

Vermont Coalition to End Homelessness
 (Primary Decision-Making Body for the VT Balance of State CoC)
 FY2016 HUD Continuum of Care Program * Notice of Funding Availability

LETTER OF INTENT FORM

All VCEH planning and other resources related to the FY2016 HUD CoC NOFA competition will be posted on the VT BoS CoC website at: <http://helpingtohousevt.org/initiatives/hud-hearth/>

TASK	DEADLINE
HUD releases the FY2016 HUD CoC Registration Notice	June 2016
VSHA is approved by VCEH to continue in its role of releasing/accepting “Letters of Intent” for all NEW or RENEWAL Vermont BoS CoC project	June 21, 2016
HUD releases the FY2016 HUD CoC Notice of Funding Availability (NOFA)	June 29, 2016
VSHA releases “ Letter of Intent ” via email and VCEH list serve	June 30, 2016
VSHA-Daniel Blankenship available to answer questions via email or phone (<i>an immediate follow-up summary email will be emailed to every caller</i>) related to submission of the “Letter of Intent” form & process	July 5 - July 28, 2016
VCEH votes on Ranking Policy, Tool & Team Members	July 19, 2016
Local CoCs determine priorities (CoC projects, local needs, etc.)	July 29, 2016
“ Letters of Intent ” due to VSHA via email (daniel@vsha.org) or fax (802-828-2111)	4PM Wednesday, July 29
All CoC project proposals will be forwarded by VSHA to the VCEH Project Ranking Team	Friday, August 1
VCEH Project Ranking Team meets to review & prioritizes all CoC projects with available HUD funds	TBD (August 9-17)
Proposed Applicants will be notified if their project(s) were selected AND the rank on the project priority list.	TBD (immediately after the Ranking Team meets to decide)
Proposed Applicants that are denied or receive reduced funds may submit an appeal to the Ranking Team via email (daniel@vsha.org) or fax (802-828-2111) only. Written appeals may also be emailed to Jen Hollar (jennifer@vhcb.org).	Tuesday, August 30
All CoC project applications <i>approved</i> by the Ranking Team must be completed/submitted in esnaps .	Wednesday, September 7, 2016
A Solo Applicant with a <i>denied/reduced</i> CoC project who feels that the CoC did not allow them to participate in the CoC planning process in a reasonable manner may submit a direct appeal to HUD (snapsappeals@hud.gov), <i>see pages 48-52 of FY2016 CoC NOFA and pages 70-72 of the CoC Interim Rule</i> , AFTER submitting a complete project application in esnaps <u>before</u> the NOFA submission deadline.	September 14, 2016 by 7:59:59 p.m. EST
A Solo Applicant that intends to submit a direct appeal to HUD must do so within 30 days of the NOFA submission deadline.	Between September 14, 2016 at 7:59:59 p.m. EST and October 14, 2016 at 7:59:59 p.m. EST

- A. As part of the FY2016 HUD CoC NOFA competition released 6/29/16, any **ELIGIBLE APPLICANT** may submit a Letter of Intent to VSHA for a NEW (Permanent Housing Bonus or Reallocated Project from Existing CoC funds) and/or RENEWAL CoC Projects.
- B. The **RANKING TEAM** 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.
- C. **APPEALS PROCESS:** Any CoC project applicant may send a written response to the Ranking Committee if there is an objection to the project determination (denied/reduced funding, lower priority, or other reason). Solo Applicants may also submit an appeal directly to HUD as described in the Timeline above and the FY2016 CoC NOFA.

D. **ADDITIONAL RESOURCES:**

- **HUD CoC Program Interim Rule-**
https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf
- **FY2016 HUD CoC Program Notice of Funding Availability-**
<https://www.hudexchange.info/resource/5068/fy-2016-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>
- **New Toolkit for Converting Transitional Housing-**
<http://www.endhomelessness.org/blog/entry/new-toolkit-for-converting-transitional-housing#.V1sUDI-cE2x>
- **Strategic Resource Allocation: Role of Long-Term, Congregate Transitional Housing in Ending Homelessness-** http://usich.gov/usich_resources/coc-resources/
- **Creating Effective Systems to End Homelessness: Guide to Reallocating Funds in CoC Program-**
http://usich.gov/resources/uploads/asset_library/FINAL_Reallocation_Tool_09_30_14.pdf.

1. **Options for all FY2016 HUD CoC Program funding** (PICK ONE project proposal per form):

This year, HUD will again offer an opportunity for an eligible entity to apply (thru VT BoS CoC) for new funds towards a Permanent Housing Bonus project(s). Estimated available amount for the VT BoS CoC = \$159,000. Read the FY2016 CoC NOFA for full details.

NEW-BONUS CoC Permanent Supportive Housing/Chronic Homeless Only (**\$159,000** max)
*Individuals and Families experiencing **chronic homelessness***

NEW-BONUS CoC Rapid Rehousing/Tenant-Based Rental Assistance Only (**\$159,000** max)
*Individuals, including *unaccompanied youth, families* and persons fleeing *domestic violence* coming directly from the **streets** or **emergency shelters***

During last year's FY2015 CoC NOFA process, VCEH determined that at least one project (*Clara Martin Center-Safe Haven*) would be reallocated this year. It is undetermined if additional funds will be available for proposed, new CoC project(s) using reallocated funds from other existing CoC projects that will not be renewed.

NEW-REALLOCATED CoC Permanent Supportive Housing/Chronic Homeless Only (*Available funds = \$113,000 or more dependent upon reallocation of other existing CoC projects*)

NEW-REALLOCATED CoC Rapid Rehousing/Tenant-Based Rental Assistance Only (**\$113,000** available funds or more dependent upon reallocation of other existing CoC projects)

NEW-REALLOCATED CoC Coordinated Entry System Project (*Available funds = \$113,000 or more dependent upon reallocation of other existing CoC projects; 7/19/16 vote will determine if VCEH accepts CES proposals covering the entire VT BoS CoC **OR** from individual local CoCs); HUD gives extra points for CES projects that cover an entire CoC area (VT BoS CoC).*

RENEWAL CoC Transitional Housing (*with proposed **change** to only serve Youth*)

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

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

3. **CoC Project Description:** provide one page (max) description along with Letter of Intent.

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

Subrecipient(s)-if applicable: _____

Primary Partners-if applicable: _____

**Eligible Applicants & Administrators of Rental Assistance: States, local governments, instrumentalities of State/local government and Non-profit organizations.*

5. **VT BoS CoC County/Counties Served by Proposed CoC project (list all):** _____

6. **Local CoC Priority Vote (Ranking #)?:** _____

7. **Applicant is in good standing with all state & federal funding?:** YES NO

8. **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] for this NEW or RENEWAL CoC Project Proposal?:
 YES NO (*non-eligible*)

Leverage: If selected, does applicant also have the ability to commit (not a set aside) potential, **additional support of 100-125% leverage**, above HUD CoC Program funds, from other sources [i.e. Medicaid, HOP, FSH, DMH, Private, Other, Other Entities with MOU] for this NEW or RENEWAL CoC Project Proposal?: YES NO

Name all identified, potential Match Sources AND Total Amounts for the proposed Current or New CoC project:

- 1)
- 2)
- 3)

9. **If awarded, will the CoC project participate in VT BoS CoC Coordinated Entry System?**
 YES NO (*non-eligible*)

10. **If awarded, will this CoC project use the VT HMIS Implementation?** YES NO (*non-eligible except for Domestic Violence Providers who must use a comparable database*)

11. **Eligible Component Types for NEW CoC projects Only (PICK ONE ONLY):**

Permanent Housing-Rapid Re-Housing/Tenant-Based Rental Assistance only/Literal Homeless-coming directly from Streets or Emergency Shelter (including GA motel or other eligible ES Program):

Pick one or more: Individuals Families Unaccompanied Youth (18-24) Other _____

Rental Assistance Administrator: **Non-Profit Organization** _____

Local Government _____ **State Entity:** _____ **Local PHA** _____ **VSHA**

Number/Size of Rental Subsidies: _____ **County(s) Served:** _____

CONTINUED

Permanent Housing-Permanent Supportive Housing/Chronic Homeless only:

Pick one or more: ◇ Individuals ◇ Families ◇ Unaccompanied Youth (18-24) ◇ Other _____

Pick one or more: ◇ Severe/Persistent Mental Illness ◇ Substance Use ◇ Other Disability: _____

Pick one: ◇ Tenant-Based Rental Assistance ◇ Sponsor-Based RA ◇ Project-Based RA
◇ Leasing [Recipient/Subrecipient leases building] ◇ Project-Based/Operations [owns building]

Recipient (pick one): ◇ **Non-Profit Organization** _____
◇ **Local Government** _____ ◇ **State Entity:** _____ ◇ **Local PHA** _____

Rental Assistance Administrator (if applicable): ◇ Local PHA ◇ Local Government ◇ State: _____

CoC Budget: ◇ Housing Costs _____ ◇ Services _____ ◇ Admin Costs _____

Number & Size of Rental Subsidies: _____ County(s) Served: _____

Address-Units/Building(s): _____

12. Additional Questions for New CoC project proposals:

- a. Attach a brief (maximum one page) summary to describe experience with administering projects and state/federal funding.
- b. 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
- c. Low Barrier- Will participants be screened-out of CoC project 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*
- d. Housing First- Will CoC 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*

e. Will CoC project quickly move participants into permanent housing? YES NO

If "YES", explain:

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

YES NO

If "YES", where and why:

g. Will the new CoC project use an existing homeless facility or activities? YES NO

If "YES", explain:

h. What is estimated percentage of participants in the proposed new CoC project will remain in or exit to a destination of Permanent Housing: _____

How is this percentage determined?