



Toledo Lucas County Continuum of Care

FY2022 HUD Continuum of Care NOFO

Renewal and New Applications



CoC Overview

TLCHB is the lead agency for the Continuum of Care in Toledo Lucas County

- Tasked with coordinating service delivery within homeless services and between other support services networks

OH-501 Toledo Lucas County Continuum of Care. The Continuum of Care or CoC is composed of representatives from organizations, including nonprofit homeless service providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented in the community and are available to participate.

Mission: To further collaboration and accelerate solutions to end homelessness in Lucas County.

Vision: A Lucas County where everyone has a safe and sustainable place to call home.

The Collaborative Applicant

- The Toledo Lucas County Homelessness Board (TLCHB) has been designated as the Collaborative Applicant is responsible for overseeing and managing the application process for the Annual NOFO and Special NOFO funding process. HUD requires that the CoC develop a process for submitting one consolidated application for the Annual NOFO and Special NOFO. The Collaborative Applicant works with its governing Board to develop and recommend the process for approval.
- TLCHB distribute any additional details of the competition and HUD resources as they become available via the TLCHB website and email correspondence. It is the applicant's responsibility to ensure that they check both the [TLCHB website](#) and the [HUD CoC websites](#) regularly for the latest updates. Please note that all of HUD's competition and E-SNAPS materials, notices, and training guides can be accessed on the HUD page.

DISCLAIMER

- This is a GENERAL overview of the CoC Program and application process for renewal and new applications to be scored and ranked under the Toledo Lucas County CoC competition
- Applicants are solely responsible for reading the NOFO, regulations, and other related information as it is released on HUD's website to ensure a comprehensive understanding of program and eligibility requirements
- https://www.hud.gov/program_offices/comm_planning/coc/competition

2022 HUD NOFO Competitions

Annual NOFO

The FY 2022 CoC Program Competition is administered under the FY 2022 CoC Program Competition NOFO and Rule. Approximately \$2,794,000,000 is available in this FY 2022 CoC Program NOFO, including approximately \$80,000,000, available for non-competitive YHDP renewal and replacement expiring grants, and at least \$52,000,000 available for Domestic Violence, Dating Violence, Sexual Assault, and Stalking Bonus (DV Bonus) projects, described in Section II.B.5 of this NOFO.

Special NOFO

The purpose of the Special NOFO to Address Unsheltered Homelessness (Special NOFO) is to target efforts to reduce unsheltered homelessness, particularly in communities with very high levels of unsheltered homelessness and homelessness in rural areas.

Funding of approximately \$267,500,000 is available for projects as part of the Unsheltered Homelessness Set Aside. Additional funds may become available for award under this NOFO, because of HUD's efforts to recapture funds, use carryover funds, or because of the availability of additional appropriated funds.

What's the Difference?

Special NOFO

- Special NOFO is a one-time opportunity for new projects only, focusing on supportive services and permanent housing solutions for people experiencing unsheltered homelessness.
- The Special NOFO will include a three-year CoC Special Plan to End Unsheltered Homelessness, with which project applicants will need to comport. This plan has not yet been released for OH-501.
- Special NOFO allows for new SSO (Supportive Services Only) projects including street outreach.
- Special NOFO funding is for a three-year grant term and projects can be eligible for renewal as part of the Annual CoC NOFO contest at the end of the three-year period.
- Project approved through the Special NOFO can increase OH-501's Annual Renewal Demand and could result in greater annual funding in the future.
- Nationally, all projects will be ranked against each other, and it is anticipated that approximately 125 CoCs will be funded through this competition.

HUD Funding Process for Annual NOFO

HUD will continue the Tier 1 and Tier 2 funding selection process.

- A. Preliminary Pro Rata Need (PPRN). The amount of funds a CoC could receive, based on the geographic areas included by the CoC as part of their geography and reviewed by HUD during the CoC Program Registration process.
- B. Annual Renewal Demand (ARD). The total amount of all the CoC's projects that will be eligible for renewal in the FY 2022 CoC Program Competition, before any required adjustments to funding for leasing, rental assistance, and operating Budget Line Items (BLIs) based on FMR changes.
- C. Final Pro Rata Need (FPRN). Either the PPRN or the ARD, whichever is higher.

HUD Funding Process for Annual NOFO

Continued:

- D. Tier 1 is equal to 95% of the CoC's Annual Renewal Demand (ARD). Project applications in Tier 1 will be conditionally selected from the highest scoring CoC to the lowest scoring CoC, provided the project applications pass both project eligibility and project quality threshold review, and if applicable, project renewal threshold.
- E. Tier 2 is the difference between Tier 1 and the maximum amount of renewal, reallocation, and CoC Bonus funds that a CoC can apply for but does not include CoC planning projects or projects selected with DV Bonus funds. If a DV Bonus project ranked in Tier 2 is selected with DV Bonus funds, the project will be removed from this tier and the projects below it will move up one rank position. However, if a new DV Bonus project is not selected with DV Bonus funds, the project will retain its ranked position (see Section II.B.11.e of this NOFO).
- F. Projects Straddling Tiers. If a project application straddles the Tier 1 and Tier 2 funding line, HUD will conditionally select the project up to the amount of funding that falls within Tier 1. Using the CoC score, and other factors described in Section II.B.11 of this NOFO, HUD may fund the Tier 2 portion of the project.
- G. CoC Bonus. The CoC may only create new project(s) through the CoC Bonus up to 5% of the Final Pro Rata Need (FPRN) amount, which is estimated to be \$315,604. h) DV Bonus. The CoC may only create new project(s) under the DV bonus of up to 10% of the PPRN amount, which is estimated to be \$631,209.

Policy Priorities from the HUD Annual NOFO

1. Ending Homelessness for All Persons
2. Use a Housing First Approach
3. Reducing Unsheltered Homelessness
4. Improving System Performance
5. Partnering with Housing, Health, and Service Agencies
6. Racial Equity
7. Improving Assistance to LGBTQ+ Individuals
8. Persons with Lived Experience
9. Increasing Affordable Housing Supply.

HUD System Performance Measures for Renewal Projects in the Annual NOFO

HUD evaluates CoC System Performance Measures directly from HMIS data

- Length of time homeless
- Returns to homelessness
- Reduction in number of individuals and families experiencing homelessness
- Employment and income growth
- Reduction in number of first time homeless
- Successful permanent housing placement or retention
- Thoroughness of outreach

Renewal Projects for Annual NOFO

- In the Annual NOFO, eligible renewal project applications will have the ability to consolidate two or more eligible renewal projects (but no more than ten projects) into one project application during the application process as described in Section II.B.7 of the HUD NOFO. To be eligible for consolidation, projects must have the same recipient and be for the same component. Applicants that are eligible must submit separate renewal projects for each of the grants that are proposed to be consolidated (to the CoC for scoring and ranking and in e-snaps). Each project application will identify the grant number that will survive after consolidation, which must be the grant number with the earliest start date in CY 2023.
- Project applications for the grants that are proposed to be consolidated will be ranked (individually), and if all those grants are selected, HUD will conditionally award the single surviving grant based on its ranked position to include the amount of funding of all grants included in the consolidation.
- Applicants requesting renewal of grants for rental assistance are permitted to request a per-unit amount less than the Fair Market Rent (FMR), if the actual rent per unit under lease is less than the FMR. If a per-unit amount reduction is requested, applicants must provide copies of the leases to establish the actual rents.
- All renewal project applications must pass a threshold review and will then be scored according to specific criteria. The criteria will consist of current data in the Homeless Management Information System (HMIS) including system performance measures, participation in the CoC's Coordinated Entry System, project performance, cost effectiveness, project commitment to serving the most vulnerable participants with severe needs and vulnerability, the most recent HUD monitoring visit, and the scoring of the review application. This will be scored by an independent review panel that will then consolidate the scores and rank the projects. The independent review panel will submit their results to the Collaborative Applicant who will publish the results with the Toledo/Lucas County CoC Board's approval.

New Projects for Annual NOFO

- Funding for new projects is only available through the process of reallocation, the CoC bonus, or the DV Bonus. The CoC may only create new project(s) through the CoC Bonus up to 5% of the Final Pro Rata Need (FPRN) amount, which is estimated to be \$315,604. The CoC may only create new project(s) under the DV bonus of up to 10% of the PPRN amount, which is estimated to be \$631,209. Applications for new projects made available through reallocation will only be considered if an active renewal project does not apply for renewal funding or if the application review sub-committees determine the need to reallocate from eligible renewal 7 projects due to those projects not meeting the threshold, poor performance, and underspending due to significant capacity issues.
- New project applications that score high enough will be eligible to be included in the priority listing presented to HUD. Please note, however, eligibility does not guarantee funding. The Toledo/Lucas County CoC Board will make the final determination of which projects will be ranked and presented to HUD for funding consideration within the limited funding available.

HUD Funding Process for the Special NOFO

HUD will select CoCs for funding based on CoC score, meaning the highest scoring CoC will have its rated and ranked projects that pass thresholds as described in Section V.C.3 and VIII.A.1 of this NOFO conditionally selected for funding. HUD will select projects in this manner until no more funds are available. The maximum award for Toledo and Lucas County under the Special NOFO is \$7,387,670 (over 3 years).

New Projects for Special NOFO

Projects funded through the Unsheltered Homelessness Set Aside must have the following eligibility criteria for program participants:

- A. Meet the criteria of paragraph (1) of the definition of homeless at 578.3, except those 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
- B. Meet the criteria of paragraph (4) of the definition of homeless at 578.3.
- C. References to paragraphs of the definition of homelessness refer to the paragraphs listed under the definition of “homeless” in 24 CFR 578.3. All projects must participate in coordinated entry. Additionally, all projects must operate consistently with the CoC Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs described in Section VII.B.4 of this NOFO.
- D. All CoCs must have an HMIS that has the capacity to collect unduplicated counts of individuals and families experiencing homelessness and provide information to project subrecipients and applicants for needs analysis and funding priorities. Additionally, CoC and Emergency Solutions Grants (ESG) Program recipients must participate in the local HMIS; unless a recipient is a victim service provider or legal service provider, in which case it must use a comparable database and provide de-identified information to the CoC.

Timeline

2022 Annual NOFO Timeline

2022 Annual NOFO Timeline	
Action	Date
NOFA released by HUD	August 1, 2022
TLCHB Board meeting to approve policy, materials, and process recommended by committee	August 12, 2022
2022 Toledo Lucas CoC NOFA Competition Policy, process, timeline, review applications, scoring criteria, addenda, and other competition materials released	August 12, 2022
Notice of Intent for new projects due at 5:00pm	August 16, 2022
Informational webinars for applicants (mandatory for new applicants)	August 17 and 19, 2022
Review and Scoring Process Training for CoC Citizens Review Committee	August 24, 2022
Draft applications for all projects are due at 5:00 pm. (MUST be at least 30 days before HUD NOFA deadline)	August 26, 2022
TLCHB reviews applications and works with applicants to finalize	August 26, 2022 through September 2, 2022
All project applications and updated certifications must be entered into E-SNAPS by 5:00 pm	September 2, 2022
Citizen Levy Review Committee meets to review, score, and rank all applications	Week of September 5, 2022
TLCHB will compile scores and create a final ranking to be approved by the TLCHB Board	No later than September 9, 2022
Applicants notified of placement in scoring and ranking for CoC application OR rejection from CoC application (MUST be at least 15 days before HUD NOFA deadline)	September 14, 2022
E-snaps feedback provided to applicants	No later than September 21, 2022
Final project applications due in e-snaps by 5:00pm	September 23, 2022
Estimated public posting of CoC application (MUST be at least 2 days before HUD NOFA deadline)	September 28, 2022
Estimated CoC application submission to HUD	September 30, 2022

Timeline

2022 Special NOFO Timeline

2022 SPECIAL NOFO TIMELINE	
Action	Date
NOFA released by HUD	June 22, 2022
CoC Board meeting to approve policy, materials, and process recommended by committee	August 12, 2022
2022 Toledo Lucas CoC Special NOFA Competition Policy, process, timeline, review applications, scoring criteria, addenda, and other competition materials released	August 12, 2022
Notice of Intent for new projects due at 5:00pm	August 19, 2022
Informational webinars for applicants (mandatory for new applicants)	August 17 and 19, 2022
Review and Scoring Process Training for CoC Citizens Review Committee	No later than the week of September 15
Draft applications due to TLCHB by 5 pm (MUST be at least 30 days before HUD NOFA deadline)	September 15, 2022
TLCHB reviews applications and works with applicants to finalize	September 16 through September 23, 2022
All project applications and updated certifications must be entered into E-SNAPS by 5:00 PM	September 23, 2022
Special NOFO Citizen Review Committee meets to review, score, and rank all applications	Week of September 26, 2022
TLCHB will compile scores and create a final ranking to be approved by the TLCHB Board	No later than October 4, 2022
Applicants notified of placement in scoring and ranking for CoC application OR rejection from CoC application (MUST be at least 15 days before HUD NOFA deadline)	October 5, 2022
Final applications due to TLCHB by 5:00 PM in ESNAPS	October 14, 2022
Estimated public posting of Special NOFO application (MUST be at least 2 days before HUD NOFA deadline)	October 18, 2022
Estimated CoC application submission to HUD	October 20, 2022

Project Types Eligible for Annual NOFO

Permanent Supportive Housing (PSH). New PSH projects must dedicate 100% of units and/or provide services exclusively to chronically homeless individuals and/or families as defined by HUD or persons eligible to be served by DedicatedPLUS projects as described in Section III.B.2.g of the Annual NOFO. New PSH projects will be creating new units to serve homeless households. PSH applicants must demonstrate that they will first serve people experiencing chronic homelessness (or are otherwise eligible for DedicatedPLUS) according to the order of priority established in the OH-501 Toledo Lucas CoC Written Standards.

- **DedicatedPLUS Project.** A permanent supportive housing project where 100 percent of the beds are dedicated to serve individuals, households with children, and unaccompanied youth (including pregnant and parenting youth) that at intake meet one of the following categories:
 - experiencing chronic homelessness as defined in 24 CFR 578.3;
 - residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
 - residing in a place not meant for human habitation, emergency shelter, or Safe Haven and had been admitted and enrolled in a PH project within the last year but were unable to maintain a housing placement and met the definition of chronic homeless as defined by 24 CFR 578.3 prior to entering the project;
 - residing in transitional housing funded by a Joint TH/PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3;
 - residing and has resided in a place not meant for human habitation, Safe Haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meet the definition of 'homeless individual with a disability'; or
 - receiving assistance through a Department of Veterans Affairs (VA)- funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

Project Types Eligible for Annual NOFO

Rapid Rehousing (RRH) provides assistance to individuals and families, including unaccompanied youth and survivors of domestic violence (DV). All RRH projects serve 100% homeless families and/or individuals who meet the criteria of the HUD homelessness definition under category 1 (literally homeless, including people coming from TH), or category 4 (fleeing/attempting to flee DV) of the HUD definition of homelessness. Additionally, any youth-serving provider funded under this NOFO may serve unaccompanied youth aged 24 or under (or families headed by youth aged 24 and under) who have an unsafe primary nighttime residence and no safe alternative to that residence. RRH projects typically request funds for Tenant-based Rental Assistance (which follows the client(s) who receive it. The participant/organization locates qualified housing of their choice and can take the rental assistance with them to a unit should they move. Proposals may also utilize housing subsidies or subsidized housing units not funded through the CoC or ESG programs funds worth up to 25 percent of the requested CoC funding, as necessary, to help a homeless individual or families who meet the category 1 or 4 (24 CFR 578.3) definitions, with or without disabilities, to move into permanent housing

Project Types Eligible for Annual NOFO

Joint Transitional Housing and Rapid Re-Housing Component (Joint TH-RRH) combine TH and RRH components into a single project to serve individuals and families experiencing homelessness. Joint TH-RRH projects will provide low-barrier, temporary housing while individuals and families quickly move to permanent housing with a seamless program design. HUD requires that Joint TH-RRH projects adopt a Housing First approach (See Sections II.A.2 and III.B.2.o of the Annual NOFO) across the entire project and program participants may only receive up to 24-months of total assistance. If funded, HUD will limit eligible costs as follows, in addition to other limitations found in the Rule: (1) leasing of a structure or units, and operating costs to provide transitional housing; (2) short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project; (3) supportive services; (4) HMIS; and (5) project administrative costs. When a program participant is enrolled in a Joint TH/PH-RRH component project, the recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. A program participant may choose to receive only the TH unit, or the assistance provided through the PH-RRH component, but the recipient or subrecipient must make both types of assistance available. Additionally, if CoC Program funds are not being requested for both TH and PHRRH units, the project application must describe and include the number of TH and PH-RRH units that will be utilized by the project from another funding source, if selected for conditional award, and provide details in the project description of how TH and PH-RRH assistance will be provided.

Project Types Eligible for Annual NOFO

Supportive Services Only- Coordinated Entry (SSO-CE) projects will support the development and operation of the coordinated entry system to ensure equitable access and referrals to services and housing. (Only Collaborative Applicant can apply)

New Projects for DV Bonus projects are only eligible project types under the Annual NOFO. DV Bonus projects must be RRH or Joint TH-RRH projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless (24 CFR 578.3). Additionally, the CoC may apply for a SSO-CE project to implement policies, procedures, and practices to equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, stalking, and human trafficking.

Homelessness Management Information System (HMIS) projects can only be submitted by the HMIS Lead for the OH-501 Toledo Lucas County CoC.

Notice of Intent – New Project Proposal Outline

- **Proposal outlines for new projects were due on August 16, 2022 for Annual NOFO and are due August 19, 2022 for the Special NOFO via the Notice of Intent link at <https://www.endinghomelessnessstoledo.org/funding-opportunities>.**
- Provides basic information regarding project design and budget estimates
- Allows CoC staff to begin planning early for bonus funding amounts
- Ensures that CoC is aware of agencies wishing to establish new projects

Notice of Intent – Non-Renewal of Project

- Agencies that intend not to submit an application to renew a currently funded CoC project are requested to submit a completed Toledo Lucas County CoC Notice of Intent: Non-Renewal of Project to TLCHB as soon as possible via the website.
- Notice should be submitted electronically via the Notice of Intent online application at <https://www.endinghomelessness Toledo.org/funding-opportunities>.

Notice of Intent – PSH Change to Dedicated PLUS

- Available for renewal PSH projects
- Certifies that agency proposes to change the classification of current project to dedicate 100% of beds to serve individuals and families as defined in Section III.B.2g of the FY 2021 HUD CoC NOFO
- 100% of beds dedicated to serve
- Chronic homeless as defined in 24 CFR 578.3
- Residing in CoC funded TH to be eliminated (N/A)
- Literally homeless, enrolled in PH within past year and chronic at entry, unable to maintain PH placement
- In Joint TH and PH-RRH project and chronic at entry
- Literally homeless for 12 months in 3 years, but not on 4 separate occasions
- Receiving assistance through VA funded homeless program and met one of criteria above at entry

Budgets for Renewal Applications

Budgets and unit configurations submitted for renewal applications must match the HUD approved Grant Inventory Worksheet (GIW) that were sent to the Renewal Applicants previously.

- Budget amounts must match the GIW for each budget line item
- Budget changes cannot be made through the competition process
- PSH projects funded based on actual rent amounts in FY 2021 competition must manually enter rental assistance/leasing amounts to match spreadsheet provided by HUD through TLCHB

Match and Leveraging

All CoC grant recipients or sub-recipients must match all grant funds, except for leasing funds, with no less than 25% of cash or in-kind contributions from other sources for eligible costs

- The CoC is also evaluating leveraging for projects that goes beyond the required match amount
- The target amount for leveraging is 125% of the total project amount

Match and Leveraging Requirements

- Match must be for eligible activities within the same category
- Examples of eligible cash match sources include
 - Agency cash
 - Federal government grants/contracts, excluding McKinney-Vento funds
 - State and local government grants/contracts
 - Private grants/contributions
 - Program income, subject to NOFO requirements
- Examples of non-cash match sources include
 - In-kind donations
 - Volunteer time
 - Donated Services
 - Donated property

2022 HUD NOFO Competition

The 2022 HUD NOFO Competition is a two-step process

1. Project Application

- Submitted to TLCHB via web portal, including all addendums and supplemental documentation, no later than 5:00pm on August 26, 2022 for annual NOFO and September 15, 2022 for the Special NOFO.
- A full list of required documents can be found in the Toledo Lucas County CoC Competition Policy on the TLCHB website

2. HUD Application in E-Snaps

- Required for all project applicants
- Must be submitted no later than 5:00pm on September 2, 2022 for the Annual NOFO, and October 14th, 2022 for the Special NOFO.
- After initial submission, TLCHB may request revisions to the e-snaps application for projects to be included in the final ranking

2022 Toledo Lucas County CoC Process

- A complete renewal application package will include
 - The completed renewal application
 - The Competition Certification and Policy Addendum document for all projects
 - The Competition Coordinated Entry System Policy Addendum for all projects
 - All match and leveraging documentation
 - The agency 501(c)(3), if applicable (copies of the 501(c)(3) for any sub-recipients must also be attached)
 - A current list of Board of Directors
 - The most recent independent financial audit, or equivalent financial statement
 - Current IRS Form 990: Return of Organization Exempt from Income Tax, if applicable

HUD and Toledo Lucas County CoC Funding Approach

HUD Tiered approach

- Tier 1 = 95% of Annual Renewal Demand for the CoC
- Tier 2 = Remainder of maximum funding available, including CoC Bonus

New DV Bonus projects will be placed in Tier 2 pursuant to CoC policy

- The Toledo Lucas County CoC may reduce or reallocate existing projects for underperformance, underutilization, or significant capacity issues
 - Grant utilization
 - Operating under capacity
 - Performance
 - Noncompliance

What is the NOFO Scorecard

- The Scorecard is a tool generated following HUD guidelines and is used for rating and ranking of renewal projects.
- Data that generates within the report come from two sources; manual entries based on answers in the paper NOFO application as well as specified APR questions/calculations.
- Answers that generate from the APR are derived directly from HMIS
- HMIS performance is important in this process and having cleaned up data
- The data range this reporting is based off is for 7/1/2021-6/30/2022.
- Please ensure that all of the data for your projects is cleaned up and corrected prior to August 26, 2022 as that is when the data pull for the NOFO will occur.

Project Application Scoring

Renewal application scoring will utilize two documents

- Toledo Lucas County CoC 2022 Renewal Application Review Form
- Simtech project scorecard populated with HMIS data

New application scoring will primarily utilize one document in conjunction with all required materials submitted

- Toledo Lucas County CoC 2022 New Application Review Form

Projects will be ranked based on score within the seven CoC priority groups

- For details on points available for different criteria, please refer to materials posted on the TLCHB website starting August 19, 2022.

Project Types Eligible for Special NOFO

All PSH, RRH, Joint TH-RRH Component Projects, and Supportive Services Only projects must follow a Housing First approach as defined in Section III.C.2.e of this NOFO. Projects for the Special NOFO must have eligibility criteria for program participants that meet the criteria of paragraph (1) of the definition of homelessness at 24 CFR 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. Additionally, program participants that meet the criteria of paragraph (4) of the definition of homelessness at 24 CFR 578.3.

Project Types Eligible for Special NOFO

Permanent Supportive Housing (PSH). New PSH can include project-based and/or scattered site rental assistance/leasing projects with supportive services for individuals and families experiencing chronic homelessness. New PSH projects must dedicate 100% of units and/or provide services exclusively to chronically homeless individuals and/or families as defined in Section II.A.6 of the Special NOFO. New PSH projects will be creating new units to serve homeless households. PSH applicants must demonstrate that they will first serve people experiencing chronic homelessness according to the order of priority established in the OH-501 Toledo Lucas CoC Written Standards.

Supportive Services Only - Coordinated Entry (SSO-CE) projects will support the development and operation of the coordinated entry system to ensure equitable access and referrals to services and housing.

Supportive Services Only (SSO) projects allow recipients to provide supportive services— such as conducting outreach to sheltered and unsheltered homeless persons and families and providing referrals to other housing or other necessary services— to families and individuals experiencing homelessness.

Homelessness Management Information System (HMIS) projects can only be submitted by the HMIS Lead for the OH-501 Toledo Lucas County CoC.

Project Types Eligible for Special NOFO

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Project Types Eligible for Special NOFO

Joint Transitional Housing and Rapid Re-Housing Component (Joint TH-RRH) combine TH and RRH components into a single project to serve individuals and families experiencing homelessness. Joint TH-RRH projects will provide low-barrier, temporary housing while individuals and families quickly move to permanent housing with a seamless program design. HUD requires that Joint TH-RRH projects adopt a Housing First approach (See Sections II.A.2 and III.B.2.o of the Annual NOFO) across the entire project and program participants may only receive up to 24-months of total assistance. If funded, HUD will limit eligible costs as follows, in addition to other limitations found in the Rule: (1) leasing of a structure or units, and operating costs to provide transitional housing; (2) short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project; (3) supportive services; (4) HMIS; and (5) project administrative costs. When a program participant is enrolled in a Joint TH/PH-RRH component project, the recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. A program participant may choose to receive only the TH unit or the assistance provided through the PH-RRH component, but the recipient or subrecipient must make both types of assistance available. Additionally, if CoC Program funds are not being requested for both TH and PHRRH units, the project application must describe and include the number of TH and PH-RRH units that will be utilized by the project from another funding source, if selected for conditional award, and provide details in the project description of how TH and PH-RRH assistance will be provided.

Toledo Lucas County CoC Policy Highlights

All applicants must pass a threshold review to be eligible for scoring and ranking. Threshold factors include:

- **Incomplete or late applications**
- Organizational and financial capacity
- Past performance or compliance issues
- Lack of adequate match
- Use of HMIS (or comparable database for VSP)
- Ineligible population or activities
- Applications from outside Toledo Lucas County
- New projects must provide a plan to coordinate with mainstream resources
- Applicants must comply / commit to following Written Standards, VAWA Policy, and use of Coordinated Entry System
- Projects must implement a Housing First model.

Applicant Eligibility

- 1. SAM Registration Requirement.** Applicants must be registered with <https://www.sam.gov/SAM> before submitting their application. Applicants must maintain current information in SAM on immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded a federal contract or grant within the last three years, if applicable. Information in SAM must be current for all times during which the applicant has an active Federal award or an application or plan under consideration by HUD.
- 2. UEI Number Requirement.** Applicants must provide a valid UEI number, registered and active at <https://www.sam.gov/SAM>. in the application. The DUNS number remains the official identifier for doing business with the U.S. Government only until April 4, 2022. As of April 4, 2022, entities doing business with the federal government must use the Unique Entity Identifier created in SAM.gov.

Applicant Eligibility

3. Faith Based Organizations.

- a) Faith-based organizations may apply for this award on the same basis as any other organization, as set forth at 24 CFR 5.109, and subject to the protections and requirements of 42 U.S.C. 2000bb et seq., HUD will not, in the selection of recipients, discriminate against an organization on the basis of the organization's religious character, affiliation, or exercise.
- b) A faith-based organization that participates in this program will retain its independence and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law, including the Free Speech and Free Exercise Clauses of the Constitution, 42 U.S.C. 2000bb et seq., 42 U.S.C. 238n, 42 U.S.C. 18113, 42 U.S.C. 2000ePage 31 of 102 1(a) and 2000e-2(e), 42 U.S.C. 12113(d), and the Weldon Amendment, among others. Religious accommodations may also be sought under many of these religious freedom and conscience protection laws, particularly under the Religious Freedom Restoration Act.
- c) A faith-based organization may not use direct financial assistance from HUD to support or engage in any explicitly religious activities except where consistent with the Establishment Clause and any other applicable requirements. Such an organization also may not, in providing services funded by HUD, discriminate against a beneficiary or prospective program beneficiary on the basis of religion, religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice

Applicant Eligibility

4. **Rules and Regulations Applicable to HUD NOFOs.** Applicants must comply with all rules and regulations applicable to HUD NOFOs. Detailed information on each eligibility requirement is posted on HUD's Funding Opportunities Page. Outstanding civil rights matters must be resolved before the application submission deadline. Project applicants, who after review are confirmed to have civil rights matters unresolved at the application submission deadline, will be deemed ineligible. Their applications will receive no review, will not be rated or ranked, and will not receive funding. See Section V for the entirety of the eligibility information relevant to the Annual NOFO and/or the Special NOFO.
5. **Homeless Management Information System (HMIS).** All CoCs must have an HMIS that has the capacity to collect unduplicated counts of individuals and families experiencing homelessness and provide information to project subrecipients and applicants for needs analysis and funding priorities. Additionally, CoC and Emergency Solutions Grants (ESG) Program recipients must participate in the local HMIS; unless a recipient is a victim service provider or legal service provider, in which case it must use a comparable database and provide de-identified information to the CoC. TLCHB additionally requires participation in the Simtech Data Warehouse.
6. **Coordinated Entry System.** Applicants must participate in the Local CoC Coordinated Entry System. The Coordinated Entry System is a process designed to coordinate program participant intake assessment and provision of referrals. The Coordinated Entry System covers the geographic area of Lucas County, must be easily accessible by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

Applicant Eligibility

7. **Point-In-Time (PIT) Count.** Applicants must participate in the Point-in-time count, which is an annual county of sheltered and unsheltered homeless persons carried out on one night in the last 10 calendar days of January or at such other time as required by HUD.
8. **Housing First.** Housing First prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. CoC Program funded projects should help individuals and families move quickly into permanent housing, and CoCs should measure and help projects reduce the length of time people experience homelessness. Additionally, CoCs should engage landlords and property owners to identify housing units available for rapid rehousing and permanent supportive housing participants, remove barriers to entry, and adopt client-centered service methods. HUD encourages CoCs to assess how well Housing First approaches are being implemented in their communities.
 - a) Applicants for the Annual NOFO are required to participate in CoC trainings around the Housing First model and are strongly encouraged to use a Housing First approach, if applicable. HUD incentivizes CoCs to ensure that no less than 75% of all projects submitted to HUD follow a Housing First approach.
 - b) All Applicants for the Special NOFO are required to use a Housing First approach. HUD requires 100% of projects submitted for consideration under the Special NOFO to follow a Housing First approach.

Applicant Eligibility

9. **Community Advisory Council.** Applicants must participate in the Local CoC's Community Advisory Council (CAC) meetings, which occur on a quarterly basis. The CAC serves as a source of expertise and policy guidance for the CoC. Responsibilities include providing input, expertise, and recommendations to the TLCHB Board of Directors and the TLCHB Executive Director.
10. **Code of Conduct for HUD Grant Programs.** Federal regulations (2 CFR part 200) and HUD's Notices of Funding Availability (NOFA) for discretionary funds require non-Federal entities receiving Federal assistance awards, excluding States, to develop and maintain written standards/codes of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest (2 CFR 200.318(c)(1)). HUD grantees are required to submit their code of conduct to HUD.
 - a) a) Ensure their organization has a Code of Conduct that complies with the requirements of 2 CFR part 200 and is on file with HUD at: https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants.
 - b) b) If the organization's Code of Conduct does not appear on HUD's website, the project must attach its Code of Conduct that includes all required information to its Project Applicant Profile in e-snaps.

Toledo Lucas County CoC Policy Highlights

Performance evaluation for renewal applications submitted by victim service providers will be completed using data from a HMIS comparable database. Victim service providers receiving funding through the CoC program are required to use a HMIS comparable database. Aggregate, de-identified project data from the database must be submitted in a format that allows for evaluation using the CoC scorecard. Instruction for these projects will be provided by TLCHB.

Applicant Eligibility

Certification of Consistency with the Consolidated Plan. Each project applicant must submit a certification by the jurisdiction in which the proposed project(s) will be located that the applicant's project application for funding is consistent with the jurisdiction's HUD-approved consolidated plan. The certification must be made in accordance with the provisions of the consolidated plan regulations at 24 CFR part 91, subpart F. Form HUD-2991 must be completed and dated between June 30, 2022 and September 30, 2022. TLCHB staff will work with applicants and the appropriate Consolidated Planning jurisdiction for the required form *HUD-2991 - Certification of Consistency with the Consolidated Plan*, but it is the applicant's responsibility to follow up with respective jurisdictions to ensure those jurisdictions have the project information they need to provide the certification(s) in a timely manner.

Threshold Criteria for Applications

Project Eligibility Threshold for the Annual NOFO and Special NOFO

TLCHB reserves the right not to review incomplete applications or projects that don't meet eligibility requirements. Applications may receive a threshold denial for any of the following reasons.

1. Applicant must demonstrate that the proposed project meets eligibility requirements of the CoC Program as described in the CoC Interim Rule and the Annual NOFO.
2. Applicant must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and the capacity to administer federal funds. Demonstrating capacity may include a description of the applicant and potential subrecipient experience with similar projects and with successful administration of SHP, S+C, or other CoC Program funds or other federal funds.
3. Applicant must demonstrate that the population to be served and proposed costs meet the eligibility requirements for the CoC Program.
4. Applicants must demonstrate the required match or sufficient commitments for leveraging to meet CoC Program requirements.
5. Applicants must submit a Certification of Consistency by the jurisdiction in which the proposed project(s) will be located that the applicant's project application for funding is consistent with the jurisdiction's HUD-approved consolidated plan.

Threshold Criteria for Applications

Project Eligibility Threshold for the Annual NOFO and Special NOFO

6. Applicants and/or the proposed project must be located within OH-501 Toledo Lucas County Continuum of Care geographic area, which includes the entirety of Lucas County, Ohio.
7. Applicant must complete the entire application, which includes submitting the necessary documents listed above, or certifications/documentation as required in the HUD application.
8. Applicant must utilize, or commit to utilize, HMIS (or a comparable family violence HMIS alternative) to capture client-level data on all clients in the project.
9. Applicant must follow, or commit to follow, the CoC's Coordinated Entry System policy and process.
10. Applicant must demonstrate compliance with the Fair Housing Act and 24 CFR 5.105(A)(2) – Equal Access to HUD.

Threshold Criteria for Applications

Project Eligibility Threshold for the Annual NOFO and Special NOFO

Project Quality Threshold. HUD will review all new project applications to determine if they meet project quality threshold requirements specific to each eligible project type. See Section V.4.c of the Annual NOFO and/or Section V.C.3.c for more information about HUD's project quality threshold criteria. Project quality threshold information can be found in Section V.C.3.c. 19

Match and Leveraging. Applications must meet HUD's match requirements and have at least 25% of the amount of the HUD funding request in total match (outside of the amount for leasing). Match may be cash or in-kind, however, the CoC encourages cash match when possible. All match must qualify as eligible program expenses under the CoC Program Interim Rule.

In addition to HUD's match requirement, applicants are also requested to report up to an additional 125% amount of the HUD funding request in total leveraging. Bonus points may be awarded to applications that adequately demonstrate leveraging. When bonus points are awarded, maximum bonus points will be awarded to applications adequately demonstrating 25% match and 125% leveraging (150% total match and leveraging). Leveraging includes all funds, resources, and/or services that the applicant can secure on behalf of the client being served by the proposed project. While leveraging includes all cash and in-kind matching resources, it is broader in scope, including any other services, supplies, equipment, space, etc. that are provided by sources other than HUD.

Review Application guidelines for New projects state that projects should only report match and leveraging where there are commitment letters on file that are dated July 1, 2021 or later, and documentation should be submitted to HUD if required. New project application packages are required to submit match and leveraging documentation to the Toledo/Lucas County CoC for the scoring and ranking process.

Application Instructions

General Application Instructions for All Projects

Applicants should review and follow the steps as outlined herein and in the NOFO to ensure that applications are complete and submitted in a timely manner.

1. All applicants must submit applications to TLCHB through the dual application portal. <https://www.endinghomelessnessstoleo.org/funding-opportunities>
2. In addition to submitting via the dual application portal, all applicants must also submit their application to HUD's e-snaps.
3. Applicants may find more information about accessing [HUD's E-Snaps here](#).
4. Note that once the competition begins, there will be a significant time delay if applicants need to register new users on the E-Snaps system. All applicants should ensure that they have access to the system immediately. Additional information about e-snaps can be found in the [e-snaps 101 Toolkit](#) and the [e-snaps 201 Toolkit](#).
5. It is the sole responsibility of the applicant to assure that a submission all the application materials are received by TLCHB, by the established deadline. No late submissions of the project application document will be accepted.

Application Instructions Continued

6. The deadline for application submissions to TLCHB for the Draft application of the Annual NOFO is August 26th, 2022, by 5:00 PM and in E-Snaps by September 2, 2022 by 5:00 PM.
7. The deadline for application submissions to TLCHB for the Draft application of the Special NOFO is September 15, 2022 by 5:00 PM and in E-Snaps by September 23, 2022 by 5:00 PM
8. Information regarding scoring criteria will be posted on Continuum of Care webpage at <https://endinghomelessness Toledo.org/funding-opportunities>. This will be posted by August 19, 2022. Applicants are strongly advised to review the criteria before submitting an application.
9. For reference, the Continuum of Care Program Interim Rule was published in the Federal Register on July 31, 2012, and was effective on August 31, 2012.
10. TLCHB reserves the right to request additional performance and/or threshold eligibility supporting documentation from any applicant to facilitate the scoring and ranking process. The applicant must provide all requested supporting documentation in the timeframe specified by the Toledo/Lucas County CoC at the time of request. Failure of an applicant to provide adequate supporting documentation may result in negative consequences in the scoring and ranking process, up to and including threshold denial of the project application from the final CoC project ranking

PSH Project Application– Eligible Expenses

- Supportive Services (24 CFR 578.53)
 - 25% match requirement
- Administrative Costs (24 CFR 578.59)
 - Up to 10% of grant amount
 - Costs associated with general management, oversight, and coordination; training on CoC requirements; environmental review
 - Admin cannot be used for staff and overhead costs directly related to carrying out activities eligible under 24 CFR 578.43 – 578.57
- HMIS (24 CFR 578.57)
 - Data entry staff
 - Certain other expenses

RRH Project Application– Eligible Expenses

- **Rental Assistance (24 CFR 578.51)**
 - 25% match requirement
 - Based on Toledo Lucas County Fair Market Rent (FMR)
 - FMR includes utility allowance
- **Supportive Services (24 CFR 578.53)**
 - 25% match requirement
- **Administrative Costs (24 CFR 578.59)**
 - Up to 10% of grant amount
 - Costs associated with general management, oversight, and coordination; training on CoC requirements; environmental review
 - Admin cannot be used for staff and overhead costs directly related to carrying out activities eligible under 24 CFR 578.43 – 578.57
- **HMIS (24 CFR 578.57)**
 - Data entry staff
 - Certain other expenses

Joint TH and RRH Project Application - HUD Threshold

- HUD views these projects as a good fit for areas with large numbers of unsheltered homelessness and youth homelessness
- HUD guidance on Joint TH and PH-RRH Component projects
 - Not intended to replace TH projects that have been reallocated or lost
 - Provide crisis housing with financial assistance and supportive services determined by program participants to help them move to
 - permanent housing as quickly as possible
 - Stays in crisis housing (TH) portion of these projects should be brief and without preconditions; participants should move to permanent housing as quickly as possible

Joint TH and RRH Project Application - HUD Threshold

- Provide or connect participants to resources that help them improve safety and wellbeing and achieve their goals
- Target and prioritize people with higher needs and most vulnerable
- Target people in unsheltered locations or special subpopulations where more housing options are needed
- Demonstrate need for more crisis housing and show connection to street outreach and/or Coordinated Entry System

Joint TH and RRH Project Application - Eligible Expenses

- **TH Portion: Leasing (24 CFR 578.49) – Cannot support rental assistance**
 - No match requirement
 - Can lease individual units to provide housing
 - Based on Toledo Lucas County FMR
 - No utilities unless included in rent
- **TH Portion: Operating Costs (24 CFR 578.55) – Cannot support rental assistance**
 - 25% match requirement
 - Utilities to support leasing, if not included in rent
- **RRH Portion: Rental Assistance (24 CFR 578.51)**
 - 25% match requirement
 - Based on Toledo Lucas County Fair Market Rent (FMR)
 - FMR includes utility allowance

Joint TH and RRH Project Application - Eligible Expenses

- Both Portions: Supportive Services (24 CFR 578.53)
 - 25% match requirement
- Administrative Costs (24 CFR 578.59)
 - Up to 10% of grant amount
 - Costs associated with general management, oversight, and coordination; training on CoC requirements; environmental review
 - Admin cannot be used for staff and overhead costs directly related to carrying out activities eligible under 24 CFR 578.43 – 578.57
- HMIS (24 CFR 578.57)
 - Data entry staff
 - Certain other expenses

Project Quality

- Type, scale, and location of housing must fit needs of participants
- Type and scale of supportive services must fit needs of participants
- Project must have a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that participants are assisted to obtain mainstream benefits for which they may qualify
- Program participants must be assisted to obtain and remain in permanent housing in a manner fitting their needs
- Joint TH and PH-RRH projects must provide enough RRH assistance
- that at any given time, a participant can move from TH to RRH

Eligible Populations

- Homeless individuals and families as described in the NOFO
- A household is homeless if you can prove it with adequate documentation as specified by HUD
- Funded projects **MUST** maintain adequate documentation verifying homeless status for **ALL** participants at **ALL** times
- Families with children includes **ALL** families with children
- CoC regulation prohibits families with children from being categorically excluded from any project based solely on their familial status
- All funded projects, including DV Bonus projects, must comply with HUD's Equal Access rules and guidance

Examples of Ineligible Persons

- Persons with resources for housing
- In housing paying excessive rent
- In overcrowded or substandard housing
- Living long-term with immediate family, relatives, or friends
- Living in a congregate living facility (other than a shelter)
- Living in a hospital or institution (for >90 days) where the institution has a policy that requires housing placement at discharge
- Youth or adults in state custody

- **Participant selection must be consistent with the Toledo Lucas County CoC Coordinated Entry System**

Appeals

In accordance with 24 CFR part 578.35 and Section X of the NOFO, applicants have the right to appeal if they believe that they were improperly denied the right to participate in the CoC planning process in a reasonable manner; were improperly denied or decreased funding; or were improperly denied a Certification of Consistency from the local government with the Consolidated Plan. The appeal **MUST** be carried out in the timeframe and process announced by HUD within the NOFO.

Federal Disaster Area Notification

Applicants administering projects in counties that have been impacted by a major disaster, as declared under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act that occurred in the 12 months prior to the application deadline of the HUD NOFO should submit a letter indicating this with the supplemental review packages due on August 6, 2019. This would only include a major disaster that resulted in the Collaborative Applicant, the CoC, or its project(s) inability to continue operations due to flooding, destroyed facilities, lack of power for a long duration, etc. News releases related to Ohio can be found at: <https://www.fema.gov/disasters>. CoCs in impacted areas are required to notify HUD of this prior to the close of this competition.

Applicant Responsibility

- It is the sole responsibility of the applicant to read and understand all requirements contained in the Toledo Lucas County CoC Written Standards and all applicable federal statutes, regulations, and guidance

Additional Information

Expansion Projects. Project applicants that are expanding a current CoC Program funded project as a new project and combine it with a current eligible CoC Program renewal project, applicants will be required to submit two project applications to include: the renewal project application that will be expanded and a new project application with just the expansion information. If a project applicant intends to expand a project that is currently funded with other sources, the applicant will submit only a new project application for the expansion portion. For expansion of non-CoC funded projects there is a prohibition against replacing state or local funds for that project.

Project Application Submission. All agencies applying, whether for a new project or a renewal project, must submit a complete application packet, as described below, in order to be considered for scoring. It is the responsibility of the agencies to ensure that all the application materials are complete and received by CoC by the published deadline. Eligible applications will be scored and ranked by the CoC Citizen Review Committee and included in the CoC's project listing submitted to HUD. An applicant's failure to meet deadlines may result in the denial of an applicant's request for funds.

e-snaps Submission. In addition to the application packet, all renewal and new projects must also complete the HUD application in e-snaps. Completing the application in e-snaps does not guarantee that the project will be put forth in the HUD application, nor does it guarantee that the project will be funded. Please note that within e-snaps previously submitted renewal applications may be able to import data into the FY 2022 renewal project application.

Equal Access. TLCHB is committed to providing equal access to all of its programs, services and activities regardless of race, color, national origin, religion, sex, familial status, disability or age. Any individual who needs an accommodation because of a disability or documents in accessible electronic formats (e.g. PDF) should contact TLCHB. Individuals who are hearing- or speech-impaired should use the Ohio Relay services by calling 711. Further information on Ohio Relay is available at <https://ohiorelay.com>.

Compliance with Violence Against Women Act (VAWA) Rule. Provides various protections to victims of domestic violence, dating violence, sexual assault, and stalking 9 under the CoC Program and other HUD programs. The grants awarded under this NOFO must comply with the VAWA Rule as provided in 24 CFR 578.99(j). Among other obligations to comply, each CoC must have an established emergency transfer plan (24 CFR 578.7(d)) and make related updates to the written standards for administering CoC program assistance under 24 CFR 578.7(a)(9)(ii), (iii) and (v).

Contact Information

Toledo Lucas County Homelessness Board

1220 Madison Avenue

Toledo, OH 43604

Website: www.tlchb.org

Email: communications@tlchb.org



**NO BARRIERS
HOUSING**

THANK YOU

Toledo Lucas County Homelessness Board

419.244.9440 | 1946 N. 13th Street #437, Toledo, Ohio

