



**Virginia Balance of State
HUD 2018 Continuum of Care
Rapid Re-housing/Permanent Supportive Housing
Pre-Application (Due Date: **May 21, 2018 by 5:00 PM**)**

Continuum of Care (CoC) Overview

The Housing and Urban Development (HUD) CoC Program is authorized by the McKinney-Vento Homeless Assistance Act and is designed to:

- Promote a community-based solutions to ending homelessness;
- Provide funding to nonprofits, States, and local governments to prevent and quickly re-house individual and families experiencing homelessness;
- Minimize the trauma and dislocation that individuals, families, and communities experience as a result of homelessness; and
- Promote the effective utilization of mainstream resources

Localities across the country and within Virginia have organized into CoCs to develop community-based solutions and to apply for HUD CoC funding. A CoC is a community-based group composed of representation from a cross-section of providers, community entities, representatives of mainstream resources, and individuals from one or more locality that have joined together for these purposes. There are 16 separate CoCs in Virginia. The Balance of State (BOS) is one of these 16 CoCs.

The BOS CoC is a large Continuum that includes a significant number of rural communities as far east as the Eastern Shore of Virginia stretching to Southwest Virginia. As a result the BOS CoC is organized into smaller local planning groups that meet regularly and work to address local needs.

Virginia Balance of State CoC –Local Planning Groups	
Planning District 1 (Lenowisco)	Lee, Scott, Wise, and Norton
Planning District 2 (Cumberland Plateau)	Buchanan, Dickenson, Russell, Tazewell, Washington, and City of Bristol
Planning District 3 (Hope Inter-Agency Council of Homelessness)	Bland, Carroll, Grayson, Smyth, Wythe, and City of Galax
Planning District 4 (Housing Partnership of the New River Valley)	Giles, Floyd, Montgomery (including Blacksburg and Christiansburg), Pulaski, and City of Radford
Planning District 9 (Foothills Housing Network)	Culpeper, Fauquier, Madison, Orange, and Rappahannock
Planning District 13 (Southside)	Brunswick, Charlotte, Halifax, and Mecklenburg
Planning District 14 (Heartland)	Amelia, Buckingham, Cumberland, Lunenburg, Nottoway, and Prince Edward
Crater Area Coalition on Housing	City of Colonial Heights, Dinwiddie, City of Emporia, Greenville, City of Hopewell, City of Petersburg, Prince George, Surry, and Sussex

Waynesboro Area	Augusta, Highland, City of Staunton, City of Waynesboro
Danville/Martinsville Area	City of Danville, Franklin, Henry, City of Martinsville, Patrick, and Pittsylvania
Planning Districts 17/18 (Northern Neck Middle Peninsula Housing Partnership)	Lancaster, Westmoreland, Northumberland, Richmond County, Essex, Gloucester, Mathews, Middlesex, King and Queen, King William
Planning District 22 (Accomack-Northampton)	Accomack and Northampton

CoC Application Process

This application process is specific to the Virginia BOS CoC application. The BOS CoC application process consists of the following components:

- Registration
- Pre-Application (for new re-allocated projects)
- Pre-Application Evaluations and Feedback
- Notification of Funding Availability (NOFA)
- CoC Application
- Project Applications
- Project Ranking

Pre-Application

All parties interested in submitting an application for a new project MUST submit a pre-application to DHCD prior to **May 21, 2018** at 5:00PM (***subject to change with the release of the NOFA***). The pre-application submission must be in the format provided in this document. *Prior to submitting a pre-application grantees are encouraged to contact Andriea Ukrop, CoC Program Coordinator to discuss the project.*

Pre-Application Evaluations and Feedback

All pre-applications received by the due date will be evaluated by DHCD's Homeless and Special Needs program team. Each pre-application will be reviewed and evaluated on the following criteria:

Project eligibility –the project must be an eligible activity type (for the pre-application eligibility will be rapid re-housing or any household type and permanent supportive house for chronic only. Please note, the pre-application occurs prior to the release of the 2018 NOFA and eligibility activities may change. If projects other than rapid re-housing or permanent supportive housing are eligible once the NOFA is release, DHCD will notify the CoC and discuss the process to submit another type of project at that time.

Local need –the project must meet an unmet need within the local planning group. This must be supported by local planning data, including point-in-time count data and be considered by the local planning group to be a project consistent with meeting local needs.

Local Coordination –the project must be fully coordinated and integrated, as appropriate, within the local coordinated assessment system and linked to mainstream resources.

Project Feasibility –the project will be evaluated on its overall feasibility. This includes factors such as the status of other funding sources including, if applicable, match sources and the relative capacity of the provider and partners involved in the project.

2018 Priorities –The project will be evaluated on how well it will help to quickly transition individuals and families to permanent housing and to what degree it is aligned with identified and specific BOS priorities.

1. To reduce the number of persons who become homeless,
2. to shorten the length of time persons are homeless, and
3. to reduce the number of persons that return to homelessness.

Please note that each project's outcomes and housing focus will impact the overall HUD CoC application score and future funding levels.

Only projects that are submitted through the pre-application process are eligible HUD new project applications. Written feedback will be provided on each pre-application. Only projects submitted through the pre-application process regardless of feedback may be submitted as a HUD CoC new project application. Applicants may also request a technical assistance meeting for further guidance. Please contact Andriea Ukrop at andriea.ukrop@dhcd.virginia.gov

Registration

DHCD, the lead organization, and each organization that is eligible to submit an application for the HUD CoC competition must register their organization in [eSnaps](#)

Notification of Funding Availability (NOFA)

The BOS CoC intends to conclude the pre-application process including the written evaluations prior to the release of the 2018 NOFA (if possible). However, the specific release date is unknown as of the last revised date of this material. The NOFA will provide the HUD required process for the HUD CoC application including the application deadline. It will also specify eligible projects and HUD priorities. The 2018 BOS funding priorities are based on current state and federal homeless goals and should not vary with the 2018 NOFA.

CoC Application

The HUD CoC competition includes two primary parts:

- The CoC application
- Project applications (s)

The CoC application, formerly known as Exhibit 1 is completed by the BOS CoC lead organization, the Department of Housing and Community Development (DHCD). This will include information about the CoC planning body (steering committee), governance structure, overall CoC performance, and the strategic planning process. This portion is scored by HUD and has impact on the amount of funding awarded through the overall process.

Project Application

All parties interested in submitting a project application for a new project must submit a pre-application to DHCD prior to May 21, 2018 at 5:00PM.

Renewal and eligible new projects are completed in eSnaps by the project applicants.

Once the NOFA is released and eSnaps is open, renewal and new projects will receive further instructions from DHCD for completing their project renewal application.

The project application includes a description of the proposed project including details on who the project will serve, the type of housing that will be provided and what budget activities are being requested. All project applications must be entered into eSnaps by the due date (TBD) in order to be ranked and not rejected by the CoC ranking committee.

Project Ranking

The ranking committee composed of the Homeless and Special Needs Housing Program team members and LPG members will review all project applications meeting deadline requirements. Projects will then be ranked by the committee based on BOS funding priorities. The project rankings are then reviewed and approved by the Steering Committee. Applicants will receive notification of the outcome of the project ranking prior to the HUD specified deadline. Appeals to the ranking committee decisions must be received in written within ten days of notification. All appeals must be on letter letterhead signed by the authorized authority for the applicant organization.

2018 BOS Funding Priorities

Overall the BOS CoC funding priorities are to:

1. Increase rapid re-housing resources
2. Increase the number of permanent supportive housing units – where data supports the need for chronic homeless units
3. Focus on housing
4. Continued planning and coordination

Rapid re-housing projects for **Individuals or Families** will be a priority for the 2018 CoC application. These are projects that emphasize housing search and relocation services and short – and medium term rental assistance to move people experiencing homelessness as rapidly as possible into permanent housing.

Permanent supportive housing (for chronically homeless **Individuals or families**) – will be a priority for the 2018 CoC application. This is community based housing paired with services for formerly homeless individual and families with disabilities living as independently as possible without a designated length of stay. Please note that the emphasis for new programs is on chronically homeless individuals.

Focus on housing –new rapid re-housing and permanent supportive housing projects will a significant focus on housing will be given a priority. These are projects were the HUD funding request is primarily for the housing component of the project.

Planning and coordination resources - CoC responsibilities have grown since the Hearth Act regulations have been enacted. These responsibilities include but are not limited to the implementation of performance measures and a coordinated assessment system. As a result new project funding applications for planning and coordinated assessment will be submitted by the CoC lead agency.

Eligible New Projects/Activities

The BOS CoC is soliciting new project applications for permanent supportive housing and rapid re-housing. Both project types target homeless individuals and families. Please note that the eligible project and activity information is based prior guidance, *thus subject to change with the final 2018 NOFA*.

Permanent Supportive Housing

Eligible new permanent supportive housing project must increase the number of available units for chronic homeless individuals and/or families with disabilities. This is community-based housing without a designated length of stay that permits formerly homeless individuals or families to live as independently as possible. Services must be available, but may not be required.

Eligible activities under this project type include:

- Project Administration (limits apply)
- Support services including case management
- Leasing*
- Rental Assistance*
- Operating Costs

*Please note projects cannot have both leasing and rental assistance.

Project administration –up to ten percent of any grant may be used for project administrative costs related to project planning and execution. Eligible costs included:

- General management
- Oversight
- Coordination
- Training of program requirements

Supportive services costs –include costs of providing the services, the salaries and benefits of the staff providing the services, and any required materials and supplies. Match requirement of 25 percent applies. Eligible services are limits to:

- Annual assessments of service needs
- Assistance with moving costs
- Case management
- Child care
- Education services
- Employment assistance

- Job training
- Food
- Housing search
- Counseling services
- Legal services
- Life skills training
- Mental health services
- Outpatient health services
- Substance abuse treatment
- Transportation
- Utility deposits

Please note that services must be available and design to meet the needs of the participants. Participation in services must not be required. Projects funding requests are evaluated based the utilization of mainstream resources and overall housing focus.

Leasing – funds may be used to lease property or portions of property, for use in providing housing or to provide supportive services. Rents paid must be reasonable to rents for comparable space. Program participants must have occupancy agreements or subleases. While the grantee may charge an occupancy fee (not more than 30 percent of household income), they may not charge a program fee. In the case of leasing the lease is between the grantee and the property owner. Leasing fees may not be used to lease units or structures owned by the grantee, subgrantee, their parent organization, a subsidiary, or partner organization. No match requirement applies.

Rental assistance – Is tenant –based, project-based, or sponsor-based rental assistance. It must be administered by unit of local government or public housing authority. The grant amount is based on the number and size of the units requested and the Fair Market Rent (FMR). Program participants must have a lease with the property owner. A match requirement of 25 percent applies.

Operating costs –Funds may be used to pay the operating costs of a permanent supportive housing project within a single structure or individual housing units. Funds may not be used for mortgage payments. Operating costs funds may not be used in the same project where rental assistance funds are being applied. Eligible costs include:

- Maintenance
- Repair of housing
- Property taxes and insurance
- Scheduled payments to a reserve for replacement of major systems of the housing
- Building security
- Utilities
- Furniture
- Equipment

A match requirement of 25 percent applies.

Rapid Re-housing

Rapid re-housing projects must be designed to help homeless individuals and families move as quickly as possible into permanent housing and achieve stability in housing. Please note rapid re-housing is limited to literally homeless households. These are households who at intake lack a fixed, regular, and adequate nighttime residence. This includes those currently residing in a shelter and those exiting an institution (where they resided temporarily) with no housing resources. These projects provide short-and/or medium-term assistance up to 24 months. The program participants keep the housing when the assistance ends.

This is community-based housing without a designated length of stay that permits formerly homeless individuals or families to live as independently as possible. Services may not be required, however case management must be provided at least once monthly.

Eligible activities under this project type include:

- Project Administration (limits apply)
- Support services including case management (limits apply)
- Rental Assistance

Project administration –up to ten percent of any grant may be used for project administrative costs related to project planning and execution. Eligible costs included:

- General management
- Oversight
- Coordination
- Training of program requirements

Supportive services costs –include costs of providing the services, the salaries and benefits of the staff providing the services, and any required materials and supplies. Match requirement of 25 percent applies. Eligible services are limited to:

- Annual assessments of service needs
- Assistance with moving costs
- Case management
- Child care
- Education services
- Employment assistance
- Job training
- Food
- Housing search
- Counseling services
- Legal services
- Life skills training
- Mental health services
- Outpatient health services
- Substance abuse treatment
- Transportation

- Utility deposits

Please note that services must be available and design to meet the needs of the participants. Participation in services must not be required. Projects funding request are evaluated based the utilization of mainstream resources and overall housing focus.

Rental assistance – Is tenant –based, project-based, or sponsor-based rental assistance. It must be administered by unit of local government or public housing authority. The grant amount is based on the number and size of the units requested and the Fair Market Rent (FMR). Program participants must have a lease with the property owner. A match requirement of 25 percent applies.

**Virginia Balance of State
HUD Continuum of Care
Rapid Re-housing/Permanent Supportive Housing
Pre-Application
2018**

Deadline: May 21, 2018 at 5:00PM.
Email to Andriea Ukrop, andriea.ukrop@dhcd.virginia.gov
Email confirmations will be sent for each submission.

Project Description

Project Type	Check one
Permanent Supportive Housing	
Rapid Re-housing	

What is the target population?

How many households/units will this project serve (annual)?

	Request	Match	Match requirement
Administration (10% max)			
Operating Costs (if applicable)			(25%)
Leasing (if applicable)			
Rental Assistance			(25%)
Services			(25%)

What will be the match source?

What is the status of match sources?

What key partnerships are needed to establish this new project and what is the status of the partnerships?

Brief description of the project (including how this project will be coordinated with other local resources):

Local Need :

How will the project be integrated into the coordinated entry/assessment process?

Estimated number of additional households served:

Attachments

If applicable, the following attachments should be included with your pre-application:

- Letter of support from local planning group
- Current applicant organizational budget and project budget including match
- Draft M.O.U from any key partners

NAVIGATION

- GO Customize Threshold Requirements
- GO Customize Renewal/Expansion Project Rating Tool
- GO Customize New Project Rating Tool

CUSTOMIZE NEW AND RENEWAL/EXPANSION PROJECT THRESHOLD REQUIREMENTS

CoC Threshold Requirements *(Delete the X in the box next to any requirements you do not wish to include.)*

- Coordinated Entry Participation
- Housing First and/or Low Barrier Implementation
- Documented, secured minimum match
- Project has reasonable costs per permanent housing exit, as defined locally
- Project is financially feasible
- Applicant is active CoC participant
- Application is complete and data are consistent
- Data quality at or above 90%
- Bed/unit utilization rate at or above 90%
- Acceptable organizational audit/financial review
- Documented organizational financial stability

(The first five requirements are process either as Threshold Re

CUSTOMIZE RENEWAL/EXPANSION PROJECT RATING TOOL

Using the drop-down menu on the left customize rating factors for each project type or delete the type to view all factors at once.

Delete the X in the box besides any rating factor you do not wish to include. If desired, adjust the factor/goal and point value for each measure. You can add additional locally-defined criteria below. See the Data Source Chart for information about where to obtain data to use in scoring.

Performance Measures

Length of Stay

- RRH - On average, participants spend XX days from project entry to residential move-in
- PSH - On average, participants stay in project XX days
- TH - On average, participants stay in project XX days

Exits to Permanent Housing

- RRH - Minimum percent move to permanent housing
- PSH - Minimum percent remain in or move to permanent housing
- TH - Minimum percent move to permanent housing

Returns to Homelessness (if data is available for project)

- RRH - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing
- PSH - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing
- TH - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing

New or Increased Income and Earned Income

- RRH - Minimum new or increased earned income for project stayers
- PSH - Minimum new or increased earned income for project stayers
- TH - Minimum new or increased earned income for project stayers
- RRH - Minimum new or increased non-employment income for project stayers
- PSH - Minimum new or increased non-employment income for project stayers
- TH - Minimum new or increased non-employment income for project stayers
- RRH - Minimum new or increased earned income for project leavers
- PSH - Minimum new or increased earned income for project leavers
- TH - Minimum new or increased earned income for project leavers
- RRH - Minimum new or increased non-employment income for project leavers
- PSH - Minimum new or increased non-employment income for project leavers
- TH - Minimum new or increased non-employment income for project leavers

Serve High Need Populations

(select from drop-down menu)

-
- RRH - Assessment score for XX% of participants indicates RRH or more intensive intervention
- PSH - Assessment score for participants indicates PSH with XX% at highest end of PSH range
- TH - XX% of participant meet CoC's TH targeting criteria

Factor/Goal **Max Point Value**

15	days	20	points
180	days	20	points
180	days	20	points

90	%	25	points
90	%	25	points
90	%	25	points

15	%	15	points
15	%	15	points
15	%	15	points

8	%	2.5	points
8	%	2.5	points
8	%	2.5	points
10	%	2.5	points
10	%	2.5	points
10	%	2.5	points
8	%	2.5	points
8	%	2.5	points
8	%	2.5	points
10	%	2.5	points
10	%	2.5	points
10	%	2.5	points

95	%	20	points
95	%	20	points
95	%	20	points

Project Effectiveness

<input checked="" type="checkbox"/>	RRH - Project has reasonable costs per permanent housing exit as defined locally	Yes	20	points
<input checked="" type="checkbox"/>	PSH - Project has reasonable costs per permanent housing exit as defined locally	Yes	20	points
<input checked="" type="checkbox"/>	TH - Project has reasonable costs per permanent housing exit as defined locally	Yes	20	points
<input checked="" type="checkbox"/>	RRH - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	95 %	10	points
<input checked="" type="checkbox"/>	PSH - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	95 %	10	points
<input checked="" type="checkbox"/>	TH - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	95 %	10	points
<input checked="" type="checkbox"/>	RRH - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes	10	points
<input checked="" type="checkbox"/>	PSH - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes	10	points
<input checked="" type="checkbox"/>	TH - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes	10	points

Other and Local Criteria

(select from drop-down menu)

<input checked="" type="checkbox"/>	<input type="text" value="CoC Monitoring Score"/>	Project is operating in conformance with CoC Standards	Yes	10	points
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Total Maximum Score

RRH projects:	140	points
PSH projects:	140	points
TH projects:	140	points

CUSTOMIZE NEW PROJECT RATING TOOL

Experience

Factor/Goal

Max Point Val

<input checked="" type="checkbox"/>	A. Describe the experience of the applicant and sub-recipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application.		15	points
<input checked="" type="checkbox"/>	B. Describe experience with utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. Must 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. Must 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.		10	points
<input checked="" type="checkbox"/>	C. Describe 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.		5	points

Design of Housing & Supportive Services

<input checked="" type="checkbox"/>	A. Extent to which the applicant 1) Demonstrates understanding of the needs of the clients to be served. 2) Demonstrates that type, scale, and location of the housing fit the needs of the clients to be served. 3) Demonstrates that type and scale of the all supportive services, regardless of funding source, meets the needs of clients to be served. 4) Demonstrates how clients will be assisted in obtaining mainstream benefits. 5) Establishes performances measures for housing and income that are objective, measurable, trackable and meet or exceed any established HUD or CoC benchmarks.		15	points
<input checked="" type="checkbox"/>	B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.		5	points
<input checked="" type="checkbox"/>	C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.		5	points

Timeliness

<input checked="" type="checkbox"/>	A. Describe plan for rapid implementation of the program, documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.		10	points
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Financial

<input checked="" type="checkbox"/>	A. Project is cost-effective when projected cost per person served is compared to CoC average within project type.		5	points
	B. Organization's most recent audit:			
<input checked="" type="checkbox"/>	1. Found no exceptions to standard practicess		5	points
<input checked="" type="checkbox"/>	2. Identified agency as 'low risk'		5	points
<input checked="" type="checkbox"/>	3. Indicates no findings		5	points
<input checked="" type="checkbox"/>	C. Documented match amount meets HUD requirements.		5	points
<input checked="" type="checkbox"/>	D. Budgeted costs are reasonable, allocable, and allowable.		20	points

Project Effectiveness

<input checked="" type="checkbox"/>	Coordinated Entry Participation- Minimum percent of entries projected to come from CE referrals	95 %	5	points
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Other and Local Criteria

Total Maximum Score

All projects: **115** points

Balance of State – HUD CoC Competition 2018

Please complete the questions below to supplement and expand on the information provided in the HUD ESNAPS Application.

Renewal and New Projects (where applicable)

1. Organization Name:
2. Project Name:
3. Project Type:
4. Application: New Renewal
5. Amount Requested:
6. Detailed Project Description:
7. Target Population:
8. How does/will your project address the following (where applicable):
 - a. Ending Family Homelessness
 - b. Ending Youth Homelessness
 - c. Ending Veteran Homelessness
 - d. Ending Chronic Homelessness
9. Does/will your project use a Housing First Model? Explain the practices and/or requirements for entry and continued services.
10. Describe how your project is connected to the coordinated entry system.

Renewals Only

1. How many households has your CoC funded project permanently housed since October 1, 2017?
2. What percentage of households remained housed over the past year (Oct. 1, 2016 to Sept. 30, 2017)?
3. What is the cost per household to provide permanent housing and stabilization services (if this project is combined with other funding sources, all funding sources and expenses need to be included)?
4. Since Oct. 1, 2017, what is the average length of time it has taken a participant to sign a lease from entry into your project?
5. How does your project maximize the use of mainstream resources? Provide examples.
6. Does your project have any current findings with HUD? If yes, please provide evidence of corrective action plan.
7. Did you fully expend your last CoC grant? (Provide start and end date, and amount drawn down)
8. If funds were to be reallocated from your project, provide information on the impact to your LPG.

New Project Only

1. How does this new permanent housing project address identified needs of the LPG?
2. How does this new permanent housing project meet the needs of program participants?
3. What supportive services (regardless of funding sources) will be available to program participants?

4. How will your project ensure that program participants will be assisted to obtain benefits of mainstream health, social, and employment programs for which they are eligible?
5. How will your project provide housing location and stabilization services to ensure program participants obtain and maintain housing?
6. Will 100% of program participants come from the street or locations not meant for human habitation, emergency shelters, or fleeing domestic violence?
7. Explain your capacity to provide permanent housing (both financially and programmatically)