

DES MOINES/POLK COUNTY CONTINUUM OF CARE

TRANSITION GRANT POLICY

Policy:

Transition Grants are the process that provides an opportunity for an eligible renewal project being eliminated through reallocation to transition from one CoC Program component (i.e., Rapid Rehousing, Permanent Supportive Housing, Joint Transitional/Rapid Rehousing, Homeless Management Information Systems, Supportive Services Only-Coordinated Entry) to another eligible new component over a 1-year period.

1. A New Project Application that identifies as a transition project is essentially a new project created through reallocation, but rather than cutting off the funding for the reallocated project when the most recent executed grant agreement ends, the recipient can receive some funding in the new award that can be used to "wind down" the reallocated project. The remainder of the funds will be used to "ramp up" the new project.

The new transition project must meet the following requirements:

1. The current recipient of project funds being eliminated through reallocation must have the consent of the Des Moines/Polk County Continuum of Care (DSM/Polk CoC) to apply for a transition grant.
 - a. HUD will consider the following as the DSM/Polk CoC's consent for the transition grant:
 - i. The project application identifies the project as a transition project, and
 - ii. The DSM/Polk CoC ranks the new transition grant project on the New Project Listing in the CoC Priority Listing.
2. Transition grants submitted on one CoC Program Competition must be eligible for renewal in subsequent competitions for eligible activities of the new component.
3. The new project application must meet project eligibility and project quality thresholds established in HUD's annual CoC Program Competition NOFO.
4. If more than one eligible renewal project is eliminated to create the new transition grant project, the eligible renewal projects must be from the same recipient.

Restrictions to the transition grant process include:

1. Funds from partially eliminated projects cannot be used to create a transition project.
2. Transition projects may not be combined with consolidations.
3. YHDP renewal and replacement projects are not eligible to use the transition process.
4. If an award is made for a transition project in the current competition year (e.g., FY 2021), then in the following competition (e.g., FY 2022), recipients will not be allowed to use any portion of the renewal award for the project that was eliminated.

Procedure:

Declaring Intent to Submit a Transition Grant:

1. By January 31st, the current recipient of project funds must advise the Homeward executive director of their intention to reallocate an existing program(s)'s funds in order to create a new project by submitting a:
 - a. *Letter of Interest – Renewal Project* form indicating they wish to reallocate the projects funding and submit a transition grant.
 - b. *Letter of Interest – New Project* which will not only provide a detailed description of the new project but also a detailed description of how the project will be transitioned from the renewal project to the new project. This description must include:
 - i. How the project will strategically wind down the eliminated project;
 - ii. How the project will ensure existing program participants in the eliminated project do not become homeless and will be assisted in obtaining permanent housing, while the project increases activities in the new component;
 - iii. The amount of funds that will be used to wind down the eliminated project(s). Remember, if the project is selected for conditional award as a transition grant the recipient is limited to no more than 50 percent of each transition grant for costs of eligible activities of the eliminated project(s); and
 - iv. The estimated timeline, within the 1-year grant period, that the project will be fully operating as the newly awarded component.
 - c. The two LOIs must be submitted together as a single PDF document by January 31st.
2. The Homeward staff will review the LOIs and make a recommendation to the Homeward Grant Committee to accept/reject the proposed change.
 - a. Criteria that will be used in the review process include:
 - i. Will the reallocation of the current project have a negative impact on people served by the current project?
 - ii. Does the estimated timeline appear realistic?
 - iii. Is there a demonstrated need for the new project?
 - iv. Does the new project meet project eligibility and project quality thresholds established by HUD?

Letter of Interest (LOI):

If the reallocation and new project concept submitted by the current recipient of project funds is approved by Homeward's Grant Committee, the current recipient will not have to resubmit the new project LOI during the formal LOI process unless changes are needed to the new project LOI.

Local Application Process:

1. Application Submission - A project subrecipient wishing to transition an existing renewal project to a new project must submit a new project application for the proposed new project.
 - a. Additional questions shall be added to the new application form which will allow the applicant to provide a detailed description of how the project will be transitioned from the renewal project to the new project.
2. Scoring and Ranking - The transition project application will be scored and ranked in the same manner as all other new applications submitted for funding.



Strategic Partnerships Toward Ending Homelessness

- a. Each application will be assigned unique rank numbers.
- b. Similarly, the current recipient shall follow the Detailed Project Application Instructions, accompanying the CoC Program Competition NOFO, for submitting transition and new project applications.

E-snaps Application Process:

1. Application Submission – For instructions to complete a transition project application, review the instructions found in the *CoC New Project Application Detailed Instructions*.
2. HUD Review and Awarding Processes
 - a. For a new project to be considered a transition grant, the new project applicant must be the recipient listed on the current grant agreement for the eligible renewal grant(s) being eliminated and must include the grant number(s) of the project(s) being eliminated to create the new project and attach a copy of the most recently awarded project application.
 - b. If HUD determines a new project submitted as a transition grant does not qualify but meets all other new project requirements, HUD may award the project as a new non-transition grant project. If this occurs, the recipient will not be permitted to expend any funds until the new project grant agreement is executed by the local HUD field office.