**2016 Arizona**

**Balance of State Continuum of Care**

**Bonus/Reallocation Application**

**Please note this document provides information for bonus applications. There is a separate application for renewal projects that can be found at** [**www.azhousing.gov**](http://www.azhousing.gov)**.**

**Introduction:**

The 2016 HUD Continuum of Care Notice of Funding Availability (NOFA) has been released. The Arizona Department of Housing (ADOH), as the Collaborative Applicant, will submit the full BOSCOC Application by the due date of September 14, 2016.

This is a competitive process open to non-profit, faith-based, private and public agencies. The BOSCOC reserves the right to administratively disqualify or penalize any application that does not comply with the submission process. This includes answering all questions completely and meeting deadlines.

Applicants are strongly encouraged to read in its entirety the 2016 NOFA and this local application packet.

* Again there is a requirement to rank applications in Tier 1 and Tier 2. This year, it is required Tier 1 represent ninety-three percent (93%) of the BOSCOC Annual Renewal Demand (ARD) with the remaining seven percent (7%) ranked in Tier 2.
* The NOFA is a competitive process and the BOSCOC uses an objective process to rank all applications.
* HMIS is required for the COC and must be funded; therefore, the HMIS grant will be included in Tier 1.
* HUD priorities include:

1) Create a systematic response to homelessness.

2) Strategically allocate resources.

3) End chronic homelessness.

4) End family homelessness.

5) End youth homelessness.

6) End veteran homelessness.

7) Use a Housing First Approach.

**Governance Advisory Board:**

The Governance Advisory Board met July 14, 2016 and established the following:

* Permanent Housing Renewal projects (PSH or RRH) will receive bonus points for being permanent housing.
* Reallocation may be made by each Transitional Housing Project in order for funds to remain in geographic area.
* Reallocation projects will not automatically be ranked in Tier 2.
* Bonus application will be open to entire BOSCOC geographic area. Any agency applying must be currently involved in local or regional Continuum of Care meetings to apply. The bonus project is for permanent housing only (PSH or RRH or both) and will focus on housing those who meet the HUD definition of chronically homeless.

**Evaluation Criteria:**

For all applications:

* Application is submitted on time and is complete.
* Application meets the proposal format requirements.
* Sub-recipients’ overall participation and contribution to the BOSCOC
* Match
* Spending rate
* Administrative capacity
* Housing First Model Assessment
* Performance – must provide evidence the agency is meeting or has in place the plan to meet the performance standards

For new applications:

* Project Budget
* Scope of Services
* Performance – must provide evidence that the agency has implemented similar projects in the past
* If your application is chosen to be included in the BOSCOC application, and you do not participate already, you must commit to participate in Coordinated Entry utilizing the VI-SPDAT, Case Conferencing and HMIS (Homeless Management Information System)

**FY2016 Funds Available:**

There is $**3,883,936** ARD available to the AZBOSCOC for FY2016

Tier 1: 93% of ARD $3,612,060

Tier 2: 7% of ARD $ 271,876

Housing Bonus: 5% of FPRN:($3,340,318) $ 167,016

$**4,050,952\***

**\***Pending HUD verification

**Ranking Projects in Tier 1 and Tier 2:**

Projects submitted to HUD in Tier 1 are expected to be funded, provided that the project meets HUD eligibility and threshold requirements.

Tier 2 projects will be awarded funds by HUD based on a computed comparative score using:

* the COC ‘s FY2016 application competitive score;
* the rank the COC gives the project;
* the project type (maximum points for Permanent Supportive Housing; centralized/coordinated assessment system); and
* commitment to Housing First/low-barrier entry.

**Priority List (Projects Ranking-Tier 1 and Tier 2:**

Project applicants will be informed via e-mail when the Priority Listings have been posted on the ADOH website; no later than August 26, 2016.

**Review Process:**

A rating panel will review and score all submitted applications. Any bonus or reallocation project selected for submission to HUD will be included in the prioritized, ranked project list.

**Match:**

Bonus and reallocation projects are required to identify a twenty-five percent (25%) match. Match must meet the requirements of 24 CFR part 578. Match must be equal to or greater than twenty-five percent (25%) of the total grant request for all eligible costs including admin costs but excluding leasing costs (i.e. leased units and leased structures). Program income (such as rent) can be used as match.

If the application is successful, match letters will be required to be submitted September 1, 2016 by 5:00 p.m.

In addition, if the application is ultimately approved as part of the BOSCOC NOFA application, prior to contract execution, a Memorandum of Understanding (MOU) will be required between the agency and partners that provide significant support. The MOUs required will be identified through discussion with ADOH staff.

If the bonus or reallocation project is successful in being recommended for funding, additional information will be needed to complete the HUD application in e-SNAPS. Be prepared to set aside time to work with Candee Stanton in providing that information. Items will include:

* match letters;
* Certification of Consistency with the Consolidated Plan if the project covers any of the following communities: Flagstaff, Prescott, Yuma, Douglas, Casa Grande and Sierra Vista;
* 501(c)(3);

# Full budget information;

* Drug Free Work Place Certification;
* Code of Conduct, if not already on file;
* Additional information required by HUD (i.e. detail related to households served and type of housing to be provided).

**Appeals Process:**

Project applicants that submitted a bonus or reallocation project will be informed via e-mail of the funding recommendations of the BOSCOC by August 26, 2016.

Projects wishing to file an appeal of a rejection to the BOSCOC must file a written appeal with the ADOH Special Needs within seventy-two (72) hours of being notified of the projects’ initial rejection.

Funding recommendations made by the BOSCOC after consideration of any local appeals shall be final.

Projects that believe they were not allowed to participate in a fair and open process and were rejected by the BOSCOC also may appeal the rejection directly to HUD by submitting a project application as a solo application in e-SNAPS prior to the HUD application deadline of September 14, 2016, per HUD’s instructions in e-SNAPS and/or the NOFA.

**Submittal Timelines/Process:**

The process for submittal of documents has changed. Documents **must** be submitted in electronic format via the ADOH Special Needs Portal located at: <https://housing.az.gov/portals/document-upload-portals>. The name of the file must be labeled **AZ500NEW – (Agency Project Name) or AZ500Reallocation (Agency Project Name)** (i.e. AZ500NEW XYZ, Inc. Morningstar). The Application needs to be a Word Document; Project Certification(s) and match letters may be PDF’s. The deadline for submittal is August 19, 2016 by 5:00 p.m.

Please call Candee Stanton at (602) 881-6606 if you have any questions about how to complete the information.

Please call Michele Meyerkorth at (602) 771-1020 if you have questions about submitting through the portal.

**Key Definitions**

* Permanent Supportive Housing: Permanent housing with rental assistance and supportive services to help disabled, chronically homeless persons to live independently.
* Rapid Re-housing: Permanent housing with case management and short- or medium-term rental assistance in a unit that the program participant retains after the assistance ends.

Both Permanent Supportive Housing and Rapid Rehousing must serve only persons who meet the criteria and definition of chronically homeless. Both individuals and families can be served.

All bonus projects must limit project administrative costs to no more than seven percent (7%) of the project budget. Five percent (5%) is passed through to the sub-recipient and two percent (2%) is retained by ADOH.

**2016 BOS COC**

**Bonus/Reallocation Project Application**

**Limit the application to fifteen (15) pages. Additional information about the NOFA process may be found at:** [**https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/**](https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/)**. Please delete all previous pages of this document when submitting the application. The first page of the application is this one.**

|  |  |
| --- | --- |
| **Name of Agency:** | **Number of Projects in the COC under contract with ADOH (if any):** |
| **Contact Person:** | **Phone Number:** |
| **If requesting reallocation, what is the name of the current project?** | **What will be the name of reallocated project if different?** |
| **(Check one)**  **Reallocation**  **New Bonus** (permanent housing (PSH or RRH) focused on those who experience chronic homelessness**)** | **Total Amount Requested: (if reallocation cannot exceed the amount that is allocated to the current project for which reallocation is being requested**  **$** |
| **If reallocation, what type of project is the reallocation from?** | **If reallocation, what type of project is proposed?** |
| **Are there sub-recipient Organizations for this project? If yes, please list agency name.** | |

|  |  |
| --- | --- |
| **Category** | **Amount** |
| Tenant Based Rental Assistance |  |
| Leasing Costs |  |
| Supportive Services (includes RRH Stabilization Services) |  |
| Financial Assistance (RRH Rent, Security/Utility deposits) |  |
| Admin Costs (must be no more than seven percent (7%) of project costs) |  |
| **Total** |  |

Additional detail related to Leasing or Tenant Based Rental Assistance:

Leasing or Rental Assistance: It is understood that FMRs change from year to year. For this application, use 2016 FMR’s to estimate the number and type housing that will be provided as a part of the project: <https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2016_code/2016state_summary.odn>

(Add rows to this table to accommodate additional counties/communities with different FMRs)

|  |  |
| --- | --- |
| **Units and Beds** | **Estimated Number that will be part of the project** |
| **Units** |  |
| **Beds** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number of Bedrooms** | **County** | **FMR** | **X 24** | **Estimated Total** |
| **0 Bedroom** |  |  |  |  |
| **1 Bedroom** |  |  |  |  |
| **2 Bedroom** |  |  |  |  |
| **3 Bedroom** |  |  |  |  |

**2016 AZBOSCOC Bonus/Reallocation Project Narrative**

**I. General Questions**

1. Provide a description that addresses the entire scope of the proposed project. (For projects that would like to serve more than one (1) county within the COC, please indicate the amount of funds you estimate will be needed to serve each county.)
2. Using available data, describe the unmet need for the target population in the proposed community.
3. Describe the experience of the applicant and potential sub-recipients (if any) in performing the activities and serving the target population proposed in the application. If currently operating similar project or serving a similar population, please provide outcomes from the current projects.
4. Describe the experience of managing and leveraging other federal, state, local and private sector funds.
5. Describe the estimated schedule for the proposed activities, the management plan and the method for assuring effective and timely completion of all work.
6. How many units do you estimate will be included in the project? How many households? What kinds of households will be served (i.e. individuals, families)?
7. How will support/wraparound services be accessed or provided?

**II. Coordinated Entry and Case Conferencing**

1. Explain how Coordinated Entry is working in your community. *(500 words max)*
   1. Has everyone who has scored with high needs been engaged in services in the local community?
   2. Describe interaction with partners and how referrals occur.
   3. If Coordination is occurring without the use of HMIS, explain.
2. Is case conferencing occurring in your community? If so, describe. *(200 words max)*
3. Does your agency participate?
4. How is it determined which households are addressed as a part of case conferencing?
5. Does case conferencing occur on an ad hoc basis or on a scheduled basis.
6. If it is scheduled, how often?
7. What agencies in your local community(ies) participate in case conferencing?

**III. Mainstream Resources**

1. Describe how you coordinate and interact with each of the following mainstream resources or activities. If you do not interact with one (1) of these resources, please state why.

1. HOPWA
2. TANF/SNAP
3. Runaway and Homeless Youth Programs
4. Veterans
5. Head Start
6. School Districts
7. ESG
8. Child Welfare
9. Law Enforcement
10. Jails/Prisons
11. Behavioral Health Agencies/RBHA
12. Domestic Violence

**IV. Insurance and SSI/SSDI**

1. How do you help participants connect to AHCCCS or the Insurance Marketplace?

2. How are you coordinating services for participants provided by Medicaid?

3. How are you coordinating or obtaining SSI/SSDI for participants?

4. Do you currently have staff who is SOAR trained?

If not, anyone on staff enrolled in SOAR training? When will it be completed?

5. If no staff are trained in SOAR, do you have a SOAR contact? With which agency?

6. Does every participant in your program get connected to your SOAR contact? If not, why?

7. Who are your partners and what services will they provide in support of the participants?

1. How will the Housing First be implemented related to the project?

**V. Homelessness and Criminalization**

1. Provide information about your communities’ policies and/or ordinances related to homelessness and criminalization.

2. What is your involvement with educating elected officials, city and county officials and law enforcement about the impact of criminalization and alternative processes that are effective?

3. What interactions do you have with jails and prisons in your communities?

1. How do you outreach to jails and prisons to ensure that individuals released do not become homeless? How does the community reach out and serve those recently released offenders?

**VI. Employment**

1. What agencies do you work with to help participants become employed?

2. What specifically do you do to support participants in becoming employed, if appropriate?

**VII. Education**

1. How does the agency ensure children are enrolled in school and receive educational services, as appropriate? *(Answer N/A* ***only*** *if you do not serve families with children or unaccompanied youth.)*

**VIII. Barriers**

1. Will the project remove the following barriers? Check all that apply.

\_\_\_\_\_\_\_\_\_\_ Having too little or zero income

\_\_\_\_\_\_\_\_\_\_ Active or history of substance use

\_\_\_\_\_\_\_\_\_\_ Criminal record

\_\_\_\_\_\_\_\_\_\_ Fleeing domestic violence

1. Briefly explain how the barriers checked will be removed.

**IX. Permanent Housing**

1. Describe how participants will be assisted to obtain and remain in permanent housing.

**X. Consolidated Plan**

1. If you are in one (1) of the following counties, there are entitlement cities within the jurisdiction: Yuma (Yuma), Cochise (Douglas and Sierra Vista), Pinal (Casa Grande), Yavapai (Prescott) and Coconino (Flagstaff). How do you participate with the Consolidated Plan jurisdiction?

**XI. Domestic Violence Survivors**

1. Describe how coordination occurs with victim service providers and non-victim service providers to ensure survivors of domestic violence are provided housing and services that provide and maintain safety and security.