

West Central Minnesota Continuum of Care (WC CoC)

HUD Continuum of Care Homeless Assistance Grants

2018 NOFA Competition

Local Materials Packet for Agencies Applying
for New or Renewal Projects

July 2018

CONTEXT

The Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth, while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by persons experiencing homelessness; and to optimize self-sufficiency among those experiencing homelessness.

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Availability (NOFA), signifying the beginning of a funding competition among all Continuums of Care (CoCs). To be eligible for CoC funding in the competition, each CoC must submit a **Consolidated Application** consisting of three parts to HUD by the designated deadline. These include:

1. A **CoC Application**, which describes the CoC's governance structure, overall performance, and the strategic planning process;
2. **Project Applications** from agencies seeking funding for new or renewal projects; and
3. The **CoC Project Listing**, which ranks the project applications and identifies any rejected applications, showing the CoC's priorities for funding.

To rank project applications, HUD requires the CoC to hold a local competition to determine which project applications will be included in the consolidated application, including an extensive review of each project. As a project applicant, you must participate in the CoC review and rank process to have your project considered on the CoC Project Listing and included in the CoC consolidated application, making you eligible for funding in the national CoC competition. Competitive Project Applications must adhere to HUD eligibility criteria, as well as follow local CoC policies, procedures, and timelines.

This handbook contains important information that Project Applications must know about the CoC and HUD process.

There are five key things to keep in mind when preparing your application:

1. **Eligibility:** Please review and assure that your agency and project meet HUD and CoC eligibility and threshold criteria found in this document (some eligibility criteria is found through embedded links to HDX or homelessstohoused.com). Ineligible projects will not be considered for the CoC Project Listing and if renewal request may be reallocated.
2. **Submission:** HUD requires the use of a web-based application and grants management system called e-snaps. Your application will be created or renewed in e-snaps. This will require a registration and DUNS number.
3. **Review:** The CoC NOFA committee and CoC Coordinator will review and rank each project. Projects will be ranked on the following: Intent to apply/Threshold, esnaps Application, and Project Score Card. Projects should thoroughly review all materials prior to submission for CoC review to assure they are reviewed accurately and completely. If incomplete or inaccurate information may negatively affect the project score.
4. **Deadlines:** CoC competition deadlines are available in this document and posted on the CoC website. Please thoroughly review the deadlines to assure your project is submitted in a timely manner. Late applications will lose points in the review process and may not be considered for ranking.
5. **Appeals:** Projects who have been rejected by the CoC or placed in Tier 2 may appeal through the CoC or directly with HUD.

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Overview of the FY'18 Continuum of Care (CoC) Program Competition NOFA

- Funding Opportunity Number: FR-6100-N-25
- CFDA Number: 14.267

IMPORTANT PROJECT APPLICATION DATES & DEADLINES:

- June 20, 2018 – 2018 NOFA Published
- **July 2, 2018 – Signed Intent to Apply & Threshold forms due to CoC via email in PDF format**
- TBD – NOFA Application Lab
- **August 15, 2018 – Project Applications submitted to CoC via eSnaps and PDF for ranking**
- August 23, 2018 – Project Applicants ranking meeting.
- **August 24, 2018 - Project Applications notified of inclusion in CoC Collaborative Application**
- August 29, 2018 – CoC Meeting
- **September 11, 2018 – Final Project Application edits submitted in eSnaps and PDF to CoC**
- September 12, 2018 – Appeals to HUD if application rejected by CoC.

HUD CoC Consolidated Application Deadline: September 18, 2018 @ 6:59 PM. **Note:** *Project Applications must be submitted by the Project deadlines NOT the Consolidated Application deadline.*

HIGHLIGHTS OF THE 2018 COC NOFA:

- \$2.1 billion is available for the FY18 CoC Program NOFA including \$50 million in DV bonus funds.
- HUD will continue to require CoCs to rank and place all projects in Tiers, except planning.
 - Tier 1 is equal to the greater of the combined amount of Annual Renewal Amount (ARA) for all permanent housing and HMIS projects eligible for renewal up to \$1,000,000 or 94 percent of the CoC's FY 2018 Annual Renewal Demand (ARD).
 - Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for bonus projects (not including amounts available for DV Bonus projects and before adjustments are made to permanent housing leasing, operating, and rental assistance budget line items based on changes to Fair Market Rent (FMR)).
- Project Applicants must abide by the CoC deadline, meet HUD eligibility criteria, request eligible activities (listed under 24 CFR, part 578), adequately answer all questions, and attach all required documents to be considered eligible for funding.
- The CoC is required to rank projects in order of priority and identify projects rejected. Planning projects will not be ranked. Ranking is based on capacity, quality, priorities, and performance. Reallocation is recommended for underperforming projects. Projects with outstanding HUD audit findings, history of ineligible participants, evidence of untimely expenditures, or financial management concerns, may be eliminated from competition.
- Renewal projects requesting RA may request a per-unit amount less than FMR based on actual rent costs and cannot request more than 100% FMR.
- Agencies may request that two to four projects combine to become a Consolidated Project. The CoC must approve the request and projects must be without findings or a history of low utilization or financial management/drawn down/capacity issues.
- New projects can be created through the following:

1. Domestic Violence (DV) Bonus: 10 % of PPRN or \$50,000 is available for new or expanded: Rapid-Rehousing (PH-RRH), Transitional-Rapid-Rehousing, (TH-RRH) or Coordinated Entry (SSO to implement CES policies, procedures and practices that enhance the system to better meet victim needs). DV Bonus projects will be ranked with a unique rank number and may be conditionally selected outside of the CoC ranking order.
 2. Bonus Project & Bonus-Reallocation: Up to 6% of FPRN is available for a bonus project if the CoC has demonstrated the ability to reallocate lower performing projects to create higher performing projects. A combination bonus reallocation project may also be requested utilizing the 6%. Eligible project components include; Dedicated or Dedicated PLUS Permanent Supportive, Rapid-Rehousing, Transitional-Rapid Rehousing, HMIS, or Coordinated Entry.
 3. Reallocation: New projects may be created from one or more projects identified for reallocation. Eligible project components include; Dedicated or Dedicated PLUS Permanent Supportive, Rapid-Rehousing, Transitional-Rapid Rehousing, HMIS, or Coordinated Entry.
 - Anticipated bonus amounts are:
 - DV Bonus: \$50,000
 - Traditional Bonus: \$48,094
- New reallocation projects may include:
 - New PSH serving 100% chronic homeless or meeting DedicatedPLUS criteria;
 - New SSO for Coordinated Entry;
 - New RRH serving individuals and families who enter from ES, streets, fleeing domestic violence, residing in joint TH-PH-RRH program, and receiving services from VA funded homeless assistance programs and meet other previous criteria at intake;
 - New joint TH & PH-RRH
 - New HMIS for the costs of 24 CFR 578.37 carried out by HMIS Lead.
 - Expansion projects can be requested under either bonus or reallocation in order to expand existing units in a project or serve additional persons, or in the case of HMIS, grant activities will be expanded within CoC and fits into the funding parameters of bonus or reallocation.

IMPORTANT LINKS:

- Competition page: <https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition>
- The entire 2018 NOFA can be found at: <https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/> and on a link at the CoC website home page,
- HUD Ask A Questions (AAQ): <https://www.hudexchange.info/program-support/my-question/>
- E-snaps FAQs can be found at: <https://www.hudexchange.info/e-snaps/faqs/>

Eligible Project Applicants: Eligible project applicants are nonprofit organizations, States, local governments, and instrumentalities of State and local governments, and public housing agencies, as such term is defined in 24 CFR 5.100. For-profit entities are not eligible to apply for grants or to be sub-recipients of grant funds. **Furthermore, to be eligible for funding applicants must meet all HUD statutory, regulatory and threshold requirements.**

HUDS' HOMELESS POLICY AND PROGRAM PRIORITIES:

1. Ending homelessness for all persons.

- a. Identify, engage, and effectively serve all persons experiencing homelessness.
 - b. Measure performance based on data taking into account the challenges faced by all subpopulations experiencing homelessness in the geographic area.
 - c. Comprehensive outreach strategy in place to identify and engage.
 - d. Use data to understand the population and develop services tailored to their needs.
 - e. Use the reallocation process to create new projects that improve the overall performance and better respond to the needs of person who are homeless.
2. Create a systemic response to homelessness.
- a. Use system performance measures (SPMs) to determine how effectively they are serving people experiencing homelessness.
 - b. Use Coordinated Entry to promote participant choice, coordinate services, ensure rapid access, and make homelessness assistance open, inclusive, and transparent.
3. Strategically allocating and using resources.
- a. Use cost, performance, and outcome data to improve resources allocation to end homelessness.
 - b. Review project quality, performance, and cost effectiveness.
 - c. Maximize the use of mainstream and other community-based resources.
 - d. Review all projects eligible for renewal in FY 2018 to determine their effectiveness in serving people experiencing homelessness as well as their cost effectiveness.
 - e. Develop partnerships with PHAs to help persons exit to permanent housing options including Housing Choice vouchers.
4. Use a Housing First approach.
- a. Prioritize rapid placement and stabilization in permanent housing.
 - b. Do NOT have service participation requirements or preconditions.
 - c. Help individuals and families move quickly into permanent housing.
 - d. Measure to help projects reduce the length of time people experience homelessness.
 - e. Engage landlords and property owners.
 - f. Remove barriers to entry.
 - g. Adopt client-centered service methods.

APPLICATION ATTACHMENT CHECKLIST:

Project Application Checklist

- Project Application, charts, narratives and attachments
- SF-424 Application for Federal Assistance
- SF-424 Supplement, Survey on Ensuring Equal Opportunities
- Documentation of Applicant and Sub-Recipient Eligibility
- Applicant Certifications
- HUD 2880, Applicant/Recipient Disclosure/Update Report (dated 5/1/18-9/18/18)
- SF-LLL, Disclosure of Lobbying Activities (if applicable)
- Applicant Code of Conduct
- HUD 50070, Certification of Drug Free Workplace (dated 5/1/18-9/18/18)

Consolidated Application Checklist

- CoC Review, Score and Ranking Procedures
- HMIS Policy, Procedures and Agreements with HMIS Lead
- Governance Charter (HMIS Governance)
- PHA Administrative Plan
- FY 2018 HDX Report
- 2018 CoC Priority Listing (submitted separately in eSnaps)
 - New Project Listing
 - Renewal Project Listing
 - CoC Planning Project Listing
 - HUD-2991, Certificate of Consistency with the Consolidated Plan

SOLO APPLICATIONS:

Eligible project applicants that attempted to participate in the CoC planning process in the geographic area in which they operate, that believe they were denied the right to participate in a reasonable manner, may submit a solo project application to HUD and may be awarded a grant from HUD by following the procedure found in 24 CFR 578.35. Solo applicants must submit their solo project application in esnaps to HUD by 8:00 PM Eastern time, September 18, 2018, which must include the CoC's notification of rejection of the project in the local competition as an attachment to the Solo Applicant's project application. If the CoC fails to provide written notification, outside of e-snaps, the Solo Applicant must attach a statement that the CoC did not provide the Solo Applicant written notification of the CoC rejecting the project in the local CoC competition. See Section X.C of this NOFA for additional information regarding the Solo Applicant appeal process.

Tier 1 and Tier 2 System

Anticipated Tier 1 Amount: \$753,488

Anticipated Tier 2 Amount: \$149,445

As in past years, the funding that CoCs can apply for is divided into tiers, with Tier 1 being 94 % of the CoC's FY 2018 Annual Renewal Demand (ARD). Projects prioritized in Tier 1 are scored differently and are more likely to be funded than projects that are placed in Tier 2. Tier 2 scoring is based on a 100-point scale with 50 eligible points for the CoC score, 40 eligible points for the project ranking and 10 eligible points for the projects commitment to Housing First.

All eligible projects submitted by project applicants in e-snaps by the CoC deadline, except CoC planning projects, will be reviewed and ranked. A combination of ranking score, CoC priorities, and anticipated Tier thresholds will help inform a recommended Rank & Tier recommendation that the CoC NOFA will bring to the CoC membership for a vote.

STRADDLING TIERS: For any projects that straddle the two tiers, the Tier 1 portion will be funded in accordance with Tier 1 processes and the Tier 2 portion will be funded in accordance with Tier 2 processes. HUD may award project funds for just the Tier 1 portion, provided the project is still feasible with the reduced funding (i.e., is able to continue serving homeless program participants effectively).

NOFA Policies

West Central MN CoC Reallocation Process

Updated July 2018

The West Central Minnesota Continuum of Care (CoC) has created this process to guide the CoC in determining if, when and how the CoC should reallocate funds. Reallocating funds is one of the most important tools in which our CoC can make strategic improvements to our homelessness system. Through reallocation, our CoC can create new, evidence-informed projects by eliminating projects that are underperforming, underutilized, or are more appropriately funded from other sources.

What is Reallocation?

Reallocation refers to the process by which a CoC shifts funds in whole or in part from existing CoC- funded projects that are eligible for renewal to create one or more new projects. A reallocated project must be a new project that serves new participants and has either a rapid re-housing or permanent supportive housing program design. A new reallocated project may use resources from an existing project, including staff, but it is not simply a continuation of an existing project that serves existing participants. The new reallocated project must include a component change (i.e. TH or PSH) or a significant change in the programs population (i.e. youth to single CH).

What types of projects can be reallocated?

CoCs can reallocate funding from any project eligible for renewal in a competition year. The annual CoC Program Competition Notice of Funding Availability (NOFA) dictates what types of projects may be created through reallocation in a given competition. For FY18, eligible project components include; Dedicated or Dedicated PLUS Permanent Supportive, Rapid-Rehousing, Transitional-Rapid Rehousing, HMIS, or Coordinated Entry-

Identifying Projects for Reallocation

The CoC **Performance Evaluation Committee** will discuss and consider reallocation and brainstorm potential projects on a bi-annual basis. Various factors will be considered for reallocating a project including:

- a. Regional need: existing inventory, system gaps, duplication or over abundance of a project type, population/sub-population served
- b. Program performance: Utilization, data quality, outcome performance, service model, coordination with other services, CES participation. If applicable, the CoC will first attempt to provide technical assistance to underperforming projects through the *CoC Retention and Performance Improvement Plan*. If agencies neglect to follow through with the identified plan or show performance improvement after 1 year, they may be at risk of reallocation.
- c. Other system needs: Coordinated entry & HMIS funding needs, potential grant mergers/collaborations, and other funding resources or restrictions (both new and existing).

Underperforming, underutilized or low need projects may be targeted for reallocation at anytime, but are most likely identified following an annual performance review or during the CoC competition process. Projects may also choose to offer all or a portion of their renewal funding for reallocation during the CoC Competition on the Intent to Apply form.

Reallocation Process

Once a project is targeted for reallocation, the CoC will contact the project in person and in writing, notifying the project of the reason for consideration and to help develop a transition plan. The transition plan will be developed to help assure compliance with other funding commitments and prevent anyone from becoming homeless as a result of the reallocation.

Different types of reallocation

There is no cookie cutter approach to reallocation. Although HUD may limit what types of new projects may be created with reallocated funds, it does not dictate what types of renewal projects can be reallocated or how that process should occur. Examples include:

- Funding from one project (or partial funding from one project) can be reallocated into a new project operated by the same provider;
- Funding from one project (or partial funding from one project) can be reallocated into a new project operated by a different provider;
- Funding from one project (or partial funding from one project) can be reallocated into many new projects;
- Funding from many projects (or partial funding from many projects) can be reallocated into one new project; and
- Funding from many projects (or partial funding from many projects) can be reallocated into many new projects.

While reallocation can be complicated and does not come without risk, it is a necessary part of ensuring that our CoC's homeless assistance system meets the needs of people experiencing homelessness.

West Central Minnesota Continuum of Care

HUD CoC Project Evaluation, Ranking and Review Policy

Updated: July 2017

The West Central Minnesota Continuum of Care (CoC) requires an annual project review for all HUD Continuum of Care and Emergency Solutions Grant Projects. This policy specifically applies to projects seeking funding under the annual HUD Continuum of Care competition.

These conditions are designed to inform Performance Evaluation and NOFA ~~Ranking~~ Committee deliberations and provide all applicants and renewing projects with clarity regarding how ranking and prioritization occur.

IMPORTANT PROJECT APPLICATION DATES & DEADLINES:

Each year, the CoC will publish annual HUD CoC Competition deadlines that include both local and HUD deadlines. Any agency applying for the CoC Competition must comply with the published deadlines or risk point loss and ineligibility for the funding competition. The dates and deadlines will be published on the CoC website and sent out via email through the CoC email list.

ELIGIBILITY

To be eligible for inclusion in the CoC Evaluation and Ranking process, all projects must pass all facets of the CoC Application process including:

1. HUD Threshold Requirements including, but not limited to;
 - a. Applicant has a DUNS # and has current SAM registration.
 - b. Applicant is a nonprofit organization, State or local government, instrument of a State or local government or Public housing agency, as such term is defined in 24 CFR 5.100.
 - c. Applicant participates or has ability and willingness to participate in HMIS.
 - d. Applicant demonstrates financial and management capacity and experience to successfully carry out project.
 - e. Applicant submits required certifications as required in the NOFA.
 - f. Applicant agrees to only serve persons who are eligible as defined in Hearth Act regulations.
 - g. Project draws down funds from LOCCS/eLOCCS at least quarterly.
2. CoC Eligibility and Threshold Requirements;
 - a. Participation in CoC Membership and Committee meetings;
 - b. Participation in or commitment (if a new project) to participate in Coordinated Entry;
 - c. Assure that project link households to mainstream services.
 - d. Adherence to CoC Policies
 - i. PSH Prioritization Policies
 - ii. School Enrollment and Connection of Services Policy
 - iii. Family Separation (TH only)
 - iv. Written Standards for ESG and CoC Assistance
 - e. Project assurance to and document participant eligibility.
 - f. Project assurance to respond to HMIS data quality and compliance requests.
 - g. Agreement to provide all necessary documentation and reporting to CoC by designated deadlines.
3. Project adheres to all local CoC Competition deadlines;
 - o Project submits an Intent to Apply and Threshold Assessment
 - o Initial Project Application submitted in esnaps & via PDF
4. Commitment to Housing First and Low Barrier Principals.
5. Participation in or commitment to participate in HMIS if funded.

GUIDEANCE ON REQUIRED RANKING AND TIERS

The CoC will review all projects and rank in either Tier 1 or Tier 2. Tier 1 projects are considered more likely to be renewed. Tier 2 projects are conditional and will depend in CoC Scoring, HUD/CoC Priorities, Project Performance and Rank. HUD will award a point value to projects in Tier 2. Projects will be able to straddle Tier 1 and Tier 2. CoC score and project score will determine which projects from Tier 2 will be conditionally selected.

HMIS Ranking Strategy: The CoC recognizes that a robust homeless management information system needs sufficient funding and has therefore approved placing to 2% of the CoC’s ARD in Tier 1 if requested by the State System Administrator.

New project criteria and priority: Based on CoC gaps and needs, the CoC will prioritize new project applications based on the following criteria. New projects will receive bonus points based on the following criteria.

Project Type	Eligibility Type	Priority Bonus	Justification for Priority
New Supportive Services Only (SSO) projects for centralized or coordinated entry system .	Bonus or Reallocation	4	<ul style="list-style-type: none"> CE needs to be sufficiently funded to assure HUD compliance and to help the CoC achieve CoC our system goals.
New rapid re-housing projects for homeless individuals, unaccompanied youth, and families coming directly from the streets or emergency shelter or fleeing domestic violence.	Expansion, Reallocation or Bonus	4	<ul style="list-style-type: none"> Rapid rehousing continues to have a high unmet need for both singles and families. The CoC has identified a system gap in RRH for families.
New permanent supportive housing projects that serve chronically homeless individuals, unaccompanied youth, and families.	Expansion, Reallocation or Bonus	3	<ul style="list-style-type: none"> Having sufficient PSH is necessary to continue to prioritize serving most vulnerable. CH for singles is remains the highest unmet need on the CoC Coordinated Entry priority list, but MN Housing Supports is being expanded to all regions in response.
New Transitional Housing-Rapid Rehousing projects that serve youth, families and individuals.	Bonus or Reallocation	2	<ul style="list-style-type: none"> There is not sufficient shelter coverage in our rural region. Fixed site TH, with ability to transition to RRH rapidly, helps address need to have immediate access to housing and gain rental history necessary to find scattered site housing.

SCORING & RANKING PROCESS: HMIS Projects

The CoC recognizes that a quality Homeless Management Information System (HMIS) is not only required by HUD, but is used as a valuable tool to operate and evaluate our regional homeless response system. However, ranking and scoring HMIS similar to Supportive Housing Projects is not feasible due to the unique aspects of this statewide program. Therefore, the CoC will rely on the statewide HMIS Board to annually evaluate our State System Administrator’s performance and provide our CoC will a letter of review and recommendation for renewed funding or reallocation.

SCORING & RANKING PROCESS: Supportive Housing Projects

The following describes the CoC process to score and rank supportive projects for CoC funding. It should be noted that the CoC uses “scoring”, “reallocation”, and “ranking” as three distinct steps. Scoring informs, but does not dictate, the final ranking decisions. Where ranking and scoring do not correlate, the NOFA Ranking Committee may recommend adjustments. The Committee will indicate in comments why the project is ranked in their position versus directly following scoring.

Ranking criteria: The CoC Ranking Committee is responsible for developing and distributing Ranking Criteria to the CoC Membership for review and approval each year. The process utilizes non-biased, objective criteria based on the HUD ranking tool, established CoC priorities, and project performance. The CoC uses an objective **Ranking Scorecard** that incorporates both agency self-assessment and ranking committee scores.

Specifically, the tool assesses threshold and scores on criteria in the following seven categories:

1. Financial: Fiscal responsibility, draw downs, resources/leverage, and cost effectiveness of project.
2. Regional Priorities: Regional need for project type and target population/subpopulation based on Coordinated Entry data and annual needs/gaps assessment.
3. HUD Priorities: Project commitment to meeting HUD Priorities
4. CoC Participation: Agency commitment to engaging in CoC Board and Committees, adherence to CoC policies, training, and compliance with CoC submission deadlines (AHAR, PIT, HIC, CES).
5. Project Design & Services: Utilization of Housing First and low barrier principles, utilization of client choice, educational policy compliance, linkage to mainstream resources.
6. Project Performance: HUD Annual Performance Report (APR), utilization rate, and Returns to Homelessness performance review w/ consideration for acuity of households served.
7. Data Quality: HMIS and CES Data quality and responsiveness to HMIS/CoC data requests.

REVIEW AND RANKING PROCESS

1. The CoC solicits Pre-application and Project Threshold Assessments. Solicitation is sent to renewal applicants and an open invite for new projects the CoC email list and at other regional meetings or public notices.
2. Ranking and Application documents are posted on the CoC website once NOFA is released.
3. The CoC Coordinator follows-up with new applicants or renewal applicants.
4. Ranking process, criteria, submitted pre-applications and timeline are presented at first CoC meeting after NOFA release. Updates presented and voted upon.
5. The CoC hosts a NOFA application lab to provide support to new applicants.
6. Project applicants must submit application packet (Score Card, Project Application and required supporting documentation) to the CoC by deadline to be eligible for ranking.
7. Through a multi-step process the CoC Ranking Committee reviews the application packet (Score Card, application, and supporting documentation) and recommends a rank and score. This process includes the following:
 - i. Review projects for eligibility.
 - ii. Review and validation of applicant self-score, noting any discrepancies or questions.
 - iii. Identification of specific feedback for applicant (score discrepancies, missing information, or clarifications).

- iv. Assign score (the score is a % based on eligible points) and make adjustments based on CoC priorities or agency feedback (if available at the time).
 - v. Recommend 1 to 2 ranking scenarios based on project score, CoC priorities, and eligible funding.
 - vi. When ties exist, the Committee shall rank with the following preferences: the project with higher housing stability and the project with the least returns to homelessness shall be ranked first. Projects with existing clients shall also be ranked higher if scores are identical or within 1 point.
8. The CoC Coordinator notifies each project of their individual score, notes and recommended Tier, inviting applicants to respond with corrections by CoC deadline (3 days from receipt).
 9. If received, updated information is reviewed. Scores may be adjusted if validated (supporting documentation or appropriate clarification is provided). If needed, the CoC Ranking Committee meets to deliberate scores adjustments.
 10. The CoC Ranking Committee presents final applicant scores and 1-2 Tiering options to the CoC membership. Although rare, members may reject the proposed options and identify another desired option. The membership votes on proposed rank and Tier.
 11. Projects are notified of final Rank, Tier, and inclusion/exclusion in the Collaborative Application. Projects not accepted or Ranked in Tier 2, are also again notified of their ability to appeal to the CoC and HUD.
 12. Approved Priority Listing placed on CoC website and mailed to CoC mailing list and Project Applicants.

Intent to Apply & Threshold Assessment

2018 Continuum of Care Pre-Application & Threshold Assessment

Any new or renewal project wishing to apply for Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funding in the 2018 FY HUD CoC competition must completed the following information and submit to the CoC by the deadline. Your project will not be eligible to apply in the FY18 competition if you do not submit this form by the deadline. Please complete the proposed project overview and review each of the following ranking categories, marking those questions that apply to your project.

Name of Agency	Name of Project
Primary Contact	Contact Email
DUNS #	SAM #

Intent to Apply:

- Our agency will NOT apply for funding in the 2018 HUD CoC Competition. *(Please skip to agency signature and return to Carla Solem @ h2hcoordinator@gmail.com)*
- Our agency intends to apply for funding in the 2018 HUD CoC Competition. *(Please proceed to question one and complete all questions, sign and return to Carla Solem @ h2hcoordinator@gmail.com)*

Project Description:

1. Type of funding requested:

New:

What type of new project? BONUS Reallocation

Renewal:

Are you interested in reducing your renewal grant for reallocation? Yes No

If yes, please explain why?

If yes, by what amount? _____

If yes, describe how participants will not become homeless as a result:

2. The project component is: PSH: Chronic/Not Chronic RRH HMIS TH CES THP-RRH

3. Target Population:

Singles #__units/___beds Families #__units/___beds Youth #__units/___beds

4. Proposed Start Date: _____, 2018/2018 Proposed End Date: _____, 2019/2020

5. Amount of funding requested: \$ _____

Brief Project Description (NEW projects ONLY):

Coordinated Assessment & Referral:

The applicant does NOT agree to participate in Coordinated Entry.

The applicant agrees to participant in Coordinated Assessment & Referral including:

- Filling all beds/units through the central prioritization list & process
- Abiding by CoC Coordinated Assessment policies & practices

CoC Participation and Compliance:

The applicant agrees to regularly attend CoC meetings and participate on a committee.

The applicant agrees to participate in any required training to improve program and system performance.

The applicant agrees to follow all CoC policies including Written Standards for the Administration of ESG and CoC Assistance.

The applicant agrees to follow Low Barrier and Housing First principles in the administration of homeless programs.

The applicant agency agrees to provide project level data to the CoC by:

- a) Participating in the annual point-in-time sheltered and unsheltered count;
- b) Submitting program reports to the CoC in a timely manner;
- c) Participating in an annual CoC Planning, Gaps Analysis and Needs Assessment;
- d) Submitting required AHAR, HIC, Pulse, SPMs and GIW reports by CoC deadlines;

- e) Giving the Local System Administrator administrative access to your all programs reported in the HIC or providing necessary waiver request to CoC and submitting required data in a timely manner; and
- f) Completing an annual performance evaluation.

Homeless Management Information System (HMIS):

- Applicant does NOT currently utilize HMIS and does not intend to if funded. (Note this will affect your eligibility if not a DV/VAWA funded agency)
- Applicant does NOT currently utilize HMIS, but agrees to utilize if funded.
- Applicant currently utilizes HMIS and assures compliance with:
 - Unique user name and password
 - Secure location for equipment
 - Locking Screen Savers
 - Virus protection with auto update
 - Individual or network firewalls
 - Restrictions on access to HMIS via public forums
 - Compliance with HMIS policy and procedures manual
 - Validation of off-site storage of HMIS data
- Applicant agrees to respond to data quality and clean-up requests from the CoC and ICA.

Energy Star and Green Development (TH, RRH, and PSH Applicants ONLY):

- Project does incorporate Energy Star and/or Green Development
 - If fixed site utilizes incorporates Energy Star and/or Green Dev. in project.
 - If scattered site, encourages participants to seek applicable buildings/units.
- Does NOT incorporate Energy Star and/or Green Development

Services (TH, RRH and PSH Applicants ONLY):

Please check ALL that apply to your program:

- Applicant assures that program will have and follow policies that ensure all children are enrolled in school and connected to appropriate services within the community
- Applicant assures that case managers will systematically assist and support clients in completing applications for mainstream benefits.
- Applicant assures that transportation assistance is provided to clients to attend mainstream benefit appointments, employment training, or job when appropriate.
- Homeless assistance providers use a single application form for four or more mainstream programs.
- Applicant agrees that all participants will come from the streets, emergency shelter, transitional housing (entering as homeless), institution, or place not meant for human habitation.
- Applicant incorporates known best practices models into project policies and practices. Check all that apply:
 - Housing First
 - Client Centric
 - Low Barrier
 - Harm Reduction
 - Motivational Interviewing
 - Trauma Informed

Chronic Homeless Preference (New and Renewal PSH Projects ONLY!):

- Applicant agrees to give preference to Chronic Homeless when filling vacant units.
- Applicant does NOT agree to give preference to Chronic Homeless when filling vacant units.

Annual Progress Report: (RENEWAL Projects ONLY!):

HUD and the CoC require that CoC funded projects submit an Annual Progress Report (APR)

- Applicant did NOT submit an APR for the most recent grant year.
- Applicant submitted an APR for the most recent grant year.

Date of APR: _____

Are there any outstanding findings still unresolved? Yes No

If yes, explain:

Project Quality Threshold: (RENEWAL applicants ONLY!):

Please check ALL of the following thresholds that apply to your program/agency:

- Draws down from eLOCCS at least quarterly (please attach verification of drawdowns)
- Submitted annual APR to CoC and HUD by deadline
- Assists participants achieve and maintain independent living (Does not apply to HMIS)
- NO: Audit findings, history of financial mismanagement, untimely expenditures, major capacity issues affecting program outcomes, history of ineligible persons, or spending.
- Compliant with Fair Housing and Equal Opportunity
- NO: HUD resolutions of outstanding suspension
- NO: Delinquent federal debts or outstanding arrears to HUD.
- Applicant demonstrates all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met;

Project Quality Threshold: (NEW HMIS project ONLY!):

Please check ALL of the following thresholds that apply to your program/agency:

- HMIS project implementation is described in application
- At least 80% of beds in HIC are included in CoC HMIS
- A local system administrator is assigned to the CoC
- HMIS applicant collects all Universal Data Elements
- HMIS applicant un-duplicates client records
- HMIS applicant produced all HUD-required reports

Project Quality Thresholds: (NEW PH Applicants ONLY!):

Please check ALL of the following thresholds that apply to your program/agency:

- Program/activities will be administered in most integrated setting appropriate for persons with disabilities. Persons with disabilities interact with person w/out disabilities; and
- Applicant has the history/capacity to complete timely and accurate drawdowns, performance reports.

Rental Assistance or Leasing Projects ONLY:

- Type, scale and location fit needs of participants (housing projects only)
- Type, scale and location of supportive services fits needs and transportation for participants
- Participants are given individual and specific assistance to obtain mainstream benefits
- Applicant has assessed that project is needed in geographic location
- Participants helped to obtain and remain in PH
- Participants are assisted to both increase income and live independently using mainstream housing and services

- At least 75% of proposed participants will come from street or other locations not meant for human habitation, emergency shelters, safe havens, or transitional housing (if originally from the streets or emergency shelters).
- Services and housing is accessible to amenities (grocery, pharmacies, etc.)
- Units will be filled through Coordinated Entry and assure low barrier access.

Leveraging & Cash Match:

% of Leverage _____ Total Leverage \$ _____
 % of Cash Match _____ Total Cash Match \$ _____

200% leverage is recommended. For example, if your funding request is \$100,000 for the full leveraging points during scoring your leveraging should be \$200,000 or more. If you have no leveraging, you will receive no points for leveraging. 25% Cash match is required.

Eligible Leverage Contributions:

- Cash
- Buildings (the value of commitments of land, buildings and equipment are one-time only and cannot be claimed by more than one project (e.g., the value of donated land, buildings or equipment claimed in 2005 or prior years for a project cannot be claimed as leveraging by that project or any other project in subsequent competitions.)
- Equipment
- Materials
- Services such as transportation, health care and mental health counseling
- General volunteer time (at \$10 per hour)
- Specific volunteer time at market rate (for example, an attorney who is volunteering legal services to clients in the program for their legal issues. If the attorney’s normal fee is \$100 per hour then you can record the volunteer time at \$100 per hour.)

Sources of Contributions:

- CDBG
- HOME
- United Way
- Fannie Mae
- Federal Home Loan Bank
- Local or State general revenue funds
- Mainstream housing programs
- Social service programs

Written Commitments:

- Must be documented on letterhead stationary
- Signed by an authorized representative
- Dated
- In your possession at the time of application submission
- Must contain the following:
 - Name of the organization providing the contribution
 - Type of contribution
 - Value of the contribution
 - Name of project and sponsor organization to which the contribution will be given
 - Date the contribution will be available

Written commitments are required for cash match. Commitment letters must be dated within 60 days of the CoC application deadline. Commitment letters must be submitted with each project application.

WARNING: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Print Name of Agency Approved Signatory:	Signature of Agency Approved Signatory
Title	Date

Project Applicant Scorecard

OVERVIEW

Annually, CoC program applicants will be ranked and tiered per CoC policy and HUD guidance. The purpose is to ensure that HUD funded programs are providing the highest quality housing and services and that the programs are focused on achieving outcomes to end homelessness.

PROJECT PERFORMANCE

To provide both project-specific outcome information and CoC-wide contributions, each program will be evaluated based on data entered into HMIS, the HUD Annual Performance Report (APR), the Project Application submitted for the CoC proposal, and other requested supporting documentation to assure quality and accurate evaluation. The APR scoring criteria assess outcomes that directly relate to goals set by the HEARTH Act. The performance measures now comprise HUD’s performance measures against which every Continuum will be assessed.

Submit the **renewal scorecard** and **required attachments** (APR, PDF application, Housing First Assessment, audit/financial review, elocs report, etc.) to Carla Solem, Continuum of Care Coordinator, via email at h2hcoordinator@gmail.com no later than **Friday, August 17th at noon**. The APR period is 7/1/17 to 6/30/18.

NOTES

- 1) The CoC NOFA Application Packet provides each project with essential information regarding the Evaluation, Ranking and Scoring process, timeline, and policies.
- 2) A Site Review and additional performance considerations may be incorporated into the Performance Score Card Score if deemed appropriate by the Committee to assure a comprehensive and quality evaluation is completed.
- 3) All criteria are scored based on materials submitted by the submission deadline (e.g., accuracy of charts/budgets will be scored based on first submission; not based on corrections made after review unless documentation is provided that shows evidence of outstanding circumstances).
- 4) Any required information that is incomplete or missing at deadline will likely result in a decreased score.
- 5) CoC-funded HMIS and Coordinated Entry Supportive Services Only projects use separate review processes for evaluation and scoring. The CoC Planning Project is not scored.

Project Name		Type of Program	<input type="checkbox"/> PSH	<input type="checkbox"/> RRH	<input type="checkbox"/> TH	<input type="checkbox"/> THP-RRH
Contact Person		Date				
E-mail		Phone				

THRESHOLD INSTRUCTIONS:

For any eligibility criteria not met, please provide notes explaining deficiency. Note that CoC policy states that project applications submitted not meeting the eligibility threshold will not be eligible to be included in the CoC Project Listing.

THRESHOLD ELIGIBILITY CRITERIA	VERIFICATION AND DOCUMENTATION REQUIRED	PROJECT NOTES	CoC NOTES
General Eligibility: ✓ Project Type ✓ Eligible Applicant Type ✓ Target Population ✓ DUNs# and SAM Registration ✓ Certifications ✓ Applicant has no debarments ✓ Disclosure of Violations or suspensions	<ul style="list-style-type: none"> ○ Agency submitted Project Application was in esnaps and via PDF by 8/15/18 including all required certifications & via PDF by 8/17/18. ○ Project Applicant submitted required Threshold Assessment by 7/10/18. ○ HUD/CoC site visit reports submitted by agency by 8/17/18 if applicable. 		
HMIS Participation ✓ 100% of beds entered into HMIS unless waived DV program ✓ Responsive to data clean-up ✓ HMIS policy & security assurances	<ul style="list-style-type: none"> ○ ICA/CoC verification report from agency visits. ○ Project Applicant submitted required Threshold Assessment by 7/10/18. 		
Coordinated Entry Participation: ✓ 100% beds fill through CES ✓ All CES agreements signed ✓ Required trainings attended	<ul style="list-style-type: none"> ○ CES Staff verification report. 		
CoC Participation & Policy: ✓ Utilizes Housing First principles ✓ Membership Agreement ✓ Written Standards ✓ Provide timely required data ✓ Follows Housing First principles ✓ Required Trainings completed ✓ Educational Policy ✓ Service Assurances	<ul style="list-style-type: none"> ○ Project Applicant submitted required Threshold Assessment by 7/10/18. ○ CoC Coordinator verification. ○ Agency completed Housing First assessment ○ CoC Digital Chalk report and/or other certification. ○ Agency completed Housing First Assessment ○ Agency provided Project Policies 		

<p>Financial/Administration Management:</p> <ul style="list-style-type: none"> ✓ eLoccs draws at least quarterly ✓ APR timely submission/pre-review ✓ No significant or outstanding findings (APR, site visit, audits, etc) ✓ No delinquent depts or arrears ✓ Fair Housing/EO compliant ✓ Match provided ✓ Budget reasonable ✓ No history of financial mismanagement. 	<ul style="list-style-type: none"> ○ Project Applicant submitted required Threshold Assessment by 7/10/18. ○ Agency submitted financial report/audit by 8/17. ○ Documentation of Match by 8/17/18. ○ Agency submitted Project Application was in esnaps and via PDF by 8/15/18 including all required certifications & via PDF by 8/17/18. ○ Fair Housing/EO training complete & assurance on file with CoC. ○ 		
<p>NEW PROJECTS ONLY:</p> <ul style="list-style-type: none"> ✓ Experience effectively operating state/federal grant. ✓ Project meets regional need. ✓ DV BONUS only: Population/design meet Bonus criteria. 	<ul style="list-style-type: none"> ○ Project Applicant submitted required Threshold Assessment by 7/10/18. ○ Agency submitted Project Application was in esnaps and via PDF by 8/15/18 including all required certifications & via PDF by 8/17/18. 		

Eligible Points	SCORING SECTIONS	LOW CRITERIA	MEDIUM CRITERIA	HIGH CRITERIA	SELF-ASSESSMENT	COC SCORE
	CoC Need & Priorities: 18 POINTS				SELF-ASSESSMENT	COC SCORE
2	Project Type/ Scale	NOT ELIGIBLE if there is not a need for type/ scale.	(1) There is a low need for this project type in our CoC.	(2) There is a strong need for this project type in our CoC.	Score: Notes:	
4	CoC Priorities – NEW PROJECT BONUS ONLY	(2) New THP-RRH	(3) NEW PSH	(4) NEW RRH OR NEW SSO CES	Score: Notes:	
4	Project Services	NOT ELIGIBLE if services do not provide housing stability or intensity is not appropriate for project.	(1) Services design is adequately described but should include more description and/or increased supports and linkage.	(4) Services are well described & include housing stability, linkage to mainstream & community services, income focused, and are at right level of intensity for population.	Score: Notes:	

4	Geographical Location	NOT ELIGIBLE if there is an abundance of services in the area.	(1) There is a low need for this project in the service area.	(4) There is strong need for this project type in the service area.	Score: Notes:	
4	Target Population	NOT ELIGIBLE if Target population is not a priority and/or design does not fit population.	(1) There is a low need for serving population and design fits population.	(4) There is a strong need for serving population and design fits population.	Score: Notes:	
HUD Priorities: 21 POINTS					SELF-ASSESSMENT	COC SCORE
2	Increase dedicated CH Beds (PSH ONLY)	NOT ELIGIBLE: 80% of beds are dedicated or dedicated plus	(0) 81%-99% of beds are dedicated or dedicated plus.	(2) 100% of beds are dedicated or dedicated plus CH beds	Score: 0 '18 CH HIC Beds: CH Application:	
6	Housing First Approach	(-1) Did not demonstrate or complete Housing First documentation	(2) Determined to be Housing First in Application AND (2) demonstration of Housing First approach in practice AND (1) completed Housing First Assessment AND (1) completed Housing First training.		Score: 6 Notes:	
2	Strategic Resource Allocation	(0) Not cost effective & does not collaborate, self-evaluate or integrate	(1) Comprehensive & diverse service plan/partnerships + (1) Cost effective		Score: 2 Cost/night/bed:	
6	Removing Barriers to Housing:	(-1) NOT Barrier Free	(3) Self verified low barrier AND (3) demonstrates barriers free entry (attach program polices).		Score: Notes:	
5	Prioritization of need and history of homelessness.	(0) All beds turned over do not use CES and CoC prioritization policy.	(5) 100% beds turned over utilize CoC priority policies.		Score: %	
CoC Participation: 10 POINTS					SELF-ASSESSMENT	COC SCORE
2	CoC Reporting	(-1) Consistent late reports & outstanding reports (2) 1 late report	(1) CoC reports are completed on time but require extra prompts.	(2) All CoC reports are completed on time and with little prompts	Score: 2 Notes:	
2	Participation in annual CoC Planning & Needs Assessment Process	(-1) did not participate or provide data.	(0) Did not participate, but provided data.	(2) Participated in meetings and provided necessary data.	Score: Notes:	
2	Meeting Attendance	(0) less than 50%	(1) 50% of last 10	(2) over 75% of last 10	Score: Notes:	

2	Agency staff participates in at least 1 CoC committee and regularly attends.	(0) no staff participating on CoC Committee in last year.	(1) Assignment of staff to at least 1 committee	(2) Assignment of staff to CoC Committee and at least 50% attendance	Score: Notes:	
2	CoC Training	(-1) Staff did not participate in all required trainings.	(1) Staff participated in required trainings, but did not complete by deadlines or complete test.	(2) All staff participated in required trainings by deadlines and passed tests.	Score: Notes:	
Service Quality Plan: 21 POINTS					SELF-ASSESSMENT	COC SCORE
4	Understanding of core principles ((harm reduction, person centered care, data informed planning, low barrier, housing first).	(0) No training or plan demonstrated. Repeat concerns reported by partners and/or consumers.	(2) Demonstrates partial understanding & plan to train/enhance understanding. Little to no concerns from partners or consumers.	(3) Agency demonstrates that staff are trained & practice/follow: CoC/CES policies & data requirements & EVP. (1) No valid reports from other partners or consumers.	Score: Trainings:	
2	Targeting highest need		(1) At least 85% coming from streets, ES or DV.	(1) 100% coming from ES and Streets or fleeing DV AND (1) Acuity of household meets program type AND (1) 75% of persons served are CH – PSH ONLY	Score: %:	
1	Accessibility Plan: Transportation, outreach & non-discrimination	(-1) No plan demonstrated.		(1) Demonstrated in threshold.	Score: Notes:	
2	Collaboration with mainstream and key support services.	(0) Poor service access plan and linkage to mainstream resources.	(2) Utilizes Single mainstream application, regular follow-up. Services Plan.		Score: Notes:	
2	Educational Assurances & Nonseparation (Family programs only)	(2) Agency demonstrates compliance w/ CoC policy.			Score: Notes:	
2	Targeting to intervention type.	(2) 90% of household fits targeting criteria for CES.			Score: Notes:	

5	Safety and support for victims part of services/plan.	(2) Service plan includes linkage to safety services (2) client choice and client centered approach demonstrated (2) trauma/safety training confirmed		Score: Notes:	
3	Employment and Income	(2) Services or plan includes linkage to employment and income AND (1) Agency either provides or links to SOAR.		Score: Notes:	
PERFORMANCE: 40 POINTS (Assessed on APR and Return reports)				SELF-ASSESSMENT	COC SCORE
2	CoC APR pre-review	(-1) No pre-review conducted.	(1) On time. Did not respond to findings prior to esnaps submission.	(2) On time. Corrected issues prior to esnaps submission and responded to finding/concerns with agency plan (if applicable).	Score: Notes on any delay:
9	Exits to Permanent Housing	(0) -60% (2) 65%-75%	(3) 76%-80%	(4) 81%-84% OR (5) 85%-87% OR (9)88%+	Score: APR %:
3	Returns to Homelessness	(-1) More than 25% return to homelessness (0) 15%-25% return to homelessness.	(2) 10%- 15% return to homelessness.	(3) Less than 10% return to homelessness.	Score: HMIS %:
4	Persons at exit or assessment with earned income.	(0) <u>PSH</u> : 0-9% (0) <u>RRH/TH</u> : 0-15%	(3) <u>PSH</u> : 10-15% OR (3) <u>RRH</u> :16-25%	(4) <u>PSH</u> : 15% or higher OR (4) <u>RRH</u> : 26% +	Score: APR %:
4	Persons with increased Income	(-1) 0-15% (1) <u>RRH</u> : 25% -35%	(3) <u>PSH</u> : 15-39% OR (3) <u>RRH</u> :36-49%	(4) <u>PSH</u> : 40% or higher OR (4) <u>RRH</u> : 50% +	Score: APR %:
4	Persons with income at exit	(-1) 0-24% (1) <u>25</u> -50%	(3) <u>PSH</u> : 51-74% OR (3) <u>RRH</u> :51-79%	(4) <u>PSH</u> : 75% or higher OR (4) <u>RRH</u> : 80% +	Score: APR %:
3	Persons with benefits at exit.	(0) 0-24% (1)25%-49%	(1) 50%-56%	(2) 57%-79% OR (3)80%+	Score: APR %:
4	Budget Expenditure	(-1)49-74% (0) 75%-85%	(1) 86-90% OR (2) 91-95%	(3) 96-99% OR (4)100%	Score: Grant:\$ Expended:\$
4	Unit Utilization Rate	(-2) -50% (-1) 50%-74%	(2) 75%-85% OR (3) 86%-99%	(4) 101%+	Score: APR%:
3	Acuity Adjustment	(0) Over 50% of households had no conditions.	(1) 51%-80% of households had 1+ conditions.	(1) All households had at least one condition AND (1) 50% had 2 or more conditions AND (1) at least 75% are CH (PSH only)	Score: APR # w/ no conditions: Total persons:

HMIS: 10 POINTS					SELF-ASSESSMENT	COC SCORE
4	Data Quality-Responding to Data Quality concerns	(0) Unresponsive to CoC or ICA/HMIS data requests.	(2) Responds to data clean-up requests with repeat prompting.	(4) Demonstrates rapid and accurate clean-up efforts.	Score: Notes:	
6	Data Quality	(-1) under 85% data quality rate (over 15% null/missing/refused/unknown)	(3) 85%-90% rate (5) 90-94% rate (between 10% and 5% are null/missing/refused/DNK)	(6) Above 95% rate (less than 5% are null/missing/refused/unknown)	Score: %:	
100	TOTAL SCORE					
Please include any notes to explain low score or other items you wish review team to know.						
Adjustments						
Adjustments may be made to score to accommodate for agency quality improvement plan, extenuating circumstances affecting program involvement or outcomes. These may include: Only agency serving target population, no other agency available in geographic area but need exits, agency has active performance improvement plan and has shown improvement and/or plan that should yield improvement, disaster, significant administrative staff change affecting organizational capacity. Please list adjustment and reason below.						
20	Circumstance	Supporting reasons			Adjusted Score	