Homeless Continuum of Care of Stark County (HCCSC)

Local Application Workshop
April 30, 2019
What is the Continuum of Care (CoC) Program?

- “The Continuum of Care (CoC) Program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.”

https://www.hudexchange.info/programs/coc/
CoC Compliance Regulations

- The CoC Program is authorized by:
  - McKinney-Vento Homeless Assistance Act, Subtitle C of title IV (42 U.S.C. 11381–11389)
  - CoC Program Interim Rule 24 CFR part 578
  - Consolidated Appropriations Act, 2018
How are CoC Projects Funded?
The Department of Housing and Urban Development (HUD) Funding Competition

• Annually, HUD provides a national funding competition for those communities that are committed to the goal of ending homelessness.

• HUD will release a Notice of Funding Availability (NOFA) that will outline how much funding is available, what projects types have been prioritized by HUD, competition guidelines, and application processes.

• HUD provides three funding opportunities for CoC’s:
  • Annual Renewal Demand (ARD)
  • New Project / Bonus Funding
  • CoC Planning Grant
HUD Funding Opportunities

**Annual Renewal Demand**
- This funding supports the CoC’s existing housing and services. The CoC has the option to continue to support those programs, or to reallocate those resources, in whole or in part, to projects prioritized by the CoC and outlined in the HUD NOFA.

**Bonus Funding**
- CoC’s as a whole will be scored and ranked according to HUD criteria. HUD may have additional bonus funding to award to new eligible projects of higher scoring CoC’s. HUD will outline projects eligible to receive bonus funding in the NOFA.
CoC Planning Grant

• The CoC Planning Grant is awarded to a collaborative applicant for assistance with CoC Planning strategies.

• These funds are used to support:
  • Salaries (The Stark Housing Network, Inc.)
  • Administrative Cost
  • Strategic Planning
Why does the HCCSC conduct a local application competition?
The Department of Housing and Urban Development (HUD) Requirements

HUD expects each CoC to implement a thorough review and ranking process at the local level for both new and renewal project applications that will be submitted to HUD for the CoC Program Competition.

The Collaborative Applicant is responsible for submitting the local priority listing to HUD as a part of the Consolidated Application.
What is a Collaborative Applicant?

• The Collaborative Applicant is the eligible applicant designated by the Continuum of Care to collect and submit the CoC Registration, CoC Consolidated Application, and apply for the CoC Planning Grant on behalf of the CoC during the CoC national Program Competition.
Who is the Collaborative Applicant for the HCCSC?
The Stark Housing Network, Inc. (SHNI) is a management organization of the Homeless Continuum of Care of Stark County.

- The SHNI is responsible for overseeing projects’ compliance with HUD and CoC regulations.

- The Stark Housing Network Inc. will hold the responsibility of completing and submitting the Consolidated Application to HUD during the national FY2019 HUD CoC Program competition.
HUD’s Consolidated Application

- The Consolidated Application consists of three different areas:
  - CoC Application
    - This application outlines the CoC’s planning, progress and strategies, and governing structure
  - Project Applications
    - Providers will complete an application for each project for both renewal and/or new projects seeking funding through the HUD CoC Program competition and will be submitted to HUD as a part of the Consolidated Application
  - Priority Listing
    - This listing will provide HUD with information of projects’ rank in order of priority

This rank is determined through the 2019 Local Application Competition!
Before You Get Started on Your Local Application

For your project to qualify for the 2019 Local Application Competition, make sure your project meets the *Threshold Requirements*. 
Threshold Requirements

Comply with the HEARTH Act and with HMIS and Coordinated Entry (CE) Rules

- Overview of HUD federal regulations for the Continuum of Care Program
- HEARTH Act: Continuum of Care Program Interim Final Rule
- Homeless Management Information System Policies and Procedures
- Coordinated Entry (CE) Policies & Procedures

*Links for these threshold requirements are provided on the 2019 Local CoC Application*
Are You a New Project Applying for Funding?

Additional HUD Requirements

• DUNS number
  • Project applicants must register with Dun & Bradstreet to obtain a DATA Universal Numbering System (DUNS) number

• System for Award Management (SAM)
  • Project applicants must also complete or renew their registration with SAM

HUD will not enter into a grant agreement with an organization that does not have a DUNS Number or an active SAM registration!
What are the HCCSC’s 2019 Project Priorities?
2019 Local CoC Application Priorities

Continue with roughly the same allocation as the previous year for Permanent Supportive Housing and Rapid Re-Housing, and for new and/or reallocated funding (in no particular order):

- Rapid Re-Housing
- Permanent Supportive Housing
- Coordinated Entry
- Homeless Management Information System (HMIS)
What is Your Projects Component Type?

Rapid Re-Housing

Permanent Supportive Housing

HMIS
Eligible Component Types

- There are several component types that are eligible to receive funding through HUD’s CoC Program Competition
  - HMIS
  - Coordinated Entry
  - Permanent Supportive Housing
  - Permanent Housing / Rapid Re-Housing
How Does Your Project Define Homelessness?
HUD’s Homelessness Categories

- Category 1
  - Literally Homeless
- Category 2
  - Imminent Risk of Homelessness
- Category 3
  - Homeless under other Federal statutes
- Category 4
  - Fleeing/ Attempting to Flee DV
Can Your Project Provide Match Funding?
Matching Funds

- Continuum of Care Grants require a 25% match on all funding except for funding requested for “leasing.”

Note: Leasing will be identified in the Budget Summary
## New vs. Renewal Match Documentation

### New Projects
- Committed match sources - signed grant agreements, award letters/notifications or letters of commitment
- Pending match sources - written and dated correspondence with the source of the pending match, which specifies amount being requested and confirms that the pending match is being requested for the project applying for CoC funds

### Renewal Projects
- Applicant must certify, following the budget and match tables later in the application, that all previous sources of match funding are secure for the renewal grant and/or that alternative sources of match have been secured and that letters of commitment will be attached to the application in esnaps if the project is approved for the Priority Listing.
Is Your Project in Good Standing with HUD?

- Has your agency had any prior findings, audit findings and/or recapture of HUD funds?
- Are there any other local or state prior findings and/or recapture of funds related to this project or other programs of the agency?
- Describe your previous experience with HUD and/or experience in administering other federal, state or local grants
What’s Your Project’s Population and Number to be Served?
Total Number of Persons Served

- Total Persons
- Total Adults (18 and older)
- Total Children
Tell Us Your Project’s Target Population

- Chronically Homeless
- Veterans
- Transitional Age Youth (18-24)
- Families with Minor Children

Please indicate specialized services you will provide to meet the needs of your project’s target populations
**New Projects**

What’s the total number of households, homeless persons and subpopulations that will be served by the project when the project is at maximum capacity?

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Households</th>
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<tbody>
<tr>
<td>• Adults over age 24</td>
<td>• Households with at Least One Adult and One Child</td>
</tr>
<tr>
<td>• Adults ages 18-24</td>
<td>• Adult Households without Children</td>
</tr>
<tr>
<td>• Accompanied Children under age 18</td>
<td>• Households with Only Children</td>
</tr>
<tr>
<td>• Unaccompanied Children under age 18</td>
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</tbody>
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Sub-populations: age group; disability status; domestic violence victims, etc.
What’s your Project’s Details?
Tell Us About Your Projects Units & Beds

- Total Number of Units
  - Total Units for Individuals
  - Total Units for Families with Children
- Total Number of Beds
- Total Number of Dedicated Chronically Homeless Beds
- At turnover, % of non-dedicated beds that will be prioritized for Chronically Homeless
Tell Us How Your Project is Housing First

Does the project ensure that participants are NOT screened out based on the following items?

• Having too little or no income
• Active or history of substance abuse
• Having a criminal record other than a record of crimes which, according to state or federal law, restrict one’s housing options
• History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)
• None of the above
Tell Us How Your Project has Low Barriers

Does the project terminate participants for any of the following reasons?

- Failure to participate in supportive services (This does not include the required monthly case management visits within a RRH project.)
- Failure to make progress on a service plan
- Loss of income or failure to improve income
- Being a victim of domestic violence
- Any other activity not covered in a lease agreement typically found for unassisted persons in the project’s geographic area
- None of the above
Tell Us How Your Project Links Participants to Mainstream Benefits

Does the project do any of the following to link participants to mainstream benefits or resources, using either its own staff or services provided by partnering entities?

- Provide transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs
- Conduct at least annual follow-ups with participants to ensure mainstream benefits are received and renewed
- Provide project participants access to SSI/SSDI technical assistance
- Ensure that the person providing the SSI/SSDI technical assistance has completed SOAR training in the past 24 months
What’s Your Project’s Performance Outcomes?
Tell US about Your Project’s Most Recent APR

Please Note: APR Data will be pulled from most recent APR in the SAGE HMIS Reporting Repository

- Housing Stability
- Employment Income
- Non-Employment Income
- Benefit Sources
- Returns to Homelessness
Tell Us About Any Significant Changes to Your Project Since the Last Funding Approval

- Number of persons to be served
- Location of project sites
- Line item or cost category budget changes more than 10%
- Change in target population
- Change in project sponsor
- Change in component type
- Other

Please explain any proposed changes
What’s Your Project’s Plan for Implementation?
Tell Us How Your Project Plans To …

- **Provide Housing Stability**
  - What will be your agency’s strategy for ensuring that participants receive the individualized assistance they need to achieve housing stability?

- **Assist with Increasing Employment Income**
  - Describe how your agency will assist program participants with access to necessary training, skill development and employment opportunities

- **Link to Mainstream Services**
  - Describe how your agency will ensure that program participants are assisted in obtaining mainstream services and eligible financial assistance, including health insurance, social services, education, and youth programs for which participants may be eligible.

- **Implement Housing First Principles**
  - Describe how your agency is implementing principles of Housing First into your program.
What’s Your Projects Description?
What’s Your Project’s Statement of Work

Provide a Statement of Work that defines project specific (not agency-wide) activities and deliverables. If multiple sub-populations are served by the project, describe specific activities and deliverables based on the different sub-populations.

Include the following, when applicable:

- Housing and service activity plan of action to be provided (including whether services will be provided by project staff or by partnering entities).
- Staff who will be involved in the project implementation.
- Explanation of how your organization will involve homeless persons, to the maximum extent possible, in the operations of the CoC-funded project.
- If your agency does not currently participate in the HCCSC’s HMIS and Coordinated Entry System, please detail where your agency is currently at in the process of becoming a user/partnering agency.
What is the Budget for Your Project?
Tell Us About Your Project’s Two Most Recently Submitted APRs

- FY2015 (operating end date in CY2017):
  - Total Funding Award
  - Total Funds Expended

- FY2016 (operating end date in CY2018):
  - Total Funding Award
  - Total Funds Expended
All Projects

Tell Us About Your Project’s Budget

• Project Type and Summary Budget
  • Leasing
  • Rental Assistance
  • Operating
  • Supportive Services
  • HMIS
  • Administration
  • Cost per Person Served

Please Note:

This budget summary is asking for CoC funding, other sources of funding and a total amount of all funding.
Tell Us About Your Project’s Match Funding

- Type of Contribution
- Covered (NOTE: Must be eligible CoC Program activities)
- Source of Contribution (G) Government or (P) Private
- Value of Commitment
- Cash or In-Kind

Please Note:
Match documentation is to be submitted with either local and/or esnaps application
**All Projects**

**Match Documentation Requirements**

- HUD requires letters of match commitment to be dated within 60 days of the CoC application deadline and attached to project applications within esnaps.

- Letters of commitment should also be kept on file for HUD/CoC monitoring, and financial records MUST document that sources of match were received and that they were expended on eligible CoC Program activities applicable to the project.

- In-Kind Match sources a Memorandum of Understanding (MOU) must be in place, prior to grant execution, which meets all HUD requirements as outlined in 24 CFR part II 578.73 (c).
What’s Your Project’s Participation with the HCCSC and Commitment to Staff Development?
Tell Us About Your Project’s Staff Involvement & Participation in the HCCSC

- Identify staff involved in this project
- Describe the agency’s and the staff members related to this project’s membership on HCCSC, committees and/or other relevant workgroups in the community
- Identify all of the HMIS hosted trainings that were attended by at least one relevant staff person working on this project
- Please briefly describe any other trainings relevant to the project that project staff attended between CY2018-CY2019
Where does the Completed 2019 Local CoC Application Get Submitted To?
Please complete and return to Marcie Bragg by 4pm on Friday, May 31, 2019 along with the following:

NEW PROJECTS ONLY (if agency does not hold a current CoC grant)
- Most recent audited financials and Form 990
- When audited financials and Form 990 do not account for most recently completed fiscal year, also submit unaudited financial statements for the most recently completed fiscal year
- An organizational chart for your agency and any sub-grantees
- A list of the agency's board members and position in the community
- The Agency’s board meeting schedule for the previous year that notes which board members attended

RENEWAL PROJECTS ONLY
- Most recent submitted APR
- All requested and/or approved amendments to a renewal projects since the submission of the 2018 CoC application
- A list of the agency's board members and position in the community
- The Agency’s board meeting schedule for the previous year that notes which board members attended
- Past and/or current programmatic audits (at local, state, and/or federal levels) and/or documentation for corrective actions to programmatic audits
  - Please provide documentation of funders approval of corrective actions outlined in the programmatic audit
What Happens After You Submit Your Project’s 2019 Local CoC Application?
The 2019 Local Applications will be Provided to the Recipient Approval & Evaluation Committee (RAEC) for Review.

RAEC members are Stark County community supporters that have an interest in ending homelessness. The RAEC members are from various organizations in the community including:

- Sisters of Charity Foundation
- Stark Community Foundation
- City of Canton
- Certified Public Accountant
- Stark Housing Network Inc.
- Walsh University
- Volunteer Community Member
2019 Key Responsibilities of the RAEC

• Revise the local application and scoring form
• Thoroughly review each application submitted for funding
• Determine, during the review and scoring process, if reallocation based on project performance is appropriate
• Consult with Stark Housing Network Inc. to score each application, rank the projects based on their scores and reconsideration requests
• Develop a conditional and final priority listing for HCCSC board approval
• Work with Stark Housing Network Inc. to solicit, review, score, and rank applications for any bonus funding that may be available in this year’s competition
How Are Applications Scored and Ranked by the RAEC?
FY2019 HCCSC Scoring Criteria & Score Sheet

- Severity of Need/Vulnerability of Those to be Served
- Serving Populations Targeted in HUD’s Opening Door Target Populations
- Compliance with HEARTH Regulations, CE Policies and HUD Expectations
- Performance Outcomes – Renewal Projects & New Projects
- Statement of Work
- Budget
- Findings During Monitoring
- Participation with HCCSC and Commitment to Staff Development
What is the Timeline for the 2019 Local CoC Application Competition?
2019 Local CoC Application Competition Timeline

- May 31st – 2019 Local CoC Applications Due to Stark Housing Network Executive Director, Marcie Bragg by 4pm
- June 10th & 11th – RAEC Committee will review and score applications using the scoring form approved by the HCCSC Board (possible other dates TBA)
- June 14th - The Collaborative Applicant will send a copy of the project’s scoring form to the applicant organization
- June 24th - Letter requesting reconsideration due
- August 14th - Approval of a Conditional Priority listing by HCCSC Board
- August 16th - All applicants will receive notice in writing of the Board’s decision regarding the projects to be included in the Final Priority listing

Dates are subject to change based on the Publication of Notice of HUD's NOFA for FY 2019
The End!
Resources

- http://starkcountyhomeless.org/
- https://www.hudexchange.info/