

# REGIONAL APPLICATION MANUAL/INSTRUCTIONS

Central Florida Continuum of Care (CoC FL-507)

2024 Application for HUD CoC Program Funding

*Application Instructions*

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**Complete and submit all relevant sections of this Application, including all required attachments and certifications, by 5:00 PM EST, August 21, 2024.**

1. Please carefully read this Application together with the Request for Applications and its attachments. You may email questions to [application@hsncfl.org](mailto:application@hsncfl.org) through August 17, 2024. After August 17, 2024 - efforts will be made to answer questions, but agencies should not count on receiving answers before the due date.
2. Throughout the remainder of this Application:
  - a. The words “you” and “your” are interchangeable with “the Applicant.”
  - b. “HUD CoC Program-funded” or “HUD CoC-funded” means projects funded through the HUD Continuum of Care Program under the CoC Interim Rule.
  - c. “Services” means eligible supportive services as defined in §578.53 of the CoC Interim Rule unless otherwise specifically stated.
  - d. “Housing” means eligible housing-related assistance in the form of leasing, rental assistance or operations under §578.49, §578.51 or §578.55, respectively, of the CoC Interim Rule.
  - e. Your proposed activities (whether new or renewal) will be referred to as either Housing, Services, or Housing and Services, whichever is applicable.
  - f. “Client” refers to a program participant as defined at §578.3 of the CoC Interim Rule.
  - g. “Project” refers to the total set of Housing and/or Services activities that are collectively dedicated to housing placement and stability for the target population, consistent with §578.3 of the CoC Interim Rule.
3. If your proposed Housing and/or Services will be linked with Housing and/or Services to be provided by one or more applicants other than you, the entire set of all of these activities together are considered to be the Project. A “bundled” project is one example of this grouping of activities.
4. All Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), Transitional Housing (TH) and Transitional Housing / Permanent Housing-Rapid Re-Housing (TH-PH/RRH) Projects must include both Housing and Services. In many cases, however, HUD CoC Program funds are not used to fund both the Housing and Services components, particularly because the extent to which the HUD CoC Program provides funding for Services is limited. In addition, you are not required or, in most cases even expected to directly provide both Housing and Services.
5. If you are proposing or collaborating on multiple Projects, you must submit a separate application for each Project.
6. Throughout this Application, we may use administrative or externally generated data as a comparison with/confirmation of your responses. See Attachment A-1 to this Application.

## Section 1 - Application Information

Complete all answers and check Yes or No for each question on the eligibility table. Any “No” answer will automatically disqualify your project application, unless the question does not apply to your application. This is the only section in which the name of your agency should appear. Throughout the rest of the application, you should refer to your agency as “agency” or “applicant” or “we”.

### Project Funded as Part of 2024 CoC Application

Whether or not this project is funded as part of the 2024 HUD CoC Application, are you willing to have it considered for other opportunities that become available through Other CoC 507 Administered Grants (OCAG) sources, including new or reallocated funds?

By checking “Yes” the applicant is affirming the desire to implement the described project and would be willing to be considered for participation if resources are made available either through reallocation between funding cycles or because of a new funding source participating in a bundled project or a new funding source for stand-alone projects.

## Section 2 - General Information about Project and Activities

It is imperative that you work with HSN to ensure that you establish your project profile correctly in Section 2. All applicants may request a consult at [application@hsncfl.org](mailto:application@hsncfl.org) prior to 9/27/2024 to ensure that questions in Section 2 have been answered correctly.

### 2.1 Project Type

Which category best describes your Project Type?

- Permanent Supportive Housing (PSH)
- Rapid Rehousing (RRH)
- Transitional Housing (TH)
- Joint TH/PH-RRH (Transitional Housing/Permanent Housing-Rapid Re-Housing)

**Tip:** HUD will not fund new Transitional Housing Projects, except as part of the TH-PH-RRH project type. TH-PH-RRH project must contain both a Transitional Housing component and a Rapid Rehousing component for the same project participants, who, based on client choice, will start in Transitional Housing and move onto Rapid Rehousing, remain in Transitional Housing for the entire enrollment, or participate only in Rapid Rehousing. Clients cannot have a minimum requirement for time spent in either Transitional Housing or Rapid Rehousing.

**Tip:** HUD will not fund new Supportive Services Only Projects, unless they will be bundled in with another Housing Project (submitted to HUD together as one project that includes services and housing).

**Tip:** HUD CoC funds cannot be used to assist individuals or families who are at-risk for literal homelessness.

## 2.2 Provider Activities

For your proposed Project, which of the following does your agency propose to do using these project funds and/or matching funds?

Check all that apply.

**Tip:** You should check the box for any activities that will be included in your project budget or as match for the project.

- Housing - Scattered-Site Rental Assistance or Leasing (Tenant-Based)
- Housing - Facility- or Complex-Specific Rental Assistance or Leasing (Project-Based)
- Housing - Agency-Operated Rental Assistance or Leasing (Sponsor-Based)
- Services - Housing Stability Case Management (includes Navigation)
- Services - Other Supportive Services (list the Other Support Services).

**Tip:** All Projects must provide Housing Stability Case Management. Projects should also include eligible "Other Supportive Services" such as application fees for housing; moving costs; child care, education services, employment assistance and job training, food, housing counseling services, legal services, life skills, mental health services, outpatient health services, substance abuse treatment services, transportation, and utility deposits.

**Tip:** You should select Sponsor-Based box if your agency controls housing in multiple locations from which prospective tenants can choose to rent. You would select Project-Based if all of the units are in one location.

## 2.3 HUD Application Type

Which of the following best describes your proposed activities for the Project?

Renewal - You will check this box if your project application is to renew your current contract, whether that contract is with HUD (County Shelter + Care projects) or directly with HSN (all others). You would be renewing for the same activities and 12-month budget. The following agencies are eligible for renewal applications: Orange County, Seminole County, Osceola County, Grand Avenue Economic CDC (Pathlight Homes), Embrace Families, Homeless Services Network, Covenant House, Ability Housing, SafeHouse of Seminole County, Catholic Charities, Ability Housing, Pathways Home, and CASL.

Expansion: You will check this box if you are submitting a Renewal Application, but also want to request additional funding to supplement the Renewal Project. To select this box your application must propose providing housing or services to more people. You cannot request additional funding for the same activities you are currently providing with your most recent contract/application. The following agencies are eligible for expansion applications: Orange County, Seminole County, Osceola County, Grand Avenue Economic CDC (Pathlight Homes), Embrace Families, Homeless Services Network, Covenant House, Ability Housing, SafeHouse of Seminole County, Catholic Charities, Ability Housing, Pathways Home, and CASL.

Check here if this expansion project brings existing facilities up to government health or safe standards?

Reallocation/New Project – You will check this box for any project not currently funded, or if requesting to change your previously funded project to a new project (other than expansion). Eligible projects under this category are: New Projects funded from reallocation or other New Projects.

Any new project funded from Reallocation must fund the same number of units and beds in the same geographic area as had previously been funded from the reallocated funds and must have a plan for ensuring existing tenants do not lose tenancies in the transition from one project to another. For example, if funding for 6 units comprising 10 beds for RRH in Seminole County was defunded from project X then any new applicant would have to apply to operate 6 units of RRH comprising 10 beds in Seminole County and assertively strive to serve the same tenants being served by the existing project.

Reallocation decisions will be implemented in a manner that places the highest priority on holding current Program Participants harmless. An Applicant accepts reallocated funds on the express condition that it will, barring any intervening factors beyond its control (e.g., unit abandonment), ensure the sustained tenancy of any Program Participant housed through the Project from which funds were reallocated as of the last day of the ending grant term. For more information, please refer to the Request for Applications.

Other New Projects are for any project not currently funded that qualifies as either a COC New or DV bonus project as defined in the 2024 HUD COC NOFO.

## 2.4 HUD Application Type: Renewal

(Only answer if “Renewal” was selected in 2.3)

Did you submit a signed “Renewal 12 Month Budget” form?  Yes  No

*Tip: If you are a renewal project you will have received a “Renewal 12 Month Budget” form which should be signed and submitted back to HSN by 08/30/2024. If you have not agreed to this 12-month budget your project is going to be an expansion project or a new project. If you have signed and returned the form, or will have done so by 8/30/2022, check the box.*

## 2.5 HUD Application Type: Expansion

(Only answer if “Expansion” was selected in 2.3)

Did you submit a signed “Renewal 12 Month Budget” form for your non-expansion portion of this application?

Yes  No

## 2.6 HUD Application Type: New Project: Reallocation or Other New

(Only answer if “Reallocation/New Projected or Bonus” is selected in 2.3)

What month of 2024 would you like for your new project to begin? \_\_\_\_\_

*Tip: It is very unlikely that HUD will start a new project before of the end of 2024. You should identify your preferred start date, but actual start dates will depend on when HUD makes the project contract available, which may be different from the preferred start date you select. Make sure you answer this question if you check the New Project box.*

## **2.7 Related HMIS Project IDs: New Project**

Although this is a new project, you may want us to use an existing project when evaluating your agency's ability to support positive outcomes on HUD system performance measures. That existing project may be receiving HUD funding or may have a different funding source. If any of the proposed activities of this Project is similar to a Project already in HMIS, provide the HMIS Project names.

## Section 3 - Key Project Characteristics – Housing

If you are providing Services only skip to Section 4.

### 3.1 Coordinated Entry System (CES) Referrals

Answer Yes or No.

**Tip:** if you answer No your application will be ineligible.

### 3.2 Relationship to Case Management Service Providers

If this application includes funding and/or match for housing only, and no services funding or match, you will want to check either the first or second box.

**Tip:** A project that includes funding and match for rental assistance, leasing or operations, and has no case management services funding in the budget or as match will check either the first or second box.

**Tip:** If any of your tenants will exclusively receive case management services from a provider you specifically partner with (with whom you have a contract or a MOU or a MOA) you should check the first box. In this case CES will only assign program participants to your residential unit if there are service slots available with the provider with whom you have an agreement.

**Tip:** if your tenant will be receiving case management services from service providers matched through the Coordinated Entry System, you should check the second box.

If this application includes funding and/or match for both housing and services, you will want to check the “N/A” box. You will also need to complete both Section 3 and 4 of this application.

**Tip:** Shelter Plus Care renewal projects should check this box.

**Tip:** A project that includes housing and case management services in the budget should check this box.

**Tip:** A project that includes housing in the budget and has case management services as all or part of the match should check this box.

**Tip:** A project that includes services in the budget and has housing as all or part of the match should check this box.

\*\*\*\*\*

**NOTE:** For purposes of this Application, a “Unit” of housing means a house, apartment, room or rooms, intended for occupancy as separate living quarters, whether in fixed locations or in scattered sites. Units and Beds are different concepts. See the NOFA Detailed Instructions for more information.

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### 3.3 Number of Homeless Housing Units

What is the total number of Housing Units (including Vouchers or Slots) that will be dedicated to homeless individuals and/or families throughout the grant period?

**Tip:** This number should include Units for which you are requesting HUD CoC funding **as well as** Units that are part of this Project that will be funded by another source **as well as** any Units that are to be dedicated for use by homeless individuals/families but are not considered by you to be part of this project and are not part of other CoC funded projects. These non-Project units would be considered leveraged resources rather than matching resources. Thus, in some cases the number of homeless housing units will be larger than the number of HUD CoC funded units (next question). However, it should never be smaller than the number of HUD CoC funded units.

### 3.4 Number of HUD CoC Funded Units

Of the amount listed above for “Number of Homeless Housing Units”, how many Housing Units/Vouchers/Slots will be HUD CoC-funded?

**Tip:** This number should include only the units for which you are requesting funds from HUD in this application. This number should not include any units funded from a matching or leveraged source.

### 3.5 Number of Match Funded Units

Of the remaining Housing Units/Vouchers/Slots in the Project not funded by HUD (i.e., not listed above as "Number of HUD CoC Funded Units"), how many are fully committed and available to the Project?

**Tip:** This number should include any units considered part of the match. The value of these units will be noted in the match portion of your Project budget.

Please attach evidence of any such commitment and availability as a separate file.

**Tip:** This commitment would include funding commitment which should support that the matching or leveraged units are available throughout the proposed grant term.

### 3.6 Type of Housing Units Provided

Select the type of Housing Units included in your Project.

- Permanent Supportive Housing (PSH)
- Rapid Re-Housing (RRH)
- Transitional Housing (TH) Youth (up to age 25 – renewal only)
- Joint Transitional Housing/ Rapid Rehousing (victim services or youth)

### 3.7 Total Beds

Indicate the total number of Units and BEDS to be dedicated to the Project throughout the grant period.

**Tip:** In most cases the number of beds is equal to the number of bedrooms. For example, a two-bedroom unit would usually have 2 beds. If for some reason you anticipate putting more than one bed in a bedroom and you note it on this form, you will be required to fill both beds to meet your project performance expectations. HUD will hold you accountable for having at least one person in each bed. So, if you have a second bedroom and you have stated it will have 2 beds in it, you will be accountable for two people in that bedroom. If the makeup of the family suggests that only one person would be in the second bedroom (due to number of family members or gender of children, etc.) your project will lose

points on project performance. On the other hand, if your application suggests only one person in each bedroom, and you are able to put two people into a bedroom it will reflect positively on your project performance.

### 3.7a Housing Units: Permanent Supportive Housing (PSH)

Enter the number of HUD-funded Permanent Supportive Housing Units/Vouchers/Slots that will be dedicated to housing homeless individuals and/or families at any given time during the grant period for the Project. All units are assumed to include Supportive Services. Enter the total number of beds for each housing type.

Housing Type	CoC Funded		Non CoC Funded	
	# of Units	# of Beds	# of Units	# of Beds
(A) Rental Assistance (tenant-based): # of Scattered-Site Rental Units				
(B) Leasing: # of Scattered-Site Units				
(C) Rental Assistance (either project-based or sponsor-based): # of Rental Units in Specific Structures, Complexes, etc.				
(D) Leasing: # of Units in Specific Structures, Complexes, etc.				
(E) Operations: # of Units in Specific Structures, Complexes, etc.				

### 3.7b Housing Units: Rapid Rehousing (RRH)

Enter the number of HUD-funded Rapid Rehousing Units/Vouchers/Slots that will be dedicated to housing homeless individuals and/or families at any given time during the grant period for the Project. All units are assumed to include Supportive Services. Enter the total number of beds for each housing type. Please note: HUD limits Rapid Rehousing housing assistance to rental assistance and does not allow for leasing or site-based options.

Housing Type	CoC Funded		Non CoC Funded	
	# of Units	# of Beds	# of Units	# of Beds
(A) Rental Assistance (tenant-based): # of Scattered-Site				

Rental Units				
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### 3.7c Housing Units: Transitional Housing (TH) for youth up to age 25

Enter the number of HUD-funded Transitional Units/Vouchers/Slots that will be dedicated to housing homeless youth or parenting youth at any given time during the grant period for the Project. All units are assumed to include Supportive Services. Enter the total number of beds for each housing type.

Housing Type	CoC Funded		Non CoC Funded	
	# of Units	# of Beds	# of Units	# of Beds
(B) Leasing: # of Scattered-Site Units				
(D) Leasing: # of Units in Specific Structures, Complexes, etc.				

### 3.7d Housing Units: Joint Transitional/Rapid Rehousing TH/RRH

Enter the number of Other HUD-funded Housing Units/Vouchers/Slots that will be dedicated to housing homeless individuals and/or families at any given time during the grant period for the Project. All units are assumed to include Supportive Services. Enter the total number of beds for each housing type.

Housing Type	CoC Funded		Non CoC Funded	
	# of Units	# of Beds	# of Units	# of Beds
(A) Rental Assistance (tenant-based). Only for RRH portion of the project: # of Scattered-Site Rental Units				
(B) Leasing. Only for TH portion of the project: # of Scattered-Site Units				
(C) Leasing. Only for TH portion of the project: # of Units in Specific Structures, Complexes, etc.				
(D) Operations. Only for TH portion of the project: # of Units in Specific Structures, Complexes, etc.				

### 3.8 Housing Type

Select the type of housing structures in which Program Participants will be housed (*select all that apply*).

**Tip:** Shared Housing has two or more unrelated households (individuals or families) living in the same unit. The two or more individuals or families must each have their own lease with the landlords. They must also have lockable, separate sleeping spaces but can have shared common area.

**Tip:** Clustered apartments are apartment units in one or more developments. The developments do not have to be in close proximity or contiguous to each other. A clustered apartment arrangement is slightly more restrictive than scattered site in terms of where rented/leased units will be located because the developments are previously identified, and the expectation is that multiple units in each of the participating developments will be rented/leased.

**Tip:** The answer to this question should include both HUD funded Units and Units funded by matching resources.

### 3.9 Housing Project Address

Enter the physical address at which the Housing for the Project is or will be located. For Projects with multiple sites, enter the address where the majority of beds will be located. (For tenant-based rental assistance and scattered-site leasing Projects, enter the address for the Housing provider's Project's administrative offices).

Only answer 3.10a and 3.10b if you are applying for renewal.

**3.10a** How many HUD-funded Site Based or Sponsor Based Units dedicated to this Project are not currently operational?

**Tip:** A Unit is not operational if it has not had a tenant or a lease for the previous 30 days or has not been available (waiting to pass inspection or receive certificate of occupancy, etc.). This number should include the number of units that have not ever been operational during the current grant/contract term.

**3.10b** If any Units are not currently operational, please explain why:

**Tip:** The explanation should include barriers and challenges the applicant has had making units operational and what the expected timeline is to have all units operational moving forward. Reasons might include renovations, damages, etc.

## Section 4 - Key Project Characteristics – Supportive Services

### 4.1 Coordinated Entry System (CES) Referrals

*Tip: By checking “Yes” you commit to provide the identified service to the Project exclusively as assigned through the Coordinated Entry System (CES). CES prioritizing clients based on needs and length of homelessness. This is a threshold question.*

#### 4.1.a1 and 2 Coordinated Entry System (CES) Access Point

Access points improve the “no wrong door” approach for persons experiencing homelessness by conducting basic intake into the system, facilitating a household’s entry onto the by-name-list, even if the household is not going to enroll for services at the agency acting as the Access Point.

### 4.2 Housing and Services Relationship

Type in the name of the housing partner(s) next to your selection.

Exclusive Housing Partner: \_\_\_\_\_

*Tip: Select this box if 100% of the tenants to whom your agency is providing services are not being housed by you but are being housed by one specific agency in a particular location(s). Name that partner agency.*

Project Includes Housing:

*Tip: Select this box if your agency will be providing the housing AND the services associated with this Project.*

No Identified Housing Partner:

*Tip: Select this box if your agency will be providing services to clients assigned through the Coordinated Entry System regardless of where those clients will live.*

N/A

### 4.3 Service Delivery Location

Check Location of “The Field” only if:

*Tip: By checking “In the Field” you are committing that more than 50% (preference is 80%) of direct client contacts will happen in the field - at client’s homes, jobs, or other locations where the client spends time. Checking location of “The Field” means that less than 50% of direct client contacts will be in the office of the service agency.*

*Tip: For Project Based rental assistance projects providing Housing Stability Case Management, the answer should be “In the Field”.*

Provide the percentage of services that will be delivered in the field.

#### 4.4 Supportive Services Provided

Select ONLY those direct services that will be provided by this project. Select all that apply.

*Tip: Housing Stability Case Management may also provide Housing Navigation depending on the needs of the system throughout the grant term. Applicants are encouraged to review the Housing Navigation/Housing Stability Case Management Scope of Work before requesting funds for this activity.*

*Tip: Employment positions must be dedicated to providing Employment services to the Project. For example, an Employment Specialist must only work with eligible homeless Project participants for any time charged to the Project.*

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#### Instructions:

Note: The following questions are based on the selections made to question 4.4. Answers are required only if one the options above is checked. For example, if you checked Housing Stability Case Management you would only complete the requested information for that activity. **All activities referenced below are explained in detail in the “Housing Navigation and Housing Stability Case Management Scope of Work” (Scope of Work), which is Attachment F to the RFA.**

HUD CoC Program funding provides between ½ and 3 FTEs of Services positions in any Project. It is strongly recommended that applicants seeking Services funding request a number of FTE positions within this range.

The current regional standard for the annualized cost of 1 FTE of Housing Navigation and Housing Stability Case Management is \$65,000, which includes salary, fringe benefits and employment-related liabilities, supervision and a limited allowance for mileage and supplies. The standard is only a reference; however, applicants are strongly encouraged not to exceed it.

Applicants may request HUD funding for Services in increments of ¼ FTE. If you request consideration for a total number of HUD-funded Services that is not a whole number (for example, 1.25 hours), you must either: i) irreversibly commit to providing the remaining funds to provide a whole number of FTEs (in this case, the remaining .75 hours), or ii) indicate that you will use part-time positions to provide these functions.

**For RRH:** Applicants will be funded in part based on their ability to sustain and support the regional system of Housing and Services. Applicants not willing to serve all 3 counties\*\* may request no more than 1 HUD CoC-funded FTE total.

\*\* By indicating that you will serve all 3 counties, you specifically agree that you will accept assignments through the Coordinated Entry System and continuously provide Services to clients who are experiencing homeless in any of the 3 counties, who are seeking services in any of the 3 counties, who express a preference to be housed in any of the 3 counties, or who have been housed in any of the 3 counties, whichever are relevant to the Housing Navigation and/or Housing Stability Case Management Services you propose to provide.

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#### 4.5 SERVICES STAFF QUESTIONS

**4.5a Target Population:** For which populations will you regularly conduct your proposed activity? (check all that apply):

## 4.5b Staffing

For the following questions, all positions should be funded in .25 Full Time Equivalent (FTE) increments (example .25, .5, .75, 1, 1.25, 1.5, etc. FTE). An FTE refers to a position that is 40 hours per week or at least 2000 hours per year.

All positions noted on this chart should be dedicated to this Project for the noted FTE percent of the staff position's time.

*Tip: If you are proposing to request funding, or provide match, with "other services", those services must be CoC eligible services as defined in 24 CFR 578.53, which is limited to child care, education services, job training, legal services, mental health services, outpatient health services, outreach, and substance abuse treatment. Please review 24 CFR 578.53 before requesting funding for other services.*

### 4.5b – column B - # of HUD Funded FTE

Identify the number of Full Time Equivalent staff for which you are requesting HUD funding for the identified Supportive Service.

*Tip: If you have a position that will be split between more than one function funded in this Project application, please list the appropriate FTE amount in the row for the relevant functions and answer the question at the bottom of the chart clarifying which functions will be served by the same individual staff.*

*Tip: HUD funding is for direct client services only. In some cases up to 10% of one position will be eligible for supervision. Exclude all staff hours related to administration.*

### 4.5b – column C - # of Non-HUD Funded FTE (Funded from other sources)

Identify the number of FTE for the identified Supportive Service which will be funded from other sources. This should include matching revenue that is paying for the staff position.

### 4.5b – column D - Total FTE

The total FTE that will be providing the identified Supportive Service when counting HUD and matching funds. This should equal column B + column C.

## 4.5c Staff - Partial Funding

Answer this question to clarify what your expectations are in the event that your request for funding for a position(s) is not fully funded.

*Tip: Select "Agency will fund the gap" if your agency will use other funds to make up the difference between your request and the awarded amount.*

*Tip: Select "Agency will split the position" if your agency will have the identified position split their time between the identified Supportive Service and other activities, for this Project or another project.*

*Tip: Select “Agency will hire for the portion of time funded” if the agency will use part-time staff to complete the identified Supportive Service.*

#### 4.5d Area Served/Geographic Coverage

The Central Florida Continuum of Care serves Orange, Osceola and Seminole Counties. Services must be provided throughout this entire region. Resource allocation for limited Services dollars must take this need into account. By checking a box below corresponding to a portion of the region, you are committing to provide Services to individuals and families who become homeless in that area, who seek assistance in that area, and/or those who prefer to be permanently housed in that area, whenever relevant.

*Tip: The expectation is that Housing Stability Case Management will be provided for individuals/families associated with the geographic region you select even if they choose housing in a different county. For example, by checking Orange County, you are agreeing to support an individual or family who became homeless in Orange and/or received Outreach services in Orange and/or received Navigation services in Orange but selected a housing unit in Osceola County.*

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### 4.6 Other Essential Elements

#### 4.6a Caseload

If you are providing Housing Navigation and/or Housing Stability Case Management, for each FTE position in the Project, do you commit to accept assignment of and continuously serve a caseload of up to:

- 18-20 families with children (and/or youth, if applicable), for RRH, Youth TH, or TH-RRH Projects?
- 15-18 chronically homeless individuals and/or families, for PSH Projects?

Yes  No  N/A

If No, explain and quantify the caseload level you will commit to accepting and continuously serving.

*Tip: If you select No, make sure you specify the caseload level you commit to serve with an FTE position.*

*Tip: If you are not providing Housing Navigation and/or Housing Stability Case Management, select N/A.*

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#### 4.6b CoC FL-507 Standards & Policies

Do you commit to follow the applicable CoC FL-507-adopted standards for the appropriate project type? (For example, if you are part of a RRH Project, will you follow the CoC FL-507 Rapid Rehousing Standards and RRH Exit Policies? If you provide PSH will you follow the PSH Exit Policies?)

\*\*\*\*\*

#### 4.6c Education & Training Requirements

Do you have education and training requirements for positions providing services to this Project?

If the Applicant is the Housing Provider only, the answer must apply to the partner who will be providing the services.

If Yes, please describe (*max 25 words*)

\*\*\*\*\*

#### 4.6d Job Description

Do you have job descriptions for the staff providing the Services proposed in the Supportive Services Scope of Work question? If the Applicant is the Housing Provider only, the answer must apply to the partner who will be providing the services. If there is more than one service provider, a sample job description from one of the providers will suffice. If Yes, please submit as a separate file.

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#### 4.6e Professional Oversight and Supervision

Will you provide professional oversight of and supervision for the Services proposed above?

Yes  No

If Yes, please attach as a separate file either a resume for each professional currently providing such oversight/supervision, a job description if that position is currently vacant, or a description of a detailed plan for ensuring the provision of this oversight/supervision to the Project. If the Applicant is the Housing Provider only, the answer must apply to the partner who will be providing the services. If there is more than one service provider, a sample job description from one of the providers will suffice.

\*\*\*\*\*

#### 4.7 Cultural Competence

How will you ensure cultural competence in your service provision? (max 300 words)

*Tip: To receive maximum points answers should reflect awareness of cultural competency as it relates to gender, race, ethnicity, sexual orientation, and disability status.*

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#### 4.8 Language Barriers/Limited English Proficiency

How will you address language barriers/Limited English Proficiency in your service provision? (max 300 words)

*Tip: To receive maximum points your answer should include whether or not any bi/multilingual staff currently work for the Project, how bi/multilingual staff will be encouraged to apply for available positions, and how you will access translation services if bi/multilingual staff are not available.*

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#### 4.9 Does your Project include, or have access to SOAR workers?

*Tip: Select "yes" if your Project staff includes a dedicated SOAR worker, or if your Project is able to refer clients to dedicated SOAR workers.*

If Yes, have those SOAR staff received training, including refresher training, within the past 24 months?

*Tip: Select "yes" if your SOAR staff have received initial or refresher training within the past 24 months.*

\*\*\*\*\*

#### 4.10 CoC Training

Check either “Yes” or “No” for the trainings that your agency will you require for all Services staff, including supervisory and executive staff, if made available by CoC FL-507?

- Housing First  Yes  No
- Motivational Interviewing  Yes  No
- Trauma-Informed Care  Yes  No
- Harm Reduction  Yes  No
- LGBTQ Housing Inclusion  Yes  No
- Victim Services/DV Safety  Yes  No
- Housing Focused Case Management  Yes  No
- Training identified in Sub-Recipient contract and/or CoC Training Standards  Yes  No
- Other:  Yes  No

\*\*\*\*\*

### 4.11 Other Support Services Chart

Although many Supportive Services are eligible to be funded through the HUD CoC Program, HUD is first and foremost a Housing agency. As a result, the amount of HUD CoC funding made available for Services is very limited. In addition, much of this small amount available will necessarily be allocated to Street Outreach and Engagement, Housing Navigation and Housing Stability Case Management efforts to ensure that clients can choose, get and keep permanent housing.

As a result, applicants need to be aware that the HUD CoC funding available for other Supportive Services requests through this RFA process is expected to be minimal. Applicants are strongly encouraged to find and use other sources of funding/access other systems for the services listed below to the greatest extent possible.

You should complete this chart for all services provided for the project, whether or not the application includes requests for funding from HUD to provide the service.

**Available: (column A)**

Will you or a Project partner make this Service available to all clients who need it?

**How provided? (column B)**

If you answered “Yes” in column A, clarify how the Service will be provided.

*Tip: If you answered “No” or “don’t know/not sure” in column A, you do not need to complete Column B.*

**Applicant:** Select this box if your agency is going to provide the service.

**Project Partner:** This is an agency with whom you have an MOU/MOA or contract.

**Other Partner:** Select this box if an agency regularly provides the service but with whom you do not have a formal agreement.

**None of the Above:** Select this box if the service will be provided but none of the above 3 options describes how it will be provided.

**HUD Funding: (column C)**

If you checked "Yes" in column A, check "Yes" if you are requesting HUD funding to provide the service for this Project.

**Frequency: (column D)**

If you checked "Yes" in column A, check the box that best represents how often the service will be provided for this Project.

\*\*\*\*\*

## Section 5 – Geographic Coverage and Jurisdictional Priorities

### Jurisdictional Priorities

The rows in the table list the jurisdictions participating in the Central Florida Continuum of Care. For each row, indicate which of the following codes apply to the Project, based on the descriptions provided below (*check all that apply*).

### Jurisdictional Coverage

Jurisdiction	Check the Box if the Project** Meets Code (see description below)				
	A	B	C	D	E
City of Kissimmee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City of Orlando	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City of Sanford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Orange County	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osceola County	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminole County	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A = The Project will serve individuals and/or households who become homeless and/or who are using community services and resources (including hospitals, jails, etc.) within the jurisdiction.

B = **For Projects that only operate within a single county:** The appropriate official (from a relevant jurisdiction) has certified that the Project is the jurisdiction’s highest priority among all proposed Projects to be considered through this RFA process. **OPTIONAL**

C = **For Projects that only operate within a single county:** The appropriate official (from a relevant jurisdiction) has certified that the jurisdiction has a history of financial investment in homelessness-specific projects you have operated and/or has quantified the amount of the financial investment provided over the past three (3) years. **OPTIONAL**

D = **For Projects that serve multiple counties or the entire region:** The appropriate official (from a relevant jurisdiction) has certified that projects you currently operate or have previously operated within the past three (3) years have served individuals and/or families experiencing homelessness within the jurisdiction. **OPTIONAL**

E = **For all Projects:** The Project is specifically designed in direct response to a high priority need that has been formally identified by the jurisdiction in a plan, study or report. (Specify the need addressed by the Project and the source used to verify that the need is a jurisdictional priority and attach a copy of the relevant pages of the document as a separate file. **OPTIONAL**)

For each of B, C and D, the appropriate jurisdictional official should complete Section 2 of the Jurisdictional Representative Certification Form.

## Section 6 - Identification of Target Population(s) and Service to Sub-Populations

HUD has strongly encouraged the dedication of resources to chronically homeless individuals/families (or dedicated plus) in PSH Projects and the dedication of Housing resources for families with children, unaccompanied youth, and victims of domestic violence in RRH Projects.

Although it is possible that you may not be asked to assist all potential sub-populations, members of all of these sub-populations could be assigned to the Project through the Coordinated Entry System. By completing and submitting this Application, you are expected to assist them unless a particular rejection or restriction would not violate Housing First principles, as defined in Attachment E to this RFA.

### 6.1 Bed Inventory Target Population Chart

The purpose of this chart is to clarify the target population of your Project and also to clarify if there are any sub-populations within your target population that you are not able to serve/house.

#### **Dedicated % (column A)**

What % of your housing units or program (services) slots will be dedicated *exclusively* for this population?

*Tip: The percentages in version column A do not need to add up to 100%.*

*Tip: For chronically homeless units/services, the head or co-head of household must meet the HUD definition of chronically homeless.*

*Tip: Youth families with children refers specifically to an unaccompanied youth, under the age of 25, with his/her/their children. Youth families with children may include two parenting youth if both are under the age of 25. If one parenting youth is over the age of 25, this family would count as a homeless family rather than a youth family.*

#### **Any Not Included? (column B)**

You should complete Column B for any population you have identified in column A.

If you serve all persons in that category, your answer should be NA.

If there are sub-categories of the population you've identified, use column B to specify who those persons are and provide any additional explanation.

Examples: If you selected 100% chronically homeless adults you may need to name caveats in column B – such as We do not allow sex offenders due to the proximity of our housing to a local school. Or your project might serve only single head of household families but no families with two adults.

### 6.2 Number of Units Prioritized for Chronically Homeless Individuals or Families

If there are other Units/Vouchers/Slots in the Project that are NOT dedicated for chronically homeless individuals or families but will be prioritized to chronically homeless individuals or families upon vacancy, how many such

Units/Vouchers/Slots are in the Project (do NOT include any beds already dedicated included in the number in Box 1(A) above)?

***Tip:** Typically, these are units that were filled prior to the new definition for chronic homelessness was implemented, and the agency is committed to making these units available as they become vacant.*

## Section 7 - Housing First/Zero Barrier Approach

Please read CoC FL-507 Requirements of a Housing First Approach to Program Operations, which is Attachment E to the RFA.

### 7.1 Eligibility Chart

This chart is designed to assess whether you do or will place key identified restrictions or limitations on eligibility for your Project.

*Tip: The chart assumes you are complying with HUD's eligibility requirements, so you do not need to note compliance with HUD's eligibility requirements in your response.*

*Tip: Eligibility refers specifically to eligibility to access Housing and Services through your portion of the Project only. For example, unless you or a Project partner is also the landlord, reasonable methods used by landlords to screen prospective tenants that do not violate Fair Housing are not considered denials of eligibility.*

#### Factor (column A)

This column lists potential factors which your Project may or may not have used or may or may not intend to use in the future.

*Tip: When answering for "composition of client's family" - please refer to the definition in the [HUD Equal Access Rule](#) and answer based on all composition options include various age and gender of children combinations, unmarried partners, grandparents, etc.*

#### Previous 12 months (column B)

You will check "Yes" if during the past 12 months you have denied eligibility to, refused to assist or taken steps to avoid serving members of your target population to whom the factor in column A applied and for whom this factor was at least a partial reason for the denial, refusal or avoidance.

*Tip: If the factor was present, but not the reason, you do not have to note. For example, if an individual had no income, but they were denied because of a criminal history rather than because of their lack of income, you do not have to note that you denied someone with little or no income.*

*Tip: For client's current or past history of domestic violence your answer could include, but not be limited to, lack of protective orders, period of separation from abuser, still with abuser, law enforcement involvement, etc.*

*Tip: For Client's criminal record you do not have to note compliance with any federal or state mandated restrictions, such as restrictions on where someone on the sex offense registry may live.*

*Tip: For New Projects, select "No" for all lines in the "Previous 12 month" column*

#### Future Expectations: (column C)

You will check "Yes" if you anticipate that in the future you will deny eligibility, refuse to serve, or take steps to avoid assist a referred client for this reason/factor.

*Tip: As with the previous 12 months, if the factor will be present, but not the reason, you do not have to note. For example, if an individual had no income, and you will deny because of a criminal history rather*

*than because of their lack of income, you do not have to note that you will deny someone with little or no income.*

**Tip:** *For client’s current or past history of domestic violence your answer should include, but not be limited to lack of protective orders, period of separation from abuser, still with abuser, law enforcement involvement, etc.)*

**Tip:** *For Client’s criminal record you do not have to note compliance with any federal or state mandated restrictions, such as restrictions on where a sex offender may live.*

### **Explanation: (column D)**

If you checked “Yes” in either column B or C please provide an explanation. Reasons could be related to available funds, program philosophy, or other.

## **7.2 Termination Chart**

Complete the next chart in the same manner as you completed the Eligibility Chart. For the Termination Chart you will answer the questions in relationship to reasons a program participant is terminated from the Project, rather than determined eligible.

**Tip:** *For Client’s violation of program rules, you do not need to answer on behalf of a private sector landlord who is a Project partner. You would only be answering for issues or offenses that are not ones for which a tenant can be evicted under a typical lease agreement that complies with Florida landlord-tenant law.*

**Tip:** *For Previous 12 months, note if at any point within the previous 12 months you have discharged, evicted, cut off or terminated assistance for the applicable reason. Your answer should include non-renewal for site-based/sponsor-based projects.*

**Tip:** *For Future Expectation please note if you would discharge, evict, cut off or terminate assistance for the applicable reason. Your answer should include non-renewals for site-based/sponsor-based projects.*

**Tip:** *Provide a brief explanation of specific circumstances or justification for any “yes” answer.*

## **7.3 Services Continuity**

You should check “Yes” if you will actively continue to offer Services to a client even if the client is evicted from, relocated from, or otherwise no longer in Housing.

**Tip:** *If you are a Project/Site Based Housing or a Housing Project that also includes Services, applicant answering “Yes” commits you to providing the services at least until the client is linked to another provider of comparable services.*

## **7.4 12 Month Discharge %:**

If you currently provide any Housing or Services to homeless individuals or families in a PSH, RRH or TH project, what was the percentage of clients served during the past 12 months that you evicted, discharged, or cut off or

terminated from assistance (including non-renewal of lease) for any reason other than successful program completion, death or entrance into institution anticipated to last more than 90 days?

**Tip:** You would select “N/A” if you are not currently providing Housing or Services to homeless individuals and families in a PSH, RRH or TH project.

**Tip:** This question would not apply to persons who are discharged because they have expired/timed out of the funder’s eligible time for assistance.

## 7.5 Partner Discharge Policies

Do you have an agreement or understanding with any entity that takes actions to terminate, discontinue, discharge or evict based on the factors in the Eligibility Chart or Termination Chart above?

**Tip:** You would select “Yes” if your partner does have an agreement, MOU, understanding or policy with another entity that relates to PSH, RRH or TH program participants that involves termination, discontinuation, discharge or eviction based on the factors in the Eligibility and Termination charts. For this question a partner could include a funder or any other project stakeholder.

**Tip:** You would select “No” if you have a partner, but there is no such agreement, MOUS, understanding or policy.

**Tip:** You would select “N/A” if you do not have a partner for this project.

## 7.6 Service Intensity

You will select “Yes” if you and the Project partner(s) allow for changes in service intensity and duration based on changes in clients’ needs or circumstances. (Example: frequency of home visits increases for clients experiencing a crisis that threatens housing stability).

If you answer Yes, describe the factors involved and the specific process by which adjustments are made (*max 100 words*).

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## 7.7 Location Limitation:

This question seeks confirmation of whether clients will have choice of multiple locations for Housing and/or receive Services from this Project.

You will select “Yes” if clients will be required to live in a particular structure or area at some point during their period of participation in the Project.

**Tip:** You would select “Yes” if this is a site-based project or if your services are all location-based (no or limited field-based services).

**Tip:** You would select “Yes” if you are a TH-RRH project that requires clients to live in a site-based TH setting.

**Tip:** You would select “No” for scattered site projects.

*Tip: You would select “No” if you are providing services to clients assigned from CES regardless of where those clients live.*

If Yes, and your project includes Services or is not a Site Based Housing Project, explain the requirement (*max 100 words*) and, if applicable, provide a copy of the applicable policy or procedure in a separate file attached as “Location Limitations”. If the project is site based name the size of the location and % of units for this project. If this is a sponsor based project note the number of locations under the sponsor control from which the program participants can choose.

## **7.8 Additional Requirements**

Will the Project have Services participation requirements or other prerequisites (in addition to ones addressed above) for acceptance into the proposed Project?

If Yes, explain (*max 100 words*)

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## **7.9 Does the Project quickly move participants into permanent housing?**

You will select “Yes” if your project will move program participants into permanent housing as quickly as possible and will not require additional steps (e.g. a required stay in transitional housing or a certain number of days of sobriety) when program participants determine that they want assistance moving into permanent housing.

*Tip: If this is a Victim Services Project, you should select “Yes” if the Project will move program participants as quickly as possible into permanent housing after the program participant believes their immediate safety needs have been addressed (assisted in quickly moving into permanent housing as soon as they believe it is safe).*

## **7.10 Client Satisfaction Surveys**

If you are a renewal project you should select “Yes” if you have implemented Client Satisfaction Surveys for program participants of this Project.

## Section 8 - Prioritization Based on Need

### Prioritization in Provision of Project Housing and Services

#### 8.1 Family Unity

You will select “Yes” if you would **not** deny any family assistance to the Project, or separate the members of the family, as a condition of entry into the Project for any reason.

*Tip: A “Yes” selection would not require you to accept families or unaccompanied youth that do not comply with federal or state law.*

#### 8.2 CES MOU

You will select “Yes” if you commit to entering, or have already entered, into a Memorandum of Understanding to clarify your roles and responsibilities as well as those of the Coordinated Entry System.

#### Please Explain

If you answered “No” to 8.1 or 8.2 please explain (*max 150 words*)

*Tip: If you do not need to offer an explanation, select “N/A”.*

#### 8.3 HUD Required Recordkeeping

Select “Yes” if you will assist the Coordinated Entry System with meeting HUD-required and CoC FL-507 defined recordkeeping requirements related to documentation of the chronicity of homelessness and the prioritization processes for FL-507.

*Tip: Select “N/A” if you do not have a PSH project.*

#### 8.4 Place Resided Immediately Prior to Program Entry

Approximately what percentage of the clients you will serve at any given time - once the Project is at full capacity - will have entered housing directly from the locations listed in chart? (**Only new projects need to complete this table. All existing projects will have this data pulled from APR or CES.**)

## Section 9 - CoC Involvement and Engagement

Throughout this section, if information about your activity/performance pertaining to the Project are not available (e.g., with a new Project), information from any current or homelessness assistance activity in the region may be the basis for your response instead. See Attachment A-1 for information related to CoC participation as a part of the application scoring process. In addition to the answers to the questions below, Program data and related information available, such as, but not limited to, sign in sheets, from your participation in the CoC will be used to assess data quality and completeness, evaluate Project performance, your agency's CoC participation, and to review baseline system and project performance data. See Attachment A-1.

Domestic Violence and other Victim Service providers will be held harmless in relationship to entry of client-level data into HMIS and from other requirements of the CoC Interim Rule and VAWA protecting victims/survivors in the CoC application scoring process. However, they are expected to document that they have entered data into their comparable data system by providing an APR from their comparable data system.

### 9.1 Past HMIS

Select "Yes" if you are already capturing data in HMIS in compliance with published HMIS standards. Certified DV or Human Trafficking projects select Yes if using a comparable database.

### 9.2 Commitment to Future HMIS Continuity

Select "Yes" if you commit to active and continuous participation in the CoC's HMIS (or a comparable data system for Certified DV or Human Trafficking Projects) from as early as January 1, 2024, through the end of the grant award period.

### 9.3 Current Inclusion in HMIS Bed/Services Inventory

Select "Yes" if ALL beds and/or supportive services associated with all units/vouchers/slots that you currently operate or administer that ever assist homeless individuals/households are included in HMIS with all relevant data entered (comparable data system for certified DV or Human Trafficking Projects).

*Tip: If you have units/vouchers/slots, including services slots that are not in HMIS (or comparable system) because they are only sometimes used for homeless individuals/households you will select "No."*

#### 9.3a Beds/Vouchers/Slots NOT in HMIS

Enter the number of beds/vouchers/slots you control that are **NOT** entered into HMIS and then enter the percentage of your inventory those beds represent.

*Tip: The second question requires a percentage.*

## 9.4 Commitment to Future HMIS Bed/Services Inventory Continuity

Select “Yes” if you commit to ensuring that ALL Beds associated with all Units/Vouchers/Slots or Services Slots funded in any manner through the Project are continuously included in HMIS (comparable data system for DV or Human Trafficking Projects) throughout the award period.

## 9.5 Commitment to Comply with HMIS Policies and Procedures

Select “Yes” if you commit to ensuring that staff is familiar with and follows the CoC FL-507’s HMIS Policies and Procedures as found at <https://www.hmiscfl.org/hmis-governance>.

*Tip: Select “Yes” if you are a DV or Victim Service provider who will comply with the policies and procedures of your comparable system.*

## 9.6 Commitment to Ensure Participation in HMIS Annual Refresher Training

Select “Yes” if you commit that all HMIS end users in your agency will receive at least an annual HMIS refresher training.

*Tip: Select “N/A” if you are a victim services provider who is federally prohibited from entering data into HMIS.*

## 9.7 Commitment to Enter Universal Data Elements & Personal Identifying Information Into HMIS

Select “Yes” if you commit to entering the core Universal Data Elements (UDEs) and Personal Identifying information into HMIS as necessary for ongoing evaluation and improvement of the Project’s performance and the progress of the CoC FL-507 system as a whole.

*Tip: Select “Yes” if you are a DV or Victim Service provider who will enter the referenced information into your comparable system.*

## 9.8 Commitment to Work in Support of CoC’s HMIS Data Quality Plan

Select “Yes” if you commit to supporting the CoC FL-507 Data Quality Plan, including ensuring the complete, accurate and timely entry of data into HMIS (or into a comparable system if a DV and Victim Service Provider).

## 9.9 Commitment to Work in Support of Ongoing Availability HUD APR Data

Select “Yes” if you commit to running the HUD Annual Progress Report (APR) and running other reports on a regular basis in an effort to support the goal of complete, accurate, and timely HMIS data in the system.

*Tip: If you are a victim services provider who is federally prohibited from entering data into HMIS your answer should reference your comparable system.*

## 9.10 2024 Point-In-Time (PIT)

Identify which activities related to the January 2024 Point in Time (PIT) Count in which a representative of your agency participated.

**Tips:**

- *Select “PIT planning sessions” if your representative participated in any of the PIT planning meetings prior to the day of the count.*
- *Select “PIT street surveys” if your representative participated in street counts the night of the count.*
- *Select “Service Provider Surveys” if your representative participated in PIT Service Provider Surveys in the week following the PIT count.*
- *Select “N/A” if no representative participated in any of the PIT activities.*

### **9.11 2024 Point-In-Time (PIT)**

Select “Yes” if you commit one or more representative(s) to participate in activities related to the 2024 PIT which is scheduled to occur during the last 10 days of January 2024.

### **9.12 2024 Housing Inventory Count (HIC)**

Select “Yes” if you are an existing CoC provider and you submitted your 2024 Housing Inventory Count (HIC) on time, or if you are a new applicant, if you commit to ensuring that all beds associated with all Units/Vouchers/Slots that provide Housing to homeless individuals/households will be appropriately included as part of the next HIC, which will also represent the housing inventory during the last week of January 2024.

***Tip:** This question also applies to DV and Victim Service providers since the HIC doesn't include any client-specific data and the bed inventory information of DV and Victim Service providers is required to be maintained by the HMIS Lead Agency.*

## Section 10 - Increasing Access to Mainstream Benefits

If you are not proposing to provide Case Management, skip to Section 11.

For purposes of this application process, mainstream benefits include:

- CareerSource/Employment Programs/Workforce Development
- Healthcare/Medicaid/Medicare/Health Insurance/Substance Abuse Programs
- SSI/SSDI/TANF/Food Stamps/Early Childhood Education

### 10.1 Commitment to Incorporating Strategies for Increasing Access to Mainstream Benefit into the Project

Select “Yes” if you commit to incorporating, as an ongoing component of your Project for all clients in this Project, follow-up activities to ensure that mainstream benefits are received and renewed, including efforts to ensure that:

1. Mainstream benefits for which clients may be eligible are identified;
2. Applications for mainstream benefits are submitted as appropriate;
3. The eligibility determination process is completed and benefits are being received; and
4. Applications to ensure eligibility renewal applications are submitted whenever needed.

### 10.2 Current Efforts to Increase Access to Mainstream Benefits

Select “Yes” if you currently perform the activities in the previous question as part of your ongoing Case Management, Navigation or Outreach activities.

#### 10.2a Explain "Yes" for Current Efforts to Increase Access to Mainstream Benefits

If you selected “Yes”, explain your approach to increasing access to mainstream benefits for all clients in the Project (*max 200 words*).

### 10.3 Facilitating Access to Mainstream Benefits as an ACCESS Community Partner

Select “Yes” if you commit to serving as an ACCESS Community Partner (“Assisted-Service Site” level) with the Florida Department of Children and Families for the purpose of facilitating enrollment in mainstream benefits accessed through the ACCESS Florida system throughout any period you receive CoC funding.

(See <http://www.myflfamilies.com/service-programs/access-florida-food-medical-assistance-cash/community-partner-network>)

#### 10.3a If "No" selected above for ACCESS Community Partner

If you selected “No” to serving as a formal ACCESS Community Partner (question 10.3), select “Yes” to this question if you instead commit to providing all clients with the same services as those provided by as an ACCESS Community Partner (“Assisted-Service Site” level).

### 10.4 Facilitating Access to Transportation

Select the appropriate box based on the extent to which you will provide (or facilitate the provision of) to clients of the Project regular or as needed transportation assistance to mainstream and community resources, including appointments, employment training, educational programs, or jobs. Transportation may include bus passes, Lyft/Uber or use of a vehicle owned by the agency.

### **10.5 Description of Access to Transportation**

Describe your approach to facilitating access to transportation for the level of transportation access indicated above (max 100 words).

### **10.6 Facilitating Access to SSI and SSDI**

Select "Yes" if you have an on-staff SOAR Specialist or commit to entering into a Memorandum of Understanding or agreement with a designated and available SOAR program provider to ensure that clients with disabilities can access SSI, SSDI and other publicly administered income supports.

### **10.7 School Liaison**

Select "Yes" if your Project serves children or unaccompanied youth, and you commit to have a designated staff person whose responsibilities specifically include ensuring that children are enrolled in school and receive appropriate services as required by federal law.

**Tip:** Select "N/A" if your project will not serve children or unaccompanied youth.

### **10.8 Mainstream MOUs**

Select "Yes" if you have formalized any other agreements or partnerships with entities administering mainstream benefit resources and services that will streamline and/or expedite access for Program Participants.

#### **10.8a If "Yes" selected above for Mainstream MOUs**

If you selected "Yes" to Mainstream MOUs, please list all the entities with which you have an MOUS and briefly describe the nature of those agreements or partnership (*max 100 words*). Please also attach copies clearly labeled as "Mainstream MOU – Question 10.8.

## Section 11 - Program and Financial Management

ALL explanations to all questions (if required) are limited to a maximum of 75 words.

### 11.1 Timely Filing of APR

Select “Yes” if you have received HUD CoC Program funding for any activities at any time since January 2019 and successfully submitted your Annual Program Report (APR) timely or ensured that a timely submission could be made on your behalf.

If you selected “No” please provide a detailed explanation, including dates and amounts of any incidents or findings, as well as any changes made, or corrective actions taken as a result.

### 11.2 IRS Form 990

Select “Yes” if you or your parent organization are required to file Form IRS 990 and the 990 was filed in a timely manner (including any approved extensions) for the agency fiscal year that was most recently completed prior to January 1, 2022. **Please attach and** clearly label as “Form 990 – question 11.2.”

If you selected “No” please provide a detailed explanation of the circumstances, including dates and amounts of any incidents or findings, as well as any changes made, or corrective actions taken as a result.

### 11.3 Repay/Return Grant Funds

Select “Yes” if you ever required to repay or return grant funds awarded from HUD (recipient or sub-recipient) at any time since January 2019.

*Tip: Select “N/A” if you have not received any HUD funding since January 2019.*

If you selected “Yes” please provide a detailed explanation of the circumstances, including dates and amounts of any incidents or findings, as well as any changes made, or corrective actions taken as a result.

### 11.4 Unspent HUD Funds

Select “Yes” if you have left more than 1% of the funds from a HUD grant unspent (recipient or sub-recipient), from any expired award that was not a 1st year award, since January 2019.

*Tip: Select “N/A” if you have not received any HUD funding since January 2019.*

If you selected “Yes” please provide a detailed explanation of the circumstances, including dates and amounts of any incidents or findings, as well as any changes made, or corrective actions taken as a result.

### 11.5 Outstanding HUD Obligation

Select “Yes” if you have an outstanding obligation or debt to HUD (recipient or sub-recipient) that is in arrears or for which a payment schedule has not been agreed upon.

*Tip: Select “N/A” if you have not received any HUD funding.*

If you selected “Yes” please provide a detailed explanation of the circumstances, including dates and amounts of any incidents or findings, as well as any changes made, or corrective actions taken as a result.

## 11.6 Unresolved Findings

Select “Yes” if you have any unresolved HUD Monitoring and/or Office of Inspector General (OIG) Audit findings related to this or any other currently operational projects (recipient or sub-recipient) providing homelessness assistance.

*Tip: Select “N/A” if you have not received any HUD funding.*

If you selected “Yes” please provide a detailed explanation of the circumstances, including dates and amounts of any incidents or findings, as well as any changes made or corrective actions taken as a result.

## 11.7 Most Recent Audit

Select the time period that was covered by your entity or parent entity’s most recently completed independent financial audit and management letter.

Attach a copy of the most recent audit/financial statements.

### 11.7a Corrective Action

Select “Yes” if the most recent audit or management letter included findings and/or call for correction action(s).

*Tip: Select N/A if your entity or parent entity has not had an independent financial audit and management letter.*

If you selected “Yes” please attach any action or response prepared in responses to the findings or call for corrective action(s).

### 11.7b Significant Non Compliance

Select “Yes” if you have been found to be in significant or continuous non-compliance with any grant agreement or had any grant agreement terminated by a funder for cause since January 2016.

If you selected “Yes” please provide a detailed explanation of the circumstances, including dates and amounts of any incidents or findings, as well as any changes made, or corrective actions taken as a result.

## 11.8 Fair Housing Complaint

Select “Yes” if a Fair Housing complaint been made against the Applicant since January 2016.

If you selected “Yes” please provide a detailed explanation of the circumstances, including dates and amounts of any incidents or findings, as well as any changes made, or corrective actions taken as a result.

## Section 12 - Applicant's Portion of the Project Budget

If you are submitting for a Renewal Project and have signed and returned the "Renewal 12 Month Budget" Form you can skip to Section 14.

### Total Budget

Complete the Attached Excel Spreadsheet including all income and expenses as they pertain to your portion of the Project only.

Please note that the terms used in the instructions below have specific definitions assigned under the HUD FY 2022 NOFA and CoC Interim Rule. See also Attachment D of the Request for Applications.

### Expense Categories Detail Costs

*Tip: For each Expense Category you should project expenses for 12 months of the Project when it is fully operational/at capacity.*

*Tip: If you are not sure how to categorize your expenses, please contact HSN at application [@hsncfl.org](mailto:hsncfl.org) for assistance prior to **8/17/2024**.*

### 12.1 Leasing Expense Category - Other Structures - Detail Costs

The information provided should only pertain to the facilities that are dedicated to the Project. More information about HUD-eligible leasing costs can be found in Attachment C of the Request for Applications and at: <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/leasing/>. Costs are subject to future adjustment based on 2024 Fair Market Rent (FMR) amounts.

*Tip: Leasing: Other Structures usually refers to congregate living sites. These costs have been placed at a low priority by the CoC FL-507 and are extremely unlikely to be funded through the HUD CoC Program.*

*Tip: The information provided should only pertain to facilities that are dedicated to the Project.*

*Tip: You cannot use Leasing funds to Lease a facility that your agency owns.*

*Tip: Per HUD regulations, a project cannot include Rental Assistance AND Leasing.*

Please attach the methodology used to determine fair market rate for the structure(s) to be leased.

### 12.2 Leasing Expense Category - Housing Units - Detail Costs Table

*Tip: Leasing: Housing Units usually refer to individual apartments or homes.*

*Tip: A "0 bedroom" unit is often referred to as an efficiency unit.*

*Tip: You cannot use Leasing funds to Lease a unit that your agency owns.*

*Tip: Per HUD regulations, a project cannot include Rental Assistance AND Leasing.*

The information provided should only pertain to those units, vouchers, or housing slots that are dedicated to the Project. More information about HUD-eligible leasing costs can be found in Attachment D of the Request for Applications and the 2024 HUD NOFA.

Enter cost of the leasing activity associated with the Project based on the units or anticipated to be leased by the Project. Costs are subject to future adjustment based on 2025 Fair Market Rent (FMR) amounts.

**Tip:** *The Actual Leasing Amount is a monthly figure and is usually equal to the Fair Market Rent (FMR) amount found in the column to the left of paper version Column A. Use “Projects Using FMR” if you intend to lease for FMR amount. In some cases, an agency intends to lease units at a rate less than FMR amount, and those agencies should use the table titled “Project Using Value Other Than FMR”.*

**Tip:** *The monthly Actual Leasing Amount should never be greater than the FMR.*

**Tip:** *Remember that FMR includes the cost of both rent AND utilities.*

**Tip:** *Per HUD regulations, a project cannot include Rental Assistance AND Leasing.*

The Total Project Budget Amount column should equal the Number of Units column (paper version Column A) multiplied by the Actual Leasing Amount (paper version Column B).

The final, Total HUD Budget Amount column should specify only the amount of funding that is being requested in this application from HUD. It should not include match or any other cash from other sources.

### **12.3 Rental Assistance Costs**

**Tip:** *A “0 bedroom” unit is often referred to as an efficiency unit.*

**Tip:** *Per HUD regulations, a project cannot include Rental Assistance AND Operating.*

**Tip:** *Remember that FMR includes the cost of both rent AND utilities.*

**Tip:** *Per HUD regulations, a project cannot include Rental Assistance AND Leasing.*

The information provided should only pertain to those units, vouchers, or housing slots that are dedicated to the Project. Cost out the Rental Assistance associated with the Project based on the units anticipated to be leased by the Project. More information about eligible rental assistance costs can be found in Attachment D of the RFA, the CoC Interim Rule and here: <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/coc-rental-assistance/>.

Costs are subject to future adjustment based on 2025 Fair Market Rent (FMR) amounts.

**Tip:** *The Actual Leasing Amount is a monthly figure and is usually equal to the Fair Market Rent (FMR) amount found in the column to the left of paper version Column A. Use “Projects Using FMR” if you intend to lease for FMR amount. In some cases, an agency intends to rent units at a rate less than FMR amount, and those agencies should use the table titled “Project Using Value Other Than FMR”.*

**Tip:** *The monthly Actual Leasing Amount should never be greater than the FMR.*

**Tip:** *Remember that FMR includes the cost of both rent AND utilities.*

**Tip:** *Per HUD regulations, a project cannot include Rental Assistance AND Leasing.*

*Tip: Per HUD regulations, a project cannot include Rental Assistance AND Operating Costs.*

The Total Project Budget Amount column should equal the Number of Units column (paper version Column A) multiplied by the Actual Leasing Amount (paper version Column B)

The final, Total HUD Budget Amount column should specify only the amount of funding that is being requested in this application from HUD. It should not include match or any other cash from other sources.

## 12.4 Supportive Services Detail Costs Table

*Tip: Select “N/A” if your Project does not include any Supportive Services costs.*

List and cost of the Supportive Services you propose to provide to the Project, as described in Section 4.

*Tip: The funding request should be tied to the number of staff or quantity of services you identified in Section 4. You are not asked to provide budget detail language in the Supportive Services Detail Costs Table because that language will be taken from the “Project Services Staffing Chart” and the “Additional Supportive Services Funding Request Chart” in Section 4.*

*Tip: Eligible types of Expenses are listed in paper version Column A.*

For each line item in paper version Column B, list the total amount of Project funding you are requesting in this application. List “0” if no funds are being requested.

For each line item in paper version Column C, list the total amount of funds that will be included in the Project from other sources, including match.

For each line item, paper version Column D should equal the combined amounts of paper version Column B and paper version Column C.

## 12.5 Other Supportive Services Funding Request

Although many Supportive Services are eligible to be funded through the HUD CoC Program, HUD is first and foremost a Housing agency. As a result, the amount of HUD CoC funding made available for Services is very limited. In addition, much of this small amount available will necessarily be allocated to Street Outreach and Engagement, Housing Navigation and Housing Stability Case Management efforts to ensure that clients can choose, get and keep permanent housing.

If you are requesting HUD CoC funding for any Supportive Services in the Other Services Chart (question 4.11), please complete the Other Supportive Services Funding Request table explaining the specific types and costs of activities to be performed, amounts of funding requested, and the amounts of service to be provided. The explanations should only pertain to the Supportive Services that you will provide and that are dedicated entirely to the Project. **The amount of HUD CoC funding available for Supportive Services is expected to be minimal.**

For a complete list of Supportive Services that are eligible to be funded through the HUD CoC Program, please see Attachment D of the RFA.

*Tip: \$10,000 in matching funds used to support program participants with services highlighted in yellow will increase the project’s score.*

## **Instructions for the Other Support Services Funding Request Chart**

### **Supportive Service Type - Activity or Item**

Identify the specific service, from the eligible list in Attachment D, for which you are requesting funding. For example: Bus Passes for Local Transportation

### **Description**

Provide details including, but not limited to, quantity, cost, and, if any staff, identify the amount of FTE. For example: .75 FTE at \$25,000 or 100 round-trip Lynx bus passes at \$2.00 each.

*Tip: Your score will improve if it is clear how the services/resources will be used. For example: Bus passes for housing search and appointments.*

### **# Assisted**

Provide the number of clients who will receive assistance from the funds for this support service, including all sources of funding (HUD and non-HUD).

### **HUD Funding Request**

How much funding for this service are you requesting from HUD?

### **Match**

Match includes all non-HUD CoC funds being used for the specific activities listed in columns (B) and (C)

### **Leverage**

Leverage funds pay for services that support the program participants but are not eligible activities for HUD funding.

## **12.6 Housing Operating Costs**

*Tip: Operating Costs apply only to expenses related to the operations of housing units in which clients will reside. Operating Costs does not apply to general operating expenses of your agency for the Project.*

The information provided should only pertain to those operating costs that are dedicated to the Project. More information about eligible operating costs can be found in Attachment D of the Request for Applications, the CoC Interim Rule, and here: <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/operating-costs/>.

The Description Column (paper version Column B) should describe the costs for each line item, specifying Quantities and Details. The details must fully explain the costs listed in paper version Column C.

**Example:** .75 FTE maintenance services at \$X/Hour

**Example:** \$X monthly fee for alarm services

The Total Project Budget Amount Column (paper version Column C) should include the total Project cost for this line item, including the funds requested from HUD, match, and other cash sources.

The Total HUD Budget Amount (paper version Column D) should include only the Project costs being charged being requested from HUD for each line item.

**Tip:** Per HUD regulations, a project cannot include Rental Assistance AND Operating.

**Tip:** Over time, most agencies implementing a project with operating costs requests shifts to rental assistance.

## 12.7 HMIS Costs

The information provided should only pertain to those operating costs that are dedicated to the Project.

**Tip:** For most projects this table would only include the costs your agency incurs as part of the licensing and support charged to you by the HMIS Lead and other costs associated with your HMIS participation.

The Software Line Item should reflect your Agency's costs associated with licensing and support charged to you by the HMIS Lead.

**Tip:** Equipment, Service (such as internet access), Personnel, Space & Operations expenses can only reflect the cost associated with the percentage of time/expenses directly related to participation in HMIS, including data entry.

## 12.8 VAWA PSH Costs

This is a new expense category and HSN will provide additional information to agencies that request information for potential inclusion in their project budget.

## 12.9 Expenses Summary Table – This Table Should Auto-Populate

**Tip:** The Income Table should reflect your 12 month budget assuming the project is at full capacity for the 12 months.

For each Expense Category (paper version Column A) of your Project, the HUD CoC Funds column (paper version Column B) should list the funds for which you are applying in this application. These amounts should all reflect the amount included in your Expense Detail Costs Tables.

**Tip:** The entries in paper version Column B must match the totals from the corresponding Expense Category Detail Costs table(s).

All Other Funds (cash sources only - not in-kind) (paper version column C) should list all matching funds PLUS any other funds you are committing to the Project.

**Tip:** The entries in paper version Column C must match the totals from the corresponding Expense Category Detail Costs table(s).

**Tip:** The Total column (paper version column D) should equal the combined total of the previous two columns.

**Tip:** Unless your application is for an exclusive HMIS project, the HMIS line item should represent only the cost for your agency to participate in HMIS, which could include payment for the licenses and support provided through the HMIS Lead for which you are billed.

**Tip:** The entries in paper version Column D must match the totals from the corresponding Expense Category Detail Costs table(s).

The Subtotal line should equal the combined total of Leasing, Rental Assistance, Supportive Services, Operating and HMIS costs.

For Administration costs, you may request a maximum of 3.5% of your Subtotal amount of the HUD CoC Funded column (paper version Column B).

The Total should equal the combined total of the Subtotal and Administration costs lines.

### **About Project Match:**

Under the CoC Interim Rule, the Applicant must commit to the Project an amount equal to at least 25% of total of lines 8, 9, 10, 11 and 12 of the Expenses Summary Table to the Project (except for leasing funds – these require no match). However, the amount of match listed below may be less than that amount, if some or all of the required match amount is to be provided from in-kind sources. Your match can in any eligible line item of the project. It does not have to be for the same line for which you are requesting HUD funding.

Because HUD CoC Program funds for Services are so limited, CoC FL-507 is strongly encouraging use of match to boost the availability of Services directly to the Project (Direct Services Match.) In order to be considered Direct Services Match, the funding must be used to directly provide specific Services (Housing Navigation and/or Housing Stability Case Management services, rental application fees, utility deposits, or assistance with moving costs, unit cleaning and repairs), and must provide them only to clients you serve through the Project during the grant period.

**Example:** If you propose to have 1 full-time Housing Stability Case Manager serving the Project, if you ask HUD for 80% of the funding for the position but commit 20% of the funding from another non-HUD-source, that counts as Direct Services Match. (Assistance provided to other clients outside of the Project is not considered match.)

## **12.9 Income Table**

**Tip:** The Income Table should reflect your 12 month budget assuming the project is at full capacity for the 12 months. You may not want to think about your first, ramp up year. Instead, think about year two when it is all at full capacity.

Line 12.9a: The amount of funding you are requesting from HUD through this application should auto-populate.

Line 12.9b: The amount of any matching funds that will be used specifically for Housing Navigator, Housing Stability Case Management, Rental Application Fees, Utility Deposits, or Moving Cost Services or Unit Cleaning & Repairs associated with the Project should auto-populate. This amount should include only cash sources, not in-kind.

Line 12.9c: Fill in the amount of any matching funds that you had not listed in expense tables. This amount should include only cash sources, not in-kind. You are not required to list funds committed beyond the 25% match.

Line 12.9d: Identify any Program Income you will bring to the Project. Program should include program income paid to the Applicant that will be reinvested into the Project. Examples of program income include returned deposits or rent (for leasing projects) or revenue from an entrepreneurial venture. Program income is not required, and HUD regulations prohibit your agency from charging program fees for this Project. The line should only include cash, not in-kind.

Line 5: The TOTAL should equal the combined amount of lines 1 -4 and should auto-populate

## **12.11 Your Commitment of Matching Funds to Project**

Complete the table below describing the source, date of written commitment, and value of the written commitment for each matching source for your portion of the Project.

*Tip: Not all matching sources will be applicable for every Project.*

*Tip: Private sources includes any non-governmental match, including corporate, individual, faith based or foundation contributions.*

## **12.12 Attach Match Documentation**

Attach written documentation of the source and amount of each match commitment. The documentation should be written on letterhead stationary from the source of the match and should include the amount, the source of the funds/ contribution, the use of funds/ contribution, and the dates that the funds will be available (which should match the tentative dates of the Project grant year). The letters should be dated no later than the date of application submission. Please label as "Match Source– question 12.12", with "Source" being the name of the matching source.

## **12.13 Operational Project-Based Housing**

You will select "Yes" if your Project includes Project Based/Site Based Housing and the proposed Housing Units are already in existence and operational (in particular, a Certificate of Occupancy been issued for all structures that contain the Units).

Select "N/A" if your Project does not include Project Based (Site Based) Housing and skip to "Indirect Cost Rates."

## **12.14 Restrictive Covenant**

You will select "Yes" if any of the properties in this Project are subject to an active restricted covenant.

## **12.15 Indirect Cost Rates**

You will select "Yes" if you plan to allocate funds according to an indirect cost rate.

## **Section 13 - Project Performance, Cost-Effectiveness, CoC Participation and Alignment with System Performance Measurement Initiatives**

You will check “yes” to verify that you have read this page of instructions and are aware that administrative data, program and performance data will be used in the scoring of this Project application. If you are currently a HUD COC funded project or have a non-CoC funded project similar to the project you are applying for (example: you are applying for a RRH project and the Non-CoC project is a RRH project) that is entering all project data into HMIS then you do not complete this section.

If you are a New Project (Reallocation, DV Bonus or COC Bonus) and you DO NOT meet the criteria in the previous sentence, then complete this section (Narratives a, b and c).

**NOTE:** Throughout this section, if data and information are not available about the Housing and/or Services you propose to provide to the Project (for example, if this is a new Project), data and information from the most closely related Housing and/or Services activity that your agency provides may be substituted. Program data and related information available as a result of your administrative/financial/program reporting and participation in HMIS will be used to evaluate past performance as well as to generate baseline system performance data. See Attachment A-1.

**If you are a New Project (Reallocation, DV Bonus or COC Bonus) and you DO NOT meet the criteria for a project with performance data in HMIS then complete this section.**

- a. Discuss your Past Performance from projects you participate in regarding the HUD Performance Measures of housing stability and exits to homelessness. If you are a DV or Human Trafficking project, please include explanation of how unique factors associated with crime victims may have impacted your performance measures (*max 200 words*).
- b. Discuss your Past Performance from projects you participate in regarding the HUD Performance Measures of increased income, both earned income and unearned income. If you are a DV or Human Trafficking project, please include explanation of how unique factors associated with crime victims may have impacted your performance measures (*max 200 words*).
- c. What percent of the housing units in current projects that you participate in are currently occupied? \_\_%
- d. Your Participation in CoC Activities, Priorities and Initiatives will in part be evaluated by meeting and training sign in sheets.). See Attachment A-1.
- e. The Cost-Effectiveness of Your Housing and Services

**NOTE:** Project- and Applicant-specific measures of cost-effectiveness will be calculated based on information provided in Sections 3, 4 and 13. See Attachment A-1.

## **Section 14 - Inclusive Structure and Participation.**

You will check “Yes” or “No” to each question in this section. If you checked yes to d, e, f, i and/or k, you must provide a description in 200 word or less.

*Tip: If you answer “No” for any question you will be ineligible for points allocated to that question.*

## Section 15: Narrative, All Projects

**15.1. Describe your organization's (and sub-recipient(s) if applicable) experience in effectively utilizing federal funds and performing the activities proposed in the application.** Required. Describe your organization, subrecipient(s) if applicable, and partner organizations (e.g., developers, key contractors, subcontractors, service providers) have successfully utilized federal funds in other projects. Provide examples that illustrate experience such as:

- (a) working with and addressing the target population(s) identified housing and supportive service needs;
- (b) developing and implementing relevant program systems, services, and/or residential property construction and rehabilitation;
- (c) identifying and securing matching funds from a variety of sources; and
- (d) managing basic organization operations including financial accounting systems.

*TIP - You would want to include how many programs you have serving homeless people, how many people you serve through those programs – how much funding you've received from HUD, and if not HUD, from other federal sources, over X number of years. Briefly discuss partnerships with other agencies in providing services. Discuss briefly your housing first and harm reduction based practices – at least to say that you do them. State that you complete project in timely manner. Name your accounting system.*

**15.2. Describe your organization's (and subrecipient(s) if applicable) experience in leveraging Federal, State, local and private sector funds.** Include experience with leveraging all federal, state, local and private sector funds. If your organization has no experience leveraging other funds, include the phrase **"No experience leveraging other federal, state, local, or private sector funds."**

*TIP - How much money have you received from these public sources – and how much from each one (estimates/rough figures are ok) from which sources. If you've complied with all contracts, say that. If you've leveraged funds for persons experiencing homelessness, say that.*

**15.3 Describe your organization's financial management structure.** Include how your organization has a functioning accounting system that is operated in accordance with generally accepted accounting principles or has designated a fiscal agent that will maintain a functioning accounting system for your organization in accordance with generally accepted accounting principles.

*TIP – how many people are on your board, how many of them have lived experience. How much experience do key leaders on the organization have. Do you have financial policies and procedures that comply with GAAP? What's your accounting system? Have you requested reimbursements in a timely manner? Have you submitted financial reports in a timely manner? Do you compare budget to actuals?*

**15.4 Describe your organization's experience in providing housing and services to Black, Indigenous, people of Color (BIPOC) experiencing homelessness.**

## **Section 16 - New Projects: Key Information**

### **16.1 Scalable**

Select the box that best describes if, based on funding available, your portion of the Project is scalable (i.e., can your proposed activities under the Project be expanded or reduced to meet CoC priority and capacity needs)?

### **16.2 Project Timeline**

Please use the chart to provide a Project timeline that indicates when the following key events will occur during the course of the Project's first year (please use the words instead of the code):

- a. Hiring of staff
- b. Serving of first client
- c. Placement of first household into permanent housing
- d. Project is operating at full capacity
- e. Management plan
- f. Supervision
- g. Internal monitoring
- h. HMIS
- i. Outcomes/Performance Measures
- j. Client files
- k. Financial review

### **16.3 Scope of Project**

Provide a detailed description of the scope of the project including the target population(s) to be served, project plan for addressing the housing/support service needs, anticipated project outcome(s), coordination with other organization (e.g. federal, state, nonprofit), and how the CoC funds will be used. This information must align with other responses in this application.

## Section 17 - New Projects: Narrative for Applicants Providing Supportive Services

This section is to be completed only by Applicants proposing to provide Services as part of a NEW Project.

Responses provided in this Section are in addition to and should be consistent with responses provided elsewhere in this Application.

### 17.1 Experience with Housing First

Describe your experience with and investment in activities that use the Housing First model. Responses should explain any evolution on your part to adopt Housing First principles into your service delivery, and how that evolution occurred. Include reference to any specific policies you have adopted in support of Housing First activity (*max 200 words*). Please remember to not use the name of the agency.

### 17.2 Housing First Competency Training

Describe any experience and/or training that your staff have had/will have with Housing First core competencies such as motivational interviewing, trauma-informed care, cultural competency and the Housing First approach to service delivery (*max 200 words*). Please remember to not use the name of the agency.

### 17.3 Housing Stability Case Management

Note: Housing Stability Case Management has much in common with other forms of case management, but it is a specialization based on a low-demand, Housing First/+ approach with an emphasis on the stages of change. Please review the Housing Navigation and Housing Stability Case Management Scope of Work, Attachment F to the RFA. Reference the Scope of Work in responding to the following:

Describe your perception of how individuals or households assisted through this Project may be similar or different from those with which you currently work/historically have worked, and the steps you are taking to ensure that members with the target population for this Project are served using a Housing First philosophy. Responses should include any your previous experience working with individuals or families, how you would provide access to healthcare, public benefits (such as TANF or SNAPs) employment, and other services to assist participants to remain stable housed. You should also discuss experience and plans for identifying housing units and advocacy on behalf of clients with landlords and property managers (*max 500 words*). Please remember to not use the name of the agency.

*Tip: Answers may emphasize how clients served through this Project may have a different previous housing status from your current projects (ex. this Project serves persons who are literally homeless but previous Projects served anyone in need) or whether clients served through this Project may have higher/lower/same level of barriers to housing, more complex/less complex/same level service needs or other differences/similarities.*

*Tip: Be sure to include information on how people are assisted to access other mainstream services, employment and education.*

#### **17.4 Trauma Informed Care (max 200 words)**

Describe how your Project delivers trauma informed services with an understanding of the vulnerability and experiences of trauma survivors, including the prevalence of physical, social and emotional impacts of trauma. How is trauma integrated into policies procedures, practices and settings? How does the Project place priority on restoring survivor's feelings of safety, choice and control if relevant?

### **Additional Supportive Services**

#### **17.5 Additional Supportive Services: Description**

Housing First-based Projects will not succeed without case management. Additional Supportive Services are often needed to ensure Project performance.

Describe the non-case management, non-outreach services the Applicant proposes to provide/ensure provision. (max 2000 characters) Please remember to not use the name of the agency.

*Tip: Projects that will include flexible funding, provided by the applicant, to pay for things that are not eligible with HUD funding, or are not adequately represented in the project budget, will receive more points. (ex. Deposits, furniture, utility payments, transportation assistance)*

*Tip: Although not appropriate for an application for HUD funding, an application for Intensive Case Management funding that may be administered through HSN, should those funds become available, could include SOAR Specialists, LCSW/RN, and Peer Support Specialists.*

*Tip: Although not appropriate for an application for HUD funding, an application for Housing Locator/Landlord Services should include a description of how those services are integrated with the Coordinated Entry System and the rent payment processes for scattered site units, as well as how it will conduct unit inspections for scattered site and site based units.*

#### **17.6 Additional Supportive Services: Housing Stability and Retention**

Describe how the additional services described in 17.5 will help promote housing stability and retention on the part of Program Participants. (max 500 words) Please remember to not use the name of the agency.

#### **17.7 Youth Project Narratives**

How will your project specialized services targeting and /or incorporate any of the following: human trafficking, LGBTQ Youth, Family Reunification, Positive Youth Development, Trauma Informed Care; Use of Risk and Protective Factors (max 500 words).

*Please remember to not use the name of the agency.*

## **17.8 Domestic Violence/Victim Services Narratives**

Complete the following narratives only if you are applying for a new bonus project that will exclusively serve survivors of domestic violence, dating violence, sexual assault, or stalking.

**17.8.a Describe your Agency's experience serving survivors of domestic violence, dating violence, sexual assault, or stalking, and their ability to house survivors and meet safety outcomes (max 500 words).**

**17.8.b Describe your Agency's Emergency Transfer Plan (max 300 words).**

**17.8. c1 Describe how your Agency's uses a Trauma Informed, Victim-Centered Approach (max 300 words). Include –**

- Establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures survivors and staff interactions are based on equality, and minimize power differentials;
- providing survivors access to information on trauma, e.g. training staff on providing survivors with information on the effects of trauma;
- Emphasizing survivors' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans worked towards survivors-defined goals and aspirations.
- Centering on cultural responsiveness and inclusivity, e.g. training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;
- providing a variety of opportunities for survivors' connections, e.g. groups, mentorships, peer-to-peer, spiritual needs, and
- offering support for survivor parenting, e.g. trauma-informed parenting classes, childcare, connections to legal services

**17.8.c2 – Describe Trauma informed/victim center approach pt. 2**

Speak to the prevalence and physical, social and emotional impact of trauma. Trauma-informed approaches place priority on reassuring the survivor's feelings of safety, choice, and control. Victim-Centered approaches place priorities, needs and interests at the center of the work with the victim, providing nonjudgmental assistance with an emphasis on client self-determination, where appropriate, and assisting victims in making informed choices, ensuring that restoring victims' feelings of safety and security are a priority and safeguarding against policies and practices that may inadvertently re-traumatize victims, ensuring that victims' rights, voices and perspectives are incorporated when developing and implementing system- and community-based efforts that impact crime victims.

**17.8.d Describe your Agency's experience in rapidly moving persons into permanent housing after safety needs are addressed (max 300 words)**

Describe how you have ensured DV survivors experiencing homelessness were quickly moved into safe affordable housing; how you determined survivors' supportive services needs; how you connected survivors to supportive services; and how you moved survivors from assisted housing to housing they could sustain – address housing stability after the housing subsidy ends.

**17.8.e Describe your Agency's current CoC Engagement (*max 200 words*).**

**17.8.f Describe your Agency's Comparable Data Base and provide examples of how you use your HMIS comparable database to assess the special needs of project participants. Include type of data tracked (such as demographics, housing stability, previous living arrangements, service use by type and intensity, etc.) (*max 300 words*).**

**17.8.g Describe how the Agency ensure safety of DV survivors experiencing homelessness.**

Include training staff on safety planning; adjusting intake space to better ensure a private conversation; conducting separate interviews/intake with each member of a couple; working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance; maintaining bars on windows, fixing lights in the hallways, etc., for congregate living spaces operated by the applicant; and keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors.

**17.8.h Involving Survivors in policy and program development**

Describe how your project will involve survivors with a wide range of experience-based knowledge and skills gained from living as homeless and as a survivor of domestic violence, dating violence, sexual assault, and stalking. Describe steps and actions the project will take to include survivors in the development, implementation and evaluation of policies and procedures – this response is not about how survivors have been involved in past projects.

**17.8.i Experience Ensuring DV Survivors' Safety**

Describe how applicant ensured the safety and confidentiality of DV survivors experiencing homelessness by taking steps to ensure privacy/confidentiality during the intake and interview process to minimize potential coercion of survivors; making determinations and placements into safe housing; keeping survivors' information and locations confidential; training staff on safety and confidentiality policies and practices; and taking security measures for units (congregate or scattered site) that support survivors' physical safety and location confidentiality.

**17.8.j Describe Agency's experience in evaluating its ability to ensure DV survivor's safety.**

Describe how the project evaluated its ability to ensure the safety of DV survivors including any areas identified for improvement throughout the project's operation.

**17.8.K Describe experience placing and stabilizing survivors in permanent housing using trauma-informed, survivors-centered approaches**

Describe agency's experience operating an existing project has prioritized placement and stabilization of survivors; placed survivors in permanent housing ( not transitional) which could include PSH, permanent housing, RRH, housing choice vouchers, HUD-VASH or non-HUD funded housing.; placed and stabilized survivors consistent with their preferences; and placed and stabilized survivors consistent with their stated needs.

**17.8.I Describe applicants experience meeting service needs of DV Survivors**

Include child custody, bad credit history, housing search & counseling, crisis DV services, long term housing stability safety planning and education services. Describe in detail

**17.9 Permanent Housing and Healthcare Project**

Complete the narrative questions only if you are applying for the CoC Bonus that utilizes healthcare provided through an array of healthcare services providers. Limited to permanent housing and rapid rehousing.

To get full points for the application the Applicant must attach documentation that the project utilizes housing subsidies or subsidized units not funded by COC or ESG funds. In the case of a permanent supportive housing project, provide at least 25 percent of the units included in the project; or (ii) in the case of a rapid re-housing project, serve at least 25 percent of the program participants anticipated to be served by the project.

**17.9a** Describe how you will work closely with public and private healthcare organizations and will assist program participants to obtain medical insurance to address healthcare needs. (max 300 words)

Click or tap here to enter text.

**17.9b** To get full points for the application the Applicant must attach a written commitment from a health care organization with the value of the commitment and the date(s) healthcare resources will be provided.

## Section 18 - New Projects: Narrative for Applicants Providing Housing

This section is to be completed only by Applicants proposing to provide Housing as part of a NEW Project. Applicants submitting as part of a renewal Project should SKIP this section, as should Applicants proposing to provide Supportive Services only as part of a new Project.

### Project Scope

Provide an overview of the entire scope of the Housing Project, including but not necessarily limited to, descriptions of:

**18.1** The number, type (i.e., Permanent Supportive Housing, Rapid ReHousing, and configuration (i.e., scattered site, site based, facility based) of the units in which Program Participants are to be Housed;

**18.2** The type and amount of the HUD subsidy to be made available to the Project (tenant-based, project-based or sponsor-based rental assistance, leasing funds, operating subsidies);

**18.3** The nature of the relationships among and responsibilities of the Applicant, landlords, intermediaries and tenants (i.e., how are the partners connected to each other, who is responsible for what);

**18.4** The sources of and process for assuring the coordination of Supportive Services and other resources prior before, during and after housing placement; (i.e., case management is assigned by CES or is linked to the Project; who is providing non-case management services; If the Project is site based, how will clients continue to receive case management services if they are evicted from the site-based units); and

**18.5** The identifiable and applicable steps in the housing placement process, from identification or assignment of individuals/households to identification and selection of housing units to lease execution and move-in to the implementation of housing retention and stabilization strategies (*max 750 words*).

*Please remember to not use the name of the agency.*

### 18.6 Project Based Housing-Additional Requirements

If the housing (all of the units or any part of the total units) for the new project you are submitting for is project-based (single site) and still in development (has not received a Certificate of Occupancy), the project must be completed by November 2024 In addition, you will need to submit the following additional documentation (as an attachment).

Documentation from all investors stating when the development is expected to complete construction (e.g., fully-executed and recorded - if applicable - Construction Loan Agreement and/or Amended and Restated Operating Agreement with tax credit investor/syndicator), fully-executed and recorded Notice of Commencement, and a copy of the completion schedule/date included with the general contractor's agreement.

### 18.7 Housing First Experience

Describe the Applicant's experience with and investment in activities that use the Housing First model. Responses should explain any evolution on the part of the Applicant to adopt Housing First principles into its housing

provision, and how that evolution occurred. Include reference to any specific policies adopted by the Applicant in support of Housing First activity (*max 300 words*). *Please remember to not use the name of the agency.*

### **18.8 Regional Needs**

The Central Florida region currently faces gaps in housing capacity in several key areas. Select the box(es) associated with any specific Housing capacity your Project will provide.

**Tip:** Select N/A if your Project is a housing project but does not meet any of the specific needs/categories on the Regional Needs list.

### **18.9 Projects Seeking Funding From Reallocation**

Please check this box if you agree to the following requirements for new projects receiving funding from Reallocation:

- 1 - Each tenancy must be sustained through at least the end of their current lease or sublease term.
- 2 - For Program Participants residing in tenant-based housing, allow continued tenancy to the maximum extent feasible through lease extensions, and placement in a subsequent unit without disenrollment.
- 3 - For Program Participants residing in project-based or sponsor-based housing, ensure acceptance into the new Project and facilitate a maximally seamless transfer between Projects with no break in housing.
- 4 - CES will assign participants from the caseload of the Project from which reallocation funds are being taken.

### **18.10 Projects Seeking Funding for the Permanent Housing and Healthcare Project**

To get full points for the application the Applicant must attach documentation that the project utilizes housing subsidies or subsidized units not funded by COC or ESG funds. In the case of a permanent supportive housing project, provide at least 25 percent of the units included in the project; or (ii) in the case of a rapid re-housing project, serve at least 25 percent of the program participants anticipated to be served by the project.

**18.10a** Describe how you will partner closely with Public Housing Agencies and state and local housing organizations to utilize coordinated entry, develop housing units, and provide housing subsidies to people experiencing homelessness. (*max 300 words*)

**18.10b-** Attach documentation that the project utilizes housing subsidies or subsidized units not funded by COC or ESG funds. Please label the attachment “housing subsidy commitment – question 18.10b”

## **Section 19 – Housing First Bonus Points**

### **19.1 Housing First Enrollment**

Check if your project would deny or limit enrollment for persons based on the criteria listed. Check all that apply.

### **19.2 Housing First Termination**

Check if your project would terminate a program participant based on the criteria listed. Check all that apply.