**Vermont Coalition to End Homelessness**

**Collaborative Applicant for the VT-500 Balance of State Continuum of Care**

**September 12, 2022**

FFY2022 HUD Continuum of Care Supplemental to Address Unsheltered and Rural Homelessness - Notice of Funding Opportunity

**REQUEST FOR PROPOSALS**

The U.S. Housing & Urban Development (HUD) issued a Notice of Funding Opportunity (NOFO) with the following purpose:

The purpose of this Special NOFO to Address Unsheltered and Rural Homelessness (Special NOFO) is to target efforts to reduce unsheltered homelessness, particularly in communities with very high levels of unsheltered homelessness and homelessness in rural areas. Through this Special NOFO, HUD will award funding to communities to implement coordinated approaches -- grounded in Housing First and public health principles -- to reduce the prevalence of unsheltered homelessness and improve services engagement, health outcomes, and housing stability among highly vulnerable unsheltered individuals and families. HUD expects applicant communities to partner with health and housing agencies to leverage mainstream housing and healthcare resources. ([Page 2, I.A.](https://www.hud.gov/sites/dfiles/CPD/documents/CoC/Unsheltered-and-Rural-Homelessness-NOFO-FR-6500.pdf))

The Special NOFO provides funding for (1) projects that serve Rural Areas and (2) funding for projects for an Unsheltered Homelessness Set Aside. This RFP is limited to projects that serve Rural Areas. HUD defines eligible “Rural Areas” in Vermont to be the entire state, except Chittenden and Franklin counties.

Any eligible entity that wishes to submit an application for a project for the Special NOFO for the Rural set aside must complete the application below (only one Project request per application form) and the [budget linked here](https://helpingtohousevt.org/wp-content/uploads/2022/09/Special-NOFO-FFY22-project-application-budget.xlsx).

**SUBMISSION INSTRUCTIONS**

Submit application electronically to the Vermont Coalition to End Homelessness (VCEH), Attention: Martin Hahn: [mhahn@helpingtohousevt.org](mailto:mhahn@helpingtohousevt.org). You will receive an email confirmation that your application has been received. If you do not receive a confirmation, call 802-595-1232.

Project Application(s) must be submitted electronically before **4:00 PM EST Tuesday September 20, 2022.**

ALL eligible entities, including those that do not currently receive CoC Program funds, are encouraged to submit an application.

VCEH planning and other resources related to the FFY2022 HUD CoC NOFO competition are posted on the VT BoS CoC website at: <https://helpingtohousevt.org/special-nofo-to-address-unsheltered-and-rural-homelessness/>.

**TIMELINE**

|  |  |
| --- | --- |
| Activity | Deadline |
| VCEH releases draft Plan to Serve Individuals and Families with Severe Service Needs and RFP and Project Application <https://helpingtohousevt.org/special-nofo-to-address-unsheltered-and-rural-homelessness/> | 09/09/2022 4:00pm |
| CoC Project applications are due to VCEH via email (mhahn@helpingtohousevt.org)  *\*applicant must confirm after sending* | 09/20/2022 4:00pm |
| VCEH CoC Project Ranking Committee will meet to review, accept/reject and prioritize/rank all VT BoS CoC applications with available HUD funds. | on or before 09/27/2022 |
| Proposed Applicants will be notified if their project(s) were Accepted/Rejected/Reduced AND the CoC Ranking number (if accepted). | Two days after ranking committee |
| Proposed Applicants that are rejected or reduced may submit a written appeal to the CoC Collaborative Applicant [VCEH] via: VCEH - email (mhahn@helpingtohousevt.org) | Two days from date of notification |
| The CoC Ranking Committee will review any appeals and make a final determination (if different) to be sent by VCEH to each applicant. | No later than 10/05/2022 |
| All CoC Program project applications *approved* by the Ranking Committee must be completed/submitted in e-snaps and submitted to the Collaborative Applicant within the e-snaps system. | 10/10/2022 4:00pm |
| Any applicant whose project is rejected by the VCEH may appeal the decision directly to HUD, *with a Solo Application in e-snaps*, 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. | 10/20/2022 8:00pm |

**AVAILABLE FUNDING**: Up to **$2,901,822** for the Vermont Balance of State CoC for the Rural Set Aside (all counties in Vermont except Chittenden and Franklin counties).

Available funding is subject to HUD and CoC project scoring.

**RESOURCES**:

* HUD Special NOFO resources <https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO>
* HUD Special NOFO FFY22 <https://www.hud.gov/sites/dfiles/CPD/documents/CoC/Unsheltered-and-Rural-Homelessness-NOFO-FR-6500.pdf>
* 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>
* HUD Special NOFO project application <https://www.hud.gov/sites/dfiles/CPD/documents/CoC/NEW-Unsheltered-DI-FINAL-7-14-22.pdf>. Prior to submitting your project Application to VCEH, prospective applicants must confirm that, if their project is selected by the Vermont Balance of State CoC, they will be able to complete this application in e-SNAPS by October 10, 2022, 4:00pm EST.

**MORE RESOURCES**

* VCEH Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs, <https://helpingtohousevt.org/wp-content/uploads/2022/09/DRAFT-VtBoSCoC-Plan-for-Serving-Individuals-and-Families-Experiencing-Homelessness-with-Severe-Service-Needs-9.12.22.docx>
* Document defining Vermont’s “structurally disadvantaged areas,” <https://helpingtohousevt.org/wp-content/uploads/2022/09/Draft-Structurally-Disadvantaged-Areas-VtBoSCoC.pdf>
* Special NOFO Application Budget, <https://helpingtohousevt.org/wp-content/uploads/2022/09/Special-NOFO-FFY22-project-application-budget.xlsx>

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**Special NOFO Initial Project Application**

**PART A: Agency information and Threshold**

1. **CoC Project Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Applicant Name:**

**Recipient Type** (State, City, Town, PHA, non-profit):

**UEI #:**

**On State Debarment List?**  YES  NO

**Physical Address**

Street 1:       Street 2:

City:       State:       Zip Code:

**Contact Person**

Name:

E-mail Address:       Phone Number:

1. **If applicable, potential sub-recipient information** (if additional sub-recipients, attach list)

**Sub-recipient Name:**

**Sub-recipient Type** (State, City, Town, PHA, non-profit):

**UEI #:**

**On State Debarment List?**  YES  NO

**Sub-recipient Contact Person**

Name:       Title:

E-mail Address:       Phone Number:

1. **If applicable, primary partners/providers' information**

Name:

Name:

Name:

1. **Project Type:**

Permanent Supportive Housing (PSH)  Rapid Re-Housing (RRH)

Joint Transitional Housing-RRH (TH-RRH)  Supportive Services Only (SSO)

1. **Population to be Serve:** Describe who the project will assist in a narrative and with checkboxes below.

***Narrative:***

**Subpopulation – Choose all that apply**

Individuals  Families  Youth (18-24)  Veterans  DV and other survivors

Chronically Homeless  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Target Disability– Choose all that apply** (PSH must choose at least one, other project types may choose one or none)

Severe/Persistent Mental Illness  Substance Use

Other Disability: \_\_\_\_\_\_\_\_\_\_\_\_\_  No target

1. **If awarded, will the CoC Program project participate in** 
   1. **VT BoS CoC Coordinated Entry System?**  YES  NO (*non-eligible*)
   2. **VT HMIS Implementation?**  YES  NO
      1. **If No, are you a Victim Service Provider (VSP) who will use an HMIS comparable *database?***  YES  NO
2. **Will the project follow a “Housing First Approach”?**  YES  NO

**8a. Housing First - 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*

**8b. Housing First Principles**: **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*

**PART A. Project Overview**

1. **CoC Project Description:** Describe project design and how it is responsive to the Special NOFO, including how project will implement coordinated approaches -- grounded in Housing First and public health principles -- to reduce the prevalence of unsheltered homelessness and improve services engagement, health outcomes, and housing stability among highly vulnerable unsheltered individuals and families. (Limit 2,000 characters)

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

**PART B: Past & Current Experience and Administrative Capacity**

1. Describe your experience administering PSH and/or RRH or SSO projects for homeless households and strategies used to help prevent people from returning to homelessness.
2. Describe your experience administering a project of similar scope and size. Scope examples: if proposing to administer rental assistance, describe your experience administering rental assistance. If proposing to administer supportive services, describe your experience administering supportive service projects.
3. Describe your experience in effectively administering federal funding of a similar amount (compared to proposed budget).
4. Do you have experience in administering programs of similar complexity, including (check all that apply):

Complex programmatic requirements and/or must adhere to regulations

Leverage matching funds

Various types of program reports are required

If subcontracting, have experience with subrecipient monitoring

Briefly describe your experience in administering programs of similar complexity:

1. Describe agency financial management structure to administer funds:

**Specific components; choose all that apply:**

Organization has an accounting system that will allow them to completely and accurately track the receipt and disbursements of funds related to the award.

Staff will be required to track their time associated with the award and the organization has a system in place to account for time spent by employees on this project.

Organization has an automated accounting system or a combination automatic/ approach.

1. Describe organization and management structure to successfully implement the project:
2. Single audit within past 5 years?  YES  NO

With audit findings regarding program non-compliance and/or internal control deficiency?

YES  NO

1. The applicant currently participates in VT HMIS (or if a Victim Service Provider: Osnium)  YES  NO
2. The applicant does not have any unresolved HUD Monitoring and/or OIG Audit findings from a previous grant.  YES  NO

**PART C: Project Application Alignment with Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs**

1. Provide a clear, detailed description of project type, scale, location, housing, and supportive services needs; projected outcomes; and coordination with other organizations:
2. When do you anticipate being at or near 100% capacity

within 4 months

within 6 months

more than 6 months

**C.1. LEVERAGING HOUSING**

1. For PSH, RRH, and TH-RRH Projects: Describe and attach the MOU or Letter of Commitment to pair new units with services. Confirm that subsidies/housing units are NOT funded by CoC or ESG and state what source is funding them.
2. If a PSH Project, what percentage of units are designated for unsheltered residents with high service needs?

Between 10%-24%

Between 25%-49%

50% or more

1. If a RRH or TH-RRH Project, what percentage of participants are designated for unsheltered residents with high service needs?

Between 10%-24%

Between 25%-49%

50% or more

1. For RRH and TH-RRH Projects, is there a commitment or the intention from one or more Public Housing Authorities supporting a "move-on" preference to transition participants to a permanent Housing Choice Voucher?
2. For SSO Projects, describe how your project design identifies partnerships that are in place to leverage rental assistance and units to help homeless households into permanent housing, including:

- Service Provider (Applicant and/or Subrecipient(s)) will be a Coordinated Entry Assessment Partner and ensure project participants are offered and supported in participating in Coordinated Entry

- One or more Letters of Support from permanent housing providers (including private landlords, PHAs, and/or affordable housing managers) in support of the Project Application

1. Describe the specific landlord recruitment/engagement strategies which may include the structure of staffing and/or leveraging other landlord tools in your community, to reduce the length of time of homelessness.

**C.2. SUPPORTIVE SERVICE PLAN - INCLUDING, LEVERAGING HEALTHCARE RESOURCES**

1. Are health care services committed in support of the project as demonstrated by an MOU or Letter of Commitment? If so, please attach. Consider:

Health care services are equivalent to at least:

25% of the budget request or,

at least 50% of the budget request

Where SUD treatment and/or recovery services are leveraged, they are provided to all program participants who qualify and/or choose services:

YES  NO

Project eligibility is not restricted by the eligibility requirements of a health care service provider:

YES  NO

1. For SSO projects, briefly describe how the project will provide flexible and all-encompassing services from unsheltered to temporary housing to permanent housing.
2. For all projects, describe your supportive services plan. (*From NOFO*: Project includes a supportive services plan that specifically integrates one or more other mainstream social services and employment programs to be able to meet the needs of individuals and families with any combination of the following factors: facing significant challenges or functional impairments, including any physical, mental, developmental or behavioral health disabilities regardless of the type of disability, which require a significant level of support in order to maintain permanent housing [this factor focuses on the level of support needed and is not based on disability type]; high utilization of crisis or emergency services to meet basic needs, including but not limited to emergency rooms, jails, and psychiatric facilities; currently living in an unsheltered situation or having a history of living in an unsheltered situation; experiencing a vulnerability to illness or death; having a risk of continued or repeated homelessness; and having a vulnerability to victimization, including physical assault, trafficking or sex work*.*)

**C.3. PROJECT WILL REDUCE UNSHELTERED HOMELESSNESS**

1. For SSO Projects, does the project design focus on outreach services to reach households experiencing unsheltered homelessness where they reside and assist them to quickly connect to permanent housing options?
2. For PSH, RRH, and TH-RRH Projects, does the project include specific strategies and partnerships with homeless outreach partners/projects?
3. Will the project involve coordination necessary to reach and serve unsheltered households, with:

first responders

faith-based organizations

emergency departments

other community organizations working with households who are unsheltered

Briefly describe:

1. Describe specific strategies and partnerships to lower barriers to shelter (for SSO projects only) and/or permanent housing (all projects), including: allows for pets, uses harm reduction strategies/does not require sobriety, minimizes or does not require identification and helps households obtain ID documents as quickly as possible (all projects), does not restrict eligibility based on criminal background (except for federal HCV restrictions)
2. Based on the proposed target population (i.e., subpopulation and/or geography), will the project serve households who are unsheltered or have a history of unsheltered homelessness?

YES  NO

**C.4. INVOLVING INDIVIDUALS WITH LIVED EXPERIENCE OF HOMELESSNESS**

1. Describe how people with lived experience of unsheltered homelessness are involved in the delivery of services.
2. Describe how you plan to hire and support people who have experienced unsheltered homelessness, or people who have fled domestic/sexual violence.
3. Does your Board of Directors (or equivalent decision-making entity) include representation from more than one person with lived experience of homelessness?

YES  NO

**C.5. SUPPORTING UNDERSERVED COMMUNITIES AND SUPPORTING EQUITABLE COMMUNITY DEVELOPMENT**

1. Will the project serve a "structurally disadvantaged area" as defined by the VCEH Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs ***and*** describe how the area has not been served by CoC programs. See Page 3 above for links to the VCEH Plan and document defining Vermont’s “structurally disadvantaged areas.”
2. Describe specific partnerships with BIPOC or LGBTQIA+ organizations to reach these populations and improve service delivery.
3. Structure
4. Does applicant Board leadership and/or staff include people who are black, indigenous, or people of color?

YES  NO

1. Does applicant Board leadership and/or staff include people who identify as LGBTQIA+?

YES  NO

1. Will applicant commit to working with HMIS lead to develop a schedule for reviewing HMIS/comparable database data with disaggregation by race, ethnicity, gender identity, and/ or age within the next year?

YES  NO

**Don’t forget to attach your project** [**budget** linked here](https://helpingtohousevt.org/wp-content/uploads/2022/09/Special-NOFO-FFY22-project-application-budget.xlsx).