FY2021 HUD COC PROGRAM COMPETITION
NEW/BONUS PROJECT APPLICATION – PSH/RRH/TH-RRH ONLY

AGENCY PROFILE	
Legal Name of Agency	
Project Name	
Contact Person	
Title	
Address	
Email	
Phone	

Check one:

- ☐ Permanent Supportive Housing for Chronically Homeless
- ☐ Rapid Re-Housing
- ☐ Joint Transitional Housing /Rapid Re-Housing

Check one:

- ☐ General Bonus Project
- ☐ Domestic Violence Bonus Project
- ☐ Transition
- ☐ Expansion (must complete Renewal Project Application in addition)

Authorized Representative: *I hereby certify that the information contained in this proposal is true and accurate. Any falsification of information will render the application void, and the application will not be accepted. This application has been reviewed and authorized for submission by the agency's board of directors as of the date indicated.*

Name:	Title:
Date of Board/Local Planning Body Authorization:	
Date of Anticipated Board/Local Planning Body Authorization:	

ELIGIBILITY THRESHOLDS

Basic HUD Eligibility Thresholds must be satisfied before the CoC may consider a new or bonus project application for funding.

1. Please indicate by checking the boxes if the agency has any of the following:

a. Outstanding obligation to HUD that is in arrears for which a payment schedule has not been agreed upon;
☐ Yes ☐ No If yes, please explain:

b. Debarments and/or Suspensions- In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the federal government;
☐ Yes ☐ No If yes, please explain:

c. Unresolved monitoring findings or outstanding (agency or HUD) audit findings;
☐ Yes ☐ No If yes, please explain:

d. Inadequate financial management or accounting practices within the past three years;
☐ Yes ☐ No If yes, please explain:

e. Evidence of untimely expenditures on prior award;
☐ Yes ☐ No If yes, please explain:

f. Major capacity issues that have significantly impacted the operation of a project and its performance within the past three years;
☐ Yes ☐ No If yes, please explain:

g. Issues impacting the timeliness in reimbursing subrecipients for eligible costs;
☐ Yes ☐ No If yes, please explain:

h. Served ineligible persons, expended funds on ineligible costs, or failed to expend funds within statutorily established timeframes within the past three years;
☐ Yes ☐ No If yes, please explain:

2. Does applicant have a financial management system that meets federal standards as described at 2 CFR 200.302?
☐ Yes ☐ No Please describe:

3. Does the agency employ or contract services of an accountant who is familiar with Generally Accepted Accounting Principles (GAAP)?
☐ Yes ☐ No

4. Does the agency obtain an annual audit by an independent certified public accountant?
☐ Yes ☐ No

5. Has your organization been monitored by HUD in the past three (3) years? ☐ Yes ☐ No
If yes, include as attachments: Monitoring report from HUD, your organization's response to any findings, documentation from HUD that finding or concern has been satisfied, and any other relevant documentation.
If no, reference most recent monitoring by an entity other than HUD for federal or state funding (ESG, CDBG, etc) and include as attachments: Monitoring report, your organization's response to any findings, documentation from entity that finding or concern has been satisfied, and any other relevant documentation.

6. Does the project commit to taking all referrals through the community's Coordinated Entry process?
☐ Yes ☐ No

All projects must include as attachments (please *submit each document as a separate attachment* numbered as follows):

☐ #1: Proof of 501(c)3 status from the IRS

☐ #2: Financial statements, including cash flow statement

☐ #3: Non-profit Corporation Update (2013) or equivalent

☐ #4: DUNS number and Standard Form 424 (SF-424)

☐ #5: Active registration in SAM

☐ #6: Most recent audit by an independent certified public accountant

☐ #7: Monitoring report by HUD or other federal or state funding entity, including any responses if there were findings noted in the report

☐ #8: Documentation of all match

☐ #9 Project Application in e-Snaps

☐ #10 Preliminary Rendering and Site Plan (if applicable)

PROJECT QUALITY THRESHOLD

For Permanent Supportive Housing and Rapid Re-Housing Projects

New permanent housing projects must receive at least 3 out of the 4 points available for this project type to be considered.

Criteria	Does the proposed project meet these criteria?
The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., two or more bedrooms for families).	☐ Yes ☐ No
The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.	☐ Yes ☐ No
The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).	☐ Yes ☐ No
Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing).	☐ Yes ☐ No

For Joint Transitional Housing and Rapid Re-Housing Projects

New Joint TH and PH-RRH component project applications must receive at least 4 out of 6 points available for this project type to be considered.

Criteria	Does the proposed project meet these criteria?
The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., two or more bedrooms for families).	☐ Yes ☐ No
The proposed project will provide enough rapid rehousing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing. This may be demonstrated by identifying a budget that has twice as many resources for the rapid rehousing portion of the project than the TH portion, by having twice as many PH-RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the population being served by the project.	☐ Yes ☐ No
The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.	☐ Yes ☐ No
The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).	☐ Yes ☐ No
Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing).	☐ Yes ☐ No
The project adheres to a housing first model as defined in Section III.B.2.o of this NOFO.	☐ Yes ☐ No

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See scorecard for scoring criteria in each question.

I. PROJECT OVERVIEW

Please check the proposed focus population from the options below.

Chronically homeless	☐	Families	☐
Veterans	☐	Youth (18-24)	☐
Domestic Violence	☐		

Scope of Proposed Project		Proposed Households Served	
Total units		Households with at least one adult and one child	
Total beds		Adult households without children	

1.a. Provide a description that addresses the entire scope of the proposed project. (Include focus population(s), the plan for addressing identified needs/issues of the identified focus population, projected outcomes, and how the project type, scale and location of housing and support services fit the needs of the identified focus population.) *(1,000 word limit)*

1.b. Describe the plan to assist participants in securing and maintaining permanent housing that is safe, affordable, accessible, and acceptable to their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing). *(500 word limit)*

1.c. Describe how participants will be assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply to maximize their ability to live independently. *(500 word limit)*

2. Describe how the project aligns with the objectives and goals outlined in the CoC Compass. *(500 word limit)*

II. EXPERIENCE

3. Describe the experience of the applicant and sub-applicants in working with the proposed focus population and in providing housing similar to that proposed in the application. *(500 word limit)*

4. Describe the experience of the applicant and sub-applicants with utilizing a Housing First approach. *(500 word limit)*

5. Describe the experience of the applicant and sub-applicants in utilizing federal funds. *(500 word limit)*

6. Describe the process for the determination of the type, amount, and the duration of rental assistance for participants. Please describe whether and how the agency uses progressive engagement and a strengths-based approach in providing services. *(500 word limit)*

III. PROJECT EFFECTIVENESS

7. What would be the prioritization process for households referred to this project? How will it be determined who is most vulnerable and the best fit for any referrals to this project? Provide detail from policy established by the CoC. *(500 word limit)*

8. Will all participating households served in this project be recorded in HMIS or an equivalent database for Domestic Violence, in accordance with the community's Data Quality Standards?

☐ Yes ☐ No If no, explain:

9. Describe the plan for rapid implementation of the project, documenting how the project will be ready to begin housing the first participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award. *(500 word limit)*

10. Describe the training applicant and sub-applicant staff have undergone or will undergo as well as agency policies or procedures related to diversity, equity, and inclusion as it pertains to service provision *(500 word limit):*

IV. ORGANIZATIONAL CAPACITY

11. Describe agency key staff positions and qualifications of individuals who will carry out the project *(500 word limit)*:

12. Describe the agency's financial management system, including financial reporting, record keeping, accounting systems, payment procedures, procurement processes, and audit requirements *(500 word limit)*:

V. PROJECT BUDGET

Activity	Requested Funds	Other Funding	Total Project Cost	% of Total Budget
Acquisition				%
New Construction				%
Rehabilitation				%
Leasing				%
Rental Assistance				%
Supportive Services				%
Operating Costs				%
HMIS				%
Project Administration (limited to 7%)				%
Total Project Cost				%

Complete Match and Leveraging worksheet, Attachment A.
See scorecard for scoring criteria based on budget information, questions 13-16

Attachment A

Identify all HUD and non-HUD funding that comprises the project budget. Only those dollars or non-cash contributions (in-kind) that directly support the project should be listed. This may include federal, state, or local government funds, private funds, grants, and/or other sources, including donations.

Match must be at least 25% of total funding requested. Documentation of match must be provided with the application.

Resource	Cash or In Kind	Committed or Planned/ Pending	Available (MM/YY)	Amount/ Value	% of Total Budget	Serves as CoC Program Match? (Y/N)
				$	%	
				$	%	
				$	%	
				$	%	
				$	%	
				$	%	
				$	%	
				$	%	
Total leveraged from other sources				$	%	

Attach additional forms as necessary

Attachment B

General Administration Requirements and Terms for HUD Financial Assistance Awards

The agency certifies to the Grand Rapids Area Coalition to End Homelessness that it and its principals are in compliance with the following requirements as indicated by checking the box.

☐ *Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity.* See the Federal Register dated February 1, 2012, Docket No. FR 5359-F-02 and Section 2 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

☐ *Affirmatively Furthering Fair Housing*. See Section 1.b of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

☐ *Compliance with Fair Housing and Civil Rights*. See Section 1.a. of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

☐ *Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP).* See Section 1.d. of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

☐ *Economic Opportunities for Low- and Very Low-income Persons (Section 3).* See Section 1.c. of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

☐ *Accessible Technology*. See Section 1.e. of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

☐ *Conducting Business in Accordance with Core Values and Ethical Standards/Code of Conduct*. See Section 14 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards *Ensuring the Participation of Small Disadvantaged Businesses, and Women Owned Business.* See Section 3 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

☐ *Equal Participation of Faith-based Organizations in HUD Programs and Activities.* See Section 4 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

☐ *Real Property Acquisition and Relocation.* See Section 5 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

☐ *OMB Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. See Section 7 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

☐ *Eminent Domain*. See Section 11 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

☐ *Accessibility for Persons with Disabilities*. See Section 12 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

☐ *Participation in HUD-Sponsored Program Evaluation*. See Section 6 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

☐ *Environmental Requirements.* Notwithstanding provisions at 24 CFR 578.31 and 24 CFR 578.99(a) of the CoC Program interim rule, and in accordance with Section 100261(3) of MAP-21 (Pub. L. 112-141, 126 Stat. 405), activities under this NOFA are subject to environmental review by a responsible entity under HUD regulations at 24 CFR part 58. Yes

☐ *Drug-Free Workplace.* See Section 8 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

☐ Safeguarding Resident/Client Files. See Section 9 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards *Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 209-282) (Transparency Act), as amended*. See Section 10 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

☐ *Lead-Based Paint Requirements*. For housing constructed before 1978 (with certain statutory and regulatory exceptions), CoC Program recipients must comply with the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801, et seq.), as amended by the Residential Lead-Based. No

☐ *Paint Hazard Reduction Act of 1992* (42 U.S.C. 4851, et seq.); and implementing regulations of HUD, at 24 CFR part 35; the Environmental Protection Agency (EPA) at 40 CFR part 745, or State/Tribal lead rules implemented under EPA authorization; and the Occupational Safety and Health Administration at 29 CFR 1926.62 and 29 CFR 1910.1025. No

☐ *Violence Against Women Reauthorization Act of 2013: Implementation in HUD Housing Programs (24 CFR Parts 5, 91, 92, 93, 200, 247, 547, 576, 880, 882, 883, 884, 886, 891, 905, 960, 966, 982, and 983).* See Section 6 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

☐ Attestation that all attachments as required by HUD are uploaded in *e-snaps.* See Notice of Funding Opportunity for the 2021 Continuum of Care Program Competition FR-6500-N-25.

This list is not exhaustive of all HUD requirements. Applicants are encouraged to review the General Administrative Requirements and Terms for HUD Financial Assistance Awards, found at: https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps to ensure eligibility.

Agency: _____

Acknowledged By: _____

Title: _____

Date: _____