Stark Housing Network, Inc.

Homeless Continuum of Care of Stark County (HCCSC) Collaborative Applicant

Local Application Workshop
Thursday, May 9, 2024

Continuum of Care (CoC)Program

"The Continuum of Care (CoC) Program is designed to promote community wide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness."

https://www.hudexchange.info/programs/coc/

The Department of Housing and Urban Development (HUD) Funding Competition

- Annually, HUD provides a national funding competition for communities that are committed to the goal of ending homelessness

- FY2023 CoC Program Competition *(last year's program competition)*
  - Annual Renewal Demand (ARD) for OH-508 (Canton, Massillon, Alliance/Stark County) in the amount of $3, 361,172
  - Bonus funding in the amount of $235,320
  - Domestic Violence (DV) Bonus in the amount of $336,171

- HUD releases notices including a Notice of Funding Opportunity (NOFO) that outlines how much funding is available, what project types have been prioritized by HUD, competition guidelines, and application processes

Collaborative Applicant that oversees the Homeless Continuum of Care of Stark County activities

Oversees projects' compliance with HUD and HCCSC regulations

Completes and submits the *Consolidated Application,* to HUD during the annual HUD CoC Program competition

HUD Competition Requirements

CoC creates a review and ranking process at the local level for both new and renewal project applications

Local project applications are reviewed, ranked, and submitted to HUD on a priority listing

Collaborative Applicant is responsible for submitting the local priority listing to HUD as a part of the *Consolidated Application*.

HUD's Consolidated Application

The Consolidated Application consists of three different areas:

1. CoC Application
2. Project Applications
3. Priority Listing

Project Listing rank is determined through the eSNAPS Application and Scoring Criteria Appendix Responses!

CoC Funding Components

- Permanent Housing (PH)
    - Rapid Re-Housing (RRH)
    - Permanent Supportive Housing (PSH)

- Supportive Services Only - Coordinated Entry

- Homeless Management Information System (HMIS)

Permanent Housing (PH)

- Permanent Support Housing (PSH)
  - Long-term housing assistance where supportive services are provided to assist homeless persons with a disability
  - Assistance can only be provided to individuals with disabilities and families in which one adult or child has a disability
- Rapid Re-housing (RRH)
  - Short-term (1-3 months) to medium term (4-24 months) housing assistance and supportive services to assist homeless persons obtain and maintain stability in permanent housing
  - Rental assistance is limited to no more than 24 months

Homeless Management Information System (HMIS)

- This is only for HMIS Leads and allows HMIS Leads to support costs to manage and operate the CoC's HMIS

- Recipients funded under all other component types can request an HMIS budget line item (BLI) for costs of contributing client-level data to the HMIS, but cannot apply for HMIS funding under the HMIS program

Eligible Costs

Acquisition/Rehabilitation/New Construction

Leasing

Rental assistance

Supportive services

Operating

HMIS

Project administration

*Not all eligible costs are eligible under every program component

Eligible Participants – Homeless Status

- Category 1: Literally Homeless

- Category 2: Imminent Risk of Homelessness

- Category 3: Homeless Under other Federal Statutes

- Category 4: Fleeing/Attempting to Flee Domestic Violence

*HCCSC prioritizes Categories 1 & 4 for CoC funded projects

Category 1: Literally Homeless

- An individual or family who lacks a fixed regular, and adequate nighttime residence

- Three circumstances meet this definition:
  - Sleeping in a place not designed for or ordinarily used as regular sleeping conditions (e.g., car)
  - Living in a shelter designated to provide temporary living arrangements
  - Exiting an institution (e.g., jail or hospital) where they resided 90 days or less and were residing in emergency shelter or place not meant for human habitation immediately before entering the institution

Category 4: Fleeing/Attempting to Flee DV

- Individuals/families fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions related to violence, who

  - have no identified subsequent residence and;
  - lack the resources and support networks needed to obtain other permanent housing

Match Requirements

All CoC Program costs and match must be in your approved budget

Must be able to document all costs

Match requirement – 25% cash or in kind for all line items except leasing

Match is provided to the CoC Program grant – not to a specific budget line item

Matching funds can only be used on eligible CoC Program Costs

Documenting Match at Grant Agreement Execution

Must document formal match agreement (e.g., MOU for in-kind) prior to grant agreement

If recipient needs to change its matching source, the match agreement must be in place before a new source can be counted as match

Must demonstrate match is spent on eligible activities and incurred within grant period

Must keep source documentation (e.g., MOU) on file for review when needed

Supportive Services Eligible Costs

CoC Program Description of Supportive Services Eligible Costs (24 CFR 578.53)	
Eligible Cost	**Description**
Annual Assessment of Service Needs	The costs of conducting an annual assessment of the service needs of the program participants and making adjustments as required by § 578.53(a)(2)
Assistance with Moving Costs	Reasonable one-time moving costs, including truck rental and hiring a moving company
Case Management	Costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant(s). Component services and costs include: • Counseling • Developing, securing, and coordinating services • Using the centralized or coordinated assessment system as required under 24 CFR part 578.23(c)(9) • Obtaining Federal, State, and local benefits • Monitoring and evaluating program participant progress • Providing information and referrals to other providers • Providing ongoing risk assessment and safety planning for victims of domestic violence, dating violence, sexual assault, and stalking • Developing an individualized housing and service plan, including a path to permanent housing stability • Conducting the required annual assessment of program participants' service needs (24 CFR part 578.53(a)(2))
Child Care	Costs of establishing and operating child care; providing child care vouchers and meals and snacks for children from families experiencing homelessness; and delivering comprehensive and coordinated developmental activities, provided that: • Children are under age 13, unless they have a disability • Disabled children are under age 18 • The child care center is licensed by the jurisdiction in which it operates in order for its costs to be eligible
Education Services	Costs of improving knowledge and basic educational skills, including: • Instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED) • Component services, including screening, assessment, and testing; individual or group instruction; tutoring; provision of books, supplies, and instructional material; counseling; and referral to community resources

Supportive Services Eligible Costs

CoC Program Description of Supportive Services Eligible Costs (24 CFR 578.53)	
Eligible Cost	**Description**

Employment Assistance and Job Training	Costs of establishing and operating employment assistance and job training programs, including:
	
	• Classroom, online, and/or computer instruction
	• On-the-job instruction
	• Services that assist individuals in securing employment, including:
	  ➢ Employment screening, assessment, or testing
	  ➢ Structured job skills and job-seeking skills
	  ➢ Special training and tutoring, including literacy training and pre-vocational training
	  ➢ Books and instructional material
	  ➢ Counseling or job coaching
	  ➢ Referral to community resources
	• Services that assist individuals in acquiring learning skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates
	• Services that assist individuals in increasing their earning potential
	• The cost of providing reasonable stipends to program participants in employment assistance and job training programs

Food	Cost of providing meals or groceries to program participants. Pursuant to the provisions of 24 CFR part 578.75(e), recipients and subrecipients who use CoC program funds to provide supportive housing for homeless persons with disabilities must provide residents with meals or meal preparation facilities.
Housing Search and Counseling	Costs of helping eligible program participants locate, obtain, and retain suitable housing. Component services or costs include: • Tenant counseling; helping individuals and families understand leases; securing utilities; and making moving arrangements • Mediation with property owners and landlords on behalf of eligible program participants • Credit counseling, accessing a free personal credit report, and resolving personal credit issues • Payment of rental application fees

Supportive Services Eligible Costs

CoC Program Description of Supportive Services Eligible Costs (24 CFR 578.53)	
Eligible Cost	**Description**
Legal Services	Costs include fees charged by licensed attorneys and by persons under the supervision of licensed attorneys for advice and representation in matters that interfere with a homeless individual's or family's ability to obtain and retain housing with respect to: • Eligible subject matters such as child support; guardianship; paternity; emancipation; legal separation; orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking; appeal of veterans and public benefit claim denials; landlord tenant disputes; and the resolution of outstanding criminal warrants • Component services or costs such as receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling • Fees based on the actual service performed (i.e., fee for service) but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs of performing the services. The following legal services are **ineligible** as supportive services: • Legal services for immigration and citizenship matters and issues related to mortgages and homeownership • Retainer fee arrangements and contingency fee arrangements
Life Skills Training	Costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance abuse, and homelessness but that are necessary to assist the program participant in functioning independently in the community. Such life management skills include the budgeting of resources and money management; household management; conflict management; shopping for food and needed items; nutrition; the use of public transportation; and parent training.
Mental Health Services	Costs of direct outpatient treatment of mental health conditions provided by licensed professionals. Eligible services may include crisis intervention; counseling; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

Supportive Services Eligible Costs

CoC Program Description of Supportive Services Eligible Costs (24 CFR 578.53)	
Eligible Cost	**Description**
Outpatient Health Services	Costs of direct outpatient treatment of medical conditions when provided by licensed medical professionals, such as: • Providing an analysis or assessment of an individual's health problems and development of a treatment plan • Helping individuals understand their health needs • Providing medical treatment or helping individuals obtain and comply with appropriate medical treatment • Providing preventive medical care and health maintenance services, including in-home health services and emergency medical services • Providing appropriate medication • Providing follow-up services • Providing preventive and non-cosmetic dental care
Outreach Services	Costs of outreach activities, including transportation and cell phone costs for outreach workers, for the purpose of providing immediate support and intervention and identifying potential program participants. Eligible services include the following: • Initial assessment • Crisis counseling • Addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries • Actively linking and providing people with information and referrals to homelessness and mainstream programs • Publicizing the availability of the housing and/or services provided within the Continuum of Care
Substance Abuse Treatment Services	Costs of program participant intake and assessment, outpatient treatment, group and individual counseling, and drug testing. The costs of inpatient detoxification and other inpatient drug or alcohol treatment are **ineligible** under CoC program supportive services.

Supportive Services Eligible Costs

CoC Program Description of Supportive Services Eligible Costs (24 CFR 578.53)	
Eligible Cost	**Description**
Transportation	Costs include the following: • Program participants' travel on public transportation or in vehicles provided by the recipient or subrecipient to/from medical care, employment, child care, or other eligible services • Mileage allowance for service workers to visit program participants and carry out housing quality inspections • The costs associated with the purchase or lease of a vehicle (gas, insurance, taxes, maintenance0 in which staff transports program participants and/or staff serving program participants • The cost of a recipient's or subrecipient's staff assigned to accompany or assist program participants in using public transportation. If public transportation options are not sufficient within the area, the recipient may make a one-time payment on behalf of a program participant needing car repairs or maintenance required to operate a personal vehicle, subject to the following: ➤ Payments for car repairs or maintenance on behalf of the program participant may not exceed 10 percent of the Blue Book value of the vehicle (Blue Book refers to the guidebook that compiles and quotes prices for new and used automobiles and other vehicles of all makes, models, and types). ➤ Payments for car repairs or maintenance must be made by the recipient or subrecipient directly to the third party that repairs or maintains the car. ➤ Recipients or subrecipients may require program participants to share in the cost of car repairs or maintenance as a condition of receiving assistance with car repairs or maintenance.
Utility Deposits	Costs associated with utility deposits, which must be a one-time fee, paid to utility companies. (Certain other move-in costs, including security deposits and first and last months' rent, are eligible costs under leasing and rental assistance.)

HCCSC - *Potential*
FY2024 Funding Opportunities

- Annual Renewal Demand (ARD) for OH-508 (Canton, Massillon, Alliance/Stark County)

- CoC Bonus funding

- DV Bonus funding

- Reallocation funding

New Applicants – HUD Requirements

1. System for Award Management (SAM) Unique Entity Identifier (UEI)
   SAM.gov | Home

2. Employer Identification Number (EIN)
   Employer ID Numbers | Internal Revenue Service (irs.gov)

3. HUD e-snaps
   https://www.hudexchange.info/programs/e-snaps/

HCCSC Local Competition

For more information on the HCCSC's Local Competition Process, please visit the Funding Page at:

[Continuum of Care (CoC) Program - Stark Homeless Continuum (starkcountyhomeless.org)](starkcountyhomeless.org)

New Applicants - Documents Required

- Most recent audited financials and Form 990
- When audited financials and Form 990 do not account for most recently completed fiscal year, also submit unaudited financial statements for the most recently completed fiscal year and interim financial statements
- A table of organization for your agency and any sub-grantees
- A list of the agency's board members and position in the community
- Agency's board meeting schedule for the previous year that notes which board members attended
- Completed documents required by the local HCCSC Competition – *To be determined*

HCCSC Threshold Requirements

- HUD federal regulations for the Continuum of Care Program
  - https://www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/
- HEARTH Act: Continuum of Care Program Interim Final Rule
  - https://www.hudexchange.info/resources/documents/CoCProgramInterimRule.pdf
- Homeless Management Information System Policies and Procedures
  - https://starkcountyhomeless.org/providers/charter-policies/
- Coordinated Entry (CE) Policies and Procedures
  - https://starkcountyhomeless.org/providers/charter-policies/

Additional Threshold Requirements

❖   <u>Lowering Barriers to Entry project entry (applicant agrees to not exclude)</u>

• Having too little or no income
• Active or history of substance abuse
• Having a criminal record with exceptions for state-mandated restrictions
• History of victimization (e.g., domestic violence, sexual assault, childhood abuse)

❖   <u>Housing First (applicant agrees not to terminate)</u>

• Failure to participate in supportive services (This does not include the required monthly case management visits within a RRH project.)
• Failure to make progress on a service plan
• Loss of income or failure to improve income
• Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area

HUD e-snaps Application System

- Must establish your organization in e-snaps in order to apply for CoC funding
  - Required to have a Unique Entity Identification
  - Authorized Representative does not need to enter all the information, but must establish a user profile, log in and establish the organization as an applicant
  - Any registered user can complete the Applicant Profile, but the Authorized Representative must complete and sign the required certification and attachments before they can be attached in e-snaps

Project Applicant Profile Navigational Guide (hudexchange.info)

Helpful Tips

- Join the HCCSC Membership and the HUD CoC and e-snaps listserv to receive email updates on the FY2024 CoC Program Competition
- Review past CoC Competition Documents
  - Continuum of Care (CoC) Program - Stark Homeless Continuum (starkcountyhomeless.org)
  - CoC Program Competition | HUD.gov / U.S. Department of Housing and Urban Development (HUD)
- Complete required registrations (e.g.; e-snaps, EIN, UEI)
- Ask questions now, before the competition begins!

Resources

HUD Exchange

eSNAPS

Home - Stark Homeless Continuum (starkcountyhomeless.org)

Thank you!