



Cambridge CONTINUUM OF CARE

FFY2023 CoC Program Competition

New Project Proposal Instructions

AVAILABLE FUNDING:	<i>Maximum total funding available for Bonus:</i>	\$408,919
	<i>Maximum total funding available for DV Bonus:</i>	\$200,000*
	<i>Total funding available through Reallocation:</i>	TBD

*DV funding is estimate based on information in NOFO; Final maximum amount will be determined by HUD's yet to be published Annual Renewal Demand report.

DEADLINE:

August 18, 2023

Please submit completed Proposal Form electronically to
skbassbriggs@cambridgema.gov

I. INTRODUCTION AND PURPOSE

The New Project Proposal Form is being distributed by the Cambridge Department of Human Service Programs (DHSP), which is the Collaborative Applicant for the Cambridge Continuum of Care (CoC) and responsible for conducting the annual local competition for CoC Program funds. The Cambridge CoC is seeking project applications from agencies interested in applying for new projects to be submitted as part of the FFY2023 CoC Application. This document describes includes the information necessary to submit a proposal for new projects in the 2023 competition and describes the conditions under which proposals will be accepted, reviewed, and selected. The purpose of this process is to:

1. Select housing and service provider(s) to be included as subrecipients in the Cambridge CoC's Reallocation and Bonus Project application(s) that will be submitted as part of the 2023 CoC Program application to the U.S. Department of Housing and Urban Development (HUD); and
2. Select housing and service provider(s) for new Domestic Violence (DV) Bonus project(s), which may be Rapid Rehousing, Joint Transitional Housing Rapid Rehousing or Coordinated Entry projects to assist survivors of domestic violence, dating violence, sexual assault, or stalking.

Applicants are encouraged to read HUD's 2023 Notice of Funding Opportunity (NOFO), available here:

<https://www.hud.gov/sites/dfiles/CPD/documents/FY-2023-CoC-NOFO-Publication.pdf>

II. ELIGIBLE APPLICANTS

Applicants are eligible if they are a 501(c)3 non-profit agency, state or local government, or instrumentality of the state or local government, Indian Tribe, or Tribally Designated Housing Entities (TDHS). **Agencies do not need to be a current subrecipient of CoC Program funds to apply. Proposals from agencies that have not previously received CoC Program funds are welcome and encouraged.** Private individuals and for-profit entities are not eligible to apply. All applicants must have an Active SAM Registration and Unique Entity Identifier (UEI) number.

III. PROJECT TYPES

The Cambridge CoC may apply for multiple new projects as part of the 2023 CoC Competition. Agencies that would like to apply for multiple project types must submit separate proposals. Agencies operating Renewal Projects that would like to apply for an Expansion or Transition project must submit a new project proposal. Proposals may be submitted for the following project types:

1. New Permanent Supportive Housing Projects (PSH)
2. New Rapid Re-Housing projects (RRH)
3. New Transitional Housing/Rapid Rehousing Projects (TH/RRH)
4. Expansion Projects - A renewal project applicant may submit a new project application to expand current operations by adding units, beds, persons served, and/or services provided to existing program participants. If both the renewal project and new expansion project are funded by HUD, the FY2023 grant agreement will include the renewal and new expansion activities and the combined budget.
5. Transition Grants – A grant to fund a new project to transition an eligible renewal project being eliminated through reallocation from one program component to another eligible new component over a 1-year period. Please see Section III.B.2.z of the HUD NOFO for additional information about Transition Grants.
6. New DV Bonus projects exclusively serving domestic violence survivors (PH-RRH; TH/RRH; or SSO-CE)

IV. GRANT TERM AND FINAL PROPOSAL AMOUNT

The application submitted to HUD will be for a one-year grant term. However, HUD will allow new projects to request 1 year of funding with a longer initial grant term not to exceed 18 months. If awarded funds, the project will be eligible for renewal through the annual CoC Program competition. The CoC Board's Evaluation Panel will review proposals and determine which projects will be incorporated into the CoC's final application to HUD, and may conditionally select proposals based on a lower budget. The amount of funds and the type of project model the CoC submits to HUD for consideration under the 2023 competition will depend upon the following factors:

1. The quality of proposals received; and
2. The recommendations adopted by the CoC's Evaluation Panel, which will determine reallocation amounts (if any), ranking strategy and funding priorities for the CoC.
 - a. In 2023, all new projects must be ranked with all renewal projects for the CoC, meaning that the amount and rank of new projects may impact the risk of nonrenewal for existing projects.

V. PROJECT REQUIREMENTS

A. THRESHOLD REQUIREMENTS

- i. Proposal must indicate a program design that is either:
 - a. Permanent Supportive Housing (PSH) serving 100% chronically homeless households;
 - b. Dedicated PLUS PSH as defined in the HUD NOFO;
 - c. Rapid Rehousing (RRH) serving homeless individuals and families coming directly from the streets or emergency shelters, and/or persons fleeing domestic violence situations;
 - d. Joint TH and RRH projects as defined in the NOFO; or
 - e. Supportive Services Only – Coordinated Entry (SSO-CE) serving domestic violence survivors.
- ii. Proposal must request only eligible costs as described in Section V.B.
- iii. Proposal must be complete and submitted on time.
- iv. Applicant must be an eligible applicant as described in Section II and in [24 CFR 578.15](#).
- v. Applicant must have a Unique Entity Identifier (UEI) and active SAM registration.
- vi. Applicant must demonstrate the financial and management capacity to carry out the proposed project.
- vii. Applicant must agree to participate in the Homeless Management Information System (HMIS), and in the CoC's Coordinated Access system.

B. ELIGIBLE COSTS

i. PSH PROJECTS

- a. **Scattered-site Leasing:** The costs of leasing scattered site units to provide housing to homeless persons (sub recipient contracts for the space from landowner and subleases units to clients). Leasing funds may not be used to lease units or structures owned by the recipient of funds. Rents paid must be reasonable in relation to comparable units. Rents paid with CoC Program funds may not exceed HUD's Fair Market Rent (FMR), but non-CoC funds can be used to pay rent in excess of FMRs.
- b. **Tenant-based Rental Assistance:** Provision of financial assistance to pay housing costs of eligible homeless persons (client must have a signed lease directly with the landowner). Sub recipients must match rental assistance funds with at least 25% cash or in-kind contributions. Unit rents can exceed FMR, but if the sub recipient pays rent beyond FMR, they must ensure they have sufficient funding to serve the contracted number of clients. Project-based rental assistance is also eligible if the applicant can demonstrate site control and units will be available for occupancy no later than 6 months after the award of funds.

- c. **Supportive Services related to Housing Stability:** See [24 CFR 578.53](#) for a full description of eligible supportive services costs.
- d. **Operating Costs:** See [24 CFR 578.55](#) for a full description of eligible operating costs.
- e. **Administrative costs:** See [24 CFR 578.59](#) for a full description of eligible administrative costs.

ii. **RRH PROJECTS**

- a. **Tenant-based Rental Assistance:** Provision of short or medium-term (maximum of 24 months) financial assistance to pay housing costs of eligible homeless persons (client must have a signed lease directly with the landowner). Sub recipients must match rental assistance funds with at least 25% cash or in-kind contributions. Unit rents can exceed FMR, but if the sub recipient pays rent beyond FMR, they must ensure they have sufficient funding to serve the contracted number of clients.
- b. **Supportive Services related to Housing Stability:** See [24 CFR 578.53](#) for a full description of eligible supportive services costs.
- c. **Administrative costs:** See [24 CFR 578.59](#) for a full description of eligible administrative costs.

iii. **JOINT TH and RRH PROJECTS**

- a. **Leasing (for TH portion):** The costs of leasing structures or units to provide housing to homeless persons (sub recipient contracts for the space from landowner and subleases units to clients). Leasing funds may not be used to lease units or structures owned by the recipient of funds. Rents paid must be reasonable in relation to comparable units. Rents paid with CoC Program funds may not exceed HUD's Fair Market Rent (FMR), but non-CoC funds can be used to pay rent in excess of FMRs.
- b. **Operating Costs (for TH portion):** See [24 CFR 578.55](#) for a full description of eligible operating costs.
- c. **Tenant-based Rental Assistance (for RRH portion):** Provision of short or medium-term financial assistance to pay housing costs of eligible homeless persons (client must have a signed lease directly with the landowner). Sub recipients must match rental assistance funds with at least 25% cash or in-kind contributions. Unit rents can exceed FMR, but if the sub recipient pays rent beyond FMR, they must ensure they have sufficient funding to serve the contracted number of clients.
- d. **Supportive Services related to Housing Stability:** See [24 CFR 578.53](#) for a full description of eligible supportive services costs.
- e. **Administrative costs:** See [24 CFR 578.59](#) for a full description of eligible administrative costs.

Applicants seeking to include the new VAWA Costs budget line ¹should include request in budget form. Applicants interested in requesting capital costs (Acquisition, New Construction or Rehabilitation) should reach out to DHSP staff for additional information and guidance. Please note that the following budget line combinations are NOT allowed in a single structure or housing unit:

- Leasing and rental assistance
- Rental assistance and operations

C. MATCHING FUNDS

The applicant must match all grant funds, except for leasing funds, with no less than 25% of funds or in-kind contributions from other sources. [24 CFR 578.73](#) provides detailed information about cash and in-kind match

¹ See pages 4-5 of NOFO: <https://www.hud.gov/sites/dfiles/CPD/documents/FY-2023-CoC-NOFO-Publication.pdf>

requirements. If selected, the applicant will be responsible for gathering match commitment letters for the proposal. Please note that program income may be used as a source of match. Guidance regarding documentation of match commitments is provided in Appendix D of this document.

D. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

All selected project subrecipients, with the exception of entities that are victim service providers, must agree to participate in the CoC’s HMIS system.

E. COORDINATED ACCESS SYSTEM

All selected project subrecipients must agree to accept referrals from and participate in the CoC’s Coordinated Access system.

VI. TIMELINE

Distribute Application Form	by July 21, 2023
Proposal submission deadline	August 18, 2023
Submit electronically to skbassbriggs@cambridgema.gov	8 pm
Proposals evaluated	by September 11
Notice of selection	by September 13
Finalize proposal for HUD application	by September 21

VII. SELECTION PROCESS

DHSP staff will conduct a threshold review of each proposal using the criteria listed in Section V.A. of this form. Proposals that meet all threshold requirements will be evaluated by the CoC Board’s Evaluation Panel, comprised of Board members with no financial stake in the competition. The Evaluation Panel will meet to evaluate new project proposals and select a provider(s) for inclusion in the CoC’s application to HUD. Please see Appendix C for the scoring criteria that will be used for evaluation.

Selection for inclusion in the CoC’s proposal to HUD does not guarantee funding. A funding award is contingent upon selection by HUD. If HUD awards the project at a lesser amount than requested in the application, sub recipient awards will be adjusted accordingly.

VIII. PROPOSAL REQUIREMENTS

To be considered for inclusion in the CoC’s application to HUD, applicants must electronically submit the New Project Proposal Form, available on [CoC website](#) that includes:

- A. Cover sheet
- B. Budget form **and** [Housing Budget Workbook](#)
- C. Proposal Narrative

Please provide a specific, concise response to each item listed below. All proposals must address each item. Please limit your full Proposal Narrative to a maximum of 5 single-spaced pages (blank pages included at end of form).

1. PROJECT DESIGN & ACTIVITIES

- a. **Concept:** Describe project design (specify PSH, RRH, TH-RRH or SSO-CE) and service model and how your agency will implement the full scope of proposed housing and supportive services. If

submitting a joint proposal that includes partner agencies, fully describe coordination with partners. The description must specify the target population, and include a description of the community's need for the proposed activities. Please describe the plan to assist clients in: rapidly securing housing, obtaining mainstream benefits, increasing income, and maintaining stability in housing. Include a description of the type of supportive services that will be offered to clients. If applicable, please describe partnerships and coordination with housing and healthcare providers and include letters of commitment with the proposal submission.

- b. **Housing First:** Applicants must commit to using a Housing First program design and must clearly describe experience operating or contributing to a Housing First program. Respondents must ensure that clients will not be screened out for any of the following reasons: too little income, active substance abuse, criminal record, or history of domestic violence. Additionally, the response must ensure that clients will not be terminated from the project for any of the following reasons: failure to participate in supportive services, failure to make progress on a service plan, loss of income or failure to increase income, or experiencing domestic violence.
 - c. **Client Outcomes:** Describe projected outcomes for clients that will improve the CoC's system-level progress toward meeting Federal Strategic Plan goals. Inclusion of evidence-based or promising practices/approaches in the project design, such as Critical Time Intervention, Harm Reduction, and/or Motivational Interviewing, are encouraged, especially for PSH projects serving chronically homeless individuals.
 - d. **Coordinated Entry and HMIS Commitments (Threshold requirement):** Applicants must commit to housing and/or serving any eligible client from the CoC in compliance with the CoC Program requirement to participate in Coordinated Entry. All referrals must be accepted from the Cambridge CoC's Coordinated Access Network (C-CAN). Applicants must also commit to recording all required HUD data elements in the CoC's Homeless Management Information System (HMIS).
- 2. APPLICANT'S EXPERIENCE & CAPACITY**
- a. Describe applicant's experience in working with the target population and in providing housing similar to that proposed in the application. Provide concrete examples showing experience and expertise in working with and addressing the target population's housing and supportive service needs.
 - b. Describe experience effectively utilizing federal funds and/or other public funding. Provide concrete examples showing experience in managing basic organization operations including capacity to submit required reports on existing grants, and financial accounting systems to ensure timely expenditures of grant funds.
- 3. TIMELINESS**
- a. Describe plan for rapid implementation of the project, including a schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.

IX. ADDITIONAL RESOURCES

FY2023 CoC Program Notice of Funding Opportunity:

<https://www.hud.gov/sites/dfiles/CPD/documents/FY-2023-CoC-NOFO-Publication.pdf>

HUD CoC Virtual Binder: <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/>