

**2022 Continuum of Care  
Renewal Projects  
Intent to Apply & Threshold Assessment**

***Renewal*** projects wishing to apply for Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funding in the FY2022 HUD CoC competition must complete the following information and submit to the CoC by the deadline. Your project will not be eligible to apply in the FY2022 competition if you do not submit this form by 5:00 PM on August 8, 2022. Please complete the proposed project overview and review each of the following ranking categories, marking those questions that apply to your project.

Name of Agency	Agency Contact and Email
Name of Project #1	Primary Contact Name and Email
Name of Project #2	Primary Contact Name and Email
Name of Project #3	Primary Contact Name and Email
Name of Project #4	Primary Contact Name and Email
DUNS #	SAM #

**Intent to Apply:**

Our agency will NOT apply for funding in the 2022 HUD CoC Competition. *(Please skip to agency signature and return to Tim Poland at [tpoland@cmhp.net](mailto:tpoland@cmhp.net).)*

Our agency intends to apply for funding in the 2022 HUD CoC Competition. *(Please proceed to question one and complete all questions, sign, and return to Tim Poland at [tpoland@cmhp.net](mailto:tpoland@cmhp.net).)*

**Project Description:**

Renewal:

Are you interested in voluntarily reducing your renewal grant for reallocation?  Yes  No

If yes, please explain why?

If yes, by what amount? \_\_\_\_\_

If yes, describe how participants will not become homeless as a result:

1. The project component is:

- |   |  |
|---|--|
| <input type="checkbox"/> Permanent Housing    | <input type="checkbox"/> Supportive Services Only                  |
| <input type="checkbox"/> Transitional Housing | <input type="checkbox"/> HMIS                                      |
| <input type="checkbox"/> Rapid Rehousing      | <input type="checkbox"/> Support Services Only – Coordinated Entry |
| <input type="checkbox"/> TH-RRH               |  |

2. Target Population:

Singles #\_\_units/\_\_\_beds     Families #\_\_units/\_\_\_beds     Youth #\_\_units/\_\_\_beds

3. Proposed Start Date: \_\_\_\_\_, 2023    Proposed End Date: \_\_\_\_\_, 2023/24

4. Amount of funding requested: \$ \_\_\_\_\_

**Coordinated Assessment & Referral**

- The applicant does NOT agree to participate in the Coordinated Entry System.
- The applicant agrees to participate in the Coordinated Entry System including:
  - Filling all beds/units through the central prioritization list & process.
  - Abiding by CoC Coordinated Entry System policies & practices.

**CoC Participation**

- The applicant agrees to regularly attend CoC meetings and participate on a committee.
- The applicant agency agrees to provide project level data to the CoC by:
  - Participating in the annual point-in-time sheltered and unsheltered count
  - Submitting program reports to the CoC by requested deadlines
  - Participating in an annual CoC Planning, Gaps Analysis and Needs Assessment
  - Submitting required LSA, HIC, PIT and GIW reports by CoC deadlines
  - Giving the Local System Administrator administrative access to all your programs reported in the HIC or providing the necessary waiver request to CoC and submitting required data in a timely manner

**HMIS**

- Applicant does NOT currently utilize HMIS and does not intend to if funded. (Note this will affect your eligibility if not a VAWA funded agency)
- Applicant does NOT currently utilize HMIS but agrees to utilize if funded.
- Applicant currently utilizes HMIS and assures compliance with:
  - Unique username and password
  - Secure location for equipment
  - Locking Screen Savers
  - Virus protection with auto update
  - Individual or network firewalls
  - Restrictions on access to HMIS via public forums
  - Compliance with HMIS policy and procedures manual
  - Validation of off-site storage of HMIS data

**Energy Star and Green Development (TH, RRH, and PSH Applicants ONLY):**

- Project does incorporate Energy Star and/or Green Development.
  - If fixed site, incorporates Energy Star and/or Green Development in project.
  - If scattered site, encourages participants to seek applicable buildings/units.
- Does NOT incorporate Energy Star and/or Green Development.

**Services (TH, RRH and PSH Applicants ONLY):**

Please check ALL that apply to your program:

- Applicant assures that program will have and follow policies that ensure all children are enrolled in school and connected to appropriate services within the community.
- Applicant assures that case managers will systematically assist and support clients in completing applications for mainstream benefits.
- Applicants assure that staff will systematically follow-up to ensure mainstream benefits are received.
- Applicant assures that transportation assistance is provided to clients to attend mainstream benefit appointments, employment training, or job when appropriate.
- Homeless assistance providers use a single application form for four or more mainstream programs.
- Applicant agrees that all participants will come from the streets, emergency shelter, transitional housing (entering as homeless), institution, or place not meant for human habitation.
- Applicant incorporates known best practices models into project policies and practices.

Check all that apply:

- Housing First
- Client/Person Centered
- Trauma Informed
- Harm Reduction
- Strengths Based

**Chronic Homeless Preference: (Renewal PSH Projects ONLY)**

- Applicant agrees to give preference to Chronic Homeless when filling vacant units.
- Applicant does NOT agree to give preference to Chronic Homeless when filling vacant units.

**Housing First Model (Renewal PSH and RRH Projects ONLY!)**

- Applicant agrees to give preference to Chronic Homeless when filling vacant units.
- Applicant does NOT agree to give preference to Chronic Homeless when filling vacant units.
- Applicant has low barriers to program entry.
- Applicant has several barriers to program entry, i.e., sobriety, criminal background, etc.
- Applicant uses a Housing First model.
- Applicant does NOT use a Housing First model.

**Annual Progress Report: (Renewal Projects)**

HUD and the CoC require that CoC funded projects submit an Annual Progress Report (APR)

- Applicant did NOT submit an APR for the most recent grant year.
- Applicant submitted an APR for the most recent grant year.

Date of APR submission: \_\_\_\_\_

Are there any outstanding findings still unresolved?  Yes  No

If yes, explain:

**Project Quality Threshold: (Renewal applicants)**

Please check ALL of the following thresholds that apply to your program/agency:

- Draws down from eLOCCS at least quarterly
- Submitted annual APR to CoC and HUD by deadline
- Assists participants to achieve and maintain independent living (Does not apply to HMIS)
- Compliant with Fair Housing and Equal Opportunity
- Applicant demonstrates all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met
- NO: Audit findings, history of financial mismanagement, untimely expenditures, major capacity issues affecting program outcomes, history of ineligible persons, or spending.
- NO: HUD resolutions of outstanding suspension
- NO: Delinquent federal debts or outstanding arrears to HUD.

In the past, having letters indicating financial support (“leverage letters”) for its projects improved the CoC’s score in the national competition. In 2022, as in 2021, the CoC is not scored on the amount of leverage it submits and leverage documentation is not required as part of the project application. Match remains a requirement, with the exception of “leasing only” projects.

**Match requirement – 25%**

% of Leverage \_\_\_\_\_

Total Leverage \$ \_\_\_\_\_

% of Cash Match \_\_\_\_\_

Total In-kind Match \$ \_\_\_\_\_

Eligible Match Contributions:

- Cash match – Federal (excluding CoC program funds), State, local, and private sources, provided the funds from the source are not statutorily prohibited to be used as match.  
NOTE: Program income CAN be used as match.
- In-kind match – value of any real estate property, equipment, goods, or services contributed to the project as match, provided that the recipient or sub recipient had to pay for them with grant funds, the costs would have been eligible.
- Advocacy
- Children’s programming – materials, events, childcare services
- Counseling - recovery groups, support groups, therapy
- Education, Employment & Training activities
- Financial Services
- Health Services
- Housing – motel vouchers, housing search, leased value of building, etc.
- Human Resources
- Operations

Written Commitments:

- Must be documented on letterhead stationery
- Signed by an authorized representative
- Dated – see FY 2022 NOFA Project Application Detailed Instructions for date range
- In your possession at the time of application submission
- Must contain the following:
  - Name of the organization providing the contribution
  - Type of contribution
  - Value of the contribution
  - Name of project and sponsor organization to which the contribution will be given
  - Date the contribution will be available

**Written commitments are required for all project applicants. Commitment letters must be dated within 60 days of the CoC application deadline. Commitment letters must be submitted with each project application.**

**Housing First Questions & Resources**

For agencies with more than one project- you may complete this section once if all projects have the same eligibility criteria. If eligibility criteria differ from project to project, please be specific below on which projects require eligibility and why.

- 1) Are applicants allowed to enter the program without income?  
 Yes    No      If no, please describe what the income requirements are and why

they are required.

- 2) Are applicants allowed to enter the program even if they aren't "clean and sober" or "treatment compliant"?

Yes  No      If no, please describe what requirements exist are and why they are required.

- 3) Are applicants allowed to enter the program even if they have a criminal background?

Yes  No      If no, please describe what requirements exist around criminal background, why they are required, and describe any appeal process in place.

- 4) Are service and treatment plans voluntary, such that tenants cannot be exited from the project for not following through?

Yes  No      If no, please describe what the service requirements are and why they are required.

**For agencies with more than one project- Please complete the above information for EACH of your projects that will be renewing in 2022.**

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**Additional Applicant Questions**

- 5) Briefly describe any innovative practices or policies your project implemented during the past calendar year, and their impact on project performance (*1000-character limit*).

- 6) Please indicate the number of clients who were terminated from your project during the past calendar year, noting the termination rationale/circumstances in each case.

**WARNING:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Print Name of Agency Approved Signatory:	Signature of Agency Approved Signatory:
Title:	Date: