

FY2017 HUD Continuum of Care Program - Notice of Funding Availability
VT BOS COC PROGRAM LETTER OF INTENT INSTRUCTIONS AND FORM

Vermont Coalition to End Homelessness * Primary Decision-Making Body for VT Balance of State CoC

All VCEH planning and other resources related to the FY2017 HUD CoC NOFA competition will be posted on the VT BoS CoC website at: <http://helpingtohousevt.org/whatwedo/hud/>.

- A. All Letters of Intent must be submitted to the VCEH/VT BoS CoC Collaborative Applicant [VT State Housing Authority – daniel@vsha.org] no later than **4PM Monday, August 7, 2017**.
- *FULL DISCLOSURE: In addition to its role of Collaborative Applicant responsible for submitting ALL VT BoS CoC project applications to HUD, VSHA (as an eligible applicant) also intends to submit Letters of Intent for renewal, reallocated, and PH Bonus projects to the unbiased VCEH Ranking Team for consideration. VSHA is not a voting member of the CoC-approved Ranking Team.*
- B. As part of the FY2017 HUD CoC NOFA competition released 7/14/17, any **ELIGIBLE APPLICANT** must submit a Letter of Intent, which includes an initial project description, to the VT BoS CoC through VSHA for consideration for NEW and/or a RENEWAL CoC Program Project(s).
- C. The VCEH **RANKING TEAM** will use the approved CoC POLICY & TOOL, as well as CoC Program NOFA thresholds and guidance, to determine funding and project ranking submissions to HUD.
- D. **APPEALS PROCESS:** The eligible applicant may send a written response to the CoC Collaborative Applicant [VSHA] or the VCEH Ranking Team if there is an objection to the determination (rejected, reduced funding, lower priority, or other reason). In addition, any applicant whose project is rejected by the VT BoS CoC may appeal the decision by submitting a Solo Application in e-snaps directly to HUD prior to the application deadline of 8PM EST on September 28, 2017. See FY17 CoC NOFA for more information.
- E. **Coordinated Entry and Homeless Management Information System** projects do not need to submit this form but must confirm their intent to renew by e-mail to VSHA by 8/7/17.
- F. **AVAILABLE FUNDING** *Read the “FY2017 CoC Program NOFA” for full details*
- Bonus Funding: \$194,382 - HUD again offers the opportunity for an eligible applicant to apply through the VT BoS CoC for new funds towards a Permanent Housing Bonus project(s).
- Reallocation Funding: \$126,835+/- (potential) - The VCEH assessed at least three projects that could be fully or partially reallocated this year. If additional projects volunteer to reallocate, or the Ranking Team decides to reallocate more, those funds will also be made available.
- G. **ADDITIONAL RESOURCES:**
- **HUD CoC Program Interim Rule**
https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf
 - **FY2017 HUD CoC Program Notice of Funding Availability**
<https://www.hudexchange.info/resource/5068/fy-2017-coc-program-nofa/>
 - **CoC Program Grants Administration User Guide** <https://www.hudexchange.info/resource/2946/coc-program-grants-administration-user-guide/>
 - **HUD E-SNAPS** <https://esnaps.hud.gov/grantium/frontOffice.jsf>
 - **Strategic Resource Allocation: Role of Long-Term, Congregate Transitional Housing in Ending Homelessness-** http://usich.gov/usich_resources/coc-resources/

VT BOS COC PROGRAM PROJECT APPLICATION TASKS AND DEADLINES

TASK	DEADLINE
HUD releases the FY2017 HUD CoC Registration Notice	April 2017
HUD releases FY2017 HUD CoC Notice of Funding Availability (NOFA)	July 14, 2017
VSHA is approved by VCEH to continue in its role of releasing/accepting “Letters of Intent” for all NEW or RENEWAL Vermont BoS CoC Program project.	July 18 2017
VCEH votes on Ranking Policy, Tool & Team Members. Collaborative Applicant (VSHA) updates VT BoS CoC on Funding Options.	July 18, 2017
VSHA releases “ Letter of Intent ” via email and VCEH list serve.	July 19, 2017
VSHA-Daniel Blankenship available to answer basic questions via email or phone (<i>an immediate follow-up summary email will be emailed to every inquirer</i>) related to submission of the “Letter of Intent” form and process.	July 20 – July 31, 2017
“ Letters of Intent ” are due to VSHA via: email (daniel@vsha.org) or fax (802-828-2111)	No later than 4PM Monday, August 7
ALL Letters of Intent will be forwarded by VSHA to the VCEH Project Ranking Team.	Wednesday, August 9
Local CoCs (counties/districts) and Community Partners may email priorities to VSHA for the Ranking Team to consider (i.e. CoC project type/effectiveness, local needs, subpopulations served, etc.)	No later than 10AM Monday, August 14
VCEH Project Ranking Team will meet to review, accept/reject and prioritize/rank all VT BoS CoC proposals with available HUD funds.	TBD (August 14-22)
Proposed Applicants will be notified if their project(s) were Accepted/Rejected/Reduced AND the CoC Ranking number (if accepted).	Wednesday, August 23 (after Ranking Team meets)
Proposed Applicants that are rejected or reduced must submit a written appeal to the CoC Collaborative Applicant [VSHA] via: <ul style="list-style-type: none"> • VSHA - email (daniel@vsha.org) or fax (802-828-2111) OR • DHCD - email (shaun.gilpin@vermont.org) or fax (802-828-3258) 	No later than 4PM Monday, August 28
The CoC Ranking Team will review all appeals and make a final determination (if different), sent by VSHA to each applicant.	Friday, September 1
All CoC Program project applications <i>approved</i> by the Ranking Team must be completed/submitted in esnaps .	4PM Wednesday, September 13
Any applicant whose project is rejected by the VCEH may appeal the decision directly to HUD , with a <i>Solo Application in e-snaps</i> , if the project applicant believes it was denied the opportunity to participate in the Vermont Balance of State CoC planning process in a reasonable manner. *See the FY17 CoC NOFA for full details*	Before 8PM September 28, 2017

VT BOS CoC Program Initial Project Application FY17

1. **Below are options for all FY2017 VT BOS - HUD CoC Program funding**

Requested Source of Funds for Project (PICK ONE project proposal per form):

NEW-BONUS CoC Permanent Supportive Housing (PSH)

*Must be fully dedicated to individuals and/or families experiencing **chronic homelessness** OR **people meeting the Dedicated PLUS definition**. (See FY17 CoC Program NOFA)

NEW-BONUS CoC Rapid Rehousing (RRH) (Tenant-Based Rental Assistance Only)

*Individuals, including *unaccompanied youth, families* and persons coming directly from the **streets or emergency shelters** or people fleeing *domestic violence**

NEW-BONUS CoC Transitional Housing-Rapid Rehousing (TH-RRH)

*Individuals, including *unaccompanied youth, families* and persons coming directly from the **streets or emergency shelters** or people fleeing *domestic violence**

NEW-REALLOCATED CoC Permanent Supportive Housing (PSH)

*Must be fully dedicated to individuals and/or families experiencing **chronic homelessness** OR **people meeting the Dedicated PLUS definition**. (See FY17 CoC Program NOFA)

NEW-REALLOCATED CoC Rapid Rehousing (RRH) (Tenant-Based Rental Assistance Only)

*Individuals, including *unaccompanied youth, families* and persons coming directly from the **streets or emergency shelters** or people fleeing *domestic violence**

NEW-BONUS CoC Transitional Housing-Rapid Rehousing (TH-RRH)

*Individuals, including *unaccompanied youth, families* and persons coming directly from the **streets or emergency shelters** or people fleeing *domestic violence**

NEW-REALLOCATED Homeless Management Information Systems (HMIS)

NEW-REALLOCATED SSO-Coordinated Entry (SSO-CE) (Tenant-Based Rental Assistance Only)

RENEWAL Current CoC Program Projects with NO changes (PSH-Shelter+Care, Rapid Rehousing, Transitional Housing, SSO-Coordinated Entry, HMIS)

2. **CoC Project Name** (proposed new or renewal): _____

3. **CoC Project Description:** Attach one page (max) description & design showing the project outreach plan to find participants, how it fills an identified need, project scale (# of units and participants), and services available to obtain/maintain permanent housing and mainstream resources.

4. **Name of Primary Applicant** (Direct HUD Recipient, if awarded): _____

Subrecipient(s)-if applicable: _____

Primary Partners/Providers-if applicable: _____

**Eligible Project Applicants: nonprofit organizations, states, local governments, and instrumentalities of state and local governments. Public housing agencies are eligible without limitation or exclusion. For-profit entities are not eligible to apply for grants or to be subrecipients of grant funds.*

5. **VT BoS CoC County/Counties Served by Proposed CoC project** (list all): _____
6. **Are the recipient, subrecipient and any partner agencies in good standing with all state and federal funding sources?**
 YES NO
7. **Match:** Applicant certifies the *availability*, if selected, to commit/provide a required, **minimum 25% match**, above HUD CoC Program funds, from other sources [i.e. Medicaid, HOP, FSH, DMH, Private, Other]?
 YES NO (not eligible for funding)

Name all identified, potential match sources AND total amounts for the CoC Program project:

- 1)
- 2)
- 3)

8. **If awarded, will the CoC Program project participate in VT BoS CoC Coordinated Entry System?**
 YES NO (*non-eligible*)
9. **If awarded, will this CoC Program project use the VT HMIS Implementation?**
 YES NO
 OR
 DV project who will use a HMIS comparable *database*)

NEW PROJECTS ONLY

Do you operate any homeless dedicated projects?

- YES NO

If yes, do they participate in the VT HMIS?

- YES NO

10. **Low Barrier: Will participants be screened-out of HUD CoC projects due to any of the following?**
- Too Little or No Income*
 - Active or History of Substance Abuse*
 - Criminal record with exceptions for state-mandated restrictions*
 - History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)*
 - None of the Above*
11. **Housing First: Will HUD CoC project participants be terminated based upon any of 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*
 - Other activity not covered in typical lease agreement*
 - None of the above*

12. CoC Project Budget

Type of Cost	Proposed Budget	Proposed Activities Covered by Budget (i.e. number of units, staff/service details, etc.)
<i>Housing Cost</i> -Rental Assistance -Leasing -Operations -Capital		
<i>Services</i>		
<i>HMIS</i>		
<i>Admin Costs</i>		

Number and Size of Rental Subsidies: _____

County(s) Served: _____

Address-Units/Building(s): _____

Recipient Type (pick one)

Non-Profit Organization _____

Local Government _____

State Entity: _____

Local PHA _____

Rental Assistance Administrator (if applicable)

Non-Profit Organization _____

Local Government _____

State Entity: _____

Local PHA _____

VT State Housing Authority

Subrecipient or Primary Service Provider(s): _____

ADDITIONAL QUESTIONS - NEW COC PROGRAM PROJECT PROPOSALS

13. **Eligible Component Types for NEW CoC Program projects** (PICK ONE, RRH or PSH and fill out sub-questions):

RAPID RE-HOUSING (RRH - PERMANENT HOUSING)

(Must be *Tenant-Based Rental Assistance* and propose to serve *Literal Homeless-coming directly from Streets or Emergency Shelter (including GA motel or other eligible Emergency Shelter Program) or fleeing domestic violence:*

Subpopulation – Choose all that apply

Individuals Families Youth (18-24) Veterans Other _____

Homeless Population and Percentage of Participants – Choose all that apply

- Persons living in places not meant for human habitation ____%
- Persons living in emergency shelter ____%
- Persons fleeing or attempting to flee DV ____%
- Persons residing in a TH project eliminated in the FY17 competition ____%
- Persons receiving services through a VA-funded homeless assistance program and met one of the above criteria at initial intake to VA homeless system ____%

Target Disability– (not required - choose all that apply if project is targeting)

- Severe/Persistent Mental Illness Substance Use Other Disability: _____

Chronic Homeless Population – (not required - choose if your project is targeting)

- Chronically Homeless (24 CFR 578.3)

PERMANENT SUPPORTIVE HOUSING (PSH)/Chronic Homeless only:

Chronic Homeless Population – Must Choose One

- Chronically Homeless (24 CFR 578.3)

OR

- Chronically Homeless per Dedicated Plus (See NOFA, Section III. A.3.b)
 - Residing in TH that will be eliminated in FY17 and met definition of chronically homeless prior to entry
 - Residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement
 - Residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions
 - Receiving assistance through a Department of Veterans Affairs(VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

Target Disability– Choose all that apply

- Severe/Persistent Mental Illness
- Substance Use
- Other Disability: _____

Subpopulation – Choose all that apply

- Individuals Families Youth (18-24) Veterans Other _____

Housing Type (PICK ONE)

- Rental Subsidy Type – Choose one of the below
 - Tenant-Based Rental Assistance Sponsor-Based RA Project-Based RA
- Leasing [Recipient/Subrecipient leases building]
- Project-Based/Operations [Recipient/Subrecipient owns building]

14. Describe experience with administering PSH and RRH projects and state/federal funding.

Attach a brief (maximum one page) summary

15. Does applicant intend to apply for:

- Supportive Services, *more than 25% of CoC Project budget*? YES NO
- Administration Costs, *more than 7% of CoC Project budget* YES NO

16. How will the CoC Program project quickly move participants into permanent housing?

Explain how:

17. Will CoC participants will be required to live in a particular structure/unit/locality?

YES NO

If "YES", where and why:

18. Will the new CoC Program project use an existing homeless facility or activities?

YES NO

If "YES", explain:

19. How will the new CoC Program project support participants to achieve and maintain economic independence?

20. How will the CoC Program project support participants to remain in or exit to a destination of permanent housing?

Explain how:

What percentage of participants will remain in/exit to permanent housing _____ %?

How is this percentage determined?