

**2022 KY Balance of State Continuum of Care  
Special NOFO Project Applicant  
Supplemental Request for Information for Local Competition Scoring Purposes**

KHC will use the information you provide in your e-snaps application, responses you provide directly within this document, and other attachments you provide to KHC via email to score your project.

Applicants should carefully review the *Special NOFO KY BoS CoC Project Score sheet* and the *2022 KY BoS CoC Special NOFO KY BoS CoC Application Guidelines and Selection Process* document to understand how projects will be scored and selected locally. Both can be found on the [Unsheltered and Rural Homelessness Special NOFO page](#) of the KHC website under the *Scoring/Ranking Process and Score sheets* section.

**e-snaps:** For responses included in e-snaps, applicants **must** carefully follow the directions in [HUD’s Detailed Instructions for Project Applications document](#). HUD provides specific instructions for what must be included in responses (especially narrative responses). If an applicant only looks at the question as written in e-snaps without reading the detailed instructions, it is likely the applicant will not include all required response components that HUD will review to determine if project meets threshold requirements and that KHC will use for local scoring purposes. **TIP:** If a question requires multiple parts/topics to be covered, using bullets or numbering your responses to the multiple items KHC/HUD wants you to include can be helpful to the application reviewer to ensure all required parts of the question are answered.

**This document and attachments:** **Please read the instructions for each question below very carefully.** There are specific questions you must complete within this document directly. **Unless otherwise stated in red text, responses are required for all project types to each question.** Threshold questions are also indicated in red. In addition, there are instructions for submitting attachments (for local narrative responses and partner commitments, if applicable) separate from this document. After you respond to Questions 1-13, save this document, and send it to KHC via email. Read the instructions carefully for Questions 12-16 as they require you to submit attachments to KHC also via email. Instructions on where to email your attachments can be found at the end of this document.

**Please complete questions 1-13 directly on this form:**

**1. APPLICANT NAME:**

**2. PROJECT NAME:**

*Must match project/application name used in e-snaps application*

**3. APPLICATION/SET ASIDE TYPE:** Rural Set Aside  Unsheltered Set Aside

**4. PROJECT COMPONENT TYPE:** (Select one below)

Permanent Supportive Housing (PSH)	Supportive Services Only – Standalone (SSO-Other in e-snaps)
Rapid Rehousing (RRH)	Supportive Services Only – Street Outreach (SSO-SO)
Joint Transitional Housing/Rapid Rehousing (Joint TH/RRH)	Supportive Services Only – Coordinated Entry (SSO-CE)

**5. COMMITMENT TO HOUSING FIRST MODEL: (Aligns with Q2 on Project Scoresheet) *NOTE THIS IS A THRESHOLD REQUIREMENT. IF YOU ANSWER NO, YOUR APPLICATION WILL NOT BE ACCEPTED***

Your agency commits to fully adhering to the principles and practices of the Housing First model in the implementation of your project. Housing First prioritizes rapid placement and stabilization in permanent housing without service participation requirements or preconditions such as, but not limited to, sobriety, having income, or completing a program/class as a condition of accessing the service being provided. Housing First projects do not exclude people for, at a minimum: 1) having too little or no income; 2) having an active or history of substance abuse; 3) having a criminal record; or 4) having a history of victimization such as domestic violence, sexual assault, or childhood abuse. The project must prevent termination from the program for at least the following reasons: 1) failure to participate in supportive services; 2) failure to make progress on a service plan; 3) loss of income or failure to increase income; or 4) any other activity not covered in a lease agreement not typically found for unassisted people in the project’s service area. Eviction from a unit is not automatic grounds for termination from the program under the Housing First model either. *For PSH, RRH, and Joint TH/RRH projects, your response below will be confirmed from your response in e-snaps Screen 3B. 5, 5a-d.*

Yes

No

**6. COORDINATED ENTRY PARTICIPATION: (Aligns with Q3 on Project Scoresheet) *NOTE THIS IS A THRESHOLD REQUIREMENT AND REQUIRES A RESPONSE FROM ALL PROJECT TYPES EXCEPT SSO-CE. 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](#). *For all project types except SSO-CE, your response below will be confirmed from your response in e-snaps Screen 3B.4.*

Yes

No

**7. POPULATIONS SERVED-Household Types: (Aligns with Q5 on 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., households with 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)? *Your response will be confirmed in e-snaps; see note below.*

Yes

No

**Note for Q7 above regarding e-snaps:** Your answer to Q7 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. In addition, Screen 5A – *Project Participants – Households* and Screen 5B – *Project Participants - Subpopulations* **must** contain households/persons from both household types. Applicants providing housing assistance should 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).

**8. COUNTIES SERVED (Aligns with Q6 on Project Scoresheet) *NOTE: SSO-CE Projects are required to serve at least one full LPC.***

a. In the space below, **ONLY IF YOUR PROJECT WILL SERVE LESS THAN A FULL KY BoS CoC Coordinated Entry Local Prioritization Community (LPC)**, please list the count(ies) where your project’s services/housing assistance will be available. If your project will serve all counties in one or more **LPCs**, please skip to 8b. For PSH, RRH, and Joint TH/RRH, these counties will be confirmed in e-snaps Screen 4B.5.

County Name(s) if serving less than a full LPC:

b. In the chart below, **ONLY IF YOUR PROJECT WILL BE AVAILABLE IN ALL COUNTIES WITHIN ONE OR MORE LPC(s)**, select the **LPC(s)** from the 15 listed below instead of writing each county individually in 8a.

Barren River LPC <input type="checkbox"/>	Kentucky River LPC <input type="checkbox"/>
Big Sandy LPC <input type="checkbox"/>	KIPDA LPC <input type="checkbox"/>
Bluegrass LPC <input type="checkbox"/>	Lake Cumberland LPC <input type="checkbox"/>
Buffalo Trace LPC <input type="checkbox"/>	Lincoln Trail LPC <input type="checkbox"/>
Cumberland Valley LPC <input type="checkbox"/>	Northern Kentucky LPC <input type="checkbox"/>
FIVCO LPC <input type="checkbox"/>	Pennyryle LPC <input type="checkbox"/>
Gateway LPC <input type="checkbox"/>	Purchase LPC <input type="checkbox"/>
Green River LPC <input type="checkbox"/>	

**9. POPULATIONS SERVED-Genders (Aligns with Q7 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

**10. CONNECTIONS TO MAINSTREAM BENEFITS (Aligns with Q8 on Project Scoresheet) *RESPONSE REQUIRED FOR ALL PROJECT TYPES EXCEPT SSO-CE. NOTE THIS IS A THRESHOLD REQUIREMENT. IF YOU ANSWER NO, YOUR APPLICATION WILL NOT BE ACCEPTED***

Will the project be able to provide the following services to all program participants (note this is not an exhaustive list of services expected to be provided, but applicant must explicitly provide an answer for those listed below). *Your response will be confirmed in the e-snaps application on Screen 4A. 4, 5, and 6.*

- Transportation assistance to program participants to attend mainstream benefit appointments, employment training, or jobs. (can be through public transportation, an agreement with a partner agency, or by the applicant itself such as with an agency-owned vehicle, etc.)
- Annual follow-up with program participants to ensure mainstream benefits for which they are eligible (e.g. TANF, SNAP, SSI) are received **and** renewed.
- Program participants will have access to SSI/SSDI application technical assistance provided by this applicant, subrecipients, or partner agency(ies).

Select “Yes” if project commits to providing all 3 of the services listed above. Select “No” if project cannot commit to all 3.

Yes, all 3

No

**11. SOAR TECHNICAL ASSISTANCE COMMITMENT (Aligns with Q9 on Project Scoresheet) RESPONSE REQUIRED FOR ALL PROJECT TYPES EXCEPT SSO-CE. NOTE THIS IS A THRESHOLD REQUIREMENT. IF YOU ANSWER NO, YOUR APPLICATION WILL NOT BE ACCEPTED**

Does the project commit to either having at least one staff member be SOAR-trained at least once every 24 months who will be able to provide SSI/SSDI application technical assistance or to enter into an MOU, contract, and other formal written agreement with a partner agency that can regularly provide this technical assistance to program participants with SOAR-trained staff?

Yes

No

**12. HOUSING PROJECTS—LEVERAGING HOUSING RESOURCES RESPONSE REQUIRED FOR ALL PROJECT TYPES EXCEPT SSO-STANDALONE/OTHER, SSO-CE, and SSO-SO. (Aligns with Q15 on the New Project Scoresheet).**

Does this project have a formal written commitment from a housing provider to provide a specific number of units/vouchers (not funded with CoC or ESG/ESG-CV) to this project? See Leveraging Housing and Health Care Resources Information for Applicants document on the [Unsheltered and Rural Homelessness Special NOFO page](#) of the KHC website for more information. Applicants can select yes even if they don't meet the full 50% threshold described in the document referenced above or if it is exceeded. If "Yes" is selected, a written commitment from the housing provider must be emailed to KHC. See document referenced above for required content for this written commitment.

Yes  ATTACHMENT REQUIRED

No

**13. HOUSING PROJECTS—LEVERAGING HEALTH CARE RESOURCES RESPONSE REQUIRED FOR ALL PROJECT TYPES EXCEPT SSO-STANDALONE/OTHER, SSO-CE, and SSO-SO. (Aligns with Q16 on the New Project Scoresheet).**

Does this project have a formal written commitment from a health care organization/provider to provide health care services to program participants, which includes a specific dollar amount value? See Leveraging Housing and Health Care Resources Information for Applicants document on the [Unsheltered and Rural Homelessness Special NOFO page](#) of the KHC website for more information. Applicants can select yes even if they don't meet the full 50% threshold described in the document referenced above or if it is exceeded. If "Yes" is selected, written commitment(s) must be emailed to KHC. See document referenced above for required content for this written commitment.

Yes  ATTACHMENT REQUIRED

No

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## OTHER ATTACHMENTS SUBMITTED DIRECTLY TO KHC VIA EMAIL

**Note About Attachments for items 14-16 below:** You can submit one document that contains your narrative responses to each question below, 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.

### **14. PROJECT NEED (Aligns with Q14 on 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 in Coordinated Entry. 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**).

### **15. PROJECT TIMELINE (Aligns with Q32 on 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**).

### **16. PROJECT LEADERSHIP (Aligns with Q33 on 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**).

### **WHERE TO SUBMIT ATTACHMENTS (INCLUDING THIS SUPPLEMENTAL REQUEST FORM):**

Anything that is requested to be emailed to KHC, please send to Rosemary Lockett at [rluckett@kyhousing.org](mailto:rluckett@kyhousing.org).

**Important!** Please make sure the subject line of your email and all documents attached include the name of your agency (can use acronym or abbreviation) and your project name (can be abbreviated). If you are applying for more than one project, DO NOT COMBINE attachments for multiple projects in the same email. You must send separate emails per project. Clearly label each email so KHC will be able to quickly distinguish the difference.