

2026 KY Balance of State Continuum of Care
NEW PROJECT
Request for Information Form

As of July 14, 2026 HUD has not yet opened e-snaps project applications. Therefore, KHC will use information you provide outside of your e-snaps application, including within this document and other requested documents emailed to KHC, to score and rank your project for the local competition process. Applicants will still be required to complete applications in e-snaps once it opens, but the deadline to do so will be later than the July 23, 2026 deadline to submit information to KHC for scoring and ranking purposes.

Applicants should carefully review the ***New Project Scoresheet*** and the ***2026 KY BoS CoC Application Guidelines*** to understand how projects will be scored. Both can be found on KHC's [2026 CoC Competition page](#).

Please read the instructions for each question very carefully. You will enter your responses directly in this document, save it, and **email it to kyboscoc@kyhousing.org**. Please title all submission emails as “(Agency Name) New (applicant component type) Project.” Example: Hope House New TH Project

1. Organization Name:

2. Proposed Project Name:

3. Project Type:

Transitional Housing (TH) ☐ Rapid Rehousing (RRH) (Only allowed for DV Bonus Set-Aside) ☐

Supportive Services Only - Standalone (SSO) ☐ Supportive Services Only – Street Outreach (SSO-SO) ☐

4. DV Bonus Set-Aside: Is this project applying through the Domestic Violence (DV) Bonus Set-Aside?

Yes ☐ No ☐

5. Location: What county or counties will be served by this project? Note: If the project will serve all counties within a Local Prioritization Community (LPC)/Area Development District (ADD) or the entire 118-county Balance of State, you can just write the name of the LPC(s)/ADD(s) or state BoS-wide. Otherwise, list individual counties.

6. **TH Projects Only – Housing Type - Physical Location of Structure/Units:** Will this TH project be located at a single-site (such as in a building or multiple buildings owned or leased by the applicant at a single location), multiple sites (such as multiple buildings owned or leased by the applicant located at different physical addresses), or via scattered-site leasing or rental assistance by partnering with private landlords for individual units?

Single-Site ☐

Multiple-Site ☐

Scattered-Site Individual Units ☐

7. **Budget Categories:** Note: You must complete a separate Budget Chart using the fillable Excel Spreadsheet provided by KHC. Below, please select the Budget Categories you will be requesting for this project.

Rental Assistance ☐

Leasing (TH Only) ☐

Operating (TH Only without Rental Assistance) ☐

Supportive Services ☐

VAWA ☐

Rural ☐

HMIS ☐

ADMIN ☐

8. **Program Participants – Households – Part 1:** Select the Household Type(s) this project will serve (select all that apply)

Households With At Least One Adult and One Child ☐

Adult Households (18+) Without Children ☐

Households With Only Children (0-17 years old with no adults) ☐

- 9. Program Participants – Households – Part 2:** In the chart below, please enter the total number of households by household type your project will serve during a single point in time when at maximum capacity. This is not the number of households the project will serve over the course of the full grant term, but rather how many households will be served at any given time – think of this as your maximum capacity, or case load, at a single point in time. After completing the chart for households in Step 1 below, do the same for persons served by household type and age range at a single point in time – your max capacity or max case load of people at any given time.

Step 1: Enter Number of Households (as applicable)	Households with at Least One Adult and One Child	Adult Households Without Children	Households With Only Children	Total
Number of Households				
Step 2: Enter Number of Persons in each relevant household type by age group	Persons in Households with at Least One Adult and One Child	Persons in Adult Households Without Children	Persons in Households With Only Children	Total
Persons over age 24 (i.e., 25+)			n/a	
Persons age 18-24			n/a	
Accompanied (by an adult) Children under 18		n/a	n/a	
Unaccompanied Children under age 18	n/a	n/a		
Total Persons				

- 10. Subpopulations:** Check the appropriate box(es) below if this project will have a specific subpopulation focus. If your project does not have a specific subpopulation focus, select “N/A – Project Services All Populations”

N/A – Project Serves All Subpopulations		Domestic Violence	
Veterans		Substance Use	
Youth (under 25)		Mental Illness	
Families		HIV/AIDS	
		Chronic Homeless	
		Other (please enter text listing what “other” subpop(s) you will serve in the box below)	
		List Other:	

11. TH and DV Bonus RRH Projects Only – Service Participation (Aligns with Q2 on the New Project Scoresheet.

NOTE THIS IS A THRESHOLD REQUIREMENT. IF YOU ANSWER NO, YOUR APPLICATION WILL NOT BE ACCEPTED).

Will this TH or DV Bonus RRH project incorporate supportive service participation requirements in the program's design, based on individual need in accordance with 24 CFR 578.75(h)?

Yes ☐

No ☐

12. TH Projects Only – Service Participation Hours (Aligns with Q3 on the New Project Scoresheet. **NOTE THIS IS A THRESHOLD REQUIREMENT. IF YOU ANSWER NO, YOUR APPLICATION WILL NOT BE ACCEPTED)**

Will this project provide individualized services for program participants that will result in 20 hours per week of engagement in services, activities, or employment for all program participants unless excluded from the requirement by HUD.

Yes ☐

No ☐

13. Leverage Mainstream Resources— (Aligns with Q5 on the New Project Scoresheet.) Project will be supplemented with resources from other public or private sources that may include mainstream health, social and employment programs. Formal, written agreements are not required (unless used for Match), but are encouraged. You will be asked to provide a narrative response about leveraging mainstream resources later in this document.

Yes ☐

No ☐ (If no is selected at the time of application, applicant must have a plan to supplement the grant with other public or private resources prior to grant agreement per HUD requirements.)

Narrative Responses begin on the following page.

READ INSTRUCTIONS FOR NARRATIVE RESPONSES:

The following questions require narrative responses to be entered directly into this document. Many of the questions are the same as you will find in the e-snaps application once it opens (based on previous competitions).

Please note each question has a character limit. The limits for this document may not be the same as e-snaps (which may be less) so pay attention when transferring any responses from this document to e-snaps, if applicable.

It is recommended that you write your responses in Word first, check your number of characters (with spaces), and then copy/paste into this document. When pasting, make sure the entire response copies over as you intended.

To check the number of characters using Word, highlight the text you want to check, select the "Review" tab, then select "Word Count". Look at the row titled "Characters (with spaces)".

14. PROJECT DESCRIPTION: While this question will not be used by KHC for local scoring purposes directly, it will help provide the reviewer with context about your project as your other responses are reviewed. Some of the information you provide may be repeated or expanded upon in other questions throughout this document. Note the instructions that follow have been pulled from e-snaps detailed instructions from previous years. We anticipate the instructions for “Project Description” will be the same or similar this year. **Instructions: Provide a description that addresses the entire scope of the proposed project.** Provide a detailed description of the scope of the project including the target population(s) to be served, project plan for addressing the identified housing and supportive service needs, anticipated project outcome(s), coordination with other organizations (e.g., federal, state, nonprofit), and how the CoC Program funding will be used. The information in this description must align with the information entered in the rest of this document. Additionally, if your project implements service participation requirements or beyond what is typically included in a lease agreement (if applicable), describe those requirements and how they will be implemented. **(Character Limit: 2,500 characters with spaces)**

15. PROJECT NEED (*Aligns with Q6 on New Project Scoresheet*)

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 or the number of unsheltered homeless in your proposed service area. 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.

(Character Limit: 3,500 characters with spaces)

PROJECT EXPERIENCE AND LEADERSHIP

16. Describe your organization's (and subrecipient(s) if applicable) experience in effectively utilizing federal funds and performing the activities proposed in the application. (Aligns with Q15 on New Project Scoresheet):

Describe how your organization, subrecipient(s) if applicable, and partner organizations (e.g., developers, key contractors, subcontractors, service providers) have successfully utilized federal funds in other projects. Provide examples that illustrate experience such as:

- (a) working with and addressing the target population(s) identified housing and supportive service needs,
- (b) developing and implementing relevant program systems, services, and/or residential property construction and rehabilitation,
- (c) identifying and securing matching funds from a variety of sources, and
- (d) managing basic organization operations including financial accounting systems.

If your organization (and subrecipients if applicable) do not have experience effectively utilizing federal funds and performing the activities proposed, write "No experience utilizing federal funds for the activities proposed."

(Character Limit: 3,500 characters with spaces)

17. Describe your organization's (and subrecipient(s) if applicable) experience in leveraging Federal, State, local and private sector funds. Include experience with leveraging all federal, state, local and private sector funds. If your organization has no experience leveraging other funds, include the phrase '**No experience leveraging other federal, state, local, or private sector funds**'.
(Character Limit: 2,500 characters with spaces)

18. Describe your organization's (and subrecipient(s) if applicable) financial management structure. Include how your organization has a functioning accounting system that is operated in accordance with generally accepted accounting principles or has designated a fiscal agent that will maintain a functioning accounting system for your organization in accordance with generally accepted accounting principles. If your project application includes a subrecipient(s), include the subrecipient(s) fiscal control and accounting procedures to assure proper dispersal of and accounting for federal funds in accordance with the requirements of 2 CFR part 200.

(Character Limit: 2,500 characters with spaces)

19. PROJECT LEADERSHIP *(Aligns with Q16 on New Project Scoresheet)*

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.

(Character Limit: 2,500 characters with spaces)

20. OBTAINING AND MAINTAINING PERMANENT HOUSING (Aligns with Q9 and Q10 on the New Project Scoresheet):

KHC will use your response to this question to assign a scores to **Q9 (for “obtain”)** and **Q10 (for “maintain”)** on the ***New Project Scoresheet***. The question asks you to describe how your project will assist participants to obtain and maintain 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.

(Character Limit: 3,500 characters with spaces)

ENTER RESPONSE FOR Q20 IN THE SPACE PROVIDED ON THE NEXT PAGE

20. Continued from previous page—Obtaining and Maintaining Housing Response:

21. Obtaining and Maintaining Income and Benefits: (Aligns with Q11, Q12, Q13 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.

(Character Limit: 3,500 characters with spaces)

ENTER RESPONSE FOR Q21 IN THE SPACE PROVIDED ON THE NEXT PAGE

21. Continued from previous page—Obtaining and Maintaining Income and Benefits Response:

DV Bonus Projects Only

22. Describe your experience serving survivors of domestic violence and how your experience and understanding of the specific needs and barriers faced by survivors have informed the design of your proposed DV Bonus project.

(Character Limit: 2,500 characters)