|  |
| --- |
| **[FY2016 CoC Local NEW Project APPLICATION: Due 08.12.2016 by 4:00 pm]** |
| (For NEW projects only wishing to compete for a reallocation of renewal project funding or new project funding in the HUD: FY-2016 local and national competition.)   |  |  | | --- | --- | | **Agency applying for new project:** |  | | **has this agency ever received CoC funding in the nashville coc?** | YES NO | | Project Type: (PSH, HMIS, CES or RRH) |  | | Is the project applying for bonus funding or reallocated funding? |  | | what projects are being reallocated? (list all project names) |  | | if reallocating, is any of the reallocation from an agency other than the applicant (completing this form)? | YES NO | | Are the projects being reallocated transitional housing or Supportive services? | Choose an item. | | How much funding will be reallocated? | **$** | | how much funding will be applied for in this year’s competition (can be more than your current renewal amount) | **$** | | the project will take 100% referrals from local CES process. | YES NO | | the project will practice housing first approaches ensuring low barriers to project entry. | YES NO | | TeLEPHONE: | Click here to enter text. | | PROGRAM LOCATION (address of housing/service): | Click here to enter text. | | Today’s Date: | **7/5/2016** | | **In no more than (5) sentences, please explain the project’s purpose and the intent to use funding.** | | |  | | |

Table of Contents

1. Section (1): Proposed Project Type………………………………....Page 2
   1. Section (1) Attachments:
      1. None
2. Section (2): Proposed Budget for Project……………………….…..Page 3
   1. Section (2) Attachments:
      1. Proof of Match
      2. Proof of Leverage
      3. Copy of Project’s Total Budget
3. Section (3): Proposed Program Populations……………………..….Page 4
4. Section (4): Proposed Program’s Homelessness………………..…..Page 4
   1. Section (4) Attachments:
      1. Copy of Homeless verification forms
5. Section (5): Project Threshold Requirements…………………..…...Page 5
   1. Section (5) Attachments:
      1. Audit Findings
      2. HUD Audit correspondence (if applicable)
      3. Grant Expenditures: LOCCS draw-down proof
      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
6. Section (6 & 6a) Consumer Focus & Community Planning….....................Page 7
   1. Section (7) Attachments:
      1. Housing and Prioritization Policies
         1. Include the project’s plan to implement Housing First practices.
         2. Include the project’s plan to accept 100% of prioritized referrals from a local CES process.
7. Proposal Section: New projects are allowed to submit a two page summary of the proposed project. Please address the items below:
   1. Project Specific Performance
      1. # of families to be served
      2. # of single individuals to be served
      3. Total Households to be served
      4. If a PSH or RRH project type, please indicate where affordable housing will be found.
      5. % of total served that will still be stably housed at the end of the first year
      6. % of total served expected to access mainstream benefits
      7. % of total served expected to access health care
      8. % of total served expected to access earned income
      9. % of total served expected to access other income + maintain
   2. Agency experience
   3. Identify the population priority (please see Section 4 of this application) to be served.
   4. Identify how the project will assist the local Homeless Management Information System (HMIS) to increase city-wide coverage.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTION (1): PROPOSED PROJECT TYPE** | | | | **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. |
| **Coordinated Entry System** |  | **How quickly does the project plan to move Households from a state of homelessness to stably housed?**  **Enter an estimate in months.** | Click here to enter text. | | Click here to enter text. |
| **HMIS Project** | N/A | N/A | Click here to enter text. | | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **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)*** | |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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  50%-99%- | 10 Points  5 Points | | 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 Points  5 Points | | YES NO | | |
| Is this % different than what the project typically serves? | |
| 100% Unaccompanied Youth  50%-99% | 10 Points  5 Points | | YES NO | | |
| Is this % different than what the project typically serves? | |
| 100 % Veteran (all types of discharges)  50%-100% | 10 Points  5 Points | | YES NO | | |
| Is this % different than what the project typically serves? | |

|  |  |  |
| --- | --- | --- |
| **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 (Rehab, Jail, etc.)* | | |
| 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.** | | |
|  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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) year, if applicable. | 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. |
| **Below are requirements for currently funded projects. If the new project is a re-allocation, then please provide the items below from your current grant (regardless of type) to show agency’s capacity to meet threshold requirements. If the project is entirely new-please disregard the last three items!** | | | | |
| 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. | Screenshot of last (3) submitted APRs submission screens in eSnaps for projects. |
| 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION (6): CONSUMER FOCUS & COMMUNITY PLANNING for CES** | | | **Max Section Points: 30** |
| HEARTH-Related Questions | Please check YES or NO | | |
| Do staff members who deliver services or case management for this project use or plan to use evidence-based practice models? (provide documentation) | YES NO | **10** | |
| **If the new project will serve as a function of CES, please disregard the questions below. The 20 remaining points will be awarded based on the project’s type-CES.** | | | |
| Does your agency have a project or a workflow that **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 the intend to continue accepting 100% of its referrals from any of the current CES processes? | Families:  YES NO  Chronic:  YES NO  Youth:  YES NO  Veterans:  YES NO | **5** | |
| YES NO  If yes, which one: | **5** | |
| **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 Metropolitan Homelessness Commission to learn more about the CES 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SECTION (6a): 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** |

**Please use the space below to provide additional information about your project that your agency feels is important for the Performance Evaluation Committee, Governance and the general membership to consider.**

**Please use: 12 Font, Times New Roman, Double-spaced text-maximum of (2) Pages.**

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.

|  |  |
| --- | --- |
| **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): | 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 ensuring low to no barriers | 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.

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

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.**