**HUD NOFA New Applicants Guide**

**FY2017**

The Mountainland Continuum of Care wishes to reach all eligible agencies for their annual funding opportunity for homelessness housing assistance. This guide is meant to give you a simplified task list to help you know if this local competition is worth pursuing for your clients. **The contract awards will run from 2018-2019.** The deadline for project applications is August 22nd at 11:59 PM.

1. You need to see if your organization can meet the “threshold” requirements set out by HUD and the CoC. Consider the following:

* **Organization type:** Must be a 501c3, a public agency, or state government department
* **COC Membership**- Complete orientation and a membership form with Mountainland Continuum of Care staff and be assigned to a subcommittee.
* **Access HMIS:** At least one case manager must be HMIS trained and have access to HMIS (or at least a comparable database for domestic violence providers). The next HMIS training is August 10th and 17th, both of which can be completed before the August 22nd deadline. Please sign up at <https://utahhmis.org/calendar/training-registration/>.
* **Adequate staffing for project requirements:**  Your program must employ or partner with enough case management and administrative staff to manage a project. For permanent supportive housing (PSH) projects, it is recommended to have at least one case worker for six to ten clients. Other programs must have staff that can handle the intake process (program enrollment and standardized assessments), get clients connected to mainstream resources (preferred if staff are SOAR trained for SSI/SSDI enrollment), increase income by employment or other non-cash benefits (within or without mainstream resources), and follow-up support so that clients can remain stable in their housing arrangement. For example, for a small, non-PSH project dealing with 1-50 units, there should be at least one administrator and one case manager.
* **Adhere to Housing First and/or Low Barrier principles.** HUD defines Housing First as, “a model of housing assistance…that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). Transitional housing and supportive service only projects can be considered to be using a Housing First model for the purposes of this NOFA if they operate with low-barriers, work to quickly move people into permanent housing, do not require participation in supportive services, and, for transitional housing projects, do not require any preconditions for moving into the transitional housing (e.g., sobriety or minimum income threshold).”

2. Choose which project (“component”) type your organization would like to administer. Eligible projects include:

* **DedicatedPLUS**: A permanent supportive housing program that has 100% client enrollment that are classified as chronically homeless.
	+ Eligibility: This means the head of household meets the chronically homeless definition, which is an individual or a dependent of the head of households has a disability AND has also been homeless for at least 12 consecutive months or at least 12 months’ total over the last three years on four or more occasions.
* **Joint TH-RRH**: A project that joins both transitional housing and rapid rehousing services together to help quickly rehouse individuals and families who have been homeless into new permanent supportive housing. The client can choose to either only accept the transitional housing or rapid rehousing service, but the organization must be able to provide both services.
	+ Eligibility: Heads of households must have lived in places not meant for human habitation, emergency shelter, or must have been fleeing domestic violence before entry to transitional housing.
	+ Assistance length: Transitional housing allows tenants to stay up to two years, but the purpose of this program is to transition into rapid rehousing as quickly as possible. Rapid rehousing is typically designed to pay for move-in costs (deposit, first/last months’ rent) and short-term rental assistance (anywhere from 3-9 months).
* **RRH:** Rapid rehousing projects (tenant-based, short-term rental assistance) that serve individuals and families, including youth up to age 24.
	+ Eligibility: Heads of households must have lived in places not meant for human habitation, emergency shelter, or must have been fleeing domestic violence before entering the program; or have come from another TH-RRH program (with the same eligibility requirements before that entry); or have received assistance from the VA homelessness program AND fit the above criteria before entrance into the VA program.
	+ Assistance length: Rapid rehousing is typically designed to pay for move-in costs (deposit, first/last months’ rent) and short-term rental assistance (anywhere from 3-9 months).
* **SSO for coordinated entry and assessment and HMIS:**
	+ These projects will likely not apply to any organization in our area. However, if you would like more information, please see the full NOFA, <https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/> and search for “new projects.”

3. Project terms. New permanent housing projects may run for 1,2, or 3 years.

4. Budget guidelines**.** There are limits to what can be spent within your budget. Most of the funding must be spent on actual housing costs. Supportive Services Only projects are only meant for organizations creating a new coordinated entry and assessment system, which is not applicable to our area.

* **Eligible costs:**
	+ Permanent supportive housing: construction/rehabilitation, leased units, leased structure, long-term rental assistance, supportive services, operational costs, and HMIS costs.
	+ Rapid rehousing: short-term/medium term rental assistance, supportive services, operational costs, HMIS
	+ Joint Transitional Housing/Rapid rehousing: leased units, leased structures, short-term/medium term rental assistance, supportive services, operational costs, HMIS
* **Ineligible combinations in budget**: 1) Acquisition and/or rehabilitation with new construction 2) Leasing with acquisition, rehabilitation, or new construction 3) Rental assistance with acquisition, rehabilitation, or new construction 4) Leasing and rental assistance 5) Rental assistance and operations
* **Budget proportions:** Typically, direct housing costs should make up most of the budget. Budgets lines are limited to 10% for administrative costs, and supportive services should also be limited to about 10%. Leasing costs and rental assistance costs must fit FMR guidelines or rent reasonableness guidelines per unit. More information about this will be included in the New Project Application Guide (not available yet): <https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>

4. Enroll and register in the government grant database.

* **DUNS number**
	+ A number required to submit any application for Federal funds. If your organization doesn’t have one, please call 1-800-700-2733.
* **SAM**
	+ All project applications must be registered with the System for Award Management. If you had an active record in the Central Contractor Registry (CCR), then you have an active record in SAM. If you did not have an active record in the CCR or if your organization’s record expired, you will need to register your organization in SAM. Please visit the System for Award Management website, www.SAM.gov to register or update your organization. You will need to create a user account before registering or updating your organization. The SAM will ask you for the North American Industry Classification System or NAICS (pronounced “naykes”) code that best describes your industry. Please enter NCAIS code 624229, “Other Community Housing Services.” The website has detailed instructions and user guides to assist in registering your organization.

5. Download and read the instructions for e-snaps registration. E-snaps is HUD’s grant software system you will be submitting your application through.

* **Get guides off HUD’s website or mountainlandcoc.org.**
	+ E-snaps general guide: <https://www.hudexchange.info/resource/2915/esnaps-features-and-functions/>
	+ Create and update an applicant profile: <https://www.hudexchange.info/resources/documents/Project-Applicant-Profile-Instructional-Guide.pdf>
	+ How to create your project in e-snaps: <https://www.hudexchange.info/resources/documents/FY-2017-New-Project-Application-Instructional-Guide.pdf>
	+ How to create a budget in e-snaps: <https://www.hudexchange.info/resources/documents/FY-2017-Budgets-Project-Application-Instructional-Guide.pdf>
	+ The detailed instruction for answers to questions: Not available until July 31st, will be listed at this link: <https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>

**5.** For direct questions about content or program rules, refer to HUD’s Ask a Question and the full NOFA 2017 NOFA.

* Ask A Question: <https://www.hudexchange.info/program-support/my-question>/
* NOFA full rules: <https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>