This form and the requested attachments are due on August 14, 2017 by 12:00 p.m. (Noon) to HomeBase via email. Please send documents in PDF format to sccnofa@homebaseccc.org

LATE APPLICATIONS MAY BE CONSIDERED WHEN SCORING AGENCY CAPACITY.

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<thead>
<tr>
<th>Applicant(s) Name(s):</th>
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<tbody>
<tr>
<td>Project Name:</td>
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<tr>
<td>Person to contact concerning this application:</td>
<td></td>
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<tr>
<td>Phone:</td>
<td>Email:</td>
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Total grant amount requested:

Please submit the following:

1. The documents requested by the Documentation Checklist for each project or agency (separate PDF for each document)

2. The appropriate Supplemental Application and accompanying responses for each project – either:
   - Supplemental Application for Renewal Projects,
   - Supplemental Application for New/Transfer/First-Time-Renewal Projects,
   - Supplemental Application for New Coordinated Entry Projects, OR
   - Supplemental Application for New HMIS Projects.

All written narrative responses should be within the page limitations specified, single spaced in 11-point font, with 1” margins.
SUPPLEMENTAL APPLICATION DOCUMENTATION CHECKLIST (ALL APPLICANTS)

DOCUMENTATION CHECKLIST

All applicants - please submit electronic copies via email of the following documents (separate PDF for each document):

FOR EACH PROJECT:

☐ The Supplemental Application Cover Sheet and Documentation Checklist (this form)

☐ The appropriate “Renewal Project,” “New/Transfer/First-Time-Renewal Project,” “New Coordinated Entry Project,” or “New HMIS Project” Supplemental Application Form

☐ The full project application (formerly known as “Exhibit 2”) from e-snaps

➢ IMPORTANT NOTE: Please DO NOT hit submit in e-snaps until after the local competition

FOR EACH AGENCY:

☐ Any HUD Monitoring Letters relating to any of your agency’s projects and correspondence about any findings or concerns (if not already submitted on or around April 28, 2017)

☐ Your agency’s most recent financial audit and management letter or an explanation regarding why there has not been an audit (if not already submitted on or around April 28, 2017)

FOR RENEWAL PROJECTS AND TRANSFER PROJECTS SUBMITTING THE “NEW/TRANSFER/FIRST-TIME – RENEWAL PROJECT” SUPPLEMENTAL APPLICATION:

☐ The program’s most recent Annual Performance Report (APR) submitted to HUD, if any

FOR NEW PROJECTS:

☐ Written policies and procedures that will apply to the program and which demonstrate Housing First alignment, as described within Factor 2F
**PLEASE USE THIS APPLICATION FOR PROJECTS THAT MEET THE FOLLOWING CRITERIA**

- New projects; **OR**
- New expansion projects; **OR**
- Renewal projects that did not have a complete year of data for calendar year 2016; **OR**
- Transfer projects that did not have a complete year of post-transfer data (i.e., data relating to performance AFTER transfer to the project’s current agency) for calendar year 2016.

All other housing projects, please use the application for “RENEWAL” projects.

**FUNDING REQUEST TYPE**

Is this application for reallocated funding or Permanent Housing Bonus funding, or would you like it to be considered for both opportunities?

- [ ] Reallocated funding
- [ ] Bonus funding
- [ ] Consider for both reallocated funding and bonus funding
- [ ] Transfer of an existing grant
- [ ] None of the Above: renewal or transfer project without a full year of data

**THRESHOLD REQUIREMENTS**

In addition to the scoring criteria, all projects must meet a number of threshold criteria. A threshold review will take place prior to the review and rank process to clarify baseline requirements. Please check a box in each category to confirm the truth of the following:

**HMIS Implementation**

- [ ] The project (unless a victim service provider prohibited from entering client-level data in HMIS) agrees to full and active participate in the CoC’s HMIS, which must already be implemented prior to HUD executing a grant agreement;

  **OR**

- [ ] If the project is a victim service provider prohibited from entering client-level data in HMIS, the project agrees to use a comparable database.
**Supplemental Application (New/Transfer/First Time Renewal/First Time Renewal After Transfer Applicants Only)**

**Coordinated Entry Participation**

- The project agrees to participate in the CoC’s coordinated entry system, which must already be implemented prior to HUD executing a grant agreement.

**Eligible Applicant**

- Applicant and subrecipients (if any) are eligible to receive CoC funding, including: non-profit organizations, States, local governments, and instrumentalities of state and local governments.

**Eligible New Project Type**

The application proposes:

- Permanent supportive housing where 100 percent of the beds are dedicated to chronic homelessness;

**OR**

- DedicatedPLUS permanent supportive housing where 100 percent of the beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth, that at intake are:
  
  - Experiencing chronic homelessness;
  
  - 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;
  
  - Residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;
  
  - Residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness prior to entering the project;
  
  - Residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or
  
  - 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;

**OR**

- Rapid rehousing, serving individuals and families (including youth) who are:
  
  - Residing in a place not meant for human habitation;
  
  - Residing in an emergency shelter;
SUPPLEMENTAL APPLICATION (NEW/TRANSFER/FIRST TIME RENEWAL/FIRST TIME RENEWAL AFTER TRANSFER APPLICANTS ONLY)

- Persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
- Residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition;
- Residing in transitional housing funded by a Joint TH and PH-RRH component project; or
- Receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA’s homeless assistance system;

OR

☐ Joint component types, which will combine transitional housing and rapid rehousing into a single project to serve individuals and families experiencing homelessness;

OR

☐ An otherwise eligible transfer of an existing grant

HUD Threshold

☐ Project complies with eligibility requirements of the CoC Interim Rule and Subsequent Notices, and meets the threshold requirements outlined in the 2017 Notice of Funding Availability (pp. 29-37).

SCORING FACTOR 1: PROJECT’S WORK CONSISTENT WITH COMMUNITY NEEDS

Factor 1A Are you proposing using grant funds for renewable activities (e.g., leasing, rental subsidies, housing operations as opposed to nonrenewable funds for acquisition, construction or rehabilitation)?

☐ Yes ☐ No

Factor 1B Does your proposal address an unmet need by serving an under-served area of the County, including areas outside of downtown San Jose?

☐ Yes ☐ No

If yes, please briefly describe. (1/3-page limit)
SUPPLEMENTAL APPLICATION (NEW/TRANSFER/FIRST TIME RENEWAL/FIRST TIME RENEWAL AFTER TRANSFER APPLICANTS ONLY)

Factor 1C  Will the project be ready to start by HUD’s statutory guidelines? Consider:

- For Construction/Rehabilitation/Acquisition:
  - When will you have site control?
  - When will construction/rehabilitation begin?
  - When will construction/rehabilitation be complete?
- For Leasing: When will you start leasing units?
- For Rental Assistance: When will you start rental assistance?

☐ Yes  ☐ No

What regulatory obstacles, if any, do you anticipate confronting, such as tenant displacement or relocation, environmental or zoning issues? How will these obstacles be overcome so that the project will be timely? (1-page limit)

SCORING FACTOR 2: PROJECT ABILITY TO ENHANCE SYSTEM PERFORMANCE

Factor 2A  Describe the population to be served, establishing that it is well-defined and eligible. Explain how the project will prioritize serving project participants with the highest need. (1/2-page limit)

Factors 2B/D/E  Does program design include provision of comprehensive/intensive case management and appropriate supportive services of the type, scale and location to meet the needs of program participants (as well as transportation if necessary) using a Housing First Model? Are the program’s policies and procedures and the housing where participants will reside appropriate to the program design? Please briefly describe: (2-page limit)

- The services, housing, policies and procedures used by/proposed for this project
- The number and type of staff used by/proposed for this project (services and operations staff)
- How staff are/will be trained to meet the needs of the population to be served (services and operations staff)
- If unhoused or formerly unhoused people are/will be involved in designing the program
- How tenants will be involved in policy decisions related to the program and in operating the program
- How the program is/will be accessible to those of different abilities and cultures, including physical accessibility to persons with disabilities
- How the project links participants to other services, including mainstream health and social service programs
- How the project’s policies and procedures ensure clients are individually assisted to pursue mainstream benefits
- How the project’s policies and procedures actively reduce barriers to access and retention
- The evidence-based practices the project uses/will use to serve participants

Factor 2C  Please state the goals and/or outcome objectives for your project, including estimated outcomes in retention or exits to permanent housing and increase in employments and benefits, as set forth below. (1/2-page limit)
Minimum project outcomes should include:

- The percentage of formerly homeless individuals who remain housed in the HUD permanent housing project at the end of the operating year or exited to other permanent housing is at least 90%
- The percentage of leavers that increase employment income from entry to exit is at least 20% for PSH and 38% for RRH
- The percentage of leavers that increase non-employment income from entry to exit is at least 54%
- The percentage of adult leavers and stayers in all CoC-funded projects that have non-cash mainstream benefits is at least 80% for PSH and 51% for RRH

**Factor 2F**

Please attach your agency and/or project written policies or procedures that clearly demonstrate participants are **NOT SCREENED OUT** based on the following criteria, and indicate the document and page number where the panel can find each provision.

**PLEASE NOTE:** If a policy or procedure applies to all CoC-funded projects or agency-wide, you may submit one copy per agency (*please skip this attachment and table below if already submitted with pre-NOFA RFI*). If you have different policies or procedures for different projects or project types, submit one copy of each relevant policy and specify to which project or projects each one applies.

<table>
<thead>
<tr>
<th>Name of Document/File</th>
<th>Page Number</th>
<th>Name of Project(s) (or “All Projects”)</th>
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<td>Having too little or no income</td>
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<td>Active, or history of, substance use or a substance use disorder</td>
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<td>Having a criminal record (with exceptions for state-mandated restrictions)</td>
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<td>History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement)</td>
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Please attach your agency and/or project written policies or procedures that clearly demonstrate participants are **NOT TERMINATED** from the program for the following reasons, and indicate the document and page number where the panel can find each provision.

**PLEASE NOTE:** If a policy or procedure applies to all CoC-funded projects or agency-wide, you may submit one copy per agency (*please skip this attachment and table below if already submitted with pre-NOFA RFI*). If you have different policies or procedures for different projects or project types, submit one copy of each relevant policy and specify to which project or projects each one applies.
Failure to participate in supportive services
Failure to make progress on a service plan
Loss of income or failure to improve income
Being a survivor of domestic violence

SCORING FACTOR 3: AGENCY/COLLABORATIVE CAPACITY TO ENHANCE SYSTEM PERFORMANCE

Factor 3A Does/will the agency have the following HEARTH required policies and procedures in place?

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<tr>
<th>Yes</th>
<th>No</th>
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<th>Policies</th>
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<td>Equal treatment of program participants</td>
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<td>Separation of explicitly religious activities</td>
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<td>Affirmatively furthers fair housing</td>
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<td>Accessibility for disabled persons</td>
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<td>Age and gender of a child under age 18 must not be used as a basis for denying any family’s admission to a project</td>
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In the past five years, has your agency previously managed a significant state/federal grant, for example, a grant for at least $200,000 per year for a three-year period?

☐ Yes  ☐ No

Does your agency have a staffing plan that covers both grant management and performance of grant activities?

☐ Yes  ☐ No

Please elaborate on this last question. (1/2-page limit)
SUPPLEMENTAL APPLICATION (NEW/TRANSFER/FIRST TIME RENEWAL/FIRST TIME RENEWAL AFTER TRANSFER APPLICANTS ONLY)

Factor 3B  

PLEASE NOTE: Agencies that completed a pre-NOFA Panel Request for Information (RFI), submitted on or around April 28, 2017, do NOT need to fill out this section (Factor 3B).

Are there any unresolved HUD monitoring findings or concerns or outstanding HUD audit findings related to any project of your agency?

☐ Yes ☐ No

Has HUD instituted any sanctions on any project of your agency, including, but not limited to, suspending disbursements (e.g., freezing LOCCS), requiring repayment of grant funds, or de-obligating grant funds due to performance issues?

☐ Yes ☐ No

If yes to either (1) or (2) above, please attach the written communications between HUD and the project concerning those matters and describe the issue and status here, including the extent to which you have advised the Collaborative Applicant of the outstanding HUD findings or concerns. (1-page limit)

Factor 3C  

How does the project align with and support CoC priorities, with particular attention to the priorities outlined below? (1-page limit)

- Services provided or described are adequate to meet the needs of the population served, as indicated by:
  - Case manager to client ratio
  - The type of services provided (substance use treatment, trauma informed care, youth-targeted programming, etc.)

- The project contributes to the community plan goal of 6,000 new housing opportunities and maximizes the number of people exiting homelessness. For example (non-exhaustive list):
  - Project employs landlord engagement strategies
  - Project proposes to increase the number of persons served
  - Contribution of project to improving system performance
  - Project has or participates in a move-on program or strategy

- The project targets individuals or families with the highest vulnerability or barriers to housing within the project’s eligible population

- Sources of match funding are stable and sustainable

- Agency’s CoC participation (meeting attendance)

SCORING FACTOR 4: HMIS PARTICIPATION

Factor 4  

Does the project agency’s other programs, if any, demonstrate HMIS participation and good data quality (e.g., minimal percentage of null/missing, “don’t know” or “refused” data; percentage of clients with exit to known destinations; percentage of clients with known income and benefits)? Please explain. (1/3-page limit)

Victim service providers prohibited from using HMIS will receive points based on use of a comparable database.
SUPPLEMENTAL APPLICATION (NEW/TRANSFER/FIRST TIME RENEWAL/FIRST TIME RENEWAL AFTER TRANSFER APPLICANTS ONLY)

NARRATIVE RESPONSE TO PRELIMINARY AND ANTICIPATED SCORES (3-PAGE LIMIT)

If you received preliminary scores for your project you may provide a narrative of up to 3 pages to supplement the information contained in your HMIS Data/Project Evaluation Report regarding your program’s successes in the past operating year. Applicants can use this opportunity to direct the Review and Rank Committee Panelists to explanatory or qualifying information regarding those scoring factors on which their project may not score perfectly and to encourage Panelists to exercise discretion in changing the scores for those factors.

Projects will be provided preliminary score sheets for those scoring factors that are pre-scored and scaled. New, first time renewal, and first time renewal after transfer projects may not have any pre-scored factors or may have pre-scored factors for agency capacity only. Projects are encouraged to provide explanatory information for any scoring factor they believe may not accurately reflect the project’s performance, including those for which they did not receive a preliminary score.

Applicants may use data and past performance information to support their arguments, including, e.g., information regarding the special nature of the population served, unusual or unforeseeable circumstances beyond the project’s control, or other reasons the project’s data does not adequately reflect its work. Please note that your preliminary scores can go UP or DOWN during the Panel’s review.