

**NEW PROJECT APPLICATION NARRATIVE
2024 Annual NOFO**

All applicants must submit a Project Application Narrative for new CoC projects in the 2024 Annual CoC Competition. The CoC’s review and ranking panel will use this narrative to determine the new projects that will be included as part of the collaborative application and their rankings on the Priority Listing. New projects selected onto the Priority Listing will be required to also submit an application in e-snaps.

Please complete all questions. There is no word limit; but please be concise.

As a reminder: Applicants should submit all required documents via email to HSA_Homeless_Programs@smcgov.org and SMC_COE_NOFO@focusstrategies.net. Applicants should submit 1) this completed new project application narrative, 2) the completed budget template, and 3) the screenshot of someone logged into e-snaps and accessing the organization’s e-snaps account.

General Information
Agency Name:
Project Name:
Project Type (PSH, RRH or TH/RRH):
DV Bonus Application? (Yes or No):
Project Contact Info (name, phone, email):
Will funds requested in this new project application <u>replace</u> state or local government funds? (Yes or No):
Will your project participate in the CoC’s Coordinated Entry (CE) process <u>or</u> is the recipient organization a victim service provider and will use an alternate CE process that meets HUD’s minimum requirements? (Yes, project will participate in CE or is a DV provider using an alternate process, or No):
Does your organization have an active e-snaps account? (Yes or No):
Do at least two individuals in the organization have access to the organization’s e-snaps account? (Yes or No):
<i>In the email with your completed application, please attach a screenshot, showing the date and time, of someone logged in to e-snaps and accessing the organization’s e-snaps account. The screenshot should be dated no earlier than 6/1/2024.</i>

Project Expansion
Is this a 'Project Expansion' of an eligible renewal project? (Yes or No):
<p>If yes to the above, please check the appropriate item(s) below. This project will:</p> <p><input type="checkbox"/> Increase the number of program participants</p> <p><input type="checkbox"/> Provide additional supportive services to program participants</p> <p><input type="checkbox"/> Bring existing facilities up to government health or safety standards</p> <p>Provide additional information about how the new expansion funding will be used:</p>

Project Capacity Information
Number of Beds in Project:
Number of Units in Project:
Location/Address of Units (for the TH component of a TH/RRH project or single-site PSH project):
<p>Total Number of Households to be Served: _____</p> <p>Specify the types of households served.</p> <p>Number of Households with at Least One Adult and One Child: _____</p> <p>Number of Adult Households without Children: _____</p> <p>Number of Households with Only Children: _____</p>
<p>Total Number of Persons to be Served: _____</p> <p>Specify the characteristics of people served:</p> <p>Number of Persons Over Age 24: _____</p> <p>Number of Persons Ages 18 – 24: _____</p> <p>Number of Accompanied Children Under Age 18: _____</p> <p>Number of Unaccompanied Children Under Age 18: _____</p>

Subpopulation Focus

Check the appropriate box(es) if this project will have a specific subpopulation focus. (Select all that apply)

- N/A – Project Serves All Populations
- Veterans
- Youth (under 25)
- Families with Children
- Domestic Violence
- Substance Abuse
- Mental Illness
- HIV/AIDS
- Chronic Homeless
- Other:

Project Description

Provide a description that addresses the entire scope of the proposed project including the target populations(s) to be served, the project plan for addressing the identified housing and supportive service needs, anticipated project outcome(s), coordination with other organizations (e.g., federal, state, nonprofit), and how the CoC Program funding will be used.

Rating Factor 1. HUD System Performance Objectives and Strategies to Advance System Performance

- a. Describe at least two project performance targets that contribute to advancing system performance measures. More information regarding developing effective performance targets is included in **Attachment A**.

- b. Explain how meeting the identified project performance targets will contribute to the CoC’s system performance. Specifically describe how your project will advance the system performance objectives set forth by HUD: reducing new entries into homelessness, reducing length of time people are homeless, reducing returns to homelessness, and increasing participant income.

- c. Describe how the type, scale, and location of supportive services fit the needs of the program participants, are readily accessible, and advance system performance objectives. This includes services funded by the CoC grant and other project funding sources.
- For RRH projects, describe how the project meets the National Alliance to End Homelessness (NAEH) RRH standards as outlined in [Performance-Benchmarks-and-Program-Standards.pdf \(endhomelessness.org\)](#)
 - For PSH projects, describe how there are sufficient services to ensure participants are successfully supported to access and sustain housing.
 - For Joint TH-RRH projects, describe how the project will provide both transitional housing and rapid rehousing options to all participants, and how the project will align with the NAEH RRH standards for the RRH component.

Rating Factor 2. Program Planning

- a. Describe how the project will conduct ongoing assessment to ensure the project is promoting racial equity and will take steps to address identified disparities.

- b. Describe the project’s plan to ensure there are no barriers to participation faced by persons of different races and ethnicities.

- c. Describe how the project will involve people with lived experience of homelessness in providing input on program planning and evaluation, development of policies and procedures, and decision-making structures and processes.

- d. For housing projects operating in a scattered site housing model, describe how the project will recruit and work with landlords.

e. Describe how program participants will be assisted to obtain and remain in permanent housing.

f. Describe the specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible.

Rating Factor 3: Appropriateness of Housing

a. Explain how the type, scale, and location of the housing or service fits the needs of the project participants and how participants will be assisted to secure housing as quickly as possible. Also explain how the programs and activities are offered in a setting that enables homeless people with disabilities to fully interact with others without disabilities.

Rating Factor 4: Housing First Model

Housing First
<p>Will the project enroll program participants who have the following barriers? Select all that apply.</p> <ul style="list-style-type: none"><input type="checkbox"/> Having too little or little income<input type="checkbox"/> Active or history of substance use<input type="checkbox"/> Having a criminal record with exceptions for state-mandated restrictions<input type="checkbox"/> History of victimization (e.g., domestic violence, sexual assault, childhood abuse)<input type="checkbox"/> None of the above
<p>Will the project prevent program participant termination for the following reasons? Select all that apply.</p> <ul style="list-style-type: none"><input type="checkbox"/> Failure to participate in supportive services<input type="checkbox"/> Failure to make progress on a service plan<input type="checkbox"/> Loss of income or failure to improve income<input type="checkbox"/> Any other activity not covered in a lease agreement typically found for unassisted persons in the project’s geographic area<input type="checkbox"/> None of the above

a. Describe how and to what degree the project will implement Housing First principles. Housing First is described as follows: Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as, sobriety or a minimum income threshold). Supportive services are voluntary and offered to maximize housing stability and prevent returns to homelessness.

b. Explain how project services are client centered.

Rating Factor 5: Timing

a. Enter the number of days from the execution of the grant agreement that each of the following milestones will occur. Enter N/A for non-applicable fields.

Project Milestones	Days from Execution of Grant Agreement
Begin hiring staff or expending funds	
Begin program participant enrollment	
Program participants occupy leased or rental assistance units or structure(s), or supportive services begin	
Leased or rental assistance units or structure, and supportive services near 100% capacity	

b. Is it feasible for the project to be under grant agreement by September 20, 2026? *(Yes or No)*

Rating Factor 6: Applicant Capacity

a. Describe your organization’s relevant experience providing services for homeless individuals/families.

b. Describe your agency’s relevant experience and history of involving people with lived experience of homelessness in service provision and decision-making.

- c. Provide and describe your agency's recent data which demonstrates strong performance for relevant services and/or housing services provided in the past. Include a description of the services and population, and list measures, targets, outcomes, and time period(s) for any data presented.

- d. Describe your relevant experience in operating housing services or programs, administering leasing or rental assistance funds, delivering services and entering data, and ensuring high-quality data in a system (HMIS or a similar data system).

- e. Describe your organizational capacity, including financial capacity, to administer complex grant funds and meet HUD reporting and fiscal requirements.

- f. Describe your organization's experience in effectively utilizing federal funds and performing the activities proposed in the application.

g. Describe the experience of the applicant and potential subrecipients (if any) in leveraging other Federal, State, local and private sector funds.

h. Describe your organization's financial management structure.

i. Are there any unresolved HUD monitoring or OIG audit findings for any HUD grants (including ESG) under your organization? If yes, please describe the unresolved monitoring or audit findings.

Rating Factor 7: Financial Feasibility and Effectiveness

a. To accompany the budget details provided in the budget template, provide a brief budget narrative listing project costs and brief explanation of these costs.

b. Provide a description of additional resources leveraged, if any.

Bonus Rating Factor: Coordination with Housing Providers

To be considered for bonus points for coordination with housing and/or healthcare agencies, please complete the following additional questions and attach copies of commitment letters or MOUs.

a. Describe how the project will utilize housing subsidies or subsidized housing units not funded through the CoC or ESG program, such as through private organizations, State or local government (including HOME funds from the American Rescue Plan), Public Housing Agencies, faith-based organizations or federal programs other than CoC or ESG. Attach evidence of commitment from the housing provider (e.g., letter, MOU, etc.).

b. Please confirm you will work with HSA and Health agencies and/or providers to incorporate any CoC-identified health resources into the program structure and design (check the appropriate line below):

Yes	
No	

Additional Requirement: Code of Conduct

HUD requires all project applicants to ensure their organization has a Code of Conduct that complies with the requirements of 2 CFR part 200 and is on file with HUD at https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo/conduct.

- a. Is your agency listed on the above link, indicating that your agency’s Code of Conduct has been submitted and approved by HUD? (Please indicate “Yes” or “No”). If you answered “no,” please attach your agency’s Code of Conduct that complies with the requirements of 2 CFR part 200.

Yes	
No	

ATTACHMENT A Developing Effective Performance Targets

The application narrative requires project applicants to develop at least two performance targets for the proposed project that align with and advance the CoC's system performance measures.

Applicants are encouraged to review HUD's System Performance Measures Introductory Guide at [System Performance Measures Introductory Guide \(hudexchange.info\)](https://www.hudexchange.info/system-performance-measures-introductory-guide) prior to drafting their performance targets. The system performance measures outlined in this guide are as follows:

Measure 1: Length of time persons remain homeless

Measure 2a: The extent to which persons who exit homelessness to permanent housing destinations return to homelessness within 6 to 12 months

Measure 2b: The extent to which persons who exit homelessness to permanent housing destinations return to homelessness within 2 years

Measure 3: Number of homeless persons

Measure 4: Employment and income growth for homeless persons in CoC Program-funded projects

Measure 5: Number of persons who become homeless for the first time

Measure 6: Homelessness prevention and housing placement of persons defined by Category 3 of HUD's homeless definition in CoC Program-funded projects

Measure 6a: Preventing returns to homelessness within 6 and 12 months among this subset of families and youth

Measure 6b: Preventing returns to homelessness within 24 months among this subset of families and youth

Measure 6c: Successful housing placement among this subset of families and youth

Measure 7a: Successful placement from street outreach

Measure 7b: Successful placement in or retention of permanent housing