

REQUEST FOR APPLICATIONS (RFA) FY2021 HUD Continuum of Care (CoC)

FOR NEW/EXPANDED

PERMANENT SUPPORTIVE HOUSING

RAPID RE-HOUSING &

DEDICATED HMIS PROJECT PROPOSALS

DEADLINE FOR SUBMISSION OF APPLICATIONS: THURSDAY, SEPTEMBER 30, 2021 3:00 P.M.



NOTE: This application is based on the best information currently available, and MDHA may need to revise the requirements described herein and/or request additional information based on additional guidance made available by HUD, and/or decisions made by the Nashville CoC Performance Evaluation Committee. There will be a workshop for local agencies interested in submitting for renewal and new project funding on Thursday, September 9 at 1 p.m., in the cafeteria in the basement of MDHA's Central Office @ 701 South Sixth Street. MDHA will disseminate all information about this funding opportunity as it becomes available through the CoC's email listserv. To ensure that you receive the latest information please subscribe to the Nashville CoC mailing list by emailing MDHA's Homeless Coordinator, Suzie Tolmie, at stolmie@nashville-mdha.org with subject heading *CoC 2021 listserv*.

BACKGROUND

The Nashville Continuum of Care (CoC) is requesting applications (RFA) for new projects for inclusion in the CoC's 2021 application for HUD CoC funds. Each year Nashville competes with other Continuums across the country to secure federal funds to end homelessness made available through the U.S. Department of Housing and Urban Development's (HUD) Continuum of Care program.

A critical aspect of the [McKinney-Vento Homeless Assistance Act](#), as amended, is a focus on viewing the local homeless response as a coordinated system of homeless assistance options as opposed to homeless assistance programs and funding sources that operate independently in a community. To facilitate this perspective, the Act now requires communities to measure their performance as a coordinated system, in addition to analyzing performance by specific projects or project types. Below are the key outcomes desired by HUD:

HUD CoC System Performance Measures

1. Reducing the length of time persons remain homeless
2. Reducing returns to homelessness by persons who exit homelessness to permanent housing
3. Reducing the number of homeless persons
4. Access to jobs and income growth for homeless persons in CoC Program-funded projects
5. Reducing the number of persons who become homeless for the first time
6. Successful housing placement

This year, in addition to funding intended to renew a substantial existing inventory, HUD has new funding available for CoC Bonus projects to house and serve persons experiencing homelessness (\$297,411 for Nashville) as well as Domestic Violence (DV) Bonus funding (\$687,057 for Nashville). Additionally, just over \$110,000 is available via local funding reallocation; there may be more available if any additional existing project funding is reallocated, but this is yet to be determined.

MDHA will convene the CoC Performance Evaluation Committee (or "PEC"- the CoC's independent scoring & ranking committee) to review and score applications submitted in response to this RFA. Nashville uses the scores to determine which applications will be submitted to HUD and the order in which they are rated. Projects that score higher generally have a greater chance of being funded. Per HUD's CoC Program Project Rating & Ranking tool, the rating scores are generally an important input into the ranking process (e.g., projects might be ranked according to their score), but the CoC might want to add other factors to inform ranking. For instance, ranking might be prioritized based on project type, population groups, relative levels of unmet need, or other local funding priorities. Once projects have been conditionally selected for inclusion in the application to HUD, MDHA staff¹ will work with applicants to determine next steps for submission of

¹ MDHA serves as the Collaborative Applicant for the Nashville CoC, preparing and submitting the CoC narrative and all project applications to HUD.

project applications in eSNAPS² - the web-based system HUD uses for the CoC competition. Final awards will be made and announced by HUD via the national CoC program competition, anticipated in December 2021.

Nashville encourages applications from agencies that have never previously received CoC funds, as well as from applicants that are currently receiving, or have in the past received, CoC funds. MDHA will provide technical assistance to ensure the application process is accessible to all applicants.

In addition to being sure you are on the local CoC listserv (see cover), please sign up for HUD's 2 LISTSERVs below so you do not miss important information regarding the FY2021 CoC Program Competition, and other information related to HUD Special Needs Assistance Programs (SNAPS).

1. To subscribe to the SNAPS Competitions listserv please click on the link:
<https://www.hud.gov/subscribe/signup?listname=SNAPS%20Competitions&list=SNAPS-COMPETITIONS-L>
2. To subscribe to the SNAPS Program Information listserv please click on the link: <https://www.hud.gov/subscribe/signup?listname=SNAPS%20Program%20Information&list=SNAPS-PROGRAM-INFORMATION-L>

All applicants should review HUD's FY2021 Notice of Funding Opportunity (NOFO), https://www.hud.gov/sites/dfiles/SPM/documents/FY21_Continuum_of_Care_Competition.pdf , which contains comprehensive details, as well as the federal regulations guiding HUD CoC funding, found at <https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/> .

² All applicants whose projects are selected by the CoC for inclusion in the final application for HUD will need to submit applications online in eSNAPS. MDHA will notify applicants at a later date on whether their applications have been selected and of the deadline for submission of applications in eSNAPS.

DEFINITIONS OF KEY TERMS:

Category 4 HUD Homeless Definition -- HUD defines four categories under which individuals and families may qualify as homeless.

https://files.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf Category 4 is individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member. It is this category, as well as Category 1 (literally homeless), that meet eligibility for new local CoC project funding.

Chronically Homeless -- As stated in HUD’s Definition of Chronically Homeless final rule is:

(a) A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:

- i. Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
- ii. Has been homeless and living as described in paragraph (a)(i) continuously for at least 12 months or on at least four separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (a)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering an institutional care facility;

(b) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (a) of this definition, before entering the facility;

(c) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (a) or (b), including a family whose composition has fluctuated while the head of household has been homeless.

DedicatedPLUS - A DedicatedPLUS project is a permanent supportive housing (PH-PSH) project where 100% of the beds are dedicated to serve individuals, households with children, and unaccompanied youth that at intake are:

- (1) experiencing chronic homelessness (CH); or
- (2) residing in a Transitional Housing (TH) project that will be eliminated and were chronically homeless when entered TH project; or

(3) residing in Emergency Shelter or unsheltered location and had been enrolled in a PSH or RRH project (having met CH criteria upon entering) within the last year, but were unable to maintain housing placement; or

(4) residing in TH funded by a Joint TH and Rapid Re-Housing (PH-RRH) component project and who were experiencing chronic homelessness prior to entering the project; or

(5) residing in Emergency Shelter or unsheltered location for at least 12 months in the last three years, but have not done so on four separate occasions and the individual or head of household meets the definition of 'homeless individual with a disability'; or

(6) receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

How is a DedicatedPLUS project similar to a project that is 100% dedicated to chronic?

- The criteria for DedicatedPLUS and chronic are pretty similar, for example, DedicatedPLUS projects still must serve only households with a disabled adult or head of household who have been homeless for a least 12 months.
- The following are required in all PSH projects, including DedicatedPLUS projects:
 - ✚ Serving households who have a disabled adult or head of household and have been homeless for a least 12 months; AND
 - ✚ Prioritizing PSH applicants based on both length of homelessness AND severity of service needs (applicants are prioritized and referred by CE and both types of projects may only accept referrals from CE).
- Neither chronic dedicated nor DedicatedPLUS projects are required to keep units vacant indefinitely while waiting for an identified eligible individual or family to accept an offer of PSH.

How is a DedicatedPLUS project different than a project that is 100% dedicated to chronic?

A DedicatedPLUS project can prioritize serving some people who don't meet the strict HUD definition of chronic homelessness, for example people who have been homeless for 12 months over 3 years during fewer than 4 separate occasions and some people who had been enrolled in a PSH or RRH project within the last year, who were unable to maintain the housing placement. These people can also currently be served in a chronic dedicated bed, but only if there is no eligible chronic person who wants that bed.

Disabling Condition -- Disabling Condition is defined by HUD as a condition that: (1) (i) Is expected to be long-continuing or of indefinite duration; (ii) Substantially impedes the individual’s ability to live independently; (iii) Could be improved by the provision of more suitable housing conditions; and (iv) Is a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury; (2) A developmental disability, as defined in this section; or (3) The disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome, including infection with the human immunodeficiency virus (HIV). See also: <https://files.hudexchange.info/resources/documents/Virtual-Binders-At-A-Glance-Disability-Definition.pdf>

Housing First Principles -- HUD continues to encourage Continuums of Care (CoCs) and providers to implement and strengthen Housing First approaches. HUD is awarding maximum points to CoCs that demonstrate at least 75% of the housing project applications use a Housing First approach.

Housing First is a programmatic and systems approach that centers on providing homeless people with housing quickly and then providing services as needed using a low barrier approach that emphasizes community integration, stable tenancy, recovery and individual choice. It prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions such as sobriety or a minimum income threshold.

For more details, see <https://www.csh.org/toolkit/supportive-housing-quality-toolkit/housing-and-property-management/housing-first-model/>

and

<https://www.hudexchange.info/programs/coc/toolkit/responsibilities-and-duties/housing-first-implementation-resources/#housing-first-implementation> .

INSTRUCTIONS

This is the RFA for the Nashville CoC permanent housing funds - including both Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH) - as well as any Dedicated Homeless Management Information Systems (HMIS) projects proposed by Nashville's HMIS Lead entity, the Metro Homeless Impact Division. Projects may be funded through the permanent housing bonus and/or any available reallocation funds.

The Nashville CoC is currently seeking applications for the following project types:

- **New DedicatedPLUS³ or 100% Chronic Permanent Supportive Housing (PSH) projects that will add units to the PSH inventory for single adults and/or families, including transition age youth (TAY) under 25 years of age. Projects must use the scattered site or master leasing models. The master lease model involves a nonprofit housing provider engaging in a long-term lease with a property owner for control of a block of rental units. Not all of the units have to be at the same property. Under this agreement, the nonprofit applicant assumes property management responsibilities and leases these units to participants meeting HUD's definition of homeless. These leases provide stability to both the property owner and the tenant. The owners get dedicated cash flow, and the tenants get affordable housing with additional protections.**
- **New DedicatedPLUS or 100% Chronic Permanent Supportive Housing (PSH) projects that will not add new units to the PSH inventory but will provide additional services to participants in one or more existing PSH projects serving single adults and/or families, including transition age youth (TAY) under 25 years of age. Additional services funded through this RFA or other sources must be used to serve participants who meet the DedicatedPLUS definition, which includes people experiencing chronic homelessness.**
- **New Rapid Rehousing (RRH) projects that will add units to the RRH inventory with appropriate services to participants in one or more existing RRH projects.**
- **New rapid rehousing (RRH) projects that will not add additional units to the RRH inventory but will provide additional services to participants in one or more existing RRH projects. Additional services funded through this RFA must be used to serve homeless individuals and families, including transition age youth (TAY) under 25 years of age, coming directly from the streets or emergency shelters, or meeting the criteria of Category 4 of the HUD definition of homeless. (See DEFINITIONS OF KEY TERMS - fleeing domestic violence, dating violence, sexual assault, stalking or other dangerous situations).**
- **New Dedicated HMIS project, if desired, from HMIS Lead for Nashville, the Metro Homeless Impact Division**

³ See DEFINITIONS OF KEY TERMS.

Please note that applicants proposing projects that will not add units to the inventory but rather will provide additional services to participants in one or more PSH or RRH projects must certify that the funding will not be used to off-set/replace other State or local funding sources, and that they will add staff capacity to enhance currently available services.

Expansion Projects:

HUD allows project applicants to apply for a new project to expand existing projects by adding units to house additional persons, and/or expanding services available to current participants. Applications for new PSH and RRH projects that will not create additional units but will provide additional services to participants in one or more existing project must be submitted for funding as Expansion Projects. Applicants with existing CoC renewal projects may apply to add units using expansion funds. If the applicant has an existing CoC renewal project that is funded and the proposed expansion to that project is also funded, HUD will execute a single expanded grant agreement. Applications for expansion projects can be submitted regardless of whether or not the applicant has an existing CoC renewal project, so this does not preclude applicants who have not been previously funded by the CoC from applying. Applicants seeking funding for an expansion project should complete the relevant section of this application. The component type for the existing project and the new expansion project must be identical (e.g., an existing PSH project may only apply for a PSH expansion, an existing RRH project may only apply for a RRH expansion). Applicants cannot apply for an expansion project to replace State or local funds previously used, or designated for use, to assist homeless persons.

Applications are due by Thursday, September 30, 2021 at 3:00 p.m. and must be sent to: Suzie Tolmie, Homeless Coordinator at MDHA stolmie@nashville-mdha.org . Only emailed proposal packets will be accepted. Use Subject Heading *CoC 2021 New Project Application*.

- An informational meeting for interested applicants will be held on Thursday, September 9 at 1:00 p.m., in MDHA’s cafeteria.
- Applicants are responsible for reading and following all instructions contained in this RFA. Any questions about the application form or process should be directed to stolmie@nashville-mdha.org in writing via email by 3 p.m. September 14 with Subject Heading *CoC 2021 New Project Question*.
- Please save your application document with the following naming convention:

<CoC 2021 New Project Local App Agency name –Program Name>.

Example: CoC 2021 New Project Local App ABC Services-Home to Stay.doc
- Insert the name of your agency and project name in the header of the document.
- Applicants must compile all relevant sections into a single document, and delete sections that are not applicable to the type of project for which they are applying.

- **The Performance Evaluation Committee (PEC) will not review late nor incomplete applications, or applications that do not meet the project requirements described in this RFA or HUD’s threshold eligibility requirements. The PEC also will not review applications that exceed page limits specified in this RFA (attachments are excluded from the limit).**
- **Application Sections -- This application is divided into 7 sections. Applicants must complete only the applicable sections as follows:**
 - **CoC FY2021 Project Application Checklist of Required Documentation**
 - **Section 1 - 2021 CoC – TN-504 Project Cover Sheet and General Project Information – Applicants applying for multiple projects must complete this section only once.**
 - **Section 2 PSH – Section must be completed only by applicants seeking funding for PSH; applicants must also complete the agency information and matching sections.**
 - **Section 3 RRH - Section must be completed only by applicants seeking funding for RRH; applicants must also complete the agency information and matching sections.**
 - **Section 4 HMIS Expansion - Section to be completed only by MHID, Lead agency for HMIS**
 - **Section 5 Performance Outcomes– Section must be completed separately by all applicants for each PSH and RRH project being proposed.**
 - **Section 6 Budget & Cost Effectiveness – Section must be completed separately by all applicants for each PSH and RRH project being proposed.**
 - **Section 7 Organizational Capacity & Grant Management- Applicants applying for multiple projects must complete this section only once.**

Project Requirements and Priorities

- **Location**
 - **Projects must be located within Nashville-Davidson County, Tennessee.**
- **Eligible applicants**
 - **Nonprofit organizations with a 501(c)3 designation and incorporated in the State of Tennessee, as evidenced by a tax exemption determination letter from Internal Revenue Service (IRS) and a Certificate of Existence filed with the Tennessee Secretary of State’s Office that is active in all respects;**
 - **States, local governments, instrumentalities of State and local governments, and public housing agencies.**

- **Applicants in good standing with HUD for CoC funding, with MDHA for local ESG funding and/or with another primary funding source. This means the applicant does not have any open monitoring or audit findings, history of failure to expend funds in a timely manner in accordance with contractual deadlines, outstanding obligation to funders that is in arrears or for which a payment schedule has not been agreed upon, history of serving ineligible program participants or expending funds on ineligible costs without an MDHA approved Corrective Action Plan (CAP). MDHA will validate that applicants are in good standing with HUD or other primary funding sources. Generally, if applicant has an outstanding obligation to funders which is in arrears or for which a payment schedule has not been agreed upon, has audit findings or other financial concerns which remain unresolved or not satisfactorily addressed through ongoing corrective action plans, the PEC reserves the right not to consider the application for funding, as HUD will likely reduce or reject a project application from such applicants (see p. 49 of this year’s NOFO).**
- **Eligible populations**
 - **Permanent Supportive Housing (PSH) must serve exclusively disabled households as defined by HUD (See DEFINITIONS OF KEY TERMS), and must serve:**
 - **Single adults and/or families, including transition age youth (TAY) under 25 years of age, referred via Coordinated Entry; and**
 - **Dedicate 100% of units and/or provide services exclusively to people who meet the HUD DedicatedPLUS definition or meet the HUD definition of chronic.**
 - **Rapid Re-Housing (RRH) must serve:**
 - **Single adults and/or families, including transition age youth (TAY) under 25 years of age, referred via Coordinated Entry.**
 - **100% people experiencing literal homelessness who meet the following criteria:**
 - **Reside in an emergency shelter or unsheltered location;**
 - **Qualify under the domestic violence criteria in Category (4) of the HUD definition of homelessness, including persons fleeing or attempting to flee human trafficking;**
 - **Receive services through a VA-funded homeless assistance program and meet one of the above criteria at initial intake to the VA’s homeless assistance system.**

Individuals coming from an institution, where they have resided for 90 days or less AND have entered the institution from the streets or emergency shelter, maintain their literal homeless status during that time, and are considered eligible for PSH and RRH at discharge.

Except as noted above, persons in transitional housing *are not eligible* for new PSH or RRH projects funded through this RFA.

- **Grant Term** Generally one year, unless acquisition and/or renovation is involved. Projects that are awarded funds may be eligible for renewal funding through subsequent annual CoC funding competitions.
- **Funding Priorities** (see also the 7 Homeless Policy Priorities outlined in HUD’s FY2021 NOFO, part of the Signatures/Certifications at the end of this document)
 - Projects that will serve persons experiencing homelessness outdoors.
 - Projects that will connect homeless and/or formerly homeless individuals to jobs, and/or increase their incomes via other means such as benefits.
 - Applicants that demonstrate a viable plan to begin housing & serving eligible participants within 12 months of an executed Grant Agreement with HUD, anticipated in Spring 2022.
- **Eligible activities and projects**
 - All projects must be Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), or HMIS.
 - PSH and RRH activities cannot be combined into the same project.
 - Applicants can request funds for:
 - PSH: Rental assistance (tenant-based only), leasing or operating funds, supportive services, admin, HMIS;
 - RRH: Short- or medium-term rental assistance (tenant-based only), supportive services, admin, HMIS;
 - Dedicated Homeless Management Information Systems (HMIS - applications accepted only from MHID).
 - Applicants cannot combine the following types of assistance in a single structure or housing unit:
 - Rental assistance and operating
 - Rental assistance and leasing
 - Applicants proposing projects that will not add units, but will provide additional services to participants in one or more PSH or RRH projects, must certify that the funding will not be used to off-set/replace other State or local funding sources and that they will add staff to expand currently available service capacity.

- **Applicants must demonstrate that they will meet HUD’s match requirements. See Section 6, Sources of Match.**
- **Other Requirements**
 - **All Applicants, except victim service providers as defined by HUD, must agree to enter client data into the CoC’s HMIS. Excepted projects must enter data into a comparable database.**
 - **Applicants must agree to participate in the annual homeless Point-in-Time count (PIT Count).**
 - **Applicants must agree to participate in Coordinated Entry, and comply with all Nashville CoC Policies and Procedures.⁴**
 - **Applicants/projects must comply with all HUD requirements.⁵**
 - **Applications must demonstrate:**
 - **A plan for rapid implementation; the project narrative must document how the project will begin housing program participants within 12 months of the Grant Agreement date, when the project will achieve full occupancy, and a detailed plan for how the project will ensure timely implementation.**
 - **A connection to mainstream service systems is in place, specifically to:**
 - 1) **Identify and enroll all Medicaid-eligible program participants, AND whenever possible the project includes Medicaid-financed services, including case management, tenancy supports, behavioral health services, or other services important to support housing stability. If there are barriers to including Medicaid-financed services in the project, applicants must demonstrate that the project will attempt to leverage non-Medicaid resources available, including mainstream behavioral health system resources such as mental health or substance abuse prevention and treatment block grants or state behavioral health system funding.**
 - 2) **Connect participants to mainstream resources, including benefits, health insurance and employment services**

⁴ See <http://www.nashville-mdha.org/community-development/about-the-continuum-of-care/#1570119251460-cdb55d73-4de2>

⁵ See, for example, <https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>;
<http://portal.hud.gov/hudportal/documents/huddoc?id=TransitionNotice22715.pdf>

- 3) **Assess stable PSH participants’ interest in moving on to independent affordable housing and offer assistance to help them explore independent housing options and apply for mainstream affordable housing opportunities.**
- **Experience in, or commitment to, operating a successful program design that meets the definition of Housing First (see DEFINITIONS).**

(Do not submit this page, nor any prior pages, as part of the application.)

2021 CoC NEW PROJECTS LOCAL APPLICATION CHECKLIST OF REQUIRED DOCUMENTATION

1. Homeless Management Information System (HMIS) or comparable Reports

- Annual Performance Report (APR) or comparable report that shows persons served and major performance outcomes for the year ending September 30, 2020. Applicants proposing a brand new project or expanding an existing project do not need to re-submit APR for existing, renewing project if on file with MDHA unless:
 - Converting to a different project type. Please attach an additional APR from the proposed project type.
 - Expanding project to a different population (such as DV survivors). Please attach an additional APR from a project serving the proposed population.
- N/A If new applicant is not an HMIS user, attach two (2) appropriate reports from a comparable data base.

2. Housing First Documentation

- Attach at least two (2) of the following documents that show implementation of Housing First principles in the proposed project: Resident Selection Criteria/Housing Application; Participant Agreement; Lease and/or subleases; and/or House Rules. List these in Project Description, Item 2(d).
- Complete and attach Housing First Assessment Tool - also in 2(d).

3. Grant and Fiscal Management

- Proof of timely reports and invoices/draws for comparable HUD or other government grant.
- Most recent annual independent audit with Management Letter (if agency expended \$750,000 or more in Federal Funding in their FY), or financial statement if audit not required —must be dated no more than nine months after the end of the agency FY. If this can be found on GivingMatters <https://givingmatters.civicore.com/>, please note and no need to attach.
- Proof of 501(c)3 non-profit status. If this can be found on GivingMatters, please note and no need to attach.
- Certificate of Existence from the Secretary of State - see: <https://tnbear.tn.gov/ECommerce/CertOfExistenceInstr.aspx>
- N/A Evidence of Site Control (if applicable)

4. Employment Services

- Formal agreements, letters of support, MOUs or partnerships with employment service agencies, employers or other vocational services; or information on documented successful referrals and outcomes in comparable programs (if applicable).

5. Qualifications and Experience

- N/A Non CoC Funded: Must provide a list of applicant’s current government and private grants.
- Proposed projects intending to serve victims of domestic violence must attach documentation that demonstrates provision of trauma-informed and survivors-based services from a comparable project.

6. SAM & DUNS Number

SAM Registration Requirement. Applicants must be registered with <https://www.sam.gov/SAM> before submitting their application into HUD’s online e-snaps system. In addition, Applicants must maintain an active SAM registration with current information while they have an active Federal award or an application or plan under consideration by HUD.

D-U-N-S Number Requirement. Applicants must provide a valid DUNS number, registered and active at <https://www.sam.gov/SAM>, in the application. DUNS numbers may be obtained for free from Dun & Bradstreet. [SAM Webform : Home \(dnb.com\)](http://dun.com)

- Our agency has registered with SAM and has a DUNS number
- Our agency has begun the process of registering with SAM and getting a DUNS number

SECTION 1: FY2021 CoC LOCAL NEW PROJECT APPLICATION COVERSHEET & GENERAL PROJECT INFORMATION

a. **Project Name:**

b. **Applicant Name:**

Proposed Project Start Date:

Application Amount:

Match Amount:

Match Funding Source(s):

Project/Activity Type (1.a Scoring Criterion):

- New PSH HMIS Expansion
- New RRH

Target Population:

- chronically homeless
- DedicatedPLUS
- young adults 18-24
- veterans
- serious & persistent mental illness
- chronic substance use
- domestic violence
- HIV/AIDS

other disability – specify: _____

Site Owned/Long-term lease:

Primary Agency Contact regarding Project Application (Name and Contact Information):

Is Project applying as an Expansion?

- Yes – changing Population Type No
- Yes – same Population Type

Existing Project Grant Number:

Is project applying for Reallocation funds?

- Yes No

Is project applying for DV Bonus funds?

- Yes No

Proposed number of CoC-funded beds and units:

Beds = Units =

1. THRESHOLD CRITERIA:

a. Certification of Participation in Coordinated Entry

All Applicants awarded HUD CoC funding are required to participate in Coordinated Entry (CE), meaning that applicant staff must notify the CE lead of all openings and fill those openings with participants referred from CE. CE is designed to ensure standardization, coordination and intentional prioritization in the process of administering homeless assistance in a fair and objective manner. Metro Homeless Impact Division (MHID) serves as the CE Lead in Nashville. All applicants are required to certify they are aware of this expectation and are already complying or will comply with any additional instructions or procedures required for participation. For details on CE, please contact Sally Lott at MHID, Sally.Lott@nashville.gov . Participation in CE includes the following:

- Support efforts to streamline housing and homeless support services through coordination
- Support a needs-based model for resource connection rather than a first-come first-served approach.
- Support a Housing First/low barrier approach and philosophy
- Adhere to policies and procedures as identified within the most recent CE manual (Exhibit 5)
- Understand that participation in CE is required by the CoC through the funding requirements established by HUD for the ESG/CoC competitive funds.
- Use the designated Homeless Management Information System (HMIS)'s CE implementation
- Collect and enter all needed data into the designated HMIS, on persons experiencing a housing crisis, this includes entries and exits from the system
- If operating a bed program, report project vacancies to the CE Lead. The Homeless Impact Division (MHID) at Metropolitan Social Services is the CE Lead for the Continuum of Care and ESG programs.
- Accept referrals from CE based on need and vulnerability
- Work with CoC CE Lead (MHID) to resolve project implementation challenges
- Participate in CE care coordination meetings, as requested by the CE Lead (MHID) and provide input on CE policies and procedures and other CE topics
- Participate in project and system evaluation activities

1. Does staff at your agency currently attend Coordinated Entry (CE) related meetings (for example, Care Coordination Meetings)? YES NO If yes, list the meetings and how often meetings are attended.

2. Does staff at your agency enter/update client records in CE in HMIS for the clients served by this project?

YES NO N/A New project

If no, please identify any estimated date (month and year) client data will be entered/updated in CE in HMIS.

Month: Year:

3. For which household types will this project accept referrals?

- Families with minor children
- Individuals
- Youth and Young Adults
- Veterans

QUESTIONS 4 – 6 - FOR EXISTING PROJECTS SEEKING EXPANSION FUNDS ONLY

4. 100% of clients served by this funding source must be referred through CE. Please identify how many enrollments in this project in the last year (ending July 31, 2021) were not received through CE referrals and explain why.

5. If any referrals from CE were denied by your agency for the year above, please explain why a denial was issued in each case.

If your project is not currently receiving all referrals through CE:

6. Are you actively working with the CE team at the Metro Homeless Impact Division to establish a process for your project to accept all referrals through CE? YES NO Please explain in detail.

b. Certification of HMIS Participation

All Applicants who are awarded HUD CoC funding are required to participate in the CoC’s designated Homeless Management Information System (HMIS) database, and to ensure that data entered for the Project is accurate, complete, and timely, as outlined in the HMIS Data Quality Plan. As an HMIS Participating Agency, Applicants must follow the HMIS Policies and Procedures and Participating Agency Agreement. For details on HMIS, please contact Rachel Cook at MHID, Rachel.Cook@nashville.gov .

See also <https://mhidnashville.weebly.com/administrative-documents.html> for the HMIS Participating Agency Agreement & the Data Quality Plan.

1. Does (or will, for new projects) the Applicant/Project participate in HMIS? YES NO

2. If Applicant is a victim-service agency or legal services agency, serving survivors of domestic violence, Applicant certifies it utilizes a comparable database for the Project YES NO

If no, please explain:

PROJECT DESCRIPTION:

- Identify your role in the project and proposed partners, if any. Describe history of collaboration between proposed partners.
- Describe the type of housing being proposed, location, the number and configuration of units, and how this will fit the needs of program participants (e.g. two or more bedrooms for families).
- Describe the overall goal and vision for the project.
- Indicate the number of households and people to be served during the project year and the outcomes anticipated.

- Describe the estimated schedule for project start up, including the anticipated dates the project will begin filling units/serving participants, will be operating at full capacity and the method for assuring effective and timely completion of all work.

PROJECTS SERVING VICTIMS OF DOMESTIC VIOLENCE ONLY --

- Briefly describe the degree to which your project improves safety for the population you serve. [100 word max]

EDUCATIONAL SERVICES FOR PARTICIPANTS

A. For projects serving families with dependent children and single adults 24 years old or younger, will the applicant have a designated staff person responsible for ensuring that children are enrolled in school and connected to the appropriate services within the community, including but not limited to early childhood education programs such as head start/preschool programs, Tennessee Early Intervention Services (TEIS) and the HERO Program for Families in Transition at Metro Nashville Public Schools (see <https://mnps.org/students-families/services/HERO>)?

YES NO N/A

B. For projects serving families with dependent children and single adults 24 years old or younger, will the applicant have policies and practices that are consistent with the McKinney-Vento rights (see <https://nche.ed.gov/wp-content/uploads/2018/10/introduction.pdf>) afforded to students experiencing homelessness, including but not limited to immediate school enrollment, school selection and full participation in all school activities?

YES NO N/A

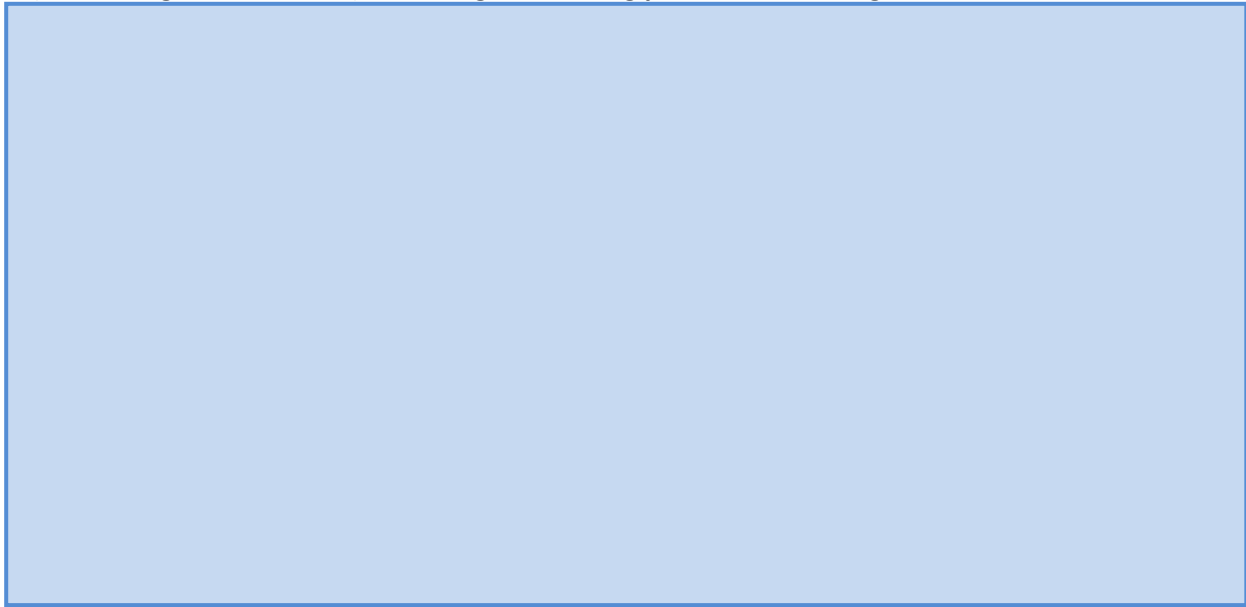
2. HUD & LOCAL PRIORITIES (Up to 30 points- when responding to these questions, keep in mind HUD’s 7 Homeless Policy Priorities outlined in this year’s NOFO & found in the Signatures/Certifications later in this document):

a. Improving System Performance (up to 10 points)

i. Improving the Performance of the CoC (up to 5 points)

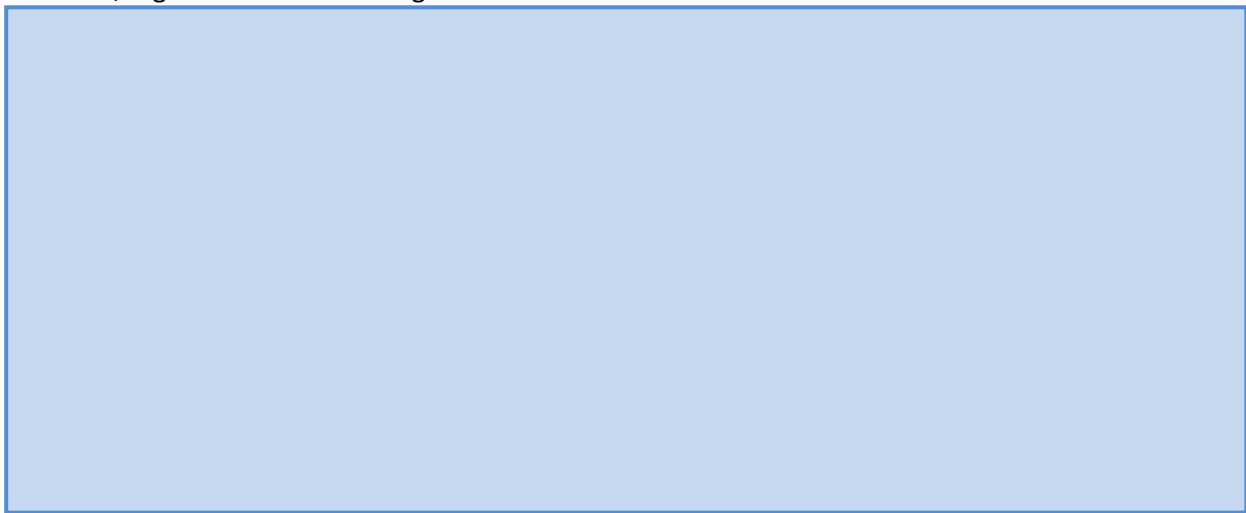
Describe how the project will improve the performance of the CoC in the following areas: 1) Reducing the time individuals and families are homeless; 2) Reducing returns to homelessness;

3) Increasing income; and 4) Obtaining or retaining permanent housing.



ii. **Supportive Services to Retain/Obtain Permanent Housing (up to 2 points)**

Describe the type of supportive services that will be offered to participants, and how these services will help to ensure successful retention in the project or help to obtain permanent housing. Include all supportive services, regardless of the funding source.



iii. **Special Assistance to Retain/Obtain Permanent Housing (up to 1 point)**

Describe any special assistance participants will receive to help them obtain and remain in permanent housing in a manner that fits their needs (e.g. transportation to access services, safety planning, tenancy sustaining services, landlord liaison services, and other assistance to ensure retention).

iv. **Obtain Mainstream Benefits (up to 2 points)**

Will the project include the following services/activities?

- Transportation assistance to enable participants to attend mainstream benefit appointments, employment training, and/or jobs?
 YES NO
- Regular follow-ups with participants to ensure mainstream benefits are received and renewed?
 YES NO
- Will project participants have technical assistance with obtaining SSI/SSDI benefits for which they are eligible, provided by the applicant or partner agency?
 YES NO

Indicate the last SOAR training date for the staff person providing SSI/SSDI technical assistance:

Describe how the proposed project has a specific plan for ensuring participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply (e.g. Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood development)

b. Employment Services (up to 3 points)

Describe how the project serves the employment and job-training needs of adult participants, including whether the project offers volunteer and/or work opportunities to clients/tenants and/or links them with employment and vocational programs to support self-sufficiency and income growth. Include information on documented successful referrals and outcomes in comparable programs (if applicable).

Provide narrative below, and then list the attachments in the chart (mentioned in Item 4 of the Application Checklist - formal agreements, MOUs or partnerships with employment service agencies, employers or other vocational services); indicate Document Name, File/Attachment Names, and Page numbers.

Document Name	File/Attachment Name	Page Number(s)

c. Utilizing Housing First Narrative (up to 4 points) - Number each response.

- 1) Describe how the proposed project complies with the Housing First low-barrier approach, i.e., applicants will not be denied housing based on lack of income, active/history of substance use, having a criminal record, or a history of domestic violence.
- 2) Describe how participants will not be terminated from the project if they fail to participate in available support services.
- 3) Describe how the project will prioritize rapid placement and stabilization in permanent housing and how eviction back into homelessness will be avoided. Explain how applicant will assure that a program participant’s assistance is terminated only in the most severe cases.

d. Housing First Documentation (up to 4 Points)

For this section, scoring will be based on review of documents listed in item 2 of the Application checklist that demonstrate the specific project adheres to the Housing First principles, and the completed Housing First Assessment Tool. <https://www.hudexchange.info/resource/5294/housing-first-assessment-tool/>

Indicate Document Name, File/Attachment Name, and Page numbers which refer to any policies and procedures related to Housing First principles.

Document Name	File/Attachment Name	Page Number(s)

e. Housing & serving unsheltered persons experiencing homelessness (up to 9 Points)

Describe how the proposed project will house and serve persons sleeping outdoors and in other unsheltered areas not meant for human habitation.

SECTION 2: PERMANENT SUPPORTIVE HOUSING (PSH)

INSTRUCTIONS

- This section must be completed by applicants seeking funding for PSH, including those proposing to create additional PSH units and/or those proposing to expand services in an existing PSH project.
- Applicants applying for multiple, distinct PSH projects must complete this section for each proposed PSH project.
- Applicants must also complete sections #1 and #5-7.
- Page limit for section 2: 7 pages; must use at least 12 point font
- Applicants must compile all relevant sections into a single document and delete sections that are not applicable to the type of project for which they are applying.

1. THIS PROJECT PROPOSES TO (select one):

- Create additional PSH units
- Expand services for participants in existing PSH units

2. HOUSING TYPE (APPLICABLE TO PROJECTS PROPOSING TO CREATE ADDITIONAL UNITS ONLY)

- Type – select all that apply:
 - Scattered site/TBRA (Tenant-based Rental Assistance)
 - Master leasing
- Total number of additional units proposed: _____
- Total number of additional beds proposed: _____

3. NEW SERVICES (APPLICABLE ONLY TO PROJECTS PROPOSING TO CREATE NEW SERVICES FOR PARTICIPANTS IN ONE OR MORE EXISTING PROJECTS)

Please list the existing project(s) at which you are proposing to provide new services. Add lines to the table as necessary. Please note only eligible participants as defined in the Instructions may be served.

AGENCY THAT OPERATES PROJECT	PROJECT NAME	COC GRANT # (IF APPLICABLE)

Briefly describe why the additional services proposed through this application are essential to assist eligible participants in one or more existing PSH projects to obtain and/or retain permanent housing.

4. TARGET POPULATION

A. COMPLETE THE CHART BELOW INDICATING HOUSEHOLDS TO BE SERVED & UNITS TO BE PROVIDED IN THE PROJECT – Only include households to be served/units that will be funded through the new CoC funds you are seeking in this application at full occupancy.

HOUSEHOLDS	HOUSEHOLDS WITH AT LEAST ONE ADULT AND ONE CHILD	ADULT HOUSEHOLDS WITHOUT CHILDREN	HOUSEHOLDS WITH ONLY CHILDREN	TOTAL
TOTAL NUMBER OF HOUSEHOLDS				
TOTAL NUMBER OF UNITS				

B. INDICATE BELOW WHICH SUBPOPULATIONS THIS PROJECT PROPOSES TO SERVE

Check all that apply; Note that all heads of household must be disabled (see <https://files.hudexchange.info/resources/documents/Virtual-Binders-At-A-Glance-Disability-Definition.pdf>), and 100% of households must qualify as chronic or DedicatedPLUS.

- chronically homeless
- DedicatedPLUS
- young adults 18-24
- veterans
- serious & persistent mental illness
- chronic substance use
- domestic violence
- HIV/AIDS
- other disability – specify: _____

Briefly describe how the applicant determined that there is an unmet need for PSH for the populations/subpopulations described in A & B above. Include any data used to make this determination.

5. IS THIS AN EXPANSION PROJECT? YES NO

Please note: Applications that will provide additional services to participants in one or more existing PSH project must be submitted as expansion projects, and those applicants must complete this section. Applications for expansion can be submitted regardless of whether or not the applicant has an existing CoC renewal project. Applicants may also apply to create additional units using expansion funds. See Instructions for more information about expansion funds.

IF THIS IS AN EXPANSION PROJECT, PLEASE INDICATE:

- a. Is this project seeking expansion funds to replace other funding sources?
 yes no (note: use of expansion funds to replace State/local sources is not permitted)
- b. CoC grant # of the eligible renewal project that is requesting expansion (if applicable):

- c. Non-CoC funding source of existing project (applicable only for projects applying to expand a non-CoC funded project): _____
- d. Complete the chart below, Project capacity (applicable to projects proposing to add units and/or increase the # of households served): _____

	<i>CAPACITY - EXISTING PROJECT</i>	<i>CAPACITY – NEW PROJECT</i>	<i>TOTAL CAPACITY – EXISTING PROJECT + NEW PROJECT</i>
# OF HOUSEHOLDS/Units (Full capacity)			
# of HOUSEHOLDS (Annually)			
# OF PEOPLE (Full capacity)			
# OF PEOPLE (ANNUALLY)			

- e. **ADDITIONAL SERVICES TO BE PROVIDED** (applicable to projects proposing to provide additional services to people in one or more existing projects – please check all that apply):
 increase number of and/or expand variety of supportive services provided
 increase frequency and/or intensity of supportive services

Briefly describe the different/additional services that will be provided:

SECTION 3: RAPID REHOUSING

INSTRUCTIONS:

- This section must be completed only by applicants seeking funding for RRH, including those proposing to create additional RRH units and/or those proposing to expand services in an existing RRH project.
- Agencies applying for multiple, distinct RRH projects must complete this section for each proposed RRH project.
- Applicants must also complete sections #1 and #5-7.
- Page limit for Section 3: 7 pages; must use at least 12 point font
- Applicants must compile all relevant sections into a single document and delete sections that are not applicable to the type of project for which they are applying.

1. THIS PROJECT PROPOSES TO (select one):

- Create additional RRH units
- Expand services for participants in an existing RRH project

2. HOUSING TYPE (APPLICABLE TO PROJECTS PROPOSING TO CREATE ADDITIONAL UNITS ONLY)

- Type – select all that apply:
 - Scattered site/TBRA (Tenant-based Rental Assistance)
 - Master leasing
 - Total number of additional units proposed: _____
 - Total number of additional beds proposed: _____

3. NEW SERVICES (APPLICABLE ONLY TO PROJECTS PROPOSING TO CREATE NEW SERVICES FOR PARTICIPANTS IN ONE OR MORE EXISTING PROJECTS)

A. Please list the existing project(s) at which you are proposing to provide new services. Please note only Eligible Populations in the Instructions may be served. You may add lines to the table below as necessary.

AGENCY THAT OPERATES PROJECT	PROJECT NAME	COC GRANT # (if applicable)

Briefly describe the different/additional services that will be provided:

- B. Briefly describe why the additional services proposed through this application are essential to assist eligible participants in one or more existing project obtain and/or retain permanent housing:

4. TARGET POPULATION

A. HOUSEHOLDS TO BE SERVED & UNITS TO BE PROVIDED IN THE PROJECT

Only include households to be served/units that will be funded through the additional funds you are seeking in this application. Indicate # of HUD household types/units when project is operating at full capacity. Also indicate the # of households to be served over the course of a full year.

HOUSEHOLDS	HOUSEHOLDS WITH AT LEAST ONE ADULT AND ONE CHILD	ADULT HOUSEHOLDS WITHOUT CHILDREN	HOUSEHOLDS WITH ONLY CHILDREN	TOTAL
NUMBER OF <u>HOUSEHOLDS</u> (Full Capacity)				
NUMBER OF <u>HOUSEHOLDS</u> (Annual)				
NUMBER OF <u>UNITS</u> (Full Capacity)				

B. INDICATE WHICH SUBPOPULATIONS THIS PROJECT PROPOSES TO SERVE (CHECK ALL THAT APPLY)

- chronically homeless
- DedicatedPLUS
- young adults 18-24
- veterans
- serious & persistent mental illness
- chronic substance use
- domestic violence
- HIV/AIDS
- other disability – specify: _____

- C. Briefly describe how the applicant determined that there is an unmet need for RRH for the populations/subpopulations described in A & B above. Include any data used to make this determination.

SERVING MOST VULNERABLE/HIGHEST BARRIER

Please describe below how the project serves homeless persons who are the most vulnerable/ facing most/highest barriers (i.e., length of time homeless, numerous disabilities, criminal backgrounds, etc.). Statistics are very helpful.

5. IS THIS AN EXPANSION PROJECT? YES NO

Please note: Applications that will provide additional services to participants in one or more existing RRH project must be submitted as expansion projects, and those applicants must complete this section. Applications for expansion can be submitted regardless of whether or not the applicant has an existing CoC renewal project. Applicants may also apply to create new units using expansion funds. See page 3 for more information about expansion funds.

IF THIS IS AN EXPANSION PROJECT, PLEASE INDICATE:

- a. Is this project seeking expansion funds to replace other State or local funding sources?
 YES NO (note: use of expansion funds to replace other State/local sources is not permitted)

- b. CoC grant # of the eligible renewal project that is requesting expansion (if applicable): _____
- c. Non-CoC funding source of existing project (applicable only for projects applying to expand a non-CoC project): _____
- d. Complete the chart below. Project capacity (applicable to projects proposing to add units and/or increase the # of households served):

	<i>CAPACITY - EXISTING PROJECT</i>	<i>CAPACITY – NEW PROJECT</i>	<i>TOTAL CAPACITY – EXISTING PROJECT + NEW PROJECT</i>
NUMBER OF HOUSEHOLDS (Full Capacity)			
NUMBER OF HOUSEHOLDS (Annual)			
NUMBER OF UNITS (Full Capacity)			
# OF PEOPLE SERVED (Annual)			

- e. Additional services to be provided (applicable to projects proposing to provide additional services to people in one or more existing projects; check all that apply):
 - increase number of and/or expand variety of supportive services provided
 - increase frequency and/or intensity of supportive services.

Briefly describe the different/additional services that will be provided:

SECTION 4: DEDICATED HMIS --HMIS LEAD ONLY (METRO HOMELESS IMPACT DIVISION)

1. IS THIS AN EXPANSION PROJECT? YES NO

IF THIS IS AN EXPANSION PROJECT, PLEASE INDICATE:

- a. Is this project seeking expansion funds to replace other funding sources?
 YES NO (note: use of expansion funds to replace other renewable sources is not permitted)
- b. CoC grant # of the eligible renewal project that is requesting expansion (if applicable):

Briefly describe the additional services that will be provided, why they are needed and their proposed benefit to the CoC.

SECTION 5: PERFORMANCE OUTCOMES (up to 25 points):

a. Performance Outcomes (up to 20 points)

This section is related to the Projects’ Performance on locally set standards and HUD-required outcomes. Scoring will be based on a review of the last Annual Performance Report (APR), or equivalent report(s) if a non-HMIS provider, for the one-year period ending September 30, 2020, required to be provided in item 1 of the Application Checklist. **TH** = Applications coming from agencies that do not have experience with PSH or RRH, but do have history operating Transitional Housing

Outcome A – OBTAIN OR RETAIN PERMANENT HOUSING	
<p>PSH: Retains > and/or exits to other Permanent Housing</p>	<p>Count the total number of Stayers (persons remaining in the housing on the last day of the program year). In the HUD APR, this is Q5a line 8.</p> <p># of Stayers retaining housing (or total from comparable report) = _____</p> <p>Count the total number of positive housing exits from the project (if using HUD APR, this is in table Q23c <i>Exit Destinations</i>, line called <i>Total persons exiting to positive housing destination</i>).</p> <p>Permanent Housing exits include permanent destinations such as: housing owned or rented by client (with or without subsidy); or staying/living with friends or family on as permanent basis.</p> <p>Total exits to other Permanent Housing= _____</p> <p>Add the 2 numbers above. These are the successes, and the numerator, which = _____.</p> <p>Your denominator should be the eligible participants. In the HUD APR, this is Q7a, Number of Persons Served, first column in the line under <i>Total</i> called <i>For PSH and RRH – the total persons served who moved into housing</i>, MINUS any number in the line in Q23c called <i>Total persons whose destinations excluded them from the calculation</i> – this number should be small, and represents project participants who may have died or entered an institutional setting for a short stay. Enter total Persons served = _____ minus Excluded from calculation = _____ and that is the Eligible Participants, which = _____.</p> <p>Divide the number of successes by the number of eligible participants = ____%. Then, score your project relative to the local benchmark in the 2021 New Project Benchmark Scoring Tool on page 54.</p> <p>Provide score here: _____</p>

RRH & TH: Obtained/exited to Permanent Housing	<p>Count the total number of positive housing exits from the project (if using HUD APR, this is in table Q23c, last line, “Percentage” of Total Persons Exiting to Positive Housing Destinations). These are the successes.</p> <p>Provide % here: _____ Then, score your project relative to the local benchmark in the 2021 New Project Benchmark Scoring Tool on page 54.</p> <p>Provide score here: _____</p>
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Outcome B – GAIN OR INCREASE INCOME

PSH & RRH & TH: Adults who Gained or Increased Income	<p>Calculate the percentage of adults who increased income from start to latest status, according to the formula below.</p> <p>If using the HUD APR, see Table 19a1, <i>Client Cash Income Change – Income Source – By Start & Latest Status</i>. Line <i>Number of Adults with Any Income</i>, far-right column <i>Percent of Persons who Accomplished this Measure</i></p> <p>Provide % here: _____ Then, score your project relative to the local benchmark in the 2021 New Project Benchmark Scoring Tool on page 54.</p> <p>Provide score here: _____</p>
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Outcome C – LENGTH OF TIME HOMELESS

RRH: Length from program entry to housing	<p>Calculate the length of stay in the project in days, including all participants, as reported in APR Q22c based on project move-in dates. Although the local benchmark asks for median, the APR gives <i>Average length of time to housing</i>, so please enter this number under <i>Total</i> here = _____.</p> <p>Score your project relative to the local benchmark in the 2021 New Project Benchmark Scoring Tool on page 54.</p> <p>Provide score here: _____</p>
TH: Length of stay in program	<p>Calculate the median length of participation in the project in days, including all participants, as reported in APR Q22b = _____ days.</p> <p>Score your project relative to the local benchmark in the 2021 New Project Benchmark Scoring Tool on page 55.</p> <p>Provide score here: _____</p>

- b. Describe best practices, training, or process developments that demonstrate how the project will meet or exceed local benchmarks for the project type. Please refer to the tables on pages 58 – 59 of this application for CoC benchmarks for PSH & RRH, & complete the Outcomes- Achievement History chart on next page. **(up to 5 points)**



Outcomes- Achievement History

Please list at least 2, and no more than 5, relevant, quantified project outcomes from projects currently operated by your agency that are most similar to the project(s) you are proposing. Please show all outcomes as a rate, not an absolute number.

Type and Name of Project	Project Target Population	Outcome Measure	Rate Achieved	Period during which outcome was achieved
EXAMPLE: PSH – Jane’s House	Chronically Homeless Single Adults	% of project participants who increased earned income from project entry to exit/period end	35%	FY19
EXAMPLE: PSH – Joes’ Place	Families with SMI	% of project participants who remained in PSH or exited to permanent housing	100%	FY19
EXAMPLE: PSH – Riley House	Chronically Homeless Single Adults	% of project participants who moved on to other stable permanent housing	15%	FY19

SECTION 6: BUDGET & COST EFFECTIVENESS (up to 4 points)

a. Budget

Projects will be scored by how the proposed budget and justification demonstrate budgeted staff and expenses are adequate to support the proposed project and cost effective. Factors considered include staffing ratios, FMR or rent reasonableness, project type and population served, in addition to Cost per Outcome.

INSTRUCTIONS

- This section must be completed by all applicants.
- Agencies applying for multiple projects must complete this section separately for each proposed project.
- Only costs defined by HUD in the CoC program interim rule as eligible may be included in this application (see: <https://www.hudexchange.info/resource/2033/earth-coc-program-interim-rule/>).
- Applicants must compile all relevant sections into a single document and delete sections that are not applicable to the type of project for which they are applying.

1. PROJECT IDENTIFICATION

PLEASE IDENTIFY THE PROJECT TO WHICH THIS BUDGET PERTAINS IN THE TABLE BELOW:

Project Name	Project Type (Select one)	Total Annual Budget Amount Requested
	<input type="checkbox"/> PSH new units and services <input type="checkbox"/> PSH new services only <input type="checkbox"/> RRH new units and services <input type="checkbox"/> RRH new services only <input type="checkbox"/> HMIS	

Rental Assistance/Leasing Budget

Enter number of units by unit size; the applicable Fair Market Rent (FMR), multiply # of units by monthly FMR by 12 months and enter totals. Link for 2021 FMRs:

https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2021_code/2021summary.odn

Indicate the Type:

Tenant Based (TBRA) Leasing Units Leasing Structure

PLEASE NOTE: TBRA IS REQUIRED FOR RRH. FOR GUIDANCE ON BUDGETING FOR RRH SEE APPENDIX.

Complete table below for TBRA and Leased Units:

Unit Size	No. of Units	Monthly FMR (Insert local FMR)	Term (12 months)	Total Costs (\$)
Efficiency		\$ 998	X 12 months	
1 Bedroom		\$ 1,031	X 12 months	
2 Bedroom		\$ 1,197	X 12 months	
3 Bedroom		\$ 1,539	X 12 months	
4 Bedroom		\$ 1,930	X 12 months	
Total				

Complete information below for Leased Structures:

Unit Size	No. of Units
Efficiency	
1 Bedroom	
2 Bedroom	
3 Bedroom	
4 Bedroom	
Total	

Total Annual Leasing Cost for Structure: _____

Operating Costs

Enter the quantity and annual budget request for each operating cost. When including staff costs, please add a line to the chart below the related cost; include title, salary, FTE, and fringe. Please note that you **may not apply** for both rental assistance and operating costs.

Operating Costs	Quantity Description (max 400 characters)	Annual Budget Request
Maintenance and repair		
Electricity, Gas and Water		
Property Tax and Insurance		
Furniture		
Replacement Reserve		
Equipment		
Building Security		
Total Operating Request		

HMIS Costs

All recipients of CoC funding are required to enter client-level data into the city’s HMIS (or, if exclusively serving victims of domestic violence, a comparable system). To fund the cost of this data entry, applicants are encouraged to include a line item that will help defray this cost.

Enter the quantity and total budget request for each HMIS cost.

Eligible Costs	Quantity and Description	Annual Assistance Requested
Equipment		
Software		
Services		
Personnel		
Space and Operations		
Total Annual HMIS Assistance Requested		

Supportive Services

Enter the quantity and annual budget request for each supportive services cost. When including staff costs, please include title, salary, FTE and fringe.

Eligible Costs	Quantity Description (max 400 characters)	Annual Budget Request
Assessment of Service Needs		
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		
Employment Assistance		
Food		
Housing Search/Counseling		
Legal Services		
Life Skills		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation		
Utility Deposits		
Operating Costs ⁶		
Total Annual Assistance Requested for Supportive Services		

Sources of Match – Please complete the match table below.

Match is actual cash or in-kind resources contributed to the implementation of the project. It is the non-CoC share of costs that the applicant is required to contribute to accomplish the purposes of the grant. All costs paid for with matching funds must be for activities that are eligible under the CoC Program. All CoC grant funds, excluding leasing, must be matched with an amount no less than 25% of the awarded grant amount (with cash and/or in-kind resources). Match resources may be from public or private resources. Because documentation requirements for in-kind match are significantly more onerous, MDHA strongly encourages use of cash match whenever feasible. For more information about matching requirements, see the Appendix.

⁶ If the supportive services are provided in a facility not contained in a housing structure, the costs of day-to-day operation of the service facility are eligible on this line, including maintenance & repair, building security, furniture, utilities, equipment

Type of Match Contribution: Cash or In kind	Source of Contribution	(G) Government or (P) Private	Date of Written Commitment	Value of Written Commitment
<i>Example: Cash</i>	TN DEPT OF HUMAN SERVICES-TANF	G	6/15/21	\$10,000
			TOTAL:	\$

Total Project Budget

Activities	Total Annual Assistance Requested
1. Rental Assistance	
2. Leasing	
3. Supportive Services	
4. Operations	
5. HMIS	
6. Project Admin Costs (may request up to 7% of total amount in lines 1-5)*	
7. Indirect*	
8. Sub-total CoC Request (Add lines 1-6)	
	Total Amount Committed
9. Cash Match	
10. In-kind Match	
11. Total Match (Add lines 9 & 10) – must equal at least 25% of line #8 minus line #2	
	Total Annual Budget
12. Total Project Budget (Add lines 8 & 11)	

***Although regulations allow up to 10% for administrative costs, preference is assigned by the PEC for applicants requesting 7% or less of administrative and indirect combined. See the appendix for more details on administrative and indirect costs.**

My agency has an indirect cost rate proposal that is in accordance with federal OMB requirements. If HUD conditionally awards the grant, my agency will submit the rate proposal in e-snaps during the post-award process as required by HUD.

b. Cost per Household Served/Outcome:

Use the formula below to calculate cost per year of housing and/or services to be provided:

- i. Proposed number of persons who will obtain permanent housing via RRH during grant year
- or
- ii. Proposed number of persons who will obtain or retain permanent housing during grant year in Permanent Supportive Housing

Total proposed project budget (HUD dollars + match) = \$ / Total # from i. or ii. above
= cost per household

SECTION 7: ORGANIZATIONAL CAPACITY & GRANT MANAGEMENT (up to 36 Points)

a. Fiscal Management – (up to 4 points)

Describe the basic organizational and management structure of the applicant. Include a description of how your agency coordinates with a range of external community partners and how relevant departments within your agency coordinate with one another. Also describe your agency’s structures for managing basic organizational operations, e.g., fiscal, compliance, quality improvement, staff supervision, program oversight, and Board oversight. Briefly describe the financial accounting system that will be used to administer the grant.

Describe experience of the applicant in effectively utilizing CoC funding. If your agency has not previously received a CoC award, state that and describe other relevant experience that demonstrates the applicant’s capacity to effectively use these funds in accordance with HUD and CoC requirements. All applicants must include a description of experience ensuring timely start up and full expenditure of new project funds (either CoC or other funds).

b. Grant Spending/ Timely Invoicing and Drawdowns – (up to 6 points):

Scoring for this section will be based on the Applicant’s ability to fully expend government grants. To earn maximum points, the expectation is that applicants demonstrate they have spent 95% or more of their CoC or comparable government grant in its grant term.

- i. Complete the chart below using spending history of a comparable major grant to Applicant. CoC-funded applicants should use their largest CoC grant.

Name of grant:

	Dates of grant year and source. <u>CoC grantees</u> must report on that source. <u>Non-CoC grantees</u> report on a comparable source.	Amount of Total Grant awarded	Amount unspent and returned	Percent (%) of grant award unspent (Amount unspent / Total Grant)
Most recently completed grant year				
Previous Year				
2 years previous				

- ii. Submit proof of timely drawdowns or invoicing for a comparable program or other federal grants and progress reports. Drawdowns can be demonstrated by current HUD grantees via e-LOCCS, with all columns displayed as in the screen shot below.

Grant year from to

Dates of draw requests from last two grant cycles, if not indicated via an e-LOCCS screenshot:

7/19/2016 HUD e-LOCCS Voucher Query Grant Information Menu Auth Loss Ctrl Bottom

Grant: CA0116L9T021407 (SNAP) Special Needs Assistance

	Paid	Pending HUD Review	Canceled	Voucher No	Entered	Amount	Schedule No	Est Deposit Date
1)	✓			S01-239738	07-07-2016 by [redacted]	187,675.48		
2)	✓			S01-230685	05-24-2016 by [redacted]	771,356.00	LH4732	05-26-2016
3)	✓			S01-230681	05-24-2016 by [redacted]	186,605.00		
4)	✓			S01-206242	02-11-2016 by [redacted]	1,055,543.00	LH4456	02-16-2016
5)	✓			S01-186288	11-20-2015 by [redacted]	170,012.00	LH4226	11-24-2015

Back to Top Privacy Statement

If funds have not been drawn down at least quarterly (HUD’s minimum for CoC funding), what is the reason?

If applicable, has the applicant returned any funds to HUD on any existing grants in the last two years?

Yes No N/A

If yes, how much has been returned/deobligated (clarify which year)? \$

What is the reason that the funds have been returned?

What actions are you taking to ensure timely draw down & full spending?

c. Reports and Invoicing – (up to 6 points)

i. Timely Submission of APRs/progress reports:

Submit proof of timely submissions of APRs/progress reports for a comparable program and /or other government grants. Submissions can be demonstrated by current HUD grantees via *e-snaps* as indicated in the screen shot below- these submissions must include all columns presented below.

End date of Grant Source of Grant

Due date(s) of APR/progress report

Submission dates of APR/progress reports:

Most Recent Year	Prior Year	Two years Prior
<input type="text"/>	<input type="text"/>	<input type="text"/>

Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2020	Primary Applicant	1	Jan 20, 2012 2:08:48 PM
CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2020	Primary Applicant	1	Jan 8, 2013 8:49:36 PM
CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2020	Primary Applicant	1	Jan 23, 2014 2:50:15 PM
CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2020	Primary Applicant	1	Jan 15, 2015 6:41:56 PM
CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2020	Primary Applicant	1	Jan 29, 2016 2:28:55 PM

- If APRs/reports were late, what is the reason?

- What actions are you taking to ensure timely submission?

d. Financial/Performance Issues (Minus max of 20 points)

- i. Does this project or the applicant agency have any audit findings, or monitoring findings from any HUD source (including, but not limited to: ESG, HOPWA, HOME, CDBG; as well as CoC funding);

No Yes

- ii. Has HUD instituted any sanctions on any project of your agency, including, but not limited to, suspending disbursements (e.g., freezing e-LOCCS), requiring repayment of grant funds, or de-obligating grant funds due to performance issues?

No Yes

If yes to either of the above, please attach written communications from HUD concerning those matters, and explain status of issues below:

Attach a copy of the Applicant’s most recent Annual Independent Audit / Financial Statements. If these include findings, also attach a copy of a formal documented response by the Applicant and/or funder on addressing deficiencies. Applicants that can provide a link to an on-line version of your audit/statements may do so on the Checklist for ease of submission. All other applicants please attach your documents to your submission. Explain if/why the audit is not for the most recently finished fiscal year. **All applicants must include their Annual Independent Audit or financial statements regardless of answers to any of the questions in this section.**

e. Capacity to Serve Population Targeted by Project (up to 9 points)

Please use the space provided to:

- 1) Describe the length of time agency/partners have served the project’s target population.
- 2) Describe the types of services and housing delivered to this population in existing project and/or comparable projects. Be sure to provide concrete examples that illustrate experience with activities similar to those proposed. Specifically, describe your experience with:
 - assessing & addressing the proposed target population’s identified housing and service needs.
 - the Housing First model
 - delivering or securing Medicaid funded services for participants in the applicant’s programs
 - linking participants to mainstream resources, benefits, health insurance, employment services, and mainstream affordable housing
 - SOAR, including # of applications submitted in past year and approval rate
 - increasing participant income
 - helping participants to stabilize in housing
 - assessing stable participants’ interest in moving on to independent affordable housing that is not supported by CoC and offer assistance, as indicated, to help tenants who would like to move on to explore independent housing options and apply for mainstream affordable housing opportunities (PSH ONLY)
 - renting units and administering rental assistance (if applicable to the proposed projects)



f. Capacity and Utilization (up to 6 Points):

This section measures the occupancy rate of a similar project by averaging occupancy at four specific points in time over a 12-month period. Projects should determine the utilization rate by using the formula information below, verifiable by current HUD grantees in their APR (item 8b in the APR, called *Point-in-Time Count of Households on the Last Wednesday*- this chart is copied below), or other reports, for a comparable project. Complete the chart below with numbers by HUD household type, as well as a total for each month.

Number of Units, Households or Contracted Subsidies in project =

Average # of Households served - to find this value, add the four Point-in-Time (PIT) Count totals of households divided by 4.

(Q 8.b from HUD APR) fields B+C+D+E/4 =

Point-In-Time Count of Households on the Last Wednesday					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	B				
April	C				
July	D				
October	E				

Utilization Rate: Average # of Households / Number of Units or Contracted Subsidies in Project (as a %)

If the utilization rate above is less than 85%, please provide specific reasons as to why, in the space below. (Up to 3 sentences)

g. Quality Assurance (Up to 5 points)

- i. Does the Project have an existing Consumer Satisfaction Survey? **(1 point)**
 Yes No
- ii. Does the Project annually review client feedback and use it to inform program planning, implementation, and management? **(2 points)**
 Yes No
- iii. Does the Project have a former or current program participant on Board of Directors or Advisory Board? **(1 point)**
 Yes No
- iv. Project staff annually attend or participate in trainings which are designed to ensure a high quality of care? **(1 point)**
 Yes No

EQUITY (points to be determined)

National data show vast racial disparities in who experiences homelessness and, in some instances, the outcomes within homelessness services systems. Along with the CoC Equity & Diversity Committee and a group of stakeholders that participated for months in an 8-city Equity Demonstration initiative, Nashville providers are exploring local data that will inform approaches to decrease disparities- not just in race, but also family composition, gender & ethnicity. Please answer the questions below (selected by the Equity & Diversity Committee) about activities within your agency.

1. What actions were taken over the past year to integrate racial justice and equity into your homeless services? [word limit 150]

2. What actions will you take in the year(s) ahead to ensure racial justice and equity are woven into your organization’s homeless services? [word limit 300]

3. Describe how your agency demonstrates efforts to identify and reduce racial and ethnic disparities within the homeless system, service provisions and/or agency culture. Note also any challenges faced by the agency when working to address disparities. [word limit 300]

Please use the space below to provide additional information about your project that your agency feels is important or critical to note during the evaluation period.

Please use: 12 Font, Times New Roman, Double-spaced text- maximum of 1 Page.

SIGNATURE/CERTIFICATIONS PAGE: Must be signed by the agency’s Executive Director, as well as the designated party either assigned to attend the CoC General Membership meetings or to submit the Annual Performance Report for the HUD CoC-funded project.

HEARTH ACT

On May 20, 2009, President Obama signed into law a bill to reauthorize HUD's McKinney-Vento Homeless Assistance programs.

<u>In order for any project to be considered for funding in FY2021, please check yes or no to all of the following statements:</u>		
Our agency understands our CoC-funded project(s) can only accept persons meeting the HUD definition of literally homeless. (See https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-homeless-eligibility/four-categories/category-1/)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Increase Permanent Supportive Housing beds dedicated for chronic homeless persons	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Increase Rapid Re-housing beds, especially for homeless families	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Adhere to principles of Housing First, primarily by reducing barriers in project’s program entry processes (criminal background checks, sobriety requirements, etc. are not barriers - HUD wants 75% of local housing projects to be low-barrier), and assist homeless persons with housing entry as quickly as possible	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Reallocate funding from lower-performing projects to more effective options that will improve overall CoC performance and better respond to the needs of homeless people	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Staff at our agency have read the 7 Homeless Policy Priorities outlined in HUD’s FY2021 NOFO & found below, which provide additional context regarding HUD’s selection criteria, & are included here to help applicants better understand how the criteria support the goal of ending homelessness.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p><i>1. Ending homelessness for all persons.</i> To end homelessness, CoCs should identify, engage, and effectively serve all persons experiencing homelessness. CoCs should measure their performance based on local data that consider the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, or those experiencing chronic homelessness). CoCs should partner with housing, health care, and supportive services providers to expand housing options, such as permanent supportive housing, housing subsidies, and rapid rehousing. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs.</p> <p><i>2. Use a Housing First approach.</i> Housing First prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. CoC Program funded</p>		

projects should help individuals and families move quickly into permanent housing, and the CoC should measure and help projects reduce the length of time people experience homelessness. Additionally, CoCs should engage landlords and property owners to identify an inventory of housing available for rapid rehousing and permanent supportive housing participants, remove barriers to entry, and adopt client-centered service methods. HUD encourages CoCs to assess how well Housing First approaches are being implemented in their communities.

3. Reducing Unsheltered Homelessness. In recent years, the number of people experiencing unsheltered homelessness has risen significantly, including a rising number of encampments in many communities across the country. People living unsheltered have extremely high rates of physical and mental illness and substance use disorders. CoCs should identify permanent housing options for people who are unsheltered.

4. Improving System Performance. CoCs should be using system performance measures (e.g., average length of homeless episodes, rates of return to homelessness, rates of exit to permanent housing destinations) to determine how effectively they are serving people experiencing homelessness. Additionally, CoCs should use their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing, and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent. CoCs should review all projects eligible for renewal in FY 2021 to determine their effectiveness in serving people experiencing homelessness, including cost-effectiveness. CoCs should also look for opportunities to implement continuous quality improvement and other process improvement strategies. HUD recognizes the effects of COVID-19 on CoC performance and data quality and, compared to previous CoC NOFOs, reduces the points available for rating factors related to system performance. However, HUD plans to significantly increase the points available for system performance rating factors in the FY 2022 and subsequent CoC NOFOs.

5. Partnering with Housing, Health, and Service Agencies. Using cost performance and outcome data, CoCs should improve how all available resources are utilized to end homelessness. This is especially important as the CARES Act and American Rescue Plan have provided significant new resources to help end homelessness. HUD encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness and should:

Partnering with Housing, Health, and Service Agencies. Using cost performance and outcome data, CoCs should improve how all available resources are utilized to

- a. work closely with public and private healthcare organizations and assist program participants to obtain medical insurance to address healthcare needs;
- b. partner closely with PHAs and state and local housing organizations to utilize coordinated entry, develop housing units, and provide housing subsidies to people experiencing homelessness. These partnerships

can also help CoC Program participants exit permanent supportive housing through Housing Choice Vouchers and other available housing options. CoCs and PHAs should especially work together to implement targeted programs such as Emergency Housing Vouchers, HUD-VASH, Mainstream Vouchers, Family Unification Program Vouchers, and other housing voucher programs targeted to people experiencing homelessness. CoCs should coordinate with their state and local housing agencies on the utilization of new HOME program resources provided through the Homelessness Assistance and Supportive Services Program that was created through the American Rescue Plan; c. partner with local workforce development centers to improve employment opportunities; and d. work with tribal organizations to ensure that tribal members can access CoC-funded assistance when a CoC's geographic area borders a tribal area.

6. *Racial Equity.* In nearly every community, Black, Indigenous, and other people of color are substantially overrepresented in the homeless population. HUD is emphasizing system and program changes to address racial equity within CoCs. CoCs should review local policies, procedures, and processes to determine where and how to address racial disparities affecting individuals and families experiencing homelessness.

7. *Persons with Lived Experience.* HUD is encouraging CoCs to include in the local planning process people who are currently experiencing or have formerly experienced homelessness to address homelessness. People with lived experience should determine how local policies may need to be revised and updated, participate in CoC meetings and committees as stakeholders, provide input on decisions, and provide input related to the local competition process (e.g., how rating factors are determined). CoCs should seek opportunities to hire people with lived experience.

Reduce length of time persons are homeless	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Increase income and connection to benefits	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Move homeless persons into permanent housing, and assure high rate of housing retention	<input type="checkbox"/> YES	<input type="checkbox"/> NO
End homelessness among chronic homeless persons, veterans, families with children and unaccompanied youth	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Our agency understands the requirements of data collection and the priority on data-driven planning using the continuum’s local HMIS.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Signed:

Executive Director:

Agency Staff Designated to Attend CoC meetings/workshops:

Date Signed:

Please do not include pages after this, but review the information.

Congratulations! You are finished.
Make a PDF of this form and send it (See Instructions), with any required attachments,
to stolmie@nashville-mdha.org

**2021 Nashville-Davidson County Continuum of Care (CoC) Local Application
Scoring Criteria for New Projects
Total points available = 100**

Section	Criterion	Points
	Project Cover Sheet = 5 Points maximum	
	1.a Primary Activity type = 5 Points maximum	<input type="checkbox"/> Proposed PSH Expansion project = 5 Points <input type="checkbox"/> Proposed RRH units = 3 Points <input type="checkbox"/> Proposed HMIS expansion project = 2 Points
1	Project addresses Local and HUD Priorities = up to 30 Points	
	1.a Will improve system performance = up to 10 points	<input type="checkbox"/> Narrative Questions a. i. – v. = up to 10 Points <ol style="list-style-type: none"> 1) Identifies how the proposed target population and severity of need address local priorities. (up to 2 points) 2) Describes a program design that will credibly support improved system performance by reducing lengths of time homeless, helping people to obtain and retain housing and income. (up to 3 points) 3) Utilizes evidence-based practices to increase positive housing outcomes, recovery, self-sufficiency, and reduce homelessness. (up to 3 points: 2 points for supportive services and 1 point for special assistance) 4) Describes how the project connects participants to mainstream benefits. (up to 2 points)
	1.b Employment Services = up to 3 points	<input type="checkbox"/> Employment and Training Narrative Question = up to 3 Points. Describe how the proposed project serves the employment and job-training needs of adult participants, including whether Project offers volunteer and/or work opportunities to clients/tenants and/or links them with employment and vocational programs to support self-sufficiency and income growth. To receive full points, applications must include documentation through MOUs, letters of support, documented successful referrals and outcomes in comparable programs, etc.
	1.c Housing First narrative = up to 4 Points	<input type="checkbox"/> Housing First Narrative Questions = up to 4 Points. Project certifies that it is low barrier and operates in adherence with Housing First principles. Participants: 1) are not screened out based on income, active/history of substance abuse, having a criminal record, or a history of domestic violence, and 2) are not terminated from the project for failure to participate in services, and 3) are prioritized for rapid placement and stabilization in permanent housing and offered needed supports so that returns to homelessness are avoided.

	1.d Housing First and Low Barrier documentation = up to 4 Points if documents demonstrate adherence to specific Housing First principles	<input type="checkbox"/> Housing First Assessment Tool To earn maximum points in this section documents must demonstrate all items completed thoroughly. = 2 Points <input type="checkbox"/> Eligibility Criteria/Housing Application provided for proposed new projects demonstrate low barriers to entry and no preconditions. To earn maximum points in this section documents must demonstrate project does not reject individuals and families with criminal histories = 1 Point <input type="checkbox"/> Participant Agreement, Lease, and/or House Rules provided for proposed new projects demonstrate voluntary participation in services and prioritizes engagement and problem-solving over therapeutic goals project prioritizes rapid placement and stabilization in permanent housing including showing eviction back to homelessness is avoided = 1 Point
	1.e Housing/serving persons experiencing unsheltered homelessness = up to 9 Points	Unsheltered Narrative Question clearly describes how project will house unsheltered persons rapidly, reduce unsheltered homeless numbers, and offer appropriate supports desired by participant to increase stability in housing. If no = 0 points . If yes, score via the following parameters: <input type="checkbox"/> Houses 75 unsheltered persons = 9 Points <input type="checkbox"/> Houses 50 unsheltered persons = 7 Points <input type="checkbox"/> Houses 25 unsheltered persons = 4 Points
5	Outcome Performance = up to 25 Points	
	5.a APR Performance Outcomes A-C = up to 20 Points	See Sector Specific Benchmarks that follow this criteria scoring chart, and Self Scoring Chart in Section 5 of the application. <input type="checkbox"/> Performance outcomes for comparable project(s) = up to 20 points
	5.b Benchmark Performance = up to 5 points	<input type="checkbox"/> Narrative Question: Proposed project describes best practices, training, or process developments that demonstrate how the project will meet or exceed local benchmarks = up to 5 points
6	6.a Budget and Cost Effectiveness = up to 4 points	<input type="checkbox"/> Budgeted staff and expenses are adequate to support the proposed project and cost effective. Factors considered include staffing ratios, rent reasonableness, project type and population served. Cost per Outcome is reasonable. = 4 Points
7	Organizational Capacity & Grant Management = 36 points maximum for entire section	
	7.a Fiscal Management = up to 4 points	<input type="checkbox"/> Proposed projects provided the most recent annual independent audit (or financial statement if audit is not required) that shows no findings or areas of concern in the management letter. = 4 Points <input type="checkbox"/> Proposed projects provided the most recent annual independent audit (or financial statement if audit is not required) that does show findings or areas of concern in the management letter which have been formally addressed by the Agency and/or funders. = 2 Points

		<p><input type="checkbox"/> Proposed projects provided the most recent annual independent audit (or financial statement if audit is not required) that does show findings or areas of concern in the management letter which have not been addressed. = 0 Points</p>
	7.b Grant Spending = up to 6 Points	<p><input type="checkbox"/> Proposed project applicant has a record of expending 95-100% of funds in a comparable project = 6 Points</p> <p><input type="checkbox"/> Proposed project applicant has a record of expending 90-94.9% of funds in a comparable project = 3 Points</p> <p><input type="checkbox"/> Proposed project applicant has a record of expending less than 89.9% of funds in a comparable project = 0 Points</p>
	7.c Reports and Invoicing = up to 6 points	<p><input type="checkbox"/> Proposed project can provide evidence of on-time submission of APRs or equivalent funder reports, and quarterly LOCCS draws or funder invoices for the last two grant cycles of a comparable program (or for as long as the project has operated if less than two years old), 76-100% of the time = 6 Points</p> <p><input type="checkbox"/> At least 75-51% of time = 3 Points</p> <p><input type="checkbox"/> 50% or less of time OR proposed project does not provide evidence of on-time submission of funder reports and invoices for a comparable project = 0 Points</p>
	7.d Financial/ Performance Issues = Minus max of 20 points	<p><input type="checkbox"/> Project or the Applicant agency has any or all of:</p> <ul style="list-style-type: none"> • audit or monitoring findings from any HUD source (including, but not limited to: ESG, HOPWA, HOME, CDBG; as well as CoC funding); = Minus up to 15 Points <p><input type="checkbox"/> HUD has instituted sanctions on any project of Applicant, including, but not limited to, suspending disbursements (e.g., freezing e-LOCCS), requiring repayment of grant funds, or de-obligating grant funds due to performance issues = Minus 20 Points</p>
	7.e Capacity to Serve Population targeted by project = up to 9 Points	<p><input type="checkbox"/> Proposed project will be scored a maximum of 9 points for their experience serving the population targeted by the project as indicated by this narrative response.</p>
	7.f Capacity and Utilization = up to 6 points	<p><input type="checkbox"/> Applicant demonstrates a comparable project was fully utilized (100%) during the program year = 6 Points</p> <p><input type="checkbox"/> 90-99% during the program year = 4 Points</p> <p><input type="checkbox"/> 80-89% during the program year = 2 Points</p> <p><input type="checkbox"/> 79% or less during the program year OR applicant does not provide evidence of capacity and utilization for a comparable project = 0 Points</p>
	7.g Quality Assurance = up to 5 Points	<p><input type="checkbox"/> Proposed project demonstrates use of a Consumer Satisfaction Survey = 1 point</p> <p><input type="checkbox"/> Applicant annually reviews client feedback <u>and</u> uses it to inform program planning, implementation, and management in a comparable project = 2 points</p> <p><input type="checkbox"/> Applicant or proposed project has a former or current program participant on Board of Directors or Advisory Board. = 1 point</p> <p><input type="checkbox"/> Applicant demonstrates staff attends or participates in trainings which are designed to ensure a high quality of care = 1 point</p>

**2021 New Project Benchmark Scoring Tool for Outcome Measures, by Sector
From Nashville’s CoC/ESG Standards of Care -**

<http://www.nashville-mdha.org/wp-content/uploads/2021/08/Continuum-of-Care-Coc-Emergency-Solutions-Grants-ESG-Standards-of-Care.pdf>

Permanent Supportive Housing

	Measure	Benchmark	Scoring
A	Retains housing and/or exits to other Permanent Housing	80%	<input type="checkbox"/> Meets or exceeds local benchmark in comparable project = 14 Points <input type="checkbox"/> Is within 5 percentage points = 10 Points <input type="checkbox"/> Is within 10 percentage points = 6 Points <input type="checkbox"/> Is > 10 percentage points below the local benchmark = 0 Points
B	Adults who increase income	70% of leavers and stayers	<input type="checkbox"/> Meets or exceeds local benchmark in comparable project = 6 Points <input type="checkbox"/> Is within 5 percentage points = 4 Points <input type="checkbox"/> Is within 10 percentage points = 2 Points <input type="checkbox"/> Is > 10 percentage points below the local benchmark = 0 Points

Rapid Rehousing

	Measure	Benchmark	Scoring
A	Obtains Permanent Housing	90%	<input type="checkbox"/> Meets or exceeds local benchmark in comparable project = 8 Points <input type="checkbox"/> Is within 5 percentage points = 5 Points <input type="checkbox"/> Is within 10 percentage points = 3 Points <input type="checkbox"/> Is > 10 percentage points below the local benchmark = 0 Points
B	Adults who Increase Income	40% of leavers and stayers	<input type="checkbox"/> Meets or exceeds local benchmark in comparable project = 6 Points <input type="checkbox"/> Is within 5 percentage points = 4 Points <input type="checkbox"/> Is within 10 percentage points of = 2 Points <input type="checkbox"/> Is > 10 percentage points below the local benchmark in comparable project = 0 Points
C	Median Length from program entry to housing	45 days	<input type="checkbox"/> Meets or is shorter than local benchmark in comparable project = 6 Points <input type="checkbox"/> Is within 5 percentage points = 4 Points <input type="checkbox"/> Is within 10 percentage points = 2 Points <input type="checkbox"/> Is > 10 percentage points longer than the local benchmark = 0 Points

Transitional Housing

	Measure	Benchmark	Scoring
A	Obtains Permanent Housing (or remains in TH)	70%	<input type="checkbox"/> Meets or exceeds local benchmark = 8 Points <input type="checkbox"/> Is within 5 percentage points = 5 Points <input type="checkbox"/> Is within 10 percentage points = 3 Points <input type="checkbox"/> Is > 10 percentage points below the local benchmark = 0 Points
B	Adults who increase income	40% of leavers and stayers	<input type="checkbox"/> Meets or exceeds local benchmark = 6 Points <input type="checkbox"/> Is within 10 percentage points = 4 Points <input type="checkbox"/> Is within 15 percentage points = 2 Points <input type="checkbox"/> Is > 15 percentage points below the local benchmark = 0 Points

C	Length of stay (LOS) in program	Average LOS < 9 months or 270 days	<input type="checkbox"/> Meets or is shorter than local benchmark = 6 Points <input type="checkbox"/> Is within 10% (27 days) of local benchmark = 4 Points <input type="checkbox"/> Is within 20% (54 days) of local benchmark = 2 Points <input type="checkbox"/> Is > 20% above local benchmark = 0 Points
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THE NASHVILLE COC RATING & RANKING PROCESS FOR NEW PROJECTS

The PEC intends to score using the 100-point scale broken down in each section above, but may add others, and/or modify as needed in light of any new areas of emphasis in HUD’s 2021 CoC Notice of Funding Opportunity (NOFO). Using information from HUD’s NOFO webinar scheduled for the afternoon of September 2 and other details from more thorough review of the NOFO, this scoring matrix may be revised, and shared at the September 9 workshop for interested agencies.

While scoring projects based on standardized performance criteria is key to the rating process, the PEC must also rank all renewal and new projects each year. This is the process of prioritizing projects for funding based on the CoC’s local priorities, which can take into consideration the project type, local unmet need or other funding parameters.

APPENDIX -

ADDITIONAL INFORMATION ON PROJECT ADMINISTRATIVE BUDGET LINE ITEM AND INDIRECT COSTS

See <https://files.hudexchange.info/resources/documents/Indirect-Cost-Toolkit-for-CoC-and-ESG-Programs.pdf>

HUD establishes a maximum rate of 10% for project administrative costs (i.e., admin costs may not exceed 10% of the aggregated amount requested for all other budget line items). HOWEVER, the CoC PEC reserves the right to limit direct plus indirect administrative fund requests to a level below 7% - a strategic priority aimed at maximizing direct assistance.

ADDITIONAL INFORMATION REGARDING MATCHING REQUIREMENTS

See <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/coc-match-overview/>

and

<https://www.hudexchange.info/resource/3113/importance-of-documenting-match-under-the-coc-program/>

GUIDANCE ON BUDGETING FOR RRH PROJECTS

HUD requires all new RRH project applications to budget each unit at the full FMR for 12 months. For example, a RRH project requesting 1 year of funding for 10 units with an FMR of \$1,000/month would be required to budget rental assistance at 10 X 1,000 X 12 per year or \$120,000 annually. This does not mean that you must provide rental assistance at full FMR or for a full year for all or any project participants.

RRH projects may anticipate serving more than one household during a year in a single budgeted unit. This does not mean that households are sharing units, rather that you are using the available budget to serve as many households as possible. For the purposes of the annual project budget, even if average length of rental assistance needed by participants is anticipated to be shorter or longer than 12 months, each unit included in the budget must be budgeted at 12 months.

For example, a project anticipating average length of rental assistance at full FMR for 4 months per household, would budget each unit included in the application at the full 12 months and anticipate serving 3 households in each budgeted “unit” during the year. In this example, assuming FMR of \$1,000/month, the project might budget 10 units as follows: $10 \times 12 \times 1,000 = \$120,000$. If each participant actually receives full FMR for 4 months, the cost would be \$4,000/household. With \$120,000, the project would have sufficient funds to serve 30 households during the year ($\$120,000/\$4,000 = 30$), even though only 10 units were budgeted. If in reality the households served need less than the full FMR or fewer than 4 months of assistance, the project may serve more households than indicated in the application.

Similarly, for the purposes of the annual project budget, even if the average amount of rental assistance required by participants is anticipated to be less than full FMR, each unit included in the budget must be budgeted at full FMR. Here’s another example: a project anticipating average length of rental assistance at 50% of FMR for 4 months per household, would budget each unit included in the application at the full 12 months and anticipate serving 6 households in each budgeted unit during the year. In this example, if FMR is

\$1,000/month, each household would be anticipated to receive \$500/month in rental assistance (i.e., 50% of full FMR) for 4 months. You would budget each unit at the full 12 month FMR (i.e., 12 X \$1,000 or \$12,000/unit/year). But you would anticipate serving 6 households during the year in that “unit”, i.e., each household receives \$500/month for 4 months (or \$2,000 during the year) and six households per year receive \$2,000 (6 X 2,000= \$12,000); thus, you will have fully expended the \$12,000 you budgeted for one unit for one year. Again, this does not mean that households are sharing units, rather that you are using the available budget to serve as many households as possible.

In order to ensure cost effectiveness and maximize the number of participants who can be assisted, the Nashville CoC encourages participants to design their projects in a manner that provides the least assistance necessary to prevent a return to homelessness. Some households may need a small amount of assistance for only one month. Others may need a deeper subsidy for a longer period of time. You should plan to serve at least the number of households proposed in your application, but can serve as many households as possible given the available budget. You should be certain to include adequate supportive services funds to enable you to serve all of the households anticipated to receive rental assistance.