

FY 2023 CoC NOFO

Request for Information (RFI) Application

New Project Application

Application Deadline: Friday, August 25, 2023 by Noon (cst)

Email all application materials before the deadline to nofo@housingsolutionstulsa.org**and** tulsacocnofa@homebaseccc.org**.**

# Submission Instructions

Applicants are encouraged to review the [FY2023 Notice of Funding Opportunity (NOFO) Continuum of Care (CoC) Program Competition](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy23_coc).

New projects applications include CoC Bonus, DV Bonus, Transition Grants, and Expansion grants. New projects will be scored using the New Project Scoring Tool. Projects must complete the local application by responding to the RFI by the deadline outlined in the FY 23 CoC NOFO Timeline. All application items, supplemental materials and attachments must be submitted and completed to be considered for the rank and review process. See the **AWH4T CoC NOFO Standards of Operating** for more details surrounding late applications and/or penalties for incomplete applications.

IMPORTANT:

The local application materials do not require submission of a copy of the e-snaps application for the Rank and Review process. All applicants MUST and will be REQUIRED to submit complete and accurate e-snaps applications by the deadlines listed on the FY23 CoC NOFO Timeline posted on the Housing Solutions NOFO page at [NOFO | Housing Solutions Tulsa](https://www.housingsolutionstulsa.org/awh4t-partner-portal/nofo/). For more information about e-snaps, see the resources listed below:

* <https://esnaps.hud.gov/grantium/frontOffice.jsf>
* <https://www.hudexchange.info/programs/e-snaps/>

# Agency Info & New Application Type

**Please provide information below regarding agency and staff information:**

Applicant Agency Name: Click or tap here to enter text.

Project Name & Grant #: Click or tap here to enter text.

Contact Name: Click or tap here to enter text.

Email & Phone Number: Click or tap here to enter text.

Secondary Contact: Click or tap here to enter text.

Email & Phone Number: Click or tap here to enter text.

Other Contact Name and Info (if applicable): Click or tap here to enter text.

SAM ID and Expiration Date: Click or tap here to enter text.

Unique Entity Identifier (UEI): Click or tap here to enter text.

To be eligible as a new project, the application must meet all eligibility requirements outlined in the CoC NOFO. **Check the boxes below to indicate the project type the applicant is applying for**.

* Renewal projects applying to expand an existing project through CoC Bonus funds, may select **both** New CoC Bonus Project AND Expansion Project.
* DV Bonus projects may select **both** DV Bonus and Expansion if the applicant intends to use the DV bonus award to expand an existing renewal project that has been awarded a DV bonus project under a past competition.
* Transition Grants **must only select one type of project**

[ ]  **New CoC Bonus Project**

New projects created through the CoC Bonus must meet the project eligibility and project quality threshold requirements established by HUD in sections III.C.5.b. and c. of the NOFO.

[ ]  **New Domestic Violence, Dating Violence, Sexual Assault, and Stalking (DV) Bonus**

New DV Bonus projects are subject to the limitation on new projects in section I.B.3.a.(1) of the NOFO, and a CoC may apply for up to 10 percent of its Preliminary Pro Rata Need (PPRN).

[ ]  **Transition Grant Project**

See section I.B.2.b.(30) of this NOFO. CoC approval required

[ ]  **Expansion Project**

Renewal projects w/ new expansion information – see section I.B.3.1 of NOFO

**Project Type: Please select the type of Project the applicant will be applying for (check box):**

[ ]  Permanent Supportive Housing (PSH)

[ ]  Rapid Re-Housing (RRH)

[ ]  Joint Component Transitional Housing to Rapid Rehousing (TH-RRH)

[ ]  Homeless Management Information System (HMIS)

[ ]  Supportive Services Only – Coordinated Entry (SSO-CE)

Important: Applications must be submitted for each individual project. Projects must be scored and ranked individually to be included on the Priority Listing following the CoC NOFO requirements.

# Required Documents

Please submit the following documents to nofo@housingsolutionstulsa.org and TulsaCoCNOFA@homebaseccc.org in PDF format:

### Required Attachments

Please check the boxes on the left side of the table to indicate that the applicant has completed the required attachment (check yes), has or will not complete or submit the attachment (check no), or the attachment is not applicable (check N/A) which will be included as a part of the application packet submitted.

|  |  |
| --- | --- |
| [ ]  Yes [ ]  No[ ]  N/A | Responses to Supplemental Questions in this **Request for Information (RFI) Application**. |
| [ ]  Yes [ ]  No[ ]  N/A | Agency’s **most recent financial audit and management letter**  |
| [ ]  Yes [ ]  No[ ]  N/A | **Organizational Chart –** Updated organizational chart of the agency and the proposed project  |
| [ ]  Yes [ ]  No[ ]  N/A | **CoC Program Budget Template** completed with details and description of the eligible costs the agency is requesting and total award amount**.** See the CoC Program Budget Template and Instructions **located in the Application Materials sections at** [**NOFO | Housing Solutions Tulsa**](https://www.housingsolutionstulsa.org/awh4t-partner-portal/nofo/). Budget narratives will be accepted from new applicants but are not required.  |
| [ ]  Yes [ ]  No[ ]  N/A | Any HUD Monitoring Letters relating to any of your agency’s projects and correspondence about any findings or concerns (if applicable).  |
| [ ]  Yes [ ]  No[ ]  N/A | Completed Resilience and Equity Checklist, Completed attachment with all questions having a complete response. See the New Project Scoring Tool for scoring criteria. |
| [ ]  Yes [ ]  No[ ]  N/A | A completed [**A Way Home for Tulsa Services Standards Fidelity Self-Assessment and Action Plan**](https://www.housingsolutionstulsa.org/wp-content/uploads/2023/07/AWH4T-Services-Standards-Baseline-Self-Assessment-fillable.pdf) **(New Agencies/Applicants)** If your agency is a returning applicant and has already completed the self-assessment form (i.e., the agency has an existing CoC-funded project), there is no need to submit this document and check the N/A box. |

If your response is *No or N/A*– indicating that required attachments may not be included as a part of the complete application, please provide an explanation.

Limit: 3,000 characters (spaces included)

# Supplemental Questions

## New Project Applications

### Program Overview

1. Please provide the project model and funding source. This information will be used by the Project Review Panel to determine funding source and confirm eligibility of project model – it will not be scored.

|  |  |
| --- | --- |
| **Project Model (Choose 1)** | **Funding Source (may choose multiple if applicable)** |
| **Domestic Violence (DV) Bonus** | **Annual CoC NOFO Bonus (including expansion)** | **Transition Grant** |
| Permanent Supportive Housing (PSH) |  |  |  |
| Rapid Rehousing (RRH) |  |  |  |
| Joint Component Transitional Housing/Permanent Housing-Rapid Rehousing (Joint TH/PH-RRH) |  |  |  |
| Supportive Services Only- Coordinated Entry (SSO-CE) |  |  |  |
| Homeless Management Information System (HMIS) |  |  |  |

1. Please provide a description that addresses the entire scope of the project. This narrative will be used in your evaluation report to introduce your program to the Project Review Panel – it will not be scored.
	* Target population (please review eligible populations under NOFO)
	* # of households served at a single point in time and annually
	* Services provided to participants and plans for addressing housing and supportive service needs.
	* Anticipated project outcomes
	* Coordination with other organizations and how the CoC program Funding will be used.

Limit: 2,000 characters (spaces included)

Click or tap here to enter text.

### Threshold Requirements

These factors are required, but not scored. If the project indicates *No* for any threshold criteria, it is ineligible for CoC funding. To confirm this project complies with each component of the Threshold Requirements as listed in this table, please provide an applicable response **by checking the box** for each item on the right side of the table.

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Definition** | **Yes/No** |
| Services Standards | New applicants: Applicant has submitted a completed A Way Home for Tulsa Services Standards fidelity self-assessment and action plan. *(Enter N/A for applicants with existing renewal projects)* | [ ]  Yes[ ]  No[ ]  N/A |
| Applicants with existing renewal projects: Agency participated in any required A Way Home for Tulsa Service Standards fidelity assessments and action planning processes. *(Enter N/A for new agencies)* | [ ]  Yes[ ]  No[ ]  N/A |
| HMIS Implementation | Project does/will participate in HMIS, unless the project is operated by a victim services provider. Victim service providers do/will use a comparable database that complies with the federal HMIS data and technical standards.  | [ ]  Yes[ ]  No |
| Coordinated Entry | Project does/will participate in Coordinated Entry in compliance with the CoC's Coordinated Entry standards and HUD's Coordinated Entry Notice ([Notice CPD-17-01](https://www.hud.gov/sites/documents/17-01CPDN.PDF)). | [ ]  Yes[ ]  No |
| Eligible Applicant | Applicants and subrecipients (if any) are eligible to receive CoC funding, including nonprofit organizations, states, local governments, and instrumentalities of state and local governments.* Section III. Eligibility Information (page 33-52)
 | [ ]  Yes[ ]  No |
| Eligible New Project Type | The project type is eligible as a new application and authorized by the FY 2023 CoC Program Notice of Funding Opportunity (NOFO). | [ ]  Yes[ ]  No |
| HUD Threshold | Projects are in compliance with the eligibility requirements of the [CoC Interim Rule](https://www.gpo.gov/fdsys/pkg/CFR-2018-title24-vol3/xml/CFR-2018-title24-vol3-part578.xml#seqnum578.99) and [Subsequent Notices](https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices/#laws) and meet the threshold requirements outlined in the 2023 Notice of Funding Opportunity:See Section III.C., Threshold Eligibility Requirements; and eligibility requirements under Section III.C., Statutory and Regulatory Requirements Affecting Eligibility.**IMPORTANT ELIGIBILITY INFORMATION & RESOURCES:**[Part 200 of Title 2 of the Code of Federal Regulations (2 CFR Part 200)](https://www.federalregister.gov/documents/2020/08/13/2020-17468/guidance-for-grants-and-agreements)[Eligibility Requirements for Applicants of HUD's Grants Programs - 2023](https://www.hud.gov/sites/dfiles/SPM/documents/EligibilityRequirementsFiscalYear2023-10042022.docx) | [ ]  Yes[ ]  No |
| HUD Policies | Projects are required to have policies regarding termination of assistance, client grievances, Equal Access, ADA and fair housing requirements, VAWA protection, and confidentiality that are compliant with HUD CoC Program requirements.* Termination of assistance and grievance procedures,
* Equal Access,
* Fair Housing, nondiscrimination requirements,
* VAWA protections, and
* Confidentiality and privacy

Additional Resources: * [CoC Program Grants Administration User Guide](https://files.hudexchange.info/resources/documents/CoCProgramGrantsAdministrationUserGuide.pdf)
* [CoC and ESG Virtual Binders](https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/)
 | [ ]  Yes[ ]  No |

1. If your response is *No* to any of the Threshold Requirements, please provide an explanation.

Otherwise, please write *N/A*.

Limit: 3,000 characters (spaces included)

### Project Ability to Enhance System Performance

#### 1A. Project Design

1. What client population is the project intended to serve, and what are the particular needs of that population generally and as they relate to related to race, ethnicity, and gender?. **Please select all that apply by checking the box(es) next to the populations your project will serve.**

|  |  |
| --- | --- |
| [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]   | Chronic Homelessness 100% Dedicated Chronic Homelessness DedicatedPLUSUnsheltered HomelessnessHIV/AIDSSerious Mental Illness/Substance AbuseDomestic Violence Physical DisabilityDevelopmental DisabilityYouth and Young AdultsPersons Not Represented by a Listed Subpopulation N/A |

Population: Provide any additional information regarding the population your program will serves/will serve.

Limit: 1,000 characters (spaces included)

1. How will the type, scale, and location of the services and housing meet the needs of the clients to be served and address racial, ethnic, and gender-based disparities? Include estimated demographic numbers. Include how the services will support the CoC in improving System Performance Measures related to decreasing the amount of time people experience homelessness and how performance will be monitored.

Limit: 3,000 characters (spaces included)

1. How will the type and scale of supportive services, regardless of funding source, meet the needs of program participants to be served and address racial, ethnic, and gender-based disparities?

Limit: 3,000 characters (spaces included)

1. How will the **project develop a strategy** for providing supportive services to those who are less likely to access and have significant housing and service barriers - including those with histories of unsheltered homelessness, persons who may not trust traditional services/service settings, and those who do not traditionally engage with supportive services?

Limit: 3,000 characters (spaces included)

1. How will supportive services **improve safety** for survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking – including the use of victim-centered practices and offering Violence Against Women Act (VAWA) housing protections. If the applicant is not a Victim Service Provider (VSP), include the internal staff positions that will be responsible for coordinating with property managers to ensure all VAWA Housing Rights are following during a VAWA Emergency Transfer.

Limit: 3,000 characters (spaces included).

1. How will clients be assisted in obtaining and coordinating the provision of mainstream benefits?

Limit: 1,000 characters (spaces included)

1. Please describe performance measures the project will use related to obtaining and maintain housing and increasing financial stability (e.g., income). Measures and Outcomes should be objective, measurable, trackable, and meet or exceed any established HUD, HEARTH or CoC benchmarks. This response does not need to state specific goals (i.e. 90% of participants maintain housing), but rather should specify what System Performance Measures will be observed and tracked.
	1. [System Performance Measures Introductory Guide](https://files.hudexchange.info/resources/documents/System-Performance-Measures-Introductory-Guide.pdf)

Limit: 1,000 characters (spaces included)

#### 1B. Housing Stability: Successful Placement & Retention

1. Provide a narrative on how the project will improve the CoC’s System Performance Measures – Successful Placement and Retention into Permanent Housing. Please describe the plan to assist clients with diverse racial, ethnic, and gender identities to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.

Limit: 3,000 characters (spaces included)

#### 1C. Gained/Increased Income and Independence

1. Provide a narrative on how the project will improve the CoC’s System Performance Measures – Employment and Income Growth. Please describe how clients with diverse racial, ethnic, and gender identities will be assisted to increase employment and/or income and to maximize their ability to live independently, exit to a positive housing destination, and/or graduate from the program (move-on).

Limit: 3,000 characters (spaces included)

#### 1D. Project Outcomes

1. Please describe the agency’s experience and outcomes related to housing stability and increased income for the most recent measurement period, utilizing the agency’s current or former project most similar to the proposed program. If you choose to provide examples from two different programs, please explain why both are relevant.

If you are applying to expand an existing CoC-funded project, you may skip this question – points will be awarded based on that project’s performance.

If the proposed project is designed to serve survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, please provide examples of outcomes and program operations for existing or prior housing projects that serve(d) a similar population.

If the agency has not operated a similar project, please describe the agency’s strategy for ensuring strong outcomes for the proposed project type.

* For permanent supportive housing: The percentage of formerly homeless participants who remain housed in the permanent supportive housing project or exited to other permanent housing, excluding participants who passed away;
* For rapid rehousing/transitional housing/supportive services only: The percentage of formerly homeless participants who exited the project to/in a form of permanent housing, excluding participants who passed away;
* For all projects: The percentage of participants that increase cash income from entry to latest status/exit;
* For all projects: The percentage of participants with non-cash benefit sources.

If available, agencies are encouraged to also share disaggregated data reflecting outcomes by race, ethnicity, and gender.

Limit: 3,000 characters (spaces included)

1. Please describe how the agency has analyzed the outcomes and improved project design and service delivery, including as it relates to disparate outcomes based on race, ethnicity, and gender.

Limit: 3,000 characters (spaces included)

1. ***For Permanent Housing Projects (TH-RRH, RRH, PSH)***: Please describe the proactive steps the program will take to minimize barriers to housing placement and retention and actively support highly vulnerable and high-needs clients to obtain and maintain housing in prior housing projects.

Such populations include refugees or immigrants, individuals with current or past substance use or serious mental illness, a history of victimization (e.g., domestic violence, dating violence, sexual assault, stalking, human trafficking), justice and legal system involvement, and chronic homelessness.

Limit: 3,000 characters (spaces included)

1. ***For Supportive Services Only Projects***: Please describe the proactive steps the program will take to assist participants in addressing barriers to housing placement and retention and actively support highly vulnerable and high-needs clients to obtain and maintain housing in prior housing projects.

Such populations include refugees or immigrants, individuals with current or past substance use or serious mental illness, a history of victimization (e.g., domestic violence, dating violence, sexual assault, stalking, human trafficking), justice and legal system involvement, and chronic homelessness.

Limit: 3,000 characters (spaces included)

#### 1E. Alignment with Housing First Principles

1. **Please check the box** for each situation that would *always* disqualify a person from enrollment or participation in the project, each situation that *mig*ht disqualify a participant depending on circumstances, and each situation that *would not* disqualify a person at program entry and/or from continuing to be enrolled in services based on program expectations and/or eligibility criteria.

|  | **Would *Always* Disqualify from Enrollment/ Participation** | ***Might* Disqualify from Enrollment/ Participation** | ***Would Not* Disqualify from Enrollment/ Participation** |
| --- | --- | --- | --- |
| Person is actively using substances (including alcohol or illegal drugs) |[ ] [ ] [ ]
| Person has chronic substance use issues |[ ] [ ] [ ]
| Person has a mental health condition |[ ] [ ] [ ]
| Person has a mental health condition that is currently untreated |[ ] [ ] [ ]
| Person has a felony conviction |[ ] [ ] [ ]
| Person has an arson conviction |[ ] [ ] [ ]
| Person appears on the Oklahoma Sex Offense Registry |[ ] [ ] [ ]
| Person has a conviction related to domestic violence, intimate partner violence, or sexual assault |[ ] [ ] [ ]
| Person has another type of conviction |[ ] [ ] [ ]
| Person has no current source of income |[ ] [ ] [ ]
| Person has poor credit and/or history of eviction |[ ] [ ] [ ]
| Person has been terminated and/or evicted from the program in the past |[ ] [ ] [ ]
| Person is a survivor of domestic violence or intimate partner violence and has not separated from their abuser and/or does not plan to obtain a protection order |[ ] [ ] [ ]
| Person refuses to agree to participate in services Note: RRH project participants must make contact with program staff once a month but are not required to participate in services (goal planning, case management sessions) |[ ] [ ] [ ]

1. If you checked **any** of the boxes stating a condition *would always* or *might* disqualify a person from enrollment, please explain why. (limit 500 characters per box checked)

### Agency/Collaborative Capacity

#### 2A. Timeliness

1. Please describe the plan for rapid implementation of the program, documenting how the project will be ready to begin enrolling the first program participant.

Please provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days before and/or after grant award.

Limit: 1,000 characters (spaces included)

#### 2B. Administrative Capacity

1. Has the agency successfully handled at least one other government grant or other major grant of this size and complexity, either in or out of the CoC or homelessness services?

**Please respond to the question by checking the box below and providing a narrative description based on your response.**

[ ]  Yes [ ]  No

**If YES**, please provide details, including but not limited to:

* Source, type, duration, and size of the grant;
* Grant-funded activities;
* Compliance or monitoring issues; and
* Grant outcomes.

**If NO**, please describe the agency’s experiences that are most similar and any actions the agency will take to learn and prepare for funding under the CoC Program.

Narrative Description: Limit: 3,000 characters (spaces included)

1. Please describe how the project will be staffed. How many persons will be providing direct services, managing and/or otherwise supporting the project? How will their time be allocated among their responsibilities? Provide any information that may not be reflected or would provide additional clarification about project operations based on info in the required attachment - CoC Program Budget.

Limit: 1,000 characters (spaces included)

#### 2C. Compliance

1. Has your agency had a financial audit? **Respond by checking one of the boxes below.**

[ ]  Yes [ ]  No [ ]  Unsure

If NO or UNSURE is selected, please provide an explanation below.

Limit: 1,000 characters (spaces included)

1. Are there any outstanding financial audit findings or concerns related to any of your agency’s HUD-funded projects?

**Provide a response by selecting one of the boxes below:**

[ ]  Yes [ ]  No

If yes, please specify which project(s) and describe the issue and status, including any steps your agency is taking to resolve the findings or concerns.

Limit: 3,000 characters (spaces included)

1. Are there any unresolved HUD monitoring findings or concerns **and/or any history of HUD-imposed sanctions** (including but not limited to suspension of disbursements, required repayment of grant funds, or de-obligation of grant funds due to performance issues) related to any of your agency’s HUD-funded projects?

**Provide a response by selecting one of the boxes below:**

[ ]  Yes [ ]  No [ ]  N/A

If yes, please specify which project(s) and describe the issue and status, including any steps your agency is taking to resolve the findings or concerns and the extent to which your agency has advised the Collaborative Applicant of the outstanding findings or concerns.

If your agency has not had a HUD monitoring, please check N/A

Limit: 3,000 characters (spaces included)

#### 2E. Client Participation in Project Design and Policymaking

1. Please describe at least one strategy your agency will use for gathering participant input and/or building participant leadership from project participants. Factor 2E. on the New Project Scoring Tool lists “High Priority Strategies” (eligible for max 5 points) and “Additional Strategies” (eligible for max 3 points). The strategies provided are non-exhaustive - we welcome other strategies!

Strategies can be agency-wide or project-specific, but they must cover or be available to the project named in this application. E.g., DO tell us if you have a consumer board that advises on agency-wide policy; DO NOT tell us if you have a consumer board that only advises on a specific non-CoC funded program.

If you have an agency-wide strategy, or multiple projects that employ the same strategy, provide one narrative and name all projects to which it applies.

Limit: 1,000 characters (spaces included)

1. Describe how the agency will respond to client feedback, which may include but is not limited to any of the following:
* Exploring the feasibility of changes in response to the feedback,
* Communicating with agency leadership and/or board of directors about the feedback,
* Communicating with participants about follow-up efforts in a feedback loop, and/or
* How decisions will be made to make changes or not make changes based on the feedback.

Limit: 3,000 characters (spaces included)