**DV BONUS SOLO Applicant**

**New Project Application (FY23 CoC Competition)**

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| --- | --- |
| **Organization Name** |  |
| **New Project Name** |  |
| **Service Area(s) covered by this project** |  |
| **Total Funding Request** |  |
| **Grant Period** | **Required to be 1 year** |
| **Proposed Project Type (RRH or TH/RRH)** |  |
| **Does this grant request include a sub-recipient? Yes/No** *– if yes include name & amount of funding allocated to the sub* |  |

**Reminder: It is your responsibility to complete each question with sufficient detail, completely and thoroughly.**

1. **Experience of Applicant, Sub-recipient(s) and Other Partners**
2. For the applicant and potential sub-recipients (if any), answer each of the following questions:
   1. Describe any experience effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.
   2. Explain why these are the appropriate entities to receive this type of funding.
   3. Provide examples of how the agency has worked with and addressed the target population(s) identified housing and supportive housing needs.
   4. Provide examples of how the agency has developed and implemented relevant program systems, services, and/or residential property construction and rehabilitation
   5. Describe the agency’s experience in leveraging, including examples of how the agency identifies and secures matching funds from a variety of sources, this should include but is not limited to other Federal, State, local and private sector funds
   6. Provide examples of how the agency manages basic organizational operations (not financial)
3. Describe your organization’s financial management structure. Include how your organization has a functioning accounting system that is operated in accordance with generally accepted accounting principles or has designated a fiscal agent that will maintain a functioning account system. Include fiscal control and accounting procedures to assure proper dispersal of and accounting for federal funds in accordance with the requirements of 2 CFR part 200.
4. Are there any unresolved monitoring or audit findings for any HUD grants (including ESG operated by the applicant or potential sub-recipients (if any):  YES  NO

*\*You must select “yes” if there are any unresolved HUD Monitoring or OIG Audit findings, regardless of the funding year of the project for which they were originally identified. The HUD monitoring or OIG Audit findings are not limited to just CoC Program funds, but to any funds that are in use from other HUD programs (e.g. HOPWA, ESG).*

If applicable, describe the unresolved monitoring or audit findings and what plans or strategies have been implemented to resolve the findings:

1. Describe the experience of the applicant and potential subrecipients (if any) in providing housing and services to marginalized populations experiencing homelessness, including but not limited to Black, Indigenous, People of Color (BIPOC) and LGBTQ+.
2. **DV BONUS SPECIFIC QUESTIONS**

**1. Assessing & Calculating the Need**

a. What is the total number of survivors of domestic violence in your coalition that need housing or services (including survivors that projects, such ESG or other CoC, are currently serving)?

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b. Describe how you came up with the numbers in (a) above. This must include the data source (e.g. comparable database, other administrative data, HMIS, external data source).

c. What is the total number of survivors of domestic violence in your coalition being served (through projects such as ESG and CoC)?

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d. Describe how you came up with the numbers in (c) above. This must include the data source (e.g. comparable database, other administrative data, HMIS, external data source).

e. What is the difference? (subtract the number in question C from the number in question A) HUD considers this the “unmet need” in the coalition and required for funding.

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f. Explain all the barriers that exist to meeting the needs of survivors (i.e. why is there an unmet need?).

**2. Rate of Housing Placement and Rate of Housing Retention**

a. What is the percentage of DV survivors applying for housing that your agency helped house during your agency’s latest funding cycle (regardless of funding source).

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b. What is the percentage of DV survivors that your agency helped house that have remained housed?

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c. Describe how you came up with the percentages in (a) and (b) above. This must include identification and explanation of the data source(s) (e.g. comparable database, other administrative data, HMIS, external data source) used.

d. Do these rates account for exits to safe housing destinations?  YES  NO

**3. Applicant Experience in Providing Housing to DV Survivors**

Describe how your agency has done the following:

a. Ensure DV Survivors experiencing homelessness were quickly moved into safe affordable housing;

b. Prioritize survivors – you must address the process your agency uses (e.g. coordinated entry, prioritization list, CoC’s emergency transfer plan, etc.)

c. Determine which supportive services survivors needed;

d. Connect survivors to supportive services; and

e. Move clients from assisted housing to housing they could sustain – addressing housing stability after the housing subsidy ends.

*This answer should reflect your agency’s past practice (based on what has already been done) regardless of funding source.*

**4. Experience in Ensuring DV Survivors Safety**

Describe below examples of how your agency ensured the safety and confidentiality of DV survivors experiencing homelessness by:

a. Taking steps to ensure privacy/confidentiality during the intake and interview process to minimize potential coercion of survivors;

b. Making determinations and placements into safe housing;

c. Keeping information and locations confidential;

d. Training staff on safety and confidentiality policies and practices; and

e. Taking security measures for units (congregate or scattered site), that support survivors’ physical safety and location confidentiality

*This answer should reflect your agency’s past practice (based on what has already been done) regardless of funding source.*

**5. Evaluating Ability to Ensure DV Survivor Safety**

Describe how the project applicant has evaluated its ability to ensure the safety of DV survivors the project served in the project, including any areas identified for improvement.

*This answer should be about the applicant’s experience, regardless of funding source or project type.*

**6. Applicant Experience in Meeting Service Needs DV Survivors**

* Example – *Housing Search and Counseling: ABC project will employ a housing navigator to identify local landlords and apartments. Using the navigation, the amount of time it previously took survivors to locate units decreased by 3 weeks.*
* Example – *Education Services: ABC project has previously partnered with a local community college to enroll 5 survivors in GED classes. This is a 75% increase from last year.*
* Example – *Long-term housing stability safety planning: ABC project works with program participants to develop long-term housing safety plans in preparation for the program participant existing the project, which includes self-advocacy, systems advocacy, legal support, representative support, and community accompaniment.*

Describe below examples of supportive services your agency plans to provide to domestic violence survivors while quickly moving them into permanent housing and addressing their safety needs. The explanation should include why these services are important for this population. Services should be eligible for this type of grant.

**7. Plan for Trauma informed, Victim Centered Approaches**

Describe how the project applicant will implement in the new project (not experience operating an existing project) the use trauma-informed, victim-centered approaches to meet needs of DV survivors in each of the following:

a. Prioritize placement and stabilization in permanent housing consistent with the program participants’ wishes and stated needs;

b. Establish and maintain an environment of agency and mutual respect (e.g. the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials);

c. Provide program participants access to information on trauma (e.g training staff on providing program participants with information on the effects of trauma);

d. Emphasize program participants’ strengths (e.g. strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans includes assessments of program participants strengths and works toward goals and aspirations);

e. Center on cultural responsiveness and inclusivity (e.g. training on equal access, cultural competence, nondiscrimination language access, improving services to be culturally responsible, accessible, and trauma-informed);

f. Provide a variety of opportunities for connection for program participants (e.g. groups, mentorships, peer-to-peer, spiritual needs); and

g. Offer support for survivor parenting (e.g. trauma-informed parenting classes, childcare, connection to legal services).

**8**. **Plan for Involving Survivors in Policy and Program Development**

a. Describe how the new project will involve survivors with a range of lived expertise.

*In this question, range of lived expertise means a broad experience-based knowledge and skills gained from living as homeless and as a survivor of domestic violence, dating violence, sexual assault and/or stalking.*

b. Describe how the new project will involve survivors in policy and program development throughout the project’s operation.

*In this question, your response must describe steps and actions the new project will take to include survivors in the development, implementation, and evaluation of policies and procedures. NOT how survivors have been involved in past projects.*

1. **PROJECT DESCRIPTION**
2. Provide a description that addresses the entire scope of the proposed project at full operational capacity. In the description, include the following items:
   * a clear picture of the target population(s) to be served,
   * the plan for addressing the identified housing and supportive service needs,
   * anticipated project outcome(s)
   * coordination with other organizations (e.g. federal, state, nonprofit)
   * How will the CoC Program funding be used?
3. For each primary project location or structure in the project, enter the number of days from the execution of the grant agreement that each of the following milestones will occur as related to the CoC Program funds requested in this project application.

\*If the project has only one location or structure, or no structures, complete 1st column only.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Milestone | Days from Execution of Grant Agreement | Days from Execution of Grant Agreement | Days from Execution of Grant Agreement | Days from Execution of Grant Agreement |
| Begin hiring staff or expending funds |  |  |  |  |
| Begin program participant enrollment |  |  |  |  |
| Program participants occupy rental assistance/leased units and/or supportive services begin |  |  |  |  |
| Rental assistance/Leased units and supportive services near 100% capacity |  |  |  |  |

* 1. If requesting capital costs (i.e. acquisition, rehabilitation, or new construction):
     1. Describe the proposed development activities with responsibilities of the applicant (and sub-recipients if applicable) to develop and maintain the property using CoC program funds.
     2. Identify the # of days from execution of grant agreement for:
        1. Closing on purchase of land, structure(s), or execution of structure lease
        2. Start of rehabilitation
        3. Complete rehabilitation
        4. Start new construction
        5. Complete new construction

1. Coordinated Entry is a requirement with all CoC-funded projects.
   1. Is your agency currently a “no wrong door” for referrals into coordinated entry? ☐ YES ☐ NO
   2. Does your agency have at least one current project in which openings are filled through coordinated entry? ☐ YES ☐ NO (do not count this proposed project)
   3. ☐ **By checking this box, I verify that I understand that this proposed project must use coordinated entry.**
2. All CoC-funded projects are expected to align with the BOS CoC Standards; this is a requirement of the funding. *Existing standards can be viewed on the BOS website:* [*https://www.wiboscoc.org/boscoc-forms-standards-and-policies.htm*l](https://www.wiboscoc.org/boscoc-forms-standards-and-policies.html) . Check the box after you have reviewed the website to confirm your understanding of the expectations for this project:

☐ **By checking this box, I confirm that I have read and understand the expectations for program standards as it relates to the proposed project.**

1. Other than DV, If RRH, will your project have a specific population focus:  YES  NO

*\*Select “yes” if your project has special capacity in its facilities, program design, tools, outreach, or methodologies for a specific subpopulation. This does not mean that your project exclusively serves this subpopulation.*

If yes, explain:

1. Housing First is required for all CoC-funded projects. ☐ **By checking this box, I confirm that I understand that this proposed project must adhere to housing first principles as defined by the Balance of State CoC.**

a. Describe how the project will ensure housing first principles during the enrollment process and while the household is enrolled in the project.

b. Will the project quickly move participants into permanent housing?  YES  NO

*\*Check “yes,” if the project will rapidly move program participants into permanent housing and will not require additional steps (e.g. staying in transitional housing or a certain number of days of sobriety).*

c. Will the project enroll participants who have the following barriers?

(*check all that apply: checking the box next to an item listed confirms that your project does not have the following barriers to entering the project)*

having too little or little income

active or history of substance use

having a criminal record with exceptions for state-mandated restrictions

history of victimization (e.g. DV, sexual assault, childhood abuse)

d. Will the project prevent participants termination for the following reasons?

*(check all that apply: checking the box next to an item listed confirms that your project does not terminate participants for the following reasons)*

failure to participate in supportive services

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

1. Describe how you will address issues around mental health, addiction, resistance to services, lease violations, and other things that could jeopardize a participant’s housing.
2. Describe how you will cultivate landlord relationships, will help participants find housing, and will ensure participants can access available housing options within the coalition. This includes removing barriers.
3. If the local coalition in which this project will be executed already has COC funded projects in operation, please explain the role of this proposed project and describe the steps taken to ensure this is not a duplication of services.
4. **SUPPORTIVE SERVICES FOR PARTICIPANTS**
5. Describe how the project applicant will help program participants obtain permanent housing. In the description, include the following items:

* Acknowledge the needs of the target population
* Include a plan that addresses the types of assistance that will be provided by the project applicant (or other partners) to ensure participants move into appropriate permanent housing and remain in/move to other permanent housing once assistance is no longer needed
* Describe how the project applicant will determine the right type of housing that fits the needs of program participants
* Describe how the project applicant will work with landlords to address possible issues and challenges
* Describe the type of assistance and support you will provide to program participants to overcome challenges to permanent housing (e.g. case management, housing counseling, employment resources)
* Describe how the program applicant will work with program participants to set goals towards successful retention of permanent housing

Note: if you plan to coordinate with other partners, include their role in meeting this criterion.

2. Describe the specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible. The description must include:

* How the project will assist participants with obtaining and increasing employment income that will lead to successful exits from homelessness (e.g. local employment programs, job training opportunities, educational opportunities);
* What types of mainstream services the project will assist participants with obtaining to increase non-employment income (e.g. SSI; SSDI; food stamps; Veteran benefits);
* What types of social services the project will provide access and help to participants to obtain (e.g. childcare, food assistance, TANF, early childhood education); and
* How the project will ensure access healthcare benefits and resources (e.g. Medicaid, Medicare, healthcare for the homeless, Federally qualified health centers).

Note: if you plan to coordinate with other partners, include their role in meeting this criterion.

1. Identify whether the project will include the following activities:
   1. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs  YES  NO

*\*select “yes” if the project provides regular, or as needed transportation assistance to mainstream and community resources, including appointments, employment training, educational programs, and jobs. Assistance may include bus passes, vehicle owned by agency, etc.*

* 1. At least annual follow-ups with participants to ensure mainstream benefits are received and renewed?  YES  NO

*\*select “yes” if the project follows-up with participants annually to ensure they applied for mainstream benefits (e.g. TANF, food stamps, SSI) for which they are eligible, receiving the benefits, and renew benefits as required.*

* 1. Do project participants have access to SSI/SSDI technical assistance provided by applicant or partner agency?  YES  NO

*\*select “yes” if participants have access to SSI/SSDI technical assistance. The assistance can be provided by the project applicant, a partner-agency (through a formal or informal relationship).*

* 1. Has the staff person providing the technical assistance completed SOAR training in the past 24 months?  YES  NO THIS IS NOT A SCORED QUESTION.

*\*select “yes” if the staff person who provides SSI-SSDI technical assistance completed SOAR training, online or in person, the past 24 months. If more than 1 person provides technical assistance, only select “yes” if all the people have completed the training.*

1. **HOUSING TYPE AND LOCATION**

In the questions below, you will identify the proposed type of units this project will use, the number of units, and the number of beds. While these are projections, the response should reflect full capacity on a single night.

|  |  |  |
| --- | --- | --- |
| Housing Type | Number of Units | Number of Beds |
| **Shared Housing:** two or more unrelated people share a house or an apartment. Each unit must contain private space for each household, plus common space for shared use by residents of the unit. Zero or 1 bedroom units cannot be used for shared housing. |  |  |
| **Single Room Occupancy (SRO):** households have private sleeping or living room which may contain a private kitchen and bath. |  |  |
| **Clustered apartments**: households have a self-contained housing unit located within a building or complex that houses both person with special needs (e.g. persons formerly experiencing homelessness, persons with substance abuse problems, persons with mental illness, or persons with AIDS/HIV) and those without special needs. |  |  |
| **Scattered Site apartments** (including efficiencies): households have a self-contained apartment scattered throughout the community. |  |  |
| **Single family homes/townhouses/duplexes**: households have a self-contained single-family home, townhouse, or duplex that is located throughout the community. |  |  |

\*Note:

* A zero bedroom or efficiency must be indicated as 1 unit, 1 bedroom, and 1 bed.
* The number of units and beds must be equal to or greater than the total number of units requested in the budget.
* The number of beds should correlate to the number and characteristics of persons that the project is expected to serve as identified in Section F of this application.

If applying for a Joint TH/RRH project, you must answer the following additional questions:

1. Copy the chart above. You will fill one out for the housing under the TH component and the other one for the RRH component. You will have two entries. Also, the CoC Program required rule is PH-RRH units must be twice the amount of those provided through the TH component.

2. For the TH component, answer the following question:

* Does this TH portion of the project have private rooms per household?
  + Yes = each households will have a private room
  + No = households do not have private rooms and must share sleeping spaces with other households

3. Are any additional funds being used for this project? For example: ESG, Section 8, HUD-VASH, other \_\_\_\_ (explain).

1. **PROJECT PARTICIPANTS – HOUSEHOLDS**

1. While these are projections, the response should reflect full capacity on a single night. The numbers here are intended to reflect a single point in time at maximum occupancy and not the number served over the course of a year or grant term.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Household Types: | **Household with at least 1 adult & 1 child** | **Adult households without children** | **Households with only children** | **Total** |
| **Total # of households** |  |  |  |  |
|  |  |  |  |  |
| **# of Persons over age 24** |  |  | **NA** |  |
| **# of Persons age 18-24** |  |  | **NA** |  |
| **# of children under age 18** |  | **NA** |  |  |
| **# of Un-accompanied children under age 18** | **NA** | **NA** |  |  |
| **Total # of Persons** |  |  |  |  |

2. Identify the subpopulation information for the households identified in Question 1 and are based on a single point in time.

The numbers entered for the following columns ***cannot be duplicated*** within these 3 subpopulations:

* CH (Not Veterans) – number of chronically homeless non-veterans
* CH Veterans – number of chronically homeless veterans (regardless of discharge reason)
* Veterans (Not CH) – number of veterans who do not meet the chronically homeless definition

The numbers entered for the following columns ***can be duplicated*** and should reflect the estimated subpopulations program participants fall under:

* SA – chronic substance abuse
* HIV - HIV/AIDS
* MI - Mentally Ill
* DV - Domestic Violence including survivors of human trafficking, sexual assault, stalking, and dating violence
* PD – physical disability
* DD – developmental disability
* Not Listed – enter the number of program participants that do not meet the definition of the subpopulations listed

For example:

* someone can be chronically homeless and have SA, MI, and PD
* someone cannot be CH Vet and Vet – as you will only mark 1
* someone can be SA and HIV
  1. **Persons in Households with at least 1 Adult and 1 Child**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| AGE | CH | CH Vet | Vet | SA | HIV | MI | DV | PD | DD | Not Listed |
| Over 24 |  |  |  |  |  |  |  |  |  |  |
| 18-24 |  |  |  |  |  |  |  |  |  |  |
| Under 18 |  |  |  |  |  |  |  |  |  |  |
| Total Persons |  |  |  |  |  |  |  |  |  |  |

* 1. **Persons in Households without Children**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| AGE | CH | CH Vet | Vet | SA | HIV | MI | DV | PD | DD | Not Listed |
| Over 24 |  |  |  |  |  |  |  |  |  |  |
| 18-24 |  |  |  |  |  |  |  |  |  |  |
| Total Persons |  |  |  |  |  |  |  |  |  |  |

* 1. **Persons in Households with Only Children**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| AGE | CH | CH Vet | Vet | SA | HIV | MI | DV | PD | DD | Not Listed |
| Accompanied under 18 |  |  |  |  |  |  |  |  |  |  |
| Unaccompanied under 18 |  |  |  |  |  |  |  |  |  |  |
| Total Persons |  |  |  |  |  |  |  |  |  |  |

1. **FUNDING REQUEST**
2. Select the costs for which funding is being requested. Indicate only those activities for which the applicant is requesting funding from HUD through the FY 2023 CoC Program competition. If you wish to include any additional notes or explanation within each budget section, please identify the “extra info” after each Budget line item.

Leased Units 24 CFR 578.49

Leased Structures 24 CFR 578.49

Rental Assistance 24 CFR 578.51

Supportive services 24 CFR 578.53

Operating 24 CFR 578.55

HMIS 24 CFR 578.57

VAWA NOFO FY23 Section III.B.4.a.3(a) & III.B.4.a.3(b)

Rural NOFO FY23 Section III.B.4.a.4

Administration

1. **Leased Units (the TH part of a Joint TH/RRH project only)**

$ Total Amount Requested for this Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The explanation of eligible costs can be found at [24 CFR 578.49](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-D/section-578.49)

* All new project applications are required to use FY2022 Fair Market Rent (FMR) and request full FMR for initial funding. <https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2022_code/select_Geography.odn>
* If your project provides units in more than 1 FMR area, you must complete a chart for each FMR area. You can copy and paste as many additional tables as you need.
* The table accounts for the size of units, number of units requested, FMR for each unit, and multiplied by 12 months to account for annual rent.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FMR Area** | **Total Units Requested** | | **Total Annual Budget Requested** | |
|  |  | |  | |
| **Size of Units** | **# of Units** | **FMR Amount** | | **FMR Amount x 12** |
| 0 Bedroom  (studio or efficiency) |  |  | |  |
| 1 Bedroom |  |  | |  |
| 2 Bedrooms |  |  | |  |
| 3 Bedrooms |  |  | |  |
| 4 Bedrooms |  |  | |  |

1. **Leased Structures (the TH part of a Joint TH/RRH project only)**

$ Total Amount Requested for this Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Enter the Structure Name by which you will identify the leased structure (e.g. name of the property), street address, city, and zip code.

Structure #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Structure #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Enter the monthly amount of HUD paid rent you are requesting for each structure, multiple by 12, and the total annual assistance requested for each structure.

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| --- | --- | --- |
|  | Structure #1 | Structure #2 |
| HUD paid rent (monthly) |  |  |
| Multiply monthly amount by 12 = total annual assistance |  |  |

If there will be more than 2 structures, please add information regarding the address of the location(s) and requested funds for the additional sites here:

1. **Rental Assistance Budget (Rapid Rehousing or the RRH part of the Joint TH/RRH project only)**

$ Total Amount Requested for this Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The explanation of eligible costs can be found at [24 CFR 578.51](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-D/section-578.51)

* All new project applications are required to use FY2022 Fair Market Rent (FMR) and request full FMR for initial funding. <https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2022_code/select_Geography.odn>
* If your project provides units in more than 1 FMR area, you must complete a chart for each FMR area. You can copy and paste as many additional tables as you need.
* The table accounts for the size of units, number of units requested, FMR for each unit, and multiplied by 12 months to account for annual rent.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FMR Area** | **Total Units Requested** | | **Total Annual Budget Requested** | |
|  |  | |  | |
| **Size of Units** | **# of Units** | **FMR Amount** | | **FMR Amount x 12** |
| 0 Bedroom  (studio or efficiency) |  |  | |  |
| 1 Bedroom |  |  | |  |
| 2 Bedrooms |  |  | |  |
| 3 Bedrooms |  |  | |  |
| 4 Bedrooms |  |  | |  |
| 5 Bedrooms |  |  | |  |

1. **Supportive Services Budget (all project types)**

$ Total Amount Requested for this Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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. The explanation of

eligible costs can be found at 24 CFR 578.53.

*The Budget Narrative must provide a complete picture of how CoC Program funds will be used in the project to assist program participants. Enter the quantity (i.e. numbers) and descriptive information for each activity. For example: if requesting staffing enter position title – 1 FTE @ $45,000 including fringe benefits of $X or 50 hours @ $25 per hour including fringe of $X. Include any direct provision costs (24 CFR 578.53c(17)) for each line item (e.g. monthly use of cell phone to contact program participants @ $x per month.*

|  |  |  |
| --- | --- | --- |
|  | **Annual Amount** | **Budget Narrative (quantity & description)** |
| Assessment of Service Needs |  |  |
| Assistance with Moving Costs |  |  |
| Case Management |  |  |
| Child Care |  |  |
| Education Services |  |  |
| Employment Assistance |  |  |
| Food |  |  |
| Housing/Counseling Services |  |  |
| Legal Services |  |  |
| Life Skills |  |  |
| Mental Health Services |  |  |
| Outpatient Health Services |  |  |
| Outreach Services |  |  |
| Substance Abuse Treatment Services |  |  |
| Transportation |  |  |
| Utility Deposits |  |  |
| Operating Costs  *\*See 24 CFR 578.53(a) to determine if you are eligible for this category* |  |  |

**6. Operating Budget (the TH part of the Joint TH/RRH project only)**

$ Total Amount Requested for this Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The explanation of eligible costs can be found at [24 CFR 578.55](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-D/section-578.55)

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 operations activity.

*The Budget Narrative must provide a complete picture of how CoC Program funds will be used in the project to assist program participants. Enter the quantity (i.e. numbers) and descriptive information for each activity. For example: if requesting staffing enter position title – 1 FTE @ $45,000 including fringe benefits of $X or 50 hours @ $25 per hour including fringe of $X.*

|  |  |  |
| --- | --- | --- |
|  | **Annual Amount** | **Budget Narrative (quantity & description)** |
| Maintenance and Repair |  |  |
| Property Taxes and Insurance |  |  |
| Building Security |  |  |
| Electricity, Gas, and Water |  |  |
| Furniture |  |  |
| Equipment |  |  |

**7. HMIS Budget (all project types)**

$ Total Amount Requested for this Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enter the quantity and total budget request for each HMIS cost. The request entered should be equivalent to the cost of one year of the relevant operations activity.

*The Budget Narrative must provide a complete picture of how CoC Program funds will be used in the project to assist program participants. Enter the quantity (i.e. numbers) and descriptive information for each activity. For example: if requesting staffing enter position title – 1 FTE @ $45,000 including fringe benefits of $X or 50 hours @ $25 per hour including fringe of $X. Include any direct provision costs (24 CFR 578.53€(17)) for each line item (e.g. monthly use of cell phone to contact program participants @ $x per month.*

|  |  |  |
| --- | --- | --- |
|  | **Annual Amount** | **Budget Narrative (quantity & description)** |
| Equipment |  |  |
| Software |  |  |
| Services |  |  |
| Personnel |  |  |
| Space & Operations |  |  |

**8. VAWA** (all project types)

$ Total Amount Requested for this Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

There are two components of eligible VAWA costs: Emergency Transfer Facilitation (ETR) and Confidentiality Requirements (CR). Examples of eligible costs in these cost categories are listed below.

* ETF: the cost of assessing, coordinating, approving, denying, and implementing a survivor’s emergency transfer(s). These include: moving costs, travel costs, security deposits, utilities, housing fees, case management, housing navigation, and technology to make an available unit safe.
* CR: costs for ensuring compliance with VAWA confidentiality requirements include: monitoring and evaluating compliance; developing & implementing strategies for corrective actions & remedies; program evaluation of confidentiality policies, practices, and procedures; training on compliance; reporting to the WI Balance of State CoC, HUD or other interested parties about compliance; costs for establishing methodology to protect survivor information; staff time associated with maintaining adherence to VAWA confidentiality requirements.

The explanation of eligible costs can be found in the NOFO FY23.

|  |  |
| --- | --- |
|  | **Annual Amount** |
| Emergency Transfer Facilitation |  |
| Confidentiality Requirements |  |

**9. Rural Costs** (all project types)

$ Total Amount Requested for this Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which county or counties will be served by this project that is recognized by HUD as eligible for Rural costs?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

There are three cost categories:

* Short Term emergency lodging – including housing in motels or shelters, either by providing direct funding or through vouchers
* Repairs to housing units – in which people experiencing homelessness will be housed, including units currently not fit for human habitation
* Staff training – to include professional development, skills development, and staff retention

The explanation of eligible costs can be found in the NOFO FY23.

|  |  |
| --- | --- |
|  | **Annual Amount** |
| Short-term emergency lodging |  |
| Repairs to housing units |  |
| Staff training |  |

1. **SUMMARY BUDGET**

Complete the chart. These amounts must match the amount you indicated in each section.

|  |  |
| --- | --- |
|  | **HUD Amount** |
| Leased Units |  |
| Leased Structures |  |
| Rental Assistance |  |
| Supportive Services |  |
| Operating |  |
| HMIS |  |
| VAWA |  |
| Rural Costs |  |
| **Subtotal** |  |
| Admin (up to 5%) |  |
| **Total** |  |

1. **SOURCES OF MATCH**

Match contributions can be cash, in-kind, or a combination of both. Match must be no less than 25% of the total request (including administrative costs, not including leasing costs). See 24 CFR 578.73 for CoC Program match requirements. The numbers placed in the chart below should match the letters submitted as required attachments to the project application.

Example: The total amount of CoC funding requested is $100,000. Then the applicant must match funds no less than $25,000.

In the table below, identify the type of commitment, source, and amount.

* **Type of Commitment** = Indicate cash or in-kind (non-cash) in the column.
  + This indicates the type of contribution that describes this match commitment. Examples of in-kind can include the value of any real property, equipment, or services contributed to this project that are eligible costs under the CoC Program.
* **Source** = Indicate private or government in the column.
  + Private means that the match will be provided by a non-governmental entity
  + Government means that the match will be provided by a government entity so long as the government funds do not prohibit their use as match for another federal program
* **Name of the Source** = Write the name of the organization providing the contribution. Be specific and include the office or grant program if applicable.
* **Amount of Commitment** = Enter the total dollar value of the contribution.

*Add rows as necessary*

**Summary for Match**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Commitment** | **Source of Commitment**  *Private or gov’t* | **Name of the Source** | **Amount of the Commitment ($)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **DEMONSTRATION OF ORGANIZATION FISCAL CAPACITY:**
2. How long has the agency existed?

How long has the agency provided housing and/or services to people experiencing homelessness?

1. What is the agency’s rate of turnover in management positions? This should include the total number of management positions and the total number of turnover during the last calendar year (2022) and year-to-date (2023).
2. What was the agency’s total budget for the most recent fiscal year? Include the date of fiscal year used.
3. If the agency administers other federal funds, complete the information below for each sources:

* name of project that receives federal funds
* general description of the federal funds (other than CoC) and which Federal agency awarded the funds
* amount of funds
* purpose of the funds
* types of clients served with those funds
* when were the funds received (if the agency no longer receives the funds, why did the funding end?)

1. If the agency administers State funding (DCF, DHS, DPI, WHEDA, DOA (including DEHCR), etc), complete the information for each source:

* name of project that receives state funds
* general description of the state funds and which State agency awarded the funds
* amount of funds
* purpose of the funds
* types of clients served with those funds
* when were the funds received (if the agency no longer receives the funds, why did the funding end?)

1. Does the agency conduct an annual financial audit?  YES  NO
   1. If no, provide an explanation as to why.
   2. If yes, describe the type of audit conducted, the name of the audit company/firm, and when it was most recently completed.
2. Does the agency segregate funds?  YES  NO
   1. If no, provide an explanation as to why.
   2. If yes, describe the process including what accounting software is used (i.e. Quickbooks)

**Appendix 1 – Required**

If the proposed project is Rapid Re-housing, answer the following questions:

(1) Describe the difference between the ESG-funded RRH project(s), other CoC-funded RRH project(s) already in operation in the coalition and this proposed CoC-funded RRH project. How will coalition ensure that the right people are enrolled in the right projects that meet their ends? How will the applicant ensure this is not a duplication of services. This should include population, priorities, eligibility, etc.

(2) Describe the exit strategy that the project will incorporate to ensure project participants are prepared to move on from the project and able to maintain permanent housing.

(3) Using data from the PIT and coordinated entry and any other data source, describe the need that this project will meet in the community. If additional data sources are used, please identify and attach to this application (including but not limited to Osnium or another comparable database). This description should draw a connection from the project description, units and beds requested, services provided, and target population identified and supported specifically with data.

If the proposed project is Joint Transitional Housing/Rapid Re-housing, answer the following questions:

(1) Describe how TH and RRH assistance will be provided. Within the description, include how the agency will provide both components (including the units supported by the TH component and the tenant-based rental assistance and services provided through the RRH component) to all participants.

(2) Describe the exit strategy that the project will incorporate to ensure project participants are prepared to move on from the project and able to maintain permanent housing.

(3) Using data from the PIT and coordinated entry and any other data source, describe the need that this project will meet in the community. If additional data sources are used, please identify and attach to this application (including but not limited to Osnium or another comparable database). This description should draw a connection from the project description, units and beds requested, services provided, and target population identified and supported specifically with data.

**Required Attachments**

1. Most recent fiscal year agency audit including management letter.
2. Letter of support for the specific project being proposed in this application from at least two different agencies within the local coalition. The letters must be dated no earlier than 7/1/2023.
   1. If you are in any coalition other than Fox Cities, Jefferson, Lakeshore, Southwest) and your project intends to serve youth (18-24) only, you will also need a letter of support from your local youth action board (YAB).
3. Letters of match support totally 25% or more. These can be in-kind or cash match obligations. The letters must be dated no earlier than 8/1/2023.

1. Provide evidence from a current coordinated entry prioritization list and explanation as to what the need in the community is and how this proposed project will meet that need.
2. Specific and detailed timeline and explanation as to how the project will be prepared to start expending funds and enrolling & housing clients on Day 1.
3. Application Specific Questions:
   1. Employer or Tax Identification Number
   2. Organization’s UEI
   3. Organization’s Physical Address
   4. Organization’s Congressional District(s)
   5. The name and contact information of the person within the organization who has the authority to act on the organization’s behalf as it relates to carrying out the actions contracted by your organization.