

# FY2023 CoC-Local Application Workshop: Phase 2 for New, Expansion, and YHDP Projects

Office of Community and Homeless Services  
Human Services Department

July 31, 2023  
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 FY2022 Award  
\$13,625,083
- ▶ FY2023-if awarded, projects would be expected to start July 1, 2024

# Review, Ranking, and Selection of Projects

- ▶ Application Oversight Committee (AOC), a subcommittee of PEH, oversees local competition
  - Approved the FY23 Review, Ranking, and Selection Policies
  - Approved the FY23 Project Scoring Instructions and Rating Criteria
- ▶ Project Review Committee (PRC), an independent body, reviews and ranks project applications and makes funding recommendations to AOC
- ▶ AOC has authority to approve or reject PRC's recommendations
- ▶ Final recommendations reviewed by PEH for approval and inclusion in application to HUD

# 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, and YHDP Projects

HUD NOFA for the FY2023 CoC Program Competition Released	July 5, 2023
Snohomish County CoC Program Funding Notice – Phase 2 Local Application Released	July 24, 2023
Snohomish County CoC Program Funding Notice – Phase 2 Local Application Workshop	July 31, 2023
Technical Assistance for Phase 2	July 24, 2023 – August 10, 2023
Snohomish County CoC Program Funding Notice – <b>Phase 2 Local Application Submission Deadline</b>	<b>4 p.m. Friday August 11, 2023</b>
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	September 13, 2023
Consolidated Application (CoC Application and Priority Listing) posted on website	TBD
Consolidated Application Due to HUD	5 p.m. September 28, 2023



# Phase 2 Local Application Overview

All projects must submit applications

▶ Three application forms:

1. **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, 2024
- 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

2. **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
- Rapid Rehousing (RRH) Projects
- Joint Transitional Housing-Rapid Rehousing (RRH) Projects

3. **YHDP Renewal and Replacement**

- For the FY2023 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

## ▶ Permanent Supportive Housing (PSH)

- Permanent housing in which housing assistance (e.g., long-term leasing or rental assistance) and supportive services are provided to households experiencing homelessness where at least one member has a disability to achieve housing stability and live independently
- Housing assistance is not time-limited and may be tenant-based, sponsor-based, or project-based
- Participant portion of rent is 30% of income
- Annual assessment required
- For FY2023 a PSH project must 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.

## ▶ Rapid Rehousing (RRH)

- Provides supportive services and and/or short-term (up to 3 months) and/or medium-term (3 to 24 months) tenant-based rental assistance as necessary to help homeless households move as quickly as possible into permanent housing and achieve housing stability
- Emphasizes housing search, rent and move-in assistance, and rapid rehousing case management and services
- Participant portion of rent based on graduated rental subsidy
- Requires more frequent assessment (e.g., quarterly)
- For FY2023 a RRH project must serve households who qualify as Homeless under paragraphs (1) or (4) of 24 CFR 578.3



# Eligible New Project Types

## ▶ Joint Transitional Housing - Rapid Rehousing (TH-RRH)

- Designed to assist communities in providing:
  1. Short-term crisis housing via Transitional Housing (TH) with financial assistance and
  2. Wrap-around supportive services needed by program participants to quickly move into permanent housing via Rapid Re-housing(RRH) and achieve housing stability
- Applicants must be able to provide both TH and RRH components
- Total program assistance for both TH and RRH cannot exceed 24 months
- TH is intended to be brief (<3 months) and may be provided through leased or site-based units
- For FY2023 a TH-RRH project must serve households who qualify as Homeless under paragraphs (1) or (4) of 24 CFR 578.3

## ▶ DV Bonus Projects

- For FY2023 a DV Bonus project must be designated to serve 100% survivors of domestic violence, dating violence, sexual assault, or stalking who qualify as Homeless under paragraph (1) or (4) of 24 CFR 578.3.
  - Survivors of human trafficking may qualify as homeless under paragraph (4) 24 CFR 578.3, but a DV Bonus project may not exclusively serve people fleeing or attempting to flee human trafficking.
- For FY2023 a DV Bonus project must also complete the “DV Bonus Project Application Supplemental” form on the CoC Funding website

# New Eligible Activity

- ▶ Violence Against Women Act (VAWA) costs are eligible for New and Expansion projects
- ▶ Allowable costs include:
  - Emergency transfer facilitation such as assessing, coordinating, approving, denying and implementing a survivor’s emergency transfer
  - Monitoring compliance with the VAWA confidentiality requirements include the cost of ensuring compliance with the VAWA confidentiality requirements
- ▶ HUD has provided limited information to date on this new activity. As more information becomes available from HUD, OCHS staff will share it with any project applicant who requests costs under this this new activity to ensure that requested funds align with HUD requirements.
- ▶ The “FY2023 New Project Proposed Budget” for New and Expansion projects include a VAWA tab for all allowable costs. May be revised depending on guidance from HUD.

# Leveraging Housing & Healthcare Funds

- ▶ Consistent with HUD's FY2023 NOFO, Applicants for New Projects are encouraged to submit applications with leveraged funds for housing and/or health care assistance from non-CoC funds that will contribute to the proposed project.
- ▶ Leveraging of funds for this purpose is included in the application Rating/Scoring Criteria for New Projects

# Leveraging Other Funds: Healthcare

Recent CoC NOFO's have emphasized new projects that leverage healthcare and housing assistance funds through other sources. Recent guidelines for health care leverage included:

- ▶ Utilizing healthcare resources to help individuals and families experiencing homelessness may include:
  - Direct contributions from a public or private health insurance provider to the project
  - Provision of healthcare services by a private or public organization tailored to the program participants of the project – *healthcare includes treatment for physical health, mental health, and substance abuse*
- ▶ Eligibility for the project must comply with HUD program and Fair Housing requirements. Eligibility criteria cannot be restricted by the eligibility requirements of the health care service provider
- ▶ Documentation of healthcare commitment must be written and include the value of the commitment and the dates the healthcare resources will be provided
- ▶ The value of assistance must:
  - Will provide access to treatment or recovery services for **all program participants** who qualify and choose the service
  - OR**
  - An amount that is equivalent to **25%** of the funding being requested for the project

# Leveraging Other Funds: Housing

Recent CoC NOFO's have emphasized new projects that leverage healthcare and housing assistance funds through other sources. Recent guidelines for housing leverage included:

- ▶ Utilizing housing subsidies not funded through CoC or ESG programs
- ▶ Housing subsidies must:
  - Provide at least **25%** of the units in the project (PSH)
  - OR
  - Serve at least **25%** of the participants anticipated to be served by the project (RRH or TH-RRH)
- ▶ Housing subsidies may be funded through any of the following resources:
  - Private organizations
  - State or local government
  - Public Housing Agencies, including use of set-aside or limited preference
  - Faith-based organizations, or
  - Federal programs other than CoC or ESG
- ▶ Documentation of housing commitment must be written and demonstrate the subsidy being provided to support the project

# 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 = \$904,089
  - DV Bonus = \$373,721
  - Re-allocation = TBD

# 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

- ▶ New and revised threshold criteria
- ▶ VAWA (available for New and Expansion projects only)
- ▶ Updated project performance scoring (New projects only)
  - Projected Project Performance for Housing Outcomes, Total Income, and Earned Income criteria listed in the FY2023 CoC Rating Criteria will be based on actual data from comparable project types
    - Projects listed under questions N16 - N18 (Agency Experience and Capacity) of the Phase 2 FY2023 CoC Funding Notice will be utilized to pull data from HMIS or DV comparable database
      - Subject to verification that includes all applicable comparable projects
      - May only earn points for these criteria if have comparable projects
    - Projected Project Performance for Strategies to Improve Outcome Performance criteria based on responses to application questions - may earn points for this criteria whether or not have comparable projects
- ▶ Questions throughout application have been updated
  - Participation of Persons with Lived Expertise of Homelessness
  - Diversity, Equity, and Inclusion (DEI)
- ▶ **Remember to attach and label all required documents**
- ▶ 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 OCHS or HSD Fiscal findings, HUD monitoring findings, and/or OIG Audit findings where the response is overdue or unsatisfactory. *(Revised)*
- ▶ Project has a valid Unique Entity Identifier (UEI) or is in the process of applying for a UEI and has submitted proof of having submitted a request for a UEI. *(NEW)*
- ▶ 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.
- ▶ The applicant is an eligible applicant under the CoC Interim Rule (24 CFR Part 578) or the 2023 HUD CoC NOFO. *(Revised)*
- ▶ 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).

# Threshold Criteria (cont.)

- ▶ Project complies with the requirements of the CoC Interim Rule (24 CFR Part 578). *(Revised)*
  - Eligible population to be served,
  - Eligible program component and use of assistance,
  - Eligible activities,
  - Eligible costs and costs necessary, reasonable, allocable, and allowable under 2 CFR 200,
  - CoC project administrative costs requested total no more than 10% of all other CoC project costs requested via proposed budget, and
  - Demonstrate matching funds totaling at least 25% (excepting leasing) from eligible sources and for eligible costs via proposed budget/match letters.
- ▶ The CoC funding requested for this project is not replacing state or local government funds used, or designated for use, for a comparable activity to assist homeless persons.
- ▶ The applicant attended the OCHS CoC Phase 2 Application Workshop or scheduled and attended a technical assistance session with OCHS staff prior to application submission. *(NEW)*

# Threshold Criteria (cont.)

## ▶ New Project Only

- The project is a:
  - ❑ Permanent Supportive Housing (PSH) project dedicated to serving chronically homeless or DedicatedPLUS
  - ❑ Rapid Rehousing (RRH) project dedicated to homeless households coming directly from the streets or shelter, or households meeting the criteria of paragraph (4) of HUD's definition of homeless
  - ❑ Joint Transitional Housing-Rapid Rehousing (TH-RRH) project dedicated to homeless households coming directly from the streets or shelter, or households meeting the criteria of paragraph (4) of HUD's definition of homeless

## ▶ Expansion Project Only

- The project is expanding by one of the following reasons:
  - ❑ Increase the number of homeless persons served (persons, units, and/or beds)
  - ❑ Provide additional supportive services to homeless persons
  - ❑ Increase number of and/or expand variety of supportive services provide
  - ❑ Increase frequency and/or intensity of supportive services
  - ❑ Bring existing facilities up to state/local government health and safety standards

# Funding Criteria

- ▶ Available on the website
- ▶ Several 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

# Low-Barrier and Housing First

- ▶ **Low-Barrier Approach:** Allows eligible homeless individuals and families to enter the project without barriers, such as income or sobriety requirements, or service participation requirements.
- ▶ To be considered Low-Barrier, participants must *not* be screened out based on the following:
  - Having too little or no income
  - Active or history of substance abuse
  - Having a criminal record with exceptions for state-mandated restrictions
  - History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement)

# Low-Barrier and Housing First

- ▶ **Housing First Approach:** Offers supportive services through active engagement. Participation is voluntary and based on the needs and desires of the program participant.
- ▶ Program application and admission policies are as streamlined as possible in order to move participants into housing quickly.
- ▶ Persons may be terminated from the program *only* when violations are serious, and only in the most severe cases. If a participant is evicted from the housing unit, this does not mean they must be terminated from the program; the program may continue serving the participant in another housing unit.
- ▶ To be considered Housing First, the project must follow a Low-Barrier approach *and* must *not* terminate participants from the program for the following reasons:
  - Failure to participate in supportive services
  - Failure to make progress on a service plan
  - Loss of income or failure to improve income
  - Being a victim of domestic violence
  - Any other activity not covered in a lease agreement typically found in the project's geographic area

# Developing A Budget

- ▶ CoC funding applied for may not replace state or local government funds currently used, or designated for use, for a comparable activity to assist homeless persons.
- ▶ Costs must be eligible under CoC Program at 24 CFR 578
- ▶ Costs must be necessary, reasonable, allocable, and allowable under 2 CFR 200

# Developing A Budget

- ▶ Leased Units
  - Unit - uses Fair Market Rent (FMR) for reference, but based on actual rent
  - Structure - based on actual rent
- ▶ Rental Assistance
  - Based on Fair Market Rent (FMR)
- ▶ Supportive Services
- ▶ Operating
- ▶ HMIS
- ▶ Administration (maximum calculated = 10% of project budget)
- ▶ VAWA
- ▶ Match (minimum of 25% of total budget, except leasing funds)



# Leased Units - PSH or TH of TH-RRH

- ▶ A project cannot utilize Leasing and Rental Assistance in a single structure or housing unit
- ▶ Lease Structure: 10 unit apartment complex
- ▶ Leased Unit: 1 one bedroom + 1 two bedroom

Structure A Name	Building 1
Street Address 1	1234 ABC St
Street Address 2	
City	Everett
State	WA
Zip Code	98201
HUD Paid Rent (per Month)	\$ 6,000
Total Annual Assistance Requested	\$ 72,000
Structure B Name	
Street Address 1	
Street Address 2	
City	
State	
Zip Code	
HUD Paid Rent (per Month)	
Total Annual Assistance Requested	\$ -
Total Annual Assistance Requested	\$ 72,000

County/FMR Area:	2022 Seattle-Bellevue, WA HUD Metro FMR Area				
Size of Units	# of Units	FMR	HUD Paid Rent	# of Months	Total Budget
SRO		\$1,256		12	\$0
0 Bedroom		\$1,674		12	\$0
1 Bedroom	1	\$1,739	\$1,700	12	\$20,400
2 Bedrooms	1	\$2,044	\$1,950	12	\$23,400
3 Bedrooms		\$2,796		12	\$0
4 Bedrooms		\$3,285		12	\$0
Total	2				\$43,800



# Rental Assistance - RRH, PSH, and RRH of TH-RRH

- ▶ A project cannot utilize Leasing and Rental Assistance in a single structure or housing unit

County/FMR Area:		2022 Seattle-Bellevue, WA HUD Metro FMR Area		
Size of Units	# of Units	FMR/Actual Rent	# of Months	Total Budget
SRO		\$1,256	12	\$0
0 Bedroom		\$1,674	12	\$0
1 Bedroom	1	\$1,739	12	\$20,868
2 Bedrooms	4	\$2,044	12	\$98,112
3 Bedrooms	2	\$2,796	12	\$67,104
4 Bedrooms		\$3,285	12	\$0
<b>Total</b>	<b>7</b>			<b>\$186,084</b>

# Supportive Services - RRH, PSH, and TH-RRH

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

	Eligible Cost	Quantity AND Description	Annual Assistance Requested
1	Assessment of Service Needs		
2	Assistance with Moving Costs		
3	Case Management	1 FTE Case Manager (\$56,000 = \$47,500 salaries + \$8,500 benefits), .5 FTE Program Manager (\$35,000 = (\$60,000 salaries + \$10,000 benefits) x .5 FTE)	\$91,000
4	Child Care		
5	Education Services		
6	Employment Assistance		
7	Food		
8	Housing/Counseling Services	Application fees for approx. 5 households (\$50 per app x 2 per household x 10 households)	\$ 1,000
9	Legal Services		
10	Life Skills	Financial management and budgeting training for participants (\$500 per course x 10 households)	\$ 5,000
11	Mental Health Services		
12	Outpatient Health Services		
13	Outreach Services		
14	Substance Abuse Treatment Services		
15	Transportation	Staff mileage (\$1,500 = .655 federal reimbursement rate x 1525 miles x 1.5 FTE) and participant bus/fares (\$500 = \$2.50 per ticket x 10 tickets per household x 10 households)	\$2,000
16	Utility Deposits		
17	Operating Costs	Translation services (\$30 per hour x 100 hours)	\$ 3,000
<b>Total Annual Assistance Requested</b>			<b>\$ 102,000</b>

# Operating - PSH or TH of TH-RRH

- ▶ Operating is for site-based projects only
- ▶ A project cannot utilize Rental Assistance and Operating costs in a single structure or housing unit
- ▶ Maintenance and repair costs are only allowable if not included in the lease
- ▶ Operating - Virtual Binder:  
<https://files.hudexchange.info/resources/documents/Virtual-Binders-At-A-Glance-Operating-Costs.pdf>

	Eligible Cost	Quantity AND Description	Annual Assistance Requested
1	Maintenance/Repair	Minor repairs/maintenance for TH units	\$ 5,000
2	Property Taxes and Insurance	Insurance for TH units (\$200/month)	\$ 2,400
3	Replacement Reserve		
4	Building Security		
5	Electricity, Gas, and Water	TH Utilities: PUD, PSE, Water and Sewer, Garbage and Recycling (\$400/month)	\$ 4,800
6	Furniture		
7	Equipment (lease, buy)		
<b>Total Annual Assistance Requested</b>			<b>\$ 12,200</b>

# HMIS - RRH, PSH, and TH-RRH

- ▶ HMIS - Virtual Binder:  
<https://files.hudexchange.info/resources/documents/Virtual-Binders-At-A-Glance-Homeless-Management-Information-Systems.pdf>

	Eligible Cost	Quantity AND Description	Annual Assistance Requested
1	Equipment		
2	Software		
3	Personnel	.1 FTE Data Entry (\$4,500 = \$3,900 salaries + \$600 benefits) to enter data for CoC program	\$ 4,500
4	Space & Operations		
		<b>Total Annual Assistance Requested</b>	<b>\$ 4,500</b>

# Match

- ▶ 25% of grant award (except for leasing costs)
- ▶ Must complete match summary in Project Budget form and submit match letters
- ▶ Non-CoC funds (private, local, state, or federal sources) used for eligible CoC program costs to support the project
- ▶ Cash Match Example - funding that flows through your financial system
  - Private fundraising or non-CoC grant funds used for RRH Case Manager salary and benefits.
- ▶ In-Kind Match Example (MOU required) - Applicant partners with another agency to provide services at no charge to the Applicant or participants. The value of the services is considered in-kind match.
  - Behavioral health services to program participants (service valued at \$150/hour and estimated 10 hours per participant, program serves 20)

	A. Type	B. Source	C. Contributor	D. Date of Commitment	E. Value of Commitment
<i>Example</i>	<i>Cash</i>	<i>Government</i>	<i>Ending Homelessness Program</i>	<i>8/20/2022</i>	<i>\$ 50,000</i>
1	Cash	Government	Ending Homelessness Program	8/7/2023	\$ 15,000
2	Cash	Private	Agency Fundraising	8/7/2023	\$ 10,000
3	In-Kind	Government	Medicaid	8/7/2023	\$ 45,000
4					
5					
6					
<b>TOTAL MATCH</b>					<b>\$ 70,000</b>



# 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](mailto: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: Sue Tracy, CoC Lead
  - 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 11, 2023 by 4 p.m.**

# Technical Assistance

- ▶ If you have questions about the application, please contact Molly Bauer
  - Email: [molly.bauer@snoco.org](mailto:molly.bauer@snoco.org)
  - Phone: 425-309-2975
- ▶ **Apps due August 11<sup>th</sup>, TA may be requested through August 10<sup>th</sup>**
- ▶ 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.
- ▶ **At a minimum, applicants for New Projects and for Expansion of Existing CoC Funded Projects must either:**
  - 1) attend the Online Application Workshop, or
  - 2) schedule and attend a TA Session prior to application submission (must schedule at least 2 business days in advance)
- ▶ We strongly recommend that all New & Expansion Project Applicants schedule a TA session regardless of attending the workshop
- ▶ Q & A's will be posted regularly



# FY2023 CoC Resources

- ▶ Snohomish County CoC Website: <https://www.snohomishcountywa.gov/720/Continuum-of-Care-CoC>
  - FY2023 Phase 2 application materials
  - FY2023 Application Schedule
  - FY23 Q&As
  - CoC Information Session resources (especially for those new to CoC funding)
- ▶ HUD CoC Website: <https://www.hudexchange.info/programs/coc/>
- ▶ 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/>

**Questions**

