



**EL PASO COALITION FOR THE HOMELESS**  
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July 18, 2018 Revised

## **Notice of Funding Availability for Homeless Housing Projects**

Each year the U.S. Department of Housing and Urban Development (HUD) makes resources available to communities through a national competition for its Continuum of Care Homeless Assistance Programs. The FY 2018 CoC Program Competition is administered under the FY 2018 CoC Program Competition NOFA and 24 CFR part 578. Designated by the CoC General Membership and Board, the El Paso Coalition for the Homeless will serve as the “Collaborative Applicant” in this competition on behalf of the El Paso CoC.

As an eligible project applicant (see 24 CFR 578.15), you are invited to submit a project application for consideration in the El Paso CoC’s FY 2018 Consolidated Application. Please keep in mind that the only program components that will be considered for funding in the FY 2018 CoC Program Competition are:

1. Permanent Housing;
2. Transitional Housing;
3. Supportive Services Only; and
4. HMIS.

\*This applies to projects that include the Transitional Housing and Permanent Housing-Rapid Re-Housing components in a single project (Joint TH and PH-RRH component project).

\*Per HUD, the El Paso CoC will not be able to request funds for homelessness prevention for FY 2018.

### **Available Funds**

Approximately \$2.1 billion is available in the FY 2018 CoC Program Competition NOFA, including up to \$50 million available for Domestic Violence (DV) Bonus projects. HUD may add to the total amount with any available funds that have been carried over or recaptured from previous fiscal years. All requirements in the FY 2018 application process, including requirements for the entire CoC Consolidated Application and the total amount of funds available, are contained in the NOFA. The notice can be found at <https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf>.

The CoC Board does not intend to reallocate new projects, but if you feel that you have an innovative project, the CoC Board encourages you to apply.

### **Eligible Projects**

The following types of project applications will be eligible for completion and submission in the FY 2018 CoC Program Competition:

1. **New Projects Created Through Reallocation or Bonus.** New project applications may be created through the reallocation process or as bonus projects. These include:
  - a. PH-PSH projects that meet the requirements of Dedicated PLUS;
  - b. PH-RRH projects that serve homeless individuals and families, including unaccompanied youth;
  - c. Joint TH and PH-RRH component projects that serve homeless individuals and families, including those fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking;
  - d. Dedicated HMIS project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead; and
  - e. Supportive services only (SSO-CE) project to develop or operate a coordinated assessment system.
2. **New Projects for DV Bonus.** New projects that want to be considered for the DV Bonus, may be:
  - a. Permanent Housing-Rapid re-housing projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3;

- b. Joint TH and PH-RRH component projects as defined in Section III.C.3.m of this NOFA dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3; or
- c. Supportive service only-coordinated entry project to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

**Participation Fee**

For those projects that are included in the CoC's submitted Consolidated Application, a fee will be assessed to help cover the Collaborative Applicant's incurred costs. For FY 2018, the fee is *1% x the project's recorded budget*. This will be invoiced to the respective projects in a timely manner, and it will be due no later than September 14, 2018.

**Matching Requirement**

In accordance with CFR 578.73, all recipients and sub-recipients are required to match all grant funds received with 25% cash or in-kind contributions.

**Application Process**

Project applications must be submitted by 12 Noon on August 3, 2018. **The application must be signed by the applicant's Executive Director or Board President.** If an organization is requesting funding for two or more projects, and they do not meet any of the aforementioned joint or consolidation requirements, then a separate application must be completed for each. The application must include the information found on page 3. All applications will be reviewed to determine compliance with the eligibility, capacity, and quality thresholds detailed in Sections V.C.3.b. and V.C.3.c. of the FY 2018 NOFA.

**Important Deadlines**

<b>August 3, 2018</b>	<b>Project Application Submission for Rating &amp; Ranking</b> <ul style="list-style-type: none"> <li>• Project Applications must be in PDF format and emailed to <a href="mailto:ccastillo.epch@elp.twcbc.com">ccastillo.epch@elp.twcbc.com</a> no later than <b>12 Noon</b>.</li> <li>• Faxes and hard copies will <b>not</b> be accepted.</li> <li>• <b>LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.</b></li> </ul>
<b>July 23, 2018</b>	<b>New Applicant Informational – 3:00 PM at Coalition Offices, 6044 Gateway East, Ste 211</b>
<b>August 10, 2018</b>	<b>CoC Funding Notifications to Project Applicants</b>
<b>September 4, 2018 *</b>	<b>Final Application due in Esnaps</b>
<b>September 18, 2018</b>	<b>CoC Consolidated Application Submission by EPCH</b>

*\*Upon request, EPCH will work with Project Applicants to ensure their applications are complete prior to the September 4<sup>th</sup>. All meetings will be held at EPCH's office- 6044 Gateway East, Suite 211, El Paso, Texas 79905.*

**Further Information**

- For questions on this application process, contact Camille Castillo by email, [ccastillo.epch@elp.twcbc.com](mailto:ccastillo.epch@elp.twcbc.com), or phone, 915-843-2158.
- For appeal concerns, visit the Collaborative Applicant's website at [www.epchomless.org](http://www.epchomless.org).
- For further information about the 2018 NOFA and HUD funding of homeless projects, visit <https://www.hudexchange.info/>.

**Critical information that must be submitted with every application:**

1. Copies of bylaws and articles of incorporation.
2. Proof of 501(c)3 status (non-governmental only).
3. Proof of Active SAMS registration with current information
4. List of current directors, which must include a brief statement of each director's experience, qualifications, and tenure on the board.
5. Financial statements prepared by a licensed Certified Public Accountant in accordance with Generally Accepted Accounting Principles for the most recently available two years. All statements submitted must include any management letters or other correspondence issued by the auditors in connection with the financial statements.
6. Please identify the amount of match funds for program (25%) and source of match

7. For new applicants, provide a list of past homeless projects or other projects that demonstrate your capacity to develop and/or operate the proposed program.
8. A statement from the agency/program verifying that they will utilize the El Paso HMIS (Clarity Human Services) according to the El Paso HMIS Standards of Participation.
9. Experience
  - Describe the experience of the applicant and sub-recipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application.
  - Describe experience with utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. Must demonstrate there are no preconditions to entry, allowing entry regardless of current or past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, actual or perceived sexual orientation, gender identity. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.
  - Describe experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.
  - Address Coordinated Access System
10. The proposed budget for a 1 year application (see an optional template on page 4)
11. Describe plan for rapid implementation of the program documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.
12. Assurances – Acknowledge each assurance. By submitting the application, the project applicant assures the following:
  - Applicant will complete the Project Application in *e-snaps* with the same information as contained in this application unless there were adjustments made during the rating/ranking process. Those adjustments will be included in your project ranking letter and will supersede the original application submitted.
  - Applicant agrees to participate fully in Clarity Human Services, the local Homeless Management Information System (HMIS) according to the local participation standards.
  - Applicant agrees to fully participate in the Coordinated Assessment System for El Paso CoC.
  - Applicant understands that HUD funded homeless assistance projects are monitored by the CoC and may include an annual site monitoring visit review of specific CoC performance standards as submitted in the program's most recent Annual Performance Report sent to HUD, review of program policies and procedures if applicable, and their most recent audited financial statement and any management letters.
  - Applicant understands that if funding is awarded they are responsible to inform the CoC when:
    - Changes to an existing project or change in sub-population served that is significantly different than what the funds were originally approved for, including any budget amendments submitted to HUD
    - Increase/decrease of other funding to the project that could affect projected numbers of participants served, program staffing, performance, etc.
    - Delays in the start-up of a new project
    - Program is having difficulty in meeting projected numbers served or performance outcomes.

## Budget Template

Proposed	CoC Request
<b>1. Acquisition</b>	
<b>2. Rehabilitation</b>	
<b>3. New Construction</b>	
<b>4. Leased Units</b>	
<b>5. Leased Structure</b>	
<i>6. Rental Assistance</i>	
<b>7. Supportive Services</b>	
<b>8. Operations</b>	
<b>9. HMIS</b>	
<b>10. CoC Request (Subtotal lines 1 through 9)</b>	
<b>11. Administrative Costs (Up to 7% of line 10)</b>	
<b>12. Total Request (Total lines 10 and 11)</b>	

### *Rental Assistance (2017 Fair Market Rent Values)*

Units	FMR	Months	Total
_____ 0 Bedroom	\$546	x12	= _____
_____ 1 Bedroom	\$685	x12	= _____
_____ 2 Bedroom	\$834	x12	= _____
_____ 3 Bedroom	\$1,203	x12	= _____
_____ 4 Bedroom	\$1,435	x12	= _____

**Total Request** \_\_\_\_\_