**2022 Georgia Balance of State Continuum of Care**

**NEW Project Review Application – Unsheltered and Rural Homelessness**

**Special NOFO**

**General Information**

For the text fields on the first page, click on the box once and then begin typing. To enter an “x” in the boxes on the form, please click on the box twice and then select “Checked.”

1. **Project Applicant Information:**
2. Name of Organization:
3. Organization Type

Non-profit 501 (c)(3)  Unit of Government  Public Housing Authority (PHA)

Other: Describe:

Unique Entity Identifier (UEI) Number:

1. **Sub-Recipient / Sponsor Organization (if applicable):**
2. Name of Organization:
3. Organization Type

Non-profit 501 (c)(3)  Unit of Government  Public Housing Authority (PHA)

Other: Describe:

Unique Entity Identifier (UEI) Number:

1. **Contact person for this application:**
2. Name:
3. Title:
4. Phone:
5. Email:
6. **Project Name:**
7. **Location of Project Site(s) [City(ies)/County(ies)]:**

1. **Total HUD 2022 Project Funding Request:**
2. **Application/Funding Type Requested:**

Unsheltered Homelessness Funding

Rural Homelessness Funding (project must ONLY include rural GA BoS counties as determined in HUD Special NOFO and Appendix B (<https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO/supplemental>)

1. **Project Type Requested:**

Permanent Supportive Housing (PSH)

Rapid Re-Housing (RRH)

Joint Transitional-Rapid Re-Housing Component (Joint TH-RRH)

Supportive Services Only (SSO)

Coordinated Entry (SSO-CE)

Street Outreach (SSO-SO)

Standalone SSO

**Threshold Information**

**Please check the applicable components of your agency and/or project below. If any are not applicable, please explain.**

Applicant and potential subrecipient(s) must meet eligibility requirements of the CoC Program as described in 24 CFR part 578 and provide evidence of eligibility required (e.g., nonprofit documentation), if applicable. (Please attach to application submission.)

Applicant can provide a list of board members, if applicable. (Please attach to application submission.)

Applicant and subrecipients have an accounting system and can provide their most recent independent financial audit, or equivalent financial statement, to assist in determining financial capacity. (Please attach to application submission.)

Applicant can provide a current 990 IRS Form: Return of Organization Exempt from Income Tax, if applicable. (Please attach to application submission.)

Applicant requesting funding under the Rural Homelessness Set Aside is only proposing housing or services for rural areas as described in Sections II.B.2. and VIII.A of this NOFO. (see [Appendix B](https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO/supplemental))

Applicant understands that if funded:

* + Unsheltered Homelessness Set Aside: Projects funded through the Unsheltered Homelessness Set Aside must have the following eligibility criteria for program participants:
    - meet the criteria of paragraph (1) of the definition of homeless at 578.3, except that persons coming from transitional housing must have originally come from places not meant for human habitation, emergency shelters, safe havens, or institutions where they resided for 90 days or less and originally came from places not meant for human habitation, safe havens, or emergency shelters; or
    - meet the criteria of paragraph (4) of the definition of homeless at 578.3.
  + Rural Set Aside: Projects funded through the Rural Set Aside may serve any program participant meeting the criteria of the definition of “homeless” in 24 CFR 578.3. Please note the CoC does not have approval to serve individuals and families meeting the criteria of paragraph (3) of the definition of homelessness.

Applicant understands that if funded, all PSH, RRH, Joint TH and PH-RRH Component, and SSO projects must follow a Housing First approach as defined in Section III.C.2.e of the HUD Special NOFO.

Project has Low Barriers to Entry and prioritizes rapid placement and stabilization in permanent housing.

Applicant and potential subrecipient(s) are prepared to utilize ClientTrack HMIS (or an approved family violence HMIS comparable database alternative) to capture client-level data on all clients in the project.

Applicant and potential subrecipient(s) are prepared to participate in coordinated entry, and selection of program participants must be consistent with CoC’s Coordinated Entry process.

Applicant can demonstrate adequate match and leverage.

Project proposal limits administrative costs to 10% or less.

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

Explanation(s) (if applicable):

**Proposed Project Information**

Please respond to the following questions, as completely as possible. Please note that several of these are taken directly from the *e-snaps* application. In those instances, please copy and paste the same answers for both applications; there is no need to recreate new responses. Other questions, however, may relate to the *e-snaps* questions, but may vary slightly. Please be certain to fully answer each question.

1. **Agency Experience (*e-snaps* 2B)**
2. Describe your organization’s (and subrecipient(s) if applicable) experience in effectively utilizing federal funds and performing the activities proposed in the application. (*3000 character maximum*)

1. Describe your organization’s (and subrecipient(s) if applicable) experience in leveraging Federal, State, local, and private sector funds. (*2000 character maximum*)

1. Describe your organization’s (and subrecipient(s) if applicable) financial management structure, and include evidence of internal and external coordination and an adequate financial accounting system. (*2000 character maximum*)

1. Describe the experience of the applicant and potential subrecipients (if any) in working with homeless persons. Applicants should describe previous work of a similar nature, especially as it relates to working with homeless persons, and the project’s target population. (*2000 character maximum*)

* PSH applicants should also describe experience managing Permanent Supportive Housing projects.
* PSH Applicants also requesting funding for development activities should describe experience managing Permanent Supportive Housing projects and experience with development activities (Rural Set Aside Only).
* RRH applicants should also describe experience managing Rapid Rehousing projects.
* Joint TH-RRH applicants should also describe experience managing Transitional Housing and Rapid Rehousing projects.
* SSO Applicants should also describe experience managing SSO-CE, SSO-SO, or Standalone SSO.

1. Describe the experience of the applicant and potential subrecipients (if any) as it relates to leasing units, administering rental assistance, providing supportive services, and implementing HMIS, as applicable to the proposed project. (*1000 character maximum*)

1. Does the agency have any open (unresolved) monitoring findings or concerns from HUD, DCA, or any other governmental or foundation funder? If yes, please identify the finding or concern and explain a corrective plan of action *(500 characters maximum).*

Yes

No

Explanation (if applicable):

1. Does Applicant have any outstanding delinquent Federal debts? If so, Applicant must provide an explanation of debt owed and repayment arrangements *(500 characters maximum)*.

Yes

No

Explanation (if applicable):

1. **General Description (*e-snaps* 3B)**
2. Provide a description that addresses the entire scope of the proposed project\*. Provide a detailed description of the scope of the project including the target population(s) to be served, plan for addressing the identified housing and supportive service needs, anticipated project outcome(s), coordination with other organizations (e.g. federal, state, nonprofit), and how the CoC Program funding will be used. The information in this description must align with the information entered in other screens of the application. Additionally, if your project will implement service participation requirements or requirements that go beyond what is typically included in a lease agreement, describe those requirements and how they will be implemented. (*3000 character maximum*)

1. In the electronic application in e-snaps, applicants will be required to describe how the proposed project is consistent with the CoC’s plan for serving individuals and families experiencing homelessness with severe service needs described by the CoC in response to Section VII.B.4 of HUD’s Special NOFO.

*Severe Service Needs* means any combination of the following factors:

* Facing significant challenges or functional impairments, including any physical, mental, developmental or behavioral health disabilities regardless of the type of disability, which require a significant level of support in order to maintain permanent housing (this factor focuses on the level of support needed and is not based on disability type);
* High utilization of crisis or emergency services to meet basic needs, including but not limited to emergency rooms, jails, and psychiatric facilities;
* Currently living in an unsheltered situation or having a history of living in an unsheltered situation;
* Experiencing a vulnerability to illness or death;
* Having a risk of continued or repeated homelessness; and
* Having a vulnerability to victimization, including physical assault, trafficking or sex work.

For the purpose of the review application scoring and ranking, applicants must describe how this project will work with the CoC to target and prioritize individuals and families experiencing homelessness with severe services needs and who are most vulnerable.

1. ***Leveraging Housing Resources****:* Please describe how this **PSH or RRH project** will utilize housing subsidies or subsidized housing units not funded through ESG or COC.

If you plan to leverage housing resources will at least 50% of participants be served in Non-CoC, Non-ESG units?

1. ***Leveraging Healthcare Resources****:* Please describe how this **PSH or RRH project** will utilize healthcare resources (through direct partnerships with organizations that provide healthcare services, including mental health services to individuals and families [including FQHCs and state or local public health departments] experiencing homelessness who have HIV/AIDS) to help participants.

If you plan to leverage healthcare resources will the value of those healthcare services provided be equivalent to at least 50% of total funding request?

1. Estimated Schedule: For each primary project location, or structure, enter the number of days from the execution of the grant agreement that each of the following milestones will occur. Please estimate the number of days from grant execution for the first four questions, as applicable, for the requested project application. Nonapplicable fields can remain blank or you can enter “0” or “NA”.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Milestones** | **Days from Execution of Grant Agreement** | **Days from Execution of Grant Agreement** | **Days from Execution of Grant Agreement** | **Days from Execution of Grant Agreement** |
| **Site A** | **Site B** | **Site C** | **Site D** |
| Begin hiring staff or expending funds |  |  |  |  |
| Begin program participant enrollment |  |  |  |  |
| Program participants occupy leased or rental assistance units or structure(s), or supportive services begin |  |  |  |  |
| Leased or rental assistance units or structure, and supportive services near 100% capacity |  |  |  |  |
| Closing on purchase of land, structure(s), or execution of structure lease |  |  |  |  |
| Start rehabilitation |  |  |  |  |
| Complete rehabilitation |  |  |  |  |
| Start new construction |  |  |  |  |
| Complete new construction |  |  |  |  |

**Permanent Supportive Housing Projects Requesting Capital Costs (Rural Set Aside ONLY):**

If requesting capital costs (Permanent Supportive Housing projects under Rural Set Aside ONLY), please describe the estimated schedule for the proposed activities related to development, the management plan, and the method for assuring effective and timely completion of all development.

e.1 **Permanent Supportive Housing Projects Requesting Capital Costs (Rural Set Aside ONLY):**

**e.1a - If requesting capital costs (i.e., acquisition, rehabilitation, or new construction), describe the proposed development activities with responsibilities of the applicant, and subrecipients if included, to develop and maintain the property using CoC Program funds.** Required to describe the proposed development activities if you are requesting capital costs (i.e., acquisition (24 CFR 578.43), rehabilitation (24 CFR 578.45), new construction (24 CFR 578.47). 24 CFR 578.25 provides the requirements for site control, including a 15-year use period (24 CFR 578.81) that will remain in place even if the project no longer receives CoC Program funding. You should review 24 CFR part 578 for all requirements related to capital costs as not all are included in these instructions.

Applicants requesting capital costs should also provide information on the proposed project site(s) where the units will be located, if the property is owned by the applicant or if acquisition is proposed, and if the property is properly zoned to allow the proposed housing. Please note that CoC funds cannot be used for rehabilitation of leased property, or new construction on leased property.

**e.1b** - Applicants requesting capital costs should provide the estimated total cost for each proposed development activity and a justification for the per unit cost (total project cost/number of units). If requesting new construction, applicant should provide the builder’s estimate for the total cost. If requesting funds for new construction, applicant must also demonstrate that the costs to be used are substantially less than the costs associated with rehabilitation or that there is a lack of available units that could be rehabilitated at a cost less than new construction.

**e.1c** - If requesting capital costs, please describe how the project will comply with Section 3 of the housing and Urban Development Act of 1968 (12 U.S.C. 170lu) (Section 3) and HUD’s implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very low-income persons. As part of the application submitted to HUD, the applicant is required to submit a letter from the CoC in support of the new construction and rehabilitation activities that includes this description.

1. Describe the agency’s understanding of, and experience in utilizing, the Housing First model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold), and how it plans to implement this model in the new project. Include how the design of the program meets the definition of “housing first,” as provided in HUD’s Special NOFO.

1. Will the project enroll program participants who have the following barriers? Please select all barriers that apply, **where a participant can have that barrier and still be admitted into the project**.

Having too little or little income

Active history of substance abuse

Having a criminal record with exceptions for state/federal-mandated restrictions

History of victimization (e.g. domestic violence, sexual assault, childhood abuse)

None of the above

Other requirements based on “housing readiness”

If you did NOT select one or more of the first four barriers (showing that participants with those barriers were NOT allowed to be admitted into project), please describe related project entry requirements to barrier(s) not selected. If you selected “none of the above” or other requirements based on “housing readiness,” please describe related requirements.

1. Will the project prevent program participant termination from the project for the following reasons? Please select all that apply, where the item would **NOT** cause a client to be terminated from the project.

Failure to participate in supportive services

Failure to make progress on a service plan

Loss of income or failure to improve income

Any other activity not covered in a lease agreement typically found for unassisted persons in the project’s geographic area

None of the above (see below)

If you did NOT select one or more of the four items (showing that participants would be terminated from a project for that reason), please describe program policies/practices that would be cause for termination. If you selected “none of the above,” please describe rule violations that would cause a client to be terminated.

1. Will program participants be required to live in a specific structure, unit, or locality at any time while in the program (housing projects only)?

1. Will more than 16 persons live in a single structure (housing projects only)?

1. Will this project serve a structurally disadvantaged area (Rural Set Aside Projects Only)? Structurally disadvantaged is defined as geographic areas that have high levels of homelessness, housing distress, or poverty, and are located where CoC services have until now been entirely unavailable.

If response is Yes, please list the area(s):

If response is Yes, please describe how that area was determined, including any data available to support your determination (required by HUD). Examples of data that support the determination include: Information that shows poverty rates are significantly higher in the geographic

area than in the rest of the CoC's geographic area; Information that shows rates of homelessness are significantly higher in the geographic area than in the rest of the CoC's geographic area; or Information that shows that housing distress, such as severe overcrowding or severely substandard housing, are higher in the geographic area than in the rest of the CoC's geographic area.:

1. Determinations by project type:

* **PSH applicants** should describe how the agency plans to determine the severity of need for people who are chronically homeless, the process it will use to prioritize persons with the most severe need, and the outreach process used to engage chronically homeless persons living on the streets and in shelter.

* **RRH applicants** should describe the method for determining the type, amount, and duration of rental assistance that participants can receive. Please also describe the availability of the proposed unit size and configuration.

* **Joint TH-RRH component applicants** should describe the method for determining the type, amount, and duration of assistance that participants can receive for both the TH and RRH segments. Please also describe the availability of the proposed unit sizes and configurations.

* **Supportive Services (SSO Street Outreach, Standalone SSO, and SSO Coordinated Entry) applicants** should describe how the project will develop a strategy for providing supportive services to those with the highest service needs, including those with histories of unsheltered homelessness and those who do not traditionally engage with supportive services.

* **Supportive Services (SSO Coordinated Entry) applicants (Coordinated Entry Lead Agencies Only)** should describe:
  + Geographic area to be covered;
  + How the coordinated entry (CE) process will be affirmatively marketed and easily accessible by program participants seeking assistance;
  + The advertisement strategy for the CE process and how it is designed to reach those with the highest barriers to accessing assistance;
  + If the CE process will use a comprehensive, standardized assessment tool, describe the standardized assessment and referral process that directs individuals and families to appropriate services and housing;
  + If the CE process includes differences in access, entry, assessment, or referral for certain subpopulations, are those differences limited to only the following five groups (adults without children, adults with children, unaccompanied youth, households fleeing DV, and persons at risk of homelessness); and
  + Will the CE project refer program participants to projects that specifically coordinates and integrates mainstream health, social services, and employment programs for which they may be eligible.

1. All projects funded through the CoC must participate in coordinated entry, and selection of program participants must be consistent with the CoC’s Coordinated Entry process. Applicant is required to participate in the coordinated entry assessment system and therefore subject to compliance with the Coordinated Entry Written Standards, Policies, and Procedures as outlined and developed by the GA BoS CoC. Further, applicant will be required to receive clients to be served by the project from a centralized intake and referral system, as applicable, based on local implementation availability. In the interim, agencies outside of local implementation sites are required to assess all clients using the VI-SPDAT and prioritize assistance in accordance with the Balance of State CoC Written Standards in order to target people with the highest needs and longest histories of homelessness.

Please explain how agency plans to assess clients using the VI-SPDAT, or participate in a local Coordinated Entry implementation, as it relates to assessment. Please also describe how the project will work to ensure it is prioritizing people with the highest needs or accepting clients through the coordinated entry process. Response should include a description of clients that will be served as it relates to HUD eligibility requirements around homelessness and disability (as applicable for PSH). (2000 character maximum)

1. **Supportive Services for Participants (*e-snaps* 4A)**
2. What is the job title of the person in the program who acts as the educational liaison? What are the responsibilities of this position? How will this person ensure that children are enrolled in school, connected to Head Start, Part C of the Disabilities Education Act, and the McKinney-Vento education services? How will this person ensure that families with children or unaccompanied youth who are homeless understand the implications of this policy, and their decision-making rights under it? (2000 character maximum if applicable or enter N/A if project does not serve households with children)

1. Describe how participants will be assisted to obtain and remain in permanent housing. This should include a description of plans to move participants from the streets and/or emergency shelters into permanent housing, as well as plans to ensure that participants stabilize in permanent housing. (A good response will acknowledge needs of the target population, include a description of proposed services, availability and accessibility of supportive services through primary health services, mental health services, educational services, employment services, life skills, and/or childcare services.) (*3000 character maximum*)

The description should include\*\*

* how you will determine the right type of housing that fits the needs of program participants;
* if you will use rental assistance or leasing assistance, how you will work with landlords to address possible issues and challenges;
* the type of assistance and support you will provide to program participants to overcome challenges to permanent housing (e.g., case management; housing counseling, employment resources); and
* how you will work with program participants to set goals towards successful retention of permanent housing.

\*If this project will exclusively assist victims of domestic violence, the description must include safety planning addressing the needs of this particular homeless population towards meeting the goal of obtaining and maintaining permanent housing.

1. Describe how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently. Responses should address the needs of the target population, the required supportive services, the availability and accessibility of those supportive services, and any coordination with other homeless services providers and mainstream systems (*2000 character maximum*).

c-1. Describe the specific plan to coordinate and integrate with other mainstream, health, social services, and employment programs for which program participants may be eligible. Applicant should describe how this project will help program participants be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply, and which meet the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education). (*2000 character maximum*)

1. Using the table below, indicate yes or no for all supportive services that will be available to participants. Indicate who will provide them, and how often they will be provided.

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes/No** | **Supportive Services** | **Who will provide? (Applicant, Subrecipient, Partner or Non-partner)** | **Frequency of Service** |
|  | Assessment of Service Needs |  |  |
|  | Assistance with Moving Costs |  |  |
|  | Case Management |  |  |
|  | Child Care |  |  |
|  | Education Services |  |  |
|  | Employment Assistance and Job Training |  |  |
|  | Food |  |  |
|  | Housing Search and Counseling Services |  |  |
|  | Legal Services |  |  |
|  | Life Skills Training |  |  |
|  | Mental Health Services |  |  |
|  | Outpatient Health Services |  |  |
|  | Outreach Services |  |  |
|  | Substance Abuse Treatment Services |  |  |
|  | Transportation |  |  |
|  | Utility Deposits |  |  |

1. Please indicate any additional supportive services will be available through this program, and indicate who will provide the services, and the level of frequency.

1. Using the table below, please identify whether the project will include the following activities.

|  |  |
| --- | --- |
| **Supportive Services** | **Yes/No** |
| Transportation Assistance to clients to attend mainstream benefit appointments, employment training, or jobs? |  |
| Annual follow-up with program participants to ensure mainstream benefits are received and renewed? |  |
| Will the program participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency? |  |

1. **Housing Type and Location (*e-snaps* 4B) and Project Participants (*e-snaps* 5)**
   1. Please re-list the counties that this proposed project will serve (Leasing/Rental Assistance budgets will need to be broken out for each county where units will be located, using each county FMR).

* 1. Please complete the tables below with the proposed/anticipated numbers.

|  |  |
| --- | --- |
| **Total Units** |  |
| **Total Beds** |  |
| **Total Dedicated Beds for Chronically Homeless (PSH only/100% required) OR** |  |
| **Total Dedicated Beds for DedicatedPLUS (PSH only/100% required)** |  |

|  |  |
| --- | --- |
| **1. Households With Children (Families)** |  |
| 1. Number of Households |  |
| 1. Number of Adults over age 24 |  |
| 1. Number of Adults 18-24 |  |
| 1. Accompanied Children under age 18 |  |
| **2. Households Without Children (Individuals/Adults Only)** |  |
| 1. Number of Households |  |
| 1. Number of Adults over age 24 |  |
| 1. Number of Adults 18-24 |  |
| **3. Households with ONLY Children (unaccompanied youth 17 yrs. or younger)** |  |
| 1. Number of unaccompanied youth under age 18 |  |
| **Total Number of Households (1a + 2a + 3a)** |  |
| **Total Number of People (1b + 1c + 1d + 2b + 2c + 3a)** |  |

|  |  |
| --- | --- |
| **Estimated Percentage of Veterans to be Served (Total should add to 100%)** | **Percentage Served** |
| Households with at least one Veteran |  |
| Households with no Veterans |  |

|  |  |
| --- | --- |
| **Estimated Percentage of Chronically Homeless People to be Served (Total should add to 100%)** | **Percentage Served** |
| Chronically Homeless Individual Households (HUD-defined chronically homeless) |  |
| Chronically Homeless Family Households (HUD-defined chronically homeless) |  |
| Households with NO Chronically Homeless Individuals or Families |  |

|  |  |
| --- | --- |
| **Estimated Percentage of Youth (ages 18-24) to be Served (Total should add to 100%)** | **Percentage Served** |
| Youth headed households (individuals &/or families where head of household is a youth aged 18-24) |  |
| Non-youth headed households (individuals &/or families where head of household is 25 or older) |  |

|  |  |
| --- | --- |
| **Estimated Percentages Served for Each Sub-population**  **(These are not mutually exclusive- the total need not add up to 100%)** | **Projected Percentage Served** |
| Chronically Homeless Persons (HUD-defined chronically homeless) |  |
| Chronically Homeless Households (HUD-defined chronically homeless) |  |
| Mental Health Problem |  |
| Substance Abuse |  |
| Veteran |  |
| Chronic Health Condition |  |
| Persons with HIV/AIDS |  |
| Developmental Disabilities |  |
| Physical Disability |  |
| Domestic Violence History |  |
| Fleeing Domestic Violence (at the time of project entry) |  |
| Households with Children |  |
| Youth Family Households with Children (where no adult parent or guardian over the age of 24 is in the household) |  |
| Youth Households without Children (where no adult parent or guardian over the age of 24 is in the household) |  |
| Persons Not Represented by an Identified Subpopulation (Identify): |  |

1. **Racial and Ethnic Equity**: Please identify steps applicant will take to identify barriers to participation in this project (e.g. lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homeless population, and what steps will be taken to eliminate the identified barriers. (***1000 characters maximum***)

1. **Proposed Performance Measures** 
   1. The performance measure for housing stability, (the proposed number of persons who will remain in permanent housing as of the end of the operating year or exiting to permanent housing (subsidized or unsubsidized) during the operating year is 85% or higher.

Please explain the plan to reach the housing stability target:

* 1. The performance measure for project participant adults to have an increase in total income (all cash sources, public and private) during the operating year is 54% or higher. (this measure is not applicable for children and youth below the age of 18).

Please explain the plan to reach the income targets:

1. **Budget (*e-snaps* 6)**

For the following budget related questions, please pay careful attention to the HUD budget guidelines, as certain budget line items are only applicable for certain project types. Please be sure to include only allowable expenses, based on the project type being applied for. More information is available in the CoC Program Interim Rule (regulations) on the HUD Exchange at: <https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>.

Proposed Project Type:

Permanent Supportive Housing (PSH)

Rapid Re-Housing (RRH)

Joint Transitional-Rapid Re-Housing Component (Joint TH-RRH)

Supportive Services Only (SSO)

Coordinated Entry (SSO-CE)

Street Outreach (SSO-SO)

Standalone SSO

**Possible Component Types and Eligible Activities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PH (PSH)** | **PH (RRH)** | **Joint TH/PH-RRH** | **SSO-CE** | **SSO-non CE** | **HMIS** |
| Acquisition/ Rehabilitation/New Construction |  |  |  |  |  |
| Leased Units |  | Leased Units |  |  |  |
| Leased Structures |  | Leased Structures |  | Leased Structures |  |
| Rental Assistance | Rental Assistance | Rental Assistance |  |  |  |
| Supportive Services | Supportive Services | Supportive Services | Supportive Services | Supportive Services |  |
| Operations |  | Operations |  |  |  |
| HMIS | HMIS | HMIS | HMIS | HMIS | HMIS |

**NOTE**: *Project Applicants may NOT have any of the following combinations in a single structure or housing unit, although some of these budgets may be combined in a single Project Application because the funding is not used in the same structure or unit, such as in a Joint TH and PH-RRH Project:*

* *Acquisition and/or rehabilitation with new construction*
* *Leasing with acquisition, rehabilitation, or new construction*
* *Rental assistance with acquisition, rehabilitation, or new construction*
* *Leasing and rental assistance*
* *Rental assistance and operations*

**Select the costs for which funding is being requested**: Required. Check the box(s) for the Budget Line Items (BLIs) your project requests funds (see 24 CFR 578, Subpart D; Program Components and Eligible Costs and 24 CFR 578.87(c)–Restriction on Combining Funds to ensure eligible use of funds).

Acquisition/Rehabilitation/New Construction (24 CFR 578.43 – 47)

Leased Units (24 CFR 578.49)

Leased Structures (24 CFR 578.49)

Rental Assistance (24 CFR 578.51)

Supportive Services (24 CFR 578.53)

Operating (24 CFR 578.55)

HMIS (24 CFR 578.57)

* 1. **Proposed Project Summary Budget** 
     1. Enter the amount requested for each allowed activity. Please note that match (Lines 10-11) must equal or exceed 25% of the total request amount, excluding leasing.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | **Annual Assistance Requested (Applicant)** | **Grant Term** | **Total Assistance Requested for Grant Term** |
| 1a. Acquisition |  |  |  |
| 1b. Rehabilitation |  |  |  |
| 1c. New Construction |  |  |  |
| 2a. Leased Units |  | 3 years |  |
| 2b. Leased Structures |  | 3 years |  |
| 3. Rental Assistance |  | 3 years |  |
| 4. Supportive Services |  | 3 years |  |
| 5. Operating |  | 3 years |  |
| 6. HMIS |  | 3 years |  |
| 7. Sub-total Costs Requested |  |  |  |
| 8. Administrative costs  (Up to 10% of total before admin costs) |  |  |  |
| 9. TOTAL AMOUNT OF REQUEST (including admin) |  |  |  |
| 10. Cash Match |  |  |  |
| 11. In-kind Match |  |  |  |
| 12. Total Match |  |  |  |
| 13. Total Budget  (“Total Amount of Request” + “Total Match”) |  |  |  |
| 14. Rural Set Aside Capacity Building (up to 20% of subtotal of all BLIs + Admin) |  |  |  |
| 15. Total Budget (+ Capacity Building) |  |  |  |

* + 1. Please specifically explain the rationale for the amount requested each of the activities listed above.
  1. **Acquisition/Rehabilitation/New Construction Budget (ONLY for Permanent Supportive Housing, ONLY eligible under the Rural Homelessness Set Aside funding, and ONLY for counties designated as “rural” as defined in this NOFO)**

The following table summarizes the total request for each structure.

|  |  |
| --- | --- |
| **Total Acquisition** |  |
| **Total Rehabilitation** |  |
| **Total New Construction** |  |
| **Total Assistance Requested** |  |

**Structure Details -** You must enter specific location information for each site requesting capital costs. Create a name for each site that you will recognize as it will populate the list on the primary screen and enter the Street Address, City, State, and Zip Code. The address must be the actual site of the proposed development activities and not the administrative office of your organization or subrecipient. Projects serving victims of domestic violence must use a PO Box **or** other anonymous address to ensure the safety of program participants.

You must enter the amount of funds requested for acquisition, rehabilitation, and new construction costs at the structure site. **\*Please duplicate Structure Details and associated funding request for each additional structure as needed.**

1. Structure Details\*:

Name of Structure:

Street Address 1:

Street Address 2:

City:

County\*:

State:

Zip Code

|  |  |
| --- | --- |
|  | **Assistance**  **Requested** |
| **1. Acquisition** |  |
| **2. Rehabilitation** |  |
| **3. New Construction** |  |
| **Total Assistance Requested** |  |

* 1. **Leasing Budget (Leased Units)**
     1. If you are requesting leasing funds for units, please explain why you are using this activity as opposed to rental assistance.
     2. Enter number of units by unit type and the applicable rent**\*** (2022 FMR for each county located at: <https://www.huduser.gov/portal/datasets/fmr.html>). Multiply the number of units by the rent amount, and multiply that number by 12 (1 year grant= 12 months) and enter totals. If utilities are not provided by the landlord, these are operating costs and should be budgeted in the operating budget. The information below should include ALL counties for proposed project. Please duplicate the table below as needed to add counties with different FMR amounts (required to determine exact amount of Leasing):

**\***Add as many tables as needed to show the counties with different FMRs to be served:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Metropolitan or non-metropolitan fair market rent area:** | | | |  | |
| **Unit Size** | **No. of Units** | **Rent\*** | **Term (months)** | | **Total** |
| Efficiency |  | $ | 12 | |  |
| 1 Bedroom |  | $ | 12 | |  |
| 2 Bedroom |  | $ | 12 | |  |
| 3 Bedroom |  | $ | 12 | |  |
| 4 Bedroom |  | $ | 12 | |  |
| 5 Bedroom |  | $ | 12 | |  |
| **Total** |  |  |  | |  |

\* Cannot exceed FY2022 Fair Market Rent

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Metropolitan or non-metropolitan fair market rent area:** | | | |  | |
| **Unit Size** | **No. of Units** | **Rent\*** | **Term (months)** | | **Total** |
| Efficiency |  | $ | 12 | |  |
| 1 Bedroom |  | $ | 12 | |  |
| 2 Bedroom |  | $ | 12 | |  |
| 3 Bedroom |  | $ | 12 | |  |
| 4 Bedroom |  | $ | 12 | |  |
| 5 Bedroom |  | $ | 12 | |  |
| **Total** |  |  |  | |  |

\* Cannot exceed FY2022 Fair Market Rent

1. **Leased Structure Budget**
2. Leased Structure Details:

Name:

Address 1

Address 2

City

State

Zip Code

HUD Paid Rent (per month)

Total Request (monthly amount x 12)

1. **Rental Assistance Budget Summary**
2. Indicate the quantity and total budget for each allowable type of rental assistance. The totals in this table should summarize the amounts in the combined Rental Assistance tables in “ii” below.

|  |  |  |
| --- | --- | --- |
| **Rental Assistance** | **Quantity Description** | **Annual Assistance Requested (should match combined Rental Assistance Budgets)** |
| **Short Term** |  |  |
| **Medium Term** |  |  |
| **Long Term** |  |  |
| **Total** |  |  |

1. Enter number of units by unit type and the applicable Fair Market Rent (FMR) level**\*** (2022 FMR for each county located at: <https://www.huduser.gov/portal/datasets/fmr.html>). Multiply the number of units by FMR, and multiply that number by 12 (1 year grant = 12 months) and enter totals. The information below should include ALL counties for proposed project. Please duplicate the table below as needed to add counties with different FMR amounts (required to determine exact amount of Rental Assistance).

**\***Add as many tables as needed to show the counties with different FMRs to be served:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Metropolitan or non-metropolitan fair market rent area:** | | |  | | |
| **Unit Size** | **No. of Units** | **FMR\*** | | **Term (months)** | **Total** |
| Efficiency |  | $ | | 12 |  |
| 1 Bedroom |  | $ | | 12 |  |
| 2 Bedroom |  | $ | | 12 |  |
| 3 Bedroom |  | $ | | 12 |  |
| 4 Bedroom |  | $ | | 12 |  |
| 5 Bedroom |  | $ | | 12 |  |
| **Total** |  |  | |  |  |

\*Cannot exceed FY2022 Fair Market Rent

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Metropolitan or non-metropolitan fair market rent area:** | | |  | | |
| **Unit Size** | **No. of Units** | **FMR\*** | | **Term (months)** | **Total** |
| Efficiency |  | $ | | 12 |  |
| 1 Bedroom |  | $ | | 12 |  |
| 2 Bedroom |  | $ | | 12 |  |
| 3 Bedroom |  | $ | | 12 |  |
| 4 Bedroom |  | $ | | 12 |  |
| 5 Bedroom |  | $ | | 12 |  |
| **Total** |  |  | |  |  |

\*Cannot exceed FY2022 Fair Market Rent

1. **Supportive Services Budget**
2. Enter the quantity (AND Description) and total budget request for each supportive services cost. The request entered should be equivalent to the cost of one year of the relevant supportive service. When including staff costs, please include title, salary and FTE.

|  |  |  |
| --- | --- | --- |
| **Eligible Costs** | **Quantity AND Description**  **(400 character maximum)** | **Annual Assistance**  **Requested** |
| 1. Assessment of Service Needs |  |  |
| 2. Assistance with Moving Costs |  |  |
| 3. Case Management |  |  |
| 4. Child Care |  |  |
| 5. Education Services |  |  |
| 6. Employment Assistance & Job Training |  |  |
| 7. Food |  |  |
| 8. Housing Search & Counseling Services |  |  |
| 9. Legal Services |  |  |
| 10. Life Skills |  |  |
| 11. Mental Health Services |  |  |
| 12. Outpatient Health Services |  |  |
| 13. Outreach Services |  |  |
| 14. Substance Abuse treatment Services |  |  |
| 15. Transportation |  |  |
| 16. Utility Deposits |  |  |
| 17. Operating Costs\* |  |  |
| 18. (Rural Set Aside ONLY) Section 491 Eligible Activities |  |  |
| Total Annual Assistance Requested |  |  |

\*Operating Costs in the supportive services budget are only eligible if costs are for a facility that is used to provide supportive services for program participants.

1. **Operating Budget**
2. Enter the quantity and total budget request for each operating cost. The request entered should be equivalent to the cost of one year of operations.

|  |  |  |
| --- | --- | --- |
| **Eligible Costs** | **Quantity and Description (400 character maximum)** | **Annual Assistance**  **Requested** |
| 1. Maintenance/Repair |  |  |
| 2. Property Taxes and Insurance |  |  |
| 3. Replacement Reserve |  |  |
| 4. Building Security |  |  |
| 5. Electricity, Gas, and Water |  |  |
| 6. Furniture |  |  |
| 7. Equipment (lease, buy) |  |  |
| Total Annual Assistance Requested |  |  |

1. **Homeless Management Information Systems (HMIS) Budget**
2. Enter the quantity and total budget request for each HMIS cost. The request entered should be equivalent to the cost of one year of the relevant supportive service. When including staff costs, please include title, salary and FTE.

|  |  |  |
| --- | --- | --- |
| **Eligible Costs** | **Quantity AND Description**  **(200 character maximum)** | **Annual Assistance**  **Requested** |
| 1. Equipment |  |  |
| 2. Software |  |  |
| 3. Service |  |  |
| 4. Personnel |  |  |
| 5. Space & Operations |  |  |
| Total Annual Assistance Requested |  |  |

1. **What additional funding sources are committed to this project?**

1. **Match and Leveraging**
   1. Match (Match documentation should be submitted with project application, and submitted to HUD as required). Match can be cash or in-kind, but needs to total, between the two, 25% of the total amount requested.
      1. **Cash Match**: Please list the primary sources of match funds, amount to be committed for this project, source type, date of written commitment, and funding amount committed. Please add additional rows, as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | **Identify Source as (G) Government or (P) Private** | **Date of Written Commitment** | **Funding Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | | **Total** | **$** |

* + 1. **In-Kind Match\***: Please list the primary sources of in-kind match resources, source type, date of written commitment, and cash value of the in-kind resource. Please add additional rows, as necessary. **\***Please note that applications indicating third-party In-Kind Match will be required to submit MOU(s) documentation confirming In-Kind Match commitments to HUD.

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | **Identify Source as (G) Government or (P) Private** | **Date of Written Commitment** | **Funding Amount Value** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | | **Total** | **$** |

* 1. Leverage: Leverage is above and beyond Match. Please identify all possible leveraged resources: construction/rehabilitation, other services received by project participants, cash grants, donated and in-kind services. **Please DO NOT include match commitments in the leveraging chart. The CoC is looking for project applicant(s) to have a combined match and leveraging ratio of 100% or higher of the total HUD request and where the project applicant(s) have attached commitment letters and those letters are dated January 1, 2022 or later**.

Leverage is the non-match cash or non-match in-kind resources committed to making a CoC Program project fully operational. This includes all resources in excess of the required 25 percent match for CoC Program funds as well as other resources that are used on costs that may not be eligible as match in the CoC Program.

Leverage funds may be used for program related costs, even if the costs are not budgeted or not eligible under the CoC Program. Leverage may be used to support activities within the project provided by the recipient or subrecipient.

Please identify all possible leveraged resources: construction/rehabilitation, other services received by project participants, cash grants, donated and in-kind services. **Please DO NOT include match commitments in the leveraging chart. The CoC is looking for project applicant(s) to have a combined match and leveraging ratio of 100% or higher of the total HUD request and where the project applicant(s) have attached commitment letters and those letters are dated January 1, 2022 or later**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identify Type of**  **Contribution:**  **Cash or In-kind** | **Name the Source of Contribution** | **Identify Source as:** | **Date of Written Commitment** | **Value of Written Commitment** |
| **(G) Government\***  **or (P) Private** |
| ***Example:* Cash** | **CDBG** | **G** | **7/1/18** | **$10,000** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **\*Government sources are appropriated dollars.** | | | **TOTAL:** | $ |

**Note on Leveraging:**

Provide information ***only*** for contributions for which you will have a ***written commitment in hand at the time of NOFO submission dated January 1, 2022 or later (more recent) and please submit those written commitments with the project review application***. A written agreement could include signed letters, memoranda of agreement, and other documented evidence of a commitment. Leveraging items may include any written commitments that will be used towards your cash match requirements in the project, as well as any written commitments for buildings, equipment, materials, services and volunteer time. The value of commitments of land, buildings and equipment are **one-time only** and cannot be claimed by more than one project (e.g., the full value of donated land, buildings or equipment claimed in prior years for a project cannot be claimed as leveraging by that project or any other project in subsequent competitions). The written commitments must be documented on letterhead stationery, signed by an authorized representative, dated **and** in your possession prior to the deadline for submitting your application, and must, at a minimum, contain the following elements: the name of the organization providing the contribution; the type of contribution (e.g., cash, child care, case management, etc.); the value of the contribution; the name of the project and its sponsor organization to which the contribution will be given; and, the date the contribution will be available. If you ***do not*** have a written agreement in hand at the time of application submission, ***do not*** enter the contribution.

**Assurances**

To the best of my knowledge and belief, all information in this application is true and correct. The governing body of the applicant has duly authorized this document and the applicant will comply with the following:

* Applicant will complete the HUD Project Application forms in e-snaps with the same information as contained in this application unless the CoC Project Review Scoring Committee has made adjustments during the rating/ranking process. Those adjustments would supersede this document and are included in the Project Ranking Notice sent to each applicant.
* Applicant agrees to participate fully with this community’s Homeless Management Information System (HMIS). However, in accordance with Section 407 of the McKinney Vento Homeless Assistance Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about a client. Victim service providers must use a comparable database that meets the needs of the local HMIS.
* Applicants understand that there is a limited amount of funding available, and that this request is for a grant term of three (3) years, or three to five (3-5) years if requesting development costs. If funded, new projects may be eligible for renewal under the CoC Program Competition as allowed by HUD. Please note that to the extent additional funds are available, the review team may elect to increase the grant term of new projects on a case-by-case basis for higher scoring new projects (as increased match requirements can be met).
* Applicant is prepared to participate in the coordinated assessment system and therefore subject to complying with the Coordinated Entry Written Standards, Policies and Procedures as outlined and developed by the GA BoS CoC. Further, applicant is prepared to receive all clients for the project from a centralized intake and referral system, as applicable based on local implementation availability. In the interim, agency outside of local implementation sites agrees to assess all clients using the VI-SPDAT and prioritize assistance in accordance with the Balance of State CoC Written Standards in order to target people with the highest needs and longest histories of homelessness.
* Applicant is aware of the Georgia Balance of State Continuum of Care Written Standards and will ensure the policies and procedures of each CoC-funded project will be updated in order to meet these standards.
* Applicant will update their policies and procedures and ensure compliance with the Georgia Balance of State CoC Violence Against Women Act (VAWA) Policies and Procedures.

|  |  |
| --- | --- |
| **Name:**  (please type) |  |
| **Title:** |  |
| **Phone:** |  |
| **Email:** |  |
| Signature of Authorized Representative:  ☐ “X” indicates electronic signature submitted | |
| **Date:** |  |

**MATCH and LEVERAGING**

HUD requires a 25% match (minus leasing) for this funding. Match commitments need to be based on current commitments at the time of project application, covering the requested grant operating period/term, and NOT based on projections. Projects without sufficient match and/or leveraging may be determined ineligible. **All** **NEW project applications must submit written commitments of match and leverage within each application package submitted for review**. For additional guidance on match, please refer to the project guides, as well as the FAQs on the HUD Exchange website at: <https://www.hudexchange.info/e-snaps/faqs/> and search for “match.” Information on Match requirements can be found in the CoC Interim Rule at 24 CFR 578.73 (<https://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version/>).

**Match (Cash or In-Kind Resources)**

All eligible CoC program costs, except Leasing, must be matched with at least **25 percent cash or in-kind contribution**. **No match is required for Leasing**. The match requirement applies to Project Administration funds, along with the traditional program expenses—Operations, Rental Assistance, Supportive Services, and HMIS. Please note, cash and in-kind match must qualify as eligible program expenses under the CoC Interim Rule.

Match resources for new projects must have a written commitment in-hand at time of application, and copies of these commitment documents must be submitted with this Review Application. A written commitment may include signed letters, memoranda of agreement, or other documented evidence of a commitment. All written commitments must be signed and dated by an authorized representative, and should include the name of the contributing organization, the type of contribution (cash, childcare, case management, etc.), the value of the contribution, and the date that the contribution will be available. The written commitment must include the project name and be addressed to the project applicant or non-profit.

Using Cash Match: A recipient or sub-recipient may use funds from most sources, including other federal sources, as well as state, local, or private sources. However, the following sources **cannot** be used for cash match:

* Other CoC Program funds
* Sources that are statutorily prohibited from being used as match

Using In-Kind Match: A recipient or sub-recipient may also use in-kind resources to meet the match requirement, including the **annual cost** of the value of property, equipment, goods, or services contributed to the project.

To count as match, both cash funds and in-kind resources must be used for costs that would be eligible if CoC Program funds were used.

**Leveraging (Cash or In-Kind Resources)**

The CoC goal for all leveraged resources (above and beyond match) is an additional 75% of the grant amount (match and leveraging should total 100%). For the leveraging section, please only report leveraged resources outside of the match resources listed above to ensure no duplication.

Rural Set Aside PSH Projects ONLY: In addition to demonstrating match and leveraging for programmatic costs requested, organizations requesting capital costs for a project (i.e., acquisition, rehabilitation, or new construction) must provide documentation demonstrating there will be a dollar-for-dollar match supporting proposed development activities.