Vermont Balance of State Continuum of Care (VT BoSCoC)

CoC NOFO
Annual New Project Process

JUNE 2023
CONTINUUM OF CARE PROGRAM
UPCOMING NOTICE OF FUNDING OPPORTUNITY (COC NOFO)
Agenda

- Agenda
  -Introductions
  -Overview of Continuum of Care (CoC)
  -Project Development and Scoring
  -Questions

- Mute your line to reduce background noise
- Questions are encouraged
Poll Questions

Q1: What is your current role at your agency?
  - Director
  - Manager
  - Frontline
  - Other

Q2: Has your organization applied for a project in the past?
  - Yes, and was awarded
  - Yes, but not awarded
  - No
  - No but planning on project for 2023
Overview
What is a Continuum of Care?
## Continuum of Care (CoC) Program Structure

<table>
<thead>
<tr>
<th>CoC Board and Membership</th>
<th>Project Applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Group of interested parties that participates in community planning and sets CoC priorities</td>
<td>• Competitive annual process</td>
</tr>
<tr>
<td>• Governance, Policy and Procedures</td>
<td>• Individual agencies who implement CoC Program funded projects</td>
</tr>
</tbody>
</table>
## Continuum of Care NOFO Competition Basics

<table>
<thead>
<tr>
<th>No.</th>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
</table>
| 01  | Funding Priorities               | - HUD outlines priorities  
                              - CoC determines local competitions priorities |
| 02  | NOFO National Competition Opens!| - Annual - Notice of Funding Opportunity (NOFO)  
                              - Projects must comply with terms outlined in the NOFO |
| 03  | Project Applications New and Renewal | - Existing projects apply for continuation funding  
                              - New projects are proposed based on funds available |
| 04  | Community Application            | - CoC Application (narrative responses & data)  
                              - Priority Project List  
                              - Individual Project Applications |
| 05  | E-SNAPS – CoC Staff and Project Applicants | - CoC staff complete CoC application & Project Priority List  
                              - CoC staff completes project applications |
What’s Included in the Annual CoC Application?

VT Balance of State CoC Application

CoC Project Scoring Committee

- Project Application
- Project Application
- Project Application
- Project Application (etc.)
Timeline

OUT OF OUR CONTROL
- Timing of process?? - Competition release date changes annually
- 90 days – Typical time allotted to complete the entire process (application and narratives
- 30-40 days – Typical time available to submit project applications for review

IN OUR CONTROL
- Think about how CoC Program Project funding best fits into VT response system
- Before competition opens – General determination about project needs
- Basic understanding of process to prepare for any votes that must happen quickly
Project Development
<table>
<thead>
<tr>
<th>CoC Name</th>
<th>Organization Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vermont Balance of State CoC</td>
<td>Brattleboro Housing Authority</td>
<td>$258,046</td>
</tr>
<tr>
<td>Burlington/Chittenden County CoC</td>
<td>Champlain Valley Office of Economic Opportunity</td>
<td>$156,070</td>
</tr>
<tr>
<td>Burlington/Chittenden County CoC</td>
<td>City of Burlington</td>
<td>$587,220</td>
</tr>
<tr>
<td>Vermont Balance of State CoC</td>
<td>Institute for Community Alliances</td>
<td>$124,382</td>
</tr>
<tr>
<td>Vermont Balance of State CoC</td>
<td>NewStory Center, Inc.</td>
<td>$140,287</td>
</tr>
<tr>
<td>Burlington/Chittenden County CoC</td>
<td>Pathways Vermont, INC</td>
<td>$151,084</td>
</tr>
<tr>
<td>Vermont Balance of State CoC</td>
<td>State of Vermont</td>
<td>$576,075</td>
</tr>
<tr>
<td>Burlington/Chittenden County CoC</td>
<td>Steps to End Domestic Violence, Inc.</td>
<td>$165,945</td>
</tr>
<tr>
<td>Vermont Balance of State CoC</td>
<td>Vermont Coalition to End Homelessness</td>
<td>$143,773</td>
</tr>
<tr>
<td>Vermont Balance of State CoC</td>
<td>Vermont State Housing Authority</td>
<td>$2,912,386</td>
</tr>
<tr>
<td>Vermont Balance of State CoC</td>
<td>Washington County Youth Service Bureau</td>
<td>$986,552</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$6,201,820</strong></td>
</tr>
</tbody>
</table>
**Governing Rules and Requirements**

### Rules
- CoC Program interim rule
- Annual Notice of Funding Opportunity (NOFO)
  - HUD sets national priorities
  - Local CoC determines local priorities
  - NOFO is typically more restrictive than Rule

### Requirements
- **HMIS** - Must use HMIS or if VSP must use a HMIS comparable database that is HUD-compliant
- **Coordinated Entry** - Must get all referrals from CoC Coordinated Entry System
- **Eligible Population** - Must serve eligible population(s)

*VSP – Victim Service Provider*
CoC Program Funding Options

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Supportive Housing (PSH)</td>
<td>Emergency shelter (ES)</td>
</tr>
<tr>
<td>Rapid Re-housing (RRH)</td>
<td>Transitional Housing (TH) only</td>
</tr>
<tr>
<td>Transitional – RRH (TH-RRH)</td>
<td>Services only (SSO)</td>
</tr>
<tr>
<td>Coordinated Entry (SSO-CES)</td>
<td>People experiencing:</td>
</tr>
<tr>
<td>Homeless Management Information System (HMIS)</td>
<td></td>
</tr>
<tr>
<td>People experiencing:</td>
<td></td>
</tr>
<tr>
<td>◦ Chronic homelessness</td>
<td></td>
</tr>
<tr>
<td>◦ People living in shelters or unsheltered situations</td>
<td></td>
</tr>
<tr>
<td>◦ People fleeing domestic violence situations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>People who are doubled-up and living with others temporarily (<em>very limited – see local standards</em>)</td>
</tr>
</tbody>
</table>
Poll Questions

Q1: Project Funding Priorities? (Rank)
- Housing
- Services
- Coordinated Entry
- HMIS

Q2: Project Type?
- PSH (Permanent Supportive Housing)
- RRH (Rapid Re-Housing)
- Other – put in chat
## Project Roles – As Defined by HUD

<table>
<thead>
<tr>
<th>Role</th>
<th>Definition</th>
</tr>
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<tbody>
<tr>
<td><strong>Recipient</strong></td>
<td>Awarded funding by HUD - is contractually responsible for implementation and oversight</td>
</tr>
<tr>
<td><strong>Subrecipient</strong></td>
<td>Sub agency who has contract with a recipient to implement all or part of a project on their behalf</td>
</tr>
<tr>
<td><strong>Partner</strong></td>
<td>An entity the recipient and/or subrecipient(s) has formal contract with to deliver services</td>
</tr>
<tr>
<td><strong>Non-Partner</strong></td>
<td>Community entity who receives referrals - provides supportive services as needed</td>
</tr>
</tbody>
</table>

### Example from Vermont

<table>
<thead>
<tr>
<th>Role</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recipient</strong></td>
<td>VSHA for Shelter+Care</td>
</tr>
<tr>
<td><strong>Subrecipient</strong></td>
<td>No subrecipients</td>
</tr>
<tr>
<td><strong>Partner</strong></td>
<td>Lists six partners to provide services with non-CoC funding</td>
</tr>
<tr>
<td><strong>Non-Partner</strong></td>
<td>All other services that aren’t captured above</td>
</tr>
</tbody>
</table>
Things to Know Before You Apply

25% Match Requirement *(except Leasing Budgets)*
Eligible cost limitations based on your project design

Must Have Capacity to Administer the Project!
- Internal financial systems
- Project management knowledge

Annual Reporting
Annual Program Monitoring
What Can I Do Now- Before the NOFO is Released?

- Review FY22 Local NOFO Request for Projects (RFP) to see what types of projects were allowed.
- Determine what your county needs.
- Talk to agencies that have a CoC Program project for tips on managing HUD CoC funding.
- Think about matching funds resources.
Scoring
Scoring Process

**Process**
- Every project is reviewed and ranked by the Project Scoring Committee
- Renewal projects are typically ranked first, followed by new projects
- HUD provides guidance each year about
  - Funding availability program-wide
  - Funding that is ‘guaranteed’
  - Amount of funding that’s competitive
  - Relative risk of each of the above

**Information Used to Score**
- Local scoring tools for renewal and new projects
- Experience of Applicant
- Performance Data
- Project Description
- HMIS data
- Application content
Breakout Groups

What can VCEH do to engage the homeless response network in CoC application?
Tips – Project Content

State things clearly This project will serve people experiencing chronic homelessness to.....

Use HUD Language when possible “participant” instead of “client”

Use People First Language, e.g. “people experiencing homelessness” rather than “homeless people”

Narratives should focus on project design. Agency description and general strengths are necessary only in few sections

Use Up to Date Terms Correctly name your project types: permanent supportive housing, rapid re-housing, etc.
Tips – New Project Budget

Rapid Re-Housing Projects – no operating or leasing costs allowed

Permanent Supportive Housing (PSH) – must have head of household with disability

Administration Funding – always request 10% (this is a flat-funded budget line item and will not increase over time)

HMIS Funding – request what you need to complete data entry (unless you are using matching funds for this activity)
Common Mistakes

**Submitting ineligible project**
- Subpopulation not consistent with project type
- Budget does not match project type
- Match is not high enough and/or not documented

**Inconsistent application**
- Narratives and charts conflict
- Number of households/persons to serve are stated differently in different areas

**Budget – New Projects**
Request is not reasonable – either over or under budget for the project proposed.
Budget doesn’t add up correctly.

**Did not follow** HUD guides or project application directions about what information to include in narratives

**Match letter(s)** not from the agency providing the match cash or in-kind
CoC Program Resources

CoC Program interim rule – 24 CFR Part 578

Grant Life Cycle (2021) -
https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-grant-administration/coc-grant-life-cycle/

Grant and Project Administration Requirements Training On-Line
https://www.hudexchange.info/trainings/courses/coc-program-grant-administration/

Grant Administration Broadcast
https://files.hudexchange.info/resources/documents/CoC-Grant-Administration-Slides.pdf

Overall Grant Administration by Topic
https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-grant-administration/coc-grant-administration-overview/

Finanical Management 201 Online Module
https://www.hudexchange.info/trainings/courses/financial-management-201-coc-online-module/

VT BoSCoC Specific Items

HUD CoC Funding https://helpingtohousevt.org/hud-funding/

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Questions?