

Annual NOFO Renewal Application



Toledo/Lucas County Continuum of Care Requests for Proposals

RFP released Friday, August 12, 2022

2022 CoC Funding (Annual NOFO)

Applications due at 5:00 PM on Friday, August 26, 2022

Applying for:

Annual NOFO

Project Name *

Total Funding Requested for this Project *

Match Funding Committed for this Project *

Project Applicant *

Name of Lead Organization
(project sponsor)

Mailing Address

City, State, Zip

UEI/TIN/EIN Numbers

Applicant Organization Type *

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

Has the applicant registered with the System for Award Management (SAM)? *

 Yes No

Please upload your SAM registration.

 Max. 5 MB

Applicants must be registered with SAM.gov to apply.

Is there a sub-recipient? *

 Yes No

Sub-Recipient

Organization Name

Mailing Address

City, State, Zip

DUNS Number

UEI/TIN/EIN Numbers

Submit via Online Portal

Sub-Recipient Organization Type

Non-profit 501(c)(3)

Unit of Government

Public Housing Authority (PHA)

Other

Has the sub-recipient registered with the System for Award Management (SAM)?

Yes

No

Please upload the sub-recipient's SAM registration.

Max. 5 MB

Application Contact Person *

Name

Title

Phone

Email

Is the renewal project an part of an expansion? *

Yes

No

To expand an existing CoC project, applicants must submit a renewal application for the existing project as well as a new project for the expansion of the existing project.

Is the project dedicated to survivors of domestic violence? *

Yes

No

Project Type

Supportive Services Only (SSO)

Permanent Supportive Housing (PSH)

Rapid Re-Housing (RRH)

Joint Transitional-Rapid Re-Housing Combination Projects (Joint TH-RRH)

SSO Project for Coordinated Entry (SSO-CE)

Homeless Management Information System (HMIS)

Supportive services only projects are only eligible to apply for the **special NOFO**.

Only the **collaborative applicant** can apply for an SSO-CE project type. Are you sure you chose the right project type?

Only the **HMIS lead agency** can apply for an HMIS project type. Are you sure you chose the right project type?

Are any of the following changes proposed to the project grant:

Reduction to grant proposed due to underutilization

General reduction to the grant for other reasons

If any changes are proposed, please provide an explanation:

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Proposal Guidelines

Narrative questions and requests for information, set forth below, should demonstrate an overarching understanding of the purpose of the **Annual NOFO** as well as the applicant's experience and readiness. In particular, applicants should demonstrate the following:

1. Understanding of the needs of the clients to be served.
2. Type, scale, and location of the housing fit the needs of the clients to be served (if applicable).
3. Type and scale of the supportive services, regardless of funding source, meet the needs of the clients to be served.
4. How clients will be assisted in obtaining and coordinating the provision of mainstream benefits.
5. Establish performance measures for housing and income that are objective, measurable, trackable, and meet or exceed any established HUD, HEARTH or CoC benchmarks.
6. The plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.
7. How clients will be assisted to increase employment and/or income and to maximize their ability to live independently.
8. How the project leverages housing resources with housing units not funded through the CoC or ESG programs (if applicable).
9. How the project leverages health resources, including a partnership commitment with a healthcare organization.
10. Utilization of evidence-based and promising practices that will be incorporated in services delivery including, but not limited to Housing First, progressive engagement and assistance, motivational interviewing, and harm reduction strategies that will help households resolve the

immediate housing crisis.

11. Cultural Competency reflected in every process and structure of service delivery and relevant to assisting a diverse array of people experiencing a housing crisis who may also have physical, mental or emotional conditions that impact their ability to obtain and maintain housing

Threshold Requirements

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

Agency can provide confirmation of active SAM registration with current information (Please attach to application submission.)

Agency can provide UEI/TIN/EIN numbers.

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.)

Project applicants and subrecipients can 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 subrecipient experience with similar projects and with successful administration of SHP, S+C, or CoC Program funds or other federal funds. (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:

- May serve persons who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3.
- PSH Projects must adhere to a housing first model as defined in Section II.A.2 and Section III.B.2.o of the Annual NOFO.

Rapid Re-Housing (RRH) projects:

-
- May serve persons who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3.
 - RRH Projects must adhere to a housing first model as defined in Section II.A.2 and Section III.B.2.o of the Annual NOFO.
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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.
- Joint TH-RRH Component Projects must adhere to a housing first model as defined in Section II.A.2 and Section III.B.2.o of the Annual NOFO.

Project applicants agree to participate in the Local HMIS system utilizing Service Point.

Victim Service Providers must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim Service Providers agree to use a comparable database that meets the needs of the local HMIS.

Agency has no Outstanding Delinquent Federal Debts.

Agency has no Debarments and/or Suspensions.

Agency is prepared to participate in the coordinated entry system, and the 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):

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Program Overview & Priority Alignment

Please provide a brief, but complete, summary that addresses the entire scope of the project. The description should include information on the target population(s) to be served, project plan for addressing the identified housing and supportive service needs, projected project outcome(s), and coordination with other sources or partners.

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Objective 1-A: Participation in Coordinated Entry System (Required for HUD funding):

Does the organization utilize all screening and assessment tools outlined in the CoC CES Written Standards, Policies and Procedures (SPDAT tool)?

Yes No

Does the organization receive 100% of its enrollments in CoC funded projects from the Coordinated Entry system?

 Yes No

Does the organization attend SPDAT Community Waitlist meetings (90% or more)?

 Yes No

Does the organization follow CoC CES Written Standards, Policies and Procedures?

 Yes No

Please explain and discuss how the project participates in the CoC Coordinated Entry system (as it relates to prioritization of clients and project acceptance of clients through the referral process) for this program.

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Does the project accept clients who are diagnosed with, or show symptoms of, a mental illness?

 Yes No

Please explain and discuss program entry requirements and restrictions for homeless persons to access and be accepted into this program.

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Which of the following will prohibit potential clients from being accepted into this project?

You can select multiple if applicable.

- Having too little income
- Active or history of substance abuse
- Having a criminal record (with the exception of state or federally mandated restrictions)
- History of victimization (i.e. domestic violence, sexual assault, childhood abuse)
- None of the above

Please briefly explain your response.

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Which of the following criteria are used to terminate clients from this project?

You can select multiple if applicable.

- Failure to participate in supportive services
- Failure to make progress on a service plan
- Loss of income or failure to improve income
- None of the above

Please briefly explain your response.

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Objective 2: Increasing Housing Stability

Data for this section of the application will be analyzed and scored directly from HMIS using the scorecard and criteria approved by the TLCHB Board of Directors and posted to the TLCHB website with all other application materials.

Please briefly explain how your agency plans to improve, or maintain, the housing stability of project participants. Projects with zero client turnover during the reporting period should describe the housing stability of participants staying in the program.

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Objective 3: Increase Project Participant Income

Data for this section of the application will be analyzed and scored directly from HMIS using the scorecard and criteria approved by the TLCHB Board of Directors and posted to the TLCHB website with all other application materials.

Please briefly explain what steps your agency has in place to assist participants in increasing their income. Projects with zero client turnover during the reporting period should describe client progress in meeting the objective to maintain or improve income for participants staying in the program.

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Objective 4: Increase the number of participants obtaining mainstream (non-cash) benefits

Data for this section of the application will be analyzed and scored directly from HMIS using the scorecard and criteria approved by the TLCHB Board of Directors and posted to the TLCHB website with all other application materials.

Please briefly describe how your agency plans to increase the percentage of participants who access mainstream benefits. Descriptions should include how participants are assisted in to connect to mainstream resources (all mainstream resources, and not just SSI/SSDI). Projects with zero client turnover during the reporting period should describe client progress in meeting the objective to maintain or increase access to mainstream benefits for participants staying in the program

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Objective 5: Participation in broader CoC planning

Does the organization attend Community Advisory Council meetings (90% or more)?

Yes No

Has the organization committed to supporting and participating a broader CoC Strategic Planning efforts?

 Yes No

Has the organization participated in and supported the most recent Point In Time Counts?

 Yes No

Does the organization enter client data into the Toledo/Lucas County HMIS System (or comparable system for Victim Service Providers)?

 Yes No

If you answered no for any of the questions above, please explain

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Objective 6: Racial Equity in Housing

In alignment with HUD, the CoC considers racial equity in housing projects to be a priority. CoC funded agencies should be prepared to address this priority in their projects.

Please briefly describe any actions your agency has taken to analyze its housing projects to determine if any racial disparities exist in regards to project access, service provision, housing stability outcomes, etc. If disparities have been identified, please describe any actions taken to address these disparities. If no analysis has been done, please describe how the agency's plan to conduct an analysis in the next 12 months.

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Financial & Project Information

Start Date

End Date

Total Amount of the Award

Amount of funds not yet drawn down

Do you anticipate that you will have unexpended funds at the expiration date of your current contract?

 Yes No

If yes, how much?

Have you had unexpended HUD funds at the expiration of grant terms in the past 3 years?

 Yes No

If yes, how much and for which year(s)?

Is this a first-time renewal project?

 Yes No

Have there been extenuating circumstances in drawing down funds related to a change in the grant year or execution of the contract?

 Yes No

If yes, please explain and identify the grant years impacted

Does the applicant have any outstanding federal debt?

<input type="radio"/> Yes	<input type="radio"/> No
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If yes, please provide an explanation of debt owed and repayment arrangements

When was your most recent HUD monitoring?

Please submit a copy of your most recent HUD monitoring report with your application (along with any response, corrective action, or other related documents). Applications for projects that have not been monitored should include a document providing that information to reviewers.

Max. 5 MB

Project Utilization will be analyzed and scored directly from HMIS using the scorecard and criteria approved by the TLCHB Board of Directors and posted to the TLCHB website with all other application materials. If you believe that your project has utilized fewer units or served fewer households over the past year than identified in the most recent HUD award, please describe why utilization was lower than expected

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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

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Sources of Match

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.

	Type	Identify Source as (G) Government or (P) Private	Date of Written Commitment	Funding Amount
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Cash Match \$

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 note: applications indicating third-party In-Kind Match will be required to submit MOU(s) documentation confirming In-Kind Match commitments to HUD.

	Source	Identify Source as (G) Government or (P) Private	Date of Written Commitment	Funding Amount Value
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total In-Kind Match \$

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: (G) Government* or (P) Private	Date of Written Commitment	Value of Written Commitment
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Leverage \$

Note on Leveraging: Provide information only for contributions for which you will have a written commitment in hand at the time of NOFO submission 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:

1. 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.
2. Applicant agrees to participate fully with this community's Homeless Management Information System (HMIS).
3. 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).
4. 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 outside of local implementation sites 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.

5. 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.
6. Applicant will update their policies and procedures and ensure compliance with the Toledo/Lucas County CoC Violence Against Women Act (VAWA) Policies and Procedures.

First and last name:

Title:

Phone:

Email:

Date:

Checklist

To be considered complete, this application must be submitted electronically to the Toledo Lucas County Homelessness Board no later than 5:00pm on August 26, 2022. A complete application package will contain the following:

Competition Certification and Policy Addendum

Max. 5 MB

Competition Coordinated Entry System Policy Addendum

Max. 5 MB

Match and Leveraging Documentation

Max. 5 MB

501(c)(3) Tax-Exempt Status Documentation

Max. 5 MB

Current List of Board of Directors

Browse...

Max. 5 MB

Most recent independent financial audit or equivalent financial statementBrowse...

Browse...

Max. 5 MB

Current IRS Form 990: Return of Organization from Income Tax, if applicableBrowse...

Browse...

Max. 5 MB

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, childcare, case management, etc.), the value of the contribution, and the date that the contribution will be available. The written commitment must include the project name and be addressed to the project applicant or non-profit.

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.