



ANCHORAGE COALITION TO
END HOMELESSNESS

Anchorage (AK-500) FFY 2023 HUD Continuum of Care Local Competition

Renewal Project Application Instructions and Guidelines

Projects eligible for renewal will have an expiration date in 2024

Project Application Due Date: **Friday, August 25, 2023**

HUD CoC Program Grant Process

HUD awards homeless assistance grants through an annual application process known as the CoC Program Funding Competition. The competition is a two-step process: 1) the local competition; and 2) the national application.

- First, Anchorage applicants submit a local application in response to the notification released by Anchorage Coalition to End Homelessness (ACEH). Projects that are selected during the Ranking Process will be placed on the Anchorage Priority List and advance to the federal application process.
- Second, projects on the Priority List submit a national application through the HUD online portal *e-snaps* in response to HUD's Notice of Funding Opportunity (NOFO).

ACEH prepares the Collaborative Application for the HUD CoC NOFO national competition and provides technical assistance to projects applying for CoC funding, however, applicants are responsible for the preparation of both the local application and the HUD electronic submission through *e-snaps*.

Application Information

HUD Notice of Funding Opportunity (NOFO)

We strongly recommend that you read the full [NOFO](#). There are always slight changes in the NOFO each year. Do not assume that you know what HUD is looking for based on previous NOFO cycles. The NOFO is long, dry, and fairly complex – set aside a couple uninterrupted blocks of time to fully understand the document.

FFY23 NOFO cycle timeline

Links to all relevant recordings, documents, and notices can be found on the AKCH2 FFY23 NOFO Competition website <https://www.aceh.org/nofo>

- The HUD NOFO was released on 7/5/2023
- Local Competition Project Applications were made available on 8/7/2023
- The Local Competition Kick-off webinar was 8/2/2023. A recording can be found [here](#)
- Local Competition Applications are due on 8/25/2023
- *e-snaps* Applications are due on 9/21/2023

Application Support

Application support will be offered via Zoom on, August 10, August 17, and August 24 at this Teams [link](#). **Please send all questions regarding the application process to the ACEH grants email: grants@aceh.org**

Application Deadline

The FFY2023 CoC Project Application Packet is **due to ACEH on Friday, August 25**. If an agency is applying for more than one project, each project requires a separate project application form. For questions and application submission, please email the ACEH

grants email at: grants@aceh.org. A complete application packet will include:

- **A completed Renewal Project Application**
- **Verification of 25% cash or in-kind match**
- **Project Budget**
- **Local Project Submission Agreement** (*coming soon*)

All application packets must be sent as a PDF document with subject line: "SUBMISSION: AK-500 CoC Application – <PROJECTNAME>".

Funding Availability

FFY 23 NOFO Anchorage (AK-500) – Funding Available Tier 1

Amount (safest funding)	\$3,731,498
Tier 2 Amount (less safe funding)	\$ 280,865
CoC Bonus (depends on the strength of the project and collaborative applications)	\$280,865
DV Bonus (depends on the strength of the project and collaborative applications)	\$ 190,191
TOTAL AVAILABLE FUNDING	\$4,483,419

Renewal Projects

These instructions apply to renewal applications. In order to file a renewal application, the project must have an expiration date of 2024. It's possible that you may be filing a renewal for a project that hasn't yet completed an entire year. Answer the questions to the best of your ability based on the information that is currently available.

Renewal projects are not guaranteed funding. HUD requires every CoC to develop a reallocation process for projects funded through the HUD annual CoC competition. Reallocating funds is an important tool used by CoCs to make strategic improvements to the local homelessness system. Through reallocation, the CoC can invest in effective projects or fund new projects. Points in the collaborative application are awarded to CoCs that have and use reallocation policies and procedures to improve their system.

PART I: PROJECT INFORMATION & INTENT TO RENEW

Renewal Projects should have already completed and submitted an Intent to Renew form that captures project information. In order to identify this file with the correct project, please complete the lines below.

Agency: the agency that applies for the project and is listed on the Grant Inventory Worksheet (GIW available [here](#) – Choose Alaska as the state and download the excel file for AK500 – Anchorage CoC)

Project Name: the name of this specific project as it appears on the [GIW](#)

PART II: THRESHOLD REQUIREMENTS – Agency & Project

To be eligible for AK-500 CoC funding, the applicant agency must meet all threshold requirements. Threshold requirements and AK-500 CoC expectations can be found in the [Applicant Pre-submission Agreement](#). Failure to meet the required thresholds or to review and commit to the entire [Agreement](#) will result in a reduction of points or a rejected application, as subject to the decision of the Ranking Committee. The agency must have received written acknowledgement of the receipt of their [Applicant Pre-submission Agreement](#) from ACEH before their Local Competition Application will be forwarded to the Ranking Committee.

Projects must meet or exceed minimum scoring requirements to be considered for funding. HUD will consider all renewal projects as meeting the project threshold requirements.

You must verify that you have reviewed the agency and applicable project-type requirements for this renewal application and affirm that both your organization and this project meet them. They can be found in the [NOEO](#) beginning on page 55.

HMIS Project renewal applicants, skip to PART V. FINANCIALS

PART III: PROJECT FOCUS AND COC BED COUNTS

THROUGHOUT THIS APPLICATION, BOXES WITH BLUE SHADING ARE NOT MEANT FOR DATA ENTRY. ONLY PUT YOUR ANSWERS IN BOXES WITH NO SHADING!

The information provided in this section serves multiple purposes.

- It allows the CoC to double check project renewal applications against Housing Inventory Count numbers.
- It allows the CoC and the agency to double check these numbers against the numbers reported in the GIW.
- It prepares the applicant to answer the Performance Goals questions found in Section IV of this application.

Is this project limited to only serving households that have experienced or are actively fleeing domestic violence, dating violence, sexual assault, stalking, or other dangerous or

life-threatening conditions (including human trafficking)? **YES NO**

1. Does this project serve families? YES NO This question applies to all of the beds in the project, not just the ones that are funded through a CoC grant.

a. How many total beds (not units) are included in the project? If this project does not serve families, leave this question blank or answer n/a

b. Which of the following populations are served using these project beds? Check any and all of the subpopulations that are served in this project; if your project does not serve families, leave this question blank.

Chronically Homeless Families ([HUD's definition](#))
Veteran Families
Domestic Violence (DV) Families
Parenting Youth (24 or younger)

c. Of the total number of beds how many beds (not units) are CoC grant-funded? This is the question that you'll answer with the number of beds that are specifically funded with HUD CoC grant funds.

d. Are the populations served with CoC-funded beds different than the answer indicated above? YES NO **If yes, please explain:** If you serve the same population or same mix of populations that you indicated in question 1b above, then the answer to this question is no; if CoC funded beds are only used for one population, instead of a combination of them, or are used in any type of combination different than was indicated above, then indicate that difference here.

These questions are answered using the same instructions as those for families. If your project serves both individuals and families, answer both questions 1 and 2

2. Does this project serve individuals (not families)? YES NO

a. How many total beds (not units) are included in the project?

b. Which of the following populations are served using these project beds?

Chronically Homeless Individuals ([HUD's definition](#))
Veteran Individuals
Domestic Violence (DV) Individuals
Unaccompanied Youth (24 or younger)

c. How many beds (not units) are CoC grant-funded?

d. Are the populations served with CoC-funded beds different than those indicated above? YES NO **If yes, please explain:**

PART IV: PROJECT PERFORMANCE AND UTILIZATION METRICS

From the HUD System Performance Measures Introductory Guide (emphasis added):

“A critical aspect of the amended Act is a focus on viewing the local homeless response as **a coordinated system of homeless assistance options** as opposed to homeless assistance programs and funding sources that operate independently in a community. To facilitate this perspective the Act now **requires communities to measure their performance as a coordinated system**, in addition to analyzing performance by specific projects or project types. Section 427 of the Act **established selection criteria for HUD to use in awarding CoC funding** that require CoCs to report to HUD their system-level performance.”

To receive the most points possible on the Collaborative Application, HUD requires that all CoCs must demonstrate that they evaluated applications by using:

- (a) objective criteria, and
- (b) criteria based on system performance measures (CoC-wide SPMs can be found [HERE](#))

The CoC must also publicly notify applicants that these criteria will be used in the scoring of Project Applications. ([NOFO](#), page 90)

This section relates to HUD System Performance Measures ([SPMs](#)) 2a, 4, and 7b, in addition to other performance metrics. Some of the project scores in this section affect the AK-501 overall SPM scores on the collaborative application. All of the answers will impact the AK-501 system evaluation. Since HUD pulls numbers directly from HMIS uploads, the answers to these questions will also come from HMIS. **Data entry delays or inaccuracies in HMIS will negatively affect this section, your overall score, and the CoC system-wide score.**

All reporting will be based on AKHMIS data for the time period of July 2022 through June 2023. Most of the metrics below come from the CoC Annual Performance Report (APR). [Instructions](#) on how to pull that report can be found in the AKHMIS Knowledge Base.

Before starting this section, you should run the CoC APR for this renewal project for the date range 7/1/2022 – 6/30/2023.

Project type: **PSH**

A1. Do you provide housing and services to individuals who have high service needs? Question A1 should be able to be answered with general project knowledge.

- a. How many PSH beds do you have in this entire project?
- b. How many PSH beds in this project are funded with a CoC grant?
- c. How many of the CoC-funded beds are dedicated to only be used by those who experience Chronic Homelessness, as defined by [HUD](#)?
- d. Divide c/b x 100 = percentage

A2. Successful Placement in Permanent Housing

If your project has not yet completed a full project year, please answer based on the numbers as of the most recent measurement available to you. A2 seeks to understand

permanent placement rates for people served in the PSH project. Numbers are calculated from the CoC APR.

a. Identify section 7a in the CoC APR for your project. It should look something like this:

7a - Number of Persons Served	
	Total
Adults	29
Children	0
Client Doesn't Know/Client Refused	0
Data Not Collected	0
Total	29
For PSH and RRH - the total persons served who moved into housing	27

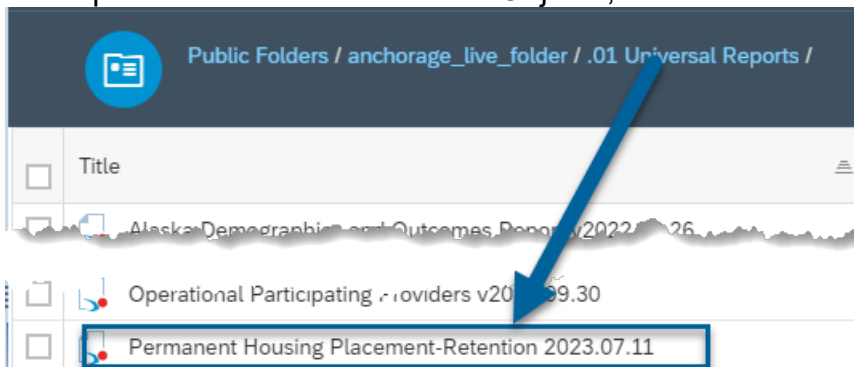
b. Enter the following numbers located in the section outlined in the blue box of the example above in the boxes below:

- i. From the section outlined in the blue box of the example above, record the Total number in the **A2a** box (29 in the example above)
- ii. Record “the total persons served who moved into housing” number in the **A2b** box (27 in the example above).
- iii. Divide “the total persons moved into housing” by the Total and record the % Placement in the **A2c** box. (In this example, $27/29 = 0.93 = 93\%$)

A3. Successful Retention of Permanent Housing

If your project has not yet completed a full project year, please answer based on the numbers as of the most recent measurement available to you. A3 seeks to understand retention rates for people served in this PSH project. Numbers are calculated from the Permanent Housing Placement-Retention report.

a. Run the “Permanent Housing Placement-Retention” report found in the 01. Universal Reports folder in SAP BusinessObjects, which can be found here:



b. Select the parameters as indicated in the image below. Ensure the date range is correct (7/1/2022 – 7/1/2023).

Select CoC Code(s): (1)
AK-501 Alaska Balance of State

Select Provider(s):
Your project here.

EDA Provider (1)
-Default Provider-

Report Start Date: (1)
7/1/2022 12:00:00 AM

Report End Date (PLUS 1 Day): (1)
7/1/2023 12:00:00 AM

Enter effective date (1)
7/1/2023 12:00:00 AM

Report Detail: (1)
Aggregate only

c. Navigate to this report

Metric 7b.2 - Change in exits to or retention of permanent housing

Your Project Name Here	A. Persons in applicable PH projects with Housing Move-In	Of A, Persons remaining in applicable PH projects and/or exited to permanent housing destinations	% Successful exits/retention
Total	60	59	98.33%

d. Enter the numbers from this report in the following three boxes

- i) in **A3a** - Persons in applicable project with Housing Move-in (60 in the example above)
- ii) in **A3b** - Persons remaining in project or exited to PH destination (59 in the example above)
- iii) in **A3c** - % of successful exits/retentions (98.33% in the example above)

Project Types: PSH & RRH

B1. How long does it take, on average, for your clients to access housing? Identify section 22C in the CoC APR for your project. It should look something like this:

22c - Length of Time between Project Start Date and Housing Move-in Date	
	Total
7 days or less	4
8 to 14 days	0
15 to 21 days	0
22 to 30 days	0
31 to 60 days	0
61 to 180 days	0
181 to 365 days	0
366 to 730 Days (1-2 Yrs)	0
Total (persons moved into housing)	4
Average length of time to housing	0
Persons who were exited without move-in	0
Total	4

- a. Enter the following numbers located in the section outlined in the blue box of the

example above in the boxes below:

- i. In **B1a** Total (persons moved into housing)
- ii. In **B1b** Average length of time to housing
- iii. In **B1c** Persons who were exited without move-in
- iv. In **B1d** Total

Project Types: RRH & TH

C1. Identify section 23c - Exit Destination - All persons in the CoC APR for your project. It should look something like this:

23c - Exit Destination - All persons	
	Total
Permanent Destinations	
Moved from one HOPWA funded project to HOPWA PH	0
Rental by client in a public housing unit	0
Subtotal	0
Temporary Destinations	
Host Home (non-crisis)	0
Subtotal	1
Institutional Settings	
Foster care home or foster care group home	0
Long-term care facility or nursing home	0
Subtotal	2
Other Destinations	
Residential project or halfway home with no housing criteria	0
Data Not Collected (no exit interview completed)	0
Subtotal	2
Total	5
Total persons exiting to positive housing destinations	0
Total persons whose destinations excluded them from the calculation	2
Percentage	0%

- a. Enter the following numbers located in the section outlined in the blue box of the example above in the boxes below:
 - i. In **C1a** - Total
 - ii. In **C1b** - Total persons exiting to positive housing destinations.
 - iii. In **C1c** - Total persons whose destinations excluded them from the calculation.
 - iv. In **C1d** - Percentage

Project Type: TH

D1. What is the average # of days clients are enrolled in your project? Identify section 22b Average and Median Length of Participation in Days in the CoC APR for your project. It should look something like this:

22b - Average and Median Length of Participation in Days		
	Leavers	Stayers
Average Length	935	887
Median Length	826	833

- a. Enter the following numbers located in the section outlined in the blue box of the example above in the boxes below:
 - i. In **D1a** Leavers (935 in the example above)
 - ii. In **D1b** Stayers (887 in the example above)

Project Type: All

This section measures outcomes regarding increases in cash income from either earned or other income sources. Answers to these questions will indicate if the agency is helping clients by engaging with partner organizations and working to increase the likelihood of a positive outcome for the client by connecting clients who are able to work with employment opportunities and connecting clients who are unable to work with long-term financial supports. This is a section in which the CoC system-wide scores are low. Answers to this year’s questions will form a baseline by which improvement in future scores will be measured.

E1. % of project stayers with increased income. Identify section 19a1 - Client Cash Income Change - Income Source - by Start and Latest Status in the CoC APR for your project. It should look something like this:

19a1 - Client Cash Income Change - Income Source - by Start and Latest Status			
Income Change by Income Category (Universe: Adult Stayers with Income Information at Start and Annual Assessment)	Start	Latest	Performance Measure: Adults who Gained or Increased Income from Start to Annual Assessment, Average Gain
Number of Adults with Earned Income (i.e., Employment Income)			1
Average Change in Earned Income			1,680
Number of Adults with Other Income			33
Average Change in Other Income			274.85
Number of Adults with Any Income (i.e., Total Income)			33
Average Change in Overall Income			318.27

- a. Enter the following numbers located in the section outlined in the blue box of the example above in the boxes below:
 - i. In box **E1a**, Percentage of adult stayers with increased employment

- income (3% in the example above)
- ii. In box **E1b**, Percentage of adult stayers with increased other income (85% in the example above)
- iii. In box **E1c**, Percentage of adult stayers with an increased income (85% in the example above)

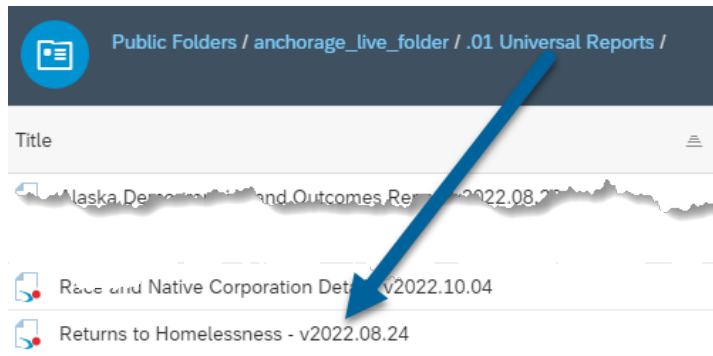
E2. % of project leavers with increased income. Identify section 19a2 - Client Cash Income Change - Income Source - by Start and Exit in the CoC APR for your project. It should look something like this:

19a2 - Client Cash Income Change - Income Source - by Start and Exit			
Income Change by Income Category (Universe: Adult Leavers with Income Information at Start and Exit)	Has	Performance Measure: Adults who Gained or Increased Income from Start to Exit, Average Gain	Performance measure: Percent of Persons who Accomplished this Measure
Number of Adults with Earned Income (i.e., Employment Income)		0	0%
Average Change in Earned Income		0	
Number of Adults with Other Income		7	58%
Average Change in Other Income		140.71	
Number of Adults with Any Income (i.e., Total Income)		7	58%
Average Change in Overall Income		140.71	

- a. Enter the following numbers located in the section outlined in the blue box of the example above in the boxes below:
 - i. In box **E2a**, Percentage of adult leavers with increased employment income (0% in the example above)
 - ii. In box **E2b**, Percentage of adult leavers with increased other income (58% in the example above)
 - iii. In box **E2c**, Percentage of adult leavers with an increased income (58% in the example above)

E3. Return to homelessness within 12 months of an exit to permanent housing. We're looking for the percentage of project participants who returned to homelessness within 12 months of exit to Permanent Housing. (As this requires two years of data, projects in their first renewal year will not have data available and shall report "N/A").

- a. Run "Returns to Homelessness" from the .01 Universal Reports folder in BusinessObjects, found here:



- b. This measure looks at exits in the prior year, so the dates are different than the other reports. The start date should be 7/1/2021, the end date 7/1/2022, and the reappearance cutoff date should be 7/1/2023. These dates are saved as the default dates but should be confirmed when you run the report with the following settings:

<input checked="" type="checkbox"/> Select Provider(s): (2) <i>Your project here.</i>
<input checked="" type="checkbox"/> Select Local Coalition(s): (1) None Selected
<input checked="" type="checkbox"/> Select CoC Code(s): (1) None Selected
Select Project Type(s): (All values)
<input checked="" type="checkbox"/> Select Reporting Group(s): (1) None Selected
<input checked="" type="checkbox"/> Reporting Period Start Date: (1) 7/1/2021 12:00:00 AM
<input checked="" type="checkbox"/> Reporting Period End Date: (1) 7/1/2022 12:00:00 AM

<input checked="" type="checkbox"/> Reappearance Cutoff Date (last exit date (1) PLUS max # days): 7/1/2023 12:00:00 AM
<input checked="" type="checkbox"/> Enter effective date (1) 7/1/2023 12:00:00 AM
<input checked="" type="checkbox"/> Limit to CoC Funded Projects ONLY? (1) No
<input checked="" type="checkbox"/> Enter Minimum # Days Between Exit and (1) First Return: 0
<input checked="" type="checkbox"/> Enter Maximum # Days Between Exit and (1) First Return: 365
<input checked="" type="checkbox"/> EDA Provider (1) -Default Provider-

- c. The example below shows data for exits from all project types. Yours will only show data for your renewal project. Submit the following numbers from the "Summary - Perm Exits" tab.

Summary-All Exits | **Summary-Perm Exits** | Summary by Provider | Summary by Provider HMI

Returns to Homelessness Summary
Summary (Exits to Permanent Destinations)
 Qualifying First Exit Date Range: 7/1/2021 - 6/30/2022 Last Possible Date of Return: 6/30/2022

Report Information: Of clients who exited a project to a permanent destination during the entry date range, show rate of return to the homeless system (ES, Street Outreach, or TH) anywhere statewide.
 Note: logic follows HUD specifications regarding returns. See manual for full details.

	Total Number of Persons Exited	Total Returns in Report Period	Returns to Homelessness between 0 and 365 days	Percentage of Returns between 0 and 365 days
Exits from SO	8	3	3	37.50%
Exits from ES	350	61	49	14.00%
Exits from TH	150	26	13	8.67%
Exits from All PH	347	48	39	11.24%
Exits from SS	160	21	21	13.13%
Exits from HP	1,183	83	59	4.99%

- i. In box **E3a**, Percentage of returns of exits from the applicable project type, based on the type of project you are applying to renew.

E4. What percentage of your clients are entered as referrals from Coordinated Entry (CE) Community-wide Prioritization List?

a. The ICA help desk will send your agency’s listed applicant contact an email with this information. Please enter the number from that email/report.

F. Daily Utilization Rate (All Projects)

Data below is to be completed based on Average Utilization on the last Wednesday of the months listed below. This question measures how efficiently your project is using grant funds and ensures that project vacancies are being filled on a timely basis. It will also indicate how effectively your organization is participating in coordinated entry. Data entry delays or inaccuracies in HMIS will negatively affect this section.

- a. From your internal records, identify how many beds were available on the last Wednesday of the months included in the CoC APR (1/25/2023, 4/26/2023, 7/27/2022, 10/26/2022). Enter these numbers in the first data entry column
- b. Identify the number served on each date from the CoC APR section 7b – Point in Time Count of Persons on the Last Wednesday (below) and enter them in the second data entry column.

7b - Point-in-Time Count of Persons on the Last Wednesday	
	Total
January	51
April	56
July	54
October	51

- c. Divide the total served by the total beds available on each of those Wednesday
- d. Calculate the average percentage by adding the percentages from the four Wednesdays and dividing by four.

G. Data Completeness & Timeliness

Enter the summary information regarding your project’s Completeness Percentage and Timeliness Percentage from the Data Quality Performance Scorecard as indicated with the blue boxes in the image below. ICA sent that report to your data quality contact person around 7/6/2023. If data has been cleaned up since the report was last run, you can pull a new “Data Quality Performance Scorecard” for 7/1/2022 – 7/1/2023 from the .00 Data Quality and Completeness folder in BusinessObjects. If you need help pulling a new report, please refer to the [AKHMIS Knowledge Base](#) or email the AKHMIS Helpdesk, akhmis@icalliances.org Data entry delays or errors will negatively affect this section.

Enrollments Meeting Standard					
Total Enrollments	UDE / AKSDE DV / HUD Data	UDE / AKSDE DV / HUD Data Percent	Annual Assessments	Annual Assessment Percent	
73	6	a 8.22%	6	b 8.22%	
Entry Records			Exit Records		
Enrollments Meeting Standard	Total Enrollments Added	Percent Meeting Standard	Enrollments Meeting Standard	Total Enrollments Exited	Percent Meeting Standard
5	21	c 23.81%	1	25	d 4.00%

PART V: FINANCIALS

A. GrantUtilization Table

For this table, we will review your agency’s ability to spend previously awarded grant money. We understand that many FFY22 grants are just now beginning to be implemented. The years referenced in the table are based on how your agency draws down funds from eLOCCS, which is supposed to be done on a quarterly basis and includes the budget line items listed below.

For the current grant year, please indicate the amounts for the grant that you are drawing down on now or that you just finished drawing down last quarter. If this is the second (or more) time that you are submitting a renewal application, the Current Year – 1 column should include information on a grant term that has been completed.

If funding was not received for any of the years listed below, put “N/A” in the “Total Line”.

For clarification, ELOCCS includes information on the start and end dates of your current project. Further clarification can be provided by an AKCH2 staff member, if needed.

Please list YOUR ORGANIZATION’S grant start and end dates for this grant:
(E.g. July 1 – June 30)

	Current Year – 2		Current Year - 1		Current Year	
	Grant Award	Funds Expended	Grant Award	Funds Expended	Grant Award	Funds Expended
Operations	\$	\$	\$	\$	\$	\$
Leasing	\$	\$	\$	\$	\$	\$
Rental Assistance	\$	\$	\$	\$	\$	\$
Supportive Services	\$	\$	\$	\$	\$	\$
HMIS	\$	\$	\$	\$	\$	\$
Administrative	\$	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$	\$
PERCENTAGE EXPENDED						
Average percentage expended						

Your score will be based upon the Average Percent Expended in full grant terms. If two (2) years of data is not available, the score will be calculated based on the expenditure percentages of the available year(s). HUD tracks grant expenditures. Low grant utilizations have negative implications for both the agency and the CoC, as a whole. If your agency is not using all of the awarded funds, those are dollars that could have been used to support additional programs, services, and people experiencing homelessness throughout AK-501. Failure to fully expend HUD CoC grant funding could result in reduced grant awards in the future, up to and including non-renewal.

If any of the percentages expended is less than 95%, please explain:

B. CoC Funding Request

Proposed FY Project Budget: please note that “Match” funds must be at least 25% of the proposed project budget; additional funds are “leverage”. Project income may be included under “Match” or “Leverage”. Any project support resulting from a Healthcare & Housing partnership MOU should be included in this budget as either match or leverage.

The amount on the TOTAL line should be the amount requested from HUD in this application, NOT the total project budget amount. Please do not include the 25% match

dollar figure in the amount you enter on the TOTAL line. The amount on the TOTAL line should equal both the amount listed for your project in the [GIW](#) and the **Project HUD Funding Request** in Part 1 of this application. The GIW also includes the existing amounts on each of the five budget line items for this renewal project. This year the NOFO allows for a less than 10% adjustment to the budget line-items. If you are going to be making any line-item adjustment, please make sure that ACEH is aware.

Below you'll see a listing of the eligible expenses that are allowed in each budget line-item category. If changes of more than 9.5% are needed, you can work with ACEH and the local HUD office to request an amendment **after** FFY23 grant awards are announced.

In addition to completing the tables below, please attach a copy of your anticipated budget for this project in the full application packet. The budget should include any match or leverage that is anticipated for the project and be consistent with the information provided in the tables located in PART V.B and V.C of the renewal application. More information on HUD Match requirements can be found [HERE](#).

HUD Requested Budget for Project (information below can be found on this website)	
Newly allowed VAWA Expenses	<ul style="list-style-type: none"> • “Facilitating and coordinating activities to ensure compliance with the emergency transfer plan requirement in 34 U.S.C. 12491(e) and monitoring compliance with the confidentiality protections in 34 U.S.C. 12491(c)(4).” • Examples of eligible costs for emergency transfer facilitation include the costs of assessing, coordinating, approving, denying and implementing a survivor’s emergency transfer • Eligible costs for monitoring compliance with the VAWA confidentiality requirements include the costs of ensuring compliance with the VAWA confidentiality requirements • Page 42 of the NOFO
Operations	<ul style="list-style-type: none"> • The costs of maintenance and repair of housing not included in the lease (§ 578.55(b)(1)) • Property taxes and insurance (§ 578.55(b)(2)) • Scheduled payments to a reserve fund for the future replacement of major buildings systems. Major building systems include structural support, roofing, cladding, weatherproofing, plumbing, electrical, heating, ventilation, and air conditioning (§ 578.55(b)(3)) • Security for a housing program if more than 50 percent of the units or building area are CoC-funded (§ 578.55(b)(4)) • Utilities including electricity, gas, heating oil or other heating/cooling costs, water, sewer, and trash removal (§ 578.55(b)(5)) • Furniture (office/apartment) that remains with the project. Mattresses are also eligible costs, even if they remain with the program participant (§ 578.55(b)(6)) • Equipment, including office equipment, appliances such as

	<p>microwaves, refrigerators, stoves, washers and dryers, etc. that remain with the project (§ 578.55(b)(7))</p> <ul style="list-style-type: none"> • Staff time spent carrying out the above eligible operating activities that are part of the approved grant.
Building Lease	<p>Leasing funds can pay for the following activities:</p> <ul style="list-style-type: none"> • Rent for the unit or structure (§ 578.49(b)(1)) • Security deposits for up to 2 months (§ 578.49(b)(4)) • First and last month's rent (up to one month each, allowed as an advanced payment) (§ 578.49(b)(4)) • Staff or related costs to carry out leasing activities including conducting Housing Quality Standards (HQS), paying landlords, etc. • Payments on unoccupied units while identifying a new program participant
Rental Assistance	<p>CoC rental assistance funds can be used in Permanent Supportive Housing (PSH), Rapid Re-housing (RRH), or Transitional Housing (TH) to pay a portion of the rent. The length of time rental assistance can be provided varies depending on program component:</p> <ul style="list-style-type: none"> • Short-term (up to 3 mos.) or medium-term (4-24 mos.) – RRH, TH • Long-term (more than 24 mos.) – PSH
Supportive Services	<p>Eligible supportive services are:</p> <ul style="list-style-type: none"> • Annual Assessment of Services (§ 578.53(e)(1)) • Moving costs (§ 578.53(e)(2)) • Case management (§ 578.53(e)(3)) • Childcare (§ 578.53(e)(4)) • Education services (§ 578.53(e)(5)) • Employment assistance and job training (§ 578.53(e)(6)) • Food (§ 578.53(e)(7)) • Housing search and counseling services (§ 578.53(e)(8)) • Legal services (§ 578.53(e)(9)) • Life skills training (§ 578.53(e)(10)) • Mental health services (§ 578.53(e)(11)) • Outpatient health services (§ 578.53(e)(12)) • Outreach services (§ 578.53(e)(13)) • Substance abuse treatment services (§ 578.53(e)(14)) • Transportation (§ 578.53(e)(15)) • Utility deposits (§ 578.53(e)(16))
HMIS	<p>Recipients and subrecipients may use CoC Program funds to pay for staff and overhead costs directly related to contributing and maintaining data in HMIS or a comparable database. These costs are eligible under all CoC program components, including PSH,</p>

	<p>RRH, TH, SSO, and HMIS. Eligible HMIS costs for the PSH, RRH, TH, and SSO program components include:</p> <ul style="list-style-type: none"> • Purchasing or leasing computer hardware, software, licenses, or equipment (§ 578.57(a)(i)-(iii)) • Obtaining technical support (§ 578.57(a)(iv)) • Leasing office space in which HMIS activities are conducted (§ 578.57(a)(v)) • Paying utilities necessary to operate or contribute data (§ 578.57(a)(vi)) • Paying salaries for operating HMIS (§ 578.57(a)(vii)) • Paying for travel to, and attending, approved trainings (§ 578.57(a)(viii)) • Paying staff travel costs to conduct intake (§ 578.57(a)(ix)) • Paying HMIS participation fees charged by the HMIS Lead (§ 578.57(a)(x))
Administrative	<p>Under the Project Administration program component, CoC recipients and subrecipients may use these funds to support:</p> <ol style="list-style-type: none"> 1. General management, oversight, and coordination (§ 578.59(a)(1)) 2. Training on CoC requirements and attending HUD-sponsored CoC trainings (§ 578.59(a)(2)) 3. Carrying out environmental reviews (§ 578.59(a)(3)) <p>Costs directly related to carrying out other eligible activities under the CoC Program (§ 578.43 – 578.57) (e.g., Leasing, Rental Assistance, Supportive Services) should be charged to those budget line items.</p> <p>Example: Costs related to administering rental assistance such as calculating participant rent share or conducting housing quality inspections should be charged to the rental assistance budget line item rather than to project administration.</p>
TOTAL	\$

MATCH	\$
LEVERAGE	\$
PERCENT of Match + Leverage	

$$\text{Calculation} = \left(\frac{\text{Match} + \text{Leverage}}{\text{HUD Requested Budget}} \right) \times 100$$

C. Match & Leverage Details

Provide detail of the total “Match” and “Leverage” indicated in PART V.B. This information offers detailed validation of the each source that is providing any part of the match or leverage reported in aggregate in the table above. This detailed information will be required in esnaps. You will also need to upload written documentation of the match sources listed in this table in the renewal application. Future monitoring or audits may require a review of backup materials that support the information listed.

Grant or Source Name	Amount	Pending / Confirmed	Cash / In-Kind	Direct / Indirect Costs	Use of funding	Match / Leverage / Medicaid

HMIS renewal (ICA) applicants, skip to PART XII: Local Application Certification

PART VI: CoC COORDINATED ENTRY PARTICIPATION

Indicate your organization’s *existing* level of Coordinated Entry participation. If you have questions about any of the items listed, please contact an ACEH staff member. Please note that question C includes a check box **and** a request for a number to be included. Not all project types will participate in Coordinated Entry in the same way, and regions may have slightly different protocols. Please answer for **your** project in **your** region.

What is your referral region? _____		YES	NO
A	Use the CoC common assessment tool which can be found here		
B	Participate in case conferencing in your referral zone		
C	Receive referrals from the local CE community-wide prioritization list Number of referrals you’ve accepted since 1/1/23.		
D	Have you filled 100% of your project vacancies with referrals from the CE community-side prioritization list?		

PART VII: HOUSING FIRST PRINCIPLES and PRACTICES

Project applicant certifies that this is a low barrier project and that it operates in adherence with **Housing First requirements**. Housing First requirements include:

- A. **no** barriers to entry (e.g., sobriety, treatment, or participation requirements);
- B. **no** preconditions (e.g., sobriety, income);
- C. **no** project participant terminations for lack of participation;
- D. **no** supportive service participation requirements; and
- E. Clients are prioritized for rapid placement and stabilization in permanent housing and offered needed voluntary supports so that returns to homelessness are avoided.

Future project monitoring will include an evaluation of your project’s policies and practices

to verify that it is being operated in a way that is consistent with Housing First Principles.

Housing First Utilization		Yes	No
A	Project certifies that it is low barrier and it adheres to Housing First requirements.	<input type="checkbox"/>	<input type="checkbox"/>

PART VIII: AGENCY & PROJECT NARRATIVE QUESTIONS

If the question is multiple parts, please be sure that you answer all of the parts. Each sub-question will be labeled with a lower-case letter. We recommend that, if it would be beneficial, you begin your answers with a general statement of context or explanation and then structure the remainder of your answers using the lower-case letters to make sure that you've covered all parts of the question.

<p>1. Project description:</p> <p>a. Describe your project</p> <p>b. How does it benefit the Homeless Prevention and Response System, and</p> <p>c. How does it fit within the HUD priorities for the FFY23 NOFO.</p>
<p>1a. Provide a description that addresses the entire scope of the proposed project including the target population(s) to be served, anticipated project outcome(s), and how the CoC Program funding will be used. The information in this description must align with the information entered in other sections of the application.</p> <p>1b. How does this project fill a specific need within your referral zone? Was a gaps analysis conducted to identify this need using data? Why is this project needed in your community?</p> <p>1c. Which of the HUD priorities listed in the NOFO does this project address and how does this project address them? Including a list of priority numbers is not an adequate answer to this question – scores will be based on your specific explanation of how the project addresses each of the relevant priorities.</p> <p><i>The purpose of the program description is to describe the project at full operational capacity and to demonstrate how full capacity will be achieved over the grant term (from HUD Guidance)</i></p>

<p>2. Description of the services provided to clients and the partners involved in the project:</p> <p>a. Which services are provided through the project,</p> <p>b. How often is the service offered (such as daily, weekly, monthly, as needed), and</p> <p>c. Which partner agencies/organizations are involved in providing services.</p>		
a. Service	b. Frequency	c. Partners

Case management		
Transportation		
ID/Birth Certificate/SSN		
SSI/SSDI application assistance		
Medicare/Medicaid application assistance		
Connection to mainstream supports (TANF, SNAP)		
Mental health services		
Substance use/misuse treatment		
Physical health, primary care provider		
Educational supports		
Workforce training		
Employment supports		
Regional shareholder services		
Follow-up/check-in		

3. Describe the project’s connection to and leveraging of the following resources: .

- a. Philanthropic or local funding sources,
- b. Integration of healthcare resources within the project and connecting clients to healthcare.

3a. The intent of this question is to identify if your organization is maximizing outreach to other funding sources, recognizing that the CoC funding probably does not support your entire program. We’re also looking for a balance of public and private organizations that recognize the benefit of the services your agency is providing.

3b. Healthcare partnerships are a big focus of HUD’s. Extra points will be awarded to applications that have official partnerships with healthcare organizations to support the client services. We’ll be looking for reference to a letter of agreement or an MOU. Many organizations are already leveraging services provided by a physical and/or mental healthcare provider – HUD and ACEH are encouraging that these partnerships be formalized. Please complete and attach an MOU.

4. Provide a summary of measurable performance goals for the project, such as
 - a. the number of clients to be served,
 - b. increases to income/benefits,
 - c. connections to other resources such as employment, job training, beneficiary services, transportation, etc.
 - d. Do you have a staff member helping clients who has been SOAR trained in the last 24 months?

We're looking for realistic measurement metrics, as well as any context regarding the clients you serve. This is the place to explain if your clients have high service needs or extensive barriers to housing. How do you take that into account in your definition of success? A review of the HUD SPMs could be beneficial in what goals your agency sets and the steps used to achieve those goals.

Remember to provide answers to subquestions a-c that are measurable, such as a number or a percentage of increase; subquestion d could be answered with a yes or no, but we recommend further explanation if your answer is no.

5. How is your organization addressing equity and inclusion for underserved communities, including
 - a. Black, Indigenous, and people of color,
 - b. Members of the LGBTQ2S+ community, and
 - c. People with disabilities?
 - d. How do you incorporate the feedback of those with lived expertise?

This question is asking about the clients you serve and the services you provide. Equity and inclusion are more than just non-discrimination. How are you measuring and evaluating the equitability of your programs. Have you noticed discrepancies in client outcomes based on them being a part of an underserved population? Be specific about the ways in which you are evaluating the outcomes and incorporating the voices of those who are:

5a. Black, Indigenous, and people of color (BIPOC)

5b. LGBTQ2S+,

5c. Differently abled

5d. Those with lived experience of homelessness

HUD equity resources can be found [here](#)

6. Has your organization ensured that under-represented individuals (BIPOC, LGBTQ2S+, etc) are represented in the capacities listed below? If so, what actions have been taken prior to this funding competition? If not, what plans have been made to ensure equitable representation in the future?

a. Staff

b. Management

c. Decision-making positions/Board of Advisory Committee

DEI is not just about the clients we serve, it's also about the systems we build. Whose voices and lived experiences are reflected in the decision-making of your organization? How are you walking the walk?

6a. Does your front-line staff reflect the clients you serve?

6b. Are underserved communities represented in the management and leadership of your organization?

6c. How is input from those with lived experience of homelessness and from BIPOC and LGBTQ2+ folks actively pursued as a part of all of the policies and practices of your organizations?

PART IX: LOCAL APPLICATION CERTIFICATION

On behalf of the agency, I certify that I am authorized to affirm the responses in this application form and that the responses are all truthful to the best of my knowledge.

Name: _____

Electronic signature authorization (*please check box*):

I agree that this box is the legal equivalent of my manual signature on this agreement.

Title: _____

Date: _____