

**2016 Continuum of Care Homeless Assistance Grant Application
Application for New Project Funding**

Agency Name: _____ (“Agency”)

Subject to the terms and provisions of the 2016 Request for Proposals (RFP) for Continuum of Care (CoC) Homeless Assistance issued by the City of Winston-Salem (“City”), the Agency named above requests funding for the project described in this application.

The Agency acknowledges that:

1. The Agency has reviewed the Request for Proposals and the CoC Interim Rule that is referenced in the Request for Proposals.
2. Funding is subject to the terms of the Notice of Funding Availability (NOFA) for the Continuum of Care Homeless Assistance Program to be published by HUD.
3. Additional information may be required by HUD or the City.
4. This signed form and any required accompanying materials must be submitted to the City by the deadline specified in the Request for Proposals.

Agency Name: _____

Authorized Signature: _____

Name: _____

Title: _____

Date: _____

**Continuum of Care Homeless Assistance Grant Application
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Section 1: Organizational Identification and Contact Information (0 points)

A. Organization Name:	
B. Agency Mailing Address:	
C. Project Location:*	
D. Contact Name:	
E. Contact Phone Number:	
F. Contact Email:	
G. Federal Tax ID Number:	
H. Federal DUNS Number:	

**The project location need not be provided if it is a confidential location, such as a facility for victims of domestic violence.*

- A. Have you completed the annual update to your organization’s registration with the federal government at www.sam.gov Yes No
- B. Does your organization owe money to the IRS or to anyone else? Yes No If so, describe.
- C. Have all due IRS 990 filings been submitted to the IRS? Yes No
- D. Is the applicant organization registered with the N.C. Secretary of State to conduct business in the State of North Carolina as of the date of the application? Yes No
- E. Did an agency representative attend the grant application workshop sponsored by the City of Winston-Salem? Yes No

Section 2: Project Summary (0 points)

- A. In no more than five sentences, describe the project name, activities to be undertaken, amount of funding requested, population(s) and number of participants to be served, period covered, and projected outcomes of your project.

Section 3: Organizational Capacity (25 points)

- A. Mission (3 points)--In five sentences or less, how will the project help your organization to pursue and achieve its mission?
- B. Experience (6 points)--In five sentences or less, how will the experience of your organization contribute to project success? Describe specific, relevant experience by type and length of time.
- C. Organizational Structure (6 points)--In five sentences or less, describe how organizational

structure and staff are appropriate to undertake and complete the project. If specific staff positions are to be funded by the requested funds, list the titles, full-time equivalency percentages and attach or insert job descriptions. Attach or insert an organizational chart that specifically covers any CoC-funded positions.

D. Capacity (6 points)--

1. In five sentences or less, describe how the organization has (or will get) the overall capacity to complete the project in a timely manner?
2. Fill in the chart below to indicate project timing. Omit inapplicable items.

Activity	Days from Execution of Agreement with City
Organizational structure in place and/or Memoranda of Understanding with Cooperating Organizations	
Site control (have ownership or lease space for proposed activity)	
Personnel in place to conduct activities	
All funding committed and available	
Services begin	
Facility or service at or near full capacity	
Requested Funding Fully Spent	
Other key benchmark activities: (list)	

- E. Collaboration (4 points)--In up to five sentences, describe how collaboration with partner agencies will contribute to success. If part of a specific initiative, name it, and describe the roles fulfilled through your proposed project. Also, please describe any participation in the Council on Services for the Homeless and the number of meetings (including subcommittee meetings) attended in the last twelve months.

Section 4: Strategic Priority (35 points)

- A. Need (6 points)--In no more than five sentences, describe the population(s) to be served, including their characteristics, where they come from, and their major needs.
- B. Strategies (6 points)--In no more than one-half page total, describe how the project is consistent with the strategic elements described in Exhibit 1, which is attached to this application form. Please use the Roman numerals shown in Exhibit 1 (and below) to organize your response for review and scoring.
 - I. WSFC Consolidated Housing and Community Development Plan
 - II. Ten Year Plan to End Chronic Homelessness

III. USICH Federal Strategic Plan Goals (Opening Doors)

IV. HEARTH Act CoC Performance Measures

C. Performance Measures (6 points)--List the two major performance measures for the project, including the numerical and percentage targets. Measure 1 must address a housing goal. Measure 2 must address a goal to help participants increase total income.

Measure 1:

Measure 2:

D. Performance Results (6 points)--If this will be a new project, please indicate below performance on other past activities completed by your organization.

<i>Program & Year</i>	<i>Objective</i>	<i>Actual Achievement</i>
<i>Example: Housing Program, 2015</i>	<i>Of 30 households served, 20 (67%) obtained housing within 30 days</i>	<i>Of 33 households served, 24 (72%) obtained housing within 30 days</i>

E. HMIS Data (6 points)

1. Does your agency participate in the Homeless Management Information System?
 Yes No

As applicable, please check one box:

- Agency/program serves exclusively domestic violence victims and is not allowed to participate in HMIS.
- Agency/program does not participate in HMIS. Indicate reason: _____

2. If your organization uses HMIS to track data, provide the following information:

A.	Client records entered in HMIS in the last month	
B.	Client records entered in HMIS in the last 12 months	

If you have any additional comments related to data, please provide them here in no more than five sentences.

F. Supplemental Questionnaire (5 points)--Please complete the Supplemental Questionnaire in Exhibit 2 of this application. The information is needed for the HUD application.

Section 5: Project Approach and Design (20 points)

A. Coordinated Intake and Assessment (5 points)--How does your project participate in the coordinated Community Intake Center? (check all that apply)

- Agency's staff participate on the assessment team
- Staff are trained how to complete the VI- SPDAT
- Agency is handling referrals from coordinated intake for rapid rehousing, permanent supportive housing, or other programs
- Other (describe): _____

B. Services (6 points)--In no more than one half-page, describe the type, frequency and duration of supportive services that will be provided to clients in the proposed project and how it meets their needs. Indicate how follow up will help to ensure client success. Discuss how services are structured to meet performance measures, including helping clients to obtain and remain stable in housing, increase access to mainstream benefits, increase employment income and increase total income.

C. Housing First (6 points)--Does the project use Housing First? Yes No

1. In five sentences or less, indicate the ways that agency strategies, policies and procedures are consistent with Housing First. If the project screens out participants or terminates them from the program for any reason, please describe that here.
2. In five sentences or less, describe the impacts to date of using Housing First.
3. In five sentences or less, describe any difficulties related to Housing First implementation and how they are being addressed.
4. In five sentences or less, describe the use of any other best practices and the impacts.
5. Complete the following chart for all permanent supportive housing (PSH) programs operated by the agency: (not applicable to rapid rehousing beds)

A.	Total # of PSH beds in all programs	
B.	# of PSH beds restricted to chronically homeless persons	
C.	# of PSH beds not restricted to chronically homeless persons but nevertheless prioritized for use by chronically homeless persons as beds turn over	
D.	Total beds prioritized to chronically homeless (B + C)	
E.	Percentage of beds prioritized to chronically homeless (D/A)	

over and above match. Please list below prospective sources and amounts of leverage. More information on leverage is attached to this form.

<i>Description of Leveraged Resources</i>	<i>Source of the Leverage</i>	<i>Value of Leveraged Resource</i>
TOTALS		

Prior to submission to HUD, you will be asked to provide letters to the City documenting both match and leverage. At this time, simply list prospective match and leverage above.

D. Average Cost (5 Points)--Use the table below to show the average cost of the service per beneficiary to be served during the year.

CoC funds requested:	
Number proposed to be served for the year:	
Average CoC cost per case:	

E. Sustainability (3 points)--Describe in no more than five sentences how the project will be sustained if and when the CoC funding ends.

Additional Requirements:

- A. Applicants must complete the Supplementary Questionnaire attached as Exhibit 2.
- B. Agencies applying for the first time must submit copies of their agency’s latest 990, as submitted to the IRS, Audit Report and auditor’s management letter and copies of their By-Laws, Articles of Incorporation, IRS 501(c)3 designation letter, a current Board roster, copies of budgets (last year, current year and next year - if available), as well as copies of Code of Conduct, Personnel Policies, Procurement Policies, and Accounting Procedures, as applicable. *Agencies requesting renewal funding must submit any updates to these items that have not already been submitted to the City.*
- C. The City reserves the right to request additional information on any Grant Application and/or work with the applicant to modify the project proposal to meet HUD CoC guidelines and requirements.

Exhibit 1
Summary of Strategic Priority Factors
For Rating ESG and Continuum of Care Projects

The information provided in Exhibit 1 relates to question 4B of the funding application.

I. WSFC Consolidated Housing and Community Development Plan

Goal 3 (Expanding Access and Opportunities) of the Consolidated Plan includes strategies and programs to meet the housing and service needs of homeless persons. Programs include rental assistance, supportive services, coordinated intake, emergency and transitional shelter, homeless management information systems, and permanent supportive housing.

The 2009-2013 Five-Year Consolidated Plan may be found at <http://www.cityofws.org/Home/Departments/CBD/HousingDevelopment/Articles/Reports> (Strategies are described beginning on page II-1 of the Consolidated Plan.)

II. Ten Year Plan to End Chronic Homelessness

The goals of the Ten Year Plan are to end chronic homelessness and to improve the system of care for all persons who experience a housing crisis. The Ten Year Plan to End Chronic Homelessness is found at: <http://www.cityofws.org/Home/Departments/CBD/HousingDevelopment/Articles/Reports>

III. USICH Federal Strategic Plan Goals

- A. Finish the job of ending chronic homelessness in 2017
- B. Prevent and end homelessness among Veterans in 2015
- C. Prevent and end homelessness for families, youth, and children in 2020
- D. Set a path to ending all types of homelessness

Opening Doors: the Federal Strategic Plan to Prevent and End Homelessness may be found at: <http://www.usich.gov/>.

IV. HEARTH Act CoC Performance Measures

- A. Reduce average length of time persons are homeless
- B. Reduce returns to homelessness
- C. Improve outreach to ensure program coverage of homeless persons
- D. Reduce number of families and individuals who are homeless
- E. Improve employment rate and income amount of families and individuals who are homeless
- F. Reduce number of families and individuals who become homeless (first time homeless)
- G. Prevent homelessness and achieve independent living in permanent housing for families and youth defined as homeless under other Federal statutes

The HEARTH Act is found at [this link](#) (section 427 has the performance measures):

Exhibit 2: Supplementary Questionnaire

Agency Name:	
Project Name/Description:	

1. Does your project serve homeless families with children or unaccompanied youth under age 18?

- Yes
 No

2. If you answered yes to serving families with children or unaccompanied youth under age 18, does your project have policies and procedures that are consistent with and do not restrict, the exercise of rights provided by subtitle B of title VII of the HEARTH Act and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness?

- Yes
 No
 N/A

3. If you answered yes to serving families with children or unaccompanied youth under age 18, then as required for the Continuum of Care grant, please indicate the name and title of the staff person in your organization who is designated to ensure that children of homeless program participants are enrolled in school and connected to early childhood programs and other appropriate services.

Staff Name:	
Staff Title:	

4. How accessible are most community amenities to your CoC project participants? Schools, libraries, houses of worship, grocery stores, laundromats, doctors, dentists, parks or recreation facilities. Choose one answer.

- Very accessible: no transportation barriers, easily within reach of all participants
 Somewhat accessible: minor transportation barriers, requires effort for participants
 Not accessible: significant transportation barriers, participants unable to reach amenities without significant external assistance

5. Do project participants receive assistance with SSI/SSDI? Yes No

If so is it provided by your agency or another agency? Our agency Another agency
(specify agency: _____)

Has the staff person who is providing the technical assistance completed SOAR* training in the past 24 months? Yes No

*SOAR is SSI/SSDI Outreach, Access, and Recovery Technical Assistance, a federal program under which trained staff can help homeless persons apply for SSI and SSDI.

6. For the services list below, please fill out each cell of the table. Codes are listed below the table.

Column 1: Services	Column 2: Provider of the service	Column 3: Frequency
Assessment of Service Needs		
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		
Employment Assistance and Job Training		
Food		
Housing Search and Counseling Services		
Legal Services		
Life Skills Training		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation		
Utility Deposits		

Choose the number of the appropriate answer and place it in the appropriate cell above:

Column 2: Provider of the service

1. My agency
2. A partner agency with which my agency has a formal contract or MOU
3. Some other agency with which we have no formal contract or MOU

Column 3: Frequency

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Daily 2. Weekly 3. Bi-Weekly (every 2 weeks) 4. Monthly 5. Quarterly | <ol style="list-style-type: none"> 6. Semi-Annually (twice a year) 7. Annually 8. As Needed |
|---|--|

Exhibit 3: Information on Match & Leverage Requirements

This information will help you to answer the questions on match and leveraging in this application. Prior to submission to HUD, you will be asked to provide letters to the City documenting both match and leverage. Please do not submit them until requested, as HUD will have strict date ranges for the dates on the letters, which we will not know until the NOFA is published.

Match vs. Leverage

Match:

- 25% match is required for all project budget components
- Match can be cash or in-kind
- Match must be spent on program activities that would be eligible for CoC grant funding. Basically, that's supportive services, rental assistance, operating costs, HMIS costs and administrative costs.

Leverage:

- To assist us in scoring on the CoC application, we will need leverage of at least 150% of the amount of all HUD CoC grants requested. The more each agency can contribute to leverage, the better.
- Leverage can be cash and/or in-kind.
- Leverage can be used for any activity needed to support the project. Unlike match, leverage is not limited to activities that would be eligible for CoC funding. Match and leverage are separate from each other. Leverage is over and above match. Excess match can be used as leverage. Leverage also can come from resources completely separate from match resources.

Sources of Match/Leverage

- Cash:** any funds that come from private or public resources (as long as they are not statutorily prohibited from being used as match/leverage).
- In-kind:** services (counseling, legal advocacy, etc.), physical goods/equipment (food, furniture, clothing, etc.), and real property (donated land or buildings).
- To be counted as match/leverage, the funds, goods, or services need to come directly from the contributing source to the organization. Items provided directly to and for individuals/program participants are not eligible as match/leverage. For example:
 - Mainstream benefits provided directly to program participants (e.g., food stamps, SSI/SSDI disability benefits) cannot be used as match/leverage.
 - Funds from mainstream resources provided directly to an organization for use in a CoC project can be used as match/leverage (food from a food pantry; budgeting classes provided from one agency to clients of another agency through an MOU)
- Commitments of land, buildings, and equipment are **one-time only** and cannot be claimed in more than one CoC competition. For example, donated land claimed in the 2015 CoC competition cannot be claimed as leverage by that project or any other project in subsequent competitions.