

REQUEST FOR LETTER OF INTENT: NEW PERMANENT HOUSING OR EXPANSION PROJECTS

BACKGROUND AND APPLICATION DETAILS

The Continuum of Care (CoC) [2017 Notice for Funding Availability \(NOFA\)](#) announced bonus funds available for new permanent housing projects, as well as an opportunity for current grantees to apply for expansions of current projects. New in the 2017 CoC Program Competition, the U.S. Department of Housing and Urban Development (HUD) will allow project applicants to apply for a new expansion project under the reallocation process or permanent housing bonus in order to expand existing eligible renewal projects that will increase the number of units in the project, or allow the recipient to serve additional persons. **Washtenaw County CoC has the opportunity to apply for one or more bonus/expansion projects totaling \$334,013.**

The Washtenaw County CoC will require applicants to participate in a two-part application process.

1. Interested parties are first asked to **submit a Letter of Intent (LOI) and attend a mandatory meeting** to be considered as an applicant for bonus funds.
2. Applicants still interested in submitting projects after the mandatory meeting will be required to **submit a full application to be reviewed and scored by the Funding Review Team**, a committee of the Washtenaw County CoC Board.

The FRT will select final project(s) and applicants will then enter/submit their application in e-snaps, HUD's grants management system. Final project(s) will be notified of their application status no later than 9/13, as mandated by the [NOFA](#). National consultants Housing Innovations will be reviewing final submitted projects for accuracy and to ensure competitiveness. Full application and deadlines will be shared after the mandatory meeting, including scoring criteria. Applicants should ensure they read and understand the 2017 CoC [NOFA](#) before submitting an LOI.

LOIs are due by Monday, August 7, 2017 by noon and applicants are required to attend a mandatory meeting in person or over the phone on Wednesday, August 9, 2017, 830-10am at the Washtenaw County Office of Community and Economic Development (OCED) at 415 W. Michigan Ave. Ypsilanti, MI 48197.

The meeting will bring applicants together with Housing Innovations to review NOFA guidelines and clarify any questions. Those who submit LOIs and indicate preference to participate by phone will be given the call-in information on August 8, 2017.

Through a local process to identify funding priorities, Washtenaw County CoC housing and homeless providers and their partners have identified a need for family permanent supportive housing (PSH) units to meet community need as demonstrated by current data. This will be a strong consideration of the FRT when reviewing projects. To ensure your agency's application aligns with federal priorities, these can be viewed in section 2A of the [NOFA](#).

Applicants should not request an amount that exceeds the community maximum in total (\$334,013). CoC staff may work with interested applicants to either partner with another provider and/or reconsider application submission based upon competitiveness of project according to HUD priorities. However, no interested applicant will be rejected prior to formal FRT review.

Please contact Laura Urteaga-Fuentes at urteagal@ewashtenaw.org for any questions.

BONUS PROJECT PROCESS TIMELINE

1. Interested applicants submit LOI by 8/7
2. Interested applicants participate in mandatory meeting 8/9
3. Interested applicants submit full application by 8/21 by noon
4. FRT reviews applications week of 8/21 and meets 8/28 to select project(s)
5. Applicants notified no later than 9/13 of their status
6. Selected project(s) will enter and submit their application in e-snaps, deadline TBD
7. Housing Innovations will give selected projects feedback and corrections, deadline TBD

PROJECT REQUIREMENT AND PRIORITIES

ELIGIBLE PROJECTS/ACTIVITIES FOR THE FUNDS

- Applicants can apply for a new permanent housing bonus project or for an expansion of a current permanent housing project.
 - All new permanent housing projects can apply for one of two types of projects, including:
 - New **permanent supportive housing (PSH)** projects that meet the requirements of DedicatedPLUS as defined in Section III.A.3.d. of the [NOFA](#) or new PSH projects where 100 percent of the beds are dedicated to chronic homelessness.
 - New **rapid rehousing (RRH)** projects that will serve homeless individuals and families, including unaccompanied youth, who meet the following criteria:
 - (a) residing in a place not meant for human habitation;
 - (b) residing in an emergency shelter;
 - (c) persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
 - (d) residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition;
 - (e) residing in transitional housing funded by a Joint TH and PH-RRH component project (see Section III.A.3.h. of the [NOFA](#)); or
 - (f) receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.
 - Project applicants that intend to **expand an eligible renewal project** must:
 - apply within the same component type;
 - provide the eligible renewal grant number that the project applicant requests to expand on the new project application;
 - indicate how the new project application will expand units, beds, services, persons served
 - ensure the funding request for the new expansion project is within the funding parameters allowed under the reallocation process or permanent housing bonus.
 - Eligible activities for new permanent housing projects include:
 - Acquisition/New Construction/Rehabilitation
 - Leased Units
 - Leased Structures
 - Short-term/Medium term Rental Assistance (RRH only)
 - Long-term Rental Assistance (PSH only)
 - Supportive Services
 - Operations
 - HMIS
- Note: In new project applications, project applicants may **NOT** have any of the following combinations in a single structure or housing unit:*
- Acquisition and/or rehabilitation with new construction
 - Leasing with acquisition, rehabilitation, or new construction
 - Rental assistance with acquisition, rehabilitation, or new construction
 - Leasing and rental assistance
 - Rental assistance and operations
- The initial grant term for new project applications may be 1-year, 2-years, 3-years, 4-years, 5-years, or 15-years. However, exceptions apply- these exceptions can be found in Section IV.B.2 of the 2017 CoC [NOFA](#).

- The types of supportive services for which the funding may be used is limited to the following: assistance with moving costs, case management, food, housing/search and counseling services, life skills, outreach services, transportation, and utility deposits (only if these are not included in rental/lease agreement). All other supportive services costs typically eligible under the CoC Program interim rule are not eligible costs under this application.
- The project must be cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity. It also must ensure that the type and scale of the supportive services fit the needs of the program participants—this includes all supportive services, regardless of funding source.
- Projects must agree to enter client data into HMIS, participate in the annual point-in-time and housing inventory counts, partner with coordinated entry Housing Access for Washtenaw County (HAWC), and comply with all other CoC Policies and Procedures, including participation in the Community Housing Prioritization (CHP) process.
- If moving forward with applying, applications must demonstrate:
 - The type, scale, and location of the housing fit the needs of the program participants;
 - The type and scale of the supportive services fit the needs of the program participants—this includes all supportive services, regardless of funding source;
 - A specific plan for ensuring program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply meets the needs of the program participants;
 - How program participants will be assisted to obtain and remain in permanent housing in a manner that fits their needs;
 - The type of supportive services that will be offered to program participants to ensure successful retention or help to obtain permanent housing;
 - The financial and management capacity and experience to carry out the project as details in the application and the capacity to administer federal funds;
 - The ability to execute the grant agreement and begin providing rental assistance within 12 months of the award for those applicants funded for sponsor-based and project-based rental assistance;
 - Experience in operating a successful **housing first** program and a program design that meets the definition of Housing First (i.e., a model of housing assistance that is offered without preconditions, such as sobriety or a minimum income threshold, or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals).
 - A plan for outreach to people experiencing chronic homelessness
 - That they meet HUD’s match requirements

ELIGIBLE POPULATIONS:

- New PSH projects can serve 100 percent chronically homeless or populations listed in DedicatedPLUS as defined in Section III.A.3.d. of the [NOFA](#)
- New RRH projects can serve homeless individuals and families, including unaccompanied youth, who meet the following criteria:
 - (a) residing in a place not meant for human habitation;
 - (b) residing in an emergency shelter;
 - (c) persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
 - (d) residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition;
 - (e) residing in transitional housing funded by a Joint TH and PH-RRH component project (see Section III.A.3.h. of the [NOFA](#)); or (f) receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.
- Expansion projects may continue to serve the populations the project is currently service or may align with the populations allowable under the 2017 NOFA for new projects (as listed above)
- Project applicants must demonstrate that they will first serve the chronically homeless according to the order of priority established in [Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons](#)
- Persons in transitional housing **are not** considered to be chronically homeless even if they met the criteria prior to entering the transitional housing program and are not eligible to be served in proposed projects.

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, as such term is defined in 24 CFR 5.100, without limitation or exclusion. For-profit entities are not eligible to apply for grants or to be subrecipients of grant funds.

- Applicant agencies must carry out duties within the geographic area of Washtenaw County.
- Applications shall only be considered from project applicants and potential subrecipients that meet the following criteria:
 - Have the financial and management capacity and experience to carry out the project as detailed in the project application and to administer Federal funds. Demonstrating capacity may include a description of the applicant/subrecipient experience with similar projects and with successful administration of SHP, S+C, or CoC Program funds for renewing projects or other Federal funds.
 - Must meet the eligibility requirements of the CoC Program as described in 24 CFR part 578 and provide evidence of eligibility required in the application (e.g., nonprofit documentation). Have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings;
 - For expansion project applications, project applicants must articulate the part of the project being expanded. Additionally, project applicants must demonstrate they are not replacing other funding sources;
 - Are 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, history of consistently late APRs, or history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes;
 - Are in compliance with applicable fair housing and civil requirements.

LETTER OF INTENT: NEW PERMANENT HOUSING PROJECT

- All information is required to be submitted on agency letterhead. The Funding Review Team reserves the right not to review incomplete LOIs.
- LOIs are due by Monday August 7 at noon and should be sent to Laura Urteaga-Fuentes at urteagal@ewashtenaw.org.
- Please contact urteagal@ewashtenaw.org for questions.
- Applicants must attend a MANDATORY meeting Wednesday, August 9, 830-10am in person or over the phone at OCED (415 W. Michigan Ave. Ypsilanti, MI 48197)
- Please save your document with the following naming convention:
<Agency name –Program name- Program Type-NEW CoC17>.doc
Example: ABC Services-Home to Stay-PSH-NEW CoC17.doc

1. Agency Contact Information:

- Name of Organization: _____
- Organization Type:
 Units of Local Government Non-profit 501(c)(3) PHA State
 Government Other (describe): _____
- DUNS Number: _____
- Is the agency a current HUD CoC grantee? Yes No

2. Sub-Recipient Organization:

- Will your organization be using a subrecipient in the administration of the project?
 Yes No
Subrecipient Organization(s): _____

3. Contact person for this project:

Name: _____ Title: _____
Phone: _____ Email: _____

4. An agency representative will be attending the mandatory 8/9 meeting:

- In-Person Over the phone (call-in information will be shared on 8/8)

5. Proposed HUD Request (\$): _____

6. Proposed Total Projected Budget \$ (Total HUD Requested + 25% Match) : _____

7. # Units Projected: _____

8. Proposed Project Type: PSH-Project-Based PSH-Scattered-Site RRH-Scattered-Site

9. Proposed Population to be served: _____

10. Proposed Grant Term: _____

11. Proposed Project Budget:

Activities	Total Assistance Requested
Rental Assistance	
Supportive Services	
Operations	
HMIS	
Sub-total Request	
Administrative costs (Up to 7%)	
Subtotal (including Admin)	
Cash Match	
In-kind Match	
Total Match – 25% for all categories	
Total Budget (including Match)	

12. Proposed Project Description:

Provide a description (**limit 2000 characters**) 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 target population including the number of single adults, the number of families with children, and the number of unaccompanied youth to be served when the project is at full capacity
- Any subrecipients of the grant and their role
- Address and location of units
- Type and number of units – scatter site or single site, single or multi-family homes, etc
- How the type, scale and location of the housing fit the needs of program participants
- 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 services to participants

LETTER OF INTENT: EXPANSION PROJECT

- All information is required to be submitted on agency letterhead. The Funding Review Team reserves the right not to review incomplete LOIs.
- LOIs are due by **Monday August 7 at noon** and should be sent to Laura Urteaga-Fuentes at urteagal@ewashtenaw.org.
- Please contact urteagal@ewashtenaw.org for questions.
- Applicants must attend a MANDATORY meeting Wednesday, August 9, 830-10am in person or over the phone at OCED (415 W. Michigan Ave. Ypsilanti, MI 48197)
- Please save your document with the following naming convention:
<Agency name –Existing Program name- EXPANSION_CoC17>.doc
Example: ABC Services-Home to Stay-EXPANSION_CoC17.doc

1. Agency Contact Information:

- a. Name of Organization: _____
- b. Organization Type:
 Units of Local Government Non-profit 501(c)(3) PHA State
 Government Other (describe): _____
- c. DUNS Number: _____

2. Current Project to be Expanded:

- a. Project Name: _____
- b. Project grant number: _____

3. Does current project have any subrecipients? Yes No

Subrecipient Organization(s): _____

4. Contact person for this project:

Name: _____ Title: _____
Phone: _____ Email: _____

5. An agency representative will be attending the mandatory 8/9 meeting:

- In-Person Over the phone (call-in information will be shared on 8/8)

6. Proposed HUD Request (\$): _____

7. Proposed Total Projected Budget \$ (Total HUD Requested + 25% Match) : _____

8. Current # Units: _____ **# Units added with expansion** _____

9. Current Project Type (cannot change in the expansion):

- PSH-Project-Based PSH-Scattered-Site RRH-Scattered-Site

10. Proposed Population to be served: _____

11. Proposed Grant Term: _____

12. Proposed Project Budget:

Activities	Total Assistance Requested
Rental Assistance	
Supportive Services	
Operations	
HMIS	
Sub-total Request	
Administrative costs (Up to 7%)	
Subtotal (including Admin)	
Cash Match	
In-kind Match	
Total Match – 25% for all categories	
Total Budget (including Match)	

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- How the project application will expand units, beds, services, persons served
- The target population including the number of single adults, the number of families with children, and the number of unaccompanied youth to be served when the project is at full capacity
- Any subrecipients of the grant and their role
- Address and location of current & expansion units
- Type and number of units – scatter site or single site, single or multi-family homes, etc
- How the type, scale and location of the housing fit the needs of program participants
- 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 services to participants