

Southern Nevada Homelessness Continuum of Care (CoC)

2022 NEW PROJECT LOCAL APPLICATION INSTRUCTIONS, V2



Posted August 11, 2022

Amended August 25, 2022

The Continuum of Care Local Application is required for a project's inclusion in the 2022 Southern Nevada CoC's Consolidated Application furnished to HUD. Renewal projects, please follow the 2022 Renewal Project Local Application Instructions, released separately.

Table of Contents

<u>SECTION</u>	<u>PAGE</u>
IMPORTANT DATES.....	3
GENERAL INFORMATION.....	4
NEW PROJECT NARRATIVE.....	10
PROGRAM ATTACHMENTS.....	14
THRESHOLD REQUIREMENTS AND SCORING AND RANKING.....	15

IMPORTANT DATES

July 21, 2022	CoC 101 Training for Prospective New Providers and Scoring & Ranking Team volunteers Slide deck and recording available here: https://tinyurl.com/56x57njc
August 1, 2022	2022 HUD CoC NOFO Released
August 11, 2022	<i>New Project Local Application Instructions</i> (this document) released on the Help Hope Home Funding Opportunities webpage
August 11, 2022	Full Technical Assistance Workshop (Renewal and New projects) Join Workshop Here: https://homebasecc.zoom.us/j/82101051173
August 15, 2022	<i>Updated TA Workshop FAQ</i> posted
TBD	HUD opens e-snaps application portal -- Homebase will notify applicants when this is open.
August 30, 2022 at 5p	New Project Local Application Deadline
September 8, 2022	Ranking Day
September 15, 2022	CoC Board Approval of Priority Listing
September 23, 2022 5:00 PM (PDT)	Submit project application in e-snaps
September 30, 2022	Consolidated Application due to HUD

GENERAL INFORMATION

About Help Hope Home

Help Hope Home is Southern Nevada’s coordinated regional approach to assist individuals and families achieve stable, sustainable lives. Relying on collaborative effort, Help Hope Home is a regional partnership that coordinates efforts to prevent and end homelessness in Southern Nevada. To view the Southern Nevada Regional Plan to End Homelessness posted on the HelpHopeHome website click [HERE](#). The collective effort brings to the table all aspects of our community including citizens, faith-based organizations, non-profit providers, businesses, civic groups, education, law enforcement, and government. Through our efforts, we are able to leverage valuable resources, share information, and manage funding opportunities.

Funding Opportunity Background

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Opportunity (NOFO) for the HUD Continuum of Care Homeless Funds, signifying the beginning of a funding competition among approximately 450 Continuums of Care (CoC), the community stakeholder groups that guide local responses to homelessness. The Southern Nevada Homelessness Continuum of Care (SNH CoC) Evaluation Working Group (EWG) has now opened its Local Application process to new CoC projects. Information from a project’s local application will be used to determine its inclusion in the 2022 Consolidated Application submitted to HUD by the SNH CoC.

HUD requires CoCs to score and rank all project applications.* The resulting project ranks are assembled in an ordered list: the *Priority Listing*. The *Priority Listing* is included as a component of the CoC’s Consolidated Application submitted to HUD by SNH CoC’s collaborative applicant, Clark County Social Service (CCSS).

A glossary of controlling entities and working groups in the SNH CoC is found in the [Scoring and Ranking Policies and Procedures](#), pp. 2-3.¹

Federal Award Recipient Requirement (UEI)

All organizations that receive federal funds, including CoC funds, must maintain an active SAM registration with current information while they have an active Federal award (renewal applicants) or application under consideration by HUD (new applicants).

* Note: The CoC planning project is exempt from scoring and ranking, per HUD guidelines.

¹ <https://helphopehome.org/wp-content/uploads/2022/05/2022-Scoring-and-Ranking-Policies.pdf>

New project applicants should create or verify an existing Unique Entity Identifier (UEI) at [SAM.gov](https://sam.gov), as soon as possible.²

25% Match Requirement

The CoC Program requires a 25 percent match of the awarded grant amount. This requirement applies to all eligible budget line items with the exception of the Leasing line item. Cash or in-kind resources will satisfy the match requirement. More information is available at [HUD Exchange](https://www.hudexchange.info).³

HUD Compliance

All project applicants must comply with the requirements of the [CoC Program Interim Rule](https://www.hudexchange.info/programs/coc).⁴ Project applicants can refer to [HUD Exchange's CoC page](https://www.hudexchange.info/programs/coc) for additional information on program requirements.⁵ Many of these instructions incorporate HUD regulations governing the CoC grant funding. Additional Federal regulations of concern are found at www.hud.gov.⁶

Coordinated Entry System Requirement

All funded projects will be expected to fully participate in the coordinated entry system and follow the related [policies and procedures](#).

Application Trainings

On July 21, 2022 Homebase hosted a recommended [CoC 101 for Prospective New Applicants](#). Coverage included general information about Continuum of Care programming and high-level information about required steps for this year's application process. Note, new information contained in the NOFO may require amendment of some application processes, once the NOFO is released.

Following HUD's release of the 2022 CoC NOFO, Homebase provides a Full Technical Assistance Workshop on August 11, 9:00am – 11:00am. Coverage will include a detailed review of all required application steps for new project applicants, including any amendments arising from the NOFO itself.

In addition, HUD may offer national webcasts. The Collaborative Applicant will post all meetings on the Help Hope Home website; however, each agency is responsible for ensuring appropriate staff attend HUD's training(s).

² <https://sam.gov/content/duns-uei>

³ <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/coc-match-overview/>

⁴ <https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>

⁵ <https://www.hudexchange.info/programs/coc/>

⁶ See esp. Fair Housing, Equal Access, Violence Against Women Act, Economic Opportunities for Low-Income Persons, etc.

The Collaborative Applicant will be tracking attendance from recommended trainings. Requests may first be referred to training recordings, especially if the information sought was already made available during the training.

Frequently asked questions from the Full Technical Assistance Workshop will be posted to the [HHH website](#) by August 15, 2022. Questions related this process will be accepted at any point. Question can be submitted to snhcocnofa@homebaseccc.org.

Application Components and Submission Requirements

Applications are due by 5pm on August 30, 2022. Applications will be submitted through several different platforms. The chart below is a quick reference.

Component	Platform	Action	Due Date
Application Narrative	Google Forms	Submit narrative responses	August 30, 2022 by 5p
Required Attachments	Box	Request access (snhcocnofa@homebaseccc.org) Upload & Submit	August 30, 2022 by 5p
e-snaps PDF Attachment	e-snaps, Box	Complete e-snaps application and upload PDF version to Box	August 30, 2022 by 5p
Submit e-snaps Project Application(s)	e-snaps	Press "Submit" on your e-snaps project application, Summary Screen	September 23, 2022

e-snaps HUD Application Portal

e-snaps is HUD's CoC application portal. *e-snaps* is a second, separate and parallel application process to the local application.

All project applicants are required to submit both applications: one to the SNH CoC Local Competition according to this document's instructions; and one to HUD's *e-snaps* portal.

The *e-snaps* application contains your project's proposed budget table in §6, along with other valuable project information. Thus, it is a [required attachment, detailed below](#).

**** NOTE: As of August 11, HUD has still not opened *e-snaps*. Historically, HUD opens the portal within a few weeks of the NOFO's announcement. The upload of a project's *e-snaps* application PDF is not synonymous with the *submission of the application to HUD*. DO NOT submit your application to HUD as part of the local application process.**

HUD Code of Conduct Requirement

Federal regulations require CoC awardees to develop and maintain written standards/codes of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. HUD grantees are required to submit their code of conduct to HUD. See [this HUD webpage](#) for additional information.

Reallocation

HUD prioritizes CoCs that reallocate funds from underperforming projects, as a means to better fulfill local needs and improve CoC-wide performance, without negatively affecting the Annual Renewal Demand. Reallocation can occur one of two ways:

1. The Scoring and Ranking Team may exercise discretion to reallocate funds from underperforming existing renewal projects into the CoC Bonus amount if it deems necessary.
2. In the alternative, a project may voluntarily reallocate its funds in-whole, or in-part to be made available for new project applications. A renewal applicant seeking voluntary reallocation may make this determination at any point up to and including Scoring & Ranking Day. Agencies are however encouraged to notify the Collaborative Applicant as soon as possible, if voluntary reallocation is under consideration.

Practically speaking, for new projects this may increase the total funding available for your application beyond the initial value of the CoC Bonus designated by HUD. The total sum of proposed new project funding will ideally absorb not only the full value of CoC Bonus funding, but also the funding reallocated by renewal projects.

CoC Bonus Projects

Your CoC may submit CoC Bonus project applications up to 5 percent of your CoC's Final Pro Rata Need (FPRN) and might be eligible for CoC Bonus funding if your CoC Application demonstrates project applications are ranked based on how they improve system performance and reallocates lower performing projects to create new higher performing projects. Eligible new CoC housing projects are limited to the following component types: Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), or Joint Transitional Housing-Rapid Rehousing (TH-RRH). Eligible costs according to available budget line items are detailed in Homebase's TA Handbook, available at the [Help Hope Home website](#).

Domestic Violence (DV) Bonus Projects

Applicants may consider submitting DV Bonus project applications. Within the DV Bonus, our eligible component types are limited to Rapid Rehousing (RRH) or Joint Transitional Housing-Rapid Rehousing (TH-RRH) projects, plus one Supportive Services Only-Coordinated Entry (SSO-CE) project.

Coordination with Housing and Healthcare Bonus Points

HUD has now for the second year provided an incentive through points for CoCs to submit at least one new permanent supportive housing or rapid rehousing project that demonstrates coordination between housing providers and healthcare organizations through reallocation or the CoC Bonus. To receive maximum available points, CoCs must submit at least one new PH-PSH or PH-RRH project demonstrating coordination with housing providers and healthcare organizations.

Expansion Project Applications

HUD allows renewal projects to apply for expansion using Domestic Violence (DV) Bonus, reallocation, and CoC bonus funds. An expansion application proposes additional units, persons served, services provided to existing program participants, or additional activities to HMIS and SSO-Coordinated Entry projects within the CoC geographic area.

DV Bonus funds can only be used to expand an existing renewal project if the expansion project is dedicated to survivors of domestic violence, dating violence, or stalking who qualify under paragraph (4) of the definition of homeless at 24 CFR 578.3.

In order to request an expansion for a current CoC Program-funded project, project applicants will be required to submit two project applications:

- o The renewal project application that will be expanded; and
- o A new project application with just the expansion information.

Other Expectations

Housing First

Housing First is an approach to homeless assistance that prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions such as sobriety or a minimum income threshold. Projects using a Housing First approach often have supportive services; however, participation in these services is based on the needs and desires of program participants.

Low barriers to project entry

Low barrier programming eliminates conditions to project entry such as sobriety, income requirements, criminal background checks, or other conditions that unnecessarily obstruct participants from stable housing before the opportunity to voluntarily access services.

Trauma-Informed, Victim-Centered Approaches

HUD expects CoC projects to deliver care with an understanding of the vulnerabilities and experiences of trauma survivors, including the prevalence and physical, social, and emotional impact of trauma. A trauma-informed approach recognizes signs of trauma in staff, clients, and

others, and responds by integrating knowledge about trauma into policies, procedures, practices, and settings. Trauma-informed approaches place priority on restoring the survivors' feelings of safety, choice, and control.

Placing the victim's priorities, needs, and interests at the center of the work with the victim; providing nonjudgmental assistance, with an emphasis on client self-determination, where appropriate, and assisting victims in making informed choices; ensuring that restoring victims' feelings of safety and security are a priority and safeguarding against policies and practices that could inadvertently re-traumatize victims; ensuring that victims' rights, voices, and perspectives are incorporated when developing and implementing system- and community-based efforts that affect crime victims.

PRESTO

A unique login is required. Users with prior existing accounts must still request updated access to this year's reports. Please request access by emailing your **Agency Name, First Name, and Last Name** to snhcocnofa@homebaseccc.org.

PRESTO System Requirements

A browser with an internet connection and assigned login credentials are required to access PRESTO. Google Chrome and Mozilla Firefox are recommended browsers.

NEW PROJECT NARRATIVE

All applicants must respond to a series of questions about the project. Narrative responses are solicited through Google Forms at the following link: <https://forms.gle/7eQ8t7BHikhkfi6m7>

You will be prompted to enter the name of your agency, and the name of your proposed project. **You may not be able to save; only to submit. We recommend drafting your responses in a separate document. Copy and paste your responses into the Google Form when you are ready.**

Renewal project application narratives are open on August 11, 2022 and due August 30, 2022, at 5p.

QUESTION #	QUESTION TEXT	YOUR ANSWER SHOULD INCLUDE...
1	Describe your agency's experience providing assistance to individuals experiencing homelessness, (Domestic violence projects should include how they ensure and improve client safety). How will your agency leverage these experiences in coming grants?	
2	Describe your agency's organizational and management structure. How does its structure promote fiscal and managerial efficiency?	
3	Describe your board membership's composition, oversight, and accountability measures.	
4	Describe your agency's experience: (1) Effectively utilizing federal funds and performing the activities proposed in your project application(s) given funding and time limits.	
5	Describe your agency's experience leveraging other federal, state, local, and private sector funds. Special consideration is given for projects who plan to use non-CoC or -ESG funds to add housing or housing subsidies to the project (at least 25% of units for PSH, or 25% of program participants for RRH, demonstrated by an attached letter of commitment or other documentation, coming from a non-CoC or -ESG source). If attaching, please incorporate the attachment by reference in this narrative.	

6	What accounting practices are used to calculate and bill any fees imposed on participants?	
7	List regional efforts (see New Project Scoring Tool, Factor 1D) in which your agency participated during the last 12 months (April 2019–March 2021):	
8	Detail your agency's participation in the aforementioned regional efforts. For each activity, specify the contributing effort and details in-depth (i.e. date, time, activity, role, description, etc.).	
9	Does your agency currently participate in the SNH CoC Coordinated Entry System?	YES or NO. If YES, describe your agency's Coordinated Entry capacities.
10	Does your agency have a homeless or formerly homeless person either on staff, or on its board?	
11	Does your agency have a Consumer Advisory Board?	
12	Does your agency administer consumer satisfaction surveys or make changes based on results of consumer feedback? How are surveys made accessible across language and literacy barriers?	
13	Does your program involve consumers in its design and operations?	
14	Describe the proposed project and its activities at full operational capacity.	Include details on the location(s) of services and housing, and how the project's activities will be made available to clients using evidence-based practices, including but not limited to Equal Access and Housing First principles. The project description should include an explanation of how the project will consider the severity of barriers experienced by project participants and whether they are leveraging healthcare resources (to prove, attach written commitment from a healthcare organization who will provide substance use treatment or recovery services to all interested project participants who qualify OR provide services equal in value to at least 25% of funds being requested).

15	If applicable, detail the project's use of existing homeless services and/or housing facilities or projects.	
16	If applicable, detail any responsibilities the applicant and potential subrecipients (if any) will have in development, operation, and/or maintenance of properties.	
17	Describe the staffing, and the schedule for proposed activities. How will staff be trained in a manner appropriate to the needs of the proposed client population?	
18	Please include staff experience and/or training toward equal access and cultural competency concerns as applicable to your prospective clientele:	(e.g. background, experience, culture, language, physical ability, literacy, trauma-informed care, mental healthcare)
19	To what extent do your project's written policies and procedures ensure that participants are not screened out based on the following criteria? Where possible, please incorporate your attached policies and procedures, by reference.	<ul style="list-style-type: none"> o Having too little or no income o Active, or history of, substance use or a substance use disorder o Having a criminal record (with exceptions for state-mandated restrictions) o History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement)
20	To what extent do the project's written policies and procedures ensure that participants are not terminated from the program for the following reasons?	<ul style="list-style-type: none"> o Failure to participate in supportive services (with exception for HUD-mandated monthly case management meetings for RRH participants) o Failure to make progress on a service plan o Loss of income or failure to improve income o Being a survivor of domestic violence o Any other activity not covered in a lease agreement typically found in the project's geographic area
21	Describe how your project minimizes barriers to entry and retention.	
22	Describe agency collaborations with:	<ul style="list-style-type: none"> o Other homelessness service providers o Service providers not specific to homelessness

23	Describe whether project participants will have access to SSI/SSDI Outreach, Access, and Recovery (SOAR) or comparable services. Please note if this is inapplicable for your project type.	
24	Describe how participants will be assisted to obtain and maintain housing.	
25	Describe how the project will measure performance and evaluate the goal of obtaining and maintaining housing.	If available, include specific housing retention performance outcomes of a comparable project in the applicant agency's portfolio (CoC-funded or otherwise) within the past two years.
24	Describe how the project will ensure that program participants are directed to appropriate housing and services that fit their individual needs.	
25	How will the project advertise to reach prospective clients facing the greatest housing barriers within the CoC?	
26	Describe how participants are assisted to increase their employment and/or benefits income, and further their independence.	If available, include specific increased employment performance outcomes of a comparable project in the applicant agency's portfolio (CoC-funded or otherwise) within the past two years. If applicable, describe how clients are assisted to maintain employment upon project exit.
26	Describe the project's plan to coordinate mainstream health, social services, and employment programs to ensure participants are assisted to obtain benefit resources for which they are eligible:	(e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education)
27	Describe the project's discharge plans.	
28	Describe how the project will ensure clients do not exit to homelessness.	If available, include specific project exits performance outcomes of a comparable project in the applicant agency's portfolio (CoC-funded or otherwise) within the past two years.
29	Describe how the project is made accessible to all prospective clients within the CoC's geographic area, who seek information on homelessness assistance, especially	(physical ability, language, literacy, trauma-informed care, etc.)

	including those experiencing heightened barriers:	
30	Please describe the project's comprehensive standardized assessment process.	
31	Describe the referral process for the project and how it ensures that participants are directed to appropriate housing and/or services.	

PROGRAM ATTACHMENTS

Applicants are required to submit application attachments to project-specific cloud folders located at www.box.com. You will receive a link to your agency's Box folder via email. Please [update our listserv](#), if you have not done so recently: <https://tinyurl.com/9djt6bhj>

For agency-wide documents that are applicable to all projects within the portfolio, the applicant should deposit a single copy of the document(s) to the Applicant's folder, alongside the project folders. Documents deposited in this manner will be presumed as applicable to all projects.

Include only the attachments listed below.

Label the attachments as: "Attachment #_Agency Name Project Name"

- Attachment 1: *Certification of Acknowledgement*
- Attachment 2: *List of Board Members on Agency Letterhead*
- Attachment 3: *HUD e-snaps Application* – once available, a downloaded PDF of the project's completed (but not yet submitted through the e-snaps portal) HUD e-snaps Application must be retrieved and uploaded to the project's Box folder.
- Attachment 4: *Letter of Intent to Develop in Compliance with HUD Regulations* – If a new project is proposing development costs in the budget, deposit a letter signed by the applicant agency's Executive Director describing the project's intent to develop in compliance with HUD requirements.
- Attachment 5: [OPTIONAL] Applicant's Project Policies and Procedures, if incorporated by reference in a project narrative. (SRT members will not be asked to review policies and procedures that are not referred to in the narrative.)

Threshold Requirements and Scoring and Ranking

Threshold requirements must be met for an application to be reviewed. If the applicant meets all threshold requirements, the application will be reviewed and scored using the criteria outline below. Applicants who fail to meet all threshold eligibility requirements will be deemed ineligible. Application(s) from ineligible applicants will not proceed to the scoring and ranking process.

All applications that meet the threshold requirements will advance to the scoring and ranking stage. The Evaluation Working Group recruits knowledgeable, neutral members for the Scoring and Ranking Team (SRT). The SRT ensures the CoC maximizes the available funding.

For more information, visit the [Scoring and Ranking Policies and Procedures](#) and the *2022 New Project Scoring Tool*.*

Application instructions and forms available on the Help Hope Home website:

www.HelpHopeHome.org/funding-opportunities

PRESTO Project Evaluation Reports available on the PRESTO website:

www.prestoevals.org

For questions about this application process, please email:

snhcocnofa@homebaseccc.org