

**Missouri Balance of State**  
Continuum of Care



APPLICATION  
INSTRUCTIONS  
FOR  
SPECIAL RURAL COORDINATED  
ENTRY SUPPORTIVE SERVICES  
ONLY AWARD

Missouri Balance of State Continuum of Care

Missouri Balance of State Continuum of Care  
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## **APPLICATION INSTRUCTIONS** for **Special Rural Coordinated Entry Supportive Services Only Award**

### **OVERVIEW**

The Continuum of Care (CoC) Program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S. C. 11381-11389). The CoC is designed to address the critical problem of homelessness through a coordinated community-based process of identifying needs and building a system of housing and services to address those needs. The CoC Governance Board (Board) designates a Lead Agency and Collaborative Applicant to manage the required HUD processes on its behalf to ensure the maximum amount of funds are received by the CoC planning area and that the CoC is in compliance with all applicable HUD rules and regulations. The Lead Agency serves as the CoC staff and performs all tasks at the direction of the Board.

The Missouri Balance of State Continuum of Care (MO BoS CoC) was formally housed under the Missouri Governor's Committee to End Homelessness (GCEH). In 2017, this body left the GCEH to form its own Continuum of Care, known as MO BoS CoC.

The MO BoS CoC is a membership body made up of multiple agencies and individuals with a focus on ending homelessness. Membership includes governmental departments, for-profit organizations, not-for-profit organizations, community action agencies, community partners, and individuals. For more information, please visit <http://www.moboscoc.org>

### **ABOUT RURAL COORDINATED ENTRY SUPPORTIVE SERVICES ONLY AWARDS**

The MO BoS CoC is accepting applications from Missouri-based 501(c)3 not-for-profit organizations to fund Rural Coordinated Entry Supportive Services Only (SNOFO CE SSO) Awards as detailed in this Application Instructions document.

### **KEY PRIORITIES of the CoC**

1. Enhance the Coordinated Entry System (CES) capacity to effectively support individuals with severe service needs, ensuring seamless navigation of housing referrals.
  - a. Reduce waitlist durations for individuals requiring intensive support, particularly those with severe service needs (attached HUD document explains severe service needs).
  - b. Minimize instances of refused referrals or unsuccessful exits from the Coordinated Entry System (CES).



2. Address community needs by bolstering coordinated entry, housing navigation, case management, and outreach efforts.
3. Prioritize the expansion of CES access in underserved counties, rectifying gaps where community needs have not been adequately met.
4. Foster collaboration, training, and continuous support from the Continuum of Care to enhance the overall system capacity for serving individuals effectively.
5. Emphasize the development of a robust marketing strategy, ensuring information and referrals are readily available in all 89 rural counties covered by the SNOFO grant, thereby improving accessibility and awareness.

### **FUNDING SOURCE**

Funding for this grant application will come from Continuum of Care funding, commonly referred to as "CoC." CoC is funded through the U.S. Department of Housing and Urban Development (HUD) through an annual competitive award process. MO BoS CoC is awarded a Rural Coordinated Entry award through the Rural Notice Of Funding Opportunity FY2021. CoC funds must be used to serve those experiencing homelessness as defined by HUD (See Appendix E).

### **FUNDING SUMMARY**

Through this award opportunity, MO BoS CoC will award up to three awards of no more than \$101,010 each in CoC funding to not-for-profit organizations that provide homeless services in the MO BoS CoC. Each of the three awards will serve an average of 30 counties. An agency may submit one application for one, multiple, or all areas named in this RFP. Details of the funding areas are listed in another section of the RFP. The grant will have an approximately three-year (3) term and is tentatively scheduled to begin on March 1, 2024 and end on December 31, 2026.

Once awarded, the applicant will be reimbursed for allowable costs on a month-by-month basis for costs related to the project that were incurred during the term of the grant agreement. The applicant must submit a monthly claim to MO BoS CoC, through its Lead Agency, CPSEMO, requesting reimbursement for charge by the 20th of the preceding month in which those charges were incurred. The award may wholly or partially fund the project; other funding may be used in conjunction with this award. The award will require a 25% match commitment of non-grant funds for eligible costs that will be used to support the project. Eligible costs are considered those enumerated in 24 CFR § 578.532. Eligible costs for match purposes will also include project administration costs which are enumerated in 24 CFR § 578.593.

Rural CE SSO projects must improve communication and collaboration between service providers with the goal of reducing barriers to assessment and decreasing



housing wait times. Participants served by this funding must meet the HUD definition of homelessness.

All awardees must be willing to work with MO BoS CoC, through its Lead Agency, CPSEMO, to document their project and share frameworks for resources that are developed in addition to any challenges. This is the first award cycle for this funding, and feedback will be used to improve the process for the future funding cycles.

One award will be given for each of three areas. An applicant agency may apply for one, multiple, or all areas with the expectation that said agency will travel and provide services to each area awarded funding. All areas must be on one application.

With this funding, MO BoS CoC hopes to improve access for assessment, improve diversion, and lessen wait times on the prioritization list.

\*\*\*If an area has no applicant that meets eligibility and service requirements, the Board of Directors and Lead Agency reserve the right to recruit an applicant from that area and/or request another awarded applicant serve that area.

**AREAS of FUNDING:**

**Area 1:** Missouri Counties of: Marion, Pike, Ralls, Lewis, Monroe, Shelby, Randolph, Adair, Linn, Macon, Clark, Schuyler, Scotland, Chariton, Sullivan, Putnam, Knox, Clinton, Ray, Livingston, Nodaway, Grundy, Caldwell, Daviess, Carroll, Gentry, Harrison, Atchison, Holt, Mercer, Worth

**Area 2:** Missouri Counties of: Ste. Genevieve, Crawford, Washington, Johnson, Pettis, Henry, Saline, Benton, Bates, St. Clair, Pulaski, Phelps, Camden, Miller, Audrain, Morgan, Cooper, Gasconade, Osage, Montgomery, Howard, Maries, Laclede, Dallas, Cedar, Vernon, Hickory

**Area 3:** Missouri Counties of: St. Francois, Perry, Madison, Bollinger, Iron, Scott, Dunklin, Stoddard, Pemiscot, Mississippi, New Madrid, Butler, Ripley, Wayne, Carter, Reynolds, Howell, Wright, Texas, Dent, Douglas, Ozark, Oregon, Shannon, Taney, Stone, Lawrence, Barry, McDonald, Barton, Dade



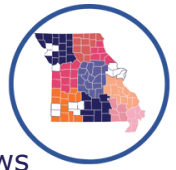
*Area 1 in Green, Area 2 in Yellow, Area 3 in Pink*

## **APPLICANT ELIGIBILITY**

In order to be eligible, an applicant must be a 501(c)3 not-for-profit corporation in good standing with the Missouri Secretary of State and have the ability to comply with financial requirements and internal controls required to receive and manage Federal funds. Any applicant selected through this process must have or obtain a Unique Entity Identifier (UEI) before it can receive any funding. Each applicant must also be registered and in good standing in the federal System for Award Management (SAM). If the applicant is the recipient of HUD or subrecipient of MO BoS CoC, Emergency Solutions Grant (ESG), Housing Opportunities for Persons with AIDS (HOPWA), or CARES Act funding, the applicant must be in good standing with HUD or MO BoS CoC, with no active Performance Improvement Plan.

MO BoS CoC shall not award any grant until the applicant has been determined to be responsible. A responsible applicant must:

1. Have adequate financial and human resources to perform the project, or the ability to obtain them;
2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the applicants existing commercial and governmental business commitments;
3. Have a satisfactory performance record with MO BoS CoC, if they are a member agency;
4. Have a satisfactory record of integrity and business ethics;
5. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
6. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them;
7. Have supplied all requested information;
8. Be legally qualified to contract in the State of Missouri;



9. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended or debarred;
10. Use a HMIS or non-HMIS comparable database for this project; and
11. Submit all required reports to the Lead Agency in a timely manner.

**\*\*\*Applicants who are victim service providers using a non-HMIS comparable database will be required to use the MO BoS CoC selected non-HMIS comparable database, DVIMS, for this project. No other comparable database will be allowed.**

Awarded applicants must also comply with the terms and conditions set forth in Appendix F.

### **ELIGIBLE PROJECTS**

To be considered, the project must meet the following requirements:

1. Project must involve, at a minimum, the Regional CE Leads in the design of the project;
2. Project must be designed to serve persons experiencing homelessness as defined by HUD;
3. Project must identify and remove barriers to accessing CE;
4. Project must attempt to decrease wait times for survivors to access housing; and
5. Project budget must consist of eligible costs as enumerated in 24 CFR § 578.53
6. Projects using DVIMS must provide \$2,000 cash match at the beginning of each grant period.

To strengthen applications, applicants are encouraged to build all of these initiatives into their project, if possible:

1. Connect individuals to services within their region, including working with providers that are not actively participating in the CES.
2. Attend regional meetings and advocate on behalf of people experiencing homelessness.
3. Attend case conferencing and advocate on behalf of people experiencing homelessness.
4. Perform housing assessments and place participants on the HMIS or non-HMIS portal for prioritization.
5. Design a program that allows for equal and no barrier access to the CES in the area.

### **HOW TO APPLY**



To apply for Rural CE SSO funding, the application must include the following required components.

1. Project Description Narrative (no more than 5 pages)
2. Completed application (Appendix A)
3. Print Screen of current SAM.gov registration – must include UEI
4. Print Screen of Secretary of State registration
5. Homeless Representation on Board Form (Appendix B)
6. IRS 501(c)3 Determination Letter
7. Letter(s) of support from Regional CE Lead
8. Match commitment letter

The expectations for documents to be submitted with the application are described, by item, below.

### **PROJECT DESCRIPTION NARRATIVE (No Maximum Page Requirement)**

Please respond to each question in the order it is listed in this application instruction. Please be thorough and explain how you will implement this project in your area. Lengthy answers are not required but please provide enough information that reviewers understand your answers.

1. Agency History

Please provide a short paragraph that describes your agency. Include when your agency started, your agency mission statement, and current services.  
\*\*\*Mission Statement is required.

2. CE Participation

Briefly describe if your agency participates in Coordinated Entry in your region. If so, please describe your involvement. If not, please describe how and when your agency will begin participating. Please include current or prior participation in Case Conferencing as possible.

3. Non-HMIS System

*If your agency uses the MO BoS CoC HMIS system, please state " MO BoS CoC HMIS Agency. This section does not apply."*

If your agency utilizes a comparable database, this section applies to you and you will need to state your commitment to only utilize the non-HMIS comparable database system that has been selected by MO BoS CoC for this project, Special Rural CE SSO. The project will use DVIMS, which will be monitored by Institute for Community Alliances (ICA). ICA is the HMIS provider for MO BoS CoC and they will be providing technical assistance throughout this grant period.

- a. Your agency may continue to utilize your own comparable database for your other agency projects. All persons served with Special Rural CE SSO funds must be entered into DVIMS, if not entered into HMIS. No





other comparable database will be accepted due to annual reporting with HUD.

4. Demographics of services in Your Area

Please state how many providers in your region currently participate in the CES. How many people, on approximate average, are at your region's monthly case conferencing? What is the expected number of unserved in the area you are applying for? If you are applying for multiple or all areas, please estimate for each area. Please state what statistic or information you used to determine the estimate. Explain what type of local, state, national, or internal data your organization uses to determine the need for the project.

5. Needs of Individuals in Your Area

What needs do you see with regard to people experiencing homelessness accessing the CES in the area(s) you are applying for? Please be thorough.

6. Goals and Objectives

Please state at least two (2) goals with two (2) measurable objectives for each goal that this project will work to achieve in your area(s).

7. Project Description

Please describe, in no particular order, your project, including, but not limited to:

- a. How your agency will involve people with lived experience in the project design and implementation of this project.
- b. How this project will strengthen relationships and communication between CES and non-CES entities with respect to coordinated entry.
- c. How this project will ensure that this funding only serves eligible populations.
- d. What type of services will be provided.
- e. What is the average wait-time for individuals in your region to get access to housing and how this project will reduce that time.
- f. When will the project begin serving people experiencing homelessness.

8. Budget

Please detail how the grant funds will be spent to support the project. Please note that a maximum of \$101,010 will be granted for each area for each funding cycle:

- a. March 1, 2024 – December 31, 2024
- b. January 1, 2025 – December 31, 2025
- c. January 1, 2026 – December 31, 2026

9. Collaboration

At a minimum, this grant requires the following partners must be involved:

- a. Regional CE Lead
- b. At least one partner (i.e. Libraries, businesses and other community resources including but not limited to outreach and referral partners) in each county of the area





Please describe how your project will involve your CE Lead and what the strategy will be to engage at least one agency in each county for marketing and access to the CES. \*\*\*Engaging at least one partner in each county served is required. Monitoring will ensure active partnerships in the area.

***If you are applying for multiple areas, please complete sections 4, 5, 6, 7, and 9 for each area.***

### **PRINT SCREEN OF CURRENT SAM.GOV REGISTRATION**

The applicant can obtain a current print screen of their registration by going to SAM.gov and pulling up their agency's entity registration. At the top of this page, there is a "download" button – click this and select PDF as the file type and select "download." This should contain the applicant's Unique Entity Identifier (UEI), which will be 12 characters.

### **PRINT SCREEN OF SECRETARY OF STATE REGISTRATION**

The applicant can obtain a current print screen of their Secretary of State registration by going to <http://www.sos.mo.gov>. The applicant can log in or select "Search for a Business". Type in the applicant agency name and a screen will come up that states the current status of the business. Please scan this form in a pdf.

### **LETTER OF SUPPORT FROM PARTNER**

A letter of support must be included from at least one Regional CE Lead. Additional letters will be accepted from Agency Partners. The letter of support should be on the partner agency's letterhead, signed by an executive, and include the following:

1. Name of agency
2. Location of agency ([BoS Region](#))
3. Type of agency (Regional CE Lead, homeless service provider, DV service provider)
4. How the agency was involved in the application
5. How the agency will be involved in implementing the project

### **MATCH COMMITMENT LETTER**

#### *Cash Match*

**\*\*\*Applicants will be required to provide a 25% match for each awarded grant period. Awarded applicant must pay a \$2,000 cash match at the beginning of each grant period to the Lead Agency, CPSEMO if the agency is using a non-HMIS comparable database. The balance of the match may be cash or in-kind and accumulated throughout the length of the grant period.**

Cash match is when the awardee spends actual funds on eligible CoC Program costs. Cash counts as match only if the subrecipient can demonstrate that a



payment of funds was made to cover the cost of CoC Program eligible activities expended during the grant term.

Sources of cash that may be used as match include:

- Grants from private, local, state, and federal resources (if not statutorily prohibited by source)
- Cash resources
- Revenues from fundraising efforts organized by the recipient or subrecipient
- Recipient or subrecipient staff working on grant eligible activities who aren't paid from the CoC Program grant but are paid from other agency resources

When cash match will be used written documentation should be provided on the source agency's letterhead, signed, and dated by an authorized representative, and, at a minimum, should include the following:

1. Amount of cash to be provided to the recipient for the project
2. Specific date the cash will be made available
3. The actual grant and fiscal year to which the cash match will be contributed
4. Time period during which funding will be available
5. Allowable activities to be funded by the cash match

#### *In-Kind Match*

In-kind match is the value of any real property, equipment, goods, or services contributed to a CoC Program grant that would have been an eligible CoC Program activity if the subrecipient paid for them directly with CoC Program funds. In-kind match can be donations provided directly by the subrecipient.

The awardee must document that the in-kind donation was provided, record the value of the donation, and ensure that it was used to match CoC Program eligible activities. If in-kind services are included as a match, a Memorandum of Understanding is required, if the in-kind match is coming from outside the applicant agency.

Written documentation of the donation of in-kind goods and/or equipment must be provided on the source agency's letterhead, signed, and dated by an authorized representative of the source agency, and must, at a minimum, include the following:

1. Value of donated goods to be provided to the recipient for the project
2. Specific date the goods will be made available
3. The actual grant and fiscal year to which the match will be contributed
4. Time period during which the donation will be available
5. Allowable activities to be provided by the donation



6. Value of commitments of land, buildings, and equipment – the value of these items is one-time only and cannot be claimed by more than one project or by the same project in another year

### **OTHER REQUIREMENTS**

If funded, MO BoS CoC requires the following of applicant agencies:

- To provide match updates, if requested, to the Lead Agency, CPSEMO
- To respond to any requests for information or evaluations of progress, if requested, to the Lead Agency, CPSEMO

### **APPLICATION REVIEW, EVALUATION, & SELECTION**

Evaluation of all applications will be completed by MO BoS CoC through its Rank and Review Panel. Applicants will be scored based on Applicants submitting all required documents, strength of responses, and Applicant’s demonstrated ability to carry out the required services. Applicants must also be responsive and responsible as described in this document. Selection of an Applicant is at the sole discretion of MO BoS CoC.

Please note: MO BoS CoC will also take into consideration the Applicant’s past performance under CoC, ESG, HOPWA, Cares Act, and other MO BoS CoC grants and programs, to determine whether Applicant has a history of complying with the policies, procedures, or directives over the past five (5) years.

### **APPLICATION TIMELINE**

|                      |  |
|----------------------|--|
| January 23, 2024     | Application Instructions released to the general public      |
| February 1, 2024     | Applicant Q&A Session (Google Meet - see below)              |
| February 8, 2024     | Applicant must submit proposal by 11:59 pm CST in PDF Format |
| February 13-16, 2024 | Rank and Review Panel meets                                  |
| February 22, 2024    | Board Approval of Subgrantees                                |
| March 1, 2024        | Grant Start Date   |

### **APPLICATION SUBMISSION INSTRUCTIONS**

Applicant’s proposal must be submitted via email with the subject line “Rural CE SSO Funding Application – Your Organization’s name”. All documents must be submitted in PDF only. Applications should be sent to [collaborativeapplicant@moboscoc.org](mailto:collaborativeapplicant@moboscoc.org).

The deadline for submission is, February 8, 2024 at 11:59 pm Central Standard Time.



Applications that miss the submission deadline and/or do not contain all of the required forms/documents as listed in this document will be determined ineligible for further consideration.

Grant Training and Question & Answer Session Meeting information:

Rural CES-SSO Funding Training and Q&A Session

Thursday, February 1 · 10:00am – 12:00pm

Time zone: America/Chicago

Google Meet joining info

Video call link: <https://meet.google.com/dtt-mkfa-qng>

Or dial: (US) [+1 252-584-0203](tel:+12525840203) PIN: 993 010 574#

More phone numbers: <https://tel.meet/dtt-mkfa-qng?pin=8420102358917>

Recording will be available on February 2nd



**Appendix A: Application**  
**Section 1: Project Applicant Information**

|  |  |
|--|--|
| Name of Organization:  |  |
| Physical Address:  |  |
| Address 2:   |  |
| City, State, Zip:  |  |
| MO BOS CoC Region:   |  |
| Organization Type:   | <input type="checkbox"/> Non-Profit 501(c)(3)<br><input type="checkbox"/> PHA<br><input type="checkbox"/> Other: _____ |
| UEI Number:  |  |
| Employer or Tax ID number:   |  |
| What best describes the applicant agency?  | <input type="checkbox"/> CE lead<br><input type="checkbox"/> DV provider<br><input type="checkbox"/> Service provider  |
| Has the applicant ever received a federal grant, either directly from an agency or through a state/local agency? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No  |
| SSO Dollar Amount Requested<br>(up to \$101,010 per area included):  |  |
| Admin funds requested (up to \$5,050 per area):  |  |
| <b>Contact information for executive officer:</b>  |  |
| Name:  |  |
| Title:   |  |
| Phone:   |  |
| Email:   |  |
| <b>Contact information for person completing this application (if different):</b>                                |  |
| Name:  |  |
| Title:   |  |
| Phone:   |  |
| Email:   |  |
| <b>Contact information for person responsible for managing the project (if different):</b>                       |  |
| Name:  |  |
| Title:   |  |
| Phone:   |  |
| Email:   |  |

I hereby certify that all information that I have completed and submitted as a part of this application is true and correct and accurately reflects the agency's proposed project. Additionally, I certify that I am legally authorized to sign and submit this information to the MO BoS CoC on behalf of said agency. I understand that any misrepresentation of information or failure to disclose information requested as a part of this application process may be grounds for recapture of grant funds awarded or received by the agency based on fraud or omission.

\_\_\_\_\_  
 Signature of Authorized Official  
 \_\_\_\_\_  
 Name (typed or printed)

\_\_\_\_\_  
 Date  
 \_\_\_\_\_  
 Title (typed or printed)



## Section 2: Eligibility, Requirements, and Threshold Questions

Your project must meet all the following criteria in order to be considered for funding.

### *Federal Requirements*

- Does the agency maintain a drug-free workplace per HUD regulations (24CFR Subpart F)?
  - Yes
  - No
- Does the agency participate in any federal lobbying as prohibited by HUD regulations (24 CFR part 87)?
  - Yes
  - No
- Does the agency comply with Title VI of the Civil Rights Act with respect to Fair Housing and Equal Opportunity?
  - Yes
  - No

### *Agency Eligibility*

Is the agency registration current in SAM?

SAM: <https://www.sam.gov>

- Is the agency registration current with Missouri's Secretary of State?
  - Yes  No
- Does the agency have outstanding federal delinquent debt?
  - Yes  No
  - If yes, is there a negotiated repayment schedule?  Yes  No
  - If yes, is the repayment schedule not delinquent?  Yes  No
  - If yes, have you made other satisfactory arrangements?  Yes  No
- Is the agency a federally debarred contractor?
  - Yes  No
- Does the agency have Homeless participation on the governing board?
  - Yes  No
  - There is at least one person with a lived experience of homelessness on the governing board. (See Appendix B: Participation of Homeless Individual Form).
- Does the agency have any outstanding findings on its annual financial audit?
  - Yes  No

If you have HUD funding, has your agency been monitored by HUD in the last 12 months?

Yes  No

If yes, were there any findings from the monitoring?

Yes  No



If there were findings, please describe the findings and your agency's corrective actions to satisfy the findings and attach a copy of the corrective action plan that you submitted to HUD.

*Project Eligibility*

Project commits to using Rural CE SSO funds to serve only individuals and/or families, including unaccompanied youth, who are residing in emergency shelter, or a location not meant for human habitation AND qualify under HUD's definition of homelessness.

Yes  No (note that projects indicating "no" are not eligible to apply under this RFP)

Project commits to using the Housing First model.

Yes  No (note that projects indicating "no" are not eligible to apply under this RFP)

\*If your response to any of these questions is "No", please provide additional information describing any circumstances that may have contributed to the outcome:





### Section 3: Budget

Funds may only be used to assist program participants for whom the subrecipient of funds is not providing housing or housing assistance.

Eligible costs under this award are enumerated under 24 CFR § 578.53. Please see Appendix D for details on eligible costs.

Yes  No

Will this project leverage funds from sources other than the Rural CE SSO Grant?

Yes  No

If yes, please list what other sources will be used, whether they are already secured or tentative, and the total amount from each other source:

Please fill out the table on the next page to the best of your ability based on your anticipated program budget for a 12-month time period. MO BoS CoC recognizes that this budget is likely to change over the course of project implementation; the applicant may work with MO BoS CoC to complete one reasonable budget modification during the award period if necessary.

This budget should include all costs that will be charged to the Rural CE Award. Please note if all or a portion of a line item will be provided through a partner agency. If more space is needed, you may include an additional page with your application explaining your budget.

Projects may request Administrative budgets up to \$15,152 in addition to the Supportive Service Budget on page 15. Administrative budgets must follow all guidelines for Administrative activities.



| Line Item                              | Budget | Notes (if needed) |
|--|--------|-------------------|
| Annual Assessment of Service Needs     |        |                   |
| Assistance with Moving Costs           |        |                   |
| Case Management                        |        |                   |
| Child Care                             |        |                   |
| Education Services                     |        |                   |
| Employment Assistance and Job Training |        |                   |
| Food                                   |        |                   |
| Housing Search and Counseling Services |        |                   |
| Legal Services                         |        |                   |
| Life Skills Training                   |        |                   |
| Mental Health Services                 |        |                   |
| Outpatient Health Services             |        |                   |
| Outreach Services                      |        |                   |
| Substance Abuse Treatment Services     |        |                   |
| Transportation                         |        |                   |
| Utility Deposits                       |        |                   |
| <b>Total Budget</b>                    |        |                   |



#### Section 4: Certification of Applicant

Please sign noting your agreement with the following:

I understand that funding will be made available to reimburse the organization for all allowable project- related costs. Funding will not be paid in advance. By signing below, I understand my agency will have to carry the expenses for a 30-60 day time period.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

The organization is incorporated as a 501c3 and serves low-income individuals, families, and communities in Missouri.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

If awarded funding, the organization’s board of directors will sign off on the project.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

The organization is prepared to actively work with MO BoS CoC to measure the project’s outcomes and document lessons learned while implementing the project.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (typed or printed)

\_\_\_\_\_  
Title (typed or printed)



## Appendix B

**Missouri Balance of State  
Continuum of Care  
Program  
Participation of Homeless Individuals on Board of Directors Certification**

Agency Name: \_\_\_\_\_

Grant Number(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone and email: \_\_\_\_\_

Pursuant to 24 CFR 578.75(g) organizations receiving Continuum of Care Program ("CoC") funding must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the sub-recipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance. This requirement is waived if a sub-recipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions.

I, \_\_\_\_\_, hereby certify that the above-listed agency:

- Does have a homeless/formerly homeless representation on our current Board of Directors or auxiliary board.
- Does NOT have a homeless/formerly homeless representation on our current Board of Directors or auxiliary board.\*

\*If the agency does not have a homeless/formerly homeless representation has the agency received approval from HUD for an alternate plan to consult with homeless or formerly homeless persons when considering making policies and decisions?

- Yes; please submit copy of the plan and the approval from HUD with this form.
- No; contact MO BoS CoC immediately to discuss a plan to comply with 24 CFR 578.75(g).

**I understand that any misrepresentation or failure to accurately respond to the questions contained in this form may disqualify me from receiving additional CoC funding, may be grounds for termination of CoC funding to the Agency and/or repayment of any CoC funding that the Agency received based on misrepresentation, an inaccurate or misleading response, fraud or omission.**

Agency Representative: \_\_\_\_\_  
(printed name and title)

Signature \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix C: Glossary of Terms

### **Balance of State (BoS)**

The Missouri Balance of State Continuum of Care includes 101 counties in the state. These counties are categorized into 10 individual regions.

### **Category 4**

HUD defines four categories under which individuals and families may qualify as homeless. Category 4 is individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member. HUD has clarified that persons who are fleeing or attempting to flee human trafficking may qualify as homeless under paragraph 4, and therefore may be eligible for certain forms of homeless assistance under the CoC Program, subject to other restrictions that apply. HUD considers human trafficking, including sex trafficking, to be “other dangerous or life-threatening conditions related to violence against the individual or family member.” Where an individual or family is fleeing, or is attempting to flee human trafficking, that has either taken place within the individual’s or family’s primary night-time residence or has made the individual or family afraid to return to their primary night-time residence; and the individual or family has no other residence; and lacks the resources or support networks to obtain other permanent housing; HUD would consider that individual or family to qualify as homeless under paragraph 4 of the definition.

### **Centralized Point of Access**

A central location within a geographic area where individuals and families present to receive homeless housing and services.

### **Continuum of Care (CoC)**

The Continuum of Care (CoC) Program is designed to promote community wide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

### **Coordinated Entry (CE) | Coordinated Entry System (CES)**



Coordinated entry processes help communities prioritize assistance based on vulnerability and severity of service needs, to ensure that people who need assistance the most can receive it in a timely manner. The CE system connects those experiencing homelessness to housing. CE changes a CoC from a project-focused system to a person-focused system. Terminology is often exchangeable between Coordinated Entry (CE) and Coordinated Entry System (CES). CE alone may refer more to the process or concept, whereas CES will refer to the policies, procedures, and actual practices within our CoC.

### **Diversion**

Light touch case management approach to ending homelessness that encourages and helps households to come up with their own solutions to housing crises. Diversion is not a program; Diversion is a process that enables the client to identify ways to end their housing crises.

### **Domestic Violence Service Provider**

Refers to any service provider in the MO BoS CoC that serves survivors of domestic violence. Must be a registered 501(c)3.

### **Housing First Principles**

Housing First is a programmatic and systems approach centering on providing homeless people with housing quickly and then providing services as needed using a low barrier approach that emphasizes community integration, stable tenancy, recovery, and individual choice.

*Low barrier approach to entry - Housing First offers individuals and families experiencing homelessness immediate access to permanent supportive housing without unnecessary prerequisites. For example:*

- Admission/tenant screening and selection practices do not require abstinence from substances, completion of or compliance with treatment, or participation in services.
- Applicants are not rejected on the basis of poor or lack of credit or income, poor or lack of rental history, minor criminal convictions, or other factors that might indicate a lack of "housing readiness."
- Blanket exclusionary criteria based on more serious criminal convictions are not applied, though programs may consider such convictions on a case-by-case basis as necessary to ensure the safety of other residents and staff.
- Generally, only those admission criteria that are required by funders are applied, though programs may also consider additional criteria on a case-by-case basis as necessary to



ensure the safety of tenants and staff. Application of such additional criteria should be rare, and may include, for example, denial of an applicant who is a high-risk registered sex offender by a project serving children, or denial of an applicant who has a history of domestic violence involving a current participant.

### **CES Leads**

A designated CES lead in each of the 10 Regions will serve as the Managing Entity of its Region's Prioritization List. The CES Lead will coordinate the implementation of Coordinated Entry and will commit resources and staffing to administer assessments, analyze assessment results and support referrals to housing interventions.

### **Severe Service Needs**

According to [Law Insider](#), a client may have severe service needs when any combination of the following factors apply to them: 1) they require a significant level of support in order to maintain permanent housing because they are facing significant challenges or functional impairments—including any physical, mental, developmental, or behavioral health disabilities regardless of the type of disability<sup>1</sup>; 2) they require high utilization of crisis or emergency services to meet basic needs, including but not limited to emergency rooms, jails, and psychiatric facilities; 3) they currently live in an unsheltered situation or have a history of living in an unsheltered situation; 4) they are experiencing a vulnerability to illness or death; 5) they have a risk of continued or repeated homelessness; and 6) they are experiencing a vulnerability to victimization, including physical assault, trafficking or sex work. See appendix G

### **Service Provider**

Refers to any homeless services provider in the MO BoS CoC.

### **Supportive Services Only**

Supportive Services Only (SSO) projects allow recipients to provide supportive services—such as conducting outreach to sheltered and unsheltered homeless persons and families and providing referrals to other housing or other necessary services—to families and individuals experiencing homelessness. The recipient may only assist program participants for whom the recipient or subrecipient of the funds is not providing housing or housing assistance.





## Appendix D: Eligible Costs

<https://www.ecfr.gov/current/title-24/section-578.53>

### § 578.53 Supportive services.

(a) ***In general.*** Grant funds may be used to pay the eligible costs of supportive services that address the special needs of the program participants. If the supportive services are provided in a supportive service facility not contained in a housing structure, the costs of day-to-day operation of the supportive service facility, including maintenance, repair, building security, furniture, utilities, and equipment are eligible as a supportive service.

(1) Supportive services must be necessary to assist program participants obtain and maintain housing.

(2) Recipients and subrecipients shall conduct an annual assessment of the service needs of the program participants and should adjust services accordingly.

(b) ***Duration.***

(1) For a transitional housing project, supportive services must be made available to residents throughout the duration of their residence in the project.

(2) Permanent supportive housing projects must provide supportive services for the residents to enable them to live as independently as is practicable throughout the duration of their residence in the project.

(3) Services may also be provided to former residents of transitional housing and current residents of permanent housing who were homeless in the prior 6 months, for no more than 6 months after leaving transitional housing or homelessness, respectively, to assist their adjustment to independent living.

(4) Rapid rehousing projects must require the program participant to meet with a case manager not less than once per month as set forth in [§ 578.37\(a\)\(1\)\(ii\)\(F\)](#), to assist the program participant in maintaining long-term housing stability.

(c) ***Special populations.*** All eligible costs are eligible to the same extent for program participants who are unaccompanied homeless youth; persons living with HIV/AIDS; and victims of domestic violence, dating violence, sexual assault, or stalking.



(d) **Ineligible costs.** Any cost that is not described as an eligible cost under this section is not an eligible cost of providing supportive services using Continuum of Care program funds. Staff training and the costs of obtaining professional licenses or certifications needed to provide supportive services are not eligible costs.

(e) **Eligible costs.**

(1) **Annual Assessment of Service Needs.** The costs of the assessment required by [§ 578.53\(a\)\(2\)](#) are eligible costs.

(3) **Case management.** The costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant(s) are eligible costs. Component services and activities consist of:

(i) Counseling;

(ii) Developing, securing, and coordinating services;

(iii) Using the centralized or coordinated assessment system as required under [§ 578.23\(c\)\(9\)](#).

(iv) Obtaining federal, State, and local benefits;

(v) Monitoring and evaluating program participant progress;

(vi) Providing information and referrals to other providers;

(vii) Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and

(viii) Developing an individualized housing and service plan, including planning a path to permanent housing stability.

(13) **Outreach services.** The costs of activities to engage persons for the purpose of providing immediate support and intervention, as well as identifying potential program participants, are eligible.

(i) Eligible costs include the outreach worker's transportation costs and a cell phone to be used by the individual performing the outreach.

(ii) Component activities and services consist of: initial assessment; crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; actively connecting and providing people with information and referrals to homeless and mainstream programs; and



publicizing the availability of the housing and/or services provided within the geographic area covered by the Continuum of Care.

<https://www.ecfr.gov/current/title-24/section-578.59>

## § 578.59 Project administrative costs.

(a) **Eligible costs.** The recipient or subrecipient may use up to 10 percent of any grant awarded under this part, excluding the amount for Continuum of Care Planning Activities and UFA costs, for the payment of project administrative costs related to the planning and execution of Continuum of Care activities. This does not include staff and overhead costs directly related to carrying out activities eligible under [§ 578.43](#) through [§ 578.57](#), because those costs are eligible as part of those activities. Eligible administrative costs include:

(1) **General management, oversight, and coordination.** Costs of overall program management, coordination, monitoring, and evaluation. These costs include, but are not limited to, necessary expenditures for the following:

(i) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration. In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant. Program administration assignments include the following:

(A) Preparing program budgets and schedules, and amendments to those budgets and schedules;

(B) Developing systems for assuring compliance with program requirements;

(C) Developing agreements with subrecipients and contractors to carry out program activities;

(D) Monitoring program activities for progress and compliance with program requirements;

(E) Preparing reports and other documents directly related to the program for submission to HUD;



(F) Coordinating the resolution of audit and monitoring findings;

(G) Evaluating program results against stated objectives; and

(H) Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described in [paragraph \(a\)\(1\)\(i\)\(A\)](#) through [\(G\)](#) of this section.

(ii) Travel costs incurred for monitoring of subrecipients;

(iii) Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services; and

(iv) Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.

(2) **Training on Continuum of Care requirements.** Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings.

(3) **Environmental review.** Costs of carrying out the environmental review responsibilities under [§ 578.31](#).

(b) **Sharing requirement.**

(1) **UFAs.** If the recipient is a UFA that carries out a project, it may use up to 10 percent of the grant amount awarded for the project on project administrative costs. The UFA must share the remaining project administrative funds with its subrecipients.

(2) **Recipients that are not UFAs.** If the recipient is not a UFA, it must share at least 50 percent of project administrative funds with its subrecipients.

## Additional Eligible Cost Clarity

The following content from a HUD AAQ submitted by a MO BoS CoC representative can provide more clarity and explanation eligible costs.



*Please note that HMIS budget lines mentioned in this section will not apply to this grant as there are no funds allocated to HMIS budget lines.*

### **SSO-CE Projects: Eligible Costs**

Section 578.53 of the CoC Program interim rule outlines costs eligible under the Supportive Services budget line item.

For Supportive Services Only - Coordinated Entry (SSO-CE) projects, all expenditures must directly relate to carrying out coordinated entry (CE) activities. Examples of eligible coordinated entry activities can be found in HUD's [Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System \(CPD-17-01\)](#).

Some examples of eligible activities include:

- Conducting assessments with persons experiencing homelessness (supportive services)
- Connecting persons experiencing homelessness to housing and other resources (supportive services)
- Outreach services listed under section 578.53(e)(13), including initial assessment, crisis counseling, and addressing urgent physical needs using methods such as providing meals, blankets, clothes, or toiletries (supportive services)
- Marketing the coordinated entry system to persons experiencing or at-risk of homelessness (supportive services)
- Providing training on using the CoC's CE system (administrative costs)
- Recording participant data in the CoC's HMIS or, for victim services providers or legal services providers, in an HMIS comparable database (HMIS)

Another, more in-depth example is that SSO-CE projects sometimes have a staff person called a "housing navigator" who conducts housing search and counseling activities that pertain directly to the CoC's CE process, such as the following:

- Establishing relationships with landlords to assist providers identify appropriate housing for clients who may have multiple barriers to obtaining permanent housing
- Maintaining landlord relationships and develop/maintain a database on properties and landlord contacts



- Working with providers to identify and leverage clients' strengths as part of housing location and support to help clients achieve their self-defined goals and maintain stable housing
- Collaborating with various community programs and agencies to advocate for client population needs and provide referrals
- Communicating regularly with housing case managers to support housing placement efforts
- Developing and coordinating informational events for landlords
- Participating in community meetings related to housing



## Appendix E: HUD Homeless Definition



# Homeless Definition

|   |                       |   |   |
|---|-----------------------|---|---|
| <b>CRITERIA FOR<br/>DEFINING HOMELESS</b> | <b>Category<br/>1</b> | Literally<br>Homeless                       | <p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>(i) Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>(ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u></li> <li>(iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</li> </ul> |
|   | <b>Category<br/>2</b> | Imminent Risk of<br>Homelessness            | <p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> <li>(i) Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>(ii) No subsequent residence has been identified; <u>and</u></li> <li>(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing</li> </ul>   |
|   | <b>Category<br/>3</b> | Homeless under<br>other Federal<br>statutes | <p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> <li>(i) Are defined as homeless under the other listed federal statutes;</li> <li>(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>(iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u></li> <li>(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers</li> </ul>  |
|   | <b>Category<br/>4</b> | Fleeing/<br>Attempting to<br>Flee DV        | <p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> <li>(i) Is fleeing, or is attempting to flee, domestic violence;</li> <li>(ii) Has no other residence; <u>and</u></li> <li>(iii) Lacks the resources or support networks to obtain other permanent housing</li> </ul>   |





## Appendix F: Additional Terms and Conditions

- I. By submitting its proposal, Applicant certifies that neither it nor its principal(s) is presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Missouri or the United States Treasury. Applicant further warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by either the State or Federal Government pending against it, and agrees that it will immediately notify MO BoS CoC of any such actions.
- II. Conflict of Interest. Applicant must disclose any existing or potential conflict of interest relative to the performance of the services resulting from this application, including any relationship that might be perceived or represented as a conflict. By submitting its proposal, Applicant affirms that it has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this application. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of the Applicant's proposal or immediate termination of an awardee's agreement. MO BoS CoC will determine whether a conflict of interest exists and whether an apparent conflict of interest may reflect negatively on MO BoS CoC, should MO BoS CoC select Applicant. Further, MO BoS CoC reserves the right to disqualify any Applicant on the grounds of actual or apparent conflict of interest.
- III. Awarded applicants must comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, including the below requirements, and enter into written agreements with MO BoS CoC that will include but not be limited to such requirements.
  1. Compliance with Laws. Applicant and its agents must abide by all ethical requirements that apply to persons who have a business relationship with the State as set forth in IC §4-2-6 et seq., IC §4-2-7, et. seq. and the regulations promulgated thereunder. If the Applicant has knowledge, or would have acquired knowledge with reasonable inquiry, that a state officer, employee, or special State appointee, as those terms are defined in IC §4-2-6-1, has a financial interest in the Award, the Applicant shall ensure compliance with the disclosure requirements in IC §4-2-6-10.5.
  2. Confidentiality of State Information. The Applicant understands and agrees that data, materials, and information disclosed to the Applicant may contain confidential and protected information. The Applicant covenants that data, material, and information gathered, based upon or disclosed to the Applicant for the purpose of this project will not be



disclosed to or discussed with third parties without the prior written consent of MO BoS CoC.

3. Employment Eligibility Verification. The Applicant cannot knowingly employ an unauthorized alien. The Applicant shall require its contractors who perform work for the Applicant pursuant to the project to certify to the Applicant that the contractor does not knowingly employ or contract with an unauthorized alien.
4. The Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended.
5. Debarment and Suspension (Executive Orders 12549 and 12689; 2 CFR § 180)—A contract award (see 2 CFR § 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
6. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Entities that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier must certify to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
7. Equal Participation of Faith-Based Organizations (24 CFR § 5.109).
8. Conflict of Interest, including conflict of interest requirements under 2 CFR § 200.317, 2 CFR § 200.318, and 24 CFR § 578.
9. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment (2 CFR § 200.216). Effective August 13, 2020, 2 CFR § 200.216 applies to all Federal grant programs.
10. Domestic Preferences for Procurements (2 CFR § 200.322).
11. Uniform Administrative Requirements (2 CFR § 200) to the extent consistent with the provisions of the McKinney-Vento Act and 24 CFR 578, including using a financial management system that complies



- with 2 CFR 200 and using cost principles and providing for audits in accordance with the provisions of 2 CFR 200.501.
12. Confidentiality requirements in accordance with HMIS and other CoC and MO BoS CoC policy requirements.
  13. Violence Against Women Reauthorization Act of 2013 and the implementing regulations at 24 CFR Part 5.
  14. Affirmatively Furthering Fair Housing 24 CFR § 578.93(c).
  15. Accessibility and Integrative Housing and Services for Persons with Disabilities 24 CFR § 578.93(d).
  16. Nondiscrimination and Equal Opportunity (24 CFR § 5.105(a)).
  17. Meaningful Access to the CoC Program for Limited English Proficient Persons
  18. Equal Access to Housing Regardless of Sexual Orientation, Gender Identity, or Marital Status (24 CFR § 5.105 and 5.106).
  19. Lead-Based Paint Requirements. When providing education or counseling on buying or renting housing that may include pre-1978 housing, the Applicant must inform clients of their rights under the Lead Disclosure Rule (24 CFR Part 35, subpart A), and, if the focus of the education or counseling is on rental or purchase of HUD- assisted pre-1978 housing, the Lead Safe Housing Rule (subparts B, R, and as applicable, F-M).
  20. Trafficking Victims Protection Act of 2000, As Amended (22 U.S.C. 7104).
  21. Mandatory Disclosure. The Applicant must disclose, in a timely manner, in writing to MO BoS CoC all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Award. The Applicant's failure to make these disclosures may subject the Applicant to remedies of non-compliance set forth in 2 CFR 200.338.
  22. Continuum of Care Program requirements at 24 CFR § 578 and Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11381-11389), as applicable to supportive services.
  23. Recordkeeping. The Applicant must maintain sufficient records to enable HUD to determine whether it is meeting the requirements of the Continuum of Care Program.



**Appendix G: HUD resource on Severe service needs**

[See Attached document](#)