

Berkshire, Franklin Hampshire Counties HUD Continuum of Care (CoC)

Announcement for HUD “New Permanent Housing Bonus” Project FY2012 HUD Continuum of Care Competition

**Projects funded under the Permanent Housing Bonus must exclusively serve
100 percent CHRONICALLY HOMELESS INDIVIDUALS AND/OR FAMILIES.**

Funds Available: \$112,308

Pre-Application Proposal Due Date: DECEMBER 5, 2012 BY 4:00 PM
**Please send the completed form to Dave Christopolis at davec@hilltowncdc.org or mail to
Hilltown CDC 387 Main Road PO Box 421 Chesterfield, MA 01012**

*Please carefully read the additional handout with instructions on how to obtain the necessary
information for the FY12 Continuum of Care Program Competition*

PROJECT SELECTION PROCESS & TIMELINES

- HUD is requiring that all Exhibit 2, now referred to as Project Applications, to be submitted 30 days before the full application packet (Exhibit 1 & 2), which is due on January 18, 2013.
- Pre-application proposals for new PH projects are due by **4:00 PM Wednesday DECEMBER 5, 2012.**
- The CoC Review Committee will review submitted proposals immediately following the deadline.
- Potential new projects: Those that submit a proposal will have their proposals reviewed by the CoC review committee which will determine if the proposal has met the criteria for a final submission as a new PH project in this year’s competition. If a proposal is approved the entity who submitted the proposal must be prepared to submit a complete Project Application by January 18, 2012 through the HUD e-snaps website.
- The new Project Application (Old Exhibit 2) will be submitted to HUD as part of the Consolidated Application for the Berkshire, Franklin, Hampshire County CoC.
- Preferences will be given to proposals that serve homeless families exiting motels
- Potential applicants should have some Participation in the Western Massachusetts Region Network to End Homelessness or be willing to participate if funded
- Past experience in administering affordable housing and rental assistance is preferred

PERTINENT DOCUMENTS CAN BE OBTAINED AT THE HOMELESS RESOURCE EXCHANGE WEBSITE <http://www.hudhre.info/index.cfm>

- Notice of Funding Availability (NOFA) for the Continuum of Care Program Competition - You should read this in its entirety, but pay special attention to the following:
 - #5. Requirements (page 2)
 - # III. Eligibility Information, A. Eligible Project Applicants (page 15)
 - # 3. Permanent Housing Bonus (pages 14 – 15)
 - #e. Project Quality Threshold (19-21)
- The General NOFA
- The CoC Program Interim Rule
- Training Modules For Recipients

The HUD HRE website also posts Q&A and updated documents so you should check this website regularly.

CHRONICALLY HOMELESS PERSON: An unaccompanied homeless individual with a disabling condition or an adult member of a homeless family who has a disabling condition who has either been continuously homeless for 1 year or more, OR has had at least four episodes of homelessness in the past 3 years. A disabling condition is defined as: (1) a disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, substantially impedes an individual's ability to live independently, and of such a nature that the disability could be improved by more suitable conditions; (3) a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agent for acquired immune deficiency syndrome; or (5) a diagnosable substance abuse disorder. The term homeless in this case means a person sleeping in a place not meant for human habitation (e.g., living on the streets), in an emergency homeless shelter, or in a Safe Haven as defined by HUD.

PERMANENT HOUSING OPTIONS: (20% case management) (80% new construction, acquisition, rehabilitation, leasing, rental assistance, or operating costs).

- Leasing or Rental Assistance (Project-Based, Sponsor-Based or Tenant-Based)
- New Construction, Acquisition, or Rehabilitation (although an option under the HUD CoC guidelines, the funding is not adequate to support this option)

PLEASE REVIEW THE FOLLOWING DOCUMENT TO CLARIFY THE DISTINCTION BETWEEN LEASING AND RENTAL ASSISTANCE (Available on HRE)

- *Leasing and Rental Assistance Tool: Transition Guidance for Existing SHP Grantees Using Leasing Funds for Transitional or Permanent Housing (August 2012)*

NEW APPLICATION ATTACHMENT FILENAME REQUIREMENT

Beginning August 15, 2012, applicants are now limited to using the following characters in all attachment file names

- Valid file names may only include the following UTF-8 characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space() and period (.)

If applicants use any other characters when naming their attachment files, their applications will be rejected.

**Pre-Application Proposal for Berkshire, Franklin Hampshire Counties HUD
Continuum of Care (CoC) “New Permanent Housing Bonus” Project
FY 2012 HUD Continuum of Care Competition**

Name of Recipient (Grantee):	Hilltown CDC
Name of Sub-recipient (Project Sponsor)	
Agency Address:	
Name of Contact Person: Email & Telephone Number:	
Name of Program:	
Projected Amount Requested:	
<p><u>Description of the Program:</u> Please submit a maximum 3 page narrative.</p> <p><i>Describe the type of program you are applying for (see HUD NOFA guidelines) and how your proposed project meets a specific need:</i></p> <p><i>Number and type of beds / units to be provided for (see HUD NOFA guidelines on rental assistance and leased housing):</i></p> <p><i>Where will the units be located?</i></p> <p><i>Who will be served?</i> (The Bonus project must serve chronically homeless individuals and /or chronically homeless families – see HUD definitions.):</p> <p><i>Discuss how support services will be provided to residents. Also mention whether the services will be provided by your organization or a sub-contractor.</i> (Support services required- see HUD NOFA guidelines.):</p> <p><i>Describe your organization's capacity to participate in:</i></p> <p><i>1) the CoC's HMIS (homeless management information system)</i></p> <p><i>2) HEARTH-based performance measurement. Include a recent data quality report or, if this report is not available, include a statement about your intention to meet HUD data quality standards including missing data rates of less than 10%.</i></p> <p><i>Discuss your Organization's Experience in serving the homeless population:</i></p> <p><u>Budget (you must use the current FMR)</u> – Please submit a detailed budget including any administrative costs (you can request up to 7% of admin fees):</p> <p><u>Match/ Leveraging: Source(s) and Amount?</u> (Rental Assistance Program requires a 25% match – Leveraging (can include in-kind) is encouraged for both Rental Assistance and Leasing Programs – (see HUD NOFA guidelines.) :</p>	