

POLK COUNTY CONTINUUM OF CARE

PROJECT EXPANSION GRANT

1. Submission of a project expansion grant is contingent on authorization contained in HUD's annual CoC Project Competition NOFA (NOFA).
 - 1.1. This policy is subject to change pursuant to changes in HUD's annual NOFA.
2. A project applicant can apply for funding for two types of expansion grants:
 - 2.1. **Expansion grant** - one that combines an existing eligible CoC-funded renewal project, or a Non-CoC program-funded project, with one or two new projects that request funding to expand the existing project
 - 2.2. **Consolidated Expansion Renewal grant** – one that combines an expansion project and a consolidated project. (Applies only to an existing eligible CoC-funded renewal project)
3. CoC Program renewal projects must have been renewed at least one time before applying for expansion.
4. Project applicants (CoC Program renewal project or Non-CoC program-funded) may be allowed to apply for a new expansion project under the DV Bonus, reallocation, and CoC bonus processes to expand existing projects that will increase the number of units, persons served, services provided to existing program participants, or to add additional activities to HMIS and SSO-Coordinated Entry projects.
 - 4.1. If the new expansion project will expand an existing eligible CoC Program renewal project, **capital costs** (i.e., new constructions, rehabilitation, or acquisition) will not be an eligible expense.
 - 4.2. Only a 1 year grant term will be allowed with subsequent opportunities to renew the grant.
 - 4.3. The renewal project and the new expanded portion of the project must have the same project component type (i.e., PSH, RRH, TH-RRH, SSO-CE or HMIS).
 - 2.3.1 YHDP is an ineligible project component type.
5. Project applicants may use DV Bonus funds to expand an CoC Program renewal project or Non-CoC program-funded project that is not currently dedicated to serving survivors of domestic violence, dating violence, or stalking that meet the definition of homeless in 24 CFR 578.3 to dedicate additional beds, units, persons served, or services provided to existing program participants to this population.
6. Project applicants are prohibited from using the expansion process to provide existing program participants with the **same** housing and services funded by the CoC Program that they are currently receiving; rather, an Expansion project must:
 - 6.1. Serve new program participants;
 - 6.2. Provide existing program participants with an expanded level of services;
 - 6.3. Provide existing program participants with facilities that meet health and safety standards;
 - 6.4. Provide the same activities that are CoC Program-eligible but were previously paid for by a different eligible non-renewable source.
 - 6.4.1. Applicants are prohibited from using CoC Program funds to **replace state or local funds** previously used, or designated for use, to assist homeless persons; for more information refer to 24 CFR 578.87(a);

- 6.5. Provide expanded coordinated entry services to new and existing program participants, **only eligible for SSO-CE**; or
- 6.6. Provide expanded HMIS activities.

7. Depending on whether the project applicant is a CoC Program renewal project or Non-CoC program-funded, the project applicant may be required to submit up to three project applications during the annual CoC Project Competition.

8. The new expansion project application shall be subject to the same PCCoC application policies and processes as other new and renewal project applications.
 - 8.1. If the renewal project application is not selected for funding, the expansion project application will not be selected.

9. Guidance provided in Appendix A (*Applying or Expansion Projects*) and Appendix B (*Applying for a Consolidation Expansion Renewal Project*) is considered a part of this policy.

APPENDIX A

Applying for Expansion Projects during the CoC Program Competition

Note!

This version, posted on the HUD Exchange on 9/26/2019, updates key information.

- It clarifies that for each expansion project, the applicant is limited to 2 new project applications to expand a specific renewal.
- It updates the chart to correctly identify the Priority Listing Designations.
- It clarifies that if the *Combined Renewal Expansion* is considered by HUD, it will replace the *Stand-Alone Renewal* project in the CoC Priority Listing. It will assume the project's rank. It will also bring with it the total project budget amount for the *Combined Renewal Expansion* project, replacing the total project budget amount for the *Stand-Alone Renewal* project. This replacement will likely affect where the Tier 1 threshold falls on the CoC Priority Listing.

Project applicants can apply for funding for one or more expansion projects during the FY 2019 CoC Program Competition. An expansion project in the context of the Competition is one that combines an existing eligible renewal project with a new project that requests funding to expand the existing project. In every Renewal Project Application, Project Applicants MUST complete the "Renewal Expansion" screen and actively identify whether the project is part of an expansion project.

This document provides the following information about applying for an expansion project for the FY 2019 CoC Program Competition:

- Eligible and ineligible expansion projects and activities
- Expanding an existing renewal project: submitting applications, ranking, and HUD review

Eligible and ineligible projects and activities

The expansion project (i.e., the existing renewal project and the new expanded portion of the project) must meet the conditions below:

- The grant period for the existing renewal project must expire in Calendar Year (CY) 2020 (between January 1, 2020 and December 31, 2020).
- The renewal project and the new expanded portion of the project must both have the same component type.
 - Eligible project components: PH-PSH, PH-RRH, Joint TH/PH-RRH, SSO-CE, or HMIS
- The new expanded portion of the project may be funded through reallocation, DV Bonus, and CoC bonus processes.
 - If using DV Bonus funds, the new expanded portion of the project is solely for additional units, beds, or services dedicated to survivors of domestic violence, dating violence, or stalking who qualify under paragraph (4) of the definition of homeless at 24 CFR 578.3.

Eligibility and Criteria

Review the FY 2019 CoC Program Competition NOFA on the [FY 2019 CoC Program Competition: Funding Availability page](#). In particular, see III.C.2.j and V.B.3.a.(5).

- The expansion grant is limited to a 1-year grant term, regardless of the project type.
- For each expansion project, the applicant is limited to 2 new project applications to expand a specific renewal.
- Ineligible costs: capital costs (i.e., new construction, rehabilitation, or acquisition)
- Ineligible project type: YHDP

Submitting Applications

For more information on submitting applications, review the following:

- [Renewal Project Application Instructions and Guide](#)
- [New Project Application Instructions and Guide](#)

Expanding an existing renewal project

The chart below identifies the terms used for the different types of applications, which application type to use, which applications the CoC ranks, and how HUD reviews the applications.

Term	Description	Application Type / Project Listing	Will the CoC rank it?	Priority Listing Designation (#=ranking number)
Stand-Alone Renewal	The existing project that is being renewed.	Renewal	Yes	E#
Stand-Alone New Expansion #1	New project funding for activities that will expand the existing project.	New	Yes	#
Stand-Alone New Expansion #2	New project funding for activities that will expand the existing project.	New	Yes	#
Combined Renewal Expansion	The combined project for the existing project and the expanded portion.	Renewal	No	NA

Ranking Instructions for Expansion Projects

Collaborative Applicants rank the renewal project application for the existing renewal project and the (one or two) new expansion project applications for the new funding to expand the project. They do NOT rank the combined renewal expansion project.

HUD Review of the Expansion Project Applications

After the CoC Program application submission date:

HUD will review the Stand-Alone Renewal and the Stand-Alone New Expansion applications individually.

- If the Stand-Alone New Expansion does not meet eligibility and quality threshold requirements, HUD will only consider the *Stand-Alone Renewal* project for conditional selection.
- If both projects meet eligibility and quality threshold requirements, HUD will consider the *Combined Renewal Expansion* project for conditional selection.

One factor affecting the possibility of a conditional award for any renewal or new project on a CoC's Priority Listing is the project's ranking. With regard to expansion projects, HUD considers the *Stand-Alone Renewal* rank position.

- If HUD accepts only the *Stand-Alone Renewal*, the *Stand-Alone New Expansion* will be removed from the list, and all projects below it will move up one rank.
- If HUD accepts the *Combined Renewal Expansion*:
 - The *Combined Renewal Expansion* project will take the place of the *Stand-Alone Renewal* project.
 - The total project budget amount for the *Combined Renewal Expansion* project will replace the total project budget amount for the *Stand-Alone Renewal* project.
 - The *Stand-Alone New Expansion* will be removed from the list.

APPENDIX B

Applying for a Consolidation Expansion Renewal Project during the FY 2019 CoC Program Competition

Note!

This version, posted on the HUD Exchange on 9/26/2019, updates key information.

- It updates the chart to correctly identify the Priority Listing Designations.
- It clarifies that for each expansion project, the applicant is limited to 2 new project applications to expand a specific renewal.

Note!

This version, posted on the HUD Exchange on 9/30/2019, updates key information.

- It updates the chart to correctly identify the Priority Listing Designations. The Stand-Alone Renewal is not designated as “E” for a consolidation expansion renewal.
- The following provides new guidance about ranking the fully consolidated renewal and the consolidation expansion renewal.

The stand-alone renewal, the fully consolidated renewal, and the consolidation expansion renewal cannot be ranked in such a way that there is a ranking number that is a triple.

Instead, either the fully consolidated renewal **MUST** duplicate a project ranking **OR** the consolidation expansion renewal **MUST** duplicate a project ranking. **THEN**, one of those two numbers **MUST** be numbered consecutively and **NOT** be a duplicate.

Example

- Consolidation Expansion project – rank CE3 (duplicates the project ranked as a 3)
- Fully Consolidated project – rank C4 (does not duplicate a number; it has a unique 4)

All projects below will move down one ranked number. This will have the appearance of impacting a CoC’s ranking process but it does not. If HUD selects the Consolidated Expansion project ranked CE3 project, then they will remove the Fully Consolidated project ranked C4 project from consideration.

Project applicants can apply for funding for a consolidation expansion renewal project, which is a combination of an expansion project and a consolidation project.

- A **consolidation expansion renewal project** is one that combines an expansion project and a consolidation project.
- An **expansion project** is one that combines an existing eligible CoC-funded renewal project with one or two new projects that request funding to expand the existing project.
- A **consolidation project** is one that combines up to four existing eligible CoC-funded renewal projects into one grant; in this situation, there is one surviving grant and the other grants are terminated.



The renewal project that is being expanded is also the surviving grant in a consolidation.

This document provides the following information about applying for a consolidated expansion renewal project for the FY 2019 CoC Program Competition:

- Eligible and ineligible projects and activities
- Project application submission, CoC ranking, and HUD review

Eligible and Ineligible Projects and Activities

The consolidation expansion renewal project must meet the conditions listed below:

- The grant period for all existing renewal projects must expire in Calendar Year (CY) 2020 (between January 1, 2020 and December 31, 2020).
- All the renewal projects and the new expanded portion of the project must have the same component type.
 - Eligible project components: PH-PSH, PH-RRH, Joint TH/PH-RRH, SSO-CE, or HMIS
- All renewals and the new expanded portion must be consolidated under the same recipient.
- The new expanded portion of the project may be funded through reallocation, CoC bonus, or DV Bonus.¹
- The grant is limited to a 1-year grant term, regardless of the project type.
- For each expansion project, the applicant is limited to 2 new project applications to expand a specific renewal.
- Capital costs are ineligible costs (i.e., new construction, rehabilitation, or acquisition).
- YHDP is an ineligible project type.

Eligibility and Criteria

Review the FY 2019 CoC Program Competition NOFA on the [FY 2019 CoC Program Competition: Funding Availability page](#).

Submitting a Consolidation Expansion Renewal Project

A project applicant will indicate the following in the project application for the renewal project for which they intend to submit an expansion project and a consolidation project.

- Renewal Expansion screen: In the renewal project application for the existing eligible renewal, select “yes” to indicate you are requesting funds to expand the project.
- Consolidation screen: In this same renewal project application (which is also the surviving grant), select “yes” to indicate you are requesting a consolidation and identify this project as the “Fully Consolidated” application.

Note that in the project applications for the terminating grants, you also need to select “yes,” but you will identify these projects as “Individual.”

¹ If using DV Bonus funds, the new expanded portion of the project is solely for additional units, beds, or services dedicated to survivors of domestic violence, dating violence, or stalking who qualify under paragraph (4) of the definition of homeless at 24 CFR 578.3.

A project applicant will indicate the following in the project application for the new project which is expanding the renewal project.

- Expansion screen: In your New project application, select “yes” to indicate your project is part of an expansion of a renewal project.

Project applicants must submit multiple applications for a consolidation expansion renewal project. In addition to the stand-alone and individual project applications for the separate projects, applicants need to follow the instructions available below for submitting:

- A regular expansion project (that is not part of a consolidation)
- A regular consolidation project (that is not part of an expansion)
- A final application that is a combination of the project data

! In all, it is possible to have a situation where a project applicant with 1 consolidation expansion renewal project needs to submit 9 project applications. The CoC Collaborative will rank 8 of these project applications.

Ranking a Consolidation Expansion Renewal Project

The chart below identifies the terms used for the different types of project applications, the application type to use, the priority listing designation, and which applications the CoC ranks. In the scenario, there is 1 project that is expanding and consolidating.

Term	Description	Application Type / Project Listing	Will the CoC rank it?	Priority Listing Designation (#=ranking number)
Stand-Alone Renewal	This is one application that serves as the starting point both for the expansion project and the consolidation project and, thus, for the consolidation expansion renewal project. It goes by two names: Stand-Alone Renewal (as part of the expansion project) and Individual Renewal for the surviving grant (for the consolidation project).	Renewal	Yes (unique)	#
Stand-Alone New Expansion (up to 2 for each renewal expansion)	New expansion portion for the Stand-Alone Renewal.	New	Yes (unique)	#

Combined Renewal Expansion	Combination of the Stand-Alone Renewal and Stand-Alone New Expansion.	Renewal	No	NA
Individual Renewal (up to 3 for each terminating grant)	Existing eligible renewal projects being consolidated into the surviving grant; these types of projects need to be submitted individually. In addition to the surviving grant (Stand-Alone Renewal), the applicant may submit up to 3 applications—1 each for the terminating grants.	Renewal	Yes (unique)	#
Fully Consolidated Renewal (1)	Includes all information for the surviving and terminating grant(s) involved in the consolidation.	Renewal	Yes (duplicates one of the Individual Renewals (most likely the Stand-Alone Renewal) OR consecutively follows the CE project and is unique)	C#
Consolidation Expansion Renewal (1)	Combines the fully consolidated renewal project (surviving project plus the terminating projects) and the new expansion application.	Renewal	Yes (duplicates one of the Individual Renewals (most likely the Stand-Alone Renewal) OR consecutively follows the C project and is unique)	CE#

Collaborative Applicants rank the renewal project application for all of the existing renewal projects (*Stand-Alone Renewal* to expand, which is the surviving renewal, and the *Individual Renewals*), the *Stand-Alone New Expansion* project application for the new funding to expand the project, and the *Consolidation Expansion Renewal*.

They do NOT rank the *Combined Renewal Expansion* project.

Ranking Expansion Project Applications

For more information on ranking applications, review the [CoC Priority Listing Detailed Instructions and Navigational Guide](#)

Below are the steps to submit the necessary project applications for a Consolidation Expansion Renewal Project.

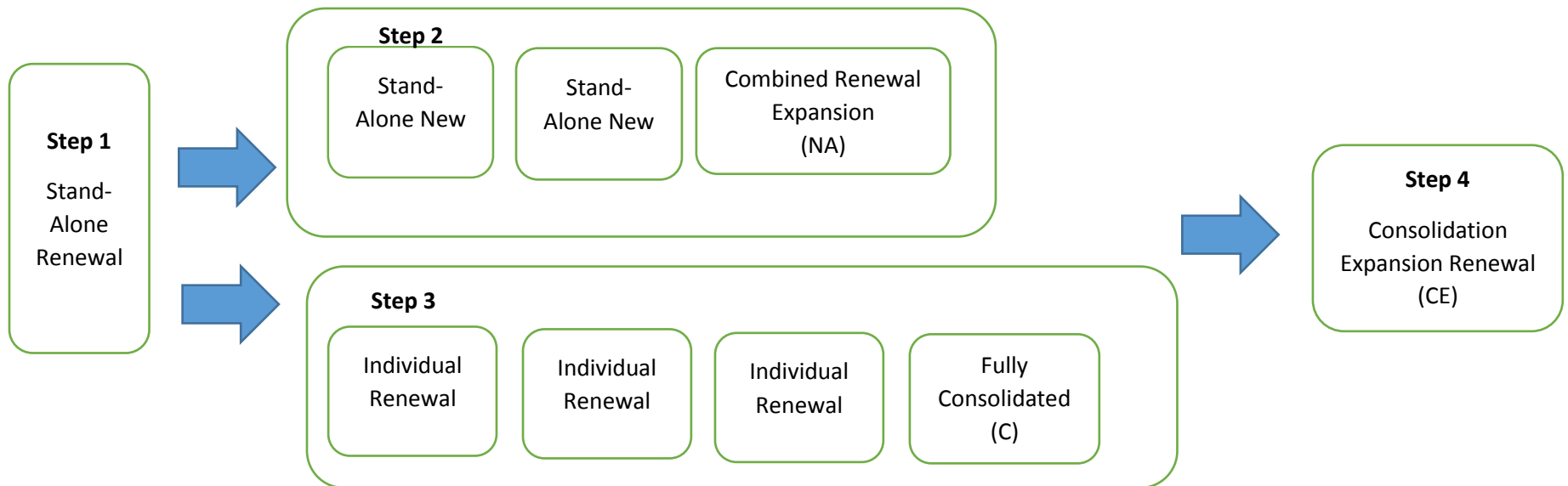
Remember: The starting point for the Consolidation Expansion Renewal project is the “Stand-Alone Renewal;” this project is also referred to as the “Individual Renewal” for the surviving grant when applicants are working on a consolidation project.

Step 1: Submit the Stand-Alone Renewal.

Step 2: Submit your Stand-Alone New (up to two) and Combined Renewal Expansion.

Step 3: Determine and submit your Individual Renewals for your terminating projects (up to three) and your Fully Consolidated Renewal.

Step 4: Submit your Consolidation Expansion Renewal. (This data includes the data for the stand-alone renewal, the one or two stand-alone new projects, and the one, two, or three individual renewals.)



HUD Review of the Consolidated Expansion Project Applications

After the CoC Program application submission date, HUD will take the following actions:

- Review separately the *Fully Consolidated Renewal* project (C)(that contains all the individual eligible renewal projects—surviving and terminating) and the *Stand-Alone New Expansion* project.
 - If both projects (the *Fully Consolidated Renewal* project (C) and *Stand-Alone New Expansion* project) meet the CoC Program Competition NOFA requirements, HUD will accept both applications and consider the **Consolidation Expansion Renewal project (CE)** for conditional award.
 - This application will retain the rank number assigned by the CoC for the *Consolidation Expansion Renewal* project (CE).
 - If the *Fully Consolidated Renewal* project (C) meets the NOFA requirements, but the *Stand-Alone New Expansion* project does not, HUD will consider the **Fully Consolidated Renewal project (C)** and reject the *Stand-Alone New Expansion* project as well as the *Combined Renewal Project*.
 - This *Fully Consolidated Renewal* project (C) with the surviving and terminating grants will retain the rank number assigned by the CoC.
 - If the *Stand-Alone New Expansion* project meets the NOFA requirements, but the *Fully Consolidated Renewal* project (C) does not, HUD will review the **Stand-Alone Renewal** and the **Combined Renewal Project (NA)** and reject the *Fully Consolidated Renewal* project (C) and the *Consolidation Expansion Renewal* project (CE).

HUD will also consider each of the **Individual Renewals** that were intended to terminate in the *Fully Consolidated Renewal* project (C).

 - This *Combined Renewal Project* will take the place of the original Stand-Alone Renewal (R) that is being expanded.
 - The Individual Renewals (R) for the terminating projects will retain their unique rank number.

Resources Available

Submitting Applications

For more information on submitting applications, review the following:

- [Renewal Project Application Instructions and Guide](#)
- [New Project Application Instructions and Guide](#)

Expanding Projects

For more information on the application submission requirements for expansion projects, see:

- [Expanding Eligible Renewals](#)

Consolidating Projects

For more information on the application submission requirements for consolidation projects, see:

- [Consolidating Eligible Renewals](#)