

## **Request for Applications for NEW Project Funding**

### **2009 Austin/ Travis County HUD Continuum of Care**

The Austin/ Travis County Ending Community Homelessness (ECHO) Coalition is seeking applications for the 2009 HUD Continuum of Care NOFA. Full NOFA details and instructions can be found at: [www.hudhre.info](http://www.hudhre.info)

**Deadline for Submission: Tuesday October 20<sup>th</sup> at 5:00pm**

**Deliver one original and two copies of the paper applications to: Gilja Koo at 7201 Levander Loop, Austin TX 78702**

#### **Submission Process:**

1. **Register on-line at [www.hud.gov/esnaps](http://www.hud.gov/esnaps)** Note: Training for esnaps submissions can be found at: <http://esnaps.hudhre.info/training/>
2. **For reference:** the overall Applicant Name is Austin/Travis County CoC and the Applicant Number is TX-503
3. Once registered: **Complete in e-snaps the SF 424, and all the attachments. Deadline October 20th:**
4. **Complete the RFA.** Margins should be one inch, use double spaces and at least an 11 font
5. **Complete the Exhibit II Documents in e-snaps. Deadline: October 20<sup>th</sup> at 5:00pm**
6. **Provide Exhibit I Housing information to Andrew Bucknall, ATCMHMR HMIS Coordinator. Deadline: October 9th. Andrew can be contacted at [Andrew.bucknall@atcmhmr.com](mailto:Andrew.bucknall@atcmhmr.com)**
7. **Provide any requested Exhibit I information to Sam Woollard or Gilja Koo prior to October 16<sup>h</sup>.**

#### **Scoring and Ranking Process:**

- All applications are due Tuesday October 20<sup>th</sup>
- Independent Review Team will meet between October 27<sup>th</sup> and November 3<sup>rd</sup> to review, score and rank applications and make a recommendation
- ECHO Planning and Evaluation Committee will review the recommendation and make a final decision on November 5<sup>th</sup>
- Agencies will make any changes to their Exhibit II's and re-submit November 6<sup>th</sup>

## Austin Travis County 2009 HUD CONTINUUM OF CARE Local Application for New Projects

Please include checklist as cover sheet for local applications:

Name of Organization: \_\_\_\_\_

Project Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number and E-mail: \_\_\_\_\_

Number of years of funding requested: \_\_\_\_\_

Amount of funding requested: \_\_\_\_\_ :

Category of Funding requested:

\_\_\_\_ Permanent Supportive Housing

or

\_\_\_\_ FPRN

Funding Type requested:

SHP

HMIS

S+C

Safe Havens

SRO

### Checklist

- Registered with esnaps**
- Completed SF424** (do not need to reproduce)
- Completed SF 424 Attachments** (these will be in Exhibit II and do not need to be reproduced for the application)
  - 501© 3 Non profit documentation
  - Survey on ensuring equal opportunities
  - Disclosure of lobbying activities
  - Applicant/Recipient Disclosure Update Report
  - OPTIONAL: Grant Application survey
- Completed all Exhibit II Documents**
- Provided Housing Information to HMIS Coordinator** (do not need to reproduce)
- Provided any other requested Exhibit I information**
- Local Application (one original and 2 copies) that includes:**
  - Project Summary
  - HMIS participation statement (within project summary)
  - Community Planning Participation statement (within project summary)
  - AFR (if it has not been updated within the last 3 months on the City website)
  - APR – most recent APR - if one has been conducted for the organization
  - Logic Models
  - Project Leveraging Chart
  - Budget

**Scoring for Forms: 5 points – Exhibit I** – Purpose is to ensure that these charts are completed correctly. **Total Points 5 if agency has provided information for Exhibit I charts** and 0 points if information not provided. Information to be provided for Exhibit I includes:

- 1. CoC Exhibit I Questions answered
- 2. Exhibit II Questions and Forms completed
- 3. CoC Housing Inventory charts completed
- 4. Leveraging chart included
- 5. AFR completed

**By 5:00pm on October 20th, 2009, all applicants must provide one original and one copy of the paper application to Gilja Koo at 7201 Levander Loop, Austin TX 78702, that includes the following (as much as possible, cut and paste from your Exhibit II application):**

**NOTE: NEW permanent supportive housing** programs must have a minimum 85% housing to 15% services ratio in order to be considered

1. **PROJECT SUMMARY:** The project summary should clearly describe the project and outline the following (maximum 8 pages):
  - Project lead – key contact person, their contact information, and their position for the project
  - Identify if this is for the Permanent Housing Bonus or for the FPRN Funding category
  - The type of housing and services to be provided
  - How accessible the housing and/or services are to transportation. State if the housing is ADA compliant (note: for NEW projects, Capital Metro has an interest in working to create transit oriented development and have asked to be approached as new affordable housing is being developed)
  - Populations to be served - identify any targeted subpopulations that the agency will serve, including: chronically homeless, veterans, mentally ill, substance abusers, persons with HIV/AIDS, Persons with co-occurring disorders, victims of domestic violence, and youth
  - If serving children, demonstrate how the project will meet the HEARTH Act that requires children to be placed as close as possible to their original school and ensure that children are enrolled in school and connected to the appropriate services
  - How the project addresses the community priorities
  - How the project fits into the local continuum of care
  - How the project assists participants in accessing mainstream resources, e.g, Medicaid
  - How participants are helped to obtain and remain in permanent housing
  - How participants are assisted to both increase their incomes and live independently using mainstream housing and services
  - Project readiness – including site control
  - How ready is the project to be implemented? Outline timeline as well as issues such as site control. If the organization has previously received HUD funds, state if all timelines were met, and if not, the reasons for the delay.
  - How the project will reach people with Limited English Proficiency
  - If this is an expansion project, applicant must clearly articulate the part of the project that is an expansion

**Scoring Project Summary: Total Points 30** The project summary should clearly outline the following:

- The type of housing and/or services to be provided - **5 total points**
  - Note: If the project is housing it must have an 85% housing and 15% services ratio
  - For projects that are able to increase their housing to services ratio by leveraging additional service dollars, additional points will be awarded at the rate of 1 point for every 2% increase in housing to services up to a maximum of 5 points. Organizations must document the funding that will be used for service match
  - Points are awarded based on completeness and clarity of response
- Project assists participants in obtaining and remaining in permanent housing **Maximum 5 points**
- Populations to be served **maximum 4 points** – 4 points to be awarded if 100% of project focus is on defined sub-populations, 3 points if 75% of focus is on defined sub-populations and 2 points if 50% of project focuses on defined sub-populations
- Housing is/will be both ADA compliant and accessible for public transportation **maximum 3 points**
- Project addresses the community priorities and fits into the local continuum of care **maximum 3 points**
- Project assists participants in accessing mainstream resources **maximum 3 points**
- Project assists participants in increasing their income and living independently **maximum 3 points**
- Project readiness – **maximum 3 points** – If housing project can be operationalized within 6 months award maximum 3 points. If project can be operationalized in 18 months award 2 points. If longer than 39 months project is not eligible for funding
- Demonstrated ability to address Limited English Proficiency **maximum 1 point**

2. **HMIS PARTICIPATION:** Statement describing current participation in the HMIS system. Please state if all of the organization's homeless programs participate in HMIS or only those related to Continuum of Care. If not participating, then describe the steps that will be taken to become a participant. State what steps the organization has taken to improve data quality.

**Scoring HMIS Participation: maximum 5 points:** In order to achieve the full five points, all homeless serving programs will be included in HMIS.

- All agency homeless programs participating in HMIS – 5 points
- Only the agency's HUD COC-funded programs participating in HMIS – 3 points

3. **COMMUNITY PLANNING PARTICIPATION:** Applicants will describe the following:
- Agency’s current participation in the Ending Community Homeless Coalition (ECHO)
  - Leadership roles played by agency staff in ECHO
  - Agency participation in other planning bodies relevant to the Continuum of Care

**Scoring Community Planning Participation: Maximum 10 points:** Applicants will describe the following:

- Agency currently participates as an official member of the Ending Community Homeless Coalition (ECHO) – **5 points**
- Leadership roles and/or committee roles played by agency staff in ECHO – **3 points**
- Agency participates in other planning bodies relevant to the Continuum of Care – **2 points**

4. **BUDGET:** Applicants need to provide:
- Project budget (from Exhibit II) – ensure that all the numbers add up correctly and the items are clearly delineated
  - Delineate how the cash match requirements will be met

**Scoring Project Budget: Maximum 18 points.** The administrative and fiscal section should include:

- Project budget – **10 points maximum** –
  - Score 5 points if all the numbers add up correctly
  - Score 5 points if budget numbers are justified
- Findings from HUD – **maximum 3 points** – If there are findings from HUD that have not been corrected award 0 points, if findings have been corrected, award 1 point, if no HUD findings, award 3 points
- Cash Match maximum **5 points**
  - Exceed cash match requirement by at least 5% = 3 points

Leveraging

- 200% or more of the requested amount = 5 points
- 100% - 199% of the requested amount = 3 points
- Below 99% = 0 points

**5. PERFORMANCE:** Applicants must provide:

- the application logic model
- an outline demonstrating prior organizational success and experience in helping homeless persons become self sufficient
- the goals for this project and how they will be measured

**Scoring Project Performance: Maximum 25 points**

In order to achieve the maximum 25 points, projects must:

- Provide a copy of the logic model (5 points)
- Prior organizational success in helping homeless individuals become self-sufficient demonstrated (5 points)
- The goals of the project and how they will be measured are clearly articulated and aligned with HUD and community priorities (15 points)

**6. LEVERAGING**

- Provide a copy of the Project Leveraging chart and explain how the leveraging will occur
- Identify how this project will leverage and/or coordinate with funding from HUD's American Recovery and Reinvestment Act (ARRA), Homeless Prevention and Rapid Re-housing (HPRP), Community Development Block Grant (CDBG), Tax Credit Assistance Program, HUD-VASH, and/or the Neighborhood Stabilization Programs (NSP)

**Scoring Project Leveraging: Maximum 7 points**

In order to achieve maximum points, organizations must complete a project leveraging chart.

Following is the scoring criteria.

- Accurate completion of the chart – 2 points
- Project leverages or coordinates with other federal funding sources – 5 points

**7. ADMINISTRATIVE AND FISCAL REVIEW:** Ensure that organization's Administrative and Fiscal Review (AFR) has been updated within the last three months. If the agency does not have an AFR, then complete the on-line application.

**If you have questions about the application, please contact Sam Woollard at 512-217-6862 or [samw7@sbcglobal.net](mailto:samw7@sbcglobal.net)**