FY2023 COC LOCAL COMPETITION
GRANTWRITING WORKSHOP
WELCOME & HOUSEKEEPING

• This meeting is being recorded and is hybrid
• Slides, the meeting recording, and any new materials relevant to the competition will be available on the UWP Website
  • It’s recommended to subscribe to the CoC mailing list
  • It’s recommended to subscribe to the HUD CoC Competition Mailing List
• There will be an opportunity to ask questions at the end of each section and at the end
• Please keep this a space for collaboration
AGENDA

• Overview of the CoC Program
• Overview of the Grant Application Process
• Expectations of Awarded Applicants
• Resources
OVERVIEW OF THE COC PROGRAM

What is the CoC?
WHAT IS THE CoC?

The Continuum of Care is:

• A federal grant provided through HUD (Housing and Urban Development)
• A nationwide movement where local communities come together to form coalitions dedicated to ending homelessness in their community
  • Nationally prescribed, locally ran
• Impact ICT, the local coalition of nonprofits, persons with lived experience (PWLE), community stakeholders, and local government (city, county, State)
WHAT IS THE PURPOSE OF THE CoC?

- Promote community-wide commitment to the goal of ending homelessness
- Provide funding to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation caused to households and communities
- Promote access to and effective use of mainstream programs by homeless individuals and families
- Optimize and increase self-sufficiency among individuals and families experiencing homelessness
MISSION AND VISION OF IMPACT ICT CoC?

Mission:
• Identify and assess persons experiencing housing instability, coordinate client-directed services, and transform lives by being housing-focused in everything we do.

Vision:
• Homelessness should be rare, brief, and nonrecurring for all our neighbors in Sedgwick County.
STRUCTURE OF THE CoC

Applying for a grant isn't just funding; it's also applying to be a part of the overall homeless response system
WHO IS ABLE TO APPLY FOR COC FUNDS?

• Who can apply for a CoC Project Grant?
  • Nonprofits serving in Sedgwick County
  • Government entities (City of Wichita, City of Goddard, etc.) serving in Sedgwick County

• Who can’t apply for a CoC Project Grant?
  • For profit institutions or businesses
  • Individuals
  • Any project that will not serve in Sedgwick County
WHO ARE FUNDS ELIGIBLE TO SERVE?

- Under the 24 CFR 578, the following populations can be served:
  - Category 1 - Literally Homeless
  - Category 2 – Imminent Risk of Homelessness
  - Category 4 – Fleeing / Attempting to Flee Domestic Violence

- As a CoC, we can attempt to apply for Category 3 – Homeless under other Federal statues
  - Currently, no CoC is eligible to provide assistance under category 3
WHAT IS INVOLVED IN A COC GRANT?

• CoC grants are typically 12-month grant periods
• Awarded grants must be renewed annually during the CoC Competition
  • However, new grants are automatically renewed for year 2
• Complete collaboration with the CoC
  • Full participation in HMIS, homeless management information system
  • Full participation in Coordinated Entry (CE)
• Direct partnership with HUD through a local office (Kansas City)
• Creating your own policies and procedures
HOW CAN FUNDS BE USED? PROJECT TYPES

- The CoC grant funds projects, and only projects of a certain type
- The only eligible new project types are:
  - Rapid ReHousing (RRH)
    - Short-term (0-24 months) rental/lease assistance paired with case management
  - Permanent Supportive Housing (PSH)
    - Indefinite rental/lease assistance paired with intensive case management
  - Joint Transitional Housing-Rapid ReHousing Projects (TH-RRH)
    - Short-term Transitional Housing paired with short-term Rapid ReHousing (total assistance for 24 months or less)
HOW CAN FUNDS BE USED? PROJECT TYPES

New PSH projects have two types, and must serve CH clients

- PH-PSH
  - Can only accept clients that are Chronically Homeless at time of project enrollment

- DedicatedPLUS PH-PSH clients must be:
  - Chronically Homeless
  - Were CH and placed in housing in the last year, but didn’t succeed in housing
  - Disabled but does not meet timeline for CH
  - Meet Criteria for HUD-VASH placement
  - Other, rare circumstances
HOW CAN FUNDS BE USED? ELIGIBLE COSTS

• **Overview of CoC Eligible Activities** or refer to 24 CFR 578.43 - 578.59

• Leasing (PSH / TH ONLY):
  • Lease Structure or part of a structure for PSH / TH housing
  • Project Participants would sublease or sign an occupancy agreement with provider
HOW CAN FUNDS BE USED? ELIGIBLE COSTS

• Rental Assistance:
  • Pay a portion of the rent for a project participant
    • This is not currently set at the CoC-level
  • Property damages
  • Vacancies (up to 90 days)
  • Security Deposits, first, and last month’s rent
  • Rents above FMR that are within rent reasonableness
  • Adding participants and units in excess of original proposal
  • Costs associated with paying rent
HOW CAN FUNDS BE USED? ELIGIBLE COSTS

• Types of Rental Assistance:
  • Tenant-Based Rental Assistance
    • Client picks unit and rent is paid to property manager on behalf of client; assistance can move with the client
  • Sponsor-Based Rental Assistance
    • Agencies rent units in the private market and sublet the unit to clients
  • Project-Based Rental Assistance
    • The recipient contracts for unit(s) and the client enters a lease with the landlord
HOW CAN FUNDS BE USED? ELIGIBLE COSTS

• Supportive Services:
  • Annual Assessments (typically PSH)
  • Moving costs
  • Case management
  • Childcare
  • Education services
  • Employment assistance and job training
  • Food
  • Housing search and counseling services

• Legal services
  • Life skills training
  • Mental Health Services
  • Outpatient mental health services
  • Outreach services
  • Substance Abuse treatment services
  • Transportation
  • Utility Deposits

Competitive applications source many of these services outside the grant
HOW CAN FUNDS BE USED? ELIGIBLE COSTS

- Operating Costs (PSH / TH-RRH only)
  - Costs of maintenance and repair of housing not included in the lease of a permanent structure being operated by the project as housing or transitional housing
  - Cannot be used in a building/unit receiving CoC assistance

- HMIS
  - Purchasing/leasing computer hardware
  - Utilities necessary to operate or contribute data
  - Paying salaries for contributing data to HMIS
HOW CAN FUNDS BE USED? ELIGIBLE COSTS

• Project Administration
  • General management, oversight, coordination
  • Attending HUD-sponsored CoC Trainings
  • Environment Reviews

• Match
  • All projects (excluding leasing) must have a 25% match met by in-kind items/services or cash match
  • Match can only be used on eligible projects costs
  • Services provided in-kind from a 3rd party require an MOU
HOW CAN FUNDS BE USED? ELIGIBLE COSTS

• Acquisition:
  • Pay up to 100% of costs to provide PSH or TH to clients

• Rehabilitation:
  • Pay up to 100% of costs to rehab a structure owned by the grant recipient that is used to provide PSH or TH to clients

• New Construction:
  • Pay for up to 100% of costs of new construction to provide PSH or TH to clients
  • High bar to clear (costs must be less than rehab or lack of units to be rehabbed)
BASIC PROJECT DESIGN: PSH

- Permanent Supportive Housing Project
  - Rental assistance
  - Supportive Services
  - Admin Fees
  - Match

- **Description**: Project will house 30 Chronically Homeless single person households in a 10/20 mix of studio and 1-room apartments using TBRA rental assistance, with 1.5 FTE staff to intake clients and provide case management. Match will provide for other .5 salary of program staff and costs associated with paying rent.
BASIC PROJECT DESIGN: RRH

• Rapid ReHousing Project:
  • Rental Assistance
  • Supportive Services
  • Admin Fees
  • Match

• Description: Project will provide medium-term rental assistance (3-12 months) for 19 individuals in 1-BR apartments using TBRA rental assistance and 1 FTE case manager. Match will provide for benefits for FTE case manager, moving costs, and admin costs.
BASIC PROJECT DESIGN: RRH + HOMELESS PREFERENCE PROGRAM VOUCHERS

• Rapid ReHousing Project:
  • Rental Assistance (not based on unit FMR)
    • Ongoing rental assistance provided by HPP-HCVs
  • Supportive Services
  • Admin Fees
  • Match

• Description: Project will provide deposit and moving cost assistance for 30 individuals. Ongoing rent will be provided by using Housing Choice Vouchers. The program will have 1 FTE case manager. Match will provide for benefits for FTE case manager, moving costs, and admin costs.

• Note: A match would not need to be provided for the funding provided by the rental assistance coming from the HPP-HCVs.
SUCCESSFUL PROJECT DESIGN

- Project has dedicated case manager(s)
- Case load is appropriate for project type (RRH, 15-25; PSH, 10-15)
- Case management includes proactive offering of “services” to housed clients, especially in PSH
- Reliability for landlords and good landlord management
- Follow Housing First (philosophy) to full fidelity – it’s not about the housing, it’s about the person
- Strong relationships with other non-profits to provide auxiliary services and in-kind items
OVERVIEW OF THE GRANT APPLICATION PROCESS

How do I apply?
STAGES OF THE COMPETITION: PROJECTS

Step 1: Applicant submits their Final Application to Impact ICT via email.

Step 2: Impact ICT Ranking and Review Committee Scores Applications

Step 3: HUD releases the CoC NOFO

Step 4: Impact ICT notifies applicants that are selected to submit a project application to HUD

Step 5: Applicant submits a project application in ESnaps

Step 6: HUD announces awards in late 2023 / early 2024.
STAGES OF THE COMPETITION: COMMUNITY

Local Competition

Agencies submit projects to the Ranking and Review Committee by 5pm July 21st to be reviewed and ranked. Agencies are notified if their projects are accepted and of any feedback.

2023 NOFO Releases

2023 NOFO releases and CoC begins to write the collaborative application. Projects accepted by the CoC also make any adjustments to their projects and submit in eSNAPS.

Final Submission Deadline

All projects and the consolidated application are submitted to HUD.

HUD Announces Awards

HUD announces final awards for each CoC, including Bonus and Tier 2 funding decisions.

HUD Enters Grant Agreements

Agency and HUD enter a grant agreement and the project begins operation.

100 Years of Helping People

United Way of the Plains
PRELIMINARY DEADLINES

• Final day to ask questions regarding an agency’s grant:
  • July 19th, 5pm

• Application Due Date
  • July 21st, 5pm, to cschnieders@unitedwayplains.org

• Ranking & Review Results sent to applicants (tentative)
  • August 4th, 5pm via email
<table>
<thead>
<tr>
<th>Attachments</th>
<th>Mandatory or Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Threshold Requirement Project Summary</td>
<td>Mandatory.</td>
</tr>
<tr>
<td>Project Proposal Paper</td>
<td>Mandatory.</td>
</tr>
<tr>
<td>Budget Worksheet</td>
<td>Mandatory. Applicants may also submit an Excel version, made available on the CoC website, that will calculate totals and percentages.</td>
</tr>
<tr>
<td>Most recent audit or financial review</td>
<td>Mandatory.</td>
</tr>
<tr>
<td>Most recently completed APR as of June 30, 2023</td>
<td>Mandatory for renewal projects.</td>
</tr>
<tr>
<td>eLOCCS summary for most recent full grant year.</td>
<td>Mandatory for renewal projects.</td>
</tr>
<tr>
<td>Memoranda of understanding (MOU) if using another agency for match or leverage.</td>
<td>Mandatory if using another agency. (An unexecuted draft can be submitted, but a fully executed version must be submitted to the CoC by <strong>Friday, Sept. 29, 2023</strong>.)</td>
</tr>
<tr>
<td>Table(s) to depict participant and/or unit characteristics</td>
<td>Optional.</td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>IRS Nonprofit Determination Letter</td>
<td>Mandatory for new projects from a nonprofit organization.</td>
</tr>
<tr>
<td>Documentation of SAM registration</td>
<td>Mandatory for new projects (evidence that it has been applied for and receipt is anticipated prior to <strong>Friday, Sept. 29, 2023</strong>, is acceptable).</td>
</tr>
<tr>
<td>Documentation of UEI Number</td>
<td>Mandatory for new projects (evidence that it has been applied for and receipt is anticipated prior to <strong>Friday, Sept. 29, 2023</strong>, is acceptable.)</td>
</tr>
<tr>
<td>Documentation of Code of Conduct</td>
<td>Mandatory for new projects (draft acceptable, final due <strong>Friday, Sept. 29, 2023</strong>). All project applicants must ensure their organization has a Code of Conduct that complies with the requirements of 2 CFR part 200 and is on file with HUD here.</td>
</tr>
</tbody>
</table>
WRITING THE GRANT: THRESHOLDS

• All applicants will submit “Threshold Requirement Project Summary”

• New projects must also clear the thresholds as outlined in current NOFO for their project type
  • Until the NOFO releases, use the 2022 NOFO Section V.C.4
  • If you’re not sure if your project clears thresholds, take advantage of the Office Hours or reach out directly
WRITING THE GRANT: PROJECT PROPOSAL PAPER

• Follow the instructions as outlined in the Project Application Packet
• Each project will need to fill out a Project Proposal Paper, even if it is a renewal project that planning on consolidating
• This is a new element to this year’s application process
  • Each item is linked to the scoring rubric
  • Much of a renewal project’s points will come from project outcomes
Housing First is an approach that prioritizes providing safe, decent, and affordable permanent housing to people experiencing homelessness. It does not have service participation requirements or preconditions to housing.

- Homelessness is first and foremost a housing crisis and can be addressed through the provision of safe and affordable housing.
- All people experiencing homelessness can achieve stability in permanent housing.
- Everyone is “housing ready”.
- Permanent housing provides a stable place to live and serves as a platform to pursue goals like health, food security, employment, and better quality of life.
- People experiencing homelessness have the right to self-determination and should be treated with dignity and respect.
- The exact configuration of housing and services depends upon the needs and preferences of the Person.
- Accordingly, Housing First emphasizes client choice in accessing supportive services like mental health or substance use counseling.
WRITING THE GRANT: BUDGET WORKSHEET

• For new projects:
  • Admin budget must not exceed 10%
  • Match must be at least 25% (admin fees must also be matched)
  • Either start with Match or start with how many clients you plan to serve (i.e., caseload size)

• For renewal projects:
  • Must renew grant as outlined in the 2023 Grant Inventory Worksheet (GIW)
    • Not yet released

OR

• Must voluntarily reallocate some of funding back
WRITING THE GRANT: RENTAL ASSISTANCE

• Rental Assistance:
  • Pay a portion of the rent for a project participant
  • Calculated by # of units x **Fair Market Rent** x grant term length (12 months)

<table>
<thead>
<tr>
<th>Unit Size</th>
<th>FMR</th>
<th># Units</th>
<th># Months</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>1 Bedroom</td>
<td>$650</td>
<td>10</td>
<td>12</td>
<td>$78,000</td>
</tr>
<tr>
<td>2 Bedroom</td>
<td>$800</td>
<td>5</td>
<td>12</td>
<td>+ $48,000</td>
</tr>
</tbody>
</table>

$126,000
WRITING THE GRANT: RENTAL ASSISTANCE

• FY 2023 Fair Market Rent Documentation System — Calculation for Wichita, KS HUD Metro FMR Area (huduser.gov)

The FY 2023 Wichita, KS HUD Metro FMR Area FMRs for All Bedroom Sizes

<table>
<thead>
<tr>
<th>Year</th>
<th>Efficiency</th>
<th>One-Bedroom</th>
<th>Two-Bedroom</th>
<th>Three-Bedroom</th>
<th>Four-Bedroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2023 FMR</td>
<td>$615</td>
<td>$703</td>
<td>$920</td>
<td>$1,218</td>
<td>$1,486</td>
</tr>
<tr>
<td>FY 2022 FMR</td>
<td>$547</td>
<td>$635</td>
<td>$823</td>
<td>$1,103</td>
<td>$1,345</td>
</tr>
</tbody>
</table>
WRITING THE GRANT: BUDGET

• “How much funding is available?”
  • Ranking and Review Committee has ability to involuntary reallocate funds from low-ranking renewal projects to higher-ranking new projects
  • DV bonus funds will likely be available
  • The amount the CoC receives will likely be higher due to an increase in FMRs for 2023
  • There is potential for bonus CoC dollars
• Realistically: $2.7 – $3.2 million
• Will my applying for a new project mean an existing project may not be funded in part or entirety?
  • Yes.
HOW DOES FUNDING WORK?

• Not only is this grant competitive locally, it is also competitive nationally

• CoC Funding is broken out into Tier 1 and Tier 2
  • Tier 1: $2,583,850
  • Tier 2 (“CoC Bonus”): $135,995
  • Existing projects: $2,719,842

• We compete locally to be in Tier 1 (R&R Committee); we compete across the nation to see if we can fund Tier 2
Renewal projects are projects that were previously funded. This year, all renewal projects will need to compete for funding. Renewal projects can:

- Consolidate: Merge two more projects (up to 10) of the same type into a single project.
  - Requires a project submission for each individual grant.
  - All that are accepted will be consolidated.
  - Certain rules will apply.
- Expand: Write for more funding in eligible costs for an existing project.
  - Requires a match increase.
  - Should be associated with more clients served.
  - Expansions can only be consolidated in the next year’s grant process.
EXPECTATIONS OF APPLICANTS

What is expected of my agency?
DURING THE LOCAL COMPETITION

- Be communicative, especially if you are planning on applying for a grant or reallocating some of your grant funds
- Collaborate with other applicants
- Ask questions, either directly to cschnieders@unitedwayplains.org or during office hours at UWP
- Send in drafted applications to be reviewed
- Review 24 CFR 578 (The Rule) and HUD CoC Binders on HUD Exchange
DURING THE COLLABORATIVE APPLICATION

- Help with the Consolidated Application
  - Expect to help write answers to the consolidated grant
  - Expect to help proofread the full, final application
  - Expect to read the NOFO and the Rule for compliance
- Be communicative, especially if you need to adjust your grant or if you are having issues
- Submit your final project grant in eSNAPS by deadline given by NOFO
AFTER THE APPLICATION PROCESS

• Be communicative, especially if you need to adjust your grant or if you are encountering issues
• Help plan and execute the Point in Time Count in January
• Attend monthly CoC Meetings (4th Tuesday of the month)
• Participate in CoC Committees
• Write or revise policies and procedures for your project
AFTER YOUR GRANT IS AWARDED & ACTIVE

• Fully participate in the Homeless Management Information System (HMIS)
  • Submit high-quality data and pull monthly data quality reports
  • Collaborate with the HMIS Lead (UWP) for training and assistance
• Fully participate in Coordinated Entry (CE)
  • Projects can only accept clients from CE via case conferencing or referral from the CE Housing Navigator (UWP)
AFTER YOUR GRANT IS AWARDED & ACTIVE

HOUSE, HOUSE, HOUSE!!!
AFTER YOUR GRANT IS AWARDED & ACTIVE

- Be communicative, especially if you need to adjust your grant or if you are encountering issues
- Fully participate in the Homeless Management Information System (HMIS)
  - Submit high-quality data and pull monthly data quality reports
  - Collaborate with the HMIS Lead (UWP) for training and assistance
- Fully participate in Coordinated Entry (CE)
  - Projects can *only* accept clients from CE via case conferencing or referral from the CE Housing Navigator (UWP)
WHAT IS CE?

• Coordinated Entry is how the CoC ensures that clients who have the highest need, have been homeless the longest, and meet one of the CoC’s housing priorities are housed first

• CE also has a weekly case conferencing component where Case Managers funded by ESG and CoC funds are expected to help with locating and assisting clients

• Ensures that we maximize our housing resources, from CoC to ESG to City/County to EHV’s and HCV’s
OTHER EXPECTATIONS:

- Follow the Rule (24 CFR 578) in its entirety
- Follow the NOFO in its entirety
- Comply with any amendments to the CoC program as changed by HUD or Congress through Notices
- Comply with the local monitoring process
  - Currently ran by UWP
- Comply with any requests from HUD, including a formal Audit
- Communicate!
RESOURCES

• HUD.gov CoC Competition Main Page:
  • CoC Program Competition | HUD.gov / U.S. Department of Housing and Urban Development (HUD)

• UWP Homelessness Main Page:
  • Homeward Bound: Homeless Initiative Powered by United Way (unitedwayplains.org)

• eSNAPS Tool Kit (application software)
  • e-snaps : CoC Program Applications and Grants Management System - HUD Exchange
RESOURCES

• Federal Code & Rule:
  • Code of Federal Regulations (govinfo.gov)

• Official Grant Page:
  • View Opportunity | GRANTS.GOV

• Cole Schnieders (cschnieders@unitedwayplains.org)

• Impact ICT CoC mailing list

• HUD CoC Competition Mailing List
QUESTIONS?
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