**Chittenden County Homeless Alliance (Chittenden CoC)**

FFY2017 HUD Continuum of Care Program \* Notice of Funding Availability

PROPOSAL LETTER

Any eligible entity wishing to submit a request to fund a NEW and/or RENEWAL or Permanent Housing Bonus CoC Project during this year’s HUD CoC NOFA must complete this form and submit it electronically to the Community & Economic Development Office (Marcy Esbjerg) before **9 AM Friday August 11, 2017.**  Only one request per form.

Please make sure to provide your most recent APR (current projects only) to CEDO/Marcy Esbjerg at mesbjerg@burlingtonvt.gov no later than 7.27.17 at 4 PM.

A. As part of the FY2017 HUD CoC NOFA competition released 7/14/17, any **ELIGIBLE APPLICANT** may submit a Letter of Intent for a NEW (Permanent Housing Bonus or Reallocated Project from Existing CoC funds) and/or RENEWAL CoC Projects.

B. The unbiased **Application Ranking Committee** will use the CoC-approved Policy & Tool, along with HUD CoC NOFA thresholds and guidance, to make funding determinations and rank approved projects to be submitted to HUD for consideration. The Chittenden County Homeless Alliance Steering Committee will review and approve the recommendations.

C. **APPEALS PROCESS**: Any CoC project applicant may send a written response to the Steering Committee Co-Chairs if there is an objection to the project determination (denied/reduced funding, lower priority, or other reason). Appeals will be heard at the September 7 Steering Committee meeting. Solo Applicants may also submit an appeal directly to HUD as described in the timeline and the FY2017 CoC NOFA.

**D. 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 CEDO by 8/7/17.

1. **AVAILABLE FUNDING** \*Read the “FY2017 CoC Program NOFA” for full details\*

Bonus Funding: **$66,778** - HUD again offers the opportunity for an eligible applicant to apply

for new funds towards a Permanent Housing Bonus project(s).

Reallocation Funding: **$78,120 -** The Steering Committee will discuss and vote on at least one project to be reallocated and perhaps one or more projects that could be 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.

## 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/](http://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/](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/>

| **Chittenden County Homeless Alliance (CCHA) CoC** **2017 SCHEDULE: HUD CoC NOFA Homeless Assistance Application** |
| --- |
| **ACTIVITY** | **DUE DATE** | **PRIMARY LEAD** |
| **HUD** releases FY17 Grant Inventory Worksheet | May 4, 2017 | CEDO - CA |
| **Chittenden County HA Steering Committee** vote – Ranking Policy/Priorities, Committee | July 7, 2016 | Steering Committee |
| **HUD**  releases FY17 CoC Notice of Funding Availability (NOFA) | July 14, 2017 | CEDO - CA |
| **Letter of Intent Released –** request for proposals from all applicants for CoC grants - PH bonus projects, renewals, reallocated projects | July 7, 2016 | CEDO - CA |
| **APRs from current projects due**  via email to mesbjerg@burlingtonvt.gov | July 27. 2017 | Renewal Applicants |
| **Collaborative Application reviewed –** questions submitted to various CCHA partners for information and answers | July 28, 2017 | CEDO -CA |
| **Monitoring Report Cards** completed  | July 31,2017 | CEDO - CA |
| **Letters of Intent due**  via email to mesbjerg@burlingtonvt.gov **– 9 AM** | August 11, 2017 | Applicants |
| **All Letter of Intents, APRs, Report Cards** forwarded to Application Ranking Committee  | August 14, 2017 | CEDO - CA |
| **Collaborative Application Questions–** CCHA partners to submit information and answers | August 11,2017 | CCHA partners |
| **CCHA Application Ranking Committee** meets mid-August to review, rank prioritize all projects  | August 15-20, 2017 | Application Ranking Committee |
| **Release and Posting of Committee’s Ranking** | August 28, 2017 | CEDO - CA |
| **Appeals – proposed applicants** that are denied or received reduced funds may submit an appeal to the CoC co-chairs via email by September 1. 2017 | September 1, 2017 | Applicants |
| **CCHA Application Ranking Committee** presents findings to Steering Committee  | September 7, 2017 | Application Ranking Committee |
| **Agencies** present appeals for funding or placement in tiers | September 7, 2017 | Applicants |
| **Steering Committee VOTES** on Tier 1 and Tier 2 projects/funding | September 7, 2017 | Steering Committee |
| **Letter due to applicants –** accept/reject project applications and project listings | September 8,2017 | CEDO - CA |
|  **Projects –** completed and submitted into esnaps | August 28, 2017 | Applicants |
| **Match Letters** submitted to Collaborative Applicant | August 28,2017 | Applicants |
| **HMIS NOFA Section** – to work on with ICA. | August 15 – 19, 2017 | CEDO – CA/ICA |
| **Review of Project Applications for completeness** | August 29-Sept 5 | Volunteers - TBD |
| **Review:** Consolidated Application by Steering Committee/ officers | Sept 18-22, 2017 | TBD |
| **Review of Consolidated Application:** Posted on website and noticed to members  | No later than September 21, 2017 | CEDO - CA |
| **A Solo Applicant –** with a denied/reduced CoC project may submit a direct appeal to HUD (snapsappeals@hud.gov) **AFTER** submitting a complete project application in ensaps **before** the NOFA submission deadline | September 28, 20177:59 PM |  |
| **Consolidated Application Submission – DUE before 7:59 PM** | September 28,2017 | CEDO - CA |
|  |  |  |

**Chittenden County Homeless Alliance (CCHA) CoC Program Initial Project Application FY17**

1. **Below are options for all FY2017 Chittenden County Homeless Alliance - 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-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)

**RENEWAL** Current CoC Program Projects with NO changes (*PSH-Shelter+Care, Rapid Rehousing) SSO-Coordinated Entry, HMIS – email only*

**RENEWAL** Current CoC Program Projects with Expansion using Reallocated Dollars (*PSH-Shelter+Care)*

*The following options are NOT priorities for CCHA but are eligible in the NOFA:*

**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 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*\*

1. **CoC Project Name** (proposed new or renewal):
2. **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.
3. **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*

1. **Are the recipient, subrecipient and any partner agencies in good standing with all state and federal funding sources?**

YES NO

1. **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)

## If awarded, will the CoC Program project participate in CCHA’s Coordinated Entry System?

YES NO (*non-eligible*)

## 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

## 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*

## 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*

## CoC Project Budget

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

Number and Size of Rental Subsidies: 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

Subrecipient or Primary Service Provider(s):

## ADDITIONAL QUESTIONS - NEW COC PROGRAM PROJECT PROPOSALS

1. **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

Individual

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 med 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]

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

Attach a brief (maximum one page) summary

## Does applicant intend to apply for:

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

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

Explain how:

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

 YES NO

If “YES”, where and why:

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

 YES NO

If “YES”, explain:

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

1. **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?