Submissions without Changes”

Projects that have previously renewed their application have the ability to choose “submission without changes” (screen after Certifications)... **however, this option is not recommended this year.**

Unlocked screens that require input:

- 3C: DedicatedPLUS - REQUIRED
- 6D: Sources of Match - REQUIRED
- 7A: Attachments (none required)
- 7B: Certifications - REQUIRED

3) “Submissions without Changes” (continued)

Additional questions that all renewal applicants are encouraged review and potentially revise:

- 2B: Recipient Performance - Questions about APR submission, Drawdowns, etc.
- 3B-1: Project Description
- 3B-2, 2a: Population Served
- 3B-3: Housing First
- 4B-3: PSH Beds, to be consistent with information submitted on 3C

3) Submission without Changes (continued)

Screen Instructions

After Certifications: NEW SCREEN

“Submission without Changes”

Q1. Are the requested renewal funds reduced from the previous award as a result of reallocation?

- Initially respond “no”.
 - This may need to be changed after ranking.

3) Submission without Changes (continued)

Screen Instructions

Q2. Do you wish to submit this application without making changes? Please refer to the guidelines below to inform you of the requirements.

- If you are making changes as encouraged, click “No”
- Choose the corrections you want to make, by “checking” them and those screens will be unlocked and edit those specific screens.
 - Provide a brief description of the changes that will be made
 - Select “Save & Next” to continue to the next screen
 - If you select a section to be unlocked for editing you cannot “Uncheck” it even if you didn’t actually make a change.

Question relevant to Renewal Ranking

Housing First, Screen 3B-3:

- Does the project quickly move participants into permanent housing?
- Does the project ensure that participants are not screened out based on the following items?
- Does the project ensure that participants are not terminated from the program for the following reasons?
- Does the project follow a Housing First approach?

Additional Information

6E. Summary Budget: There are no Detailed Budgets in the FY2017 Renewal Application. The Summary Budget will need to be updated if your budget was changed through Reallocation.

You cannot make any other budget changes at this time UNLESS IT HAS ALREADY BEEN APPROVED BY YOUR HUD REP AND CHANGED DURING THE GIW PROCESS.

First Time Renewals

- The questions in the Renewal Application will mirror your original New Project submission.
- Use the responses in your New Project application to complete the Renewal accurately

6H. Sources of Match – ALL RENEWALS

- All component types must provide documentation of Match equaling at least 25% of the total grant, request, including Admin costs, but **excluding leasing**.
- All match must be for activities that are eligible under your CoC Program's component, even if those activities are not funded under the grant.
- Match may be cash or in-kind

6H. Sources of Match -Documentation

- Letters of commitment for Match must be dated between May 1, 2017 and September 28, 2017.
- Letters must include:
 - Value of resources to be provided
 - Specific date the resources will be available
 - Grant name and fiscal year to which the resources will be contributed
 - Time period during which the resources will be available
 - Activities to be funded by the match/leverage
- Letters do not need to be attached to the application, but must be kept in your files and provided at contracting.
- MOUs for in-kind resources are required at contracting.

Appeal Policy

- Projects not selected for funding, or, who would like to appeal their score, may opt to file an appeal with the CoC. (See Appeal Information earlier in this slideshow, slide 21)
- Additionally, HUD provides the below opportunity for appeal:
 - If the CoC decides not to submit a project application to HUD for funding and the project applicant feels they have been denied the right to participate in the planning process, the applicant can appeal to HUD and submit a “solo” application for funding.
 - Appeals are not applicable in all circumstances.
 - More information can be found in Section “X: Appeals” of the NOFA or at 24 CFR 578.35

HAPPY FY2017 NOFA!!

- To help us assure your application is properly submitted to HUD, please:
 - Follow instructions
 - Meet all deadlines
- If you have questions, send them to: Kelly Blechertas, kblechertas@ycpc.org
- You can also call George Barnock if Kelly is unavailable: gbarnock@ycpc.org
- We understand how it feels to have an esnaps meltdown – we will get through it!