

**Dutchess County Continuum of Care (DC CoC)
2021 New Project Request for Proposal**

1. Agency Name: _____

2. Agency Point of Contact: _____

3. Proposed Project Name: _____

4. Please select the project type you are applying for:

- Permanent Supportive Housing that is either DedicatedPLUS OR has 100% of beds dedicated to persons experiencing chronic homelessness. *(eligible under CoC Bonus only)*
- Permanent Housing-Rapid Rehousing
- Joint TH and PH-RRH *(project must be housing first if utilizing DV Bonus funds)*
- Homeless Management Information System (HMIS) *(eligible under CoC Bonus only)*
- SSO – Coordinated Entry (CE)

5. Which of the below types of funds is your project applying for?

- CoC Bonus/Reallocation
- DV Bonus *(funds must be used to serve victims of domestic violence, dating violence, sexual assault, or stalking)*

6. Is the applicant a current member of the Dutchess CoC? Yes No

Cross reference to scoring tool: "Other & Local Criteria"

7. Is the agency applying a current CoC funded grantee? Yes No

Cross reference to scoring tool: "Other & Local Criteria"

8. Experience

a. Describe your agency's (and subrecipient(s) if applicable) experience in effectively utilizing federal funds and performing the activities proposed in the application. Describe your agency, subrecipient(s) if applicable, and partner agencies (e.g., developers, key contractors, subcontractors, service providers) have successfully utilized federal funds in other projects. Provide examples that illustrate experience such as:

- working with and addressing the target population(s) identified housing and supportive service needs;
- developing and implementing relevant program systems, services, and/or residential property

Cross reference to scoring tool: "Experience A"

b. Describe your agency's experience leveraging Federal, State, local and private sector funds.

Cross reference to scoring tool: "Experience C"

c. Describe your agency's (and subrecipient(s) if applicable) financial management structure. Include how your agency has a functioning accounting system that is operated in accordance with generally accepted accounting principles.

Describe how the system ensures regular drawdowns and timely submission of required reports.

Cross reference to scoring tool: "Experience C"

d. Are there any unresolved HUD monitoring or OIG audit findings for any HUD grants (including ESG) under your agency? Yes No

If "Yes" was selected for question 4, provide an explanation as to why the monitoring or audit finding(s) remain unresolved and the steps that have or will be taken towards resolution (e.g., responded to the HUD letter, but no final determination received).

Cross reference to scoring tool: "Experience C"

9. Financial

a. What is the cost per bed (total HUD request divided by # of beds)? \$ _____

Cross reference to scoring tool: "Financial A"

b. Please provide a copy your agency's most recent audit and answer the following questions:

i. Most recent audit found no exceptions to standard practices Yes No

ii. Most recent audit identified agency as 'low risk' Yes No

iii. Most recent audit indicates no findings Yes No

Cross reference to scoring tool: "Financial B"

10. Project Description:

Provide a description that provides a detailed description of the scope of the project including;

- the target population(s) to be served,
- project plan for addressing the identified housing and supportive service needs,
- anticipated project outcome(s) including performance measures that are measurable, trackable and meet or exceed HUD/CoC benchmarks,
- coordination with other organizations (e.g., federal, state, nonprofit)

Cross reference to scoring tool: "Design of Housing & Supportive Services A"

11. Persons Served *(Note: not scored, for reviewer information only)*

a. Total Units in the project? _____

b. Total Beds in the project? _____

c. Total Dedicated CH Beds? _____

12. Supportive Services:

a. **PSH Only:** Describe how participants will be assisted to obtain and remain in permanent housing. Include the needs of the target population. What services will the agency provide identify what services are provided by other partners? If you will coordinate with other partners, include their role in meeting this criterion. The description should include:

- how you will determine the right type of housing that fit the needs of program participants;
- if you will use rental/leasing assistance, how you will work with landlords to address possible challenges;
- 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);
- how you will work with program participants to set goals towards successful retention of permanent housing.

Cross reference to scoring tool: "Design of Housing & Supportive Services B"

b. **Rapid-Rehousing (RRH) Only:** As Rapid Re-Housing funds are short-term (up to 3 months) or medium-term (up to 24 months) tenant-based rental assistance, describe how the project applicant will help participants obtain permanent housing, and provide the necessary services and support to help participants successfully remain in permanent housing once assistance ends. An acceptable response will acknowledge the needs of the target population and include a plan that addresses the types of assistance that will be provided by the project applicant, or other partners, to ensure participants will move into appropriate permanent housing as well as either remain in or move to other permanent housing once assistance is no longer needed. The description should include how you will:

- determine the right type of housing that fits the needs of participants
- work with landlords to address possible issues and challenges.
- work with program participants to set goals towards successful retention of permanent housing.

Cross reference to scoring tool: "Design of Housing & Supportive Services B"

- c. Describe how the project will leverage health resources, including any partnership commitment with a healthcare organization. *Cross reference to scoring tool: "Design of Housing & Supportive Services E"*

13. Timeliness

Describe plan for rapid implementation of the program documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award. *Cross reference to scoring tool: "Timeliness A"*

14. Coordinated Entry

Coordinated Entry (CE) is a process designed to coordinate program participant intake, assessment, and provision of referrals. A CE process must cover the entire CoC's geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool and process. Participation in a CE process is a requirement for all applicants of CoC Program funds. *(Note: not scored; project quality threshold question, as this is required per HUD)*

- a. Will your project participate in the CoC's CE Process and accept 100% of referrals from CE? Yes No
- b. **DV only** - If this applicant a victim service provider, will the agency use an alternate CE process that meets HUD's minimum requirements? Yes No

15. Housing First

Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements. It is a recovery-oriented approach to end homelessness by rapidly housing individuals without screening out or terminating consumers based on any of the criteria below.

Cross reference to scoring tool: "Experience B"

a. Describe your agency’s experience with a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process/criteria for exiting clients.

b. Does your project screen out or terminate consumers based on any the following?

	Yes	No
Having too little or no income	<input type="checkbox"/>	<input type="checkbox"/>
Active or history of substance abuse	<input type="checkbox"/>	<input type="checkbox"/>
Criminal record with exceptions for state-mandated restrictions	<input type="checkbox"/>	<input type="checkbox"/>
History of domestic violence	<input type="checkbox"/>	<input type="checkbox"/>
Failure to participate in supportive services	<input type="checkbox"/>	<input type="checkbox"/>
Failure to make progress on a service plan	<input type="checkbox"/>	<input type="checkbox"/>
Loss of income or failure to improve income	<input type="checkbox"/>	<input type="checkbox"/>
Being a victim of domestic violence	<input type="checkbox"/>	<input type="checkbox"/>
Marital/familial status	<input type="checkbox"/>	<input type="checkbox"/>
Actual or perceived sexual orientation or gender identity	<input type="checkbox"/>	<input type="checkbox"/>
Any other activity not covered in a lease agreement typically	<input type="checkbox"/>	<input type="checkbox"/>

16. Dedicated Chronic Units

PSH Projects Only: Dedicated Chronic serves only those individuals/families who meet the definition of chronically homeless. DedicatedPLUS indicates the project is serving only those individuals and families who meet the DedicatedPLUS definition. *(Note: not scored; project quality threshold question, as this is required per HUD)*

Is this project 100% Dedicated or DedicatedPLUS? Yes No

17. Mainstream benefits

Describe how you will help participants obtain the benefits for which they are eligible. The description should include:

- assisting participants with obtaining/increasing employment income (e.g., local employment programs, job training opportunities, educational opportunities);
- the type of mainstream services you will assist participants with obtaining to increase non-employment income (e.g., SSI; SSDI; Food Stamps, Veterans benefits);
- the type of social services you will provide access and help program participants obtain (e.g., childcare, food assistance, TANF, early childhood education); and
- access to healthcare benefits/resources (e.g., Medicaid, Medicare, healthcare for the homeless, FQHCs)

Cross reference to scoring tool: "Design of Housing & Supportive Services C"

18. Budget

Please provide a 12-month budget proposal:

Cross reference to scoring tool: "Financial C and D"

ACTIVITY	CoC FUNDS REQUESTED	NOTES
A. Rental Assistance (80% total budget less admin)	\$	
B. Support Services (20% total budget less admin)	\$	
1. Salaries	\$	
2. Benefits	\$	
3. Other	\$	
C. Operating	\$	
D. Other _____	\$	
E. Other _____	\$	
F. Other _____	\$	
G. Admin	\$	
H. Total Project Costs	\$	
MATCH	AMOUNT	SOURCE
I. 25% Match Requirement	\$	

19. Equity Factors

Cross reference to scoring tool: "Equity Factors"

Agency Leadership, Governance, and Policies

- a. Does the agency have BIPOC individuals in managerial and leadership positions? Yes No
- b. Does the Board of Directors include representation from persons with lived experience? Yes No
- c. Does the agency have a process for receiving and incorporating feedback from persons with lived experience? Yes No
- d. Has the agency reviewed internal policies and procedures with an equity lens and has a plan to update policies that currently center white dominated culture? Yes No

Program Participant Outcomes

- e. Has your agency reviewed program participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, and/or age? Yes No
- f. Has your agency identified programmatic changes needed to make program participant outcomes more equitable and developed a plan to make those changes? Yes No
- g. Is your agency working with (or be willing to work with) the HMIS lead to develop a schedule for reviewing HMIS data with disaggregation by race, ethnicity, gender identity, and or/age? Yes No

20. COVID-19

Describe how your agency will ensure program participants have the resources need to prevent the transmission of COVID-19. *Cross reference to scoring tool: "Other & Local Criteria"*

21. Domestic Violence (DV) Bonus Projects Only:

All non DV-Bonus applications will be weighted, as they are not eligible for these points.

- a. Is your agency, or subrecipient, a victim service provider? Yes No

Victim service provider means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.

- b. Provide a detailed description of your agency's experience administering projects dedicated to serving survivors of domestic violence, dating violence and stalking.

- c. If this project will exclusively assist victims of domestic violence, describe safety planning addressing the needs of this particular homeless population towards meeting the goal of obtaining and maintaining permanent housing.