

DES MOINES/POLK COUNTY CONTINUUM OF CARE

EXPANSON GRANT POLICY

Policy:

Expansion is the process by which a renewal project applicant submits a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS and SSO-CE projects, increase the current HMIS or SSO_CE activities within the Des Moines/Polk County Continuum of Care's (DSM/Polk CoC) geographic area.

The renewal project and the new expanded portion of the project must both have the same project type. Eligible project component types: PH-PSH, PH-RRH*, Joint TH/RRH*, SSO-CE* or HMIS. YHDP renewals cannot use the expansion option. (* Indicates the only eligible project types that can be expanded using DV Bonus funds).

The new expanded portion of the project may be funded through reallocation, DV Bonus, and CoC bonus processes.

- DV Bonus funds can only be used to expand an existing renewal project if the expansion project is dedicated to survivors of domestic violence, dating violence, sexual assault, or stalking who qualify under paragraph (4) of the definition of homeless at 24 CFR 578.3; however, as explained in II.B.11.e, only the new project application for the expansion will be considered for DV Bonus funds.

Requests for capital costs (i.e., new constructions, rehabilitation, or acquisition) are ineligible and will be rejected in the expansion process.

The expansion process cannot be used to provide existing program participants with the **same** housing and services funded through the CoC Program; therefore, an expansion project must:

- Serve new program participants;
- Provide existing program participants with an expanded level of services;
- Provide existing program participants with facilities that meet health and safety standards;
- Provide the same activities that are CoC Program-eligible but were previously paid for by a different eligible non-renewable source. Applicants are prohibited from using CoC Program funds to replace state or local funds previously used, or designated for use, to assist persons experiencing homelessness; for more information refer to 24 CFR 578.87(a).
- Provide expanded coordinated entry services to new and existing program participants, only eligible for SSO-CE; or
- Provide expanded HMIS activities, only eligible for HMIS Leads.

The project subrecipient must declare their intent to submit an expansion grant during the Letter of Interest (LOI) phase of the Des Moines/Polk County Continuum of Care's (DSM/Polk CoC) local application process. Failure to declare their intent to submit an expansion grant at this time will result in the project subrecipient not being able to expand their project until the next year's CoC Program NOFO application process.

Procedure:

Authorization:

Submission of a project expansion grant is contingent on authorization contained in HUD's annual CoC Project Competition NOFO (NOFO).

Letter of Interest (LOI):

A project subrecipient wishing to expand an existing renewal project must include the following information in their LOI:

1. A statement expressing their desire to expand a renewal grant.
2. The name and grant number of the projects to be expanded.
3. A description of how the new project application will:
 - a. Expand units, beds, services, persons served, or services provided to existing program participants, or in the case of HMIS or SSO-CE projects, how the current activities will be expanded for the DSM/Polk CoC's geographic area.
 - b. Meet an existing need not currently met by the renewal project being expanded or other projects in the DSM/Polk CoC.
4. The estimated total cost of the expanded portion of the project.

Local Application Process:

1. Application Submission - A project subrecipient wishing to expand an existing renewal project must submit:
 - a. An application for the renewal project being expanded; and
 - b. A new project application with the expansion information.
2. Scoring and Ranking - The renewal and new project applications will be scored and ranked as individual applications and in the same manner as all other renewal and new applications submitted for funding.
 - a. Each application will be assigned unique rank numbers.
 - b. If the funding requested in the new application exceeds the amount of funds available from HUD, the applicant will be given the opportunity to adjust the scope of the project so the amount of funds requested doesn't exceed the available funding.

E-snaps Application Process:

1. Application Submission – The project subrecipient will create and submit two project applications: a “Stand-alone New” and “Stand-alone Renewal”.
 - a. Stand-alone Renewal Application
 - i. Submit your eligible renewal project application that includes the activities and budgets from the current grant agreement.

- ii. The project name should match the project name in the Grant Inventory Worksheet for the DSM/Polk CoC.
 - iii. For instructions to complete a “Stand-alone Renewal” project application, review the “Renewal Expansion Process and Questions” instructions found in the *CoC Renewal Project Application Detailed Instructions*.
 - b. Stand-alone New Application
 - i. Create and submit your new project application that includes the activities and budgets for the new expanded portion of the project
 - ii. The name for the stand-alone new project application should have the same name as the stand-alone renewal project with the addition of “Expansion” at the end (e.g., Liberty House → Liberty House Expansion).
 - iii. For instructions to complete a “Stand-alone New” project application, use the *CoC New Project Application Detailed Instructions* for the specific component type for which you are applying.
- 2. HUD Scoring and Awarding Processes
 - a. The new expansion project application must meet HUD’s project eligibility and project quality thresholds as detailed in the CoC Program Competition NOFO.
 - b. If the amount of funds requested in the new expansion project exceeds the amount of funding available under the reallocation or Bonus processes, HUD will reduce the funding request to the available amount, which could affect the activities of the new expansion project.
 - c. If both the new expansion project and the renewal project it expands are conditionally selected for funding, one grant agreement incorporating both approved project applications will be executed.
 - d. If the renewal project application is not conditionally selected for funding, the expansion project application will not be selected.

