

New York State Balance of State
Continuum of Care

Application for New Projects



New York State Balance of State Continuum of Care

Instructions

The New York State Balance of State Continuum of Care (NYS BoS CoC), representing Fulton, Herkimer, Montgomery, Putnam and Schoharie Counties, will submit a CoC Program Consolidated Application for funding from the U.S. Department of Housing and Urban Development (HUD) in the upcoming FY 2019 Continuum of Care Homeless Assistance Program Competition.

As a new CoC, NY-525 is accepting applications for new projects. Applications will be reviewed by an independent scoring committee and final decisions regarding awards will be made by HUD via the national competition. Eligible project types are as follows:

CoC Bonus

Minimum request amount: N/A

Maximum request amount: \$274,644

DV Bonus

Minimum request amount: \$25,000

Maximum request amount: \$109,858

To be reviewed and considered for funding, completed applications, including all required attachments, must be submitted electronically to bos.nys@otda.ny.gov by **August 20, 2019**.

Part A – Application

Project Information

Project Name:

Project Type: CoC Bonus - Permanent Supportive Housing
DV Bonus - Rapid Rehousing

Service Area: Fulton Herkimer Montgomery Putnam Schoharie

Applicant Information

Organization Name:

Address: City, State, ZIP:

Phone: Fax:

Contact Name: Contact Title:

Phone: Email:

Do you have an active SAM registration and valid DUNS number? Yes No

Do you have any outstanding delinquent federal debts, debarments or suspensions? Yes No

Do you have a financial management (accounting) system? Yes No

Project Overview

Number of Units:

Number of Beds:

Type: Single Site Scattered Site Other (please specify)

Proposed number and composition of households (HH) to be served annually:

	HH with at least one adult and one child	Adult HH without children	HH with only children	Total
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Total # of Adults:

Total # of Children:

Total # of HH:

	HH with at least one adult and one child	Adult HH without children	HH with only children	Total
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Chronically homeless non-veterans:

Chronically homeless veterans:

Adults with substance abuse:

Persons with HIV/AIDS:

Severely mentally ill:

Victims of DV:

Physical disability:

Developmentally disabled:

Persons not represented above (please specify):

Part B - Project Narrative

In an attached document, please provide a narrative answering all of the following questions.

- 1. Provide a description that addresses the entire scope of the proposed project. The project description should address the entire scope of the project, including a clear picture of:**
 - a. The target population to be served, including needs and barriers and how they will be addressed. Use local data to show the unmet need for this population.
 - b. The referral process and how the project will utilize Coordinated Entry.
 - c. The plan to assist clients rapidly secure and maintain safe and affordable permanent housing.
 - d. Type and scale of supportive services, including the plan to assist clients in increasing employment and/or income to maximize their ability to live independently.
 - e. Projected outcome(s) and measurements. For DV Bonus projects, include safety outcomes.
 - f. Coordination with other source(s)/partner(s).
 - g. The annual number of clients you plan to serve and how many staff you plan to hire. For projects that plan to serve more than one county within the CoC, indicate how much funding you are planning to use in each county.
 - h. How the project will improve system performance of the CoC.
- 2. Describe your experience, and that of partner organizations (e.g., key contractors, service providers if applicable) as it relates to providing supportive services and housing for homeless persons, and carrying out the activities of the project.** Be sure to provide concrete examples that illustrate experience/expertise with:
 - a. Renting units, operating rental assistance, and providing supportive services similar to the activities proposed in the applications.
 - b. Working with and addressing the target population's identified housing and service needs.
 - c. The Housing First model.
 - d. Linking participants to mainstream resources, including benefits, health insurance, employment services, and mainstream affordable housing.
- 3. Describe your experience managing and leveraging other Federal, State, local, and private sector funds, including performance, timeliness of reporting and drawdowns, and any monitoring findings.**
- 4. Describe the proposed timeline for implementation of the program.**
- 5. Are the proposed project policies and practices consistent with the laws related to providing education services to individuals and families? If the project proposes to serve families, will the project have a designated staff person to ensure that the children are enrolled in school and receive educational services, as appropriate?**
- 6. Attach documented match funding of 25% and budget workbook.**

Part C - Attachments

Application and Narrative

Budget Workbook and documentation of match funds

Proof of 501(c)(3) status (if not in Grants Gateway Document Vault)

Most recent audited financial statement (if not in Grants Gateway Document Vault)

Assurances

Code of Conduct

Other attachments, if applicable

Appendix A - 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 with the same information as contained in this application unless the Ranking Sub-Committee has made adjustments during the rating/ranking process. Those adjustments would supersede this document and are included in the Project Ranking Letter sent to each applicant.
- Applicant agrees to participate fully in the Homeless Management Information System (HMIS) and enter data in a timely and accurate manner.
- Applicant agrees to abide by all CoC Written Standards applicable to the project that funding is requested for.
- Project agrees to participate in the Coordinated Entry system, which includes using the Coordinated Assessment(s) approved by the CoC.
- Applicant understands that HUD CoC funded homeless projects are monitored by the CoC lead. This can include an annual site visit, annual submission of the applicant's most recent APR submitted to HUD, and submission of the most recent audited financial statement.
- If awarded funding, the applicant agrees to inform the CoC when the following occur:
 - There are changes to an existing project that are significantly different than what the funds were originally approved for, including any budget amendments/modifications submitted to HUD.
 - There is an increase/decrease of other funding to the project that could affect the projected number of participants served, services provided, ability to meet matching or leveraging requirements, etc.
 - There are significant delays in the start-up of a new project.

Signature:

Date:

Print Name:

Appendix B - Threshold Requirements

Project Name:

Organization Name:

- | | | |
|---|-----|----|
| 1. Applicant has active SAM registration with current information. | Yes | No |
| 2. Applicant has valid DUNS number. | Yes | No |
| 3. Applicant has no outstanding delinquent federal debts, unless:
a. A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
b. Other arrangements satisfactory to HUD are made before the award of funds by HUD. | Yes | No |
| 4. Applicant has no debarments and/or suspensions. | Yes | No |
| 5. Applicant has accounting system - HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received federal financial assistance or where HUD Program officials have reason to question whether a financial management system meets federal standards, or for applicants considered high risk based on past performance or financial management findings. | Yes | No |
| 6. Disclosed any violations of federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to sub-recipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds. | Yes | No |
| 7. Demonstrated they are eligible project applicants - Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. Neither for-profit entities nor Indian tribes are eligible to apply for grants or to be sub-recipients of grant funds. | Yes | No |
| 8. Submitted the required certifications as specified by the NOFA. | Yes | No |
| 9. Demonstrated the project is cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity. | Yes | No |
| 10. Demonstrated they participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or sub-recipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege | Yes | No |

<p>11. Demonstrated Project Meets Minimum Project Standards - HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. Please note that these are minimum threshold criteria. CoCs and project applicants should carefully review each year's NOFA to ensure they understand and have accounted for all applicable standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:</p> <ul style="list-style-type: none"> a. Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S +C, or CoC Program, as evidenced by timely reimbursement of sub-recipients, regular drawdowns, and timely resolution of any monitoring findings; b. For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and, c. Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant. 	Yes	No
<p>12. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.</p>	Yes	No
<p>13. Coordinated Entry Participation.</p>	Yes	No
<p>14. Housing First and/or Low Barrier Implementation.</p>	Yes	No
<p>15. Documented, secured minimum match.</p>	Yes	No
<p>16. Project has reasonable costs per permanent housing exit, as defined locally.</p>	Yes	No
<p>17. Project is financially feasible.</p>	Yes	No
<p>18. Applicant is active CoC participant.</p>	Yes	No
<p>19. Application is complete and data are consistent.</p>	Yes	No
<p>20. Acceptable organizational audit/financial review.</p>	Yes	No
<p>21. Documented organizational financial stability.</p>	Yes	No

Comments

Appendix C – Rating Tool

Project Name:

Organization Name:

	Points Awarded	Max Points
Design of Housing & Supportive Services		
A. Does the applicant:		of <input type="text" value="15"/>
1. Demonstrate understanding of the needs of the clients to be served?		
2. Demonstrate how the type, scale, and location of the housing fit the needs of the clients to be served?		
3. Demonstrate how the type and scale of the supportive services, regardless of funding source, meet the needs of the clients to be served?		
4. Demonstrate how clients will be assisted in obtaining and coordinating the provision of mainstream benefits?		
5. Establish performance measures for housing and income that are objective, measurable, trackable, and meet or exceed any established HUD, HEARTH or CoC benchmarks? Score up to 15 points.		
B. Does the applicant describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs? Score up to 5 points.		of <input type="text" value="5"/>
C. Does the applicant describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently. Score up to 5 points.		of <input type="text" value="5"/>
Design of Housing & Supportive Services Subtotal		of <input type="text" value="25"/>

Project Effectiveness

A. Coordinated Entry Participation - Are at least 95% of entries to the project from CE referrals? Score up to 5 points.		of <input type="text" value="5"/>
Project Effectiveness Subtotal		of <input type="text" value="5"/>

Timeliness

A. Does the applicant describe a plan for rapid implementation of the program documenting how the project will be ready to begin housing the first program participant? Does the applicant provide a schedule of proposed activities after grant award? Score up to 10 points.		of <input type="text" value="10"/>
Project Effectiveness Subtotal		of <input type="text" value="10"/>

Experience

- A. Does the applicant describe their experience in working with the proposed population and in providing housing similar to that proposed in the application? Score up to 15 points. of
- B. Does the applicant describe their experience with utilizing a Housing First approach? Does applicant demonstrate there are no preconditions to entry, allowing entry regardless of current or past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, actual or perceived sexual orientation, gender identity? Does applicant demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases? Score up to 10 points. of
- C. Does the applicant describe their experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants? Score up to 5 points. of
- Experience Subtotal of

Financial

- A. Is the project cost-effective? Score up to 5 points. of
- B. Does the most recent financial audit find no exceptions to standard practices and indicate no findings? Score up to 10 points. of
- C. Is there a documented match amount of 25%? Score up to 5 points. of
- D. Are budgeted costs reasonable, allocable, and allowable? Score up to 10 points. of
- Financial Subtotal of

Total Score of

Comments

Include any comments, including the recommended funding amount.