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**2015 Continuum of Care**

**Intent to Apply/Policy for Funding Consideration for NEW Projects Through Reallocated Funds**

Locally, this solicitation seeks pre-applications for projects that will be competitively selected to forward final applications to HUD under the competition outlined in the FY2015 CoC NOFA. Projects locally selected to forward applications to HUD may or may not be subsequently funded by HUD. Local deadline for this Intent to Apply pre-application is due **Thursday, October 1, 2015 by 5:00PM** You may have it print, sign and scan this form and submit by email to [racevedo@milwaukee.gov](mailto:racevedo@milwaukee.gov) or fax to [414-286-5003](tel:414-286-5003) by 5:00PM on October 1st.

The Milwaukee City and County CoC is eligible to submit applications for new projects totaling **$110,033** in HUD CoC funding through reallocation from voluntary surrender of grant renewal. With several restrictions outlined in HUD’s 2015 CoC NOFA, projects except for can use grant funds over 1, 2, 3, 4, 5 or 15 years. If successful, the funding will be available as renewal projects after the initial grant contract expires. All proposed services must be new or an expansion of existing services. Proposed project funding cannot replace other funding sources. Projects must demonstrate cash or in-kind match of at least 25% of all proposed grant funds other than leasing funds. Match and leveraging documentation in not required for project submission in eSNAPS, but is a requirement of the HUD technical submission.

**Project Type:**

The Milwaukee City and County CoC will accept Project Applications for use of reallocated funds in the FY2015 CoC Application cycle for the following types:

* **New Project(s) Created Through Reallocation: Permanent Supportive Housing projects serving 100% chronically homeless individuals and families;**
* **New Project(s) Created Through Reallocation: Rapid Re-Housing serving homeless individuals, including unaccompanied youth, and families coming directly from the streets or emergency shelter or fleeing domestic violence;**
* **New projects for dedicated HMIS;**
* **New Supportive Services Only (SSO) projects for centralized or coordinated assessment systems**

The Milwaukee City and County CoC is allowing funding to new projects in the following ways:

* **Reallocated into one or multiple new projects operated by one provider;**
* **Reallocated into one or multiple new projects operated by two or more different providers**

**2015 New Permanent Supportive Housing, Rapid Rehousing Project(s),SSO, HMIS**

**Overview:**

In 2015 our Continuum of Care is eligible to apply for an additional **$110, 033** for the following projects that are serving eligible people experiencing homelessness: new permanent supportive housing, rapid rehousing, HMIS, and/or SSO for centralized or coordinated assessment systems. Locally, projects serving the following populations experiencing homelessness will be prioritized:

* chronically homeless families *and/or* chronically homelessindividuals with priority on serving those with the longest histories of homelessness
* families
* households including people with disabilities
* women
* veterans
* youth

**Permanent Supportive Housing:**

Projects seeking new ***permanent supportive housing*** funds must serve chronically homeless households (including singles or families) in which one or more household member is disabled. The household must meet HUD’s definition of “chronically homeless”, *and* come from the streets, emergency shelters, safe havens, or institutions. The only persons who may be served by dedicated or prioritized permanent supportive housing beds are chronically homeless persons as defined in 24 CFR 578.3. Importantly, **persons in transitional housing are not considered to be chronically homeless** even if they met the criteria prior to entering the transitional housing program. Persons coming from Transitional Housing ***are not*** eligible under the FY15 CoC NOFA requirements.

Permanent Supportive Housing projects may include the following eligible activities:

* Acquisition, Rehabilitation, or New Construction
* Operations costs of a permanent housing facility
* Long-term tenant-, sponsor-, or project-based Rental Assistance
* Leasing (including scattered-site leasing)
* Supportive Services
* Administration (no more than 7% of eligible program activities budget)

**Rapid Rehousing:**Projects seeking new ***rapid rehousing*** funds may provide supportive services, set forth in 24 CFR 578.53, and/or short-term (up to 3 months) or medium-term (3-24 months) tenant-based rental assistance set forth in 24 CRF 578.51(c), as necessary to help a homeless individual or family, with or without disabilities, move as quickly as possible into permanent housing and achieve stability in that housing. When providing short-term and/or medium term rental assistance to program participants, the rental assistance is subject to 24 CFR 578.51(a)(1), but not 24 CFR 578.51(a)(1)(i) and (ii); (a)(2); (c) and (f) through (i); and (l)(1).

Rapid Rehousing projects may include the following eligible activities:

* Short-term (up to 3 months) or medium-term (3-24 months) tenant-based rental assistance
* Supportive Services
* Administration (no more than 7% of eligible program activities budget)

*HUD’s Threshold for both PSH and RRH:*“To be considered as meeting project quality threshold, new permanent housing–permanent supportive housing and rapid re-housing–project applications must receive at least 3 out of the 5 points available for the criteria below. New permanent housing project applications that do not receive at least 3 points will be rejected.

(a) Whether the type, scale, and location of the housing fit the needs of the program participants (1 point);

(b) Whether the type and scale of the supportive services fit the needs of the program participants–this includes all supportive services, regardless of funding source (1 point);

(c) Whether the specific plan for ensuring program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply meets the needs of the program participants (1 point);

(d) Whether program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (1 point); and,

(e) Whether at least 75 percent of the proposed program participants come from the street or other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence (1 point).”

**HMIS:**Projects seeking newHMIS funds may be used by HMIS Leads to lease a structure in which the HMIS is operated or as operating funds to operate a structure in which the HMIS is operated, and for other costs eligible in 24 CFR 578.57.*HUD’s threshold for HMIS:*“To be considered as meeting project quality threshold, new HMIS project applications must receive at least 3 out of the 4 points available for the criteria below. New HMIS projects that do not receive at least 3 points will be rejected.

(a) How the HMIS funds will be expended in a way that is consistent with the CoC’s funding strategy for the HMIS and furthers the CoC’s HMIS implementation (1 point);

(b) Whether the HMIS collects all Universal Data Elements as set forth in the HMIS Data Standards (1 point);

(c) Whether the HMIS un-duplicates client records (1 point); and  
(d) Whether the HMIS produces all HUD-required reports and provide data as needed for HUD reporting (e.g., APR,quarterly reports, data for CAPER/ESG reporting) (1 point).

**Supportive Services Only (SSO) for centralized or coordinated assessments system:**Proejcts seeking new **SSO** funds may be used for acquisition, rehabilitation, relocation costs, or leasing of a facility from which supportive services will be provided, and supportive services in order to provide supportive services to unsheltered and sheltered homeless persons for whom the recipient or subrecipient is not providing housing or housing assistance. SSO includes street outreach.  
  
*HUD’s threshold for SSO:*   
“To be considered as meeting project quality threshold, new SSO projects for centralized or coordinated assessment systems must receive at least 2 out of the 4 points available for the criteria below. SSO projects for centralized or coordinated assessment systems that do not receive at least 2 points will be rejected.  
  
(a) Whether the centralized or coordinated assessment system is easily accessible for all persons within the CoC’s geographic area who are seeking information regarding homelessness assistance (1 point);   
(b) Whether there is a strategy for advertising the program that is designed specifically to reach homeless persons with the highest barriers within the CoC’s geographic area (1 point);   
(c) Whether there is a standardized assessment process (1 point); and   
(d) Whether the program ensures that program participants are directed to appropriate housing and services that fit their 31 needs (1 point)”

**Use of Funds**

Applicants may apply to use whole or partial funds available. The Milwaukee City and County CoC will review project applications based on FY15 CoC NOFA project and quality threshold requirements, and may honor whole or partial requests. Use of funds available must comply with all HUD CoC regulations and notices. The FY15 CoC NOFA and CoC Program interim rule at 24 CFR part 578 details the requirements with which grants awarded under this competition must comply.

Applicants applying for new project funds have the option of using funds as an expansion project to existing Rapid Re-Housing (RRH) or Permanent Supportive Housing (PSH). If applying for expansion, the following applies:

* Expansion projects are NEW projects that expand on existing projects (PSH or RRH *only*);
* If approved, new expansion projects operate separately from existing projects and will generate a new contract, grant period, budget, APR, and subsequent requirements of a new project;
* Cannot be used for Capital Costs;
* If approved, expansion projects can be merged at a later time with existing projects through a HUD grant agreement. Mergers are not guaranteed. Grant years should closely align for best likelihood of merger;
* Expansion projects must be described and operated as a new effort and demonstrate it will not supplant an existing project. Proposed project funding cannot replace other funding sources;
* All proposed services in new project must be new or an expansion of existing services to Rapid Re-Housing or Permanent Supportive Housing.

Housing must have minimal barriers using the **Housing First** approach and built-in strategies to promote success.

Proposals should support HUD and local policy priorities and goals by providing permanent supportive housing or rapid rehousing services to:

* Chronically homeless families *and/or* individuals, with priority on serving those with the longest histories of homelessness.

Projects may also specialize in serving other populations for whom services are a high local priority, as long as they meet HUD eligibility standards for new projects. These may include homeless:

* Families
* Fleeing Domestic Violence
* households including people with disabilities
* women
* veterans
* youth

To better determine the capacity of the Milwaukee City and County Continuum of Care (CoC) and accommodate those agencies that intend to apply for **new** funding through reallocated funds in the FY 2015 HUD CoC process, please complete the following information and return to Rafael Acevedo at [racevedo@milwaukee.gov](mailto:racevedo@milwaukee.gov). This form must be received by **October 1st.** You may also print, sign and scan this form and submit by email to [racevedo@milwaukee.gov](mailto:racevedo@milwaukee.gov) or fax to [414-286-5003](tel:414-286-5003) by 5:00PM on October 1st.

This form is for any new projects created through reallocation *only* for permanent supportive housing serving 100% chronically homeless, or, through reallocation for rapid re-housing for families, or, HMIS, or, Supportive Services Only (SSO). All new project submissions must comply with the CoC Program Interim rule and FY 2015 CoC Competition NOFA.

To learn more about HUD requirements for all CoC programs, please read the FY2015 CoC Competition NOFA at: <https://www.hudexchange.info/resources/documents/FY-2015-CoC-Program-NOFA.pdf>, and the CoC Interim Rule that can be found at <http://www.hudhre.info/documents/CoCProgramInterimRule.pdf>.

If you have questions, please contact Rafael Acevedo at [racevedo@milwaukee.gov](mailto:racevedo@milwaukee.gov) or at [414-286-5](tel:414-286-5548)548.

**Intent to Apply for FY2015 HUD Continuum of Care New Projects**

**Due Thursday, October 1, 2015 at 5:00PM to Rafael Acevedo at** [**racevedo@milwaukee.gov**](mailto:racevedo@milwaukee.gov)**.** *Electronic proposals only. Submit either in Word or PDF format. Please limit your responses to seven (7) pages or less, not including the budget attachment.*

1. Name of Agency :

2. Name of Proposed Project:

3. Total CoC funds requested: $

4. Contact Person:

Phone:

Email:

5. Proposed funding - please indicate the type of project(s) you intend to use the funds for

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Permanent Housing  Permanent Supportive Housing  Rapid Re-Housing  One project  Two or more projects  #: \_\_\_\_\_\_\_ |  | SSO   One project  Two or more projects  #: \_\_\_\_\_\_\_ |  | HMIS  One project  Two or more projects  #: \_\_\_\_\_\_\_ |

6. What population do you intend to serve? (i.e. families, Domestic Violence, veterans, chronically homeless, etc). Please list all that will be served.)

**7. Program Projected Budget (attach additional budget(s) if necessary):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Acquisition, new construction or rehab (if applicable) | Leasing | Rental Assistance | Services | Operations | HMIS | Administration (limited to 7% total of all other categories) | TOTAL budget request amount |
| **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** |

***Note****: Total amount of all projected budget categories should equal TOTAL budget request amount, and cannot exceed $110,033.*

**Grant Term for proposed project(s):**

One Year  Two Years  Three Years  Four Years  Five Years

*\*Any new project that requests tenant-based rental assistance may request a 1-year, 2-year, 3-year, 4-year, or 5-year grant term*

*\*Any new project that requests leasing–either leasing costs only or leasing costs plus other costs (e.g., supportive services, HMIS.)–may only request up to a 3-year grant term.*

*\*Any new project that requests project-based rental assistance or sponsor-based rental assistance, or operating costs may request up to a 15-year grant term; however, the project applicants may only request up to 5 years of funds. Funding for the remainder of the term is subject to availability and applicants must apply for additional funds at such time and in such manner as HUD may require.  
  
\*Any new project that requests operating costs, Supportive Services Only, HMIS, and project administration may request 1-year, 2-year, 3-year, 4-year, or 5-year grant terms with funding for the same number of years.*

*\*Any new project that requests new construction, acquisition, or rehabilitation must request a minimum of a 3-year grant term and may request up to a 5-year grant term.  
  
\*If an applicant requests funds for new construction, acquisition, or rehabilitation in addition to requesting funds for operating, supportive services, or HMIS, the funding will be for the 3 years requested, and the grant term will be 3 years plus the time necessary to acquire the property, complete construction, and begin operating the project. HUD will require recordation of a HUD-approved use and repayment covenant (a form can be obtained from the local HUD CPD Field Office) for all grants of funds for new constructions, acquisition, and rehabilitation. (24 CFR 578.81)*

**Project applications will be reviewed and selected based upon adherence to the HUD CoC Program Interim Rule, FY15 CoC NOFA, and FY15 CoC NOFA Policy Priorities.   
  
If you are applying for a SSO or HMIS project and a question that pertains to housing does not apply, please write in “N/A”.**

8. Provide a brief overview of your project in one or two paragraphs, including the number of units proposed.

9. Please list the organizations involved in implementing the proposed project, provide a brief description of what each will do, and describe past performance that demonstrates each organization’s capacity and qualification to serve the proposed population and/or administer the project.

10. Identify the homeless population served, including their characteristics and needs for housing and supportive services, where they come from, and the outreach used to bring them into the project or how they are affected by proposed project. *Note restrictions on eligible populations based on project type.*

11. What housing gap/need does this project address? Does it address specific racial and ethnic disparities in rates of homelessness? *(In order to leverage capital dollars available through other funding processes, applicants may receive higher ranking if they elect to use these dollars for leasing, rental assistance or operating funds, rather than new construction, acquisition, or rehab. Housing with minimal barriers and built-in strategies to promote success will also be favored).*

12. During a one-year period, how many people do you plan to serve and/or what are your proposed 12 month outcomes? (i.e. 100 people served, 75% of all participants will maintain housing for 12 months, impact on Continuum).

13. Describe the type and scale of the supportive services that participants will receive. How will services be delivered? What other services will the project leverage beyond the available funds? Focus particularly on those services that will assist participants in: a) obtaining and maintaining permanent housing, b) accessing mainstream resources, and c) increasing income through benefits and/or employment and maximizing household ability to live independently.

14. Attach your proposed annual budget for the program, using the attached form as a guide. Briefly describe source of match/leverage here. What other resources does this project leverage? Include current or planned leveraging of supportive services available through Medicaid. *Note: Match and leverage documentation is not required for project application in eSNAPS, but is a requirement of the technical HUD submission.*

15. In order to expend funds within statutorily required deadlines, applicants funded for sponsor-based and project-based rental assistance must execute the grant agreement and begin providing rental assistance within 2 years. However, HUD strongly encourages all rental assistance to begin within 12 months of award. Applicants that are unable to begin rental assistance within the 12 month period should consult with the local HUD CPDfield office. Does the project sponsor intend to begin providing rental assistance within 12 months of grant execution?

 Yes/No?

16. Describe how your project will fit, and/or advance the CoC in moving towards a Housing First model. *Note the ways it addresses removing barriers to entry, utilizing best practices, efforts of prioritization of Chronic Homeless and Veterans in turnover units, client centered service delivery, inclusive decision-making, etc.)*

**Enter requested budget by double-clicking on the embedded spreadsheet below.**

**If requesting Rental Assistance budget, budget must be calculated using the worksheet below (double-click to access). No other method of calculating rental assistance budget is allowed.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | ***Rental Assistance Budget Worksheet*** | | | | |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **Please click on the link provided below to obtain 2015 FMR amounts.** | | | | |  |  |
|  |  |  |  | [2015 FMRs](http://www.huduser.org/portal/datasets/fmr/fmrs/docsys.html&data=fmr15) |  |  |  |  |
| **Project Name:** |  |  | | | | |  |  |
| **Project Number:** |  |  | | | | |  |  |
| **Rental Assistance:** |  | **$0** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **County/FMR Area:** |  |  | | | | |  |  |
|  |  |  |  |  |  |  |  |  |
| **Size of Units** |  | **# of Units** |  | **FMR/Actual Rent** |  | **# of Months** |  | **Total Budget** |
|  |  |  |  |  |  |  |  |  |
| SRO |  |  | x |  | x | 12 | = | $0 |
|  |  |  |  |  |  |  |  |  |
| 0 Bedroom |  |  | x |  | x | 12 | = | $0 |
|  |  |  |  |  |  |  |  |  |
| 1 Bedroom |  |  | x |  | x | 12 | = | $0 |
|  |  |  |  |  |  |  |  |  |
| 2 Bedrooms |  |  | x |  | x | 12 | = | $0 |
|  |  |  |  |  |  |  |  |  |
| 3 Bedrooms |  |  | x |  | x | 12 | = | $0 |
|  |  |  |  |  |  |  |  |  |
| 4 Bedrooms |  |  | x |  | x | 12 | = | $0 |
|  |  |  |  |  |  |  |  |  |
| 5 Bedrooms |  |  | x |  | x | 12 | = | $0 |
|  |  |  |  |  |  |  |  |  |
| 6+ Bedrooms |  |  | x |  | x | 12 | = | $0 |
|  |  |  |  |  |  |  |  |  |
| **Total** |  | **0** |  |  |  |  | = | **$0** |
|  |  |  |  |  |  |  |  |  |

**Policy for Funding Consideration**

To be eligible for funding consideration, Project Sponsors must meet the following criteria:

# All Project Sponsors

* Must meet all HUD eligibility criteria.
* Must meet all pre-application deadlines as set by the Continuum.
* Must have met all program requirements for most recent program year to be eligible for application.
* Must be a 501(c) 3, 501 (c) 4, PHA, or local government.
* Must possess legal authority to apply for and receive funds and carry out activities authorized by the CoC Program.
* Must provide the supplementary match funds required by HUD.
* Must participate fully in the Milwaukee CoC process to coordinate and integrate with other mainstream programs for which homeless populations may be eligible.
* Must assume ultimate responsibility for preparing an accurate and complete application for submission to HUD that meets all federal rules and regulations.
* Must be in compliance with all local, state, and federal civil rights laws and Executive Orders as well as all standards outlined in the U.S. Department of Housing and Urban Development CoC NOFA.
* All project sponsors must meet any HUD certification requirements as outlined in the 2015 CoC NOFA.
* **Must submit a copy of the agency’s most recent audit or IRS form 990.**
* Project Sponsors for new projected will be require to enter data into the HMIS system, with the exception of Domestic Violence programs that are exempted by the Violence Against Women Act.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail Address:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

