

SPRINGFIELD-HAMPDEN COUNTY CONTINUUM OF CARE

2024 Continuum of Care Competition

REQUEST FOR PROPOSALS

For Springfield-Hampden County CoC Renewal Projects, Expansion Projects, and New Projects that will provide:

- Permanent Supportive Housing (PSH)
 - Rapid Rehousing (RRH)
- Joint Transitional Housing-Rapid Rehousing (TH-RRH)
- Supportive Services Only – Coordinated Entry (SSO-CE)

Total Possible Competition Available Funding: \$7,997,473
Amount includes \$856,872 CoC Bonus funds (for new or expansion projects)

Existing YHDP projects will be renewed by HUD non-competitively

RFP Available: Friday, August 30, 2024

Technical Assistance Sessions:

Monday, Sept. 9, 3 pm and Monday, Sept. 16, 3 pm

Zoom: <https://us02web.zoom.us/j/82356375982?pwd=g8hwcdrrhU7c0RfOjECIdPOFqzbYik.1>

Application Due: Monday, September 30, 2024, 5 p.m.

TWO parts: *Esnaps* application PLUS Part 2 CoC application at

<https://www.cognitofrms.com/CityOfSpringfield1/CoCFY24Part2ProjectApplication>

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I. INTRODUCTION

The U.S Department of Housing and Urban Development (HUD) released the FY2024 Notice of Funding Opportunity (NOFO) for the Continuum of Care Homeless Assistance Program on July 31, 2024; the notice is available at [FY 2024 HUD CoC NOFO](#). Continuums of Care (CoC) must submit CoC collaborative applications to HUD no later than October 30, 2024.

The HUD NOFO sets up the procedure by which a CoC, through its designee, submits a single collaborative application to fund the CoC and eligible projects that advance the CoC goals. The designee for the Springfield-Hampden County Continuum of Care is the City of Springfield Office of Housing, which administers the CoC and all grants awarded to the CoC.

The consolidated application that will be submitted by the City of Springfield for the FY24 CoC Program Competition will include renewal projects from prior competitions and eligible expansion and/or new projects. The CoC is seeking proposals from Hampden County providers of services and housing for renewal projects, and for expansion or new projects that provide Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), Joint Transitional Housing-Rapid Re-Housing (Joint TH-RRH) projects, and Supportive Services Only-Coordinated Entry (SSO-CE) projects. Projects must serve people who are homeless or who are fleeing or attempting to flee domestic violence.

Projects funded through this competition will have an operating year of July 1, 2025 to June 30, 2026, unless the project applies for and receives a multi-year grant. Multi-year projects will have a start date of July 1, 2025. Projects funded through this competition will be eligible to compete for renewal funding in future years.

Eligible applicants include non-profits, local government, and housing authorities.

Applications must be submitted in two parts. Part 1 is the HUD electronic grant application in *esnaps*, and Part 2 is the online application at <https://www.cognitofrms.com/CityOfSpringfield1/CoCFY24Part2ProjectApplication>.

The City of Springfield will provide applicants access to *esnaps* and technical assistance regarding use of the system. Scoring criteria for new, renewal, and expansion projects is attached as Appendix A.

II. FUNDING OPPORTUNITY

FUNDS AVAILABLE

Projects listed in Appendix B are eligible to apply for renewal for the amounts listed for each grant. New or expansion programs may be selected in place of renewal programs.

In addition to the pool of renewal funds, the CoC is eligible to apply for CoC Bonus Project funds in the amount of \$856,872.

ELIGIBLE PROJECTS

The following two types of projects are eligible for funding in this competition:

1. Renewal Projects

Projects currently funded under the CoC Program are eligible to apply for renewal for FY24 funds. These projects are listed in Attachment B.

Renewal projects apply seeking the same funded items that are in the FY23 grant. These projects may request a reduction in funds but may not request increases. **Renewal applicants can request movement of not more than 10% between budget lines.**

At the time of award, HUD will adjust budget lines for leasing, rental assistance, and supportive services. Leasing and rental assistance adjustments will reflect increases to the HUD-determined Fair Market Rent (FMR) for Hampden County. Supportive services adjustments will reflect a cost-of-living increase.

2. NEW or EXPANSION projects (to be considered for Bonus funds or reallocation from existing projects that are not renewed or are reduced)

The following project types are allowed:

- **Permanent Supportive Housing (PSH).** Permanent housing is community-based housing, the purpose of which is to provide housing without a designated length of stay. PSH can only provide assistance to individuals with disabilities and families in which one adult or child has a disability. Supportive services designed to meet the needs of the program participants must be made available to the program participants. New PSH programs must exclusively serve chronically homeless persons or be designated as a “Dedicated PLUS” project.¹
- **Rapid Rehousing (RRH).** Short-term (up to 3 months) and/or medium-term (for 3 to 24 months) tenant-based rental assistance, combined with supportive services, designed to help a homeless individual or family, with or without disabilities, move as quickly as possible into permanent housing and achieve stability in that housing.

¹ A PSH project where 100 percent of the beds are dedicated to serve individuals, households with children, and unaccompanied youth (including pregnant and parenting youth) that at intake meet one of the following categories: (a) experiencing chronic homelessness, meaning they qualify as “chronically homeless” as defined in 24 CFR 578.3; (b) residing in a TH project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the TH project; (c) residing in a place not meant for human habitation, emergency shelter, or Safe Haven and had been admitted and enrolled in a PH project within the last year but were unable to maintain a housing placement and met the definition of chronically homeless as defined by 24 CFR 578.3 prior to entering the project; (d) residing in transitional housing funded by a Joint TH/PH-RRH component project and who were experiencing chronic homelessness as defined by 24 CFR 578.3; (e) residing and has resided in a place not meant for human habitation, Safe Haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meet the definition of 'homeless individual with a disability; or (f) receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

- **Joint Transitional Housing-Rapid Rehousing (Joint TH-RRH).** The Joint TH-RRH component project combines two existing program components – Transitional Housing and Rapid Rehousing – in a single project to serve individuals and families experiencing homelessness. The program must adopt a Housing First approach across the entire project and program participants may only receive up to 24-months of total assistance. When a program participant is enrolled in a Joint TH-RRH project, the program must be able to provide both components, including the units supported by the TH component and the tenant-based rental assistance and services provided through the RRH component, to all participants. A program participant may choose to receive only the assistance provided through the TH portion of the project or the assistance provided through the RRH component, but the program must make both types of assistance available.
- **Supportive Services Only-Coordinated Entry (SSO-CE).** A project that administers the CoC’s centralized or coordinated entry process to coordinate assessment and referral of individuals and families seeking housing or services, including the use of a comprehensive and standardized assessment tool. The CoC is beginning a planning project to better organize the CoC’s coordinated entry system. This planning effort may impact the CoC’s willingness to fund a new SSO-CE project/site at this time.

New or expansion projects that are funded will be eligible for ongoing annual renewals through the regular CoC competition.

NOTES ABOUT YHDP PROJECTS

Non-competitive renewal. Youth Homelessness Demonstration Program (YHDP) grants will be renewed by HUD non-competitively. These project applications will still need to be submitted in *esnaps* by September 30, 2024 to be able to receive renewal funds, but these projects will not be scored and ranked. HUD will renew as submitted.

Match: YHDP applicants do not need to commit matching funds for YHDP grants. The CoC will request that HUD waive the match requirement for YHDP grants due to the CoC’s receipt of the Massachusetts EOHHS Homeless Youth Project grant which provides significant annual funding for homeless and at-risk young adults.

Special YHDP Activities: YHDP Renewal projects may submit applications that include special YHDP activities which are ineligible under the CoC Program. Special YHDP activities are listed in Appendix C.

No expansion: YHDP projects cannot apply for grants that will expand existing projects. YHDP grantees can apply for new projects, including projects that will only serve youth 18-24, but these will not be added as expansion of existing YHDP grants.

MODIFICATION FOR DV BONUS PROJECTS

The CoC competition and operations are modified for projects designed to serve victims of domestic violence in order to accommodate the particular need for privacy and safety required by these programs. The following modifications apply:

- While all CoC-funded programs are required to participate in coordinated entry into housing and services, the CoC adjusts these policies and procedures to address privacy, confidentiality and

safety for victims of domestic violence. CoC DV project grantees must participate in the CoC's DV Coordinated Entry system.

- The performance of CoC programs is evaluated annually, and part of the performance evaluation includes review of measures in reports pulled directly by the CoC from the Homeless Management Information System (HMIS). Domestic violence entities are prohibited from using the CoC's HMIS, but must use a comparable data system. To accommodate the different data-keeping requirements, the CoC requires that DV programs submit their own aggregated data reports for the performance evaluation.

DV REALLOCATION AND YHDP REPLACEMENT OR REALLOCATION

Reallocation is the process by which the CoC eliminates or reduces one or more existing programs and uses the funds to create one or more new projects. In the local CoC competition, a new project that scores higher than an existing renewal project may force reallocation.

Projects funded with DV Bonus or YHDP may only be reallocated to projects that serve the same population (DV or Youth) as the initial grant.

DV Reallocation. CoCs may reallocate eligible Renewal projects that were previously funded, in whole or in part, with DV Bonus funding to create DV Reallocation projects that are dedicated to serving the same population. New DV Reallocation projects must be 100 percent dedicated to serving individuals and families of persons experiencing trauma or a lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking who qualify under paragraphs (1) or (4) of the definition of homeless at 24 CFR 578.3 or section 103(b) of the McKinney-Vento Homeless Assistance Act. DV Coordinated Entry Renewal projects cannot be reallocated.

YHDP Replacement and Reallocation HUD is allowing YHDP recipients to reallocate YHDP grants to increase the flexibility of the YHDP program. In this NOFO, CoCs may now submit applications for YHDP Replacement projects by: (a) reallocating a YHDP Renewal project with a new YHDP Replacement project that has the same recipient (in this NOFO this is referred to as a YHDP Replacement project); (b) reallocating YHDP Renewal project(s) to create one or more YHDP Reallocation projects with a new recipient, so long as the YHDP renewal project(s) being reallocated have already renewed in a prior CoC Program competition. In this NOFO, this is referred to as YHDP Reallocation projects; and (c) reallocating YHDP Renewal project(s) to create YHDP Expansion applications through the YHDP Replacement process.

Applicants interested in reallocation or replacement of DV or YHDP funds should consult with the CoC by sending an email to gmccafferty@springfieldcityhall.com

LOCAL NON-COMPETITIVE RENEWAL (HMIS and COORDINATED ENTRY)

Because HMIS and Coordinated Entry are required components of the CoC, these projects do not compete in our local competition. The CoC will seek renewal of these projects from HUD. Recipients of funds for these projects must complete and submit *esnaps* renewal applications, but do not have to complete the Part 2 Application and will not be scored in the local competition.

PRIORITY FOR NEW PROJECTS FOR THE FY2024 COMPETITION

For new projects, the FY2024 NOFO places a high priority on the leveraging of housing and healthcare resources provided by other sources, and the CoC will give greater weight to projects that meet the HUD leveraging priorities. Points are awarded in the competition for the following:

Leveraged housing: New Permanent Supportive Housing or Rapid Re-Housing projects that utilize housing subsidies or subsidized housing units not funded through the CoC or ESG programs. Housing subsidies or subsidized housing units may be funded through any of the following sources: Private organizations; State or local government, including through the use of HOME ARP funds; Public Housing Agencies, including through the use of a set aside or limited preference; Faith-based organizations; or Federal programs other than the CoC or ESG programs.

The housing units which are not funded through the CoC or ESG programs must:

- In the case of a Permanent Supportive Housing project, provide at least 25 percent of the units included in the project; or
- In the case of a Rapid Re-Housing project, serve at least 25 percent of the program participants anticipated to be served by the project.

An application may receive partial points for providing leveraged housing resources that are less than the full amount listed in the bulleted points above.

Projects selected by the CoC will need to provide a written commitment of the housing resources by Oct. 14, 2024. Documentation may include letters of commitment, contracts, or other formal written documents that demonstrate the number of subsidies or units being provided to support the project.

Leveraged healthcare: New Permanent Supportive Housing or Rapid Re-Housing projects that utilize healthcare resources to help individuals and families experiencing homelessness. Sources of health care resources include: direct contributions from a public or private health insurance provider to the project, or provision of health care services by a private or public organization tailored to the program participants of the project. Eligibility for the project must comply with HUD program and Fair Housing requirements, and eligibility criteria cannot be restricted by the eligibility requirements of the health care service provider.

To be awarded full points for utilizing health care resources, a project must include the following minimal commitment of services:

- In the case of a substance abuse treatment or recovery provider, it will provide access to treatment or recovery services for all program participants who qualify and choose those services; or
- An amount that is equivalent to 25 percent of the funding being requested for the project will be covered by the healthcare organization.

An application may receive partial points for providing leveraged healthcare resources that are less than the full amount listed in the bulleted points above.

Projects selected by the CoC will need to provide a written commitment of the healthcare resources by Oct. 14, 2024. Acceptable forms of commitment are formal written agreements and must include value of the commitment and dates the healthcare resources will be provided. In-kind resources must be valued at the local rates consistent with the amount paid for services not supported by grant funds.

ADDITIONAL GUIDANCE FOR NEW PROJECTS

New sponsor-based and project-based rental assistance. To expend funds within statutorily required deadlines, applicants funded for sponsor-based and project-based rental assistance must execute the grant agreement and begin providing rental assistance within 2 years. However, HUD strongly encourages all rental assistance to begin within 12 months of award.

New youth/young adult projects. Any youth-serving provider funded under this NOFO may serve unaccompanied youth aged 24 and under (or families headed by youth aged 24 and under) who have an unsafe primary nighttime residence and no safe alternative to that residence.

ELIGIBLE COSTS

The following guidance indicates the costs that may be included in program budgets, to be paid for by the CoC grant or by matching funds.

Rental Assistance

Rental assistance for homeless individuals and families, including tenant-based rental assistance. Grant funds may be used for security deposits in an amount not to exceed two months of rent, as well as last month's rent.

Leasing

The costs of leasing scattered site units to provide housing to homeless persons.

Leasing: Limits on rent costs. Rents paid must be reasonable in relation to comparable spaces or units, and may not be more than the owner charges others for comparable units. Rents for residential units cannot exceed the HUD Fair Market Rent (FMR).

Utilities. Utilities are not a leasing line item. If utilities are not provided by the landlord, utility costs are an operating cost.

Security deposits and first and last months' rent. Grant funds may be used to pay security deposits, in an amount not to exceed two months of actual rent, as well as last month's rent.

Supportive Services

The eligible costs of supportive services that address the special needs of the program participants.

Supportive Services in PSH, RRH, and TH-RRH Programs Must Relate to Housing Stability

CoC supportive services must be necessary to assist program participants to obtain and maintain housing, and agencies must conduct an annual assessment of the service needs of the program participants and adjust services accordingly.

Eligible supportive services costs:

- Reasonable one-time moving costs
- Case management
- Food—meals or groceries for program participants
- Housing search and counseling services
- Life skills training
- Outreach services
- Transportation
- Utility deposits (one-time fee, paid to utility companies)
- Direct provision of services: 1) costs of labor, supplies, and materials; and 2) salary and benefit packages of service delivery staff

Ineligible costs: Any cost that is not described as an eligible cost is not an eligible cost.

Operating Costs

Grant funds may be used to pay the costs of the day-to-day operation of transitional and permanent housing in a single structure or individual housing units.

Eligible operating costs:

- Maintenance and repair of housing
- Property taxes and insurance
- Building security for a structure where more than 50 percent of the units or area is paid for with grant funds
- Electricity, gas, and water
- Furniture
- Equipment

Ineligible costs: Program funds may not be used for rental assistance and operating costs in the same project. Program funds may not be used for the maintenance and repair of housing where the costs of maintaining and repairing the housing are included in the lease.

VAWA

VAWA costs are costs related to facilitating and coordinating activities to ensure compliance with the emergency transfer plan requirement in 34 U.S.C. 12491(e)]and monitoring compliance with the confidentiality protections in 34 U.S.C. 12491(c)(4).

- (a) Examples of eligible costs for emergency transfer facilitation include the costs of assessing, coordinating, approving, denying and implementing a survivor’s emergency transfer which includes: (i.) Assistance with moving costs. Reasonable moving costs to move survivors for an emergency transfer. (ii.) Assistance with travel costs. Reasonable travel costs for survivors and their families to travel for an emergency transfer. (iii.) Security Deposits. Grant funds can be used to pay for security deposits of the safe units the survivor is transferring to via an emergency transfer. (iv.) Utilities. Grant funds can be used to pay for costs of establishing utility assistance in the safe unit the survivor is transferring to. Page 48 of 128 (v.) Housing Fees. Fees associated with getting survivor into a safe unit via emergency transfer, includes but not limited to application fees, broker fees, holding fees, trash fees, pet fees where the person believes they need their pet to be safe, etc. (vi.) Case management. Grant funds can be used to pay staff time necessary to assess, coordinate and implement emergency transfers. (vii.) Housing navigation. Grant funds can be used to pay staff time necessary to identify safe units and facilitate moves into housing for survivors through emergency transfers. (viii.) Technology to make an available unit safe. Grant funds can be used to pay for technology that the individual believes is needed to make the unit safe, including but not limited to doorbell cameras, security systems, phone and internet service when necessary to support security systems for the unit, etc.
- (b) Examples of eligible costs for monitoring compliance with the VAWA confidentiality requirements include the costs of ensuring compliance with the VAWA confidentiality requirements which includes: (i.) Monitoring and evaluating compliance with VAWA confidentiality requirements. (ii.) Developing and implementing strategies for corrective actions and remedies. (iii.) Program evaluation of confidentiality policies, practices and procedures. (iv.) Training on compliance with VAWA confidentiality requirements. (v.) Reporting to Collaborative Applicant, HUD and other interested parties on compliance with VAWA confidentiality requirements. (vi.) Costs for establishing methodology to protect survivor information. (vii.) Staff time associated with maintaining adherence to confidentiality requirements.

Project Administration

The HUD-allowed administrative costs for new grants are 10% and for renewal grants is the amount previously set by HUD in the grant inventory worksheet—these amounts are listed in Appendix B. New projects are encouraged to use the full 10% administrative costs.

The City of Springfield retains 50% of the HUD-allowed administrative funds on each project to cover its costs of administering the CoC program.

GRANT TERM

Renewal projects may only apply for one-year grant terms.

New projects may request funds for an initial grant term of 1 year, 2 years, 3 years, 4 years, 5 years, or 15 years. The funding request submitted at this time must cover the entire period of the initial grant term. This means that if a project's annual budget is \$100,000, the project must request \$200,000 if applying for a 2-year term, \$300,000 if applying for a 3-year term, and 500,000 for a 5-year term.

Grant terms for new projects are subject to the following requirements:

- Any new expansion project that is submitted to expand an eligible renewal CoC Program-funded project may only request a 1-year grant term, regardless of the project type.
- Any new project that requests tenant-based rental assistance may request a 1-year, 2-year, 3-year, 4-year, or 5-year grant term.
- Any new project that requests leasing—either leasing alone or leasing costs plus other costs (e.g., supportive services, HMIS, etc.)—may request up to a 3-year grant term.
- Any new project that requests project-based rental assistance or sponsor-based rental assistance or operating costs may request up to a 15-year grant term; however, the project applicant may only request up to 5 years of funds. Funding for the remainder of the term is subject to availability. Applicants must apply for additional funds through a renewal project application in the competition held in the calendar year prior to the anniversary of the first expenditure of grant funds, or if the grant term has been extended by HUD, the date upon which the extension ends. CoC Program funds are not guaranteed past the initial 5-year grant term, if conditionally awarded.
- Any new project that requests operating costs, supportive services only, HMIS, and project administrative costs may request 1-year, 2-year, 3-year, 4-year, or 5-year grant terms with funding for the same number of years.
- Any new project that requests capital costs (i.e., new construction, acquisition, or rehabilitation) must request a minimum of a 3-year grant term and may request up to a 5-year grant term. Any new projects requesting capital costs (i.e., new construction, acquisition, or rehabilitation) are not eligible for 1-year requests. If 1-year of funding is requested for new projects with capital costs, HUD will increase the grant term to 3-years and the new project will be required to spend the funds requested over a 3-year period, assuming the project is conditionally selected for award.
- If an applicant requests funds for new construction, acquisition, or rehabilitation in addition to requesting funds for operating, supportive services, or HMIS, the funding will be for the 3-years to 5-years requested, and the grant term will be 3-years to 5-years plus the time necessary to acquire the property, complete construction, and begin operating the project. HUD will require recordation of a HUD-approved use and repayment covenant (a form can be obtained from the local HUD CPD field office) for all grants of funds for new construction, acquisition, and

rehabilitation. HUD Field Office Counsel must approve the use and repayment covenants in advance of their being recorded, and proof of recording must be submitted to HUD Field Office Counsel before HUD will release grant funds, other than acquisition funds.

III. COC PROGRAM REQUIREMENTS

MATCHING FUNDS

The grantee must match all grant funds, except for leasing funds, with no less than 25% of funds or in-kind contributions from other sources. Guidance regarding cash and in-kind match is at [24 CFR 578.73](#). Cash match must be used for the costs of activities that are eligible CoC Program costs. Rental income received from participants may be counted as match.

In-kind match must be documented with a Memorandum of Understanding (MOU) between the subrecipient and the third party that will provide the services. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or subrecipient's organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.

The MOU must establish the unconditional commitment, except for selection to receive a grant, by the third party to provide the services, the specific service to be provided, the profession of the persons providing the service, and the hourly cost of the service to be provided. **The signed MOU must be submitted as an attachment to the *esnaps* application.**

Applicants for new projects must provide documentation of commitments for match funding. **Match commitments for new projects must be submitted as an attachment to the *esnaps* application.**

During the term of the grant, the recipient or subrecipient must keep and make available, for inspection, records documenting the service hours provided.

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

All successful project applicants, with the exception of entities that are victim service providers, must participate in the CoC's Homeless Management Information System (HMIS). Access to the HMIS is made available to CoC grantees at no cost, and the CoC provides training in use of the system.

Victim services providers are required to use a comparable data collection system for recording client-level data.

COORDINATED ENTRY SYSTEM

The CoC operates a coordinated entry system, in which persons to be referred to housing are assessed using a common assessment tool, and are placed on a shared waitlist which prioritizes eligible applicants by need. All successful applicants are required to participate in the CoC's coordinated entry system and are required to fill all vacancies through the coordinated entry system.

HUD REQUIREMENTS

This document summarizes key components of the CoC Program. More information is available from the NOFO, available at [CoC NOFO](#) and from the CoC Program regulations, [CoC Program Interim Rule](#). If there are any conflicts between guidance in this document and HUD guidance, the HUD guidance takes priority and is what should be relied upon.

IV. APPLICATION PROCESS

The FY2024 CoC competition is open to renewal and eligible new projects, which will be scored competitively. The highest scoring projects will be included in the CoC application submitted to HUD.

Applicants will need to complete two parts to the application and submit them both by the deadline of 5 pm on September 30, 2024. Part 1 is the HUD application in *esnaps* and Part 2 is available at [CoC FY24 Part2 Project Application](#).

Renewal and Expansion Projects. The CoC has created renewal application files in *esnaps* for each existing project. Renewal applicants must open the renewal application, fill in missing information, update existing information, and upload any required supporting documents. Once complete, applicants must submit the renewal application in *esnaps*.

To apply for expansion of a project that is otherwise renewing its CoC grant, the applicant must provide notice of interest in completing an expansion application to gmccafferty@springfieldcityhall.com. Within 2 business days of notification, the expansion project application will be set up in *esnaps* and ready for entry of application information. Expansion project sponsors must open the expansion project application, fill in application information (about the expansion only), and upload required supporting documents. Once complete, applicants must submit the expansion application in *esnaps*.

Renewal applicants must submit the Part 2 application available at [CoC FY24 Part2 Project Application](#). An applicant with more than one renewal project may submit one Part 2 application. Expansion projects do not need to complete a second Part 2 application.

New Projects. New project applicants must provide notice to gmccafferty@springfieldcityhall.com of the intent to submit an application and whether the new project being created is 1) Permanent Supportive Housing (PSH), 2) Rapid Re-Housing (RRH), 3) Joint Transitional Housing-Rapid Re-Housing (TH-RRH), or 4) Supportive Services Only—Coordinated Entry (SSO-CE). Within 2 business days of notification, the new project application will be set up in *esnaps* and ready for entry of application information. New project sponsors must open the new project application, fill in application information, and upload required supporting documents. Once complete, applicants must submit the new application in *esnaps*.

New project applicants must submit the Part 2 application available at [CoC FY24 Part2 Project Application](#).

ESNAPS GUIDANCE AND TECHNICAL ASSISTANCE

Esnaps is available at [Grantium™ \(hud.gov\)](https://grantium.hud.gov). Any applicant that does not already have the ability to log in to the CoC's *esnaps* account must request access by sending an email to gmccafferty@springfieldcityhall.com. Contact this same address to request technical assistance regarding *esnaps* use throughout the application process.

QUESTIONS ABOUT THE RFP

Applicants may not contact City staff directly with questions about the RFP. There are two ways to seek additional information or ask questions about the RFP:

1. **Technical assistance sessions.** Two technical assistance sessions are offered via Zoom. The sessions will take place Monday, September 9, at 3 pm, and Monday, September 16, at 3 pm. Use the link below to join one or both sessions:
<https://us02web.zoom.us/j/82356375982?pwd=g8hwcdrrhU7c0RfOjECIdP0FqzbYik.1>
2. **Submission of written questions.** Written questions may be submitted to gmccafferty@springfieldcityhall.com. The questions will be answered in writing, with the responses provided to all applicants who have created an application in *esnaps*. The deadline to submit written questions is September 20, 2024.

INSTRUCTIONS FOR SUBMISSION OF APPLICATION IN *ESNAPS*

1. Applicant access to *esnaps*.
 - The applicant must designate a staff person to access *esnaps*.
 - The designated individual must visit the *esnaps* site, [Grantium™ \(hud.gov\)](https://grantium.hud.gov), click the “Create Profile” button, and provide the required information. Following this step, the individual must send an email to gmccafferty@springfieldcityhall.com and request that the individual be linked to the Springfield-Hampden County CoC account. An email will be sent confirming that the individual has been added.
 - Renewal applications have been created by the City in *esnaps*. Look for your project using the name listed in Appendix B to this document. The correct application will include FY24 in the Funding Opportunity Name.
 - For expansion and new projects: Send notice to gmccafferty@springfieldcityhall.com of the intent to apply for an expansion or new project, the name of the new project, and whether the new project is: 1) Permanent Supportive Housing (PSH); 2) Rapid Re-Housing (RRH); 3) Joint Transitional Housing-Rapid Re-Housing (TH-RRH); or 4) Supportive Services Only—Coordinated Entry (SSO-CE). An email will be sent confirming that the project has been set up.
2. Accessing program application in *esnaps*.
 - The applicant's *esnaps* user should log in to *esnaps* and click the “Submissions” button in the left-hand column. At the top middle of the page that opens is a section named

“Submissions Filters” and the top line is “Applicant Project Name.” Use the drop-down menu to find your project. Once your agency and program name are in the box from the drop-down menu, click the “Filter” button.

- Once the system filters to only your program, look in the second column for “Renewal Project Application FY2024,” “Expansion Project Application FY24,” or “New Project Application FY2024.” To open the application, click on the orange and grey icon to the left of the program name.

3. Completing the *esnaps* application.

- Note the initial screens of the *esnaps* application have been completed by the City of Springfield. Because HUD grants are awarded to the City, the City is considered the applicant. Each program grantee is a subrecipient. Complete all information that has been left blank.
- HUD has posted detailed instructions for completing *esnaps* applications. The instructions are available at:
 - [Renewal Project Application Detailed Instructions](#)
 - [New Project Application Detailed Instructions](#)
 - [Renewal YHDP Project Application Detailed Instructions](#)
- HUD has also posted [Frequently Asked Questions](#) about Project Applications

4. *Esnaps* attachments

- All new applications must contain documentation of the agency’s 501(c)(3) status, which must be uploaded at screen 7A.
- Renewal applications should already have documentation of the agency’s 501(c)(3) status attached at screen 7A. Confirm that the documentation is there and upload any missing documentation.
- Any applicant that will use in-kind match must upload a signed Memorandum of Understanding (MOU) between the subrecipient and the third party that will provide the in-kind services. The MOU should be uploaded at screen 7A.
- Applicants for NEW projects must upload documentation of all commitments of cash match to the project. The match commitment documentation should be uploaded at screen 7A.

5. Submittal of the *esnaps* application.

- Once the application is complete, the “Submit” button on screen 8B will no longer be greyed out. Click the Submit button.
- Submission sends the application to the CoC for review. If the application is selected by the CoC to include in its application too HUD, the CoC will review the application to identify and correct any errors prior to submission to HUD.

INSTRUCTIONS FOR SUBMISSION OF PART 2 APPLICATION/MATERIALS

In addition to the *esnaps* submission, applicants must respond to the questions and attach the following documents to the Part 2 application at [CoC FY24 Part2 Application](#) and submit by the competition deadline of 5pm on September 30, 2024.

Renewal Applicants and Existing Grantees submitting expansion or new grant applications must submit:

- Current List of Board of Directors with identification of Officers and terms
- Organization's Anti-Discrimination Policy

New Applicants (all applicants without an existing grant) must submit:

- Agency Articles of Incorporation
- Current List of Board of Directors with identification of Officers and terms
- Certified Organization Audit/Financial Statements of most recent year:
 - Copy of Single Audit (Required if \$750,000 or more in aggregate Federal funds expended); or
 - Financial statements audited by a CPA (if not bound by the requirements of [eCFR :: 2 CFR 200.501 -- Audit requirements.](#))
- Agency Financial Management Policies and Procedures
- Agency Procurement Policies and Procedures
- Organization's Anti-Discrimination Policy

THE ESNAPS SUBMISSION, THE PART 2 APPLICATION, AND REQUIRED ATTACHMENTS MUST BE SUBMITTED BY 5 P.M. ON SEPTEMBER 30, 2024.

V. APPLICATION REVIEW AND SELECTION

THRESHOLD REQUIREMENTS

To be eligible for consideration by the CoC Scoring and Ranking Committee, all projects must first successfully pass a review of threshold requirements. City of Springfield CoC staff will perform a threshold review of all submitted projects. ***Each project must meet the following minimum standards:***

1. The applicant has an active SAM registration and a valid Unique Entity Identifier (UEI) Number.
2. The applicant must be an eligible organization and provide documentation of non-profit status. (Verification of non-profit status must be uploaded to the 7A Attachments screen in *esnaps*.)
3. The Project applicant must demonstrate the financial and management capacity to carry, as indicated by review of the agency's audit, financial management policies and procedures, and agency procurement policies and procedures.

4. The population to be served must meet program eligibility requirements in the CoC Program Act, the Rule, and the FY24 NOFO.
5. The project must participate/commit to participate in the CoC's HMIS, unless the applicant is a victim service provider, in which case the project must collect client-level data in an HMIS-comparable database.
6. The project must participate/commit to participate in coordinated entry.
7. The project must operate using Housing First model.
8. The applicant must demonstrate the required minimum match, unless the application is for a Youth Homelessness Demonstration Program (YHDP) project.
9. The application must be complete and data consistent.

COMPETITIVE REVIEW

All applications that meet the threshold requirements will be forwarded to the CoC Scoring and Ranking Committee for evaluation, selection and ranking. Appendix A provides the scoring criteria that will be used to score renewal and new projects.

Please review the scoring criteria in connection with your responses to make sure you are providing the information needed to maximize your application score.

Scores will determine each project's rank in the CoC's application to HUD, where higher-ranking projects are more likely to be funded. Scores may also be used to reject applications.

Scoring and Ranking. The scoring criteria evaluates past performance (of renewal and expansion applicants) and promotes best practices or practices that will improve our local response to homelessness and align our response with national policies and best practices. These include:

- Fidelity of commitment to a Housing First model; and
- Actions that advance our CoC's commitment to equity in operations and program performance.

Reallocation. Reallocation is the process of removing funding (in whole or in part) from a renewal project to fund a new project. There are several types of reallocation that may happen:

- Renewal projects that are ranked below all other renewal and new projects and fall below the application funding cut-off will not be included in the application.
- Low-scoring applications may be reduced by the CoC Scoring and Ranking Committee in order to enable the CoC to fall within the application funding limit.
- Applications for projects that consistently fail to spend the full grant may be reduced to size the renewal grant to actual average spending levels.

Selection. Once the committee completes the scoring and ranking, the committee may consider the CoC's overall funding priorities, whether the initial scoring is likely to result in any critical service or geographic

gaps, and strategy related to HUD's selection process, and may make adjustments to budgets and produce the final ranking of projects to be included in the CoC application. The Committee's rationale for any adjustments will be recorded and made public with the published rankings.

Because HMIS is required for the CoC and must be funded, the HMIS renewal grant will be ranked first. The CoC's Coordinated Entry projects are also required and will be ranked second and third.

Project selections, rankings and tier allocations will be provided to proposers by written notice and published on the following website no later than October 15, 2024:

Springfield-Hampden Continuum of Care
<https://springfieldhampdencoc.wordpress.com/>

Applicants not selected by the CoC to be included in the CoC submission to HUD may appeal by submitting their *esnaps* Solo Application directly to HUD no later than 8:00 p.m. on October 30, 2024.

VI. RFP SCHEDULE

Aug. 30, 2024	Hampden County CoC FY24 Competition Opens
Sept. 9, 2024 3:00 p.m.	1 st Technical Assistance session Zoom: https://us02web.zoom.us/j/82356375982?pwd=g8hwcdrrhU7c0RfOjECldPOFqzbyik.1
Sept. 16, 2024 3:00 pm	2 nd Technical Assistance session Zoom: https://us02web.zoom.us/j/82356375982?pwd=g8hwcdrrhU7c0RfOjECldPOFqzbyik.1
Sept. 20, 2024	Deadline to submit written questions regarding RFP to gmccafferty@springfieldcityhall.com
Sept. 30, 2024 5:00 p.m.	Deadline for Submittal of Complete Application Complete applications include: <ol style="list-style-type: none">1. Esnaps submittal with following attachments uploaded:<ul style="list-style-type: none">• Documentation of agency 501(c)(3) status• MOU for in-kind match• FOR NEW PROJECTS: Documented commitment of match funds2. Part 2 Application at CoCFY24Part2ProjectApplication
Oct. 15, 2024	CoC notifies applicants in writing whether projects will be accepted, rejected, or reduced, and the reason for any rejection or reduction Any rejected applicants may submit their <i>esnaps</i> Solo Application directly to HUD no later than 8:00 p.m. eastern time on Oct. 30, 2024.
Oct. 23, 2024	Full CoC Application posted on CoC website
Oct. 25, 2024	CoC Board of Directors meets for approval of full CoC Application
Oct. 28, 2024	CoC Application Submitted to HUD
Spring 2025	HUD announces funding decisions
July 1, 2025	Project grant terms begin

Appendix A: Project Scoring Tools for Ranking and Tiering

FY24 HUD NOFO Renewal/Expansion Project Scoring Tool for Scoring and Ranking

Measure	Source	Point Value	Scoring Criteria	Points Awarded
Performance Measures – 32 points				
Housing Stabilization: Persons who remain in or exit to permanent housing	APR Q.5 and Q23	12	90%+	
Returns to homelessness: Persons who exited program in FY20-23 that have returned to homelessness	Custom HMIS report	12	10% or less	
Employment Income: Adult stayers who increased employment income	APR Q 19a1	2	8%+	
Employment Income: Adult leavers who increased employment income	APR Q 19a1	2	15%+	
Non-employment income: Adult stayers who increased non-employment income	APR Q 19a2	2	10%+	
Non-employment income: Adult leavers who increased non-employment income	APR Q 19a2	2	25%+	
Serve High-Need Population – 15 points				
No income. Served significant number of adults with \$0 income	APR 16	5	50%+	
Multiple disabilities. Served significant number of adults with 2 or more disabilities	APR Q 13a2	5	50%+	
Unsheltered. Served significant number of people coming from a place not meant for human habitation	APR Q 15	5	50%+	
Project Effectiveness – 17 points				
Cost effectiveness: Project has reasonable cost per person per permanent housing maintenance/exit	<i>Esnaps</i> (budget) and APR	3	≥ \$15,000 = 2 points	
Housing First. Review of project policies and procedures indicates fidelity to Housing First	Part 2 Application	10	Score of 100% on Housing First Assessment	
Utilization Rates: Units are full on the last Wednesday of each quarter	APR Q.8a	4	≥ 90%+ full OR applicant demonstrates that CoC grant was fully spent and reduced capacity was due to rental assistance/leasing funds in FY22 grant being inadequate to fund full number of units	
Equity Factors - 32 points				
Persons with Lived Experience: Meaningful engagement with PWLE regarding agency/program policies and procedures	Part 2 Application	6	Applicant organization’s Board of Directors includes more than one person with lived experience of homelessness – 3 points	

			Applicant demonstrates meaningful policy involvement of PWLE by providing at least one example of a policy or procedure that has changed within the last year due to PWLE input/partnership - 3 points	
Diversity among Leadership and Board of Directors: Under-represented individuals (BIPOC and LGBTQIA+) in management/leadership and represented on Board of Directors and leadership	Part 2 Application	8	At least 50% of applicant's Board of Directors are BIPOC or LGBTQ – 4 points At least 50% of applicant's management/leadership staff are BIPOC or LGBTQ – 4 points	
Overcoming Barriers to Successful Participation: Applicant identifies barriers (to access and/or successful participation) faced by BIPOC and has taken or will take concrete actions to eliminate barriers	Part 2 Application	10	Identifies barriers faced by BIPOC and has taken concrete actions to eliminate - 8 points Identifies barriers faced by BIPOC and plans concrete actions to eliminate - 4 points	+
Training: Applicants provides or makes available to staff and leadership training opportunities related to equity and trauma-informed care	Part 2 Application	6	Identifies related training events that program staff engaged in within the last year	
Anti-Discrimination Policy:	Part 2 Application - Attachment	2	Applicant has an anti-discrimination policy that explicitly protects LGBTQ+ people	
Local Factor – 4 points				
CoC monitoring review: Project has no unaddressed monitoring findings or concerns in most recent monitoring	CoC records	4	Meets requirement = 2 points	
TOTAL		100		

Scoring Summary

Type of Points	Max. Points Avail	% Points Avail	Points categories
Total	100	100%	
Objective criteria	82	82%	Cost effectiveness, Housing First fidelity, utilization rate, Board membership by BIPOC and LGBTQ; plus system performance and severe barriers
System performance	32	32%	Housing stabilization, returns to homelessness, increase employment income, increase non-employment income
Project addresses severe barriers	15	15%	No income; Multiple disabilities; Unsheltered

Note regarding scoring of projects submitted by victim service providers:

Data from comparable HMIS databases is used to score projects submitted by victim service providers

FY24 HUD NOFO **New PSH, RRH, and TH-RRH** Project Scoring Tool for Scoring and Ranking

Measure	Source	Point Value	Scoring Criteria	Points Awarded
Experience – 15 points				
Applicant experience: Experience of the applicant in working with the proposed population and in providing housing similar to that proposed in the application	<i>Esnaps</i> application, Screen 2B, Q1	10	5+ years serving population – 5 points 5+ years performing the proposed activities – 5 points 3-4 years serving population – 3 points 3-4 years performing the proposed activities – 3 points	
Track record with federal funds: Experience in effectively using federal funds	<i>Esnaps</i> application, Screen 2B, Q1	5	Has received prior federal grant(s) and describes success in meeting performance measures, timely spending, and compliance with reporting requirements	
Design of Housing and Supportive Services – 30 points				
Needs of population: Identify key characteristics, needs, and extent of population targeted in project based on appropriate data	Part 2 Application	1	Demonstrates understanding of characteristics and needs of identified client population; uses data to describe the extent of the target population	
Services plan: Describes plan to provide supportive services, through program staff and through connection to community resources	<i>Esnaps</i> and Part 2 Application	2	Identifies and incorporates best practices for target population; demonstrates ability to make connections with community resources	
Housing plan: Describes plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs	<i>Esnaps</i> and Part 2 Application	3	Proposal describes how the applicant will manage housing search challenges and quick identification and lease up of physical units for clients. Proposal should reference existing relationships with property owners/managers, existing units leased by applicant, use of project-based vouchers, etc.	
Increase income: Describes how clients will be assisted to increase employment and/or non-employment income to maximize their ability to live independently	<i>Esnaps</i>	2	Specific strategies identified for assisting participants to increase employment income – 1 point Specific strategies identified for assisting participants to obtain/increase disability or public benefits income – 1 point	
Performance measurement goals	Part 2 Application	2	Establishes performance measures for housing and income that are objective, measurable, trackable, and meet or exceed local benchmarks	
Project leverages housing resources	Leverage letter(s)	10	Provides documented housing leverage that meets HUD requirement	
Project leverages health care resources	Leverage letter(s)	10	Provides documented healthcare leverage that meets HUD requirement	

Timeliness – 3 points				
Quick start-up: Plan for rapid implementation of the program	<i>Esnaps</i> 3B-2	3	Application describes plan for effective and timely program start-up	
Financial – 15 points				
Agency audit	Agency audit	5	The agency audit notes no exceptions to standard practices; characterizes the agency as low-risk; and does not include any findings that have not been resolved	
Match	<i>Esnaps</i> attachment	5	Documented match amount meets HUD requirements	
Budget	<i>Esnaps</i> budget	5	Budgeted costs are reasonable, allocable and allowable	
Project Effectiveness – 5 points				
Cost effectiveness: Project has projected reasonable cost per household served	<i>Esnaps</i> (budget)	2	≥ \$15,000 per household	
Housing First. Applicant demonstrates project fidelity to Housing First	Part 2 Application	3	Score of 100% on Housing First Assessment	
Equity Factors – 30 points				
Persons with Lived Experience of Homelessness (PWLE): Meaningful engagement with PWLE regarding agency/program policies and procedures	Part 2 Application	6	Board of Directors includes more than one person with lived experience of homelessness – 3 points Applicant demonstrates meaningful policy involvement of PWLE by providing at least one example of a policy or procedure that has changed within the last year due to PWLE input/partnership - 3 points	
Diversity among Leadership and Board of Directors: Under-represented individuals are in management/leadership and represented on Board of Directors and leadership	Part 2 Application	8	At least 50% of applicant’s Board of Directors are BIPOC or LGBTG – 4 points At least 50% of applicant’s management/leadership staff are BIPOC or LGBTQ – 4 points	
Overcoming Barriers to Successful Participation	Part 2 Application	10	Identifies barriers to access and/or successful participation faced by BIPOC and has taken or will take concrete actions to eliminate barriers	
Training: Applicants provides or makes available to staff and leadership training opportunities related to equity and trauma-informed care	Part 2 Application	4	Identifies related training events that program staff engaged in within the last year; demonstrates commitment to equity through amount and type of training provided/accessed	
Anti-Discrimination Policy:	Part 2 Application	2	Applicant has an anti-discrimination policy that explicitly protects LGBTQ+ people	
Local Factor – 2 points				
Addresses community needs	Review committee assessment	2	The proposed project fills a need or gap in the homeless assistance system and is not duplicative of other resources	
TOTAL		100		

FY24 HUD NOFO **New SSO-CE** Project Scoring Tool for Scoring and Ranking

Measure	Source	Point Value	Scoring Criteria	Points Awarded
Experience – 15 points				
Applicant experience:	Part 2 Application	10	Applicant demonstrates experience with target population and with proposed activities	
Track record with federal funds: Experience in effectively using federal funds	Part 2 Application	5	Has received prior federal grant(s) and describes success in meeting performance measures, timely spending, and compliance with reporting requirements	
Project Design – 25 points				
Complements existing system	Part 2 Application	10	Applicant demonstrates a clear understanding of the purpose of a coordinated entry system and describes how their project will operate within the existing coordinated entry system	
Expands system access to underserved populations	Part 2 Application	8	Project will provide access to coordinated entry to one or more populations that currently has limited access	
Case conferencing experience	Part 2 Application	2	Applicant has been an active participant in case conferencing meetings	
Measurable goals: Provides performance measurement goals for project	Part 2 Application	3	Provides goals that are objective, measurable, trackable, and will support CoC in meeting its performance goals	
Quick start-up: Plan for rapid implementation of the program	<i>Esnaps</i>	2	Application describes plan for effective and timely program start-up	
Financial – 15 points				
Agency audit	Agency audit	5	The agency audit notes no exceptions to standard practices; characterizes the agency as low-risk; and does not include any findings that have not been resolved	
Match	<i>Esnaps</i>	5	Documented match amount meets HUD requirements	
Budget	<i>Esnaps</i> budget	5	Budgeted costs are reasonable, allocable and allowable	
Project Effectiveness – 5 points				
Cost Effectiveness	<i>Esnaps</i>	5	Cost is reasonable for the number of persons to be served	
Equity Factors – 30 points				
Persons with Lived Experience of Homelessness (PWLE): Meaningful engagement with PWLE regarding agency/program policies and procedures	Part 2 Application	8	Board of Directors includes more than one person with lived experience of homelessness – 4 points Applicant demonstrates meaningful policy involvement of PWLE by providing at least one example of a policy or procedure that has changed within the last year due to PWLE input/partnership - 4 points	

Diversity among Leadership and Board of Directors: Under-represented individuals are in management/leadership and represented on Board of Directors and leadership	Part 2 Application	8	At least 50% of applicant’s Board of Directors are BIPOC or LGBTQ – 4 points At least 50% of applicant’s management/leadership staff are BIPOC or LGBTQ – 4 points	
Overcoming Barriers to Successful Participation	Part 2 Application	8	Identifies barriers to access and/or successful participation faced by BIPOC and will take concrete actions to eliminate barriers	
Training: Applicant provides or makes available to staff and leadership training opportunities related to equity and trauma-informed care	Part 2 Application	4	Identifies related training events that program staff engaged in within the last year	
Anti-Discrimination Policy:	Part 2 Application	2	Applicant has an anti-discrimination policy that explicitly protects LGBTQ+ people	
Local Factor – 10 points				
Addresses community needs	Review committee assessment	10	The proposed project fills a need or gap in the homeless assistance system and is not duplicative of other resources	
TOTAL		100		

APPENDIX B

Projects Eligible for Renewal, with Allowable Budget Line Amounts

CoC Project Name	Project Component	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	VAWA	Admin	TOTAL
Catholic Charities RRH3	PH-PSH		\$296,100	\$86,646				\$34,885	\$417,631
CHD Family PSH	PH-PSH	339,452	\$156,624	\$105,507				\$40,066	\$641,649
CSO-FOH Coordinated Assessment	SSO-CE			\$226,645				\$16,355	\$243,000
CSO-FOH PSH	PH-PSH	\$186,959		\$170,586				\$26,121	\$383,666
DV Coordinated Entry	SSO-CE	\$0		\$256,567				\$25,657	\$282,224
Gandara SHINE Young Families TH	TH	\$201,297						\$10,594	\$211,891
Gandara SHINE RRH	PH-RRH		\$260,568	\$116,969				\$33,635	\$411,172
HMIS	HMIS					\$219,317		\$18,675	\$237,992
MHA CoC PSH	PH-PSH		\$1,063,332	\$279,823				\$86,441	\$1,429,596
RVCC CoC Program	PH-PSH		\$276,672	\$60,097				\$17,572	\$354,341
VOC Family Supportive Housing	PH-PSH	\$68,097	\$119,808	\$29,936				\$13,456	\$231,287
Way Finders Turning Point	PH-PSH			\$16,838	\$52,945			\$3,699	\$73,482
YWCA-Alianza TH-RRH	Joint TH & PH-RRH	\$26,688	\$465,912	\$198,048		\$29,948	\$15,000	\$68,733	\$805,329
YHDP Coordinated Entry & Navigation	SSO-CE			\$266,850				\$26,469	\$293,319
YHDP MHA PSH	PH-PSH		\$94,752	\$51,000				\$13,078	\$158,830
YHDP CHD RRH	PH-RRH		\$355,320	\$206,211				\$50,417	\$611,948
YHDP Gandara TH-RRH	Joint TH & PH-RRH	\$49,860	\$71,064	\$86,328	\$6,000			\$20,202	\$233,454
TOTAL		\$872,343	\$3,160,152	\$2,260,451	\$66,445	\$249,265	\$15,000	\$516,945	\$7,140,601

APPENDIX C

Special YHDP Activities

YHDP Renewal projects may submit applications that include the following special YHDP activities, which are ineligible under the CoC Program, subject to the conditions specified in this section:

- a. Recipients may carry out the activities below with written notice to the Deputy Assistant Secretary for Special Needs, subject to the requirements governing grant agreement amendments at 24 CFR 578.105. HUD will consider the inclusion of these activities in the project application as notification to the Deputy Assistance Secretary for Special Needs.
 - i. Housing projects may have leases for a minimum term of 1 month plus 1 day under rental assistance budget line items.
 - ii. Projects may use leasing, sponsor-based rental assistance, and project-based rental assistance in RRH projects.
 - iii. In addition to the eligible costs listed in 24 CFR 578.59(a), recipients may use project administration funds to support costs of involving youth with lived experience in project implementation, execution, and improvement.
 - iv. Recipient may use project administrative funds to attend conferences and trainings that are not HUD-sponsored or HUD-approved, provided that the subject matter is relevant to youth homelessness.
 - v. Projects may employ youth who are receiving services, or housing assistance, from the recipient organization. Recipients that use this special YHDP activity must maintain documentation that discloses the nature of work that the youth performs, and that the youth is not in a position that creates a conflict of interest. Page 50 of 128
 - vi. Projects may use habitability standards in 24 CFR 576.403(c) rather than Housing Quality Standards in 24 CFR 578.75 for short- or medium-term (up to 24 months) housing assistance. Recipients implementing this special YHDP activity must keep documentation of which standards they apply to the units and proof that the units complied with standards before assistance is provided for every unit funded.
 - vii. Recipients may provide moving expenses to a program participant more than once.
 - viii. Recipients may provide payments of up to \$500 per month for families that provide housing under a host home and kinship care model to offset the increased costs associated with having youth housed in the unit.
 - ix. YHDP recipients may continue providing supportive services to program participants for up to 12 months after the program participant exits homelessness, transitional housing or after the end of housing assistance.
 - x. Recipients may use grant funds for the following if they are necessary to assist program participants to obtain and maintain housing. Recipients and subrecipients must maintain records establishing how it was determined that paying the costs was necessary for the program participant to obtain and retain housing and must also conduct an annual assessment of the needs of the program participants and adjust costs accordingly:
 - Security deposits for units in an amount not to exceed 2 months of rent.
 - The costs to pay for any damage to housing due to the action of program participants, which may be paid while the youth continues to reside in the unit. The total costs paid for damage per program participant may not exceed the cost of 2 months' rent.

- The costs of providing household cleaning supplies to program participants.
- Housing start-up expenses for program participants, including furniture, pots and pans, linens, toiletries, and other household goods, not to exceed \$300 in value per program participant.
- The one-time cost of purchasing a cellular phone and service for program participant use, provided access to a cellular phone is necessary to obtain or maintain housing and the costs of the phone and services are reasonable per 2 CFR 200.404.
- The cost of internet in program participants' units if the costs of the service is reasonable per 2 CFR 200.404. Page 51 of 128
- Payment of rental arrears consisting of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
- Payment of utility arrears of up to 6 months per utility.
- Up to 3 months of utilities for a program participant, based on the utility costs schedule for the unit size and location.
- In addition to transportation costs eligible in 24 CFR 578.53(e)(15), recipients may pay gas and mileage costs for a program participant's personal vehicle for trips to and from medical care, employment, childcare, or other services eligible under this section.
- Legal fees, including court fees, bail bonds, and required courses and equipment.
- Program participant's past driving fines and fees that are blocking a young person from being able to obtain or renew a driver's license and impacting their ability to obtain or maintain housing. Additionally, recipients may pay for program participants' costs for insurance and registration for personal vehicles, if the personal vehicle is necessary to reach medical care, employment, childcare, or other services eligible under this section.

b. Under the conditions specified below, recipients may make use of the following built-in exceptions to this NOFO's requirements, subject to approval by the Deputy Assistance Secretary for Special Needs and requirements governing grant agreement amendments at 24 CFR 578.105. To expedite grant agreement processing, applicants should include as much information as possible as part of their project application to demonstrate they meet the conditions specified below.

- i. Projects may provide up to 36 months of RRH rental assistance to program participants if the recipient demonstrates: (1) the method it will use to determine which youth need rental assistance beyond 24 months and (2) the services and resources that will be offered to ensure youth are able to sustain their housing at the end of the 36 months of assistance.
- ii. Projects may continue providing supportive services to program participants for up to 24 months after a program participant exits homelessness, transitional housing or after the end of housing assistance if the recipient demonstrates: (1) the proposed length of extended services to be provided; (2) the method it will use to determine whether services are still necessary; and (3) how those services will result in self-sufficiency and ensure stable housing for program participants.

- iii. Projects may continue providing supportive services to program participants for up to 36 months after program participants exit homelessness, if the services are in connection with housing assistance, such as the Foster Youth to Independence initiative, or if the recipient can demonstrate that extended supportive services ensures continuity of caseworkers for program participants.
- iv. Rental assistance may be combined with leasing or operating funds in the same unit, provided that the recipient submits a project plan that includes safeguards to ensure that no part of the project would receive a double subsidy.
- v. Projects may provide payments of up to \$1,000 per month for families that provide housing under a host home and kinship care model, provided that the recipient can show that the additional cost is necessary to recruit hosts to the program.
- vi. YHDP recipients may pay for short-term (up to three months) emergency lodging in motels or shelters as the transitional housing component in a Joint transitional housing-rapid rehousing (TH-RRH) project, provided that the recipient can demonstrate that use of the hotel or motel room is accessible to supportive services.