**2017 Arizona**

**Balance of State Continuum of Care**

**Bonus/Reallocation Application**

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

**Introduction:**

The 2017 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 28, 2017.

The key dates for the process include:

**NOFA Schedule**

|  |  |  |
| --- | --- | --- |
| **Item** | **Due Date** | **Who is responsible** |
| **Match worksheet sent to subrecipients** | **8/15/17** | **David Bridge** |
| **Renewal, Bonus/Reallocation applications due submitted through ADOH portal by 5:00 pm** | **8/25/17** | **Sub-Recipients and New applicants** |
| **Notification of project acceptance renewal applications** | **9/13/17** | **Karia Basta/David Bridge** |
| **Notification of acceptance of new or bonus/reallocation projects for submittal** | **9/8/17** | **Karia Basta/David Bridge** |
| **New or Bonus/Reallocation projects submit additional required information (based on feedback from Candee Stanton)** | **9/15/17** | **Applicants and Candee Stanton** |
| **AZ BOSCOC submits application (Bonus/Reallocation, Renewal, Planning, and BOSCOC narrative)** | **9/28/17** | **David Bridge with help from Candee Stanton** |

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 2017 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-four percent (94%) of the BOSCOC Annual Renewal Demand (ARD) with the remaining six percent (6%) 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’s defined priorities include:

1) Ending homelessness for all persons

2) Create a systematic response to homelessness.

3) Strategically allocate resources.

4) Use a Housing First Approach.

Priority populations continue to be:

1) households with a member who meets the definition of chronically homeless. (Individuals and Families

2) families

3) youth

4) veterans

**Governance Advisory Board:**

The Governance Advisory Board met August 10, 2017 and established the following:

* 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, RRH, or TH-RRH). For PSH projects, 100% of housing must be dedicated to serving households that meet the definition of chronically homeless.
* Projects may not include construction or expansion.
* If you are a current sub-recipient and only have one project that you are submitting for reallocation, it will also be required that you submit the renewal application required of all sub-recipients. Please contact David Bridge for additional information at 602-771-1039 or at David.Bridge@azhousing.gov

**Evaluation Criteria:**

COC Threshold/Evaluation requirements include:

1. Coordinated Entry Participation
2. Housing First and/or Low Barrier Implementation
3. Documented, secured minimum match
4. Project has reasonable costs per permanent housing exit as defined locally
5. Project is financially feasible
6. Sub recipient is active COC participant
7. Application is complete and data are consistent
8. Data quality at or above 90%
9. Bed/unit utilization at/or above 90%
10. Acceptable organizational audit/financial review
11. Documented organizational financial stability

For new applications:

* Project Budget
* Scope of Services
* Agency Capacity – 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)

**FY2017 Funds Available:**

There is $**3,883,471** ARD available to the AZBOSCOC for FY2017

Tier 1: 94% of ARD $3,650,463

Tier 2: 6% of ARD $ 233,008

Housing Bonus: 6% of FPRN: $ 233,008

Total $4,116,479

**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 FY2017 application competitive score;
* the rank the COC gives the project;
* 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.

**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 by September 15, 2017 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.

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 28, 2017, 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.

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.
* Th and PH-RRH: A new project type consisting of two program components—transitional housing and permanent housing-rapid rehousing in a single project. The purpose of these project is to serve individuals and families experiencing homeless. Refer to section V.G.2.c(2) of the 2017 NOFA for additional information which can be found here. <https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>

Any bonus project requested 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.

**Project Evaluation**

**Once bonus/reallocation projects are submitted, they will be evaluated by independent reviewers who are familiar with the AZBOSCOC but are not current recipients. The application will be scored as follows:**

|  |  |
| --- | --- |
| **Category** | **Maximum Points** |
| 1. Experience Capacity | **10** |
| 2. Unmet Need | **10** |
| 3. Serving individuals who meet the definition of Chronically homeless | **10** |
| 4. Outreach | **3** |
| 5. Housing First | **10** |
| 6. Wraparound/Support Service | **5** |
| 7. Coordinated Entry/Case Conferencing | **8** |
| 8. Mainstream Resources | **6** |
| 9 SSDI/SOAR | **5** |
| 10. Employment | **5** |
| 11. Education | **5** |
| 12 Barriers | **5** |
| 13 Permanent Housing | **10** |
| 14. Domestic Violence | **5** |
| 15. Local PIT/COC participation | **3** |
| Reviewed by ADOH, But not Scored  Budget Reasonableness |  |

**2017 BOS COC**

**Bonus/Reallocation Project Application**

**Limit the application to 25 pages. Use the same font that the application questions are in. Additional information about the NOFA process may be found at:**

<https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>

**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:** |
| **Agency EIN:** | **Agency DUNS:** |
| **If requesting reallocation, what is the name of the current project?** | **What will be the name of reallocated project if different?** |
| **Congressional District of the Applicant:** | **Congressional District where the project will be located:** |
| **(Check one)**  **Reallocation**  **New Bonus**  Permanent housing PSH  RRH)  TH-RRH  All projects must focus 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.** | |

**Budget Request: This is a simple budget request. If the project is approved for submission to HUD, a more detailed budget will be required for the submission.**

**Provide costs for project operation for one year:**

|  |  |
| --- | --- |
| **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** |  |

Leasing or Rental Assistance: It is understood that FMRs change from year to year. For this application, use 2017 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.html>

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Total Estimated Units and Beds** | | | | | | |
| **Units** | | | Number of units dedicated CH | | | |
| **Beds** | | | Number of those beds dedicated CH: | | | |
| **Number of Bedrooms** | **County** | **# of Units** | | **FMR** | **X 12** | **Estimated Total** |
| **0 Bedroom** |  |  | |  |  |  |
| **1 Bedroom** |  |  | |  |  |  |
| **2 Bedroom** |  |  | |  |  |  |
| **3 Bedroom** |  |  | |  |  |  |

**2017 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. How will the project effectively serve households that meet the definition of chronically homeless?
3. Using available data, describe the unmet need for the target population in the proposed community. Unmet need description must include data from the most recent point in time as well as information from current performance measures from the Local CoC area.
4. 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 performance outcomes from the current projects.
5. Describe your financial operations including checks and balances and how you determined costs and budget reasonableness for the proposed project.
6. Describe the experience of managing and leveraging other federal, state, local and private sector funds.
7. Describe the organization and management structure. Include evidence of internal and external coordination and an adequate financial accounting system.
8. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.
9. How many households do you estimate serving in 12-month period of time? What kinds of households will be served (i.e. individuals, families)?
10. How will support/wraparound services be accessed or provided? Please provide any collaborations or partnership utilized to provide or enhance support/wrap-around services.
11. Describe the outreach plan to bring homeless participants into the project:
12. Provide the percentage of project participants that will be coming from the following:

(Total must add to 100)

|  |  |
| --- | --- |
|  | Directly from the street or other locations not meant for human habitation. |
|  | Directly from emergency shelters |
|  | Persons fleeing from Domestic Violence |
|  | Total |

1. How does your agency currently participate in Local Continuum of Care meeting that includes where the project will be located?
2. Did your agency participate in the 2017 Point in Time Count that took place in your community? If yes, what was your agency’s involvement?

**II. Coordinated Entry and Case Conferencing**

1. Explain how Coordinated Entry is working in your community. How does your agency participate?
2. What is the percentage of individuals that you anticipate will access the proposed program through the local coordinated entry process?
3. Describe interaction with partners and how referrals for this project will occur.
4. Is case conferencing occurring in your community? If so, describe.
5. Does your agency participate?
6. How is it determined which households are addressed as a part of case conferencing?
7. Does case conferencing occur on an ad hoc basis or on a scheduled basis.
8. If it is scheduled, how often?
9. 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. Please explain how you coordinate for each area listed. Please indicate if you have any formal agreement or MOU related to the partnership. 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
13. Individuals who identify as LGBTQ

**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?

**V. Housing First**

1. How will the Housing First be implemented related to the project?
2. Does the project ensure that participants are not screened out based on the following? Select all that apply:

Having too little or no income.

Active or history of substance use.

Having a criminal record with the exception of state-mandate restrictions.

History of victimization (e.g. domestic violence, sexual assault, childhood abuse).

None of the above.

Briefly explain how the areas checked will be addressed once the individual has been housed.

3. Will the project ensure that participants are not terminated 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.

Any other activity not covered in a lease agreement typically found for unassisted persons in the geographic area.

None of the above

**VI. 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?

**VII. Employment/Income**

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

2. What specifically do you do to assist participants to both increase their employment and/or other income sources (i.e. benefits) to maximize their ability to live independently.

**VIII. 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.)*

**IX. Permanent Housing**

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

**X. 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.

**XI. 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? (If the project is chosen to be included in the AZBOSCOC submittal, you will be required to obtained a signed certification of consistency with the consolidated plan from the appropriate jurisdiction.)