**Toledo/Lucas County Continuum Of Care**

**2021 Continuum Of Care Competition**

**Application For New Projects**

# GENERAL INFORMATION

* **Project Applicant Information:**
  + Name of Organization:
  + Organization Type

Non-profit 501 (c)(3)

Unit of Government

Public Housing Authority (PHA)

Other: Describe:

* + DUNS Number:
  + Has the organization registered with the System for Award Management (SAM)?

Yes  No

* **Sub-Recipient / Sponsor Organization (if applicable):**
  + Name of Organization:
  + Organization Type

Non-profit 501 (c)(3)

Unit of Government

Public Housing Authority (PHA)

Other: Describe:

* + DUNS Number:
* **Contact person for this application:**

Name:

Title:

Phone:

Email:

* **Project Name:**
* **Total HUD 2021 Project Funding Request:**
* **HUD Project Type:**

Permanent Supportive Housing

Facility-Based

Scattered Site

Rapid Re-housing

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

SSO Project for Coordinated Entry (CoC-wide effort ONLY, under DV Bonus)

* **Project Categories (can include more than one category/CoC may elect to utilize reallocated funds if available)**

Regular Permanent Housing Bonus Project

New Domestic Violence (DV Bonus Project for RRH, Joint TH-RRH, or DV Coordinated Entry)

Expansion Project

Expansion Domestic Violence (DV) Bonus Project

* **Please describe how your agency composition (Board of Directors, Leadership Team, Staff, etc.) reflects the demographics of the population your agency serves:**

* **Please describe what intentional efforts your agency has made to address diversity, inclusion, and acceptance within policies, procedures, or other operations:**

* **Please describe how your agency includes individuals with lived experience in decision-making activities for your project:**

* **Please describe any adjustments made to your project in response to COVID-19 to ensure the health and safety of project participants and staff (include additional resources received and actions taken with additional resources):**

# THRESHOLD INFORMATION

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

Agency can provide proof of a 501c3 tax-exempt status, if applicable. **(Please attach to application submission.)**

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

Agency has 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.)**

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

Agency understands that if funded:

* Permanent Supportive Housing (PSH) projects must serve 100% chronically homeless individuals and families or be 100% DedicatedPLUS as defined in Section III.B.2.g. of the NOFO (to serve individuals, households with children, and unaccompanied youth).
* Rapid Re-Housing (RRH) projects may serve persons who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3.
* Joint TH-RRH Component (Joint TH-RRH) projects may serve persons who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3.
* Domestic Violence (DV) Bonus projects must:
  + Rapid Rehousing and Joint TH and PH-RRH component projects must follow a Housing First approach.
  + SSO Projects for Coordinated Entry (SSO-CE) projects must equip the CoC’s coordinated entry to better meet the needs of people experiencing homelessness who are survivors of domestic violence, dating violence, sexual assault, or stalking (i.e. implement policies, procedures and practices that are trauma-informed, client-centered or to better coordinated referrals between the CoC’s coordinated entry and the victim service providers coordinated entry system) in the CoC’s entire coverage area.

Agency is prepared to utilize Service Point for HMIS data entry (or an approved comparable database for victim service providers) to capture client-level data on all clients in the project.

Agency is prepared to participate in coordinated entry, and selection of program participants must be consistent with CoC’s Coordinated Entry process, as detailed in the CoC Coordinated Entry policy addendum.

Agency can demonstrate adequate match and leverage.

Project proposal limits administrative costs to 10% or less.

Project has Low Barriers to Entry and prioritizes rapid placement and stabilization in permanent housing (does not preclude program participation for any of the following: having too little income, active or history of substance abuse, having a criminal record with the exception of state/federal-mandated restrictions, history of victimization) (does not terminate participation for any of the following: failure to participate in supportive services, failure to make progress on a service plan, loss of income or failure to improve income, domestic violence, any other activity not covered in a lease agreement typically found in the project’s geographic area)

Proposed project has a specific plan to coordinate and integrate with other mainstream health, social, and employment programs to ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).

* Explanation regarding any items above (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.

* **Agency Experience: (*e-snaps 2B*)**
  + Describe the experience of the applicant and potential subrecipients (if any) in effectively administering federal funding. Describe basic organization and management structure, and include evidence of internal and external coordination and an adequate financial accounting system.
  + 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.
    - PSH applicants should also describe experience managing Permanent Supportive Housing projects.
    - 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.
  + 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. Include in the description the role of each partner organization and how their expertise contributes to the project’s operation and provision of supportive services.
  + Does the agency have any open (unresolved) monitoring findings or concerns from HUD or any other governmental or foundation funder? If yes, please identify the finding or concern and explain a corrective plan of action.
  + Does Applicant have any outstanding delinquent Federal debts? If so, Applicant must provide an explanation of debt owed and repayment arrangements

Yes

No

Explanation (if applicable):      

* **General Description (*e-snaps 3B)*** 
  + Provide a description that addresses the entire scope of the proposed project. Describe the community needs, target population(s) to be served, project plan for addressing the identified housing and supportive service needs, projected project outcome(s), coordination with other source(s)/partner(s), and the reason why CoC Program support is required.

* + - In cases where the proposed project is expanding an existing **PSH or RRH project**, document, when applicable, how the requested funds will supplement existing services and resources, and/or increase participants served.
    - Applicants of **Joint TH-RRH component projects** must demonstrate how this program will target and prioritize people experiencing homelessness with higher needs and who are most vulnerable.
    - The program description should describe the project at full operational capacity and demonstrate how full capacity will be achieved over the term being requested. If any project site is not currently owned or under a lease agreement, provide a summary of relevant contracts and agreements (e.g., with local landlords, housing locator specialists, public housing authority, other partner organizations) needed for the achievement of project operation. The narrative must provide evidence that ensures there will be no delay in service provision to participants, operation of CoC management systems, or the leasing of units for reasonable rents.
  + Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work: This narrative must demonstrate how full capacity will be achieved over the term requested in this application.

* + Describe the agency’s understanding of, and experience in utilizing, the Harm Reduction and Housing First philosophies, and how it plans to implement the models in the new project. Include how the design of the program meets the definition of “Housing First,” as provided in the NOFO.

* + Does your agency have policies and/or practices that would prevent project entry for any of the reasons listed below? Please check all items that might prohibit project entry for a client.

Alcohol Testing/Sobriety Requirements

Drug Testing/Active Substance Abuse

Employment Requirements

Minimum Income Requirements

Minor Criminal History (other than state/federal-mandated exceptions)

Refusal to Participate in Services

Other requirements based on “housing readiness”

If you selected “Other requirements based on ‘housing readiness” above, please describe those requirements.

* + Does your agency have policies and/or practices that would terminate a client from the project for any of the reasons listed below? Please check all items that might cause a client to be terminated from the program.

Failure to participate in supportive services

Failure to follow the individual service plan

Failure to make progress on a service plan

Loss of income or failure to improve income

Failed drug and/or alcohol test

Other violations of project rules (see below)

If you selected any of the above policies/practices for termination, please describe rule violations that would cause a client to be terminated from the project and any corrective measures taken prior to termination.

* + 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.
* **Project Expansion Information** 
  + If this new project is an expansion of an eligible renewal project of the same type, describe how the project will increase the number of people served, provide additional supportive services to homeless persons, or replace the loss of non-renewable funding - private, federal, other (excluding state/local government). If this is an expansion of a non-CoC-funded project and proposes to add to a current homeless project that is funded from sources other than CoC Program funds, describe how the project will increase the number of people served, provide additional supportive services to homeless persons. Expansion projects for non-CoC projects are prohibited from using CoC Program funds to replace state and local funds, and narratives for this project type must provide assurances that this will not happen. Expansions utilizing the DV Bonus must also describe how units, beds, persons served, or services will be exclusively dedicated for serving survivors of domestic violence, dating violence, sexual assault, or stalking that meet the category 4 definition of homelessness.
* **Supportive Services for Participants (*e-snaps 4A*)** 
  + 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?
  + 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 the needs of the target population and include plans to address those needs through current and proposed case management activities, and the availability and accessibility of supportive services through primary health services, mental health services, educational services, employment services, life skills, and/or child care services.
    - The narrative must also indicate how appropriate units will be identified and how the project applicant will ensure that rents are reasonable. Established arrangements and coordination with landlords and other homeless services providers should be detailed in the narrative. Please also describe the availability of the proposed unit size and configuration.
  + Describe specifically 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.
    - Response must describe the applicant’s specific plan to coordinate and integrate with other mainstream health, social, and employment programs to ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
    - Response should also include what activities are in place to identify and enroll all Medicaid-eligible participants. Describe how the project will include Medicaid-financed services, and indicate whether these will be provided by the recipient receiving Medicaid coverage payments for services or through formal partnerships with Medicaid billable providers. If there are barriers to including Medicaid-financed services in the project, please explain and describe how the project will leverage non-Medicaid resources available.
* 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 |  |  |

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

* 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? |  |
| Use of a single application form for four or more mainstream programs? |  |
| Regular follow-ups with participants to ensure mainstream benefits are received and renewed? |  |
| Will the project participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency? |  |
| Has the staff person providing the technical assistance completed SOAR training in the past 24 months? |  |

* **Housing Type and Location (*e-snaps 4B*) and Project Participants (*e-snaps 5*)** 
  + Please complete the tables below with the proposed/anticipated numbers.

|  |  |
| --- | --- |
| **Total Units** |  |
| **Total Beds** |  |
| **Total Dedicated Beds for Chronically Homeless (PSH only)** |  |
| **Total Dedicated Beds for DedicatedPLUS (PSH only)** |  |

|  |  |
| --- | --- |
| **1. Households With Children (Families)** |  |
| 1. Number of Households |  |
| 1. Number of Adults 25+ |  |
| 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 25+ |  |
| 1. Number of Adults 18-24 |  |
| **3. Households with ONLY Children (unaccompanied youth 17 yrs. or younger)** |  |
| 1. Number of unaccompanied youth 17 yrs. or younger |  |
| **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) |  |

* + If project proposes to target Veterans or Unaccompanied Youth and will permanently dedicate 30% or more of the units/beds for either, please describe how this population will be targeted, current partnerships related to appropriate referrals, and the need of a program for target population (please submit data as necessary). Applicants must adequately demonstrate the need of a targeted population program in the county where project is being proposed. Please note that if awarded funds, projects are required to serve the % of targeted special population as committed in the application (at a minimum).

|  |  |
| --- | --- |
| **Estimated Percentages Served for Each Sub-population**  **(These are not mutually exclusive- the total does not need to be 100%)** | **Projected Percentage Served** |
| Chronically Homeless Persons (HUD-defined chronically homeless) |  |
| Chronically Homeless Households (HUD-defined chronically homeless) |  |
| Mental Health Problem |  |
| Alcohol Abuse |  |
| Drug Abuse |  |
| Both Alcohol and Drug 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): |  |

# PROPOSED PERFORMANCE MEASURES:

* Using the chart below, indicate 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.
  + Count every participant who is anticipated to continue residing in the PSH, RRH, or Joint TH-RRH Component, or the number of participants who are anticipated to exit the project and move into another permanent housing situation.
  + **Universe (#):** Enter the total number of persons about whom the measure is expected to be reported. The Universe is the total pool of persons that could be affected.
  + **Target (#):** Enter the number of applicable persons who are expected to achieve the measure within the operating year from the universe of total persons. The Target is the total number of persons from the pool that are affected.

|  |  |  |  |
| --- | --- | --- | --- |
| **Housing Measure** | **Universe #** | **Target #** | **Target %**  **(Divide target by universe)** |
| Persons remaining in permanent housing as of the end of the operating year (remaining in PH program or exited to permanent destination) |  |  |  |

* Using the chart below, indicate the number of adults age 18 and older who are anticipated to increase their total income (from all sources) and earned income at of the end of the operating year or program exit:
  + **Universe (#):** Enter the total number of persons about whom the measure is expected to be reported. The Universe is the total pool of persons that could be affected.
  + **Target (#):** Enter the number of applicable persons who are expected to achieve the measure within the operating year from the universe of total persons. The Target is the total number of persons from the pool that are affected.

|  |  |  |  |
| --- | --- | --- | --- |
| **Income Measure** | **Universe #** | **Target #** | **Target %**  **(Divide target by universe)** |
| 1. i. Persons age 18 and older who will increase their total income (from all sources) as of the end of the operating year or program exit |  |  |  |
| 1. i. Persons age 18 and older who will increase their total earned income as of the end of the operating year or program exit |  |  |  |

# PROGRAM EVALUATION:

* Within your organization, please describe what actions are taken to evaluate project and agency performance *(1,000 characters maximum).*

# 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 (TH-RRH)

SSO Project for Coordinated Entry (CoC-wide effort ONLY, under DV Bonus)

* **Project categories (can include more than one /CoC may elect to utilize reallocated funds if available):**

Regular Permanent Housing Bonus Project

New Domestic Violence (DV) Bonus project (RRH, Joint TH-RRH, or DV Coordinated Entry)

Expansion Project

Expansion Project Domestic Violence (DV) Bonus project

* **Costs for which funding is being requested:**

Leasing

Rental Assistance

Supportive Services

Operating

HMIS

* **Proposed Project Summary Budget:**
  + Enter the amount requested for each allowed activity. Please note that match (Lines 7-8) must equal or exceed 25% of the total request amount, excluding leasing.

|  |  |
| --- | --- |
| **Activities** | **Total Assistance Requested for 1 Year** |
| 1. Leased Units |  |
| 1. Leased Structures |  |
| 1. Rental Assistance |  |
| 1. Supportive Services |  |
| 1. Operating |  |
| 1. HMIS |  |
| 1. Sub-total Costs Requested |  |
| 1. Administrative costs   (Up to 10% of total before admin costs) |  |
| TOTAL AMOUNT OF REQUEST |  |
| Cash Match |  |
| In-kind Match |  |
| Total Match |  |
| Total Budget  (“Total Amount of Request” + “Total Match”) |  |

* + Please specifically explain the rationale for the amount requested each of the activities listed above.
* **Leasing Budget (Leased Units):**
  + If you are requesting leasing funds for units, please explain why you are using this activity as opposed to rental assistance.
    - Enter number of units by unit type and the applicable rent**\*** (2021 FMR for 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):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fair Market Rent Area: Toledo Lucas County** | | | |  | |
| **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 FY2021 Fair Market Rent

* **Leased Structure Budget**

Name:

Address 1

Address 2

City

State

Zip Code

HUD Paid Rent (per month)

Total Request (monthly amount x 12)

* **Rental Assistance Budget Summary**
  + 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** |  |  |

* Enter number of units by unit type and the applicable Fair Market Rent (FMR) level**\*** (2021 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).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fair Market Rent Area: Toledo Lucas County** | | |  | | |
| **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 FY2021 Fair Market Rent

* **Supportive Services Budget**
  + Enter the quantity 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 |  |  |
| 7. Food |  |  |
| 8. Housing/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\* |  |  |
| 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.

* **Operating Budget**

1. 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 |  |  |

* **Homeless Management Information Systems (HMIS) Budget**
  + 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 |  |  |

# MATCH AND LEVERAGING:

* **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.
* **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** | **$** |

* **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.
* Please add additional rows, as necessary.

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

* **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 150% or higher of the total HUD request and where the project applicant(s) have attached commitment letters and those letters are dated May 1, 2018 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 July 1, 2021 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 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 Letter sent to each applicant.
  + Applicant agrees to participate fully with this community’s Homeless Management Information System (HMIS).
  + Applicants understand that there is a limited amount of reallocated/bonus funding available, and that this request is for a grant term of one (1) year. If funded, it is understood that the new project would 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 non-DV Bonus 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 Toledo/Lucas County 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 agrees to assess all clients using the VI-SPDAT and prioritize assistance in accordance with the Toledo/Lucas County CoC Written Standards in order to target people with the highest needs and longest histories of homelessness.
  + Applicant is aware of the Toledo/Lucas County 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 Toledo/Lucas County CoC Violence Against Women Act (VAWA) Policies and Procedures.

|  |  |
| --- | --- |
| Name:  (please type) |  |
| Title: |  |
| Phone: |  |
| Email: |  |
| Signature of Authorized Representative: | |
| Date: |  |

# CHECKLIST

* To be considered complete, ***this application must be submitted in person*** to the Toledo Lucas County Homelessness Board at 1220 Madison Avenue, Toledo, OH, 43604 ***no later than 3:00pm on October 1, 2021.*** A complete application package will contain the following:
  + Five (5) printed copies of this completed review application
  + Five (5) copies of the Competition Certification and Policy Addendum document for all projects
  + Five (5) copies of the Competition Coordinated Entry System Policy Addendum for all projects
  + Five (5) copies of all match and leveraging documentation
  + One (1) copy of the agency 501(c)(3), if applicable (copies of the 501(c)(3) for any sub-recipients must also be attached)
  + One (1) copy of a current list of Board of Directors
  + One (1) copy of the most recent independent financial audit, or equivalent financial statement
  + One (1) copy of current IRS Form 990: Return of Organization Exempt from Income Tax, if applicable

**MATCH and LEVERAGING**

For the purposes of the formal application being submitted in e-snaps, please note that HUD requires a 25% match (minus leasing) for this funding. Match commitments entered into the HUD application in e-snaps 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. For additional guidance on match, please refer to the project guides, as well as the FAQs on the HUDexchange 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/>).

For the scoring and ranking process of review applications for renewal projects, applicants are requested to report match and leveraging for each renewal project.

Match (Cash or In-Kind Resources)

Except for leasing, match resources must equal to at least 25% of the total requested HUD funding, including project and administrative costs. Please note, Cash and In-Kind Match must qualify as eligible program expenses under the CoC interim rule.

Match resources for renewal projects are not required to be supported by written documentation with the Review Application(s). However, HUD may require match documentation to be submitted in e-snaps at the time of application. Each applicant is responsible to understand what is required of the electronic submission of the formal application in e-snaps.

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 to the CoC with each Review Application for new projects. 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, child care, 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.

Leveraging (Cash or In-Kind Resources)

The CoC goal for all leveraged resources (above and beyond match) is 125% of the grant amount (match and leveraging should total 150%. For this section, please only report leveraged resources outside of the match resources listed above to ensure no duplication.