

FY2022 CoC-Local Application Workshop: Phase 2 for New, Expansion, Renewal Operating < 1 Year, and YHDP Renewal and Replacement Projects

Office of Community and Homeless Services
Human Services Department

August 17, 2022
3:00 pm



CoC Program Competition

- ▶ Federal Funding Source
 - CoC HUD funding source designed to promote community-wide commitment with the goal of ending homelessness
 - Annual national competition to bring funds to Snohomish County, must conduct local competition with oversight and approval of the PEH
- ▶ Snohomish County CoC FY2021 Award
\$12,511,011
- ▶ FY2022-if awarded, projects would be expected to start July 1, 2023



Review, Ranking, and Selection of Projects

- ▶ Oversight and approval by CoC Application Oversight Committee (a committee of the Partnership to End Homelessness CoC Board).
- ▶ Scoring of Projects- FY22 Project Scoring Instructions and Rating Criteria have been approved by AOC
- ▶ Ranking of Projects - FY22 Review, Ranking, and Selection Policies have been approved by the AOC

Performance Measures

- ▶ Program performance will be a key part of this RFP's scoring criteria, and an integral part of contracting for funds awarded under this RFP.
- ▶ Current performance measures adopted by the PEH for our homeless system align with the U.S. Department of Housing and Urban Development (HUD) HEARTH Performance Measures
- ▶ Projects awarded funds under this RFP are expected to contribute positively to the system performance outcomes as measured in HMIS.

Application Schedule: Phase 2 for New, Expansion, Renewal Operating < 1 Year, and YHDP Renewal Projects

HUD NOFA for the FY2022 CoC Program Competition Released	August 1, 2022
Snohomish County CoC Program Funding Notice – Phase 2 Local Application Released	August 15, 2022
Snohomish County CoC Program Funding Notice – Phase 2 Local Application Workshop	August 17, 2022
Technical Assistance for Phase 2	August 15, 2022 – August 25, 2022
Snohomish County CoC Program Funding Notice – Phase 2 Local Application Submission Deadline	4 p.m. Friday August 26, 2022
Project Review Committee (PRC) conducts preliminary Rating/Review of Projects and makes Ranking Recommendations	TBD
CoC Application Oversight Committee (AOC) approves or rejects the PRC Recommendations	
Approved recommendations are sent to the Partnership to End Homelessness CoC Board	
Notification to Project Applicants of project inclusion, including rank, or rejection, including reason(s) for rejection	
Consolidated Application (CoC Application and Priority Listing) posted on website	
Consolidated Application Due to HUD	

Phase 2 Local Application Overview

All projects must submit applications

▶ Four application forms:

1. Renewal Projects Operating Less than One-Year: Projects currently awarded CoC funding that will end in calendar year 2022 but haven't begun operating or haven't completed a full 12-month period.
 - Must complete the Renewal Projects Operating Less than One-Year to apply for continued funding beyond June 30, 2023.
2. New Projects - Expansion of Existing CoC-funded project: Expansion projects of existing CoC-funded renewal projects - must increase their current operations by adding/increasing units, persons served, type of services, and/or level of services in the project
 - Applications will be accepted for review only if funds are available either through bonus funds or re-allocation.
 - Required to begin operating July 1, 2023
 - Must submit both: 1) a Renewal Local Application for continued funding for the existing CoC-funded project and 2) a Local Application for Expansion Projects to increase units, persons served, type of services, and/or level of services in the project

Overview Continued

3. New Projects - Not Currently Receiving CoC-funding: Accepting application for three types of projects under this category for which anticipate HUD will indicate are eligible for funding.
 - Permanent Supportive Housing (PSH) Projects, including DedicatedPLUS
 - Rapid Rehousing (RRH) Projects
 - Joint Transitional Housing-Rapid Rehousing (RRH) Projects

4. YHDP Renewal and Replacement
 - For the FY2022 NOFO, HUD will award funding for these projects as non-competitive awards and, pursuant to HUD guidance, they will not be scored, rated, or ranked competitively with the other applications in the Local Application process.
 - Projects must still meet project eligibility, threshold review, and other requirements in order to be considered for YHDP funding and included in the Consolidated Application to HUD.

Eligible New Project Types

1. **Permanent Supportive Housing (PSH)** dedicated to serving chronically homeless individuals, including unaccompanied youth, and/or families. A PSH project may be designated to serve 100% chronic homeless or 100% DedicatedPLUS, which is dedicated to serving individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth. Projects dedicated to serve the DedicatedPLUS population will only be available for new applicants
2. **Rapid Rehousing (RRH)** dedicated to serving homeless individuals, including unaccompanied youth, and/or families coming directly from the streets or emergency shelter, or individuals and/or families who meet the criteria of paragraph (4) of HUD's definition of homeless.
3. **Joint Transitional and Rapid Rehousing Component Project (Joint Component)** dedicated to serving homeless individuals, including unaccompanied youth, and/or families coming directly from the streets or emergency shelter, or individuals and/or families who meet the criteria of paragraph (4) of HUD's definition of homeless.



Funding Availability

- ▶ Renewal projects - dependent upon amount of funding made available by HUD allocation method and local project ranking.
- ▶ New projects - opportunity to apply for bonus projects, any re-allocated funds made available, and local project ranking.
 - CoC bonus = \$591,277
 - DV Bonus = \$292,584
 - Estimated re-allocation = \$126,517

Definitions and CoC Program Requirements

- ▶ If not familiar with the CoC Program, important to reference the CoC interim rule, 24 CFR 578
- ▶ Match requirement: 25% of grant award, except for leasing funds. May come from cash match or in-kind contributions. Must be eligible CoC costs to be eligible for match.

Application Updates

Application forms have been updated since last year.

- ▶ Phase 1 vs Phase 2
- ▶ Added place for up to two (2) Applicant Contacts
- ▶ SAM registration expiration date
- ▶ Phase 2 includes supplemental application materials
- ▶ Questions throughout application have been updated
 - Specific population focus (added seniors)
 - Projects dedicated to serving victims of DV
 - Participation of persons with lived expertise
 - Culturally competent services and racial equity section
 - Healthcare resources and housing subsidies
- ▶ Applicants encourage to read NOFO and applications thoroughly.

Threshold Criteria

- ▶ Project remains consistent with the Homeless Prevention and Response System Strategic Plan and the Snohomish County Consolidated Plan.
- ▶ The agency has no outstanding County or HUD monitoring and/or OIG Audit findings where the response is overdue or unsatisfactory.
- ▶ Project complies with the requirements of the CoC Interim Rule (24 CFR Part 578).
- ▶ The project will fill all vacancies exclusively from the Coordinated Entry system. Referrals are based on local priorities and preferences (which consider length of time homeless, the vulnerabilities of participants and/or severity of service needs).
- ▶ The project participates in the Snohomish County Homeless Management Information System (HMIS).
- ▶ The agency will operate the Project in accordance with all applicable non-discrimination, fair housing, and equal opportunity requirements, including but not limited to, ensuring privacy, respect, safety, and access regardless of gender identity or sexual orientation.

Low-Barrier and Housing First

- ▶ A housing first approach allows eligible homeless individuals and families to enter the project without barriers, such as income or sobriety requirements, or service participation requirements.
- ▶ Application and admission policies should be as streamlined and short as possible to move eligible individuals and families into permanent housing as quickly as possible.
- ▶ Projects using a housing first approach offer supportive services; however, participation in these services is based on the needs and desires of the program participant.
- ▶ Persons may be terminated from the program *only* when violations of the lease are serious, and only in the most severe cases. It is important to note that a participant may be evicted from the housing unit, but this does not mean that the recipient must terminate the participant from the program; the recipient may continue serving the participant in another housing unit.
- ▶ **Remember to attach and label required documents to support your organization's experience.**

Funding Criteria

- ▶ Available on the website
- ▶ Some updates from last year
- ▶ Consistent with HUD principles, continued opportunity for DV projects to earn back points for certain criteria
- ▶ Continued opportunity for projects to earn back points lost for outcomes where performance makes a marked improvement from prior year

Application Submission

- ▶ Applicants must email a signed electronic copy to the email address listed below. Please submit a PDF version of the entire application
 - ▶ OCHS.applications@co.snohomish.wa.us
- ▶ If unable to submit electronically, signed Local Applications may be delivered in person to:
 - Office of Community and Homeless Services
 - Snohomish County Human Services Department
 - Attention: Debbi Trosvig, OCHS Supervisor
 - Receptionist station on the Lower Level of the Drewel Building (Admin East) Oakes entrance
 - (<http://www.snohomishcountywa.gov/DocumentCenter/View/8898>)
 - Please DO NOT attempt to deliver to the 4th floor or to Energy Assistance receptionist.
- ▶ All applications are due by **Friday August 26, 2022 by 4 p.m.**

Technical Assistance

- ▶ If you have questions about the application, please contact Molly Bauer, contact information in NOFA
- ▶ Apps due August 26th, TA may be requested through August 25th
- ▶ Questions often arise when filling out application, so encouraged to start reviewing application and start filling out now so allow sufficient time to ask questions before submittal deadline.
- ▶ Q & A's will be posted on the County's website - Continuum of Care Program Page

Questions



FY2022 CoC New Applicant Workshop:

Office of Community and Homeless Services
Human Services Department
August 18, 2022



New Project Projects

- ▶ Permanent Supportive Housing (PSH)
 - Permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently
- ▶ Rapid Rehousing (RRH)
 - Provides supportive services and and/or short-term (up to 3 months) and/or medium-term (for 3 to 24 months) tenant-based rental assistance as necessary to help homeless households move as quickly as possible into permanent housing and achieve stability in that housing
- ▶ Joint Transitional Housing - Rapid Rehousing (TH-RRH)
 - Designed to assist communities in providing crisis housing (TH) with financial assistance and wrap around supportive services needed by program participants to quickly move into permanent housing (RRH). Applicants must be able to provide both components, including the units supported by the TH component (to be operated as short-term crisis housing) and the tenant-based rental assistance and services provided through the PH-RRH component, to all program participants up to 24 months as needed by the program participants

Homeless Definitions - Eligible Populations

- ▶ Category 1: An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or
 - An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- ▶ Category 4: Any individual or family who
 - Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - Has no other residence; and
 - Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

CE Program Referrals

- ▶ All homeless housing program openings must come through Coordinated Entry (CE)
- ▶ CE is a process for people to access the prevention, housing and/or other services that they need
- ▶ CE incorporates uniform screening and assessment, prioritization and program matching, and connections to mainstream services to help those seeking housing and services access appropriate programs more efficiently
- ▶ See the Snohomish County Continuum of Care [Coordinated Entry Policies and Procedures](#)

HMIS

- ▶ All project participants must be entered in the Snohomish County Homeless Management Information System (HMIS)
- ▶ HMIS is an electronic database that collects data on persons experiencing homelessness who receive homeless services, including CE and permanent housing (PSH, RRH, and Joint TH-RRH)
- ▶ HMIS Participation will include:
 - Technical set up;
 - Staff training;
 - Development and adherence to an HMIS implementation schedule;
 - Adherence to the requirements set forth in the Local HMIS Data Quality Plan, including timely data entry, internal monitoring of data quality, and timely correction of data;
 - Adherence to requirements as set forth in the [Snohomish County HMIS Policy and Procedures Manual](#); and
 - Adherence to the requirements set forth in the “Agency Partner Agreement” and “User Policy, Code of Ethics and Responsibility Statement” executed by the Recipient and the Recipient’s staff.

Match Requirement

- ▶ 25% of grant award, except for leasing funds
- ▶ May come from cash match or in-kind contributions
 - Cash examples:
 - Private fundraising used for RRH Case Manager salary and benefits
 - In-Kind example: Requires an MOU with agency providing service
 - Medical health services provided by another agency not operating the project
- ▶ Match contributions must be an eligible CoC costs - meaning costs must fall under 24 CFR part 578

New Project Components

Eligible Costs	PSH	RRH	TH-RRH
Acquisition*	X		
Rehabilitation*	X		
New Construction*	X		
Leasing	X		X
Rental Assistance	X	X	X
Supportive Services	X	X	X
Operating Costs	X		X
HMIS	X	X	X
Project Administration	X	X	X

*Onetime costs, please reach out to us directly if you are interested in utilizing

Leasing - PSH and TH of Joint TH-RRH Program

- ▶ Agencies must complete the following for each TH unit:
 - Lease Agreement (with landlord/property management)
 - Occupancy Agreement (with program participants)
 - FMR and Rent Reasonableness
 - HQS Inspection
 - Lead Based Paint
 - Environment Review

- ▶ Allowable Costs: <https://files.hudexchange.info/resources/documents/Virtual-Binders-At-A-Glance-Leasing.pdf>
 - Rent (must be reasonable in relation to rents being charged in the area for comparable spaced)
 - Utilities included in lease
 - Security deposit (up to 2 months of rent)
 - First and last month's rent

Rental Assistance - PSH and RRH

▶ 3 Rental Assistance Models

- RRH and PSH:
 - Tenant-Based Rental Assistance (TBRA): Participants locate housing in the private market. Participants may retain rental assistance if they move.
- PSH Only:
 - Sponsor-Based Rental Assistance (SBRA): Participant must reside in housing owned or leased by the sponsor.
 - Project-Based Rental Assistance (PBRA): Provided through a contract with the owner of an existing structure, where the owner agrees to lease the subsidized units to participants. Participants will not retain rental assistance if they move.

▶ Agencies must complete the following for each unit

- FMR and Rent Reasonableness
- HQS Inspection
- Lead Based Paint
- Lease:
 - For TBRA and PBRA, participant must have a lease with the landlord
 - For SBRA, the lease is between recipient or subrecipient and landlord; the recipient or subrecipient subleases to the participant

Rental Assistance (cont.)

- ▶ Allowable Costs: <https://files.hudexchange.info/resources/documents/Virtual-Binders-At-A-Glance-Rental-Assistance.pdf>
 - Rent (must be reasonable in relation to rents being charged in the area for comparable spaced)
 - Utilities included in lease
 - Security deposit (up to 2 months of rent)
 - First and last month's rent

Supportive Services - PSH, RRH, and TH-RRH

- ▶ There are 17 eligible supportive service categories:

<https://files.hudexchange.info/resources/documents/Virtual-Binders-At-A-Glance-Supportive-Services.pdf>

1. Annual assessment of service needs
2. Assistance with moving costs
3. Case management
4. Childcare
5. Education services
6. Employment assistance and job training
7. Food
8. Housing search and counseling
9. Legal services
10. Life skills training
11. Mental health services
12. Outpatient health services
13. Outreach services
14. Substance abuse treatment services
15. Transportation
16. Utility deposits
17. Direct provision of services

Staff Salary Calculator

Position	Fund Source	% of Time to Fund Source	Total Monthly	Monthly Charge to Fund Source	# of Months	Total Charge to Fund Source
Case Manager	CoC	75.00%	\$4,167.00	\$3,125.00	12	\$37,500

$$\text{\% of Time to Fund Source} \times \text{Total Monthly} \times \text{\# of Months} \\ = \text{Total Charge to Fund Source}^*$$

*Does not include associated benefits for staff time

Operating - PSH and TH of Joint TH-RRH Program

- ▶ Allowable Costs: <https://files.hudexchange.info/resources/documents/Virtual-Binders-At-A-Glance-Operating-Costs.pdf>
 - The costs of maintenance and repair of housing not included in the lease
 - Property taxes and insurance
 - Scheduled payments to a reserve fund for the future replacement of major buildings systems
 - Security for a housing program where the CoC Program funds more than 50 percent of the units or building area
 - Utilities including electricity, gas, heating oil or other heating/cooling costs, water, sewer, and trash removal
 - Furniture that remains with the project, with the exception of mattresses which can remain with the program participant
 - Equipment, including appliances such as microwaves, refrigerators, stoves, washers and dryers, etc. that remain with the project

HMIS - PSH, RRH, and TH-RRH

- ▶ Allowable Costs: <https://files.hudexchange.info/resources/documents/Virtual-Binders-At-A-Glance-Homeless-Management-Information-Systems.pdf>
 - Purchasing or leasing computer hardware, software, and/or software licenses
 - Purchasing or leasing equipment and furniture for HMIS activities
 - Leasing office space
 - Paying charge for utilities for HMIS activities
 - Salaries, operating costs, technical support costs, and duties as required to operate a HMIS
 - Conducting or attending trainings related to the use of HMIS
 - Reporting to the HMIS Lead (Snohomish County - OCHS)

Administration - PSH, RRH, and TH-RRH

- ▶ 10% cap of project budget
- ▶ Allowable Costs
 - General management, oversight, and coordination
 - Salaries/wages and related costs for staff engaged in program administration
 - Travel costs incurred for monitoring
 - Administrative services performed third-party contracts or agreements, including general legal services, accounting services, and audit services
 - Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space
 - Training on CoC requirements
 - Environmental review
- ▶ Indirect Cost Rate

New Project Resources

- ▶ CoC 24 CFR 578: <https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml>
- ▶ CoC Virtual Binder: <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/coc-eligible-activities-overview/>
- ▶ Allowable CoC Program Components: <https://files.hudexchange.info/resources/documents/Virtual-Binders-At-A-Glance-Program-Components.pdf>

Questions

