



## Requests for Applications for Inclusion in the 2023 Collaborative Application for HUD Continuum of Care Funding

### Invitation to Apply

On behalf of the Indiana Balance of State Continuum of Care, IHCD, the collaborative applicant, invites eligible organizations<sup>1</sup> to submit renewal and new applications for CoC funding to be included in the 2023 Collaborative Application to HUD. Renewal applications are defined as existing funded partners with grants that expire in 2024. New applications include applicants with a renewal project for which they would like to submit an expansion or transition project.

Any eligible organization may apply for new project funding. All new and renewal applications must be completed in IHCD's grants system and an additional HUD application in ESNAPs. **Applications must be submitted by the following schedule:**

- **Renewal project applications available by 5 PM ET on June 6, 2023**
- **Renewal project applications submitted by 5 PM ET June 26, 2023**
- **New project applications must *submit a letter of interest* by 5 PM July 31, 2023**
- **New project applicants must then submit a full project application in IHCD's grants system, by 5 PM ET on August 14, 2023 (applicants will receive a link and instructions after letter is submitted)**
- **Project applicants selected for funding for new or renewal funding will still be required to submit in E-SNAPS by 5 pm ET on September 11, 2023**
- Applications not submitted according to the above schedule may not be considered for funding.

### Invitation to organizations that have not previously received CoC Program funding:

The CoC actively seeks applications from organizations that have not previously received HUD CoC funding. HUD places considerable requirements on grantees, and the application process can be challenging. Organizations without CoC grant experience are invited to reach out to the CoC at: IHCD Community Services [communityservices@ihcd.IN.gov](mailto:communityservices@ihcd.IN.gov) to request assistance in understanding program requirements or the application process. Requirements on eligible participants and activities are very stringent and organizations are encouraged to discuss potential projects and the application process. Nonprofit organizations with limited or no experience with federal funding are encouraged to participate as 'sub-recipients,' where they will enter a contract with a more experienced agency, which will be the lead applicant to HUD. IHCD serves as primary recipient for a significant number of nonprofits and can assist agencies in gaining federal experience.

### Funding Amounts

HUD has not posted the available funding for the Indiana Balance of State (BoS) yet. We encourage agencies with questions about funding to attend the webinar for new project applicants described below. The Balance of State CoC anticipates having reallocated funds available for new projects.

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<sup>1</sup> Eligible organizations include nonprofit organizations and government entities including public housing agencies. Individuals and for-profit entities are ineligible to apply.



## Information and Resources

Tier 1 – This is the level of funding that is most assured for selection by HUD is 93% of IN-BoS CoC Annual Renewal Demand (ARD). The ARD information will be posted to the CoC website as soon as HUD makes that information available.

All information required for this competition will be posted on the CoC website, found here: <https://www.in.gov/ihcda/indiana-balance-of-state-continuum-of-care/internal-competition/>.

Information posted on the website includes:

- The NOFO published by HUD and supporting information provided by HUD.
- The CoC's policies for review and ranking of new and renewal applications.
- The CoC's policies regarding reallocation – including both voluntary and mandatory reallocation.
- Scoring factors for the review of renewal applications.
- Scoring factors for new project applications.
- Links to resources available from the Department of Housing and Urban Development in support of the competition.

**Letters of interest should be emailed with a copy of the agency's eligibility documentation to [communityservices@ihcda.in.gov](mailto:communityservices@ihcda.in.gov) by 5 PM ET on July 31.** Applicants that submit a letter of interest will receive a link to the IHEDA Community Services grants portal if their organization is eligible to apply. **Applications in the online application system must be completed by 5 PM ET on August 14.**

### Possible application types:

Eligible organizations may submit one or more of the following application types:

- **Renewal application.** Any organization with a CoC funded grant that is expiring in calendar year 2024 must submit a renewal application to continue operating the project. The renewal application must be fully consistent with the total funding associated with the project as detailed in the Grant Inventory Worksheet (GIW) provided by HUD. The amount requested for renewal grants may not exceed the total amount shown for the grant on the GIW. Renewal grants may elect not to renew or to renew at a dollar amount below that shown on the GIW. In these instances, the funds not applied for will be added to the pool of funds made available to potential new projects through reallocation. Current grantees not intending to renew their grants or those willing to reduce the size of their grants should contact IHEDA as soon as possible so the unapplied for funds can be added to the pool available for relocation.

All renewal projects that have at least one full year of operational experience will be ranked in the competition according to the scores received in the renewal evaluation process. Projects that do not meet the minimum threshold score for renewal must either submit and obtain approval for a Project Improvement Plan or agree not to renew the grant and to reallocate the funding. Projects that have not been operational for a sufficiently long period to have a full year's worth of operations, will not be subject to renewal evaluation until they have secured this experience. These grants will be ranked without a score in the 2023 competition.

- **New project application.** New project applications may be for any of the eligible new project



categories:

- Permanent Supportive Housing (PSH) where 100% of the beds are either dedicated to serving chronically homeless or DedicatedPLUS<sup>2</sup> projects. Eligibility for PSH is limited to long term homeless households with a disability.
- Rapid Rehousing (RRH) projects serving individuals and families who meet the HUD homeless definition of categories 1, 2, or 4.<sup>3</sup> RRH projects emphasize housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing. Rental assistance is provided consistent with the written standards of the Indiana Balance of State CoC and cannot exceed 24 months in duration.
- Joint TH-RRH projects are also projects serving individuals and families who meet the HUD homeless definition of categories 1, 2, or 4. These projects must be designed to provide homeless individuals and families with the interim stability and support to successfully move to and maintain permanent housing. Transitional housing may be used to cover the costs of housing with accompanying supportive services. The Transitional Housing (TH) component should consist of short-term crisis housing and the resources earmarked for the RRH component should be twice the amount designated for the TH component. The total length of assistance cannot exceed a combined total of 24 months, including time in TH and RRH.

Funding for new projects will come from bonus funding and from any funds that may be available from reallocation.

- **Transition application.** An existing renewal application may be submitted as a ‘transition’ application. A transition application will start the program year as one component (TH, for example) and through the course of the program year, the project will transition from that component to one of the eligible new project components. HUD removed the limitations on the amount of the project funding that used for the prior component, but transition projects will need to be prepared to execute the new project component upon the start date of their FY2023 grant. A transition application may be the most effective way to accomplish a ‘voluntary’ reallocation where the grantee with funds to reallocate is also the planned grantee for the reallocated project. Grantees interested in the transition application process must contact and obtain approval from the CoC, which can be done by email notification by reaching out to the IHEDA Community Services division at [communityservices@iheda.in.gov](mailto:communityservices@iheda.in.gov). When notifying the CoC via email, please mark the message “high importance” and label it with the current project name and transition request (ex: “Hope for Housing PSH- Transition Request.” Transition grants are considered new project applications, and the grant must ‘transition’ to an eligible new project activity during the program year.

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<sup>2</sup> To understand who qualifies to reside in a ‘DedicatedPLUS’ project please see this FAQ from HUD: <https://www.hudexchange.info/faqs/3284/what-is-a-dedicatedplus-project/>

<sup>3</sup> For a quick guide to HUD Homeless Categories see here:

[https://files.hudexchange.info/resources/documents/HomelessDefinition\\_RecordkeepingRequirementsandCriteria.pdf](https://files.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf)



- **Consolidated Application.** A grantee with more than one grant with the same program component (e.g., RRH, PSH, TH) may consolidate those individual grants into a single grant. The only requirement for consolidation is that projects must have the same recipient and same program component, e.g, PSH, RRH. Grants including single site projects (using leasing, sponsor, or project based rental assistance) can be consolidated with other single site projects as well as scatter site (tenant based rental assistance) projects. Up to ten grants could be consolidated through this process. To submit a consolidated application, applicants must submit renewal applications for each project. The renewal grant with the earliest start date will be designated as the ‘surviving’ grant. All renewal applications being consolidated must be indicated as such in the renewal applications. Each of the individual project applications must be given its own unique rank in the project priority list; if HUD approves all the renewal grants to be consolidated, they will be combined into the ‘surviving’ grant and given that rank. All grants and applicants must be in good standing with HUD to consolidate.
- **Domestic Violence Bonus Projects.** Applications may be submitted for Domestic Violence Bonus Projects in which all persons served are survivors of domestic violence, dating violence or stalking. The following types of new projects may be submitted for the DV Bonus – please note, all projects applying for the DV bonus are required to follow the Housing First model, as well as being trauma informed and person-centered:
  - Rapid rehousing exclusively serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless.
  - Joint TH-RRH projects exclusively serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless.

Existing DV bonus projects may be expanded in the competition. There is no limit on the number of DV projects that may be submitted. The only requirements are that no project may be for less than

\$50,000 and the total requested from the CoC cannot exceed the amount available to the CoC. Potential applicants for DV bonus funds in the 2023 competition should be aware of the potential availability of DV Bonus funds as a sub-recipient to IHCD. Prior to applying for DV Bonus funds, applicants are strongly encouraged to contact IHCD to apply for inclusion as a sub-recipient on a currently operational DV Bonus project.

### Rating and Ranking of Projects

Renewal projects will be ranked in the Collaborative Application according to the rating score provided through the renewal evaluation process. New project applications will be reviewed by an independent panel with subject matter expertise but no conflicts of interest regarding the application. The new projects will be evaluated according to criteria set by HUD in the project rating tool found here: <https://www.hudexchange.info/resource/5292/project-rating-and-ranking-tool/>.

## Office Hours for 2023 NOFO

The CoC conducts information sessions regarding this request for renewal applications and for new project applications.

Join us for the webinars or review the recorded sessions:

### CoC Program Renewal Project Webinar

June 8, 2023, at 1 PM ET

### CoC Program New Project Webinar

July 26, 2023, at 1 PM ET

Following the completion of these sessions, a recording of each webinar will be posted on:

<https://www.in.gov/ihcda/indiana-balance-of-state-continuum-of-care/internal-competition/>

## New Project Application Process

### **Letter of interest- *email community services@ihcda.in.gov***

- New applicants are encouraged to use the template below to submit their letter of interest (attachment)
- Documentation of 501(c)(3) or government agency status (attachment)

These materials must be emailed to [communityservices@ihcda.in.gov](mailto:communityservices@ihcda.in.gov) by 5 PM ET on July 31, 2023.

### **New Project Application- *IHCDA Community Services grants portal***

- Complete the new project application for FY2023 CoC funding
- Complete a project budget
- Attach a copy of your SAM.GOV and Unique Entity ID #
- Attach a copy of your Indiana Secretary of State registration
- Attach a copy of the project's health care leverage documentation

This application must be completed and submitted by 5 PM ET on August 14, 2023.

### **HUD Project Application- *ESNAPS***

Projects that are selected for funding by the Indiana Balance of State CoC Board will be required to submit an application into ESNAPS. Applicant's applying as sub-recipients on IHCDA will receive 1x1 support in moving their application materials into the ESNAPS platform. Applicants applying directly to HUD will be responsible for submitting their ESNAPS materials by the deadline. The ESNAPS application must be completed and submitted by September 11, 2023 at 5 PM. *Failure to submit an ESNAPS application will result in removal from the ranking and funding consideration.*

## Letter of Interest Template

Agency name  
 Contact name  
 Address

To Whom it May Concern at the Indiana Balance of State CoC:

Our agency is interested in submitting a new project application for the FY2023 CoC Competition. The following information reflects our new project interest.

Agency Name			
New Project Name			
Application Contact Person			
Contact Email			
New Project Type (select 1)	PSH	RRH	TH-RRH
Regular or DV Bonus (select 1)			
Approximate budget			
Is this project an expansion or transition?	Expansion	Transition	Neither
If yes, please list PIN of project to be expanded or transitioned:			

Thank you,

Signature

*A copy of this or a letter with similar details should be provided to the Collaborative Applicant, IHCD, at [communityservices@ihcda.in.gov](mailto:communityservices@ihcda.in.gov) by July 31, 2023, at 5 PM ET.*



## Scoring in IHCD Community Services Grants Management System:

### General Application Project Eligibility

1. Application information
2. Project information
  - a. Project details (5 points)
  - b. Transportation, SSI/SSDI access and SOAR (3 points)
  - c. Project services (up to 20 points)
3. Eligibility for funding

### Project Funding

1. History of funding (2 points)
2. Any returned funds to HUD or IHCD grants (-1 point)
3. Financial management practices and organization (1 point)
4. Experience utilizing federal funds and performing activities in the application (4 points)
5. Leveraging federal funds (4 points)

### Project Type and Compliance

1. Project type results in unit increase (2 points)
2. Supportive housing or Rapid rehousing (4 points)
3. Commitments and timely submission of requirements (4 points)

### Project Design

1. Project timeline for set-up (2 points)
2. Detailed description of the project (6 points)
3. Providing services to obtain and maintain permanent housing (6 points)
4. Integrating services with healthcare (2 points)

### Performance Measures

1. Tracking benefits like supports to increase income (3 points)
2. Tracking for data on length of time (3 points)
3. Provide transportation, assist with mainstream benefits, access to SSI/SSDI assistance and SOAR training. (5 points)
4. Length of Time Homeless (3 points)
5. Participant Rate of Increased Income (8 points)
6. Tracking and Participant Rate of Retention of Permanent Housing (9 points)
7. Client feedback (2 point)

### Housing First, Partnership, and Equity

1. Housing First termination practices (5 points)
2. Engaging individuals in program design, person-centered approach (3 points)
3. Healthcare Partnership (5 points)
4. Equity and inclusion practices (3 points)

### Bonus Points

1. Equity and inclusion practices (9 points)
2. Lived experience input on practices (1 point)