



# FY 2024 CoC Program Competition Bidder's Conference

September 5, 2024

Presented by the Mayor's Office of Homeless Services on behalf of the  
Baltimore City Continuum of Care



# Housekeeping

- Webinar is being recorded
- All attendees currently muted – please hold all questions until the end, there will be a Q & A or ask your questions in the chat
- Only general questions will be addressed – for specifics questions, please email [HSPapplications@baltimorecity.gov](mailto:HSPapplications@baltimorecity.gov)
- Updates will be sent via CoC email listserv ([Sign up here](#))
- Application materials are found on the [MOHS website](#)

# Welcome and Overview

# Agenda

- Welcome/Introductions of Speakers and Overview
- Timeline
- Funding Priorities and Eligibility
- Changes from Last Year
- HUD Policy Priorities
- Project Applications
- Threshold Requirements
- Match Requirements
- Preparing Budgets
- De Minimis/ Indirect Rate
- Reminders
- Training on Neighborly Portal
- Q&A

# What is the CoC Program Competition?

- Through the Department of Housing and Urban Development (HUD)
- Notice of Funding Opportunity (NOFO) and local competition
- Approx. \$29 million annually for Baltimore City
- Directed by the Continuum of Care (CoC)

## Submission from Baltimore City (3 parts)

- 1 CoC Application – narrative, scored by HUD
- 2 Project Ranking – determined locally by the CoC
- 3 Project Applications – submitted by applicants

# Timeline

# CoC Overview – Application Timeline

**Aug 28, 2024**  
Launch of Local  
Competition

**Sept 25, 2024**  
Application deadline by  
5pm in Neighborly

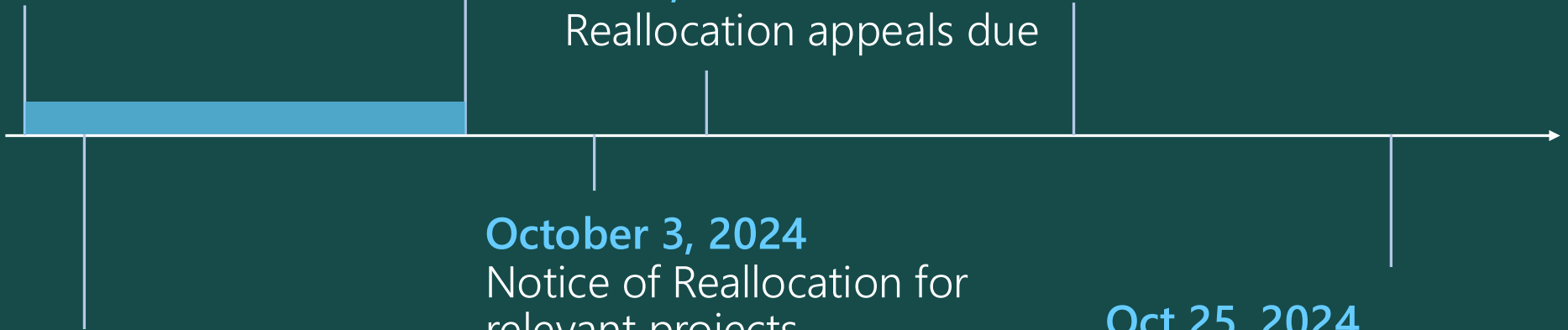
**Oct 10, 2024**  
Final Project Ranking  
sent to CoC

**Oct 7, 2024**  
Reallocation appeals due

**October 3, 2024**  
Notice of Reallocation for  
relevant projects

**Sept 5, 2024**  
Bidder's Conference  
Webinar

**Oct 25, 2024**  
Application submitted  
to HUD





# Funding Priorities and Eligibility

# Available Funding

Amount	Type	Description
\$27,985,832	The Annual Renewal Demand (ARD) for Baltimore City	The ARD is the base amount for which the CoC is eligible to apply, and includes the Youth Homelessness Demonstration Program funds.
\$3,358,300	Regular Bonus Project Funding Available	This is the maximum amount of bonus funding for which the CoC is eligible to apply (does not include any reallocation).
\$3,790,501	Domestic Violence Bonus Project Funding Available	This is the maximum amount of domestic violence project bonus funding for which the CoC is eligible to apply.
\$1,399.292	CoC Planning Grant Funds	This is the amount for staffing support and funding for the Collaborative Applicant in addition to operations costs for HUD-required CoC activities.
<b>\$36,533,925</b>	<b>Total Amount of Funding Available (pending HUD approval)</b>	

# How are CoC Funds Allocated?

CoC Board provides oversight to the Resource Allocation Committee (RAC) on developing the strategies and decisions as follows:

- Review and approve annual the CoC Competition scoring and ranking criteria and reviews the final CoC Competition Application
- Develop the annual reallocation strategy
- Oversee the work of the Collaborative Applicant (MOHS)

# MOHS' Responsibilities

## Recipient

- Participate in the CoC Operations
- Provide information on the Grant Inventory Worksheet
- Understand the grant agreement and operation of project funding
- Ensure all financial regulations are met for CoC-funded projects
- Maintain internal controls
- Maintain all required documentation for project application, grant execution, grant close-out, and grant monitoring
- Identify the necessary grant amendments
- Conduct monitoring for project and financial operations
- Prepare annual reporting and complete grant close out requirements
- Communicate with the HUD Field Office

## Collaborative Applicant

- Facilitate work with the Recipient and CoC
- Submit the Grant Inventory Worksheet to HUD
- Issue the local CoC Competition
- Prepare and submit the CoC Consolidated Application for the annual competition to HUD
- Apply for grants from HUD on behalf of the CoC
- Apply for and receive CoC Program planning funds on behalf of the CoC
- Work with the CoC to establish written standards
- Provide basic technical assistance to CoC-funded projects on Project Operations

# Collaboration between RAC and MOHS

## RAC:

- Oversees the submission process and MOHS
- Develops the strategy and application process; how applications will be reviewed
- Approves final submission
- Develops a communication plan to inform CoC of competition

## MOHS:

- Facilitates the application process; receives applications in line with directive from RAC
- Collects performance data to rate/rank renewal projects
- Prepares the 3 parts of the applications

## What is Reallocation?

- To shift funds (in part, or entire amount) from projects funded last cycle (FY23) to new projects that applied this cycle (FY24)
- Reallocation can only occur through the NOFO process
- Reallocated funds must continue to serve the same population as the original project funds.

*\*HUD will not award funds to any new project, unless it was created through Reallocation, CoC Bonus or DV Bonus Funds.*

# What is Consolidation?

- Eligible renewal projects may request to consolidate two (or up to ten) projects in one project application.
- In order to be eligible for consolidation, projects must:
  - Be eligible for renewal
  - Have the same fund recipient as awarded or amended
  - The consolidated projects must have the same project component or project type (e.g., TH, RRH, SSO, etc.)
- A project cannot expand and consolidate in the same year.
- Each project being consolidated must be ranked and selected individually before it can be consolidated.

# Project Rankings

*HUD requires that CoCs rank their projects in 2 tiers.*

## Tier 1:

- Determined by local rank of projects
- Considered relatively "safe" for renewal – 90% of the Annual Renewal Demand (ARD) minus the YHDP Renewal/Replacement Projects will be placed in Tier 1

## Tier 2:

- Scored by HUD according to federal funding priorities
- Must compete nationally for funding
- Approx. 10% of ARD plus any bonus funding

Tier 1	\$23,418,683
Tier 2	\$2,602,076
YHDP	\$1,965,073
Total ARD	\$27,985,832



# Project Eligibility

*See RFP for organizational eligibility.*

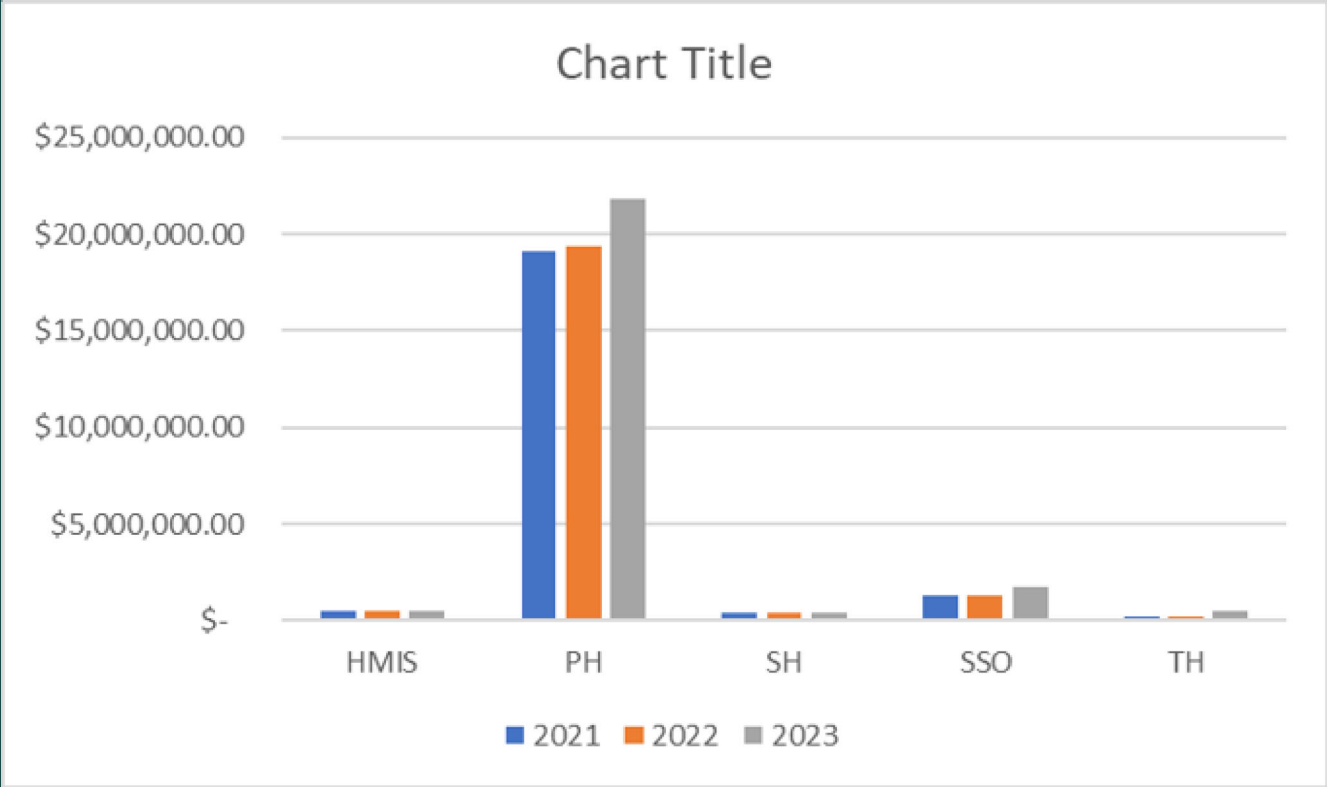
Project Type	Description	Target Population/ HUD Priority	Bonus Funds	DV Bonus Funds
Permanent Supportive Housing (PSH)	Permanent rental assistance + supportive services. Can be housed in site-based location or scattered site. Long lengths of stay with good outcomes.	Chronically homeless; with disabilities; high vulnerabilities	Yes (new or expansion)	No
Rapid Rehousing (RRH)	Short- and medium-term rental assistance and supportive services (<24 mos.). Only scattered-site. Considered a "first intervention"	Everyone; preference for households with med-high vulnerability	Yes (new or expansion)	Yes (new or expansion)
Transitional Housing (TH)	Up to 2 years of shelter and supportive services, typically at site-based location.	Youth, Victims of DV, Trafficking	No	No

# Project Eligibility

Project Type	Description	Target Population/ HUD Priority	Renewal Allowed?	Bonus Funds	DV Bonus Funds
Joint Transitional Housing-Rapid Rehousing (TH-RRH)	Transitional housing as "crisis housing" with target of stay <90 days. Coupled w/ RRH to help households exit and obtain permanent housing.	Youth, Victims of DV, Trafficking	Yes	Yes	Yes
Supportive Services Only (SSO)	Street Outreach, drop-in centers, case management, etc. Includes Coordinated Entry projects.	Varies	Yes	Only for Coordinated Entry	No
HMIS	Providers operational support to HMIS Lead Agencies to produce data, gauge performance, and report to HUD	N/A	Yes	N/A	N/A

# Changes from Last Year

# Changes to CoC Program Portfolio



<u>Totals</u>	
2021	\$25,086,431.00
2022	\$24,362,470.00
2023	\$25,580,601.00

# Changes from Last Year

- **Two-year NOFO:**
  - CoCs are only required to submit one CoC application that will be applicable to the FY 2024 and FY 2025 funding opportunities. Projects that are awarded with a 12-month grant term during the FY 2024 application process will be eligible for an award in FY 2025 using their FY 2024 application submission and are not required to apply for renewal during the FY 2025 Funding Opportunity. Your application should reflect 1 year of funding. Though the FY2024 CoC Competition NOFO covers two years (FY2024 and FY2025), the funding will be disbursed as two one-year budget periods. Your application in e-snaps must reflect only one year of funding.

# Changes from Last Year Continued...

- **Reallocations from YHDP and/or DV Bonus projects have to support the same population:** YHDP projects can now apply for expansion under the CoC competition. YHDP expansion projects can only expand YHDP Renewal projects. The YHDP expansion projects may only be funded through YHDP Reallocation.
- New restrictions regarding the reallocation of funding originally awarded to serve specific populations. If a new project is being created with reallocated funds that were originally awarded to a YHDP or DV Bonus project, the new project must continue to serve the same population as the project being reallocated. YHDP, DV Bonus and DV Reallocation funds may not be combined with any other funding in a new project application.
- **COLA increases (built into forms)** HUD to make reasonable cost of living adjustments to renewal amounts to help afford increasing cost of operations due to inflation. HUD will adjust amounts for the supportive services and HMIS Costs budget lines for renewing projects based on the most recent three-year average of changes in State Quarterly Census of Employment and Wages (QCEW) for the category Social Assistance (NAICS 624). Please note that HUD is only authorized to make these adjustments for Renewal projects
- **10% budget changes allowed**

# HUD Policy Priorities

# Policy Priorities

Increase  
Supply  
of Affordable  
Housing

Use a Housing  
First Approach

Reduce  
Unsheltered  
Homelessness

Improve  
System  
Performance

Partner with  
Housing,  
Health, &  
Service  
Agencies

Advance Race  
Equity

Engage  
Persons with  
Lived  
Experience of  
Homelessness

Improve  
Assistance to  
LGBTQ+  
Individuals

Ending  
Homelessness  
for All



# Project Applications

# Application Requirements

- ✓ Signed, completed application with budget
  - ✓ Active SAM registration
  - ✓ Valid Unique Entity Identifier (UEI)
  - ✓ Federal Tax Exemption Determination Letters
  - ✓ Match Documentation
  - ✓ Conflict of Interest Questionnaire
  - ✓ Fair Housing Policy and Statement of Agreement
  - ✓ Housing First Certification
  - ✓ Certificate of Good Standing from MD
  - ✓ List of Board of Directors
  - ✓ Organizational Chart
  - ✓ Proof of Ownership or Lease (for site-based housing)
  - ✓ Single Audit (for organizational budgets of over \$750k) or Independent Financial Audits
- Renewal Only:**
- ✓ *Program Policies (Termination, Non-Discrimination, Grievance)*
  - ✓ *Program Policies (Participation Agreement, Rights and Responsibilities)*
- New Only:**
- ✓ *Articles of Incorporation and Bylaws*
  - ✓ *Federal Tax Exemption Determination Letters*

# Renewal Project Applications

- Use the Grant Inventory Worksheet posted on the MOHS website to complete your project budget
  - The number and type of units as well as the total budgeted amount in each category, must match the GIW exactly (rental assistance, supportive services, etc.)
  - Within each budget category, you can request the desired funding in each eligible line item
- Please note: admin funds are split 50/50 between MOHS and the project applicant

# New and Expansion Project Applications

## New projects of PSH, RRH, and Joint Th-RRH:

- New, approved projects will work with MOHS staff to adjust their budgets according to the total amount of funding available
- Develop the budget according to the # of households you plan to serve and the requisite staff/resources in order to implement program
- For rental assistance, complete the chart in the application with total rental assistance costs

## Expansion projects of RRH and PSH:

- must add new services or units, but must increase the number of clients served
- Complete the “new and expansion” project application

# YHDP Renewal/Replacement Applications

- YHDP renewal and YHDP replacement project applications are not ranked and will be selected for funding provided they pass project eligibility and project quality threshold review; YHDP replacement project applications will not be rejected during project quality threshold review; however, HUD may need to work with any YHDP replacement recipients to correct or revise information submitted after the final FY 2024 award announcement.
- Applicants must provide all supporting documentation listed in the RFP
- YHDP replacement (special activities) must be approved by the Youth Action Board

# Threshold Requirements

# Threshold Requirements

- ✓ Must demonstrate financial and managerial capacity and experience to carry out the project as detailed in the application
- ✓ Must demonstrate capacity to administer federal funds
- ✓ Population served must meet program eligibility requirements as described in the HUD NOFO
- ✓ Must participate in Coordinated Entry (or commit to participate)
- ✓ Must commit to a Housing First approach
- ✓ Must meet match minimum
- ✓ Project costs must be reasonable
- ✓ Project is financially feasible

# Match Requirements



## What is Match?

- Cash or in-kind resources contributed to the grant activities (In-Kind match requires MOU)
- Must be for eligible activities under the CoC Program
- Match must amount to 25% or more of the award amount (excluding leasing)
- From private or public sources
- Must be documented on a monthly basis with expenditure reports

# Match Requirements

- Must use template provided in application package
- Program income can be counted as match – must be indicated in the application
- In-kind contributions can include the value or real property, equipment, goods, or services
- In-kind match that is provided by a third party must be documented with an MOU

# Examples of Eligible Match Categories

**Supportive Services:** Assessment of Service Needs, Assistance with Moving Costs, Case Management, Child Care, Education Services, Employment Assistance, Food, Housing/Counseling Services, Legal Services, Life Skills, Mental Health Services, Outpatient Health Services, Outreach Services, Substance Use Disorder Treatment Services, Transportation Utility Deposits

**Operating:** Maintenance/Repair, Property Taxes and Insurance, Replacement Reserve, Building Security, Electricity, Gas, and Water, Furniture, Equipment (lease, buy)

# Match Calculation Example

Without Leasing	With Leasing
<p>Total amount requested from HUD (without leasing):</p> <ul style="list-style-type: none"><li>➤ Rental Assistance funding = \$90,000</li><li>➤ Supportive Services funding = \$10,000</li><li>➤ Project Administration funding (7%) = \$7,000</li><li>➤ Total amount requested = \$107,000</li></ul> <p>Total amount requested from HUD x .25 = Minimum Match Requirement <math>\\$107,000 \times .25 = \\$26,750</math></p>	<p>Total amount requested from HUD (with leasing):</p> <ul style="list-style-type: none"><li>➤ <i>Leasing funding</i> = \$80,000</li><li>➤ Supportive Services funding = \$20,000</li><li>➤ Project Administration funding (7%) = \$7,000</li><li>➤ Total amount requested = \$107,000</li><li>➤ Total amount requested from HUD, excluding amount requested for leasing = <math>\\$107,000 - \\$80,000 = \\$27,000</math></li></ul> <p>Total amount minus leasing x .25 = Minimum Match Requirement <math>\\$27,000 \times .25 = \\$6,750</math></p>

# Preparing Budgets

	Leasing	Rental Assistance	Supportive Services	Operations	HMIS	Admin
	*Facility or units *Lease between service provider and unit owner *Client is sublessee of service provider *Responsible for 100% of rent costs and damages, even if client doesn't pay rent *Service provider must pay for vacancies	* Apartments, houses, facilities *Lease between client and housing owner (sole tenancy) *Written rental assistance agreement between housing owner and service provider *Client pays portion of rent according to 24 CFR 578.77. Service provider pays remaining portion of rent ( not responsible for client portion of rent) *Service provider cannot make rental assistance payments on a vacant unit except as provided in 24 CFR 578.51(i)	*Includes wide range of services such as case management, assistance with moving costs, client assistance, treatment, food, and counseling.	Costs for housing units: *Property Taxes/Insurance *Maintenance and repair *Security *Utilities *Furniture and equipment *Cannot be requested if project is using rental assistance funds in same structure	*Staffing and equipment costs to meet the regulatory requirements for participation in HMIS	*Each new CoC grant includes 10% admin. Half of the admin goes to the project and half goes to MOHS *Admin includes management, monitoring, environmental review, etc. Does not include staff or overhead directly related to activities—that is under the other categories
Permanent Supportive Housing (Site-Based)	✓	✓	✓	✓	✓	✓
Permanent Supportive Housing (Scattered-Site)		✓	✓		✓	✓
Rapid Re-Housing		✓	✓		✓	✓
Joint TH-RRH	✓	✓	✓	✓	✓	✓
Supportive Services Only – Coordinated Entry			✓		✓	✓

# Budget Reminders

- List of Staff – must include name and title for renewal applicants
- Ensure that calculations are added correctly, and formulas retained in the sheet
- Do not add sections or budget categories
- Fair Market Rent vs Actual Rent
  - Review GIW to determine if your project is receiving Fair Market Rent (FMR) or Actual Rent (AR)
  - If FMR – use the FY 2024 Fair Market Rent to calculate rent based on the units assigned in the GIW
  - If AR – calculate actual rent based on the units assigned in the GIW

# De Minimis / Indirect Rate



# What are Indirect vs. Direct Costs?

**Direct costs:** attributable to specific cost objects and categories

- Tend to be variable

**Indirect costs:** non-attributable – usually includes overhead, administrative activities

- Tend to be non-variable – occurring in the short-term whether an activity happens or not

# Using an Indirect Cost Rate

## Options:

- Using a federally negotiated rate from your agency (NICRA)
- Using a standard 10% de minimis rate, provided that:
  - You share a cost allocation plan with MOHS as part of your application
  - Track expenses in general ledger
  - Commit to basic accounting principles
  - Account for prohibited or disqualifying considerations
  - Understand that the MOHS compliance team will verify adherence
- The use of any indirect cost rates must be made clear as part of the project application and budget.

# Reminders

## Reminders

- All applications **must** be submitted through **Neighborly** – we recommend trialing the system prior to the deadline
- Please use a standard naming convention for files, such as: “MOHS\_PlanningGrant\_54321\_OrgChart”
- Carefully review the MOHS website and NOFO from HUD
- Ask questions by reaching out to [HSPApplications@baltimorecity.gov](mailto:HSPApplications@baltimorecity.gov)

## Reminders Cont'd... FY 2023 Renewal Contracts

- A quick reminder that FY 2023 Grant Agreements are underway with HUD
  - Some agencies have already received their executed contracts for FY 2023
  - As part of the grant agreement with HUD, MOHS has been advised that we need to update all match documents with the full FY 2023 Grant Number
    - MOHS staff will be following with agencies for any additional corrections required to FY 2023 Match Commitments
- If you have questions on current contract expenditure reports, please review with your Program Compliance Officer.

# Training on Neighborly Grant Portal

# Neighborly Grant Portal

(screenshare)

**Q&A**





*Thank you!*

