

# Continuum of Care 2009: Local Application Technical Assistance

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**279-9732**

# Today's Agenda

- General overview of CoC programs
- Local Application Process & Deadlines
- How to complete the Local Application
- Logic Model Training

# HUD's Mission

- to increase homeownership, support community development and increase access to affordable housing free from discrimination.



# HUD Definitions

- HOMELESS: a person...
  - sleeping in a place not meant for human habitation (e.g. living on the streets); or
  - in an emergency shelter; or
  - a person in transitional housing for homeless persons who originally came from the street or an emergency shelter.

# HUD Definitions (cont.)

- CHRONIC HOMELESS:
  - an unaccompanied homeless individual **with** a disabling condition
  - who has either been continuously homeless for a year or more
- OR
- has had at least four (4) episodes of homelessness in the past three(3) years.

# HUD Definitions (cont.)

- **APPLICANT:** is an entity that applies to HUD for funds. If selected the applicant becomes the grantee and is responsible for the overall management of the grant, including drawing grant funds and distributing them to project sponsors. The applicant is also responsible for supervision of project sponsor compliance with grant requirements. The applicant may also be the project sponsor.

# HUD Definitions (cont.)

- **CASH MATCH (Cost Sharing):** for HUD Homeless Assistance Funds (CoC) matching funds are required from local, state, federal or private resources. Documentation of the match requirement must be maintained in the grantee's financial records on a grant specific basis. The amount of match required varies depending on the program type.

# HUD Definitions (cont.)

- **LEVERAGING:** a written commitment documented on letterhead stationary, signed and dated by an authorized representative, and must contain the following elements:
  - the type of contribution (e.g. cash, child care, case management, etc.)
  - the value of the contribution
  - the name of the project and its sponsor organization to which the contribution will be given
  - the date the contribution will be available

# HUD Definitions (cont.)

- **OPERATING COSTS:** the costs associated with the day-to-day operation of the shelter or supportive housing facility and includes payment for shelter management (including salaries), maintenance, operation, supplies, rent, repairs, security, fuel, equipment, insurance, utilities, food and furnishings.

# HUD Definitions (cont.)

- **PROJECT SPONSOR:** is the organization that is responsible for carrying out the proposed project activities. A project sponsor does not submit a SF-424, unless it is also the applicant.

# HUD Definitions (cont.)

- **SUPPORTIVE SERVICES:** address the service needs of homeless persons, such as employment, health, drug abuse treatment, or education, to help homeless persons meet three overall goals:
  - (1) achieve residential stability;
  - (2) increase their skill levels and/or incomes and
  - (3) obtain greater self-determination.

Staff costs associated with case management or provision of supportive services is considered a supportive service

# HUD Definitions (cont.)

- **TRANSITIONAL HOUSING:** Housing coupled with supportive services that are provided for a maximum of 2 years. The supportive services may be provided by the organization managing the housing, or coordinated by them and provided by other public or private agencies.

# HUD Definitions (cont.)

- **PRO RATA NEED:** HUD has designated as the amount a particular area or county may be eligible to receive in the CoC competitive process based on population size, homeless count info and other criteria.

# HUD Definitions (cont.)

- **SAMARITAN BONUS:** bonus funding from HUD for projects serving exclusively chronically homeless persons and ranked by the local CoC as the number one priority project. It is an extra 15% of the preliminary pro-rata need amount in addition to the CoC's preliminary pro-rata need amount. Applicants may use no more than 20% of this bonus for case management to enable program participants to remain successfully housed.

# Program Acronyms

- TRA: Tenant-based Rental Assistance
- SRA: Sponsor-based Rental Assistance
- PRA: Project-based Rental Assistance
- SRO: Single Room Occupancy
- S+C: Shelter Plus Care
- SHP: Supportive Housing Program
- SSO: Supportive Services Only

# Acronyms

- P/PRN: Preliminary Pro-Rata Need
- SB: Samaritan Bonus
- F/PRN: Final Pro-Rata Need

# Continuum of Care Homeless Assistance Programs

Supportive  
Housing  
Program

(SHP)

Transitional Housing

Permanent Housing for  
disabled

Safe Havens

Innovative supportive  
housing

Supportive Services

Shelter + Care  
(S+C)

Permanent  
Housing for  
disabled

- TBA
- SRA
- PRA
- SRO

Section 8  
Mod/Rehab  
(SRO)

Permanent Housing  
for disabled

# Supportive Housing Program (SHP)

- Eligible activities
  - Acquisition
  - Rehabilitation
  - New construction
  - Leasing
  - Operating costs
  - Supportive services

# Supportive Housing Program (SHP)

- Eligible populations
  - Homeless individuals
  - Homeless families
  - Homeless individuals with disabilities
- Grant terms:
  - New Projects = two or three years
  - Renewal Projects = one, two or three years

# Supportive Housing Program (SHP)

- Cash Match requirements:
  - 50% of the total acquisition, rehabilitation and new construction budget for the project.
  - 20% of the total supportive services budget and HMIS budget.
  - 25% of the total operating budget.

# Supportive Housing Program (SHP)

- Specifics
  - HUD will require recordation of HUD-approved use and repayment covenant.
  - All project sponsors must meet applicant eligibility standards

# SHP renewals

- Amount requested cannot exceed original project grant amount.
- May request for activities eligible for renewal based on the average annual amount of the grant to be renewed.
- Amount requested for operations may not exceed 75% of the total operations budget
- Amount requested for supportive services may not exceed 80% of total supportive service budget.

# SHP renewals (cont.)

- Cost of living increases are not eligible
- May shift up to 10% of the grant among eligible activities.
- May reduce the number of units served—will need to provide documentation at Technical Submission phase

# Shelter Plus Care (S+C)

- Eligible activities
  - Rental assistance
- Eligible Populations
  - Homeless disabled individuals
- Match requirement
  - Dollar for dollar match of supportive services

# Shelter Plus Care (S+C)

- Limitations
  - May not include more than one component (i.e. TRA & SRA prohibited in same grant)
- S+C/SRO component: The grantee must be State or local government or a PHA.
- S+C/SRA component: project sponsor must submit proof of eligibility to serve as project sponsor.
- 5-10 years funding 5=TRA, SRA & PRA w/o rehab. 10= SRO & PRA w/ rehab.

# Section 8 Modification & Rehabilitation (SRO)

- Eligible activities
  - Rental assistance
- Eligible populations
  - Homeless individuals

# Section 8 Modification & Rehabilitation (SRO)

- Limitations
  - May not be provided to more than 100 units in any structure
  - Applicants that are non-profits must subcontract with Public Housing Agency to administer SRO
  - Rehab to upgrade conditions to meet HUD's physical condition standards must involve a minimum expenditure of \$3,000 for a unit including the prorated share of work for common areas.

# Section 8 Modification & Rehabilitation (SRO)

- Cost limitation of \$20,500 per unit.
- Individual receiving this assistance must meet HUD's homeless guidelines.
- Rental assistance is to cover the cost of operating expenses of the SRO housing and debt service for rehabilitation financing.
- HUD will NOT award funds to rehabilitate leased property.
- 10 year funding

# Local Application Process and Timelines

2009



# Local Application Deadlines

- ◆ July 13<sup>th</sup> Local Applications Due
- ◆ July 27<sup>th</sup> CoC Technical Working Group will provide feedback
- ◆ August Presentations to the COC Evaluation Working Group

# Local Applications

- ◆ Replaces letter of intent
- ◆ Revised from last year
- ◆ Focuses on local priorities and how your project will fit into the Continuum
- ◆ Included information needed for Exhibit 2 of the CoC application.
- ◆ CoC Evaluation Working Group will review and response letters/e-mails will be sent.

# What Happens Next?

- ◆ HUD will release the SuperNOFA (probably around the beginning of July)
- ◆ All agencies who submitted Local Supplemental Applications will be notified.
- ◆ HUD Technical Assistance training will be held to discuss the changes for 2009 and application specifics.

# What Happens Next?

- ◆ CoC Technical Working Group will review applications
- ◆ Providers will present on their proposed projects
- ◆ CoC Technical Working Group will rank and prioritize applications
- ◆ Prioritizations will be presented to the SNRPC-COH for approval
- ◆ Local HUD CoC application will be finalized and submitted to HUD

# Local Application Process

- ◆ Continuum of Care Coordinator—Office of the Regional Homeless Coordinator
- ◆ Continuum of Care Evaluation Working Group formerly know as CoCTAB
- ◆ Southern Nevada Regional Planning Coalition—Committee on Homelessness (SNRPC-CoH)

# CoC EWG

members representing major stakeholder groups that support and fund homeless services in Southern Nevada:

- ◆ local businesses,
- ◆ civic organizations,
- ◆ SNRPC Committee on Homelessness,
- ◆ Nevada Homeless Alliance,
- ◆ grant monitoring arm of each local government
- ◆ financial institutions,
- ◆ housing developers,
- ◆ law enforcement,
- ◆ jails/prisons,
- ◆ representatives or advocates for subpopulations of the homeless.

# CoC EWG

- ◆ Review Supplemental Applications
  - Make recommendations
- ◆ Read Project Applications
- ◆ Listen to Proposer Presentations
- ◆ Rank and Prioritize the Projects
- ◆ Recommend Prioritization to SNRPC-CoH

# SNRPC-COH

- Business partners
- City of Boulder City
- City of Henderson
- City of Las Vegas
- City of North Las Vegas
- CCSD
- LVMPD
- SNAMHS
- NHA
- US Veterans Affairs

# SNRPC-COH

- Receive report from CoC EWG on recommended priorities
- Final authority on prioritization



# Completing the Local Application

2009

# Project Information

- ◆ Project Name
- ◆ Amount requesting
- ◆ Total cost of project
- ◆ Length of request
- ◆ Grant type
- ◆ Duns#
- ◆ Energy Star



# Applying for a DUNS Number

- You must be registered with the central contractor registry (CCR) before you can submit a grant application through grants.Gov
- Data Universal Number System (DUNS) number is required as part of the CCR registration process.
- The DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B).
- The process to request a DUNS number takes about 10 minutes and is FREE of charge.
  - Just call D&B at 866-705-5711 or for persons with a hearing impairment, the TTY number is 866-814-7818.
- You may register for the CCR by calling the CCR Assistance Center at 1-888-227-2433 or you may register online at [www.ccr.gov](http://www.ccr.gov)
  - To make the process easier we suggest that you download CCR's Registration Worksheet and complete it prior to registering .
- It is important to note, however, that the entire process, including the steps that need to be taken by CCR, takes about 5 days.

# Applicant Information

- ◆ The Agency applying for the funds and will have fiduciary responsibility.
- ◆ Contact information

# Sponsoring Organization

- ◆ Organization doing the actual work if different from the applicant
- ◆ Attach letter with:
  - Contact info
  - Services to be provided

# Organizational Experience

- ◆ Brief description
- ◆ Length of time providing homeless assistance
- ◆ Type of experience serving target population

# Project Description

## ◆ Priority Need Area

- Transitional Housing for Youth (14-18) or Young Adults (18-25)
- Innovative Housing for Families (Housing First)
- Permanent Housing
  - ◆ Chronically homeless
  - ◆ Mental Health issues
  - ◆ Substance Abuse
  - ◆ Veterans
  - ◆ Other

# Project Description

- ◆ Project Summary
  - General description
  - 3000 character limit (HUD enforces)
- ◆ Describe project & intended outcomes
- ◆ Identify specific target population
- ◆ Describe service provided, delivery method & appropriateness of delivery

# Project Description

- ◆ How will you identify eligible clients?
- ◆ Describe fees/payments required by participants if applicable
- ◆ Identify & describe project partners & their experience working with target population

# Project Description

- ◆ How the project is related to Southern Nevada's Regional Plan to End Homelessness?
- ◆ Identify the Action Steps from the Implementation Schedule that your project will address

# Location & Scale of Housing

- ◆ Address & jurisdiction of project
  - If scattered site indicate
- ◆ Complete chart
  - Number of beds/units/bedrooms
  - Current level
  - Change with this funding if applicable

# Project Participants

- ◆ Charts
- ◆ Households with Dependent Children
- ◆ Households without Dependent Children

# Measurement

- ◆ Transitional Housing Projects
  - Successful movement into permanent housing
  - Retention of clients at least 6 months
  - Ensure access to mainstream programs and/or employment

# Measurement

- ◆ Permanent Housing Projects
  - Stabilization for at least 6 months
  - Ensure access to mainstream programs and/or employment

# Measurement

## ◆ All Projects

- Movement toward self-sufficiency
- Attain permanent housing
- Measurement of these goals
- Frequency of evaluation of goals
- Measurement of project performance

# Logic Model

- ◆ See HUD logic model section of presentation

# Support Services

- ◆ What services will you provide
- ◆ Frequency
  - Daily, weekly, bi-weekly, monthly, quarterly, does not apply
- ◆ Describe how you will assist participants to obtain & remain in housing
- ◆ Describe how you will assist participants in increasing employment &/or income

# Outreach

- ◆ Fill in chart (percentage)
- ◆ Where will your clients come from?
  - Street or other location not meant for human habitation
  - Emergency Shelter
  - Safe Haven
  - TH who originally came from ES, SH or street
- ◆ Total must equal 100%
- ◆ Describe outreach plan

# Project Leveraging

- ◆ In-Kind
  - Services
  - Equipment
  - Space
  - Supplies
  - Cash
- ◆ Does not include CASH Match
- ◆ Suggest 2.5 times the amount of the grant request

# Cash Match

- ◆ Cash that will be used for this project.
- ◆ Indicate source, amount, date available
- ◆ Must have 20% cash match for Supportive Services total
- ◆ Must have 25% cash match for Operations total

# SHP Operating Budget

- ◆ Use chart provided
- ◆ Eligible costs
- ◆ Quantity
- ◆ Total Project budget
- ◆ Yearly SHP request
- ◆ Total SHP request

# SHP Supportive Services Budget

- ◆ Use chart provided
- ◆ Eligible costs
- ◆ Quantity
- ◆ Total Project budget
- ◆ Yearly SHP request
- ◆ Total SHP request

# SHP Summary Budget

- ◆ Totals from Operating and supportive Service budgets will be used to populate this chart
- ◆ SHP Request
- ◆ Cash Match
- ◆ Total Project costs

# Project Budget and Match

- ◆ Total Project Budgets for each year and total over grant request.
- ◆ Must have 20% cash match for Supportive Services total
- ◆ Must have 25% cash match for Operations total

## Special NOTE:

- ◆ By law SHP funds can provide no more than:
  - 50% of the total acquisition, rehabilitation and new construction budget for the project.
  - 80% of the total supportive services budget and HMIS budget.
  - 75% of the total operating budget.
- ◆ May request up to 5% of each project award for Admin costs.

# Project Budgets

- ❖ **Special note:** Under no circumstances may SHP leasing funds be used to lease units or structures owned by the grantee, project sponsor, or their parent organization. This includes organizations that are members of a general partnership where the general partnership owns the structure.

# Dwelling Units (S+C only)

- ◆ Number of units
- ◆ Size of units
- ◆ FMR
- ◆ Number of months
- ◆ Total request for rental assistance

# Final FY 2009 FMRs By Unit Bedrooms

<u>Efficiency</u>	<u>One Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
\$731	\$861	\$1,013	\$1,408	\$1,695

- ◆ Actual rents below, and exception rents above the applicable published FMR will not get updated after submission.

# Project Implementation

- ◆ Implementation time-line
- ◆ Starting December 2009
- ◆ Expected dates for other funds for project to be available
- ◆ Date to begin program operations

# Additional Information

- ◆ Any unresolved monitoring findings?
  - HUD
  - Other funding sources
- ◆ Include copy of:
  - Most recent 1990
  - Most recent HMIS utilization and data quality reports
  - APR's for each year of current contract.

# Certification and Acknowledgement

- ◆ Signed by CEO

# HUD Logic Model



2008

# Use of the Logic Model by HUD

- The logic model is a multipurpose tool that is part of the grant application process. It is used for planning, program management, monitoring and reporting and evaluation purposes.

# Use of the Logic Model by HUD

- The logic model serves as an executive summary of the entire grant application. The logic model integrates program operation and program accountability.

# Why Did HUD Choose the Logic Model for Grants Management?

The logic model embodies the requirements of the Government Performance and Results Act of 1993 which requires all federal programs to:

1. Establish performance goals.
2. Express goals in objective, quantifiable & measurable form.

# Why Did HUD Choose the Logic Model for Grants Management?

3. Describe operations, skills, technology, staffing, information or other resources needed to reach goals.
4. Establish performance indicators to measure outputs, service levels and outcomes of each activity.

# Why Did HUD Choose the Logic Model for Grants Management?

5. Provide basis for comparing actual results with goals.

# Using the HUD Logic Model Program Design

- Building your logic model goes hand in hand with the design of your program. The HUD logic model, also called the eLogic Model™, is built to reflect the fundamental statutory purposes and eligible activities for each program.

# Using the HUD Logic Model

## Program Purpose and Program Operations

The logic model asks you to identify seven components for managing your program:

- **Identification of Need** – you are identifying existing needs, problems and challenges.
- **Services/Activities** – this is the work and resources you are using to address the need.

# Seven Components for Program Management-Operations

- **Outputs** – these are the counts of services, units produced, counts of persons receiving the services.
- **Outcomes** – the results achieved or benefits derived to persons or communities.
- **Collecting Performance Data** – collecting data to provide evidence of actual outputs and outcomes achieved.

# Seven Components for Program Management-Operations

- **Measuring Actual Performance – Using performance data to compare projected results with the actual results.**

# TIPS for Assessing Your Logic Model Submission

- **Have you identified the relationship of activities selected to HUD goals and, as applicable, Policy Priorities?**
- **Do the activities/outputs and outcomes identified further the program purpose and reflect the NOFA requirements?**

# TIPS for Assessing Your Logic Model Submission

- Are the projected outputs and outcomes realistic for the period of performance and proposed budget?
- Have you identified how and where the data will be collected so that you can use it for program evaluation and reporting purposes?

# TIPS for Assessing Your Logic Model Submission

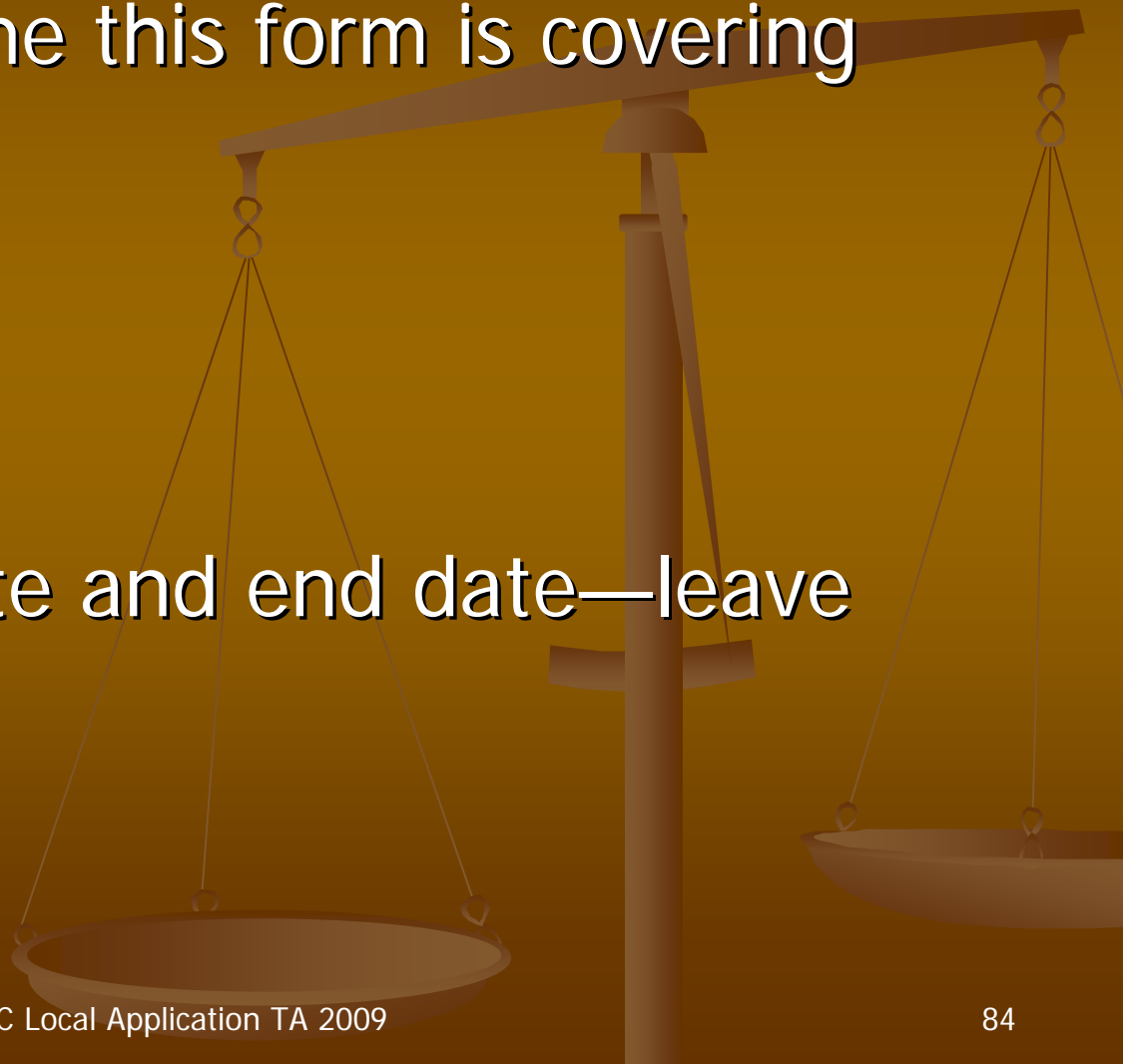
- Have you looked at the management questions and thought about how you are going to have the data to respond to the questions?
- Have you thought about how you will assess program effectiveness? Does your Logic Model as constructed help you do this?

# eLogic Model

- Applicant Name:
  - Across the top
- Program Name:
  - Name of your program—exactly as you use in other parts of the application
- Component Name:
  - SHP, S+C, SRO

# eLogic Model

- Term: time frame this form is covering
  - Year one
  - Year two
  - Year three
  - Total
- Period, start date and end date—leave blank



# eLogic Model

- Column 1: Policy
  - HUD goals
  - HUD Policy Priorities
  - Use letter/number code in logic model attachment.
- Column 2: Problem, Need, Situation (Planning)
  - Select needs statement from dropdown box

# eLogic Model

- Column 3: Services or Activities/Outputs (Programming)
  - Select service or activity from dropdown
- Column 4: Measure
  - Unit of measure will automatically be selected
  - Under Pre—projected number of units you expect

# eLogic Model



- Column 5: Outcome (Impact)
  - Select an outcome that corresponds to the service or activity
  - Do not need a 1:1 ratio, however do need to have relationship between them.
- Column 6: Measure
  - Unit of measure will automatically be selected
  - Projected number of outcome units you propose

# eLogic Model

- Column 7: Evaluation Tools (Accountability)
  - A: Tools for Measurement
    - Tool that holds the evidence of outputs & outcomes
  - B: Where Data maintained
    - A record of where the data or data tool resides
  - C: Source of Data:
    - Where data originates

# eLogic Model

- D: Frequency of Collection
  - How often data is collected
- E: Processing of Data
  - Identify the mechanism used to process the data
- Repeat these steps as often as necessary to complete Logic Model

# eLogic Model

- If choose “other” for any response, must write narrative on separate sheet and put with Logic Model
- Do not cut and paste from one column to another.
- Can print preview the logic model to see how it is coming
- Can have more than one page.

# eLogic Model

- Start whole new sheet for each year of the project and one for the total.
- Can adjust the look of the logic model by skipping rows so that needs, Activities and Outcomes are grouped accordingly

