CT Balance of State Continuum of Care 2017

**Application for New Housing Projects (PSH & RRH)**

**INSTRUCTIONS**

**This is the application for CT Balance of State Continuum of Care (CT BOS) permanent housing funds, including both permanent supportive housing and rapid re-housing. Projects may be funded through both permanent housing bonus and/or any available reallocation funds. HUD has not yet announced the amount of funds that will be available. In the 2016 CoC Competition, CT BOS was able to seek $1,629,924 for new projects and was awarded $814,962.**

**The following types of new projects will be considered:**

* **New permanent supportive housing (PSH) projects that will serve 100 percent chronically homeless individuals and families including youth/young adults experiencing chronic homelessness.**
* **New rapid rehousing (RRH) projects that will serve homeless individuals and families, including youth, coming directly from the streets or emergency shelters, or meeting the criteria of paragraph (4) of the HUD definition of homeless. (See Appendix for Definition of Category 4 - fleeing domestic violence, dating violence, sexual assault, stalking or other dangerous situations).**

**New projects to be included in the CT BOS 2017 CoC Application to HUD will be selected by an independent scoring committee. Final decisions regarding awards will be made by HUD via the national competition.**

**Please note that this application is based on the best information that is currently available and CT BOS may need to revise the requirements described below and/or request additional information after the 2017 HUD CoC NOFA is released.**

**All applications will be reviewed to ensure they meet HUD’s Threshold Standards. Applications that do not meet these standards will not be further reviewed.**

**All applications are due by June 23, 2017 and should be sent to:** [**ctboscoc@gmail.com**](mailto:ctboscoc@gmail.com.org) **.**

**Project Requirement and Priorities:**

* Eligible activities/projects for the Funds:
  + All projects must be Permanent Supportive Housing or Rapid Re-Housing
  + Projects can request funds for:
    - PSH: Rental assistance (tenant or project based only) or operating funds, supportive services, admin
    - RRH: Rental assistance (tenant based only), supportive services, admin
  + Term – 1 year
  + Eligible Supportive Services Costs are limited to the categories included in Section 17. Budget Detail.
  + Operating funds or project based rental assistance may be used for units owned by the applicant organization. These must be units newly designated to serve homeless people and ready for occupancy no later than 6 months after the award of funds. Awards are anticipated to occur in approximately December 2017. Projects must provide a deed demonstrating site control for a building or units where evidence of site control exceeds the requested grant term.
  + Projects applying for RRH should include at least $4,000 per household served at a point in time for supportive services. For example, if the project will support 20 households at a given point in time, the annual supportive services budget should be at least $80,000.
  + Projects applying for PSH should include at least $5,000 per household annually for supportive services.
  + Projects cannot request rental assistance and operating funding in the same project.
  + Projects must agree to enter client data into the CT HMIS, participate in the annual homeless count, participate in and accept referrals only from the applicable **Coordinated Access Network(s)** and comply with all other HUD requirements and CT BOS CoC Policies.
  + Applications must demonstrate:
    - A plan for **rapid implementation** of the program; the project narrative must document how the project will be ready to begin housing the first program participant within 6 months of the award (i.e., by no later than June 2018).
    - A connection to **mainstream service systems**, specifically:

1. that services are in place to identify and enroll all Medicaid-eligible program participants and to connect Medicaid-enrolled participants to Medicaid-financed services, including case management, tenancy supports, behavioral health services, or other services important to supporting housing stability.
2. that services are in place to connect participants to mainstream resources, including benefits, health insurance and employments services
3. for stable PSH participants, that the project will assess participants’ interest in moving on to independent affordable housing and offer assistance, to help tenants who would like to move on to explore independent housing options and apply for mainstream affordable housing opportunities.
   * + Experience in operating a successful **housing first** program and a program design that meets the definition of Housing First as adopted by the CT BOS CoC SC (see the CT BOS Housing First Principles in the Appendix).
     + A plan for outreach to the eligible population (see below).
     + That they meet HUD’s match requirements. See Section #17, Sources of Match.

* Eligible localities:
  + Projects must be located within the CT BOS CoC regions of the State.  This includes all the cities and towns in the following counties: Hartford, Litchfield, New Haven, New London, Windham, Tolland, Middlesex; and the City of Danbury.
* Eligible populations:
  + PSH:
    - All projects must dedicate 100% of units to chronically homeless individuals and/or families, as defined by HUD (See Appendix).
    - Project applicants must demonstrate that they will first serve the chronically homeless and then prioritize as outlined *in CT BOS Policy: Adoption of HUD Notice CPD 16-11 (*See Appendix*).*
    - Disabilities: All projects must serve exclusively disabled individuals as defined by HUD (See Appendix)
  + RRH: All projects must serve 100% literally homeless families and/or single adults coming directly from emergency shelters and/or unsheltered locations OR category 4: fleeing domestic violence, dating violence, sexual assault, stalking or other dangerous situations. Persons in transitional housing **are not eligible** for either project type, even if they met the criteria described above prior to entering the transitional housing program.
* Eligible applicants:
* Eligible project applicants for the CoC Program Competition are nonprofit organizations, States, local governments, and instrumentalities of State and local governments, and public housing agencies.
* Applications shall only be considered from project applicants in good standing with HUD, which means that the applicant does not have any open monitoring or audit findings, history of slow expenditure of grant funds, outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon, or history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.
* Applications shall only be considered from applicants who are not in corrective action status as a result of a 2017 CT BOS project evaluation.

**New Project Application**

**2017 CT BOS Continuum of Care**

* **Applications are due by COB on June 23, 2017 and should be sent to:** [**ctboscoc@gmail.com**](mailto:ctboscoc@gmail.com.org)
* **Please contact** [**ctboscoc@gmail.com**](mailto:ctboscoc@gmail.com) **for questions about the form or process.**
* **Please save your document with the following naming convention:**

**<Agency name –Program name-NEW CTBOS17>.**

**Example: ABC Services-Home to Stay-NEW CTBOS17.doc**

* **The CoC reserves the right not to review late or incomplete applications or projects that do not meet the HUD threshold or Project Requirements and Priorities described above.**

1. **Project Applicant Information:** 
   1. Name of Organization:
   2. Organization Type

Units of Local Government Non-profit 501(c)(3) PHA

State Government Other: Describe

* 1. DUNS Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Sub-Recipient Organization (if applicable):** 
   1. Name of Organization:
   2. Organization Type

Units of Local Government Non-profit 501(c)(3) PHA

State Government Other: Describe

* 1. DUNS Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Contact person for this application:**
   1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Project Location (town(s) or CAN):**
3. **Type of Project:** 🞎 PSH 🞎 RRH
4. **Proposed Project Budget**

|  |  |
| --- | --- |
| **Activities** | **Total Assistance Requested** |
| 1. Rental Assistance |  |
| Indicate Type of RA: 🞎TBRA (required for RRH) 🞎PBRA | |
| 1. Supportive Services |  |
| 1. Operations |  |
| 1. Administrative costs (Up to 7% of amount requested) |  |
| 1. Sub-total Request (Add lines 1-4) |  |
| 1. Cash Match |  |
| 1. In-kind Match |  |
| 1. Total Match (Add lines 6&7) – must equal at least 25% of line #5 |  |
| 1. Total Budget (Add lines 5 & 8) |  |

1. **Housing Type**
   1. Type: 🞎 Single Site 🞎Scatter Site
   2. Total Number of Units:
   3. Total Number of Beds:
2. **A. Population to be Served in the Project (Point-in-Time)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Households** | **HH’s with At Least One Adult and One Child** | **Adult Households without Children** | **Households with Only Children** | **Total** |
| **Total Number of Households** |  |  |  |  |

**B. Population to be Served in the Project (Annually – over the course of a year)**

***(Not applicable for PSH - Applies to RRH only)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Households** | **HH’s with At Least One Adult and One Child** | **Adult Households without Children** | **Households with Only Children** | **Total** |
| **Total Number of Households** |  |  |  |  |

1. **Experience of Applicant/Sponsor**

|  |
| --- |
| 1. Describe the experience of the project applicant, sub-recipients (if applicable), and partner organizations (e.g., key contractors, service providers if applicable) as it relates to providing supportive services and housing for homeless persons,   and carrying out the activities of the project. Be sure to provide concrete examples that illustrate 1) experience/expertise with renting units, operating rental assistance, and providing supportive services similar to the activities proposed in the applications 2) working with and addressing the target population’s identified housing and service needs. Specifically describe your experience with:   * the Housing First model * delivering or securing Medicaid funded services for participants in the agency’s programs * linking participants to mainstream resources, including benefits, health insurance, employments services, and mainstream affordable housing * assessing stable participants’ interest in moving on to independent affordable housing and offer assistance, as indicated, to help tenants who would like to move on to explore independent housing options and apply for mainstream affordable housing opportunities (PSH ONLY) |
| 1. Describe experience of project applicant and partners (if applicable) relating to serving the eligible population you are proposing to serve. |
| 1. Describe the basic organization and management structure of the applicant and subrecipients (if any). Include description of internal and external coordination, structures for managing basic organization operations, and an adequate financial accounting system that will be used to administer the grant. |
| 1. Describe the experience of the applicant and potential subrecipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations. |
| 1. Describe the experience of the applicant and potential subrecipients (if any) in identifying and securing matching funds and leveraging other Federal, State, local, and private sector funds. If the applicant and subrecipient have no experience, indicate “No experience leveraging other Federal, State, local or private sector funds.” |

|  |
| --- |
| 1. Have any of your agency’s HUD funded programs (including ESG) received a HUD audit in the last 12 months? yes  no   If yes, were there any findings from the audit?yes  no  If there were findings, please describe the findings and your agency’s corrective actions to satisfy the findings and attach a copy of the corrective action plan that you submitted to HUD. |
| 1. Are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the applicant or potential subrecipients (if any)?   Yes No   * If Yes, describe the details of unresolved monitoring or audit findings and steps that will be taken to resolve. |
| 1. Have you returned any funds to HUD on any existing grants in the last two years?   Yes No   * If yes, how much has been returned? * What is the reason that the funds have been returned? * What actions are you taking to ensure full spending? |
| 1. Do you have any outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon?   Yes No   * If yes, how much is owed? * What is the reason for the obligation to HUD? * What is preventing establishing a payment schedule? |
| 1. Have you consistently drawn down funds at least quarterly on all HUD CoC grants in the last two years? Yes No  * What is the reason that the funds have not been drawn down? * What actions are you taking to ensure timely draw down? |
| 1. Have you submitted on time Annual Progress Reports (APRs) for all HUD CoC grants in the last two years? Yes No  * What is the reason that APRs were late? * What actions are you taking to ensure timely submission? |

1. **Project Description**

|  |
| --- |
| 1. Provide a description that addresses the entire scope of the proposed project. The project description should be complete and concise. It must address the entire scope of the project, including a clear picture of the community/target population(s) to be served, the plan for addressing the identified needs/issues of the CoC community/target population(s), projected outcome(s), and any coordination with other source(s)/partner(s).The description must be consistent with other parts of this application and identify the target population including the number of single adults and the number of families with children to be served when the project is at full capacity.    * Address and location of units    * Type and number of units – scatter site or single site, single or multi-family homes, etc    * The specific services that will be provided and outreach methods to be used to serve the long-term homeless population    * Projected outcomes    * Coordination with partners    * Project timeline – when units will be developed or leased-up    * HMIS implementation    * How the project will leverage or deliver Medicaid and other mainstream services to participants |
| 1. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work. |

|  |
| --- |
| 1. Will the project receive referrals only through the local Coordinated Access Network?   Yes No  If No, please explain. |
| 1. PSH Only: Describe recipient/subrecipient capacity for assessing need, prioritizing persons with the most severe needs and outreaching to identify chronically homeless people and the specific plan for how the project will first serve the chronically homeless according to the order of priority established in HUD Notice CPD 16-11 *(SEE APPENDIX).* |
| 1. Describe recipient/subrecipient experience with and a description of the program design for implementing Housing First. |
| 1. Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation? Yes No   Will more than 16 persons reside in a structure? Yes No  If yes, please answer the following questions   * + Describe local market conditions that necessitate a project of this size.   + Describe how the project will be integrated into the neighborhood. |
| 1. If the project involves capital development, please describe the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property. |

**11. Supportive Services for Participants**

A. For projects serving **families with dependent children and single adults 24 years old or younger**, does the applicant/sponsor have policies and practices that are consistent with, and do not restrict the exercise of rights provided by the education subtitle of the McKinney-Vento Act, as updated by the Every Student Succeeds Act, and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness?

🞎Yes 🞎No

B. For projects serving **families with dependent children and single adults 24 years old or younger,** does the applicant/sponsor have a designated staff person responsible for ensuring that children are enrolled in school and connected to the appropriate services within the community, including early childhood education programs such as Head Start, Part C of the Individuals with Disabilities Act, and McKinney-Vento education services?

🞎Yes 🞎No

|  |
| --- |
| C. Describe how participants will be assisted to obtain and remain in permanent housing. The description must be consistent with other parts of this application and identify:   * Plan to move eligible participants into the project * Needs of tenants and plan for addressing those needs including but not limited to: health, behavioral health, education, employment, life skills and child care services * How units will be identified and rent reasonableness will be determined |
| D. Describe how participants will be assisted to increase employment and/or income and to maximize their ability to live independently. The description must be consistent with other parts of this application and identify:   * Needs of target population and services required * How tenants will access these services * Coordination with other providers and mainstream systems * How tenants will access SSI/SSDI and other mainstream benefits * Unique needs of youth (if applicable) |
| 1. Describe how you will coordinate effort with and connect tenants to mainstream employment organizations. These are organizations that provide job readiness, job training, and/or employment opportunities for all individuals and not exclusively for homeless individuals (e.g. Labor Ready). 2. Please identify whether the project will include the following activities:  * Transportation assistance to clients to attend mainstream benefit appointments, * employment training, or jobs? 🞎Yes 🞎No * Regular follow-ups with participants to ensure mainstream benefits are received * and renewed? 🞎Yes 🞎No * Will project participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency? 🞎Yes 🞎No * Indicate the last SOAR training date for the staff person providing the technical assistance: ­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_ |

**12. Supportive Services Type and Frequency:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| A. For all supportive services available to participants, indicate who will provide, how they will be accessed and how often they will be provided **regardless of the resources that will be used to pay for the services**.  *For Provider, indicate: “Applicant” if the applicant will provide the service directly; “Subrecipient” if a subrecipient will provide the service directly; “Partner” if an organization that is not a subrecipient of project funds but with whom a formal agreement or memorandum of understanding (MOU) has been signed will provide the service directly; or, “Non-Partner” to if a specific organization with whom no formal agreement has been established regularly provides the service to clients.* | | | | | | |
| **Supportive Services** | **Provider** | **Frequency – select one per service type** | | | | |
| **Daily** | **Weekly** | **Bi-monthly** | **Monthly** | **N/A** |
| Assessment of Service Needs |  |  |  |  |  |  |
| Assistance with Moving Costs |  |  |  |  |  |  |
| Case Management |  |  |  |  |  |  |
| Child Care |  |  |  |  |  |  |
| Education Services |  |  |  |  |  |  |
| Employment Assistance/Job Training |  |  |  |  |  |  |
| Food |  |  |  |  |  |  |
| Housing Search/ Counseling Services |  |  |  |  |  |  |
| Legal Services |  |  |  |  |  |  |
| Life Skills |  |  |  |  |  |  |
| Mental Health Services |  |  |  |  |  |  |
| Outpatient Health Services |  |  |  |  |  |  |
| Outreach Services |  |  |  |  |  |  |
| Substance Abuse Treatment Services |  |  |  |  |  |  |
| Transportation |  |  |  |  |  |  |
| Utility Deposits |  |  |  |  |  |  |

B. How accessible are basic community amenities (e.g. medical facilities, grocery store, recreation facilities, schools, etc) to the proposed project?

🞎 Yes, very accessible

🞎 Somewhat accessible

🞎 Not accessible

**13. Population Characteristics**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Population Characteristics** | **Persons in HH’s with At Least One Adult and One Child** | **Adult Persons in Households without Children** | **Persons in Households with Only Children** | **Total** |
| **Disabled Adults over age 24** |  |  |  |  |
| **Non-disabled Adults over age 24** |  |  |  |  |
| **Disabled Adults ages 18-24** |  |  |  |  |
| **Non-disabled Adults ages 18-24** |  |  |  |  |
| **Accompanied Disabled Children under age 18** |  |  |  |  |
| **Accompanied Non-disabled Children under age 18** |  |  |  |  |
| **Unaccompanied Disabled Children under age 18** |  |  |  |  |
| **Unaccompanied Non-disabled Children under 18** |  |  |  |  |

**Totals from Above:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total Number of Adults over age 24** |  |  |  |  |
| **Total Number of Adults ages 18-24** |  |  |  |  |
| **Total Number of Children under 18** |  |  |  |  |
| **Total Persons** |  |  |  |  |

**14. Subpopulations –** For PSH, each person must be listed as chronically homeless and at least one adult in each household must be listed as disabled. DV is not considered a disability by HUD.

**Households with At Least One Adult and One Child**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Chron.  Homlss  Non-  Vets | Chron.  Homlss  Vets | Chronic  Subs.  Abuse | Persons  with  HIV/  AIDS | Severely  Mentally Ill | Dom.  Violence | Phys.  Disab | Dvlpmt  Disab | Not  Other-wise  Represented |
| Disabled Adults over age 24 |  |  |  |  |  |  |  |  |  |
| Non-disabled Adults over age 24 |  |  |  |  |  |  |  |  |  |
| Disabled Adults ages 18-24 |  |  |  |  |  |  |  |  |  |
| Non-disabled Adults ages 18-24 |  |  |  |  |  |  |  |  |  |
| Disabled Children under age 18 |  |  |  |  |  |  |  |  |  |
| Non-disabled Children under age 18 |  |  |  |  |  |  |  |  |  |
| Total Persons |  |  |  |  |  |  |  |  |  |

**Adult Households without Children**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Chron.  Homlss  Non-  Vets | Chron.  Homlss  Vets | Chronic  Subs.  Abuse | Persons  with  HIV/  AIDS | Severely  Mentally Ill | Victims of  Dom.  Viol. | Phys.  Disab | Dvlpmt  Disab | Not  Other-wise  Represented |
| Disabled Adults over age 24 |  |  |  |  |  |  |  |  |  |
| Non-disabled Adults over age 24 |  |  |  |  |  |  |  |  |  |
| Disabled Adults ages 18-24 |  |  |  |  |  |  |  |  |  |
| Non-disabled Adults ages 18-24 |  |  |  |  |  |  |  |  |  |
| Total Persons |  |  |  |  |  |  |  |  |  |

**Households with Only Children**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Chron.  Homlss  Non-  Vets | Chron.  Homlss  Vets | Chronic  Subs.  Abuse | Persons  with  HIV/  AIDS | Severely  Mentally Ill | Victims of  Dom.  Viol. | Phys.  Disab | Dvlpmt  Disab | Not  Other-wise  Represented |
| Unaccom-panied  Disabled  Children  >18 |  |  |  |  |  |  |  |  |  |
| Unaccom-panied Non-  Disabled  Children  >18 |  |  |  |  |  |  |  |  |  |
| Accom-panied  Disabled  Children  >18 |  |  |  |  |  |  |  |  |  |
| Accom-panied Non-  Disabled  Children  >18 |  |  |  |  |  |  |  |  |  |
| Total Persons |  |  |  |  |  |  |  |  |  |

15. **Outreach for Participants**

A. Enter the percentage of homeless persons who will be served by the proposed project for each of the following locations:

\_\_\_ Persons who came from the street or other locations not meant for human habitation

\_\_\_ Persons who came from Emergency Shelters

\_\_\_ Persons who came from safe havens

\_\_\_ Persons eligible under category 4 – e.g., fleeing DV, stalking , violence (see appendix for definition)

\_\_\_ Total of above percentages

|  |
| --- |
| B. Describe the outreach plan to bring eligible homeless participants into the project. |

**16. HMIS Participation**

* 1. Does your agency currently participate in HMIS? Yes No
  2. Will your agency enter data into the HMIS for this proposed project?

Yes No

**17. Budget detail**

**Rental Assistance Budget** (enter number of units by unit type; the applicable Fair Market Rent (FMR) level, multiply units times FMR times 12 (1 year grant) and enter totals. Link for 2017 FMRs: <https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/select_Geography.odn>

Indicate the Type of Rental Assistance: 🞎 Project Based 🞎 Tenant Based

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Unit Size** | **No. of Units** | **FMR**  ***(Insert local FMR)*** | **Term**  **(12 months)** | **Total Costs ($)** |
| Efficiency |  | $ | X 12 months |  |
| 1 Bedroom |  | $ | X 12 months |  |
| 2 Bedroom |  | $ | X 12 months |  |
| 3 Bedroom |  | $ | X 12 months |  |
| 4 Bedroom |  | $ | X 12 months |  |
| **Totals** |  |  |  |  |

**Operating Costs**

Enter the quantity and total budget request for each operating cost. The request entered should be equivalent to the cost of one year of the relevant operating costs. When including staff costs, please include title, salary and FTE.

|  |  |  |
| --- | --- | --- |
| **Operating Costs** | **Quantity Description**  **(max 400 characters)** | **Annual Budget Request** |
| Maintenance and repair |  |  |
| Electricity, Gas and Water |  |  |
| Property Tax and Insurance |  |  |
| Furniture |  |  |
| Replacement Reserve |  |  |
| Equipment |  |  |
| Building Security |  |  |
| **Total Operating Request** | |  |

**Supportive Services:** Enter the quantity and total budget request for each supportive services cost. The request entered should be equivalent to the cost of one year of the relevant supportive service. When including staff costs, please include title, salary and FTE.

|  |  |  |
| --- | --- | --- |
| **Eligible Costs** | **Quantity Description**  **(max 400 characters)** | **Annual Budget Request** |
| Assessment of Service Needs |  |  |
| Assistance with Moving Costs |  |  |
| Case Management |  |  |
| Employment Services |  |  |
| Food |  |  |
| Housing Search/Counseling |  |  |
| Legal Services |  |  |
| Life Skills |  |  |
| Outreach Services |  |  |
| Transportation |  |  |
| Utility Deposits (only if not included in lease agreement) |  |  |
| **Total Annual Assistance Requested for Supportive Services** | |  |

**Sources of Match – Please complete the match table below.**

Match is actual cash or in-kind resources contributed to the grant. All costs paid for with matching funds must be for activities that are eligible under the CoC Program, even if the recipient is not receiving CoC Program grant funds for that activity. All grant funds must be matched with an amount no less than 25% of the awarded grant amount (with cash or in-kind resources). Match resources may be from public or private resources.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identify Type of**  **Contribution:**  **Cash or In kind** | **Name the Source of Contribution** | **Identify Source as:** | **Date of Written Commitment** | **Value of Written Commitment** |
| **(G) Government**  **or (P) Private** |
| ***Example:* Cash** | **DMHAS** | **G** | **6/15/17** | **$10,000** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | | | **TOTAL:** | $ |

**APPENDIX**

**CT BOS Policy - Adoption of HUD Notice CPD 16-11**

**Requirement to dedicate or prioritize PSH beds to people experiencing chronic homelessness:**

All CT BOS CoC-funded PSH beds are required to dedicate or prioritize 100% of their beds to people experiencing chronic homelessness. When filling vacant beds, CoC-funded PSH projects must seek referrals only through their local CAN from the *Statewide By-Name List* maintained by the local CANs and monitored by the Connecticut Department of Housing (CT DOH) and should be filtered for each CAN’s homeless population for prioritization decisions.

This by-name list uses the order of priority established in HUD Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing. Relevant guidance from the Notice appears below, and the full Notice is available at:

<https://www.hudexchange.info/resources/documents/notice-cpd-16-11-prioritizing-persons-experiencing-chronic-homelessness-and-other-vulnerable-homeless-persons-in-psh.pdf>

The notice defines which chronically homeless people get priority access to PSH beds and how to prioritize PSH beds when no chronically homeless persons exist within the geographic area.

**Accepting Referrals through a Single Prioritized List for PSH**

All CoC-funded PSH projects are required to accept referrals ONLY from the *Statewide By-Name List* that is maintained by each CAN and monitored by CT DOH, and should be filtered for each CAN’s homeless population for prioritization decisions. The single prioritized list is updated frequently to reflect the most up-to-date and real-time data as possible.

This requirement does not include homeless veterans or homeless youth, who have separate processes for prioritization for PSH projects that are dedicated to these populations.

**Prioritizing Chronically Homeless Persons in CoC Program-funded Permanent Supportive Housing Beds Dedicated or Prioritized for Occupancy by Persons Experiencing Chronic Homelessness:**

When selecting participants for housing, CANs and CoC Program-funded PSH that is dedicated or prioritized for persons experiencing chronic homelessness are required to use the following order of priority that has been established by the CT BOS CoC and the *Statewide Coordinated Access Network Leadership Committee*, which is consistent with HUD Notice CPD-16-11:

* People who meet the HUD definition of chronic homelessness and have a VISPDAT 2.0 score of at least 8 for individuals, a Family VISPDAT 2.0 score of at least 9 for families, or a Next Steps score of at least 8 for homeless youth. Housing Placement Teams will determine prioritization within this category based on the VISPDAT score, the length of history of homelessness, and other knowledge of the individual or family that may help measure severity of service needs.
* Applicants will be prioritized based on VI SPDAT score and a consensus of severity of service needs from the local Housing Placement Committee. For example, applicants with a higher VI SPDAT score will be prioritized over other applicants with a lower VI SPDAT score.
* Exceptions to the specified order must be approved by consensus at the local CAN Housing Placement Committee. For example, an exception might be made by the Housing Placement Committee to prioritize an individual who has been living in an unsheltered location for 14 months and has a VI SPDAT 2.0 score of 17 over an individual who has been living in shelter for 15 months and has a VISPDAT 2.0 score of 13. When the Housing Placement Committee feels that the VISPDAT 2.0 or Next Step score does not reflect the individual’s true service needs, a full SPDAT may be requested or required by the local CAN Housing Placement Committee before matching the homeless individual to a PSH program. For example, it may be helpful to conduct a full SPDAT when someone has 22 months of homelessness but has scored a 2 on the VISPDAT. When there is no consensus in the Housing Placement Committee for an exception, approval should be sought by the HUD grantee and/or funder of the program with the opening. CAN Housing Placement Committees should document all decisions, including the rationale for any exceptions to prioritization in meeting notes.

Recipients must follow the order of priority while also considering any target populations served by the project as identified in the project application submitted to HUD. For example, a CoC Program-funded PSH project that targets homeless persons with a serious mental illness should follow the order of priority to the extent to which persons with serious mental illness meet the criteria. In this example, if there were no persons with a serious mental illness that also met the criteria of chronically homeless, the recipient should follow the order of priority for PSH when no chronically homeless person exists on the By-Name List (see below).

Recipients must exercise due diligence when conducting outreach and assessment to ensure that chronically homeless individuals and families are prioritized for assistance based on their total length of time homeless and/or the severity of their needs. CT BOS recognizes that some persons–particularly those living on the streets or in places not meant for human habitation–might require significant engagement and contacts prior to their entering housing and recipients of CoC Program-funded PSH are not required to allow units to remain vacant indefinitely while waiting for an identified chronically homeless person to accept an offer of PSH. CANs and providers should continue to make attempts to engage those persons that have not accepted an offer of PSH and these chronically homeless persons must continue to be prioritized for PSH until they are housed.

**Prioritizing access to PSH when participants are transferred from a different PSH project:**

Existing PSH participants being transferred from a different CTBOS PSH project are exempt from the order of priority established in HUD Notice CPD‐16‐11. Such transfers should be considered both within and across CAN’s and Sub-CoCs to best serve the needs of PSH participants and/or ensure efficient use of PSH resources. All PSH transfers must be coordinated through and approved by the appropriate local Coordinated Access Network(s) CAN(s) to ensure consistency with local priorities and that any resulting PSH vacancy is filled using the order of priority established in this policy and HUD Notice CPD‐16‐11, except in cases where existing CT BOS PSH participant households exchange units. In all cases, PSH units must be prioritized for eligible applicants residing in the CT BOS covered geography over eligible applicants residing in another CoC.

**Order of priority for PSH when no chronically homeless person exists on the By-Name List or wants to live in the jurisdiction where the vacancy is:**

When no chronically homeless person or no chronically homeless person who meets a project’s HUD-approved target population criteria (e.g. families with children, youth under 25, veterans, domestic violence, mental illness, substance abuse, or HIV/AIDS) exists on the *Statewide By-Name List* that is maintained by the local CANs, and monitored by CT DOH and should be filtered to each local CAN for prioritization decisions, CANs and recipients of CoC Program-funded PSH are required to follow the order of priority below when selecting participants. CT DOH will continue to work with CANs to match eligible applicants to vacancies in their preferred geographic area, and homeless people may decline referrals that are inconsistent with their geographic preferences. Projects are required to follow the order of priority below when there is no eligible chronically homeless applicant who wishes to live in the geographic area (local CAN region) where the vacancy exists.

**(a) First Priority–Homeless Individuals and Families with a Disability with Long Periods of Episodic Homelessness and Severe Service Needs**

An individual or family that is eligible for CoC Program-funded PSH who has experienced fewer than four occasions where they have been living or residing in a place not meant for human habitation or in an emergency shelter but where the cumulative time homeless is at least 12 months **and** has been identified as having severe service needs as demonstrated by a VI SPDAT 2.0 score of 8 or higher, a family VISPDAT 2.0 score of 9 or higher, or a Next Step score of 8 or higher, or as described in Section II of the Appendix to this document.

**(b) Second Priority–Homeless Individuals and Families with a Disability with Severe Service Needs.**

An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation or in an emergency shelter for at least 8 months and has been identified as having severe service needs as demonstrated by a VI SPDAT 2.0 score of 8 or higher, a family VISPDAT 2.0 score of 9 or higher, or a Next Step score of 8 or higher, or as described in Section II of the Appendix to this document.

**(c) Third Priority—Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Haven, or Emergency Shelter Without Severe Service Needs.**

An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation or an emergency shelter prioritized by the length of homeless history where the individual or family has not been identified as having severe service needs.

**(d) Fourth Priority–Homeless Individuals and Families with a Disability Coming from Transitional Housing.**

An individual or family that is eligible for CoC Program-funded PSH who is currently residing in a transitional housing project, where prior to residing in the transitional housing had lived in a place not meant for human habitation, or in an emergency shelter. This priority also includes individuals and families residing in transitional housing who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and prior to residing in that transitional housing project even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the transitional housing.

The bed will continue to be a dedicated or prioritized bed, however, so when that bed becomes vacant again it must be used to house a chronically homeless person unless there are still no persons who meet that criterion within the sub- CoC’s geographic area at that time.

**DEFINITIONS OF KEY TERMS:**

**Category 4 – HUD Homeless Definition.** HUD defines four categoriesunder which individuals and families may qualify as homeless. Category four isindividuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

**Chronically Homeless.** The definition of ”chronically homeless” currently in effect for the CoC Program is that which is defined in the CoC Program interim rule at 24 CFR 578.3, which states that a chronically homeless person is:

**Chronically Homeless.** The definition of “chronically homeless”, as stated in Definition of Chronically Homeless final rule is:

1. **(a)**A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:
   1. lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
   2. Has been homeless and living as described in paragraph (a)(i) continuously for at least 12 months or on at least four separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (a)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering an institutional care facility;

**(b)**An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (a) of this definition, before entering the facility;

**(c)**A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (a) or (b) of this definition (as described in Section I.D.2.(a) of this Notice), including a family whose composition has fluctuated while the head of household has been homeless.

**Disabling Condition:**

Disabling Condition is defined by HUD as a condition that: (i) Is expected to be long-continuing or of indefinite duration; (ii) Substantially impedes the individual’s ability to live independently; (iii) Could be improved by the provision of more suitable housing conditions; and (iv) Is a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury; (2) A developmental disability, as defined in this section; or (3) The disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome, including infection with the human immunodeficiency virus (HIV).

**CT BOS Housing First Principles**

Housing First is a programmatic and systems approach that centers on providing homeless people with housing quickly and *then* providing services as needed using a low barrier approach that emphasizes community integration, stable tenancy, recovery and individual choice.

Low barrier approach to entry:

* Housing First offers individuals and families experiencing homelessness immediate access to permanent supportive housing without unnecessary prerequisites. For example:
  1. Admission/tenant screening and selection practices do not require abstinence from substances, completion of or compliance with treatment, or participation in services.
  2. Applicants are not rejected on the basis of poor or lack of credit or income, poor or lack of rental history, minor criminal convictions, or other factors that might indicate a lack of “housing readiness.”
  3. Blanket exclusionary criteria based on more serious criminal convictions are not applied, though programs may consider such convictions on a case by case basis as necessary to ensure the safety of other residents and staff.
  4. Generally, only those admission criteria that are required by funders are applied, though programs may also consider additional criteria on a case by case basis as necessary to ensure the safety of tenants and staff. Application of such additional criteria should be rare, and may include, for example, denial of an applicant who is a high risk registered sex offender by a project serving children, or denial of an applicant who has a history of domestic violence involving a current participant.

Community integration and recovery:

* Housing is integrated into the community and tenants have ample opportunity and are supported to form connections outside of the project.
* Housing is located in neighborhoods that are accessible to community resources and services such as schools, libraries, houses of worship, grocery stores, laundromats, doctors, dentists, parks, and other recreation facilities.
* Efforts are made to make the housing look and feel similar to other types of housing in the community and to avoid distinguishing the housing as a program that serves people with special needs.
* Services are designed to help tenants build supportive relationships, engage in personally meaningful activities, and regain or develop new roles in their families and communities.
* Services are recovery-based and designed to help tenants gain control of their own lives, define their personal values, preferences, and visions for the future, establish meaningful individual short and long-term goals, and build hope that the things they want out of life are attainable. Services are focused on helping tenants achieve the things that are important to them and goals are not driven by staff priorities or selected from a pre-determined menu of options.

Lease compliance and housing retention

* Tenants are expected to comply with a standard lease agreement and are provided with services and supports to help maintain housing and prevent eviction. Visitors are expected to comply with requirements in the lease agreement.
* Leases do not include stipulations beyond those that are customary, legal, and enforceable under Connecticut law.
* No program rules beyond those that are customary, legal, and enforceable through a lease are applied (e.g., visitor policies should be equivalent to those in other types of permanent, lease-based housing in the community). Housing providers may ask for identification from visitors.
* Services are designed to identify and reduce risks to stable tenancy and to overall health and well-being.
* Retention in housing is contingent only on lease compliance and is not contingent on abstinence from substances or compliance with services, treatment or other clinical requirements. For example:

1. Tenants are not terminated involuntarily from housing for refusal to participate in services or for violating program rules that are not stipulated in the lease.
2. Transitional housing programs offer participants due process to resolve issues that may result in involuntary discharge (unless immediate risk to health and safety)
3. PH providers only terminate occupancy of housing in cases of noncompliance with the lease or failure of a tenant to carry out obligations under Connecticut's Landlord and Tenant Act (Chapter 830 of the Connecticut General Statute  <http://www.cga.ct.gov/2011/pub/chap830.htm>).
4. In order to terminate housing, PH providers are required to use the legal court eviction process.

Separation of housing and services

* Projects are designed in such a manner that the roles of property management (e.g., housing application, rent collection, repairs, and eviction) and supportive services staff are clearly defined and distinct.
* Property management and support service functions are provided either by separate legal entities or by staff members whose roles do not overlap.
  + There are defined processes for communication and coordination across the two functions to support stable tenancy.
  + Those processes are designed to protect client confidentiality and share confidential information on a need to know basis only.

Tenant Choice

* Efforts are made to maximize tenant choice, including type, frequency, timing, location and intensity of services and whenever possible choice of neighborhoods, apartments, furniture, and décor.
* Staff accepts tenant choices as a matter of fact without judgment and provides services that are non-coercive to help people achieve their personal goals.
* Staff accepts that risk is part of the human experience and helps tenants to understand risks and reduce harm caused to themselves and others by risky behavior.
* Staff understands the clinical and legal limits to choice and intervenes as necessary when someone presents a danger to self or others.
* Staff helps tenants to understand the legal obligations of tenancy and to reduce risk of eviction.
* Projects provide meaningful opportunities for tenant input and involvement when designing programs, planning activities and determining policies.