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?
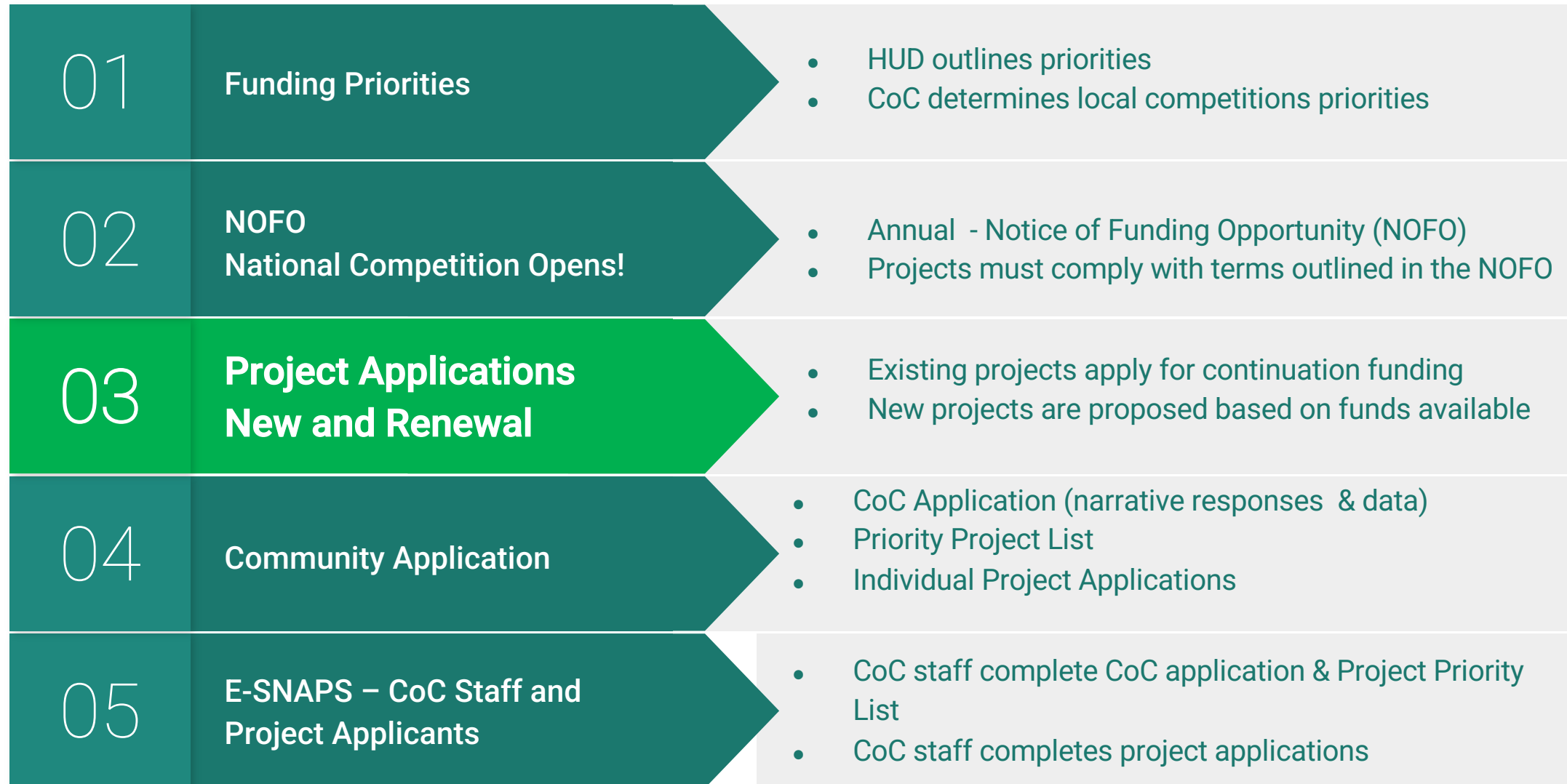
Continuum of Care (CoC) Program Structure

CoC Board and Membership

- Group of interested parties that participates in community planning and sets CoC priorities

- Governance, Policy and Procedures

Project Applicants

- Competitive annual process

- Individual agencies who implement CoC Program funded projects

Continuum of Care NOFO Competition Basics

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.)
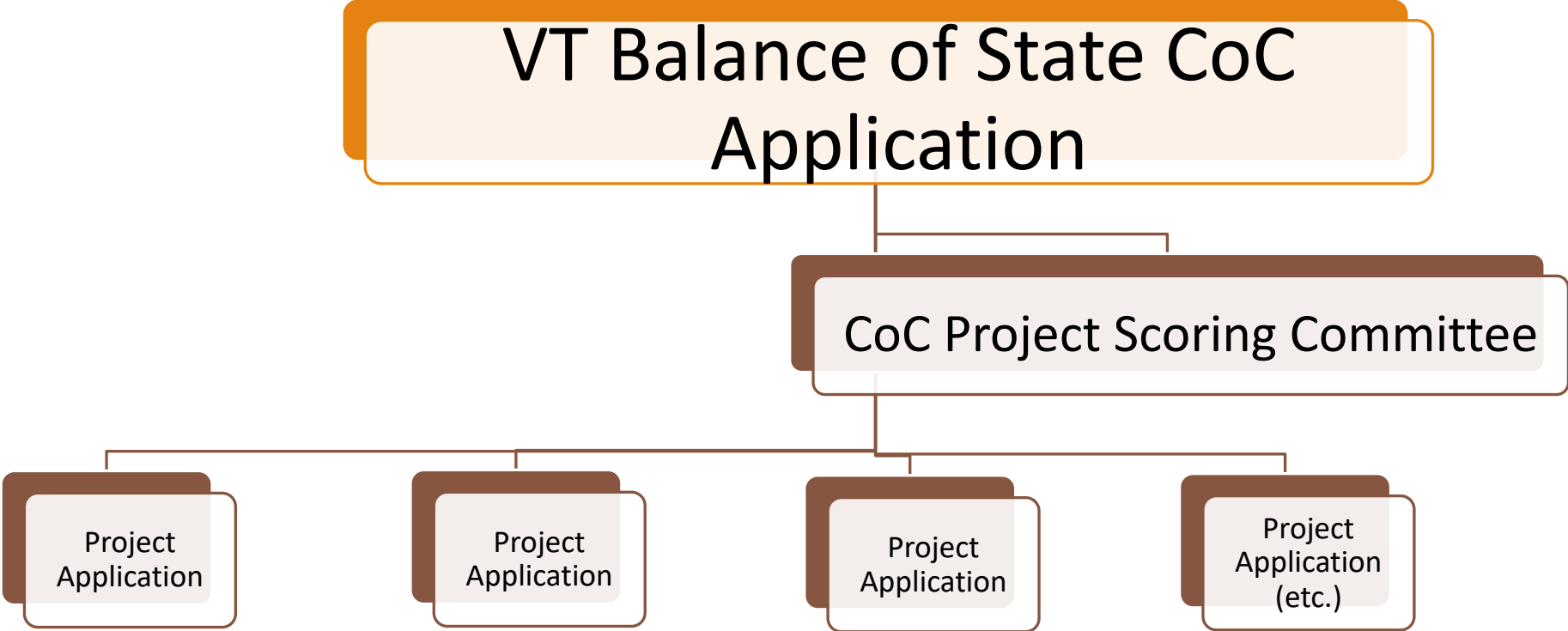
Timeline

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

FY22 Awards – CoC Program

CoC Name	Organization Name	Amount
Vermont Balance of State CoC	Brattleboro Housing Authority	$258,046
Burlington/Chittenden County CoC	Champlain Valley Office of Economic Opportunity	$156,070
Burlington/Chittenden County CoC	City of Burlington	$587,220
Vermont Balance of State CoC	Institute for Community Alliances	$124,382
Vermont Balance of State CoC	NewStory Center, Inc.	$140,287
Burlington/Chittenden County CoC	Pathways Vermont, INC	$151,084
Vermont Balance of State CoC	State of Vermont	$576,075
Burlington/Chittenden County CoC	Steps to End Domestic Violence, Inc.	$165,945
Vermont Balance of State CoC	Vermont Coalition to End Homelessness	$143,773
Vermont Balance of State CoC	Vermont State Housing Authority	$2,912,386
Vermont Balance of State CoC	Washington County Youth Service Bureau	$986,552
	Total	**$6,201,820**

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 usea 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

YES

Permanent Supportive Housing (PSH)

Rapid Re-housing (RRH)

Transitional – RRH (TH-RRH)

Coordinated Entry (SSO-CES)

Homeless Management Information System (HMIS)

People experiencing:
- Chronic homelessness
- People living in shelters or unsheltered situations
- People fleeing domestic violence situations

NO

Emergency shelter (ES)

Transitional Housing (TH) only

Services only (SSO)

People experiencing:
- Risk of homelessness
- People who are doubled-up and living with others temporarily *(very limited – see local standards)*

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

Recipient
- Awarded funding by HUD - is contractually responsible for implementation and oversight

Subrecipient
- Sub agency who has contract with a recipient to implement all or part of a project on their behalf

Partner
- An entity the recipient and/or subrecipient(s) has formal contract with to deliver services

Non-Partner
- Community entity who receives referrals - provides supportive services as needed

Example from Vermont

Recipient
- VSHA for Shelter+Care

Subrecipient
- No subrecipients

Partner
- Lists six partners to provide services with non-CoC funding

Non-Partner
- All other services that aren't captured above

Things to Know Before You Apply

25% Match Requirement *(except Leasing Budgets)*

Eligible cost <u>limitations</u> based on your project design

Annual Reporting

Annual Program Monitoring

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

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
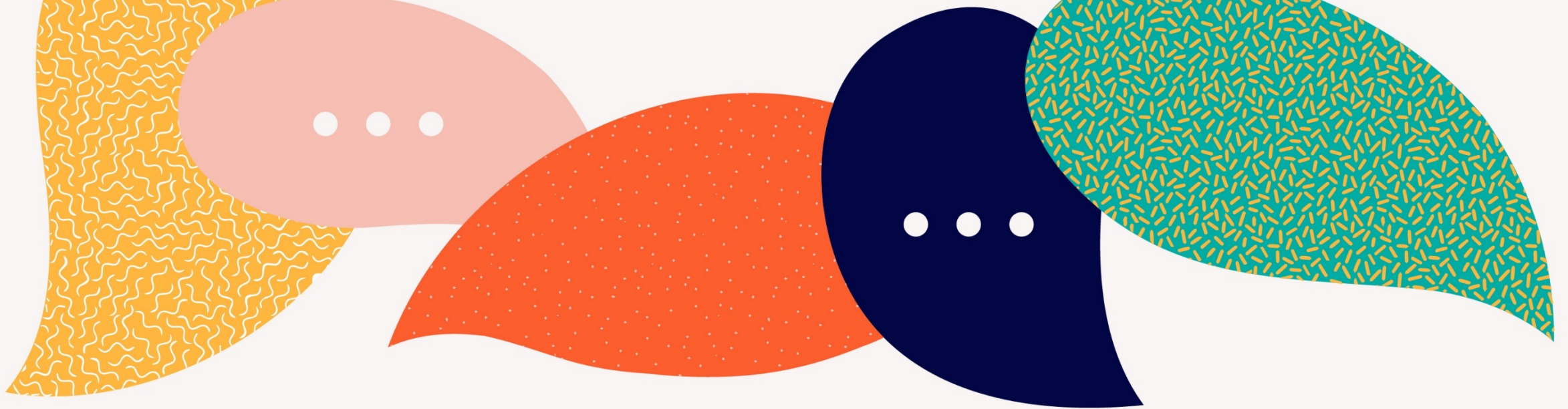
Breakout Groups

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/

CoC Program Grants Administration User Guide (2013)
https://www.hudexchange.info/resource/2946/coc-program-grants-administration-user-guide/

Financial 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/

New Project Scoring Tool https://helpingtohousevt.org/wp-content/uploads/2021/09/FFY21-VT-BoSCoC-New-Project-Scoring-Tool-V1-FINAL-2021-09-13.pdf

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Questions?