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| **[TN-504: FY2016 CoC Local Renewal Project Application: Due 08/05/2016]** |
| (For renewal projects only wishing to compete for renewal project funding in the HUD: FY-2016 local and national competition.)  |

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| **AGENCY Name:**  | Choose Renewal Agency |
| **Project NAME:**  | Choose Renewal Project |
| **Contact Person:**  |  |
| **Email:**  |  |
| **TeLEPHONE:** |  |
| **PROGRAM LOCATION (address of housing/service****):** |  |
| **Today’s Date:** |  |
| **In no more than (3) sentences, please explain the project’s purpose and the intent to use funding.** |
|  |

[FY2016 HUD Renewal Application Requirements in eSnaps](https://www.hudexchange.info/resources/documents/renewal-project-application-detailed-instructions.pdf)

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		4. APR Submissions: (3) Screenshots of previous APR submissions
		5. Consumer Rights Documentation
		6. Policies for Board of Directors or policy-making body of current homeless or formerly homeless representation
			1. Must include attendance of current or formerly homeless representation for most recent (3) board meetings
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		1. Discharge Policies
			1. Also include an actual client the agency made reasonable attempts to avoid discharge.
			2. Proof of low-barrier or housing first practices.
			3. If YES to CES, please include a letter from Metro Social Services or the Metropolitan Homeless Commission confirming your participation in the CES planning and implementation.

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| **SECTION (1): PROPOSED PROJECT TYPE for FY2016** | **Max Section Points: TBD by PEC** |
| ***Eligible Projects:*** | **Project Housing Type:** | **Length of Assistance** | **# Homeless to be served** | **Program Budget** |
| **Permanent****Supportive****Housing**  | [ ] Tenant-based[ ] Sponsor-based[ ] Project-based |  | Click here to enter text. | Click here to enter text. |
| **Rapid** **Re-housing** |  | [ ]  ( Less than 3 months)[ ] (3-12 Months)[ ] (12 or more months) | Click here to enter text. | Click here to enter text. |
| **Transitional Housing** |  | **Average Length of Stay in months:** Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Supportive Services Only** |  | **Average Length of Stay in months:**Click here to enter text. | Click here to enter text. | Click here to enter text. |

\*RRH-This should section is asking for the average length of stay in the program as a whole. (From the participant’s program entry date to the program exit date.)

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| **SECTION (2): PROPOSED BUDGET**  | **Max Section Points: 0** |
| **Proposed Activity** | **HUD CoC****Request** | **Cash****Match** | **Totals** |
| 1. **Real Property (Leasing)**
 |  |  |  |
| 1. **Tenant-based Rental Assistance (TRA)**
 |  |  |  |
| 1. **Sponsor-based Rental Assistance (SRA)**
 |  |  |  |
| 1. **Supportive Services**
 |  |  |  |
| 1. **Rapid Re-housing**
 |  |  |  |
| 1. **Operations**
 |  |  |  |
| 1. **CES**
 |  |  |  |
| 1. **HMIS**
 |  |  |  |
| 1. **Request Subtotal**

**(Subtotal lines through 8)** |  |  | **Total Budget**(Total CoC Request+ Total Cash Match) |
| 1. **Administrative Costs**

**(Up to 7% of entire grant)** |  |  |
| 1. ***Total Request (Total lines 9 & 10)***
 |  |  |

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| **SECTION (3): PROPOSED PROGRAM POPULATIONS** | **Max Section Points: 40** |
| Single women |  | Chronically homeless |  | Infants |  |
| Single men  |  | Persons with mental health  |  | Children |  |
| Couples w/out children |  | Persons with substance abuse  |  | Adolescents |  |
| Single-parent families |  | Persons with HIV/AIDS |  | GLBTQ Youth |  |
| Two-parent families |  | Domestic violence survivors |  | **Other: (*Please list*)**  |
| Unaccompanied Youth |  | Veterans |  |
| Renewal Projects Planning to Serve:  | 100% Chronic- **(10) Points**50%-99%-**(5) Points** | Total Chronic Served (please highlight one)100% Chronic Served50-99% Chronic Served | [ ] YES [ ] NO |
| Is this % different than what the project typically serves? |
| If the project applicant *plans* to serve one of the (4) HUD priority populations, the project must receive 100% of its referrals from a local Coordinated Entry Process or from a Community managed by-name list.  | 100% Households with Family (prioritized by need)50%-99%- | 10 Points5 Points | [ ] YES [ ] NO |
| Is this % different than what the project typically serves? |
| 100% Unaccompanied Youth50%-99% | 10 Points5 Points | [ ] YES [ ] NO |
| Is this % different than what the project typically serves? |
| 100 % Veteran (all types of discharges)50%-100% | 10 Points5 Points | [ ] YES [ ] NO |
| Is this % different than what the project typically serves? |

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| **SECTION (4): PROPOSED PRIOR LIVING SITUATIONS** | **Max Section Points: 5** |
| **Homeless Participants** | **Projected Percentages (%)** |
| *Priority I: On the Street, Safe Havens or Emergency Shelters* |
| Persons who came from the street or other locations not meant for human habitation. | **%** |
| Persons who came from Emergency Shelters. | **%** |
| *Priority II: Transitional Housing or Institutions* |
| Persons in Transitional Housing who came directly from the street or Emergency Shelters. | **%** |
| Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution | **%** |
| **Total Percentage:** |  |
| **If total less than 100%, please specifically identify the reasons why in the space below in no more than (5) sentences.** |
|  |

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| **SECTION (5): FY2016 THRESHOLD REQUIREMENTS** | **Max Section Points: 0**  |
| Categories | Response | CoC Interim Rule Regulation | Summary | Required Attachments: |
| Match&Leverage(attach) | [ ] YES[ ]  NO | § 578.73-CoC Interim Rule (matching) | Minimum Match: 25% (must include supportive documentation of commitment)**Total Match: $****Total Leverage: $** | Commitment letters or proof of cash match and proof of leverage. |
| Current audit Reports & Findings(attach) | [ ] YES[ ]  NO | § 578.59-CoC Interim Rule | All projects subject to monitoring from HUD and local processes. Audits must be within (9) month timeframe from the end of the agency’s most current FY | Third Party Audit Reports/Findings (must include any remedial plans to correct findings.) |
| HUD Monitoring within last (2) years(attach) | [ ] YES[ ]  NO | § 578.99-CoC Interim Rule | The project has received a HUD audit within the past (2) years. | If yes, submit the appropriate documentation:\*Audit notification letter from HUD or \*HUD monitoring letter-Any Related correspondence |
| Board participation/policy-making body(attach) | [ ] YES[ ]  NO | § 578.75-CoC Interim Rule | Each recipient must have homeless or formerly homeless representation on a policy-making entity | Copy of Board Membership and last (3) Agendas noting attendance or homeless or formerly homeless board member.  |
| Program Participants Informed of Rights(attach) | [ ] YES[ ]  NO | § 578.91-CoC Interim Rule | Participant informed of eligibility criteria, discharge policies, rights to appeal.  | Agency's written standards including program rules, termination process, written notice of termination and appeals process.  |
| Total Expenditure of Grant(attach) | [ ] YES[ ]  NO | § 578.107-CoC Interim Rule/§ 578.87 | If less than 100% expended during program year, the leftover funding could be de-obligated by HUD.-Draw down requirements:Maintained Quarterly Draw-downs. –Proof of last quarter.  | **Total Left Unspent (enter amount below)** |
|  |
| APR Submission Deadlines(attach) | [ ] YES[ ]  NO | Overview of the Application and Grant Award Process-CoC Interim Rule | Recipients have (90) days to submit the Annual Performance Report (APR) in HUD's designated reporting vehicle, eSnaps.\*Please note that if you have ever had trouble submitting an APR-please provide documentation explaining this delayed submission.  | **Screenshot of last (2) submitted APRs submission screens in eSnaps for projects.****Submission years needed:** **2012****2013** |
| HMIS Participation and Data Quality | [ ] YES[ ]  NO | Project Data Quality meets the 95% threshold requirement.  | “Data Not Collected” less than 2% for any category and on average.  | HMIS DQ for APR  |

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| **SECTION (6): FY2015 PROJECT PERFORMANCE** | **Max Section Points: 70** |
| Categories | Response | **Total Points Possible** |
| Total Served |  |
| Total Singles  |  |
| Total Families (Households with Children) |  |
| Total Chronic |  |
| What was the average utilization rate for this project? |  | ***Utilization Score:*** **If 80% or above=10 pts****If 60% to 80%=5 pts****60% and below=2 pts** |
| If the utilization rate is less than 80%, please provide specific reasons as to why in the space below: (Up to 3 sentences) |
|  |
| **Key Performance Indicators-Stability Pieces** |
| **Answers located on the Standard APR-Question (36)-This automatically calculates.** | **Answers located on the Standard APR-Question (36)-This automatically calculates.** | **Answers located on the Standard APR-Question (36)-This automatically calculates.** | **Answers located on the Standard APR-Question (26a1.-26b2.) –Add leavers and stayers together!** |
| **If 80% or above=10 pts****If 60% to 80%=5 pts****60% and below=2 pts** | **If 80% or above=10 pts****If 60% to 80%=5 pts****60% and below=2 pts** | **If 80% or above=10 pts****If 60% to 80%=5 pts****60% and below=2 pts** | **If 80% or above=10 pts****If 60% to 80%=5 pts****60% and below=2 pts** |
| ***Housing Stability*** | ***Earned Income*** | ***Overall Income*** | ***Access to Mainstream Sources*** |
| Total Possible | Total Achieved | Total Possible | Total Achieved | Total Possible | Total Achieved | Total Possible | Total Achieved |
|  |  |  |  |  |  |  |  |
| **Key Performance Indicators-HEARTH Objectives** |
| ***Length of Stay (indicate number of days)*** | ***Housing First Fidelity in Current Performance Data*** | ***Total HH*** | ***5 Pts if less than 20% of total HH served*** |
| **PSH Projects:** |  ***Question (1)*** Total HH discharged due to non-compliance during timeframe**:** | **#**  | **5 pts** |
| **Leavers** | **Stayers** |
|  |  |
| **TH/SSO Types:** | ***Question (2)*** Total HH denied entry into program because of positive drug testing, no income, a client’s criminal records or having a history of domestic violence: | **#**  | **5 pts** |
| **Leavers** | **Stayers** |
|  |  |
| **RRH Projects** | **RRH-Please indicate the length of time homeless for program participants. (Program Entry Date to Permanent Housing Move-In Date)** |
|  |
| Length of Stay: Up to 10Points (July ’15 to July ’16 timeframe will be measured against the July ’14 to July ’15 timeframe to see if the program has improved length of stays)Longer length of stay=PSH-Up to 10 PointsShorter lengths of stay=TH & SSO-Up to 10 PointsRRH=Move-In dates for families not greater than 60 days after entry.-Up to 10 Points |

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| **SECTION (7): CONSUMER FOCUS & COMMUNITY PLANNING for CES** | **Max Section Points: 30** |
| Currently, there are working Coordinated Entry Processes developing in Nashville. The questions below are intended to identify projects that have either begun shifting towards a community prioritization process and will continue to do so or projects not currently participating in a CES process that will begin participate in Coordinated Entry System planning in the next funding year. ***CES processes have a standing item on CoC General and CoC Governance Agendas.***  |
| HEARTH-Related Questions | Please check YES or NO |
| Do staff members who deliver services or case management for this project use evidence-based practice models? (provide documentation) | [ ] YES [ ] NO | **10** |
| Does the project **currently** accept referrals and accept entries into programs from one or more of the CES processes in Nashville? (including utilizing one of the designated vulnerability index tools.)1. CES for Families-Metro Social Services
2. CES for Chronic Individuals-Metro Homelessness Commission-“How’s Nashville”
3. CES for Unaccompanied Youth
4. CES for Veterans

**If yes to any:** Does project intend to continue accepting 100% of its referrals from any of the current CES processes? | Families:[ ] YES [ ] NOChronic:[ ] YES [ ] NOYouth:[ ] YES [ ] NOVeterans: [ ] YES [ ] NO | **10** |
| [ ] YES [ ] NOIf yes, which one:  | **10** |
| **If the project does not currently accept referrals and entries into the program using one of the CES models currently in place,** does the project plan to begin using one of the CES models if the project is selected for renewal funding? (Must answer yes to all questions below to receive points.)1. **Renewal project intends to contact the CoC And HMIS Lead for more information post-competition to learn more about participating in this process**.
2. Renewal project agrees to begin working from a Community By-Name list of individuals and families experience homelessness. (No additional waitlists will be used to admit clients into the program.)
 | [ ] YES [ ] NO[ ] YES [ ] NO | **10** |

\*\*\*\*\*\*\*HUD has removed questions related to ***Coordinated Entry (CE)*** from **Screen 3B** for CoC

renewal applications. However, while the CE questions have been removed for renewals, CoCs

are still required by the McKinney Act as amended to establish and operate a CE system. Note:

these questions remain in the New project application and there are still coordinated entry related

questions for SSO projects that are dedicated for the operation of coordinated entry processes.

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| **SECTION (7a): Housing First or Low Barrier Determination** | **Max Section Points: 20** |
| Question Number: | “Does the project ensure that participants are not screened out based on the following items? Select all that apply. By checking all of the first four boxes, this project will be considered low barrier”.-FY2015 Project Renewal Applications. | **Total Points Possible** |
| 1. | Having too little or no income | [ ] YES [ ] NO | **4** |
| 2. | Active or history of substance abuse (can test positive on drug screen) | [ ] YES [ ] NO | **2** |
| 3. | Having a criminal record with exceptions for state-mandated restrictions | [ ] YES [ ] NO | **2** |
| 4. | History of domestic violence (either perpetrator or victim) | [ ] YES [ ] NO | **2** |
| Question Number: | “Does the project ensure that participants are not terminated from the program for the following reasons?” FY2015 Project Renewal Applications. If yes to all these questions, the project will be considered Housing First. | **If yes to questions 1-4, project is considered low barrier.** |
| 5. | Failure to participate in supportive services | [ ] YES [ ] NO | **2** |
| 6. | Failure to make progress on service plans | [ ] YES [ ] NO | **2** |
| 7. | Loss of income or failure to improve income | [ ] YES [ ] NO | **2** |
| 8. | Being a victim of domestic violence | [ ] YES [ ] NO | **2** |
| 9. | Any other activity not covered in a lease agreement typically found in the project’s geographic area | [ ] YES [ ] NO | **2** |

SIGNATURE PAGE: Must be signed by the agency’s Executive Director, as well as the designated party either assigned to attend the CoC General Meetings or submit the annual performance report for the HUD-CoC Funded project.

[**HEARTH ACT & Opening Doors: LAWS**](http://www.endhomelessness.org/page/-/files/2098_file_HEARTH_Act_Summary_FINAL_6_8_09.pdf)

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

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| **In order for any project to be considered for funding in FY2016, please check yes or no to all of the following statements:** |
| Our agency understands HUD’s priorities as outlined in the FY2016 Notice of Funding Availability (NOFA): as outlined below- | [ ] YES [ ] NO |
| Increase Permanent Supportive Housing beds dedicated for chronic homeless persons | [ ] YES [ ] NO |
| Increase Rapid Re-housing beds, especially for homeless families | [ ] YES [ ] NO |
| Adhere to principles of Housing First, primarily by reducing barriers in project’s program entry processes | [ ] YES [ ] NO |
| housing entry (criminal background checks, sobriety requirements, etc.- HUD wants 75% of local projects to be low-barrier), and assisting homeless persons with housing entry as quickly as possible | [ ] YES [ ] NO |
| Reallocate funding from lower-performing projects to more effective options | [ ] YES [ ] NO |
| Increased focus on System performance, versus only at project level | [ ] YES [ ] NO |
| Extensive use of Coordinated Entry Systems to assess needs and refer to housing & services | [ ] YES [ ] NO |
| Reduce length of time persons are homeless | [ ] YES [ ] NO |
| Increase income and connection to benefits | [ ] YES [ ] NO |
| Move homeless persons into permanent housing, and assure high rate of housing retention | [ ] YES [ ] NO |
| End homelessness among chronic homeless persons, veterans, families with children and unaccompanied youth | [ ] YES [ ] NO |
| Our agency understands our CoC-funded projects can only accept persons meeting the HUD definition of literally homeless.  | [ ] YES [ ] NO |
| Our agency understands the requirements of data collection and the priority on data-driven planning using the continuums local HMIS | [ ] YES [ ] NO |

***Signed:***

Executive Director:

Agency Staff Designated to Attend CoC meetings/workshops:

Date Signed:

FY2016 Fund Availability: Approximately 93% of TN-504 Threshold or ***$3,025,832.00***

|  |  |
| --- | --- |
| PSH/RRH Current Funding | $2,789,711 |
| TH Current Funding | $301,326 |
| SSO Current Funding | $34,500 |
| HMIS Current Funding | $53,508 |
| Total Current Funding | $3,253,583 |

*Instructions for completing each section:*

*Note: The following terms are defined as: (as defined in HUD’s regulations and on the FY2016 Renewal Application released by HUD on 07.18.2016.)*

**Chronic Homelessness:** HUD: 24 CFR 578.3

**Veterans:** Include all persons who served in the military, regardless of discharge status.

**RRH-PH Projects:** Cannot accept any new clients or new families coming from Transitional Housing. RRH projects can only accept new individuals or new families identified in the FY2016 Renewal Application released by HUD on 07.18.2016.

Section (1): Please identify the type of project being submitted for consideration of renewal. Unless HUD approved a major amendment to the contract or program structure, all data should approximately match the renewal application submitted for the FY2015 HUD Competition.

Section (2): Please identify the budgetary aspects of the project proposed for renewal. All applicants need to submit the regulatory 25% match documentation. \*Note, the match requirement is set forth by HUD in the CoC Interim Rule. Because of this, all projects will be evaluated using the HUD award and the dedicated cash match as the overall project costs.

[Homeless Definition (HUD)](https://www.hudexchange.info/resources/documents/HUDs-Homeless-Definition-as-it-Relates-to-Children-and-Youth.pdf)

Section (3): Identify the subpopulations that will be served by the renewal project.

Section (4): Identify the literally homeless situations for ALL clients entering the program. \*CoC funding is restricted to only serving individuals or families who meet the strict definition of homelessness.

The homeless priority process is intended to identify programs that are serving the highest need in the Nashville Continuum of Care, i.e. prioritizing those with the highest degree of homelessness;

Priority I

- is prioritized as serving individuals or families that meet the first two provisions of literal homelessness outline in the CoC Interim Rule:

1. An individual or family with a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping group;
2. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government individuals for low-income individuals);
3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition;
4. Any individual or family who: is fleeing or is 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, including a child, that has either taken place within the individuals or family’s primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;

Priority II

1. Imminent Homelessness: An individual or family who will imminently lose their primary nighttime residence, provided that:
	1. The primary nighttime residence will be lost within 14 days of the date of application or homeless assistance
	2. No subsequent residence has been identified; and
	3. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing

\*Please note that all renewal projects are expected to prioritize clients who fall in Priority I above. Should the Priority II definition apply to more than 20% of your total served population, the project may be called upon for an interview before the Performance Evaluation Committee (PEC) for further explanation or be required to submit documentation for each unit (family or household) served that fall within this category, (i.e. documentation for all households wherein a copy of the eviction notice was dated within 14 days of the household’s program entry).

Section (5): This section addresses the baseline requirements for all CoC-funded projects. Not meeting or following these guidelines is considered a federal non-compliance issue and could mean automatic de-obligation of funding. Failure to submit the required supportive documentation could also be seen as non-compliance. Please see the following link for the HUD CoC Interim Rule for more information:

[HUD CoC Interim Rule\_Currently In Effect](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf)

Section (6): Project Performance

This section should be completed using the required Homeless Management Information System (HMIS) Annual Performance Report (HUD) either from the community’s HMIS or if a DV provider, an HMIS comparable database.

NOTE: In section (6), questions (1) and (2), the use of internal records for households not accepted into the program is acceptable.

Section (7) & (7a): Consumer Focus

This section should outline the project’s current practices or future practices to align itself with a Housing First approach as prioritized by HUD. If the agency does not currently use housing first approaches (in addition to low-barrier), the agency must submit documentation outlining a plan to practice a housing first model or to lower barriers to entry into their programs.

**NOTE: Agencies practicing a true housing first model will be given priority.**

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| **Renewal Project Score Sheet (to be completed by designated MDHA staff and reviewed by the Performance Evaluation Committee)** |
| Section(s) | **Total Section Points Possible** |
| 1. | Proposed Project Types: PSH, RRH, TH, SSO or HMIS | **TBD by PEC** |
| 2. | Proposed Budget: Part of Threshold Criteria | ***0*** |
| 3. | Proposed Homeless Populations | ***40*** |
| 4. | Proposed Homeless Priority | **Is 100% in Priority (1)=5 points****Anything less will not receive any points.** |
| 5 | Threshold and Compliance Monitoring=No points counted in score, but points will be applied to gauge project compliance | ***0*** |
| 6. | Performance | **70** |
| 7. | Consumer Focus & CES | **30** |
| 7a. | Housing First & Low Barrier Access | **20** |
| Total Maximum Points Allowable from Application : | **165 Points** |