



**2022 Supplemental NOFO Project Application**

**New Project Application  
FORM 400-B**

**A. Project Applicant Information**

Agency Name:			
Agency Address:			
City, State, Zip:			
Contact Person:			
Contact Phone and Email		e-mail:	
Agency Executive Director:			
Director Phone and Email:		e-mail:	

**B. Project Information**

Name of Project:			
Project Address, if applicable: (Mark N/A for scattered sites.)	<input type="checkbox"/> N/A		
Is this address confidential?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Application Type	<input type="checkbox"/> Unsheltered Set Aside <input type="checkbox"/> Rural Set Aside		
Project Type	<input type="checkbox"/> PH- RRH <input type="checkbox"/> HMIS <input type="checkbox"/> PH-PSH <input type="checkbox"/> Emergency Shelter <input type="checkbox"/> SSO-CE <input type="checkbox"/> SSO (Non-CE) <input type="checkbox"/> Joint TH&PH-RRH <input type="checkbox"/> Homeless Prevention		
Amount Requested			

**C. Threshold Criteria**

<b>1) SAM Registration</b>
Attach documentation of organizations active SAM registration. <b>Attachment SAM.</b>
<b>2) DUNS Number</b>
Attach documentation of organization’s valid DUNS number. <b>Attachment DUNS.</b>
<b>3) Code of Conduct</b>
Attach copy of organizations Code of Conduct demonstrating requirements to conduct business in accordance with ethical standards. <b>Attachment CODE OF CONDUCT</b>
<b>4) Audit Management Letter</b>
Attach a copy of the most recent Audit Management Letter which contains a statement as to whether the audit disclosed any audit findings for which a response is overdue or unsatisfactory. <b>Attachment AUDIT</b>
<b>5) Nondiscrimination Policy</b>
Attach the organizations established nondiscrimination Policy. <b>Attachment NONDISC</b>

**D. Scored Criteria**

<b>1) Administration – eSnaps</b>
Attach documentation of at least two staff with active eSnaps profiles as <b>Attachment A.</b>
<b>2) Demonstrated Need</b>
Include narrative and attach documentation of the community need for this project from approved data sources, such as, BBCoC Homelessness Assistance Plan, HMIS, PIT County Reports, or other HUD Approved Databases. <b>Attachment D.</b>
<b>3) Goals of the Homelessness Assistance Plan (HAP)</b>
Include narrative and reference the BBCoC updated HAP indicating how your project will advanced the goals identified in the HAP, citing specific elements to be addressed from the HAP. <b>Attachment E.</b>
<b>4) Coordinated Entry (CE)</b>
Include narrative describing how this project will participate in the BBCoC Coordinated Entry Assessment and Referral process. <b>Attachment CE.</b>
<b>5) Racial Equity</b>
Include narrative and data demonstrating organizations executive and direct service staff racial and ethnic makeup is reflective of the clients served within the past year. <b>Attachment F.</b>
<b>6) Commitment to Housing First</b>
Include narrative and reference the organizations policies and procedures that demonstrate the program will not mandate client participation in services either before obtaining housing or in order to retain housing. In addition, reference established policies and procedures within the organization that prioritize rapid placement and stabilization in permanent housing and improvement of economic self-sufficiency. <b>Attachment G.</b>

<b>7) Coordination with Healthcare Organization</b>
Include narrative on how project participants will be connected to obtain health insurance and address healthcare needs. Attach MoUs with healthcare organizations and letters of financial or in-kind commitment to this project by healthcare organizations. <b>Attachment HEALTH</b>
<b>8) Program – Staffing Plan with Job Descriptions</b>
Describe how the project will be implemented, including staff qualifications, a staffing plan with target dates of hire, location of service delivery, and all available supportive services. For maximum points, provide a detailed plan and attach job descriptions as <b>Attachment H.</b>
<b>9) Program – Organizational Chart</b>
Attach organizational chart as <b>Attachment I.</b> For maximum points, show both existing staff and proposed staffing to be hired under this project.
<b>10) Program – Operational Plan</b>
Describe the following aspects of the project operational plan: <ul style="list-style-type: none"> <li>a. Staffing – Hiring: Provide target dates of hire for each project position, indicate what methods of recruitment will be used to advertise positions.</li> <li>b. Training Provided: <ul style="list-style-type: none"> <li>a. New Staff/Orientation</li> <li>b. New Grantee/HUD JAX</li> <li>c. Trauma Informed Care</li> <li>d. Confidentiality and Security</li> <li>e. Conflict Resolution and Grievance P&amp;P</li> </ul> </li> <li>c. Adoption of Policies and Procedures <ul style="list-style-type: none"> <li>a. Homeless status and eligibility determination</li> <li>b. Programmatic requirements</li> </ul> </li> <li>d. Forms and Documentation <ul style="list-style-type: none"> <li>a. Client screening and eligibility forms</li> <li>b. Data collection forms</li> </ul> </li> </ul> <p>For maximum points, attach completed policies and procedures as <b>Attachment J.</b></p>
<b>11) Client Eligibility</b>
The applicant has clear written procedures to verify client eligibility for program services as defined in the NOFO based on the project type and has defined policies for referring and receipt of referrals through Coordinated Entry. This includes detail on how clients will be connected to mainstream benefits promoting economic self-sufficiency. <b>Reference Attachment K.</b>
<b>12) Improvement of System Performance</b>
Provide a narrative demonstrating how the project will improve two or more of the HUD System Performances for our Continuum in the future. This includes clear goals and outcomes for each measure it will address. <b>Attachment L.</b>

<b>13) Project Outcomes</b>
Provide a narrative demonstrating the proposed outcomes for the project, how the outcomes will be measured, tracked and documented over the project period. <b>Attachment M.</b>
<b>14) Project Budget</b>
Provide a detailed project budget describing how requested funding will be allocated including the cost per person/ per household served and the breakdown of the amount and percent of costs to be spent on housing assistance, supportive services, HMIS and administration. The eSnaps Budget page for the project can be referenced but there should also be narrative including cost per person and household. <b>Attachment N.</b>
<b>15) Match Documentation</b>
Attach a letter from the source of match funds indicating the match funding is dedicated to carrying out activities related to this project. <b>Attachment O.</b>
<b>16) PROOF OF PROJECT SUBMISSION IN ESNAPS</b>
Attach a full export of the project submission in eSnaps as a PDF. <b>Attachment P.</b>