



HUD Continuum of Care Homeless Assistance Grants
and
HUD Special NOFO Grants

2022 NOFO Competition

Local Materials Packet for Agencies Applying
for New or Renewal Projects

August 2022

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 (NOFO), 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 to HUD by the designated deadline. The Consolidated Application includes:

1. A CoC Application, which describes the CoC's governance structure, overall performance, and the strategic planning process;
2. The Project Applications from entities seeking funding for new or renewal projects; and
3. The CoC Project Listing, which shows the CoC's priorities for funding, ranking each project application and identifying rejected applications, if applicable.

New this year, HUD has released a Special NOFO with additional funding for rural and unsheltered projects. This new funding opportunity has been integrated into this competition packet but has distinct funding sources, competition deadlines, and additional eligibility criteria.

For both funding opportunities, HUD requires CoCs to hold a local competition to determine which project applications will be included in the consolidated application. 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. Projects rejected during the ranking process can submit a Solo Application to HUD.

This handbook contains important information that Project Applications must know about the CoC and Special Competition process. Competitive Project Applications must adhere to HUD eligibility criteria, as well as follow local CoC policies, procedures, and timelines.

Before you begin:

- Carefully review and assure that your agency and project meet eligibility and threshold criteria found in this document (note some eligibility criteria is found through embedded links). Ineligible projects will not be ranked.
- CoC ranking and review is a multi-step process. Projects must first complete the Intent to apply/Threshold steps to be invited to apply. Ineligible projects will not be ranked. Please make sure you review each step and submit the required verification of eligibility by the CoC deadlines. Incomplete or inaccurate information may negatively affect the project score. Late submissions may not be considered.
- You will submit your application through e-snaps, a web-based grants management system. The CoC will host two NOFO labs to help you access and fill out the application, but a e-snaps registration and a DUNS number is required to access your application. Registration for DUNS takes time to process so begin as soon as possible.

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Overview of the FY'22 Continuum of Care (CoC) Program Competition NOFO

IMPORTANT PROJECT COMPETITION DATES & DEADLINES

- June 17, 2022 – Renewal Application Notice Published
- July 8, 2022 – Renewal Application Pre-Application and Score Cards deadline
- July 13, 2022 (tentative) – Renewal Application Ranking and Review meeting
- August 10, 2022 – Renewal Projects notified of Score and Rank
- August 18, 2022 – Renewal projects response and appeals due.
- August 1, 2022 – CoC NOFO released. Local Competition Open
- **August 18, 2022 – Intent to Apply due by 5 PM**
- August 22, 2022 – Project Application Lab
- August 30, 2022 – **CoC Project Application Due**
- September 14, 2022 – CoC Applicants notified of rank and tier
- September 16, 2022 – **Unsheltered & Rural Applications Due**
- September 23, 2022 – CoC project final edits due
- September 30, 2022 – CoC Consolidated Application due to HUD
- October 4, 2022 – Unsheltered & Rural projects notified of rank & tier
- October 20, 2022 – Special Consolidated Application due to HUD

CoC Funding Opportunity Number: FR-6600-N-25

Special NOFO Funding Opportunity Number: FR-6500-N-25S

HUD Competition page links

- [Special NOFO](#)
- [CoC NOFO](#)

CoC Available Funding

- Annual renewal demand: \$933,489
- CoC Bonus: \$46,674
- DV Bonus: \$58,045
- CoC Planning: \$28,005

CoC Ranking

The CoC must rank all projects, except CoC planning, placing all accepted projects in Tiers. Ranking is based on capacity, quality, priorities, and performance.

- Tiers: The purpose of this two-tiered approach is for CoCs to notify HUD which projects are prioritized for funding based on local needs and gaps. Higher ranked projects are assigned to Tier 1 and lower ranked projects to Tier 1.
 - Tier 1 is equal to 95% of the CoCs Annual Renewal Demand (ARD) or \$866,815. Project applications in Tier 1 will be conditionally selected from the highest scoring CoC to the lowest scoring CoC, provided the project applications pass both project eligibility and project quality threshold review, and if applicable, project renewal threshold. Any type of new or renewal project application can be placed in Tier 1 except Planning, which is not ranked. If a DV Bonus project ranked in Tier 1 is selected with DV Bonus funds, the project will be removed from

this tier and the projects below it will move up one rank position. However, if a new DV Bonus project is not selected with DV Bonus funds, the project will retain its ranked position.

- Tier 2 is the difference between Tier 1 and the maximum amount of renewal, reallocation, and CoC Bonus funds that the CoC can apply for but does not include CoC Planning projects or projects selected with the DV Bonus funds. HUD will award a point value to each new and renewal project application that is in Tier 2 using a 100-point scale.
- *Projects Straddling Tiers.* If a project application straddles the Tier 1 and Tier 2 funding line, HUD will conditionally select the project up to the amount of funding that falls within Tier 1. Using the CoC score and other factors described in the NOFO, HUD may fund the Tier 2 portion of the project. If HUD does not fund the Tier 2 portion of the project, HUD may award the project at the reduced amount, provided the project is still feasible with the reduced funding (e.g., is able to continue serving homeless program participants effectively).
- Rejection or Reallocation: Projects with outstanding HUD audit findings, history of ineligible participants, evidence of untimely expenditures, financial management concerns, or other performance issues may be eliminated from competition through rejection or full reallocation. The CoC may also reduce a portion of a submitted project due to underutilization.

CoC Eligibility Note that new project eligible activities may be edited to align with the NOFO

To be eligible for funding applicants must meet all CoC and HUD statutory, regulatory, and threshold requirements. Project Applicants must abide by the CoC deadline, meet eligibility criteria, request eligible activities, adequately answer all questions, and attach all required documents to be considered eligible for funding.

- Eligible Applicants: Eligible project applicants are nonprofit organizations, states, Indian Tribes, tribally designated housing entities (TDHE), local governments, 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. Applicants that propose to claim a reservation or trust land geographic area and to locate a project on a reservation or trust land must include a tribal resolution from the tribe authorizing the applicant to do so. Tribes do not need to include a tribal resolution to claim their own reservation or trust land or to site a project on their own reservation or trust land.
- Eligible Projects & Activities: The CoC is accepting applications from eligible entities for the following:
 - Renewal Projects One year renewal projects previously funded by HUD CoC funds may request funding equivalent to or less than that listed on the current GIW.
 - Transition Grants: Transition grants to transition from one project type to another.
 - Consolidated Projects: 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 The following new projects can be created through reallocation or with bonus funding. All new projects must utilize CARES, the CoC coordinated entry system.
 1. DV Bonus projects that serve survivors of domestic violence, dating violence, sexual assault, or stalking.
 - Rapid Rehousing (RRH)
 - Joint Transitional and Permanent Housing-RRH (TH/PH-RRH)
 - Coordinated Entry SSO
 2. CoC Bonus projects:

- PH-PSH projects for DedicatedPLUS or Chronic Homeless
 - PH-RRH
 - Joint TH and PH-RRH
 - Coordinated SSO
 - HMIS
- Expansion projects can be requested with either bonus or reallocated funding in order to expand existing units in a project or serve additional persons, or in the case of HMIS or CES SSO, grant activities or services must be added or expanded. Expansion projects are required to submit 3 project applications: 1) renewal application that will be expanded; and 2) a new project application for the expansions.
 - Planning Grant: The CoC Collaborative Applicant may request planning dollars for eligible CoC planning activities. The Planning Grant is not ranked.
- Threshold Criteria: Threshold criteria is listed in the 2022 CoC Intent to Apply. Projects must complete the form and either attest to or submit all required threshold verification categories. **Only projects submitting this form on time and meeting all eligibility criteria will be invited to proceed with the application process.**
 - Deadlines: Please refer to the important deadlines listed at the beginning of this document and subscribe to the CoC email list for any changes or updates to the CoC Competition deadlines.
 - HUD: Projects should visit the HUD competition page for additional instructions including the full FY2022 NOFO and Project Application instructions:
 - The entire 2022 NOFO and associated competition materials can be found on the HUD competition page. (hyperlink will be added once NOFO is released)
 - HUD Ask A Questions (AAQ) is available for applicant questions. Before asking a question, please review the list of previously answered questions. (hyperlink will be added once NOFO is released)
 - For issues with esnaps during the application process, visit: <https://www.hudexchange.info/e-snaps/faqs/>. You are also encouraged to attend one of the scheduled Application Labs.

SPECIAL NOFO AVAILABLE FUNDING

- Unsheltered: \$679,271 is available for new 3-year projects
- Rural: \$803,172 is available for new 3-year projects

SPECIAL NOFO Eligible PROJECT TYPES

The CoC is seeking new three-year projects for the following project types. Note that all Special NOFO projects must align with the CoCs Plan to Serve Individuals and Families Experiencing Homelessness with Severe Service Needs. Please read the [Special NOFO](#) for details on eligible expenses under the Special NOFO.

1. Permanent Housing
 - Permanent Supportive Housing (PSH)
 - Rapid Rehousing (RRH)
2. Joint TH and RRH (Joint)
3. Supportive Services Only (SSO)
 - Coordinated Entry

- Other SSO (Rural set-aside only)
4. HMIS (note that ICA is the only eligible applicant for HMIS funds)

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 HUD deadline listed in the [CoC](#) or [Special](#) NOFO, 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.

NOFO Policies

West Central MN CoC Reallocation Process

Updated June 2022

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 tools our CoC uses to 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. 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.

What is Reallocation?

Reallocation refers to the process by which our CoC can shift funds in whole or in part from one or more existing CoC- funded projects that are eligible for renewal to create one or more new projects. A project funded through reallocation must be an eligible new or expansion project that serves new participants or provides new services.

What types of projects can be reallocated?

The annual CoC Program Competition Notice of Funding Opportunity (NOFO) dictates what types of projects may be created through reallocation in a given competition. For example, in FY19, eligible project components include Permanent Supportive Housing, Permanent Rapid-Rehousing, Joint Transitional-Rapid Rehousing, HMIS, or Coordinated Entry. New reallocated projects applied for from the agency reallocating funds must include a component change (i.e., TH to PSH or RRH to PSH) or a significant change in the program's population (i.e., youth to single CH).

Identifying Projects for Reallocation

The CoC Board, Performance Evaluation Committee, Ranking Committee, and CoC Staff all assist in identifying projects which may be considered for reallocation. 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.

Various factors will be considered for identifying projects for reallocation including:

- a. Regional need: Inventory (current and planned service/housing gaps or abundance), project location, and population/sub-population served.
- b. Program performance: Utilization rate, data quality, system performance outcomes, Annual Performance Report outcomes, service model, coordination with other services, and compliance with coordinated entry (CARES).
- c. Fiscal Management: Spending down of grant funds, audits, fiscal practices, financial reports, cost effectiveness, matching funds
- d. Other system needs: Coordinated entry and HMIS funding needs, potential grant mergers/collaborations, and other funding resources or restrictions (both new and existing).

Underperforming, underutilized, underspent, financially mismanaged, or low-need projects may be targeted for reallocation at any time but are most likely identified following an annual performance review and completed during the CoC competition process. When appropriate, the CoC is dedicated to first working with any underperforming or underutilized project to address deficiencies prior to recommending for reallocation. The CoC feels it is worth the investment to increase the capacity of existing projects and agencies to meet the needs of our region, especially given the rural geography and limited number of providers. Under performing projects will be offered technical assistance and may be required to create a *CoC Retention and Performance Improvement Plan*. Agencies that neglect to create or follow through with a plan or show performance improvement will be considered for reallocation. Plan review may be done on a monthly, quarterly, semi-annual, or annual basis.

Reallocation Process

1. A project is identified as being either fiscally irresponsible (e.g., consistently or significantly underspent or mismanaged) or underperforming (e.g., performance outcomes are significantly poor in one or more areas or are low in three or more areas or are repeatedly low without viable correction plan) during a project site visit or performance review.
2. A project is offered to participate in a performance improvement planning process (either a *Retention and Performance Improvement Plan* or combination of technical assistance and a *Retention and Performance Improvement Plan*) unless they have recently completed a plan and performance has not improved to the desired degree.
3. If the identified project is unwilling or unresponsive to the *Retention and Performance Improvement Plan* a project is targeted for reallocation.
4. The CoC will contact the project in person and in writing to notify the project of their pending reallocation, including the reallocation amount, reason for consideration. The CoC will work with the project to develop a transition plan to help assure compliance with other funding commitments and prevent anyone from becoming homeless as a result of the reallocation.

West Central Minnesota Continuum of Care

HUD CoC Project Evaluation, Ranking and Review Policy

Updated June 2022

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

This document is designed to inform NOFO ranking and to provide applicants in the competition with clarity regarding how project ranking, tiering and selection occur.

POLICY VALUES

1. Maintain and grow HUD funding in our CoC.
2. Assure projects moving forward in the competition meet CoC and HUD eligibility thresholds.
3. Fund projects that:
 - a. engage and support our regional goals to make homelessness rare, brief, and one-time,
 - b. follow CoC and HUD policies and priorities,
 - c. demonstrate positive performance outcomes,
 - d. manage resources effectively,
 - e. equitably serve clients, and
 - f. have strong service models

4. Prioritize quality agencies, programs, and project applications.

IMPORTANT PROJECT APPLICATION DATES & DEADLINES:

Each year, the CoC will publish annual 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 possible ineligibility in the competition. The dates and deadlines will be published on the CoC website and sent out via email through the CoC email list. Projects who do not submit the completed project Application Packet by the CoC deadline will not be eligible to be ranked.

This section applies to the HUD CoC Competition

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 Requirements HUD requires the following to be eligible for funding. Threshold requirements are not curable, except for clarification on documentation for eligibility. Please read the [HUD CoC NOFO](#) for a full description of requirements.
 - a. Applicant has a [DUNS](#) number and a current [SAM](#) registration.
 - b. Applicant is a nonprofit organization, State or local government, instrument of a State or local government, Public housing agency, Indian Tribe, or Tribally Designated Housing Entity (TDHE).
 - c. Applicant enters, or will enter if a new applicant, required project data in [HMIS](#) or the CoC approved alternative database if a Victim Service Provider (VSP).
 - d. Applicant demonstrates financial and management capacity and experience to successfully carry out the project.
 - e. Applicant submits required certifications as required in the NOFO.
 - f. Applicant agrees to only serve persons who are eligible as defined in Health Act regulations.
 - g. Project draws down funds from [eLOCCS](#) at least quarterly.
2. CoC Requirements:
 - a. Has a signed CoC [Membership Agreement](#);
 - b. Fills all open beds through [CARES](#), the regional coordinated entry system;
 - c. Links households to mainstream services using CARES Receipts and tools;
 - d. Documents participant eligibility;
 - e. Demonstrates a commitment to data quality and compliance;
 - f. Demonstrates an ability to manage funds appropriately. Specifically, CoC funding if a renewal project (e.g., spending report, utilization rate, CARES participation, and audit) or documentation of similar grant administration if a new applicant (audit, list of other grants administered).
 - g. Ability to meet CoC utilization and performance standards. If a CoC renewal project has not achieved utilization or performance standards, they have an identified performance improvement plan approved by the CoC. New projects must provide outcomes for other similar projects or otherwise demonstrate ability.
 - h. Project is well designed (cost effective, population and project type are appropriate, project policies incorporate CoC core principles, and staffing pattern is appropriate).
 - i. Promotes and support lived experience engagement including promotion of Consumer Advisory Boards and annual CoC Satisfaction Survey. New projects must demonstrate history, ability or willingness to engage persons with lived experience if funded.

- j. Compliance with or assurance to complete required CoC trainings.
- k. Adherence to CoC Policies:
 - i. CARES Coordinated Entry, including prioritization
 - ii. School Enrollment and Connection of Services Policy
 - iii. Family Separation
 - iv. Written Standards for ESG and CoC Assistance
 - v. Violence Against Women Act
- 3. Project adheres to all local CoC Competition deadlines;
 - o Project submits an Intent to Apply and Threshold Assessment by designated deadline
 - o Initial and final Project Application submitted in esnaps & via PDF by deadline
- 4. Demonstration or commitment to integrate Housing First and Low Barrier Access Principles and Policies into project;
- 5. Participation in HMIS (or commitment to participate if a new applicant) unless project is designated as a victim service project (VSP). If a VSP, agree to enter data into a CoC approved equivalent data base. If a new project, certification of willingness to participate; and
- 6. Provide Annual Performance Reports to the CoC at least 15 days prior to submission to HUD for pre-review.

GUIDANCE ON REQUIRED RANKING AND TIERS

The CoC will review all projects and rank in either Tier 1 or Tier 2 according to CoC ranking criteria including; project quality, past performance and regional need. Tier 1 projects are more likely to be renewed by HUD. Tier 2 projects are conditional and will depend on CoC Score, Project Score and Rank. HUD will award a point value to projects in Tier 2. Projects will be able to straddle Tier 1 and Tier 2, but the portion in Tier 1 must adequately fund the project in the case that funding in Tier 2 is not awarded.

New or Expanded Project Ranking Priority Bonus: The CoC will award bonus points to projects based on project type to help prioritize new or expanded project applications that fill the gaps and needs within the CoC. New or expanded projects will receive bonus points based on the following criteria.

Project Type	Eligibility Type	Priority Bonus	Justification for Priority
New or expanded Permanent Supportive Housing (PSH) projects that serve chronically homeless individuals, unaccompanied youth, and families.	Expansion, Reallocation or Bonus	+5	<ul style="list-style-type: none"> • Sufficient PSH is necessary to continue to prioritize serving most vulnerable. • For singles, CH remains the highest unmet need on the priority list.
New Supportive Services Only (SSO) projects for the CoCs <u>Coordinated Entry</u> System.	Bonus or Reallocation	+4 +1 for DV	<ul style="list-style-type: none"> • CE needs to be sufficiently funded to assure the CoC is compliant with HUD and to help the CoC operate a system that is capable of reaching our goal to end homelessness. • Domestic Violence victims make up anywhere from 15-25% of those on our priority list so dedicated CE staff could address

			the unique safety and data security needs of this population.
New or expanded Rapid Re-Housing (RRH) projects for homeless individuals, unaccompanied youth, and families coming directly from the streets, emergency shelter or fleeing domestic violence.	Expansion, Reallocation or Bonus	+3	<ul style="list-style-type: none"> • Rapid rehousing continues to have a high unmet need for both singles and families, adulted headed and youth headed household. • New ESG-CR RR beds were funded in 2021.
New TH-Rapid Rehousing (TH-RRH) 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. • TH-RRH is more cost effective and client friendly than motel vouchers.
HMIS expansion projects.	Reallocation	+1	<ul style="list-style-type: none"> • The CoC currently funds HMIS at over the targeted 2.5% of our regions ARD.

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 like Supportive Housing Projects is not feasible due to the unique aspects of our statewide system. 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. Furthermore, the CoC recognizes that a robust homeless management information system needs sufficient funding and therefore will assure renewed funding of our system by placing one or more HMIS applications for at least 2.5% of the CoC’s ARD at the top of Tier 1 if the request comes from the designated State System Administrator. Requests for over the ARD or 2.5%, whichever is greater, may be placed in Tier 2.

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 reallocation or tiering (including order of project) decisions. The CoC Ranking Committee may recommend not reallocating a project (in whole or a portion) or placing a project in a different order from how they scored. This strategy may be used to help increase the likelihood more projects are funded.

Scoring criteria: The CoC ranking policies, which guide the scoring, were originally approved by the CoC membership. The CoC Performance Evaluation Committee or other designated committee is responsible for reviewing, updating, and distributing Ranking Criteria to the CoC Board for approval each year. If substantive changes occur, the proposed policy changes will be taken to the CoC full membership for a vote. The process utilizes non-biased, objective criteria based on the HUD ranking tool, established CoC priorities, and project performance. The CoC uses objective HUD (APR, SPM, and eLocs) and HMIS reports (APRs, Ranking, Core, Returns, and CARES), as well as the Project Threshold Assessment and a CoC Ranking Scorecard (that incorporates both an agency self-assessment and required attachments) to score projects. The Ranking Committee may make adjustments to scores based on verification and review of documents presented and special circumstances like natural disasters.

Specifically, ranking incorporates 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. Engagement: Agency commitment to engaging in regional planning including; membership/participation in the CoC Board and Committees, participation in local homeless committees/coalitions,
5. Policy & Reporting Compliance: Adherence to funder and CoC policies, training, and reporting standards.
6. Project Design & Services: Project incorporates core principals adopted by the CoC including: housing first, low barrier access, trauma informed, motivational interviewing, creative engagement, and client centered care. Principals must be incorporated into education/training, policies, and practices. The project must also demonstrate history or ability to link to mainstream resources and educational services (if serving youth and families).
7. Project Performance: Performance is measured through an HMIS Dashboard or duplicate dashboard (if Victim Service Provider) that includes the following: HUD Annual Performance Report (APR), project utilization rate, and returns to homelessness rate. Performance review also takes into consideration acuity of households served.
8. Data Quality: HMIS and CES Data quality and responsiveness to HMIS/CoC data requests.

Scoring & Ranking Process

1. **Pre-Application:**
 - i. The CoC solicits interest and designates a Ranking Committee identified through a public application process with no representatives being accepted from applicant agencies (staff, clients, or board members). Note the Ranking Committee is a subset of the Performance Evaluation Committee.
 - ii. The CoC conducts a review and ranking of renewal projects.
 - iii. The CoC solicits open invite for new projects via the CoC email list and notice at other regional meetings or public notices.
 - iv. The CoC Coordinator follows-up with agencies interested in applying for new or expanded projects.
 - v. Within 10 days after the NOFO publication the updated Application Packets and timeline are

posted on the CoC website.

vi. New project ranking process, criteria, submitted pre-applications and timeline are presented at first CoC meeting after the NOFO release. Any proposed updates to the policy in response to the NOFO are presented and voted upon at this time.

vii. The CoC promotes and hosts an application lab to assist with completing the application in esnaps.

2. **Submission:** New project applicants submit application packet (Score Card, Project Application and required supporting documentation) and renewal projects submit esnaps application to the CoC by deadline to be eligible for ranking (renewal) and inclusion in the CoC Application.

3. Review and Ranking:

i. The CoC Coordinator Collects and organizes the application ranking materials and shares with the ranking committee.

ii. The committee reviews the application packet (i.e., Score Card, application, and supporting documentation) and scores each application. This includes:

- Reviewing project eligibility.
- Validating applicant self-score, noting any discrepancies.
- Identifying specific concerns or noting questions for the applicant.
- Assigning a preliminary score and rank to reach project.

iii. The Ranking Committee meets to collectively review and align scores and ranking. Each project is assigned a score based on the % of eligible points and any adjustments (note adjustments may be made for extenuating circumstances like a change in agency leadership, disaster, etc.)

iv. CoC Coordinator provides each project with the Committee's recommended score and rank via email.

v. Projects are given 3-5 days to respond with clarification or corrections. (exact time is posted on annual competition calendar).

vi. If received, updated information is reviewed by the Ranking Committee. Scores may be adjusted if validated (supporting documentation or appropriate clarification is provided). If needed, the CoC Ranking Committee meets to deliberate scores adjustments.

vii. The Committee will recommend 1-3 ranking scenarios to the CoC Board and membership based on project score, CoC priorities and eligible funding. When ties exist, the Committee shall rank 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.

4. Vote on Rank:

i. 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.

ii. 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.

5. **Public Posting:** The approved Priority Listing placed on CoC website and mailed to CoC mailing list, which

includes Project Applicants.

This section applies to projects seeking funding under the annual HUD Rural and Unsheltered SPECIAL competition.

This section is designed to inform the review and ranking deliberations and to provide applicants in the competition with clarity regarding how project ranking and selection occur.

The CoC membership is responsible for the approval of all CoC policies. The CoC Performance Evaluation Committee or other designated committee is responsible for the development, review, and implementation of this policy. If non-substantive changes occur, the Committee has the discretion to make those edits. If more substantive changes are needed, they will be brought to the CoC Board and or membership. The process utilizes a non-biased process similar to CoC Ranking, which centers around CoC priorities and performance goals, and NOFO priorities and requirements. It should be noted that the CoC uses “scoring” and “ranking” as distinct steps. Scoring informs, but does not dictate, the final funding decision. The CoC Ranking Committee may recommend funding a project (in whole or a portion) or placing a project in a different order from how they scored. This strategy may be used to assure that the final project list on the CoCs Priority Listing align with the CoCs priorities and plan.

ELIGIBILITY

To be eligible for inclusion in the Collaborative Application, all projects must pass all facets of the application process including:

1. Meeting HUD Requirements HUD requires the following to be eligible for funding. Threshold requirements are not curable, except for clarification on documentation for eligibility. Please read the [HUD CoC NOFO](#) for a full description of requirements.
 - a. Applicant has a [DUNS](#) number and a current [SAM](#) registration.
 - b. Applicant is a nonprofit organization, State or local government, instrument of a State or local government, Public housing agency, Indian Tribe, or Tribally Designated Housing Entity (TDHE).
 - c. Applicant enters, or will enter if a new applicant, required project data in [HMIS](#) or the CoC approved alternative database if a Victim Service Provider (VSP).
 - d. Applicant demonstrates financial and management capacity and experience to successfully carry out the project.
 - e. Applicant submits required certifications as required in the NOFO.
 - f. Applicant agrees to only serve persons who are eligible as defined in the NOFO and Hearth Act regulations.
 - g. Project draws down funds from [eLOCCS](#) at least quarterly.
2. CoC Requirements:
 - a. Have a signed CoC [Membership Agreement](#).
 - b. Participate in [CARES](#), the regional coordinated entry system, following all policies.
 - c. Project assures to document participant eligibility.
 - d. Project demonstrates a commitment to data quality and compliance.

- e. Project demonstrates an ability to manage funds appropriately.
 - f. Ability to meet CoC utilization and performance standards. If a CoC renewal project and not achieved, identify a performance improvement plan approved by the CoC. If a new project, provide outcomes for other similar projects.
 - g. Design of project is cost effective, population and project type appropriate, project incorporates CoC core principles, and project is appropriately staffed.
 - h. Promote and support lived experience engagement in Consumer Advisory Boards and annual CoC Satisfaction Survey.
 - i. Assurance to complete required CoC trainings.
 - j. Adherence to CoC Policies:
 - i. CARES Coordinated Entry
 - ii. School Enrollment and Connection of Services Policy
 - iii. Family Separation (TH only)
 - iv. Written Standards for ESG and CoC Assistance
 - v. Violence Against Women Act
3. Project adheres to all local CoC Competition deadlines.
 - a. Project submits an Intent to Apply and Threshold Assessment by designated deadline
 - b. Project Application submitted in esnaps and emailed to CoC via PDF by deadlines
 4. Commitment to integrate Housing First and Low Barrier Access Principles and Policies into project;
 5. Participation or commitment to participate in HMIS or CoC approved equivalent data base.
 6. Commitment to provide Performance Reports to the CoC prior to submission to HUD for pre-review.

GUIDANCE ON REQUIRED RANKING

The CoC will review all projects and rank according to CoC ranking criteria including; project quality, past performance and regional goals and needs (as defined in the CoC Plan).

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 in the same manner as housing or SSO projects is not feasible due to the unique aspects of our statewide system. Therefore, the CoC will review any new HMIS project from our statewide HMIS Administrator on following:

1. **Content:** The new HMIS request must be for new or expanded HMIS services. The requested services must assist the CoC in achieving or measuring our plan and help the requested housing or SSO projects achieve, report, and assess their project goals.
2. **Budget:** The budget is consistent with previously approved statewide system costs and the funding request supports the CoCs commitment to allocate at least 2.5% of HUD funding to HMIS. Requests above 2.5% will either be reduced or forwarded to the CoC Board for further discussion if the request fits into the annual CoC plan. Consideration will be given to if the added request is needed to help carry out CoC goals or support other project applications.

SCORING & RANKING PROCESS: Housing and Supportive Services Projects

Housing projects are ranked using an objective **Project Threshold Assessment** and a **CoC Ranking Scorecard** that incorporates both an agency self-assessment and required attachments.

Scoring criteria: Specifically, ranking incorporates the following categories:

1. Financial: Fiscal responsibility, resources/leverage, and cost effectiveness of project.
2. Regional Priorities: Regional need for project type and target population.
3. HUD Priorities: Project commitment to meeting HUD Priorities.
4. Engagement: Demonstration that the project is committed to engaging in regional planning.
5. Policy & Reporting Compliance: Adherence to funder and CoC policies and standards.
6. Project Design: Project incorporates core principals adopted by the CoC including: housing first, low barrier access, trauma informed, motivational interviewing, creative engagement, and client centered care. Principals must be incorporated into education/training, policies, and practices. The project must also demonstrate ability to link to mainstream resources and educational services (if serving youth and families).
7. Data Use and Plan: Demonstrate projects ability to use data to measure and report on performance.

Scoring & Ranking Process

1. Pre-Application:

- a. The CoC solicits interest and designates a Ranking Committee identified through a public application process with no representatives being accepted from applicant agencies (staff or board members).
- b. The CoC solicits Pre-application and Project Threshold Assessments to renewal applicants and an open invite for new projects via the CoC email list and notice at other regional meetings or public notices.
- c. The CoC Coordinator follows-up with agencies interested in applying for new or expanded projects.
- d. Application Packets and timeline are posted on the CoC website.
- e. The CoC Coordinator reviews pre-applications for eligibility and invites eligible agencies to submit applications
- f. The CoC promotes and hosts an application lab to assist with completing the application in esnaps.

2. Submission: Project applicants submit application packet (Score Card, Project Application and required supporting documentation) to the CoC by deadline to be eligible for ranking.

3. Review and Ranking:

- a. The CoC Coordinator Collects and organizes the application ranking materials and shares with the ranking committee.
- b. The committee reviews the application packet (Score Card, application, and supporting documentation) and scores each application. This includes:
 1. Reviewing project eligibility.
 2. Validating applicant self-score, noting any discrepancies.
 3. Identifying specific concerns or noting questions for the applicant.
 4. Assigning a preliminary score and rank to reach project.
- c. The Ranking Committee meets to collectively review and align scores and ranking. Each project is assigned a score based on the % of eligible points and any adjustments (note adjustments may be made for extenuating circumstances like a change in agency leadership, disaster, etc.)

- d. CoC Coordinator provides each project with the Committee's recommended score and rank via email.
- e. Projects are given 3-5 days to respond with clarification or corrections. (exact time is posted on annual competition calendar).
- f. If received, updated information is reviewed by the Ranking Committee. Scores may be adjusted if validated (supporting documentation or appropriate clarification is provided). If needed, the CoC Ranking Committee meets to deliberate scores adjustments.
- g. The Committee will recommend 1-3 ranking scenarios to the CoC Board and membership based on project score, CoC priorities and eligible funding.

4. Vote on Rank:

- a. 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.
- b. Projects are notified of final Rank and inclusion/exclusion in the Collaborative Application. Projects not accepted or Ranked are also again notified of their ability to appeal to the CoC and HUD.

5. Public Posting: The approved Priority Listing placed on CoC website and mailed to CoC mailing list, which includes Project Applicants.

PRE-APPLICATION & PROJECT ELIBILITY THRESHOLD

**2022 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 2022 FY HUD CoC competition must completed the following information and submit to the CoC by the deadline. Please complete one form for each project you are requesting funds for. Your project will not be eligible to apply in the FY22 competition if you do not submit this form by the deadline. You may also complete online via the link is found on the CoC competition page.

1. Agency Name		Project Name	
2. Primary Contact		4. Phone	
3. Email			

5. Are you requesting funds for a new or renewal projects?

- Renewal: CoC Competition
- Transition: CoC Competition
- New Expansion: CoC Competition
- New: DV Bonus CoC Competition
- New: CoC Bonus or Reallocation CoC Competition
- New: Unsheltered – Special Competition
- New: Rural – Special Competition

6. Amount of funding requested. If this is a renewal project and you are not applying for the entire amount of listed on the GIW, please describe why you are adjusting your budget in the comments. If this is a new project, estimate how much you would like to apply for. You do not need to apply for this exact amount.
\$ _____

7. What type of project are your requesting funds for?

- Joint Transitional Housing-PH-Rapid Rehousing
- PH
 - Rapid-Rehousing
 - Permanent Supportive Housing
- Support Services Only:
 - Coordinated Entry
 - Other (Rural Competition only)
- HMIS (Note ICA is the only eligible applicant for this project type)

8. Homeless populations you will serve with this funding.

- Category 1: Literally Homeless
- Category 2: Imminent Risk of Homelessness
- Category 3: Homeless Under other Federal Status (note this requires HUD pre-approval)
- Category 4: Fleeing/Attempting to Flee
- CES or HMIS Project

9. Location of your project? Check all counties that the project will serve. If site based include exact address.

- Becker
- Clay
- Douglas
- Grant
- Otter Tail
- Pope
- Stevens
- Traverse
- Wadena
- Wilken
- Site-based Address: _____

10. What is your proposed subpopulation?

- Chronic Homeless
 - # of beds specifically dedicated to CH _____
 - # of units specifically dedicated to CH _____
- DedicatedPlus
 - # of beds designated as DedicatedPlus _____
 - # of units designated as DedicatedPlus _____
- Victims of Domestic Violence or Human Trafficking
- Youth Only
- N/A

11. If a SSO or housing project, please list the number of persons and units you will serve?

- Singles: #Beds _____ #Units/Vouchers _____
- Families: #Beds _____ #Units/Vouchers _____
- Youth Only: #Beds _____ #Units/Vouchers _____

12. Applicant Assurances: Please check all that apply to your agency/project.

- Project agrees to utilize HMIS (or CoC approved equivalent if a VSP) and follow HMIS policies.
- Agency has an active SAM/IEU registration.
- Project agrees to make quarterly draw downs in eLOCCS. *If renewal attach eLOCCS report.*
- Project has a signed CoC Membership Agreement. *Attach if not already on file with CoC.*
- Project agrees to participate and follow the CARES prioritization process, tools, and policies.
- Project agrees to verify recipient eligibility and maintain documentation of eligibility.
- Project agrees to follow data quality standards for completeness, timeliness, and accuracy.
- Project agrees to incorporate Housing First principles, including low barrier access, into agency policies and practices. *A Housing First assessment must be submitted with Application Packet if not already on file. Also submit current program policies including administrative & participate.*
- Project agrees to participate in all CoC required trainings in Digital Chalk and at annual conference. Trainings include, but may not be limited to: Housing First, Client Centered Care, Low Barrier Access, Harm Reduction, Motivational Interviewing, Trauma Informed, Creative Engagement, CARES (overview and role specific), VAWA series, Fair Housing & Discrimination, Equal Access, Stop Evictions, and Homelessness 101 (CoC Overview, Homeless Definitions, Self-Care, Core Principles of Ending Homelessness, Intro To Homelessness). *If a current homeless provider or CARES partner, submit a list of Digital Chalk Trainings completed by staff in the past year.*
- Applicant agrees to participate in local and regional homeless planning including attending quarterly CoC meetings and local Homeless Committee/Coalition meetings.
- Applicant agrees to participate in an annual performance evaluation and follow-up with any technical assistance requirements if your project has been identified as under-performing.

- Applicant agrees to be compliant with Fair Housing, Equal Opportunity, and Equal Access including assuring adaptations to marketing, access, interpretation, and reasonable accommodations.
- Project agrees to follow CoC policies and utilize CoC forms.
- Applicant is a nonprofit organization, State or local government, instrument of a State or local government, Public housing agency, Indian Tribe, or Tribally Designated Housing Entity (TDHE). *New applicants email proof of non-profit status to h2hcoordinator@gmail.com.*
- Project does NOT have any outstanding or delinquent federal debt, debarments, suspensions, or mandatory disclosure requirements. *Submit last HUD audit report if a renewal project.*
- Applicant agrees to invite program participants (persons with lived experience) to participate in your Regional Consumer Advisory Boards, the annual CoC consumer satisfaction survey, and any other opportunity for lived experience to provide input on CoC or project improvement.

13. Will this project funding request replace another existing funding source for the activity being proposed? If yes, please explain.

- Yes
- No
- N/A – Renewal Project

14. Does your project have any outstanding findings with HUD?

- Yes, please email findings on a HUD letterhead to h2hcoordinator@gmail.com.
- No

15. Please enter the date of your last financial audit _____ and email the audit via PDF to h2hcoordinator@gmail.com Renewal projects who already completed this step in their annual project review do not need to resend.

16. NEW AGENCIES ONLY: Please describe your experience administering federal, state, or local grants. Include any programs specifically targeted for persons who are homeless or at risk of homelessness.

17. NEW PROJECTS ONLY: Please briefly describe your project.

West Central CoC Project Scorecard

Annually, HUD CoC program applicants are ranked and placed into two tiers per CoC policy and HUD guidance. Ranking is used to evaluate projects based on CoC Ranking criteria. Ranking and tiering help the CoC maximize use of the limited HUD funding to best further our goal of preventing and ending homelessness. The West Central MN CoC (CoC) utilizes the Intent to Apply/Threshold Assessment and Scorecard (found on the CoC website Competition page) to evaluate each project application primarily based on certifications and objective criteria.

PROCESS

Projects who complete the Intent to Apply/Project Threshold Assessment by the deadline will be send an invitation to apply for the competition. The invitation email will include information on how to access the application in esnaps, links to the CoC Competition Page, and the appropriate Scorecard.

Projects must fill out the scorecard with the score they feel most accurately reflects their project. Projects must then provide documentation to support their score (please see the attachments checklist tab for complete list of attachments required). Attachments correlate to Scorecard answers. Required attachments include: PDF of Project Application, certifications, the HUD Annual Performance Report (APR), program policies, fiscal reports, or other performance documents. The CoC will also utilize Coordinated Entry data and CoC documentation (membership agreement, meeting attendance, Performance Committee findings, Retention Plans).

CoC staff and the ranking committee will review the submitted project applications, scorecards, and supporting documentation to verify or adjust each applicants score. Projects will then be ranked according to the total score. Note all documents must be received by the deadline to be ranked.

INSTRUCTIONS

1. Read the CoC Ranking and Reallocation Policy and Scorecard instructions thoroughly.
2. Complete either the New or Renewal Project Self-assessment tab. Enter points in column G for each question based on instructions provided.
3. When needed, utilize the notes section in column H to explain any deficiencies.
4. Review the attachments checklist and submit all required attachments in a single PDF, in the order and labeled consistent with attachment list below.
5. Deadline for scorecard and supporting document submission. Please submit all documents to h2hcoordinator@gmail.com by deadlines:

West Central MN CoC Housing First Self-Assessment

Organization Name: _____ Project Name(s): _____

Housing First projects are effective in assisting all subpopulations of people experiencing homelessness to access and sustain permanent stable housing. It has been demonstrated that projects can operate well and safely without requirements that prevent many people living on the streets and in the shelter system from entering and/or remaining in housing. As part of the NOFO solicitation for new and renewal projects, applicants are required to answer the following questions related to the proposed project's eligibility criteria and project rules. Each question will be scored as indicated. At the completion of the questionnaire, the applicant will tabulate the total score. Maximum points are 15.

Please attach PDFs of your current lease agreement(s), if applicable, and all relevant policies and procedures for people interesting in entering your organization's housing units. For the 2022 NOFO competition, this assessment is required for CoC-funded housing sites only who have not completed the assessment in the past two-years.

1. Low Barrier access:

- a. Does the project require clients to pass a background screening prior to project entry (excluding sexual offender/predator check)?
Yes No [No = 1 point]
- b. Does the project prohibit all persons with specified criminal convictions on a blanket basis to be excluded from admission (excluding registered sexual offenders)?
Yes No [No = 1 point]
- c. Does the project require participants to be clean and sober for a specified period prior to project entry as a condition for admission?
Yes No [No = 1 point]
- d. Does the project serve individuals and families regardless of sexual orientation, family composition, or marital status and are transgendered persons served according to the gender with which they identify?
Yes No [Yes = 1 point]
- e. Does the project expedite the admission process including aiding in assembling necessary documents in order to support the application for admission and using person-centered and flexible processes for admission to the project?
Yes No [Yes = 1 point]
- f. Does the project actively participate in the CoC related to CARES design? (CoC meetings, Prioritization Meetings, Cares Committees, Regional Homeless/FHPAP meetings)
Yes No [Yes = 1 point]

2. Housing Retention

- a. Does the project terminate participants for failure to participate in treatment or support services including case management?

Yes No [No = 1 point}

- b. Does the project terminate participants solely for engaging in substance use?
Yes No [No = 1 [point]
- c. Does the project require participants to obtain legitimate income as a condition of remaining in the project?
Yes No [No = 1 [point]
- d. Does the project make all efforts to avoid discharging participants into homelessness including searching for new housing if evicted or referral back to coordinated entry for those who cannot remain in the project?
Yes No [Yes = 1 point]
- e. Are project participants held to standards/behaviors not found in mainstream leases (such as not being allowed visitors, curfews, required to do chores, or not be allowed to have alcoholic beverages in their unit)?
Yes No [No = 1 point]

3. Participant engagement

- a. Does the project provide participant choice in accessing services and are efforts made to connect participants to community-based services?
Yes No [Yes = 1 point]
- b. Does the project provide opportunities for program participants to provide input on project policies and operations (consumer advisory boards, resident meetings, surveys, comment box, etc.)?
Yes No [Yes = 1 point]
- c. Are project staffed trained in strategies to support positive and effective participant engagement including harm reduction, client centered care, motivational interviewing, and trauma informed approaches?
Yes No [Yes = 2 points]

TOTAL SCORE: _____ % of applicable points: _____

Certification of Responses

I attest that the answers above are true and are provided without any additional comment or clarification. I have attached all relevant policies and procedures and the organization's current lease agreement(s) (in PDF form).

Authorized Applicant Signature:

Authorized Applicant Name and Title:

Date:

Financial Performance Report for 2022 NOFO

Agency Name:

1. How frequently does your agency draw down funds from the HUD Line of Credit Control System (eLOCCS)?
Check appropriate box.

Monthly	Quarterly
Every other month	<input type="checkbox"/> Other:

If the agency is drawing down less than quarterly per grant, please provide an explanation:
[Click here to enter text.](#)

UNSPENT BALANCES BY CONTINUUM OF CARE PROJECT

2. Has the agency returned any funds in the last 3 completed grant terms?
 Yes No

If yes, please complete the chart below for the CoC project(s) that returned funds.

NOTE: These figures may be verified with HUD.

Project Name: [Click here to enter text.](#)

Year	Amount Returned	Reason for return
2017	Click here to enter text.	Click here to enter text.
2018	Click here to enter text.	Click here to enter text.
2019	Click here to enter text.	Click here to enter text.
2020	Click here to enter text.	Click here to enter text.

Please include the following documents as attachments:

Attachment 1: Line of Credit Control System (eLOCCS) screenshots for current year.

- Grant Portfolio

New Grant		<input type="checkbox"/> Show Zero Balance Grants				
Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Balance	
Capital Fund Program						
CFP	XX43P000501-00	1,493,022.00	1,282,924.45	0.00	210,097.55	
CFP	XX43P000501-01	1,523,514.00	94,739.97	0.00	1,428,774.03	
CFP	XX43P000501-02	1,490,800.00	45,000.00	0.00	1,445,800.00	
CFP Subtotal:		\$4,507,336.00	\$1,422,664.42	\$0.00	\$3,084,671.58	
Drug Elimination Grant Program						
DRUG	XX43DEP000101	252,325.00	127,412.68	0.00	124,912.32	
DRUG Subtotal:		\$252,325.00	\$127,412.68	\$0.00	\$124,912.32	
Operating Fund						
OFND	XX000-001-03S New	1,687,703.00	952,940.00	0.00	734,763.00	
OFND Subtotal:		\$1,687,703.00	\$952,940.00	\$0.00	\$734,763.00	
Resident Opport & Self Sufficiency						
ROSS	X99RSF000P0161	75,000.00	44,246.30	0.00	30,753.70	
ROSS Subtotal:		\$75,000.00	\$44,246.30	\$0.00	\$30,753.70	
Youth Build						
YB	XX11MXX0183	375,424.00	11,194.22	0.00	364,229.78	
YB Subtotal:		\$375,424.00	\$11,194.22	\$0.00	\$364,229.78	
Portfolio Totals:		Grants: 7	\$6,897,788.00	\$2,558,457.62	\$0.00	\$4,339,330.38

- **General Grant Information** You will submit one (1) screenshots for the current year. This will be submitted for each CoC project.


(HA Name) **Grant Information** [Menu](#) [Auth](#)
[Log Off](#) [Bottom](#)
 Menu → Portfolio → Grant Information

Grant: XX-XXXXXXX (CFP) Capital Fund Program
General Budget Vouchers Ob/Exp

Contractual Organization:	Contract Dates	Funding
(HA Name)	Original Verify: 06-08-2006	Authorized: 450,567.00
(HA Address)	Obligation Start: 07-18-2006	Disbursed: 70,000.00
Payee Organization:	Obligation End: 07-17-2008	In process: 0.00
- same as contractual-	Disbursement End: 07-17-2010	Balance: 380,567.00
Region: 02 Office: 06 VRS No: XXX-XXXXXX		Collections: 0.00

If assistance is required to obtain the above mentioned screen shots reference 4.1.21 Grant Portfolio on page 4-3 of the eLOCCS Getting Started Guide.

<https://www.hud.gov/sites/dfiles/CFO/documents/eLOCCSQuickReferenceGuide03-2018rev2.pdf>

DEFINITIONS

Homeless means:

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - (ii) An individual or family living in a supervised 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, or local government programs for low-income individuals); or
 - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
 - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- (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:
 - (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act ([42 U.S.C. 5732a](#)), section 637 of the Head Start Act ([42 U.S.C. 9832](#)), section 41403 of the Violence Against Women Act of 1994 ([42 U.S.C. 14043e-2](#)), section 330(h) of the Public Health Service Act ([42 U.S.C. 254b\(h\)](#)), section 3 of the Food and Nutrition Act of 2008 ([7 U.S.C. 2012](#)), section 17(b) of the Child Nutrition Act of 1966 ([42 U.S.C. 1786\(b\)](#)), or section 725 of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11434a](#));
 - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
 - (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a

disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

(4) Any individual or family who:

(i) Is fleeing, or is 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, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;

(ii) Has no other residence; and

(iii) Lacks the resources or support networks, *e.g.*, family, friends, and faith-based or other social networks, to obtain other permanent housing.

Chronically homeless means:

(1) A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11360\(9\)](#)), who:

(i) Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

(ii) Has been homeless and living as described in paragraph (1)(i) of this definition continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

Developmental disability means, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 ([42 U.S.C. 15002](#)):

(1) A severe, chronic disability of an individual that -

(i) Is attributable to a mental or physical impairment or combination of mental and physical impairments;

(ii) Is manifested before the individual attains age 22;

(iii) Is likely to continue indefinitely;

(iv) Results in substantial functional limitations in three or more of the following areas of major life activity:

(A) Self-care;

(B) Receptive and expressive language;

(C) Learning;

(D) Mobility;

(E) Self-direction;

(F) Capacity for independent living;

(G) Economic self-sufficiency.

(v) Reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.

(2) An individual from birth to age 9, inclusive, who has a substantial developmental delay or specific congenital or acquired condition, may be considered to have a developmental disability without meeting three or more of the criteria described in paragraphs (1)(i) through (v) of the definition of “developmental disability” in this section if the individual, without services and supports, has a high probability of meeting these criteria later in life.

Permanent housing means community-based housing without a designated length of stay, and includes both permanent supportive housing and rapid rehousing. To be permanent housing, the program participant must be the tenant on a lease for a term of at least one year, which is renewable for terms that are a minimum of one month long, and is terminable only for cause.

Permanent supportive housing means permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.

Program participant means an individual (including an unaccompanied youth) or family who is assisted with Continuum of Care program funds.

Project means a group of eligible activities, such as HMIS costs, identified as a project in an application to HUD for Continuum of Care funds and includes a structure (or structures) that is (are) acquired, rehabilitated, constructed, or leased with assistance provided under this part or with respect to which HUD provides rental assistance or annual payments for operating costs, or supportive services under this subtitle.

Recipient means an applicant that signs a grant agreement with HUD.

Subrecipient means a private nonprofit organization, State, local government, or instrumentality of State or local government that receives a subgrant from the recipient to carry out a project.

Transitional housing means housing, where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months or such longer period as HUD determines necessary. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended.

Centralized or coordinated assessment system means a centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertized, and includes a comprehensive and standardized assessment tool.

Beds Dedicated to Chronically Homeless Individuals and Families. A permanent supportive housing bed that is dedicated specifically for use by chronically homeless individuals and families within a CoC's geographic area, as reported in the CoC's HIC and the FY 2021 permanent housing project applications. When a program participant exits the project, the bed must be filled by another chronically homeless participant unless there are no chronically homeless persons located within the CoC's geographic area. This concept only applies to permanent supportive housing projects.

DedicatedPLUS Project. A permanent supportive housing project where 100 percent of the beds are dedicated to serve individuals, households with children, and unaccompanied youth (including pregnant and parenting youth) that at intake meet one of the following categories:

- (1) experiencing chronic homelessness as defined in 24 CFR 578.3;
- (2) residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
- (3) residing in a place not meant for human habitation, emergency shelter, or Safe Haven and had been admitted and enrolled in a permanent housing project within the last year but were unable to maintain a housing placement and met the definition of chronic homeless as defined by 24 CFR 578.3 prior to entering the project;
- (4) residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3;
- (5) residing and has resided in a place not meant for human habitation, Safe Haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meet the definition of 'homeless individual with a disability';
or
- (6) receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

DV Bonus. A new project that 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.

Joint TH and PH-RRH Component Project. The Joint TH and PH-RRH component project combines two existing program components—transitional housing and permanent housing-rapid rehousing—in a single project to serve individuals and families experiencing homelessness. HUD will require the recipient to adopt a Housing First approach (see Sections II.A.2 and III.B.2.o of this NOFO) across the entire project and program participants may only receive up to 24-months of total assistance.

If funded, HUD will limit eligible costs as follows, in addition to other limitations found in the Rule:

(1) leasing of a structure or units, and operating costs to provide transitional housing; (2) short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project; (3) supportive services; (4) HMIS; and (5) project administrative costs.

When a program participant is enrolled in a Joint TH and PH-RRH component project, the recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. A program participant may choose to receive only the TH unit or the assistance provided through the PH-RRH component, but the recipient or subrecipient must make both types of assistance available.

Transition Grant. A grant to fund a new project to transition an eligible renewal project being eliminated through reallocation from one program component to another eligible new component over a 1-year period. The new transition project must meet the following requirements:

(1) no more than 50 percent of each transition grant may be used for costs of eligible activities of the program component originally funded; (2) transition grants in this Competition are eligible for renewal in subsequent fiscal years for eligible activities of the new component; (3) to be eligible to receive a transition grant, the current recipient must have the consent of its Continuum of Care; and (4) the new project application must meet project eligibility and project quality thresholds established by HUD in Sections V.C.3.b and c of this NOFO.