



New Project Application Template

[Application Online Form Template](#)

The template for the [2024 New Project Application Online Form](#) can be found on **pages 2-15** of this document.

- The template is provided for **planning purposes only**. Applicants may use the template to develop their responses, however, all responses must be entered into the [Application Online Form](#), which must then be submitted on or before the submission deadline of September 30, 2024 at 4:59 PM PST.
- All efforts have been made to accurately represent the [Application Online Form](#) in the template, however, because the online form uses conditional formatting, the fields an applicant sees in the online form may differ slightly.
- Except where specifically noted, the narrative response fields in the [Application Online Form](#) are not limited by character counts, word counts, or space. Although the narrative response fields appear small in the template, the corresponding fields in the online form will expand based on the response entered.

[eSnaps Application Template](#)

A template for the [eSnaps New Project Application](#) can be generated by the applicant by taking the following steps:

1. Use the information in the [Accessing the Project Application in eSnaps](#), a document published by HUD to establish the Application in eSnaps.
2. Once the application has been established, navigate through the sections and complete all questions that require selecting a response from a dropdown menu or checking a box/bubble. Use the [2024 New Project Application Detailed Instructions](#) as a guide when answering these questions. (Responding to these fields will ensure that all sections and questions will become visible.)
3. When you arrive at the "Submission Summary" page, click the "Export to PDF" button at the bottom of the screen. Use the resulting PDF as a template for planning the remainder of your responses. *(Use the template for **planning purposes only**. All responses must be entered into the eSnaps New Project Application which must then be submitted on or before the submission deadline of September 30, 2024 at 4:59 PM PST.)*

2024 New Project Application

- ① Contact Information
- ② Project Information
- ③ Program Design, Capacity and Equitable Access
- ④ Leveraging Resources and Relationships
- ⑤ Project Performance
- ⑥ Certifications

Tehama County Continuum of Care 2024 New Project Application

Saving the Application

To save your application and resume later, click the Save button at the bottom of any screen. When the pop-up message appears, confirm your email address in the "Email me my link" field and click "Send". To resume working on your application, click the Save Link in the email. The Save Link will remain valid until the application has been submitted OR the submission deadline has passed.

Contact Information

Organization *

Organization Type *

- 501(c)(3) Nonprofit Organization
- Unit of Local Government

Primary Contact Name *

Primary Contact Email *

Primary Contact Phone *

All email communications regarding this application will be sent to the Primary Contact Email entered above. The Primary Contact does not need to be the person authorized to enter contracts on behalf of the Applicant Organization, however, the Primary Contact must be authorized by the Applicant Organization to submit this application and must certify to that fact prior to application submission.

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4 Leveraging Resources and Relationships 5 Project Performance 6 Certifications

Project Information

Project Name *

Project Type *

- PH-PSH PH-RRH Joint TH/PH-RRH

New Application Type *

- CoC Bonus DV Bonus

Does this project serve a specific subpopulation? *

- Yes No, this project will serve all persons experiencing homelessness.

CoC Program Funding Request Amount *

Funding Amount Request NOTE: Tehama CoC is eligible to request up to **\$39,164 in CoC Bonus** funds and up to **\$50,000 in DV Bonus** funds. New Project Applications that are accepted but are requesting amounts that exceed these limits may be asked to adjust their requested funding amounts prior to the final CoC Application is submitted.

Does your organization currently conduct the same activities or activities reasonably similar to those for which you are requesting funds through this application? *

- Yes No

What type(s) of funding supported these activities at any point between July 1, 2023 and June 30, 2024? *

- | | |
|--|---|
| <input type="checkbox"/> Continuum of Care (CoC) Program | <input type="checkbox"/> Homeless Housing, Assistance and Prevention (HHAP) Program |
| <input type="checkbox"/> Emergency Solutions Grant (ESG) Program | <input type="checkbox"/> Encampment Resolution Funding (ERF) Program |
| <input type="checkbox"/> California Emergency Solutions and Housing (CESH) Program | <input type="checkbox"/> Other <input type="text"/> |

If you are unsure, check "Other" and enter the information you do have regarding the source(s) of funds.

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Project Design & Capacity

Project Description

In your narrative response below, provide a description that addresses the entire scope of the proposed project, including:

1. The type of housing proposed, including the number and configuration of units overall, the number and configuration of units to be funded by the requested funding, and how this configuration meets the needs of the program participants.
2. The type of supportive services that will be offered to program participants to ensure successful retention in or help to obtain permanent housing. Include all supportive services regardless of funding source and describe the sources of support for each.
3. The proposed project's specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
4. The proposed project's plans for assisting program participants to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing).

Provide a description that addresses the entire scope of the proposed project. *

Organizational Capacity & Experience

In your narrative response below, provide a description of your organization's capacity and experience operating the proposed activities, including:

1. The organization's financial and management capacity and experience to carry out the project.
2. The organization's experience with successful administration of the proposed activities.
3. The organization's experience with serving the target population/subpopulation, including staff experience and any relevant training and certifications.

Provide a description of your organization's relevant experience and capacity for implementing the project. *

Advancing Racial Equity

In your narrative response below, provide a description of how your organization advances racial equity, including:

1. Level to which the make-up of organizational and project staff, management and executive/board of directors reflects the characteristics of the population being served.
2. Staff training and support around advancing racial equity and cultural competency.
3. Collection and monitoring of racial equity metrics in project data.
4. Organizational and project capacity for providing in-language and culturally competent services.

Provide a description that addresses your organization's commitment to advancing racial equity. *

Involving People with Lived Experience

In your narrative response below, provide a description of how your organization involves people with lived experience of homelessness in decision-making and project/program design, including:

1. Recruiting and hiring people with lived experience of homelessness.
2. Existence of a Lived Experience Advisory Board and/or including people with lived experience of homelessness on boards, committees, or other decision-making bodies.
3. Peer support or mentoring programs through which people with lived experience provide advocacy and/or support to current participants.
4. The use of focus groups, individual interviews, surveys, or other methods of collecting input from people with lived experience of homelessness and how this information is used in program design and organizational decision making.

Provide a description of how your organization involves people with lived experience of homelessness in decision-making and project/program design. *

Commitment to Housing First

Housing First prioritizes rapid placement and stabilization in permanent housing and utilizes housing as a platform for providing supportive services that improve a person's health and well-being. CoC Program funded projects should help individuals and families move quickly into permanent housing without preconditions and ensure that participants can choose the services they need to improve their health and well-being and remain in their housing.

Your responses below should reflect the proposed project's commitment to Housing First, both in written policies and in actual implementation of the program.

Does the project prioritize client selection based on duration of homelessness and vulnerability? *

- Yes No

Does the project accept all clients regardless of substance use history, or current use? *

- Yes No

Does the project accept clients who are diagnosed with, or show symptoms of, a mental illness? *

Yes No

Does the project accept clients regardless of criminal history? *

Yes No

Does the project accept clients regardless of income or financial resources, including having no income? *

Yes No

Does the project use a harm-reduction model for drugs and/or alcohol use? *

Yes No

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HMIS Status:

- Existing project enters data into Tehama HMIS.
- Existing project enters data into an HMIS-comparable database (DV projects only).
- Existing project does not enter data into Tehama HMIS or an HMIS-comparable database (DV projects only).

Please select the option that best describes the current status of your project overall, including as supported by other funding sources.

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Leveraging Resources and Relationships

CoC Participation

Tehama CoC is a collaborative of service providers and other community members dedicated to preventing and ending homelessness in Tehama County. The CoC offers a variety of opportunities for collaborative involvement. Below, check the CoC activities in which your organization participates.

In which CoC committees/activities is your organization represented? (Check all that apply) *

- CoC General Collaborative
- LIFT Event Planning Committee
- Homeless and Housing Stakeholders' Collaborative (HHSC)
- Permanent Housing Working Group
- Health & Human Services Working Group
- Barriers to Accessing Services Working Group
- Unique Community Needs Working Group
- RIO Team (Encampment Resolution)
- None of these
- Other

Leveraging Housing Resources

For many applicants, funds requested through the CoC NOFO make up only a portion of the total units supported by the overall project. For the purposes of this application, project units supported by funding other than CoC Program or ESG are considered "leveraged housing resources".

NOTE: As used here, "CoC Program" refers only to funding available through the CoC NOFO and does not refer to funds that your organization or project receives directly through Tehama CoC. If your project receives funds directly from Tehama CoC, it is likely that the units supported by those funds are considered "leveraged housing resources".

Does the project include housing units subsidized by funds other than CoC Program and ESG funds? *

- Yes
- No

What percentage of the project's total housing units are subsidized by non-CoC Program, non-ESG sources? *

Describe the housing resource to be leveraged and the details of the arrangement. *

By October 26, 2024, can you provide the CoC with letters of commitment, contracts, or other formal written documentation that demonstrates the number of non-CoC Program, non-ESG subsidies or units being provided to support the project? *

Yes No

Leveraging Healthcare Resources

Where provision of or facilitating access to healthcare services for project participants includes one of the following, it is considered "leveraging healthcare resources" for the purposes of this application:

- Direct contributions from a public or private health insurance provider to the project (e.g., Medicaid),
- Provision of health care services by a private or public organization (e.g., Ryan White funded organization) tailored to the program participants of the project.

The following additional requirements must also be met:

- Eligibility for receiving such services must comply with HUD program and fair housing requirements,
- Eligibility cannot be restricted by the eligibility requirements of the health care service provider, and
- The healthcare resources will be available to project participants within the same performance period as the CoC Program funds being applied for through this application (likely October 1, 2025 - September 30, 2026)

Please consider these requirements when responding to the below question.

Will this project leverage healthcare resources? *

Yes No

If the leveraged healthcare resources will be providing substance use disorder treatment, will the resource be available to all program participants who qualify and choose those services? *

When compared to the total amount of funding being requested through this application, to what percentage of the total amount of funding being requested is the value of the healthcare resources equivalent? *

Describe the healthcare resource to be leveraged, the types of healthcare services participants will have access to through this arrangement, and the details of the arrangement. *

By October 26, 2024, can you provide the CoC copies of formal written agreements documenting this commitment that includes the value of the commitment(s) and dates the healthcare resources will be provided? *

Yes No

Leveraging Community Partner Relationships

Community Partners

In the fields below, describe how the project coordinates with up to 5 Community Partners to ensure that participants have access to supportive services necessary to obtaining and/or retaining permanent housing, achieving stabilization, and/or improving their health and well-being.

or healthcare resources described in the previous two sections may be included provided the collaboration described in this section is distinct from the leveraged resource(s) previously described.

In the table below, enter information about each community partner per row. Click the "Add Item" button to add additional rows.

	Community Partner Name *	Community Partner Type *	Commitment Type *	Briefly Describe partnership, including benefit to participants. (200 character limit per entry) *
⊗				
⊗				
⊗				
⊗				
⊗				

+ Add Item

Match Commitment

Per 24 CFR 578.73, project recipients must match all grant funds, except for leasing funds, with no less than 25 percent of funds or in-kind contributions from other sources.

Type(s) of Match to be used: *

A cobmination of both Cash and In-kind Match ▼

Please describe the specific sources of match the project will use. *

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Project Performance

All responses to the questions in the Project Performance section should be obtained from either:

- Tehama HMIS
- An HMIS-comparable databased used by a Victim Service Provider

All data requested below can be obtained from a standard Annual Performance Report (APR). Projects utilizing Tehama HMIS must request an APR via email to hmis@tehamacoc.org on or before September 16, 2024. Projects utilizing an HMIS-comparable database may also request technical assistance with extracting the needed data via email email to hmis@tehamacoc.org on or before September 16, 2024.

Responses in this section should represent your project's services provided from July 1, 2023 through June 30, 2024, regardless of the funding that supported these services.

NOTE: Joint TH/PH-RRH should enter data as it applies ONLY to PH-RRH component of project.

Performance Calculations

To complete this section, you will need to obtain your project's Annual Performance Report (APR) from Tehama HMIS or generate a HUD APR from your HMIS-comparable database.

Use the description below each field to locate the requested data according to the APR question, row, and column indicated.

Total number of persons served *

APR Q5a

Row: Total number of persons served

Column: Count of Clients

Number of leavers *

APR Q5a

Row: Number of leavers

Column: Count of Clients

Number of adult leavers *

APR Q5a

Row: Number of adult leavers

Column: Count of Clients

Total number of households served *

APR Q8a

Row: Total Households

Column: Total

Total households moved into housing *

APR Q8a

Row: For PSH& RRH - the total households served who moved into housing

Column: Total

Adults with Income at Exit *

APR Q18

Row: 1 or more source of income

Column: Number of Adults at Exit (Leavers)

Adults with Non-Cash Benefits at Exit *

APR Q20b

Row: 1 + Source(s)

Column: Benefits at Exit for Leavers

Persons with more than 1 Source of Health Insurance at Exit *

APR Q21

Row: More than 1 Source of Health Insurance

Column: At Exit for Leavers

Persons with 1 Source of Health Insurance at Exit *

APR Q21

Row: 1 Source of Health Insurance

Column: At Exit for Leavers

Average Length of Time to Housing *

APR Q22c

Row: Average length of time to housing

Column: Total

Total persons exiting to positive housing destinations *

APR Q23c

Row: Total persons exiting to positive housing destinations

Column: Total

Total exiting persons to exclude from calculation *

APR Q23c

Row: Total persons exiting to destinations that excluded them from the calculation

Column: Total

Please upload a PDF of the HUD APR Report used to complete the above fields. *

or drag files here.

Total Program Expenditures by Funding Source

In the table below, enter the total expenditures for the Project in the same period (July 1, 2023 through June 30, 2024) using one row for each funding source.

The funds expended entered in this section should correspond to the participants served indicated in the Performance Calculations fields above.

To add more rows, click the "Add Item" button.

Funding Source *	Total Project Expenditures in Period *
<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> × <input style="flex-grow: 1; border: none;" type="text"/> </div>	
	\$0.00
<div style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; display: inline-block; margin: 0 auto;"> + Add Item </div>	

Please upload a PDF copy of a fiscal report from your organization's accounting system to document the amount entered in the Total Program Expenses field. If possible, configure this report to reflect subtotals by funding source. *

U Upload

or drag files here.

Performance Outcomes

The results in this section are calculated based on your responses in the sections above. If you notice any unexpected results, please re-visit the fields above and confirm that the data has been entered correctly. If any unexpected results are due to HMIS data quality issues, you must address the data quality issues in HMIS and request/generate a new APR.

Cost Effectiveness - Total Cost per Household moved into Housing

Grand total of "Total Program Expenditures by Funding Source" table divided by the "Total households moved into housing"

PH-RRH - Rate of Exits to Permanent Housing

("Total persons exiting to positive housing destinations" minus "Total exiting persons to exclude from calculation") divided by "Number of leavers"

PH-RRH - Income Stability for Adults at Exit

"Adults with income at exit" divided by "Number of adult leavers"

PH-RRH - Access to Non-Cash Benefits for Adults at Exit

"Adults with non-cash benefits at exit" divided by "Number of adult leavers"

PH-RRH - Access to Health Insurance at Exit

("Persons with 1 source of health insurance at exit" plus "Persons with more than 1 source of health insurance at exit") divided by "Number of leavers"

Average Length of Time to Housing

0

"Average length of Time to Housing" (direct reference)

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Certifications

IMPORTANT

Submission of the 2024 New Project Application consists of 2 parts:

- Submission of the 2024 New Project Application Online Form (THIS FORM), and
- Submission of the New Project Application FY2024 in the HUD eSnaps System.

DO NOT submit this form until you have already submitted the New Project Application FY2024 in the HUD eSnaps System.

If you have not yet completed and submitted the eSnaps application, save this form, complete and submit the eSnaps application, then return to this form using the Save Link, certify below that the eSnaps Application has also been submitted, then submit this form.

Has the New Project Application FY2024 been submitted in the HUD eSnaps System? *

▼

Certify & Submit

The below Certification is to be completed by the same individual listed as the Primary Contact in the first section of the application form.

By typing your name in the field below, you certify that 1) you are authorized to submit this application on behalf of the Applicant Organization and 2) that all information provided in this form is true and correct, to the best of your knowledge.

To sign and certify this form, type your full name below. *