

Okaloosa Walton Homeless Continuum of Care/ Opportunity, Inc. (CofC)
Proposal for Inclusion Within
2008-09 Department of Housing and Urban Development (HUD)
Continuum of Care Grant

Introduction

Please reference <http://www.hud.gov>, for information regarding HUD policies, grant guidelines, definitions, and performance outcome measures. As the funding originator, HUD policy takes precedence over local policy.

These applications are made to the Okaloosa Walton Homeless Continuum of Care (CofC) for possible inclusion in the CofC application to the United States Department of Housing and Urban Development (HUD) Continuum of Care grant competition. Agencies selected for inclusion in the CofC grant application will receive funds should the Continuum of Care grant be approved by HUD. This funding, used for the creation and maintenance of a Homeless Management Information System (HMIS) and homeless housing, has totaled \$577,108 per year for the last four years. However, this is a highly competitive grant application and funding is not guaranteed. HUD-certified Continuums of Care are the only eligible applicants for these funds. Implementing agencies may be included in the grant application either as Project Sponsors or a subcontractors of the Continuum of Care.

Continuum of Care grants are authorized under the McKinney-Vento Act, and may be used for Supportive Housing Programs (SHP), Single Room Occupancy, or Shelter Plus Care, which is funding set aside for use with public housing authorities. Supportive Housing Programs, strongly encouraged for reasons related to federal scoring, are subdivided into transitional housing, permanent housing, Homeless Management Information Systems (HMIS), safe havens for transitional housing, and safe havens for permanent housing. Technically agencies may also apply for supportive services only projects, but in practice these applications are not funded.

Each county and major metropolitan area is assigned a pro-rata share of McKinney-Vento funds based on population, unemployment rates, statistics regarding poverty, and other variables. The proportions were set when the McKinney-Vento was first authorized in 1987, and have not altered significantly. The current pro-rata share for this region totals \$229,114 (\$141,971 for Okaloosa County; \$68,542 for Walton County; and \$18,601 for Fort Walton Beach).

Whenever HUD funds a grant application above the pro-rata share, it must balance the additional revenue awarded by reducing funds somewhere else. Thus, grant applications for “excessive” amounts must score more highly than grant applications written for the pro-rata share or less. The Continuum of Care maximizes HUD dollars by targeting HUD priority funding allocations.

The McKinney-Vento Act established thresholds for various housing programs, one of which required HUD to dedicate no less than 30% of homeless housing funds for supportive housing for the chronically homeless, defined as those who have been homeless for a year consecutively, or for four significant periods over the last three years. Homeless disabled by mentally ill and/or substance abuse disorders receive the highest priority in this category.

These populations were not proportionately served over the first 15 years of the McKinney-Vento Act, and HUD has made a strong effort since the year 2001 to rectify this gap by heavily weighting grant proposals targeting this population. The percentage of funded proposals providing supportive housing to the chronically homeless has climbed to 24%, still short of the required 30%. It is highly unlikely that HUD would approve a shift of funding from permanent supportive housing for the chronically homeless to any other type of housing program.

A Homeless Management Information System (HMIS) is a mandatory element for all HUD programs. Continuums of Care without a functional HMIS system may not apply for funding beginning in the funding cycle of 2009. Whereas the Okaloosa Walton Continuum of Care/ Opportunity, Inc. has a limited HMIS system sufficient to record HUD program data, it does not meet the criteria for a full HMIS system serving the entire community. Such a system should be capable of recording all demographic data and numbers of homeless and near-homeless persons served by the Continuum, and serving as a case management tool for all service providers working within the region. Bridgeway Center, Inc. (BCI) holds the current HMIS contract and has set up a web-based HMIS application. However, the application is driven by the BCI internal communication system, and is not accessible by any other service provider.

Local Funding Categories

The Okaloosa Walton Homeless Continuum of Care/ Opportunity, Inc. will be entertaining bids for a housing contract, and for a homeless management information system. Whereas each bidder is encouraged to provide a budget that would best meet the needs of its proposed project, the Continuum of Care submission to HUD may not exceed \$577,108. Should the bids of the successful bidder(s) exceed that total, the Continuum of Care will negotiate with each applicant to ensure projects are adequately funded within HUD limitations.

HUD grant programs require a 25% cash match for operations, 20% cash match for supportive services, and 20% of HMIS. Project acquisition projects require a 100% cash match. Administrative costs and costs for leasing tenant apartments do not require a match. Agencies applying as project sponsors, to contract directly with HUD, must describe in detail how such funding will be obtained. It is allowable to charge tenants up to 30% of gross income as rent, and to use this income as match. Salaries paid to project personnel are also considered cash match, if they are not covered through HUD funds. Match dollars may be generated internally by the applicant, or through external donations.

The Continuum of Care is responsible for match dollars for projects entered into through subcontract with the Continuum of Care. Applicants that can assist with match dollars will be given priority. It is expected that only HMIS projects could be handled in this manner.

In addition, HUD scores projects based on the amount of leverage demonstrated for each project. Leverage in this case indicates supplemental funding, including state and local appropriated funds, used to support the project. For example, a grant application may fund housing only, with all HUD and match dollars used for that goal. However, clients may be offered an array of services, including job placement, readiness training, medical care, etc. The value of these

services would be categorized as leverage. Letters from contributing agencies assigning specific dollar amounts, while not necessary for the application, should be kept on file, and would need to be produced in case of a HUD audit.

Grant applicants should consult <http://www.hud.gov> prior to completing either or both of the applications below. Although the 2008 competition will not be released prior to July 1, 2008, by linking to the HUD website and studying the grants section, applicants can see previous year's applications, view a webcast on the coming year's application cycle, and get full information on Continuum of Care definitions, processes, and eligible activities. This is the best source of information for all grant questions, including those concerning match and leverage.

Administrative Fees

HUD allocates 5% of each award for administrative fees, which can be retained entirely or in part by the Continuum of Care. In deference to the intense administrative requirements involved in the request for proposal process, as well as the fiscal and programmatic oversight for HUD grants, the Continuum of Care proposes to retain 50% of the available administrative funding, or 2.5% of the total award, allotted to projects implemented by project sponsors. The Continuum of Care will retain all administrative fees for projects implemented by the Continuum through subcontracts.

Time Line

Initial release of the grant will occur following the April 28, 2008 Continuum of Care Board of Directors meeting. E-mail versions will be distributed to a number of networks (HOPE Network in Crestview, Workforce Development Board network, in addition to Continuum of Care meetings) no later than May 1. Newspaper advertisements will run the same week.

Any questions about the grant application may be addressed to Lenore Wilson, 226-7694 or by e-mail (ravenlen@aol.com) prior to June 2. Answers will be grouped, and posted to the entire listserv at regular intervals. Starting June 2, no more questions will be taken. A final review of all questions received and answered will be posted on the website and e-mailed to interested parties by June 9.

Applications are due by noon, Central Time, June 16, 2008. No late applications will be accepted. The mail does not arrive until 4 p.m. or later, so all mail entries must be sent in time to ensure delivery by Saturday, June 14. Applications may be brought in person or mailed. Faxed applications will not be accepted, due to legibility issues, and e-mail versions will not be accepted as they do not carry an original signature.

Submit applications to the Okaloosa Walton Homeless Continuum of Care/ Opportunity, Inc., 941-L Central Avenue, Fort Walton Beach, FL 32547.

An independent, impartial review committee will convene between June 16- June 20, to score applications and make recommendations for funding to the Continuum of Care Board of Directors. The Board of Directors will meet June 23, to receive recommendations and vote on

acceptance of the review committee report. Members of the Board of Directors with a financial interest in the outcome of the vote will be recused from this portion of the meeting.

Announcement of grant awards will be posted on the website and distributed via e-mail by June 24. Winning applicants will also be notified by mail.

Format Instructions:

The grant application should be brief and concise, no longer than 10 single-spaced pages. Break up long paragraphs and use white space between questions and answers to assist the reviewers in reading the application. Use 12 point font, preferably Arial or Times New Roman, with one inch margins.

Fatal Flaws

- 1) Failure to meet deadline of noon, Central Time, June 16, 2008.**
- 2) Failure to adhere to formatting instructions**
- 3) Failure to document sources of match funding required for projects implemented by project sponsors.**
- 4) No signature on the final application page.**

**2008-09 HUD Housing Grant Application for
Okaloosa and Walton Counties
Issued by Okaloosa Walton Homeless Continuum of Care/
Opportunity, Inc.**

Applicant Organizational Name:

Applicant Address:

Applicant Contact Name:

Contact Information: Phone:

Email:

Project Title:

1. Pro Forma

Name the supportive housing component type proposed in this application (transitional, permanent, safe haven transitional housing, safe haven permanent housing).

What is the target population (chronically homeless, severely mentally ill, chronic substance abusers, veterans, persons with HIV/AIDS, domestic violence victims, unaccompanied youth, men only, women only, or either gender, etc.)? List all population types that apply.

Will the housing be scattered site or project specific? Will the project be multi-family or single-family residence? If project specific, will funds be used for acquiring, constructing or rehabilitating property?

State the number of persons expected to be served.

Is the applicant a faith-based organization?

Please list the total grant amount requested.

2. **Provide a general description of the project (using one-half page or less). 10 points**

3. **Describe the outreach plan to bring homeless participants into the project. 10 points**

4. **Will community amenities (grocery stores, medical facilities, schools, social service agencies) be: very accessible (walking distance); somewhat accessible (bus-line); not accessible? 5 points.** List amenities and degree of accessibility separately (no more than five categories).

5. **What supportive services from the following list will be available to clients? 10 points.** Will they be available daily, weekly, bi-monthly, monthly, or as needed?

Outreach
Case Management
Life skills coaching (outside of case management)
Job training
Substance abuse treatment
Mental health treatment
HIV/AIDS testing and intervention, if necessary
Medical and/or home health services
Education and Instruction
Employment Services
Child Care
Transportation
Other (please specify)

6. **Describe how clients will be assisted in remaining in permanent housing** (or, if transitional housing, how clients will be assisted in obtaining AND remaining in permanent housing). **10 points**

7. **Describe how clients will be assisted in increasing their employment and/or other income AND to maximize their ability to live independently.** **15 points**

8. **List specific experience that will ensure successful implementation of the proposed project.** Renewal projects use most recent APR data in lieu of experience description. **10 points**

9. **Using the tables in Appendix 1, provide specific budget detail.** **15 points**

Note: HUD ranks each application based on the percentage of the budget dedicated to housing as opposed to supportive services (operating funds count as housing). The higher the percent of funding dedicated to housing, the higher the score. However, HUD also insists on performance outcomes, such as increases in employment income, access to benefits, etc., which require supportive service outlay. Housing should reach a minimum level of 50%. Additional points will be awarded for any project going above that level, and points deducted for projects going under that level. However, please be ready to explain how supportive services will be provided in cases where housing percentages reach 60% or above.

10. **Describe match sources required to meet HUD match level of 20% for supportive service and 25% of operating costs.** **10 points**

11. **Describe any leverage brought to the proposed project.** **5 points**

Signature:

To the best of my knowledge and belief, all data in this proposal is true and correct.

Authorized Signature:

Title: _____ **Date** _____

**2008-09 HUD HMIS Grant Application for
Okaloosa and Walton Counties
Issued by Okaloosa Walton Homeless Continuum of Care/
Opportunity, Inc.**

Applicant Organizational Name:

Applicant Address:

Applicant Contact Name:

Contact Information: Phone:

Email:

- 1. Provide a general description of the project. 25 points** Include system to capture homeless population demographics, including intake and exit into the system; performance outcomes, ability to coordinate resources; and produce reports essential to meet HUD reporting standards and inform community strategic planning.

- 2. Describe the outreach plan to bring service providers into the project. 20 points** Assuming the system is web-based, how will service providers access the system? What incentives for service providers will be built into the HMIS system (use as a case management tool? Hardware or software enhancements?).

- 3. Describe plan for submitting annual performance reports required of HUD-funded housing providers. 10 points** Will HMIS provider coordinate with HUD-funded housing providers on a daily, weekly, or as-needed basis? How will HMIS provider ensure housing provider access to HMIS staff? 24/7 coverage is not required or expected.

4. **List specific experience that will ensure successful implementation of the proposed project. 15 points**

5. **Using Appendix 2, provide a specific budget and budget narrative, listing staff costs, licensing fees, software and hardware requirements. If applying as project sponsor, include 2.5% administrative fees. 20 points**

6. **Is the application for project sponsorship, or as a subcontractor with the Continuum of Care? If applying as project sponsor, describe match sources required to meet HUD cash match of 20%. If applying as subcontractor, please describe any assistance that you may be able to provide the Continuum is raising these funds. 10 points**

Signature:

To the best of my knowledge and belief, all data in this proposal is true and correct.

Authorized Signature:

Title: _____ **Date** _____

**Appendix 1:
Housing Budget Format**

Budget Summary:

Activity:	HUD funding	Cash Match	Total Costs
Acquisition, rehabilitation, new construction		(100%)	
Real Property Leasing		N/A	
Supportive Services (refer to list in question 5 of the grant application)		(20%)	
Operating costs (project director, office supplies, equipment, insurance, vehicle usage costs, etc)		(25%)	
Administrative Costs (2.5% of total HUD request)		N/A	
Totals:			

Budget Detail:

For acquisition, construction, or rehabilitation, please break out costs depending on project plans. For all other categories, please use chart below.

Adapt to fit projected plan – there is no required staffing number for any category – If staff member fills several roles, select the predominant function. You may add or subtract staffing categories. In addition, it is neither required nor expected that all supportive services or operating categories be filled. This is a guide only. Many of the suggested services may fall into the leverage category, or be omitted from the project altogether

Leasing:		
Type of apartment with number of units per each	Cost per month (not to exceed HUD fair market rate listed on http://www.hud.gov)	Annual cost
Efficiency apartments (number of apartments)		
One-bedroom		
Two-bedroom		

Three-bedroom		
Total Number of units:		
Supportive Services:	HUD cost	Match
Staffing Case Manager 1 Base Salary: FICA: Other Benefits		
Staffing: Case Manager 2 Base Salary: FICA: Other Benefits		
Staffing: Case Manager 3 Base Salary: FICA: Other Benefits		
Staffing: Life Skills Coach 1 Base Salary FICA Other Benefits:		
Staffing: Life Skill Coach 2 Base Salary: FICA: Other Benefits		
Staffing: Outreach Specialist Base Salary: FICA: Other Benefits		
Substance Abuse Treatment		
Mental Health Treatment		
HIV/AIDS		
Medical care		
Education and Instruction		
Employment Services		
Child Care		
Client transportation		
Transitional services – moving expenses, food, furnishings, etc.)		

Other (please list)		
Totals		
Operating	HUD	Match
Staffing: Project Director/Coordinator Base Salary FICA Other Benefits:		
Staffing: Clerical Base Salary FICA Other Benefits		
Staffing Fiscal Base Salary FICA Other Benefits		
Occupancy costs (rent, utilities)		
Equipment (lease/ buy) For example – copier, computers		
Office Supplies		
Insurance Liability Property Vehicle		
Maintenance, repair of office		
Other:		
Totals:		
Administrative Costs (2.5% of HUD total)		N/A

**Appendix 2
HMIS Budget Format**

Budget Summary

	HUD Cost	Project Sponsor Match (20% of total, not necessarily each category)
Equipment		
Software		
Services		
Personnel		
Space and Operations		
Totals:		

Budget Detail:

Adapt to fit projected plan – there is no required staffing number for any category – If staff member fills several roles, select the predominant function. You may add or subtract staffing categories. In addition, it is neither required nor expected that all supportive services or operating categories be filled. This is a guide only. Subcontract applicants omit match category.

	HUD Cost	Match
Equipment		
Central Server (s)		
Personal Computers and Printers		
Networking		
Security		
Subtotal		
Software		
Software/ User Licensing		
Software Installation		
Support and Maintenance		
Supporting Software Tools		
Subtotal		
Services		
3 rd party training		
Hosting/ Technical Services		
Programming Customization		
Programming System Interface		
Programming Data Conversion		
Security Assessment and Set-up		
On-line Connectivity		
Facilitation		
Disaster and Recovery		
Subtotal		
Personnel		

Project Management and Coordination		
Data Analysis		
Programming		
Technical Assistance and Training		
Administrative Support Staff		
Subtotal		
Occupancy Costs		
Rent, utilities		
Other operational costs (list)		
Subtotal:		
Administrative Costs (2.5% if applying as project sponsor)		
Totals		