

2023 Southern Nevada Homelessness Continuum of Care (CoC)

LOCAL PROJECT APPLICATION INSTRUCTIONS



Application via ZoomGrants located at: www.HelpHopeHome.org

GENERAL INFORMATION

About Help Hope Home

Help Hope Home is Southern Nevada's coordinated regional approach to assist individuals and families with achieving stable and sustainable lives. Relying on collaborative effort, Help Hope Home is a regional partnership that coordinates efforts to prevent and end homelessness in Southern Nevada. Our 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. HUD released the 2023 NOFO on July 5, 2023, and the Southern Nevada Homelessness Continuum of Care (CoC) is releasing a CoC Local Application as part of the HUD local process. Information from this local application will be used to determine inclusion in the 2023 Consolidated Application to HUD for the CoC Homeless Assistance funds.



Note:

The Continuum of Care Local Application is mandatory for anyone who wishes to participate in this year's Southern Nevada Consolidated Application

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APPLICATION INFORMATION

ZoomGrants

The HUD CoC Local Application is an electronic submission through ZoomGrants. The application along with companion documentation can be found at the <https://helphopehome.org/funding-opportunities/> website. Here you will find the web links to:

- ✓ Local HUD CoC Project Application Instructions
- ✓ [Link to](https://www.zoomgrants.com/gprop.asp?donorid=2092&limited=4656) Local HUD CoC Project Electronic Application (<https://www.zoomgrants.com/gprop.asp?donorid=2092&limited=4656>)
- ✓ Grants Administration User Guide (*HUD Document*)
- ✓ Southern Nevada Homelessness Continuum of Care Local Priorities
- ✓ Glossary of Terms
- ✓ Commonly Used Acronyms
- ✓ Technical Assistance

HUD Compliance

All project applicants are expected to demonstrate compliance with the requirements of the CoC Program Interim rule. Project applicants are encouraged to refer to <https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/> for additional information on program requirements. Many of these instructions incorporate HUD regulations governing the CoC grant funding. Please also review the federal regulations located at www.hud.gov.

HMIS Requirement

Be advised that successful applicants will be required to utilize the Homeless Management Information System (HMIS) as mandated by HUD and as a part of the Southern Nevada Regional Plan to End Homelessness. Learn more here: <https://nvcmis.bitfocus.com/>

Training

The Southern Nevada Homelessness Continuum of Care will be offering an initial TA session and bidders conference on July 20th 2023, as well as weekly office hours from July 24th through August 29th to support agencies with the application process. Office hour sessions will be held on Thursdays via Zoom. Please check the HelpHopeHome website for times and links to join. Agencies who have questions or need additional support with the application process are encouraged to attend. A link to join the office hours session can be found on

<https://helphopehome.org/funding-opportunities/> on the timeline for the 2023 HUD Local CoC application.

Uploads Required for ZoomGrants

The following documents are required to be downloaded, completed, and/or uploaded under the *Project Documents* tab:

- ✓ Budget Form (New Projects only)
- ✓ Match Letter(s)
- ✓ Most Recent Audited Financial Statements, plus Findings and Corrective Action Plan if applicable
- ✓ HUD Code of Conduct Documentation (if not available on HUD website)
- ✓ 501(c)3 Tax-exempt Organization Documentation (New Projects only)
- ✓ Indirect Cost Rate (if applicable)
- ✓ Performance Report from a comparable project (if applicable)



IMPORTANT DATES

Note: The following dates are subject to change based upon information received from HUD and/or the release of other project documents.

<i>Opening of Local Competition</i>	<i>July 20, 2023</i>
<i>1st Technical Assistance Meeting / Program Application Opens for those in attendance</i>	<i>July 20, 2023, 3pm to 5pm</i>
<i>Office Hours (optional)</i>	<i>July 27, August 3, and August 10, 2023 (Times TBD)</i>
<i>Project Application Due</i>	<i>August 14, 2023 at 5pm</i>
<i>Scoring & Administrative/Threshold Reviews</i>	<i>August 15 - August 28, 2023</i>
<i>Review & Ranking Process</i>	<i>August 29 - 30, 2023</i>
<i>e-snaps Training / Office Hours</i>	<i>August 31, 2023 (Time(s) TBD)</i>
<i>Intent to Appeals Due</i>	<i>September 1, 2023</i>
<i>Reconvening of Scoring & Ranking if necessary for Appeals Hearing</i>	<i>September 5 - 7, 2023</i>
<i>e-snaps Project Submissions Due</i>	<i>September 10, 2023</i>
<i>CoC Receives Recommendations</i>	<i>September 14, 2023</i>

Applicants are strongly encouraged to attend the Southern Nevada Homelessness Continuum of Care Local Application Technical Assistance and Bidder's Conference Webinar on July 20, 2023, and to participate in weekly office hours to receive additional support throughout the application process. Links to all webinars, virtual meetings, and recordings can be found on the CoC 2023 Local Application timeline located on the Help Hope Home website under Funding opportunities.

<https://helphopehome.org/funding-opportunities/>



Note: Applications are due on August 14, 2023, by 5:00 PM PST via ZoomGrants. Paper applications will not be accepted.

DETAILED SCORING FACTORS

DETAILED SCORING FACTORS – RENEWAL PROJECTS

Factor	How Evaluated	Maximum Points	Points Breakdown
A. Grant Administration		15	
Timely APR Submission	Facilitator will review monitoring report to determine if APR submission was timely	5	Determined by pro-rated monitoring score
Regular ELOCCS Draw Downs	Facilitator will pro-rate monitoring score for ELOCCS draws (score x 0.5)	5	Determined by pro-rated monitoring score
Expenditure of Grant Funds	Facilitator will pro-rate monitoring score for expenditure (score x 0.5)	5	Determined by pro-rated monitoring score
B. HUD and Local Policy Priorities		45	
Housing First	Facilitator will pro-rate Housing First monitoring score (score x 0.8)	10	Determined by pro-rated monitoring score
Racial Equity	SRT will score applicant narrative describing current and/or planned efforts to identify and remove barriers to access or ongoing participation faced by persons of different races and ethnicities— particularly those overrepresented by the local homeless population, including efforts to gather and analyze data (either quantitative or qualitative) to understand whether people of different races or ethnicities have different experiences or outcomes from their program participation. Narrative should cover organizational efforts and may optionally cover program-level efforts	10	Strong response = 8 to 10 points Average response = 5 to 7 points Weak response = 4 points or less <i>See Scoring Guide for additional details on what SRT will look for.</i>

Factor	How Evaluated	Maximum Points	Points Breakdown
Engaging People with Lived Experience	SRT will score applicant narrative describing efforts to meaningfully involve people with lived experience (in the past 7 years) with homelessness, especially unsheltered persons, in organizational decision-making and in the design, implementation and evaluation of programs. Narrative should cover organizational efforts and may optionally cover program-level efforts	8	<p>Strong response = 6 to 8 points Average response = 4 to 5 points Weak response = 3 points or less</p> <p><i>See Scoring Guide for additional details on what SRT will look for</i></p>
Person Centered and Trauma Informed Care	SRT will score applicant narrative describing how the applicant uses utilize evidence-based practices to provide services that are trauma-informed and person-centered. Narrative should cover organizational efforts and may optionally cover program-level efforts.	6	<p>Strong response = 5 to 6 points Average response = 3 to 4 points Weak response = 2 points or less</p> <p><i>See Scoring Guide for additional details on what SRT will look for</i></p>
Participation in Regional Efforts	<p>Applicants will indicate which of the following regional efforts they have participated in during the past year and describe their participation:</p> <ol style="list-style-type: none"> 1. Project Homeless Connect and/or Family Connect 2. Homeless Census (PIT) 3. Mainstream Programs Basic Training (MPBT) - 4. NHA Provider Meeting 5. Coordinated Entry System Planning Working Group 6. SNH CoC Board Meetings 7. SNH CoC Membership meetings 8. SNH CoC Working Groups 9. Other: <p>SRT will score this question.</p>	6	<p>Active participation in 3 groups = 6 points Active participation in 2 groups = 4 points Active participation in 1 group = 2 points</p>

Factor	How Evaluated	Maximum Points	Points Breakdown
Connections to Mainstream Systems	SRT will score applicant narrative describing specific efforts to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible. Narrative should cover organizational efforts and may optionally cover program-level efforts.	5	Strong response = 4 to 5 points Average response = 3 points Weak response = 2 points or less <i>See Scoring Guide for additional details on what SRT will look for.</i>
C. Project Performance		40	
Obtain or Maintains Permanent housing	Facilitator will pro-rate V3 score on this factor (score x 0.65)	13	Determined by pro-rated monitoring score
Exits from Project Back to Homelessness	Facilitator will pro-rate V3 score on this factor (score x 0.4)	8	Determined by pro-rated monitoring score
Maintains or Increases Income	Facilitator will pro-rate V3 score on this factor (score x 0.7)	7	Determined by pro-rated monitoring score
Serves High Barrier Populations	Facilitator will pro-rate V3 score on this factor (score x 0.2)	4	Determined by pro-rated monitoring score
HMIS Data Quality	Facilitator will pro-rate V3 score on this factor (score x 0.2)	4	Determined by pro-rated monitoring score
Occupancy or Utilization	Facilitator will pro-rate V3 score on this factor (score x 0.4)	4	Determined by pro-rated monitoring score
D. Bonus Points		5	
Voluntary Reallocation	Projects that voluntarily reallocate a portion of their grant will receive bonus points.	5	Reallocation of 15% or more of grant = 5 points Reallocation of 11 to 14% of grant = 4 points Reallocation of 10% or less of grant = 3 points
TOTAL POINTS		100	

DETAILED SCORING FACTORS – NEW PROJECTS

Factor	How Evaluated	Maximum Points	Points Breakdown
A. Applicant Capacity		16	
Experience Serving Target Population	SRT will score applicant narrative describing the organization's experience working with the proposed target population for the proposed project, including any relevant expertise with the specific subpopulation to be served (e.g., youth, families, DV, people with behavioral health conditions, etc.)	4	Strong response = 4 points Average response = 2 to 3 points Weak response = 1 point or less <i>See Scoring Guide for additional details on what SRT will look for</i>
Experience Operating a Comparable Program	SRT will score applicant narrative describing agency (and subrecipient if applicable) experience with comparable projects, including experience with program operations and service delivery. Examples should illustrate experience such as: (a) working with and addressing the target population(s) identified housing and supportive service needs; (b) developing and implementing relevant program systems, services, and/or residential property construction and rehabilitation; (c) identifying and securing matching funds from a variety of sources; and (d) managing basic organization operations including financial accounting systems.	4	Strong response = 4 points Average response = 2 to 3 points Weak response = 1 point or less <i>See Scoring Guide for additional details on what SRT will look for</i>
Experience Managing Federal or Other Complex Funding	SRT will score applicant narrative describing the agency's experience leveraging and managing Federal funding or other sources. For federal funding, applicants will name the funding sources and provide examples of how they have used federal funding to provide	4	Strong response = 4 points Average response = 2 to 3 points Weak response = 1 point or less

Factor	How Evaluated	Maximum Points	Points Breakdown
	services and/or housing to the target population you are proposing. Applicants will describe the experience of any subrecipient(s) and partner organizations (e.g., developers, key contractors, subcontractors, service providers) with Federal funding, if applicable.		<i>See Scoring Guide for additional details on what SRT will look for</i>
Financial Management Capacity	The SRT will score applicant narrative describing the organization's (and subrecipient(s) if applicable) financial management structure. This will include how the organization has a functioning accounting system that is operated in accordance with generally accepted accounting principles or has designated a fiscal agent that will maintain a functioning accounting in accordance with generally accepted accounting principles. If the project application includes a subrecipient(s), include the subrecipient(s) fiscal control and accounting procedures to assure proper dispersal of and accounting for federal funds in accordance with the requirements of 2 CFR part 200. Score will also factor in financial audit, with a clean audit (and/or fully-resolved findings) part of a high score.	4	<p>Strong response = 4 points Average response = 2 to 3 points Weak response = 1 point or less</p> <p><i>See Scoring Guide for additional details on what SRT will look for</i></p>

B. HUD and Local Policy Priorities		34	
Housing First	<p><u>Part A: Checklist:</u> Applicants must check whether they align to the HUD definition of Housing First:</p> <ol style="list-style-type: none"> 1. Will this project quickly move people into permanent housing? 2. Will the project enroll program participants who have the following barriers? Check all that apply. 3. Will the project prevent program termination for the following reasons? Check all that apply. <p><u>Part B: Narrative:</u> The SRT will score applicant narrative describing the organization's commitment to and implementation of Housing First principles, including how the agency ensures low-barriers and streamlined access to program and services, takes steps to minimize program exits to homelessness by limiting grounds for program termination; and provides support for rapid placement and stabilization in permanent housing.</p>	10	<p><u>Part A:</u> All boxes checked "yes" = 5 points Any boxes checked "no" = 0 points</p> <p><u>Part B:</u> Strong response = 4 to 5 points Average response = 2 to 3 points Weak response = 1 point or less</p> <p><i>See Scoring Guide for additional details on what SRT will look for</i></p>
Racial Equity	<p>SRT will score applicant narrative describing current and/or planned efforts to identify and remove barriers to access or ongoing participation faced by persons of different races and ethnicities—particularly those overrepresented by the local homeless population, including efforts to gather and analyze data (either quantitative or qualitative) to understand whether people of different races or</p>	10	<p>Strong response = 8 to 10 points Average response = 5 to 7 points Weak response = 4 points or less</p> <p><i>See Scoring Guide for additional details on what SRT will look for.</i></p>

	ethnicities have different experiences or outcomes from their program participation. Narrative should cover organizational efforts and may optionally cover program-level efforts		
Engaging People with Lived Experience	SRT will score applicant narrative describing efforts to meaningfully involve people with lived experience (in the past 7 years) with homelessness, especially unsheltered persons, in organizational decision-making and in the design, implementation and evaluation of programs. Narrative should cover organizational efforts and may optionally cover program-level efforts	8	Strong response = 6 to 8 points Average response = 4 to 5 points Weak response = 3 points or less <i>See Scoring Guide for additional details on what SRT will look for</i>
Participation in Regional Efforts	Applicants will indicate which of the following regional efforts they have participated in during the past year and describe their level of participation: <ol style="list-style-type: none"> 1. Project Homeless Connect and/or Family Connect 2. Homeless Census (PIT) 3. Mainstream Programs Basic Training (MPBT) - 4. NHA Provider Meeting 5. Coordinated Entry System Planning Working Group 6. SNH CoC Board Meetings 7. SNH CoC Membership meetings 8. SNH CoC Working Groups 9. Other: SRT will score this question.	6	Active participation in 3 groups = 6 points Active participation in 2 groups = 4 points Active participation in 1 group = 2 points

C. Objectives/Outcomes		26	
Participants Assisted to Secure or Retain Housing and Not Exit to Homelessness	<p><u>Part A: Narrative</u> SRT will score applicant narrative describing how participants will be assisted to obtain and remain in permanent housing, and how they will measure performance and evaluate this goal.</p> <p><u>Part B: Performance Report</u> If available, facilitator will review and score performance report from a comparable project (CoC APR or other report) to assess whether applicant has successfully assisted participants to secure and maintain housing and not exit to homelessness.</p>	10	<p><u>Part A:</u> Strong response = 4 to 5 points Average response = 2 to 3 points Weak response = 1 point or less</p> <p><i>See Scoring Guide for additional details on what SRT will look for</i></p> <p><u>Part B:</u> Strong performance = 4 to 5 points Average performance = 2 to 3 points Weak performance = 1 point or less</p> <p>If available for a comparable project, facilitator will use V3 scores to generate a score for this factor.</p>
Participants Assisted to Secure Jobs and Income	<p><u>Part A: Narrative</u> The SRT will score applicant narrative describing the organization's specific plan to assist participants to secure employment and/or income from cash and non-cash benefits programs, including any connections to mainstream employment and benefits systems.</p> <p><u>Part B: Performance Report</u> If available, facilitator will review and score performance report from a comparable project (CoC APR or other report) to assess whether applicant has successfully assisted</p>	8	<p><u>Part A:</u> Strong response = 4 points Average response = 2 to 3 points Weak response = 1 point or less</p> <p><i>See Scoring Guide for additional details on what SRT will look for</i></p> <p><u>Part B:</u> Strong performance = 4 points Average performance = 2 to 3 points</p>

	participants to secure and maintain employment and/or benefits.		<p>Weak performance = 1 point or less</p> <p>If available for a comparable project, facilitator will use V3 scores to generate a score for this factor.</p>
Project Connects Participants to Mainstream Systems	<p>SRT will score applicant narrative describing the organization's specific efforts to coordinate and integrate with other mainstream health, social services, and other programs and services for which participants may be eligible.</p> <p><u>Part B: Performance Report</u> If available, facilitator will review and score performance report from a comparable project (CoC APR or other report) to assess whether applicant has successfully assisted participants to connect with mainstream systems of care.</p>	8	<p><u>Part A:</u> Strong response = 4 points Average response = 2 to 3 points Weak response = 1 point or less</p> <p><i>See Scoring Guide for additional details on what SRT will look for</i></p> <p><u>Part B:</u> Strong performance = 4 points Average performance = 2 to 3 points Weak performance = 1 point or less</p> <p>If available for a comparable project, facilitator will use V3 scores to generate a score for this factor.</p>

D. Budget and Leverage		24	
Project Budget and Narrative	SRT will review and score budget provided by applicant in required HUD format and budget narrative. SRT will assess whether the budget is adequate and cost effective (i.e., not too high or too low), and includes appropriate staffing structure.	8	Budget is adequate, cost effective and appropriate = 6 to 8 points Budget is somewhat over or under funded and/or lacks idea staffing = 4 to 5 points Budget is very inadequate or cost effective and/or has inappropriate staffing structure = 3 points or less
Non-CoC Housing Leverage	Facilitator will assess whether applicant has documented (via a letter or MOU) leverage of non-CoC funded housing in the amount required for HUD bonus points (25% of units for PSH and 25% of participants for RRH)	8	Leverage meets HUD standards and is documented = 8 points Leverage is documented but does not meet HUD standard = 4 points Leverage is not documented = 0 points
Health Care Leverage	Facilitator will assess whether applicant has documented (via a letter or MOU) leverage of health system resources in the amount required for HUD bonus points (25% of HUD funding requested or in the case of substance use treatment disorder, access is available to all program participants who qualify and chose those services).	8	Leverage meets HUD standards and is documented = 8 points Leverage is documented but does not meet HUD standard = 4 points Leverage is not documented = 0 points
TOTAL POINTS		100	

ZOOMGRANTS APPLICATION

About ZoomGrants

ZoomGrants is a streamlined electronic grant portal that provides the capacity to manage the components of the Local CoC application online. The application consists of four major sections all of which are required. The first section is the Summary for contact information data, the second is the Agency Application to acknowledge the instructions manual and document experience and capacity, the third is the Project Application, and the fourth section is the Documents supplemental section which includes required fillable forms and uploads.

System Requirements

A browser with an internet connection is required to utilize ZoomGrants.

Account Set-Up

The first step in using ZoomGrants is to setup a *New ZoomGrants Account* by utilizing your email and creating a password. The password must be at least 8 characters and contain 1 letter and 1 number. With your email address and password, you are ready to login.



Available Programs

No programs are available.

To access your submitted applications, login above as an Existing ZoomGrants User.

Existing ZoomGrants™ Users

Email
 Password
 Stay logged in?
[Forgot password?](#)

RESOURCES HELP ▲▼



New ZoomGrants™ Account

Email
 Password
 First Name
 Last Name
 Account Type Organization
 Individual

- Password must be at least 8 characters and contain 1 letter and 1 number.
 - We do not sell or rent your personal information to anyone. Ever.

Description of Menu Items

Menu Items	Description
Description	The description tab provides an overview of the funding opportunity to provide context and background.
Requirements	This tab shows the requirements for project applications and applicants to apply for this funding opportunity. PLEASE NOTE: Project applicants are required to have an active Employer Identification Number (EIN), also known as the Federal Employer Identification Number (FEIN) or the Federal Tax Identification Number and an active Unique Entity ID (UEI) in order to apply for funding under the 2023 CoC Local Program Competition. Links are available on the tab to facilitate this process.
Restrictions	<i>None</i>
Contact Admin	The Contact Admin is the person to contact with questions or concerns regarding the application, issues with ZoomGrants, or issues pertaining to information regarding the CoC Local Application. Upon the conclusion of the Technical Assistance trainings, all frequently asked questions and answers will be posted on the www.HelpHopeHome.org website. An email will be used to submit questions to the Contact Admin.
Announcements	Announcements regarding changes to the request for funding or information needed for interested parties can be found in the messages tab if applicable.
Summary	The summary tab compiles demographic information for the entity applying for the funding opportunity. Additional contact persons may be added but require email addresses only separated by a comma (no names, no titles). Ensure the accuracy of the organization's legal name, address, and contact person. The legal name must match the name on the organization's articles of incorporation or other legal governing authority. Surrogate names, abbreviations, or acronyms may be listed in the first field titled Agency/Organization Nickname. It is best for the designated <i>Account Information</i> person to be the person most knowledgeable about the application. This may or may not be the organization's authorized representative. This may be the program manager, financial analyst, or grant writer.
Agency Application	These questions relate to the overall structure of the agency or organization. Each question in the agency application tab is accompanied by its own set of instructions and answers. Refer to the <i>Agency Application</i> questions in the instructional guide for further details and/or clarification.

- Project Application** This section is the proposal of the project. All questions are related to the specific project that is seeking funding. Each question in the program narrative tab is accompanied by its own set of instructions and answers. Refer to the individual *Program Application* questions in the instructional guide for further details and/or clarification. Some questions may apply to the agency and can be copied and pasted into each project application when applicable.
- Project Budget** The *Project Budget* is a required attachment for New Projects which captures a summary of the program budget. In previous years these questions were captured in the Budget summary section. Refer to the *Budget* questions in the instructional guide for further details and/or clarification.
- Documents** The documents tab has a set of Adobe PDF fillable forms and a list of required documents that need to be uploaded by the applicants. For further clarification or instructions on each form, see the *Documents* section of the instructional guide.

SUMMARY TAB

Applicant Information

Agency/Organization Nickname (or abbreviation): If your agency is commonly known by an acronym or you intend to use a shortened version of your agency name throughout the narratives, list that here.

Applicant Information: Provide the contact information for the person completing the application and point of contact for this grant application.

Organization Information: Provide the legal name of your agency or organization; mailing address; EIN, and UEI; and information for the authorized official.

CEO/Executive Director: Provide the contact information for the authorized official representative who has authority to sign all grant documents.

AGENCY APPLICATION TAB

Please note: Regardless of the number of applications your agency will be submitting, you will only need to complete this tab one time. You may then duplicate this section for each additional application your agency completes and submits.

2023 CoC NOFO Local Project Applications

Question 1) Indicate the number of each type of 2023 projects for which your agency intends to apply.

Please indicate the number of project applications your agency intends to submit for each project type. Please use numerical values.

Non-Profit Certification

Question 2) Agency certifies that they are a non-profit organization, State and local government, instrumentalities of local governments, or public housing agencies.

Please select the type of agency that matches for your organization. If you are a New Project, you will need to attach documentation of your non-profit 501c3 status in the Documents section.

Budget and Funding

Question 3): Are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by your organization?

Answer NO or briefly explain any findings. Be sure to also include under the Documents tab a copy of your Financial Audit and further documentation of any findings, if applicable.

Question 4) Please provide your total agency budget for 2023.

Please provide the TOTAL budget for your agency.

Question 5): HUD 2880- Have you received, or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 – Sep. 30)?

Please select YES or NO. If you answer YES, please know that you will need to provide this information in the e-snaps application. You do not need to do anything else in the zoomgrants application related to this item. For further information, see 24 CFR Sec. 4.9.

Certifications

Question 6) Please select each item below to certify that you agree to comply with the required policies and that you will submit any additional documentation required including code of conduct approval/submission, cash match, and other forms or back-up requested by the funder by September 10, 2023 in e-snaps if your project is selected for inclusion in the consolidated application.

These certifications include:

- **Certification for a Drug Free Workplace- HUD 50070-** Certification that applicant will provide a drug free workplace and adhere to proscribed federal guidelines.
- **Certification Regarding Lobbying-** Certification that agency has not used federal funds for lobbying activities or to pay for participation in lobbying activities in connection with the awarding of any federal grant, loan, or cooperative agreement, and that any non-federal funds used for this purpose have identified on the Disclosure of Lobbying Activities Form.
- **Disclosure of Lobbying Activities-** Provides disclosure of all non-federal funds used in connection with the awarding of any federal grant, loan, or cooperative agreement.
- **Assurances- Non-Construction Programs - SF-424B-** Comply with federal mandates, guidelines and requirements for non-construction projects.
- **Documentation of Code of Conduct Approval/Submission-** Documentation of submission of agency code of conduct to HUD or approval and posting of code of conduct to HUD website.
- **Project/Organizational Policies and Procedures-** Policies and procedures for the agency/project that guide program development and ensure compliance to all federal and local regulations. Can include guidance on a range of topics including fiscal management, organization hierarchy, grievance policy, data and reporting etc.
- **Documentation of Cash Match-** Documentation of secured or promised cash match from internal and external sources.

Project also certifies that they will comply with the regulations listed below.

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and regulations pursuant thereto (Title 24 CFR part I),
- Fair Housing Act (42 U.S.C. 3601-19), as amended, and with implementing regulations at 24 CFR part 100
- Executive Order 11063 on Equal Opportunity in Housing and with implementing regulations at 24 CFR Part 107

- Executive Order 11246 and all regulations pursuant thereto (41 CFR Chapter 60-1)
- Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701(u)), and regulations pursuant thereto (24 CFR Part 135)
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794)
- Age Discrimination Act of 1975 (42 U.S.C. 6101-07), as amended, and implementing regulations at 24 CFR Part 146
- Executive Orders 11625, 12432, and 12138,
- Reasonable modification and accommodation requirements and, as appropriate, the accessibility requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973, as amended.
- Establish additional procedures to ensure that If applicant has established a preference for targeted populations of disabled persons pursuant to 24 CFR part 578 or 24 CFR 582.330(a), it will comply with this section's nondiscrimination requirements within the designated population.
- 1-Year Operation Rule

Code of Conduct

Question 7) Does your agency have a Code of Conduct that complies with the requirements of 2 CFR part 200 on file with HUD?

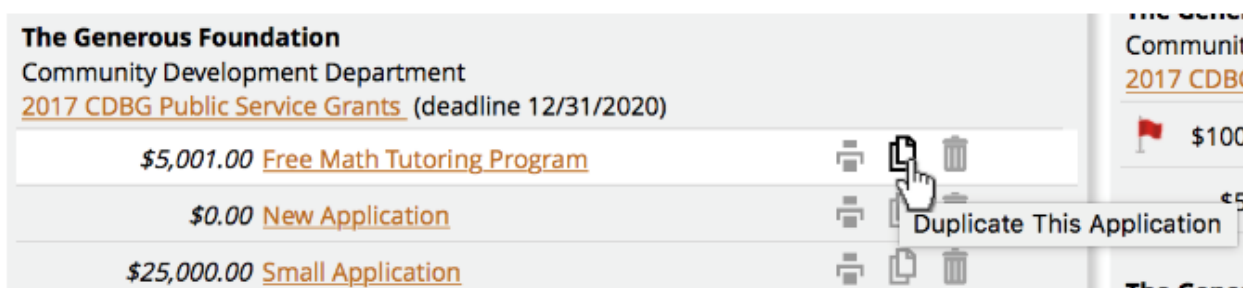
All agencies must have a Code of Conduct on file with HUD or submit one to them for posting. If document is not on file applicant shall attach a copy under the Documents section. See Library for more information.

PROJECT APPLICATION TAB

Please note: Agency information, Project Application, and required Documents must be submitted to be eligible for funding consideration.

If you will be submitting multiple projects from the same agency, you can duplicate your “Agency Application” including all of the application content before beginning your “Project Application.” This can also be helpful if you would like to submit several applications that are mostly the same – just fill out one application with all of the information that will be the same in each application, then create duplicates and customize each application from there. **Please note you may duplicate the application at any time so consider reviewing the Project Application questions before determining when to duplicate your application.** To do this:

1. Go to your My Account Home page.
2. Click the “Duplicate” icon next to the application you’d like to copy.



After the application has been duplicated, you are encouraged to edit the Agency Nickname to rename it as “Agency Nickname – Project Name.” This will make it easier for you to identify which project application you are working on.

If you have any questions about the application questions, please email HelpHopeHome@ClarkCountyNV.gov and reference 2023 NOFO in the subject line.

Project Application

Please be sure to answer each question thoroughly. If a question is not applicable, please write "N/A" and a brief explanation, as the system will not allow you to submit your application if any question is left blank. Additional information is described in italics below each question.

Additional instructions and resource materials may be accessed under the "Library" tab. If you submit your application, you may still make changes to your project application up to the deadline. All changes made to your application made after submittal, but before the application deadline, will automatically be saved - there is no need to resubmit. There is no limit to the number or type of project application submissions that each organization can make. For any additional support or questions please send an email to HelpHopeHome@ClarkCountyNV.gov with subject: 2023 NOFO.

Important Items to Note

- Some questions may address your agency level efforts or capacity and may apply to all projects. These answers may be copied and pasted across project applications.
- Some questions will apply to all applications, and some will only apply to New or Renewal projects based on the selection made in to question #11 which is a branching question. Please make sure you select the correct project type for each project submitted.

Project Summary

(All Projects) Question 1) Project Name

If project is a renewal, the name should match the Grant Inventory Worksheet (GIW) and can include its commonly recognized name if different.

(All Projects) Question 2) Does the Project have sub-recipients?

If YES- Please List If NO- Please write N/A

If yes please identify any expected sub-awards, the sub-recipient or contractor, and their intended scope of work. Be sure to identify if each partner is a sub-recipient or a contractor. For more information on the use of subrecipients and the difference between a subrecipient and a contractor, review the definition at 24 CFR 578.3, recipient responsibilities at 24 CFR 578.23(c)(4)-(11), and the following document at: <https://www.hudexchange.info/news/snapshots-using-contractors-in-the-esq-and-coc-programs/>.

(All Projects) Question 3) Please provide a brief description of the project.

Please provide a description of your project. This may be the same as your response to Question 3B on the esnaps application. This response is limited to 3000 characters.

(All Projects) Question 4) Please indicate your project type.

- PSH
- RRH
- TH-RRH

(All Projects) Question 5) Indicate which eligible population this program will serve.

- Homeless (Category 1, 2 or 4 in HUD Definition)
- Chronically Homeless
- DedicatedPLUS

Please select the eligible population your program will serve. For more information on eligible populations please refer to <https://www.hudexchange.info/homelessness-assistance/coc-esq-virtual-binders/coc-esq-homeless-eligibility/four-categories/>

If your project serves chronically homeless clients, select Chronically Homeless or DedicatedPLUS to identify your specific population to be served. Please note that documentation of 12 months of homelessness and a disabling condition is required for either of these designations. For non-PSH programs please select Homeless (Category 1, 2 or 4). All PSH projects in our community serve either households experiencing chronic homelessness or meet the criteria defined under the DedicatedPLUS definition.

Projects that select “DedicatedPLUS” will be required to fill all vacancies with persons meeting these criteria and should only select “DedicatedPlus” if the project applicant intends to use all or some of their beds to serve individuals and families that meet the broadened criteria. Please review the definitions of Chronically Homeless and DedicatedPLUS on the HUD website before finalizing your selection. For more information on chronic homelessness or DedicatedPlus, please refer to the library.

(All Projects) Question 6) Which subpopulation(s) will this project serve?

- N/A - Project serves all subpopulations
- Veterans
- Youth Under 25
- Families
- Domestic Violence
- Substance Abuse
- Mental Illness
- HIV/ AIDS

- Chronic Homeless
- Other

Please select the applicable subpopulation for the project. If there is no additional subpopulation served, please select N/A. Select all that apply. If a subpopulation focus for your organization is not listed, check the box next to "Other" and then enter in the subpopulation in the text box provided.

(All Projects) Question 7) Which of the following eligible activities will this project fund?

- Rental Assistance
- Leasing
- Supportive Services
- Operations
- HMIS
- Administration

Please identify what activities the funding will be utilized for. For more information on what is included in these eligible cost sections please refer to the library.

(All Projects) Question 8) Project certifies that it does or will participate in the CoC HMIS.

Any project that does not participate in HMIS, or has not agreed to participate, is not eligible for funding, unless it is a victim-service agency serving survivors of domestic violence, or a legal services agency and utilizes a comparable database.

(All Projects) Question 9) Project certifies it does or will participate in Coordinated Entry.

All projects that receive HUD CoC funding are required to participate in Coordinated Entry. Housing projects must notify their Coordinated Entry lead of all openings and fill those openings with participants referred from Coordinated Entry. DV providers shall participate with Coordinated Entry while protecting client data and safety. Participation in a CoC Coordinated Entry Process is a requirement of 24 CFR part 578 for all recipients of CoC Program funds.

(All Projects) Question 10) Project certifies that it has secured the required 25% match for all relevant activities.

All projects are required to secure 25% of requested funding amount in cash or in-kind match. Please attach match documentation. A draft version of your match commitment may be included due to the short turn-around time of the zoomgrants application. Please note that you will be expected to attach a signed match letter to the e-snaps application if your project is selected for inclusion in the consolidated application.

Questions 11 is a branched question. Different questions may appear based on the answer to this question. If you do not have access to a question, it does not apply to your application type.

(All Projects) Question 11) Is this a new or renewal project?

Please select new or renewal for your project type. Your selection will identify the questions that will populate for you project type. If it appears that some questions are not populating it is because they apply to a different project type. All questions are listed below for reference.

Applicant Capacity

(New Project) Question 12) Describe your organization's experience working with the proposed target population for your proposed project. If you work with a specific subpopulation (e.g. youth, families, DV, people with behavioral health conditions, etc.) describe any specialized expertise, qualifications or certifications of your agency and staff.

This response is limited to 3000 characters. 4 Points Possible

(New Project) Question 13) Describe your agency experience with comparable projects. Include your (and any proposed subrecipients) experience with program operations and service delivery in projects and programs that are comparable to the one you are proposing. Provide examples that illustrate experience such as: (a) working with and addressing the target population(s) identified housing and supportive service needs; (b) developing and implementing relevant program systems, services, and/or residential property construction and rehabilitation; (c) identifying and securing matching funds from a variety of sources; and (d) managing basic organization operations including financial accounting systems.

This response is limited to 3000 characters. 4 Points Possible

(New Project) Question 14) Describe your agency's experience leveraging and managing Federal funding or other sources. If you have managed federal funding, please name the funding sources and provide examples of how you have used federal funding to provide services and/or housing to the target population you are proposing. Describe the experience of any subrecipient(s) and partner organizations (e.g., developers, key contractors, subcontractors, service providers) with Federal funding, if applicable.

This response is limited to 3000 characters. 4 Points Possible

(New Project) Question 15) Describe your organization's (and subrecipient(s) if applicable) financial management structure. Required. Include how your organization has a functioning accounting system that is operated in accordance with generally accepted accounting principles or has designated a fiscal agent that will maintain a functioning accounting system for your organization in accordance with generally accepted accounting principles. If your project application includes a subrecipient(s), include the subrecipient(s) fiscal control and accounting

procedures to assure proper dispersal of and accounting for federal funds in accordance with the requirements of 2 CFR part 200.

Please make sure that if your subrecipient is project specific that you do not include their information in the responses for other projects. This response is limited to 3000 characters.

4 Points Possible

Project Design/ Quality

Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). It is an approach to quickly connect individuals and families experiencing homelessness to permanent housing without barriers to entry (e.g., sobriety, treatment or service participation requirements) and without preconditions that might lead to the program participant's termination from the project (e.g., supportive service participation requirements or rules beyond normal tenancy rules). Supportive services are voluntary but are offered to maximize housing stability and prevent returns to homelessness.

(New Project) Question 16) Describe your organization's commitment to and implementation of Housing First principles, including how you ensure low-barriers and streamlined access to program and services, take steps to minimize program exits to homelessness by limiting grounds for program termination; and provide support for rapid placement and stabilization in permanent housing.

If applicable, please describe any specific policies and practices to be implemented at this proposed project to align to Housing First principles.

This response is limited to 3000 characters. 5 Points Possible

(New Project) Question 17) Will this project quickly move people into permanent housing?

Select Yes, or No. If no, please give a brief explanation.

(New Project) Question 18) Will the project enroll program participants who have the following barriers?

- Having too little or little income
- Active or history of substance use
- Having a criminal record with exceptions for state-mandated restrictions
- History of victimization (e.g. domestic violence, sexual assault, childhood abuse)
- None of the above

(New Project) Question 19) Will the project prevent program termination for the following reasons?

- Failure to participate in supportive services
- Failure to make progress on a service plan
- Loss of income or failure to increase income
- Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area
- None of the above

Questions 18-19: Please select all that apply. 5 Points Possible for Questions 17-19

HUD and Local Priorities

Advancing Racial Equity

(New Project) (Renewal Project) Question 20) Describe any current and/or planned efforts by your organization to identify and remove any barriers to access or ongoing participation faced by persons of different races and ethnicities—particularly those overrepresented by the local homeless population. Include any current and/or planned efforts to gather and analyze data (either quantitative or qualitative) to understand whether people of different races or ethnicities have different experiences or outcomes from their program participation.

If applicable, describe any specific efforts you are taking or planning to take to advance racial equity in the design and implementation of the proposed project.

This response is limited to 3000 characters. 10 Points Possible

Involving People with Lived Experience

(New Project) (Renewal Project) Question 21) Describe your organization's efforts to meaningfully involve people with lived experience (in the past 7 years) with homelessness, especially unsheltered persons, in organizational decision-making and in the design, implementation and evaluation of programs. Efforts to solicit client input may be mentioned but note that this information will not be considered fully responsive unless you explain how you use client input to make changes to improve your organization and its programs.

If applicable, describe any specific steps the proposed program will take to meaningfully involve people with lived experience.

This response is limited to 3000 characters. 8 Points Possible

Regional Efforts

(New Project) (Renewal Project) Question 22) Select which regional efforts your agency participated in during the preceding program year.

Select all that apply. If you participated in an event that you do not see listed that you feel should be considered for your application, please select "Other" and provide additional information in your response to Question #23.

(New Project) (Renewal Project) Question 23) Explain your agency's level of participation in regional efforts.

For each activity specify the contributing effort and the details in depth. (i.e. date, time, activity, role, description, etc.) 6 Points Possible for Questions 22-23

Project Objectives and Outcomes

(New Project) Question 24) Describe how participants will be assisted to obtain and remain in permanent housing. Describe how you will measure performance and evaluate this goal.

Please provide specific tools or data that your project will use to accomplish this. This response is limited to 3000 characters. 5 Points Possible

(New Project) Question 25) Describe your specific plan to assist participants to secure employment and/or income from cash and non-cash benefits programs.

Include any connections to mainstream employment and benefits systems. This response is limited to 3000 characters. 4 Points Possible

(New Project) Question 26) Please identify whether the agency includes the following activities in its programs:

- Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs
- At least annual follow-ups with participants to ensure mainstream benefits are received and renewed
- Access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency
- Access to staff that has completed SOAR Training in the past 24 months

Please select all that apply

(New Project) Question 27) Describe your specific plan to coordinate and integrate with other mainstream health and social services for which program participants may be eligible.

*Note: Education plays an important role in the personal development of program participants and should be considered a strategy to maximize their ability to live independently. In addition, HUD encourages project applicants to explain how education will address the encampment and unsheltered homelessness and survivors of DV. Do not include employment and income, which are covered in the question above. This response is limited to 3000 characters. **4 Points Possible***

(New Project) Question 28) Is your project leveraging non-CoC funded housing units?

*If Yes, please attach documentation showing that the non-CoC funded housing is equal to 25% of the overall project units (for PSH) or 25% of project participants (for RRH) **8 Points Possible***

(New Project) Question 29) Is your project leveraging healthcare resources?

*Select Yes or No. If Yes, attach documentation showing that the healthcare resources are equal in value to 25% of the funding requested (or in the case of substance use treatment disorder, are available to all program participants who qualify and chose those services) **8 Points Possible***

Trauma Informed and Person-Centered Services

(Renewal Project) Question 30) Describe how your organization uses utilize evidence-based practices to provide services that are trauma-informed and person-centered.

*If applicable, explain how this specific project incorporates trauma-informed and person-centered practices. This response is limited to 3000 characters. **6 Points Possible***

Mainstream Services

(Renewal Project) Question 31) Describe the specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible.

*This response is limited to 3000 characters. **5 Points Possible***

Voluntary Reallocation

(Renewal Project) Question 32) Are you proposing to voluntarily reallocate any of your project funding this year?

*If Yes, please list the total and what percentage of the grant the reallocation encompasses. **5 Points Possible***

CoC Membership

(New Project) (Renewal Project) Question 33 Is your agency a CoC member?

- Yes
- No, we don't intend to be a CoC member.
- Not yet. We have submitted an application.

Please visit <https://helphopehome.org/continuum-of-care-coc/> to complete a membership application.

PROJECT DOCUMENTS

Please upload your organization's documents applicable to each area. Upload additional supporting documents in response to Program Narrative Questions, if applicable. If a document marked as required is not applicable, please upload a document stating why it is not applicable.

- **Budget Form (New Projects Only).** Applicable costs for services and operations of the project, which includes total project costs and the amount being requested. Please download and complete the Document template. Please refer to the HUD Document, "[Budgets – Project Application Navigational Guide for the CoC Program Competition](#)" for detailed information on how to complete the budget forms. **8 Points Possible**
- **Match Letters (New and Renewal Projects).** Please provide letters to document your cash and in-kind match contributions and support of CoC project applications and initiatives from internal and external sources. Refer to the Budget template for documentation requirements for Cash Match letters.
- **Audited Financial Statements and, if applicable, Findings and Corrective Action Plan (All Projects).** This Agreement is subject to an OMB A-133 Audit pursuant to the Single Audit Act. Effective December 26, 2014, the Office of Management and Budget requires that grant recipients who expend \$750,000 or more in the aggregate during a one-year period in federal funds, conduct an A-133 Audit.

In accordance with policy, any agency that expends between **\$200,000 through \$749,999 in federal funds** will be required to have a CPA Audited Financial Statement submitted to HHH. The funds expended may be from one or multiple federal sources. Contact HelpHopeHome@ClarkCountyNV.gov (subject: 2023 NOFO) for guidance if you do not have a recent audit.

- **HUD Code of Conduct Documentation (if applicable).** If agency is not on HUD Code of Contact list, please upload documentation.
- **501(c)3 Tax-exempt Organization Documentation (New Projects Only).** Dated letter from the IRS or other documentation showing registration as a 501(c)3 tax-exempt organization.
- **Indirect Cost Rate (if applicable).** If your organization uses an indirect cost rate and plans to charge these costs against this grant, please provide verification of the federal agency which approves this rate; what the current rate (%) is and date it was last approved.
- **Performance Report from a Comparable Project (New Projects Only, if applicable).** If your agency does not currently receive HUD CoC funding but operates similar programs, please attach any documentation demonstrating the performance of those projects. This information will be used to assess program capacity.

When you are satisfied with your responses, click on Submit Now.

Application Status: Not Submitted

Submit Now

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Help Hope Home

www.HelpHopeHome.org

email: HelpHopeHome@ClarkCountyNV.gov

*(Email specific application questions to the address above.
Be sure to enter "2023 NOFO" in the subject line.)*

