Dear FMCoC-Funded Agencies,

The Fresno Madera Continuum of Care (FMCoC) is requesting Letters of Interest (LOI) from current CoC-funded agencies who have capacity to take over a [Joint Transitional Housing-Rapid Rehousing (Joint TH-RRH) project](#) using U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funding.

Background: A current CoC-funded Joint TH-RRH project serving survivors of domestic violence (category four definition of homelessness[1]) is no longer able to operate their project due to site control issues with the TH portion of the project. To keep the funding, the CoC needs to find a new agency to take over the project through a project transfer/grant amendment. **HUD will not accept a transfer to a new project component type, so the project needs to stay a Joint TH-RRH project.** HUD has indicated that a transfer application is more likely to be approved if the Joint TH-RRH project continues to serve a specific subpopulation with a demonstrated need for the project (i.e., Domestic Violence or Youth). If no one is approved by HUD to take over the FY2023 grant, then the grant amount will be taken from the CoC's annual renewal demand amount. This represents a significant loss of funding for the entire community, as these funds will no longer be available to the CoC/CoC-funded providers.

FMCoC Request:

The goal of this LOI process is to find an agency that can take over a Joint TH-RRH project as soon as possible.

- Amount of Funding: **$450,000 of the FY2022 grant funds** are expected to be available and an extension for the FY2022 grant may be available on request during the grant amendment process. **The FY2023 award is $618,624.**

- Match Amount: If $450,000 is transferred under the FY2022 grant, then the new project will need approximately **$112,500 in match** for the FY2022 grant. **The FY2023 award match amount is $151,752.** Please note that the current project does not have a leasing budget for the TH portion of the project. Match does not apply to leasing budgets, so the match required may be lower than the amounts listed above if a leasing budget is added to the project budget.

- Timeline: Ideally the new project would start within the previous project's FY2022 grant period, which runs through September 30, 2024 (during the transfer process a request for an extension may be requested, but the grant must end in 2024). Otherwise, the project will need to start by the FY2023 grant start date, which runs from October 1, 2024 to September 30, 2025 (or later if a FY2022 grant extension is approved, but the project must start in 2024). The project will likely be automatically renewed in the 2024 NOFO (subject to CoC approval of the NOFO policies and procedures in May).

- Subpopulation: **the CoC will prioritize projects in the following order, as the project transfers outlined in #1 below are the most likely to be approved by HUD** (note: projects that can take over starting with the FY2022 grant may also be prioritized)**:**

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[1] Defined as: any individual or family who (i) is experiencing trauma or lack of safety related to, or fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual or a family member in the individual's or family's current housing situation, including where the health and safety of children are jeopardized; (ii) Has no other safe residence; and (iii) Lacks the resources to obtain other safe permanent housing.

1. Proposed TH-RRH projects from CoC-funded agencies that currently serve and are proposing to serve Survivors of Domestic Violence (DV) (Category 4) or Transitional Age Youth (TAY) experiencing homelessness.[2]
2. Proposed TH-RRH projects from CoC-funded agencies.[3]

- Detailed Information regarding TH-RRH Projects: See Appendix A. Technical Assistance will be made available to the selected grantee, both for the transfer/grant amendment process and for the project.

The CoC asks that all interested parties review the below Letter of Interest process and the Appendices (Appendix A- Information on Joint TH-RRH Projects and Appendix B- Original HUD Budgets and Scope from E-Snaps) and then submit a Letter; details for which are below.

SUBMISSION DEADLINES

Request for LOI Release	Monday, March 18, 2024
Office Hours for Questions and Answers	Tuesday, March 19th, 2024 from 12PM-1:30PM via Zoom (join as you're available- Homebase will stay on the whole time for people to come and go)
LOIs Due	Wednesday, March 27th, 2024 at 5PM
FMCoC Workgroup (non-conflicted) meets to review LOI submissions (applicants should be available by phone for questions)	Thursday, March 28th, 2024 from 8AM-11AM
Workgroup recommendation sent to CoC Board for review before April 4th Board meeting.	Friday, March 29th, 2024
FMCoC Board Meeting- Approval of Successful Application	Thursday, April 4th, 2024
CoC General Membership Approval of Successful Application and of Letter of Support	Thursday, April 11th, 2024
HUD Forms are Completed and Signed and submitted to HUD (CoC Letter of Support, Letter from the Agency Transferring the Grant, Letter of Acceptance from the Agency Receiving the Grant).	Friday, April 19th, 2024

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[2] In HUD's webinar they state: "…And a couple of the main areas the main gaps that we were trying to fill [using Joint TH-RRH] are around un-sheltered homelessness and people fleeing domestic violence and young people experiencing homelessness."

[3] Please note that HUD may not approve the project transfer to a general TH-RRH project, but the CoC will still submit the transfer request if no DV or TAY LOIs are received.

<u>**Responses should not exceed 4 pages, including a budget.**</u>

1. **Agency Capacity (please answer Yes or No):** Do you currently operate a CoC-funded project within the Fresno Madera Continuum of Care geography?
    a. **If yes,** please provide a description of those projects.

2. **Agency Subpopulation Experience (please choose one):** our agency currently specializes in serving:

    a. Survivors of Domestic Violence (Category 4 of HUD's definition of Homelessness)
    b. Transitional Aged Youth (TAY)
    c. None of the above

3. **Proposed Project Type and Subpopulation (please choose one):**
    a. Joint TH-RRH project serving Survivors of Domestic Violence (Category 4 of HUD's definition of Homelessness)
    b. Joint TH-RRH project serving Transitional Aged Youth (TAY)
    c. Joint TH-RRH project serving people experiencing homelessness, generally (no specific subpopulation)

4. **Please provide a brief description of the proposed project.**

5. **Has your agency ever operated a TH, RRH, or Joint TH-RRH Project before (please answer Yes or No)?**
    a. **If yes**, please indicate which project components you have operated).
    b. **If yes,** have you ever had a TH, RRH, or Joint TH-RRH Project involuntarily reallocated during a HUD CoC Notice of Funding Opportunity (NOFO) competition (either through placement in Tier 2 or otherwise placed on the Priority Listing for involuntarily reallocation) or, if not a CoC-project, not renewed for performance reasons?

6. **The CoC will look at previous CoC grant spend when awarding this request. Please provide a brief explanation for any previous low grant spend for any CoC-funded TH or RRH projects your agency has operated and how the spend issue was fixed.**

7. **Is your agency able to start the Joint TH-RRH project before September 30, 2024 (and therefore take over the FY2022 contract) (Please answer Yes or No)?**
    a. **If yes,** what date will your project start and provide brief details as to how your agency plans to find units for the project (both portions).

8. **If you are not able to start the Joint TH-RRH project before September 30, 2024, are you able to start the project within the FY2023 grant period (October 1, 2024-September 30, 2025)?**
    a. **If yes,** please list the date your project will be ready to start housing clients (different from project start date) and provide brief details as to how your agency plans to find units for the project (both portions).

9. **Please provide a proposed budget (as needed, see Appendix B for the budget that was originally approved by HUD for this project in FY2021 and for the summary budget that was approved in FY2023).**
    a. Please note:
        i. If CoC Program funds are not being requested for both TH and PH-RRH units, the project budget must still describe the number of TH and PH-RRH

units that will be utilized by the project from another funding source and provide details in the project description of how TH and PH-RRH assistance will be provided.

ii. **The program should provide enough RRH assistance to ensure that at any given time a program participant may move from TH to permanent housing. This may be demonstrated by identifying a budget that has twice as many resources for the rapid re-housing portion of the project than the TH portion, by having twice as many PH-RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the population being served by the project.**

iii. A note from HUD's webinar: "For a joint TH-RRH project to work well, it requires some really good foresight and forecasting about how much TH and how much RRH the project is going to need over time. Making sure there's enough budgeted for both types of assistance is really important. If you find the mix isn't working, change the mix of funding in your renewal grant, or amend your grant, because at the end of the day, you really want the project to be able to provide both types of assistance for everyone who needs it."

iv. [Joint TH-RRH projects are eligible to spend](#) on the following Budget Line Items: Tenant Based Rental Assistance, Leasing, Supportive Services, HMIS, Operating, VAWA, and Administration.

APPENDIX A: Joint TH-RRH Project Information ([HUD Webinar here](#)):

- Joint TH-RRH projects combine two existing program components–transitional housing and permanent housing-rapid rehousing–in a single project to serve individuals and families experiencing homelessness (categories 1 and 4).

- A program participant may choose to receive only the transitional housing unit or the assistance provided through the PH-RRH component, but the recipient or subrecipient must make both types of assistance available.

- When a program participant is enrolled in a Joint TH and PH-RRH component project, the recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants.

- Joint TH-RRH can be scattered site or site-based.
  - Projects can have one TH facility then clients move into scattered site RRH housing. Or, for housing stability purposes, agencies can master lease units (shared housing or otherwise) for TH, then let participants transition-in-place in the unit when they want to switch into the RRH portion of the project (subject to landlord approval), changing to the lease into their name.
  - A lease is not needed for TH, or a sub-lease, but is allowed. Without a lease or sub-lease, an occupancy agreement is required. Occupancy agreements have less requirements of terms that need to be included than a lease. At a minimum, occupancy agreements should inform clients how long they're allowed to stay in the TH, and what the requirements are to stay there.
  - If hotels/motels meet Housing Quality Standards and will sign occupancy agreements for extended stays, the TH portion of the project may be able to be located in a motel/hotel.

- Joint TH-RRH projects are time-limited. Participants can spend up to 24 months across the entire project. There is no minimum length of stay in either portion of the project.

- Projects must use HMIS or a comparable database.
  - Projects must be set up as two different programs in HMIS/comparable database (a TH portion of the program and a RRH part of the program).
    - Clients will have one entry if they remain in one of the components. If clients enter and stay in TH, then they are only ever entered into the TH project in HMIS. If a clients starts in TH, then moves to RRH, they will be exited from the TH portion of the project and added into the RRH portion of the project; so they have two project entries and the project will need to enter the client into HMIS/comparable database twice.
    - If a client is interested in both portions of the project (or if they are enrolled in the TH portion, but services are coming from the RRH portion), they can be enrolled in both projects at the same time.
    - The "move in date" field in RRH projects is the critical HMIS/comparable database field. That field delineates between people in RRH projects that are homeless versus those that are actually housed. Clients may have overlapping HMIS enrollments, especially before the clients are actually "moved in" to RRH in HMIS/comparable database. The "client destination field" will be a very important data field for this project type and using it correctly will ensure project performance is measured accurately.
    - During the Sage Annual Performance Report (APR) submission to HUD, an APR must be submitted for each project component (two APRs total) rather than just one for the entire project.

- Project must adopt a Housing First approach.

- Projects must select program participants consistent with the CoC's Coordinated Entry: Joint TH-RRH projects and the "One CES Access Model": prioritization and referral is for the entire project- the CES referral is to the Joint TH-RRH project. It is the client's choice about which portions of the project they receive and this can be done at match or after match (i.e., the client is matched to the Joint TH-RRH project and then the project asks the client which project they want and moves forward that way). CES does not need to determine which portions of the project the client is going to want to participate in prior to referring someone.
    - Clients do not need CES referrals or to go back to CES to move within the project between the two program types.

- TH-RRH Eligibility Issues:
    - Clients remain "homeless" while in the TH portion of the project and change to "housed" when they "move into" the RRH portion of the project. If clients were chronically homeless prior to entering the Joint TH-RRH project, and entered the TH portion of the project, they maintain eligibility for DedicatedPlus PSH projects only.
    - Many clients will be enrolled simultaneously in the TH project and the RRH project, so the client's homelessness status will depend upon where the client is sleeping that night. If the client is sleeping in the TH portion of the project and getting services through the RRH portion of the project, they would still be considered homeless since they are sleeping in the TH portion.
    - Clients who are staying in other TH and RRH projects may not be eligible to be referred to the Joint TH-RRH project- eligibility should be looked at closely when accepting these clients into Joint TH-RRH projects.

APPENDIX B: Original HUD Budgets and Scope from E-Snaps

Original FY2021 E-Snaps Project Scope and Budget for Project Being Transferred.

2023 Summary Budget for previously approved project (does not account for Fair Market Rents included in final award amount):

Eligible Costs (Light gray fields are available for entry of the previous grant agreement, GIW, approved GIW Change Form, or reduced by reallocation)	Applicant CoC Program Costs Requested (1 Year Term)
1a. Leased Units (Screen 6B)	$0
1b. Leased Structures (Enter)	$0
2. Rental Assistance (Screen 6C)	$109,152
3. Supportive Services (Enter)	$269,513
4. Operating (Enter)	$173,818
5. HMIS (Enter)	$10
6. VAWA (Enter)	
7. Sub-total of CoC Program Costs Requested	$552,493
8. Admin (Up to 10% of Sub-total in #7)	$54,515
9. HUD funded Sub-total + Admin. Requested	$607,008
10. Cash Match (From Screen 6D)	$0
11. In-Kind Match (From Screen 6D)	$151,752
12. Total Match (From Screen 6D)	$151,752
13. Total Project Budget for this grant, including Match	$758,760

*Leasing budget is not included for the TH portion of the project, as part of the match for this project came from the City, as they were providing a lease for the TH portion of the project to the agency for $1.