

2023 KY Balance of State Continuum of Care
NEW PROJECT
Requested Information for Scoring Purposes

KHC will use information you provide in your e-snaps application as well as supplemental responses you provide to KHC via email outside of e-snaps and responses you provide within this document.

Applicants should carefully review the ***New Project Scoresheet*** and the ***2023 KY BoS CoC Scoring, Ranking and Reallocation Process*** document (serves as the Competition Application Guidelines) to understand how projects will be scored. Both can be found on the [2023 CoC Annual Competition NOFO page](#) of the KHC website under the *Scoring/Ranking Process and Scoresheets* section.

Please read the instructions for each question below very carefully. There are specific questions you must complete on this document directly. In addition, there are instructions for submitting narrative responses separate from this document. After you respond to Questions 1-6, save this document, and send it to KHC. Read the instructions carefully for Question 7- 11 as some require you to submit attachments to KHC.

Please complete questions 1-6 directly on this form:

1. COORDINATED ENTRY PARTICIPATION (Aligns with Q3 on New Project Scoresheet. **NOTE THIS IS A THRESHOLD REQUIREMENT. IF YOU ANSWER NO, YOUR APPLICATION WILL NOT BE ACCEPTED)**

Your agency commits to participating in the Kentucky Balance of State Continuum of Care Coordinated Entry System for this proposed project in a manner that is consistent with the [KY BoS CoC Coordinated Entry Policies and Procedures](#).

Yes

No

2. POPULATIONS SERVED-Household Types (Aligns with Q4 on New Project Scoresheet. **NOTE THIS IS A THRESHOLD REQUIREMENT. IF YOU ANSWER NO, YOUR APPLICATION WILL NOT BE ACCEPTED)**

Will this project be able to serve both ***Households With Children*** (i.e., household must have at least one adult and at least one child under 18) AND ***Households Without Children*** (i.e., individuals and also households with more than one adult regardless of sexual orientation, gender identity, or marital status)?

Yes

No

Note for Q2 above regarding e-snaps: Your answer to Q2 above will be confirmed in your e-snaps application. You **must** include both household types in your project description on e-snaps *Screen 3B – Project Description, Q1*, and at least “Families” **must** be marked on e-snaps *Screen 3B – Project Description, Q3*. In addition, *Screen 5A – Project Participants – Households* and *Screen 5B – Project Participants - Subpopulations* **must** contain households/persons from both household types. Applicants are strongly encouraged to propose rental assistance/leasing budgets that contain unit sizes for households without children (e.g., one bedroom units) and households with children (e.g., 2+ bedrooms).

3. POPULATIONS SERVED-Genders (Aligns with Q5 on New Project Scoresheet. **NOTE THIS IS A THRESHOLD REQUIREMENT. IF YOU ANSWER NO, YOUR APPLICATION WILL NOT BE ACCEPTED)**

Will this project be able to serve all genders (e.g., male adults, female adults, and persons who identify as transgender or gender non-conforming). **e-snaps Note**—you **must** include this information (that you will serve all persons regardless of gender identity) in your Project Description on *Screen 3B -Project Description, Q1*.

Yes

No

NOTE QUESTIONS 4 AND 5 BELOW ARE THRESHOLD REQUIREMENTS. IF APPLICANT DOES NOT RESPOND YES TO AT LEAST ONE OF THE LEVERAGING PARTNERSHIPS (HEALTH CARE OR HOUSING), APPLICATION WILL NOT BE ACCEPTED.

4. Health Care Coordination (Aligns with Q6 on the New Project Scoresheet. THRESHOLD REQUIREMENT – MUST ANSWER YES TO EITHER Q4 OR Q5 FOR PROJECT APPLICATION TO BE ACCEPTED)

Does this project meet the threshold requirements for Leveraging Health Care Resources available for projects that directly coordinate with health care organizations as outlined in the HUD 2023 CoC Notice of Funding Opportunity (NOFO)? Written commitment(s) must be attached in the e-snaps application to confirm thresholds are met.

Yes

No

5. Housing Provider Coordination (Aligns with Q6 on the New Project Scoresheet. THRESHOLD REQUIREMENT – MUST ANSWER YES TO EITHER Q4 OR Q5 FOR PROJECT APPLICATION TO BE ACCEPTED)

Does this project meet the threshold requirements for Leveraging Housing Resources available for projects that directly coordinate with housing organizations as outlined in the HUD 2023 CoC Notice of Funding Opportunity (NOFO)? Written commitment(s) must be attached in the e-snaps application to confirm thresholds are met.

Yes

No

NARRATIVE RESPONSES SUBMITTED DIRECTLY TO KHC VIA EMAIL

7. PROJECT NEED (Aligns with Q12 on New Project Scoresheet)

ATTACHMENT REQUIRED: Please justify the need for your proposed project in your proposed service area. To receive maximum points, you must use quantitative data such as the number of households awaiting your proposed housing type. More data sources are strongly encouraged if they are appropriate. In your response, include why existing projects in your area, if any, especially the component type you are proposing, are inadequate to meet the need. Be specific. (Response limited to **one page**).

8. PROJECT TIMELINE (Aligns with Q29 on New Project Scoresheet)

ATTACHMENT REQUIRED: Please describe your agency's implementation plan to ensure the milestones you list on Screen 3B – Project Description, Q2 – Project Milestones within e-snaps are met to ensure you can begin serving clients in the shortest time possible once your project starts. (Response limited to **one page**).

9. PROJECT LEADERSHIP (Aligns with Q25 on New Project Scoresheet)

ATTACHMENT REQUIRED: Please list the names and titles of the people who will have leadership/management roles for this proposed project and their relevant experience implementing new projects of this kind, particularly federal grants, and providing ongoing oversight throughout the duration of the project. Additional staff may be hired at a later date, but this question is asking about what existing staff will be providing oversight of the project. **(Response limited to one page).**

INSTRUCTIONS FOR E-SNAPS RESPONSE TO Q4A.1

10. OBTAINING AND MAINTAINING PERMANENT HOUSING (Aligns with Q15 and Q16 on the New Project Scoresheet):

KHC will use your response to Q4A.1 that you enter directly into e-snaps to assign a scores to Q15 (for “obtain”) and Q16 (for “maintain”) on the *New Project Scoresheet*. The question in e-snaps asks you to describe how your project will assist participants to obtain and retain permanent housing.

To receive maximum points, your response must describe **(1)** how you will help participants move into permanent housing (i.e., identify and obtain). If participants will be housed in units not owned or operated by your agency, you must describe **a)** how the project will help the participant identify appropriate units and **b)** how the project will engage landlords. You should include information about staff responsibilities (e.g., will you be hiring additional staff specifically for housing navigation activities and if not, who will perform these duties). Include specific information about what assistance you will provide (services and financial assistance if applicable) and how you will do it. A response that only says “we will help people find housing” will not suffice; **AND (2)** how you will ensure program participants stabilize and remain in permanent housing (i.e., retain housing; don’t return to homelessness even after the CoC assistance ends); **AND (3)** You must describe the specific likely needs of your target population and how you assess participants to determine individual needs; **AND (4)** include plans to address those needs through current and proposed case management activities and the availability and accessibility of supportive services such as primary health services, mental health services, educational services, employment services, life skills, child care, etc. A good response will describe specific steps/activities you will take to help participants locate, obtain housing and specific steps to stay housed, including evidence-based/best practices techniques you will use to offer and encourage voluntary supportive services. **TIP:** Numbering your responses to the multiple items included in this question can be helpful to the applicant reviewer to ensure all required parts of this question are answered.

INSTRUCTIONS FOR E-SNAPS RESPONSE TO Q4A.2

11. Obtaining and Maintaining Income and Benefits: (Aligns with Q19, Q20, Q21, and Q22 on the New Project Scoresheet)

KHC will use your response to Q4A.2 that you enter directly into e-snaps to assign a scores to Q22, Q23, Q24, and Q25 on the *New Project Scoresheet*. To receive maximum points applicants should describe **1)** how the project will help program participants obtain and maintain employment income (including., access to/partnerships with employment programs and educational opportunities); **2)** how the project will help participants access and maintain SSI, SSDI, or other mainstream cash income streams they are eligible to receive

such as Veteran’s benefits; **3**) how the project will help participants obtain and maintain other non-cash mainstream benefits (e.g., Food Stamps and Child Care Assistance; and **4**) how the project will help participants obtain and maintain health care benefits/ insurance and resources (e.g., Medicaid, Medicare, access to FQHCs).

In your response, you should articulate how your project will contribute to the participants becoming more independent. Within the character limit, be as specific as possible. (e.g., does your program provide transportation to job interviews; do you have MOUs with employment programs; will you (and how will you) provide technical assistance to sign up for and maintain SSDI, SSI, SNAP, K-TAP, Child Care Assistance, Medicaid etc.; what steps will be taken to assist participants to keep their income and mainstream benefits once it is obtained). **TIP:** Numbering your responses to the multiple items above in this question can be helpful to the application reviewer to ensure all required parts of the question are answered.

Note About Attachments: You can submit one document that contains your narrative responses to each question that you submit to KHC for questions requiring responses outside of e-snaps, but please put each response on a separate page within the document. A longer response does not necessarily mean a better response, but we want to ensure we are giving you ample space to respond.

Where to submit attachments:

Anything that is requested to be emailed to KHC, please send documents to

kyboscoc@kyhousing.org. Please title all

submission emails as “(Agency Name) New CoC RRH or PSH Project.”