

Santa Clara County Continuum of Care

HUD CONTINUUM OF CARE PROGRAM

**Technical Assistance Workshop
2018 NOFA Competition**

LOCAL COMPETITION MANUAL

July 11, 2018

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**HUD Continuum of Care Program Grants
2018 LOCAL COMMUNITY REVIEW PROCESS**

This section is intended to explain the Review and Rank Process that is used to review and evaluate all project applications submitted in the local competition.

Prior to NOFA release:

- The 2018 NOFA Committee met, reviewed and made recommendations based on feedback from FY 2017 applicants and the 2017 Review and Rank Panel Committee to modify the competition process and scoring materials.
- The Executive Committee of the CoC Board reviewed and approved the NOFA Committee's recommended changes to the process and scoring materials, subject to necessary changes due to the NOFA.
- At least 4-5 non-conflicted Review and Rank panelists were recruited by HomeBase and the Collaborative Applicant. The panel includes at least one CoC Board member and a non-conflicted provider (ideally a provider with experience administering Federal, non-CoC grants). In addition, a Collaborative Applicant representative will attend panel meetings to act as a resource (leaving the room when a conflict requires it).
 - For purposes of Review and Rank panel participation, conflict will not extend to a substantially independent program or arm of a CoC recipient, subrecipient, or applicant organization, so long as the program is controlled by an independent board and does not receive or directly benefit from CoC funding or the potential award of a CoC grant in the 2018 competition.
- HomeBase has assembled supplemental information for the Review and Rank Committee, including HMIS performance data.
- Renewal Applicants responded to the Pre-NOFA Agency Capacity Panel request for information (RFI) by April 24, 2018 at 12:00pm (noon).
- The Pre-NOFA Agency Capacity Review and Rank Panel meets and creates preliminary scores for agency capacity factors for agencies with renewal projects on May 22, 2018.
 - HomeBase will distribute a summary of general panel feedback to assist applicants in responding to scores.

The Ranking and Reviewing process will proceed as follows:

- TA Workshop to release information about 2018 CoC NOFA and Local Competition open to all prospective applicants will be held on July 11, 2018.
- All applicants will prepare and submit project application materials.
 - *Late Applications.* Applications received after the deadline will receive zero points in the scoring process. Since this may result in the project not being funded, this can be considered an appealable ranking decision.
 - *Administrative Errors.* Panelists shall have discretion to deduct up to 10 points from a project's total score for administrative errors, taking into consideration factors such as the extent of the error, due diligence in

resolving the error, impact on the competition, and other factors subject to panelist discretion.

- Low performing projects will be encouraged to reallocate and potential applicants are encouraged to apply for new projects through reallocation.
- Review and Rank Panel members will be oriented to the process and will receive applications, project performance data and scoring materials.
- Review and Rank Panel Committee members will review and tentatively score the applications prior to their first meeting in a HomeBase-developed web-based platform called PRESTO.
 - HomeBase/CoC staff will ensure all applications meet certain Threshold Requirements (additional detail below).
 - New housing projects, first-time renewals, transfer housing projects, and first-time renewals after transfer will be scored using the New/Transfer Scoring Tool.
 - New Expansion projects will be scored using the New/Transfer scoring tool. However, a New Expansion project will not be ranked above the renewal project that it proposes to expand. If a New Expansion project receives a higher score than the associated renewal project, it will be ranked directly below the renewal project.
 - Housing projects without a full year of data for the evaluation year will be scored using the New/Transfer Scoring Tool.
 - All other renewal housing projects will be scored using the Renewal Scoring Tool.
 - New HMIS and Coordinated Entry projects will be automatically ranked at the top of Tier Two, immediately below the project that straddles Tier One and Two.
- Review and Rank Panel will meet over the course of 2-3 days to jointly discuss each application, conduct short in-person interview sessions with applicants to have questions answered and to provide feedback on ways to improve the application, and individually score applications:
 - Ranked list(s) will be prepared based on raw scores, then translated to a tiered list.
 - Renewal HMIS and Coordinated Entry projects will be automatically ranked in Tier One, immediately above the project that straddles Tier One and Two, if any. Another mechanism will be used to evaluate HMIS and Coordinated Entry outside the CoC NOFA Review and Rank process.
 - The Panel will consider reallocating renewal projects. (See additional detail below). In the event that the Review and Rank Panel identifies a renewal project (or projects) whose funding should not be renewed (or funding should be decreased), the Panel will then determine whether any new proposed projects should be awarded and will proceed with reallocation (see detail below).

- Panel releases scoring results to applicants with reminder of appeals process. HomeBase will distribute a summary of general panel feedback on select scoring factors.
- Appellate hearings are held, if requested. Results from appeal(s) are distributed.
- CoC Board or its designee considers and modifies/approves Priority List of Projects, which is then included in the County's Consolidated NOFA Application.
- Projects are given feedback from Committee on quality of application and ways to improve.
- County's Consolidated NOFA Application is made available for public review and reference.
- 2018 Process Debriefs are held with Review and Rank Panel Committee members, project applicants, and the collaborative applicant. This information will support the 2019 NOFA Committee in making recommendations for improvement for the 2019 competition.

Reallocation

It is possible that funds will be reallocated from projects that will not receive renewal funding, or whose funding will be reduced. This is a decision made by the Review and Rank Panel Committee after extensive deliberation. Only eligible renewal projects that have previously been renewed under the CoC Program will be considered for reallocation. When considering reallocation, the Review and Rank Panel Committee will:

- Consider unspent funds and the ability to cut grants without cutting service/housing levels.
 - Panel members will receive training about the limitations related to spending CoC funds.
 - For projects receiving leasing or rental assistance, information about unspent funds will be presented together with information about agency capacity (serving the number of people the project is designed to serve).
- Consider history of reductions (e.g., if grant reduced one year, will not be apparent in spending the following year)
- Consider specific new permanent supportive housing or rapid re-housing project(s) and specific renewal project(s) at risk of not being funded
- Consider alternative funding sources available to support either new or renewal project(s) at risk of not being funding
- Consider renewal HUD "covenant" concerns
- Consider impact on system performance and consolidated application's score
- Consider impact on the community in light of community needs

The impact of this policy is that high scoring projects may be reallocated if these considerations warrant that decision. In addition, if a project receives less than 75 points, then the Panel should strongly consider reallocation of funding.

Threshold

In addition to the scoring criteria, all new and renewal projects must meet a number of threshold criteria. A threshold review will take place prior to the review and rank process to ensure baseline requirements are met. These threshold criteria may be found in the Scoring Factors in the sections below.

Strategic Allocation of CoC Funding

The CoC is committed to using Continuum of Care Program funding efficiently and strategically as a component of the community's broader continuum of homeless housing and services, to maximize availability of high performing programs to end homelessness.

Following the Appeals Committee, the 2018 NOFA Committee will convene to review the Appeals Committee Ranked List and may make recommendations to the CoC Board regarding changes to the ranking of projects in Tier Two. Recommendations may address ranking only; recommendations regarding reallocation developed by the Review and Rank Panel and sustained by the Appeals Committee may not be considered or modified by the NOFA Committee after appeals are complete.

In recommending changes to the ranking of Tier Two projects, the NOFA Committee may consider the following:

- The project's ability to continue operations by accessing alternative sources of funding that are available if HUD CoC Program funding is not awarded.
- The impact on the CoC's bed or unit inventory and overall resources to address homelessness if a project is not awarded CoC funding. Information will be provided regarding number of beds and units, amount of grant request, operating year dates, population served, and current unit utilization rate.

HomeBase will develop a process for providing information about projects to the NOFA Committee and guidelines for participation by applicants.

Any NOFA Committee recommendations to the CoC Board must be either:

- Consensus recommendations, or
- Recommendations based on a vote of at least 60% of the NOFA Committee members in attendance, in which case the vote must be recorded and given to the CoC Board alongside the recommendation of the voting majority as well as the grounds for opposition.
 - Each organization in attendance may cast one vote; each individual in attendance not representing an organization may cast one vote.

The CoC Board or its designee will approve the final project list for submission. The decision of the CoC Board will be final.

2018 Continuum of Care Program Grants
APPEALS PROCESS

The Review and Rank Panel Committee reviews all applications and ranks them for funding recommendations to HUD. That ranking decision will be communicated to all applicants by email by **midnight on August 15, 2018**. All applicants are directed to contact HomeBase at sccnofa@homebaseccc.org or 415-788-7961, ext. 329, if no email notice is received.

1. Who May Appeal

An agency may appeal an “appealable ranking decision,” defined in the next paragraph, made by the Review and Rank Panel concerning a project application submitted by that agency. If the project was submitted by a collaboration of agencies, only one joint appeal may be made.

2. What May Be Appealed

“An appealable ranking decision” is a rank assigned by the Review and Rank Panel to a project that meets any of the following criteria:

- a) likely to result in the project not being funded, in whole or in part,
- b) places the project in the bottom 15% of Tier 1, or
- c) places the project in Tier 2.

3. Timing:

The ranking decision is communicated to all applicants by **midnight on August 15, 2018**. Applicants have **until 12:00pm (noon) on August 16, 2018** to decide if they are going to appeal and notify HomeBase (sccnofa@homebaseccc.org) for more information, with a formal written appeal (no longer than 2 pages) due by **August 20 at 5:00pm**. If an appeal will be filed, other agencies whose rank may be affected will be notified as a courtesy. Such agencies will not be able to file an appeal after the appeals process is complete. They may file an appeal within the original appeals timeline.

4. Initiating the Formal Appeal

The Formal Appeal must be submitted by **5:00pm on August 20** to HomeBase at sccnofa@homebaseccc.org. The appeal document must consist of a short, written (no longer than 2 pages) statement of the agency’s appeal of the Review and Rank Panel Committee’s decision. The statement can be in the form of a letter, a memo, or an email transmittal.

5. Members of the Appeal Panel

A 3-member Appeals Panel will be selected from the CoC Board or its designees. These individuals have no conflict of interest in serving, as defined by the existing Review and Rank Panel Committee conflict of interest rules. Voting members of the Appeal Panel shall not serve simultaneously on the Review and Rank Panel Committee; however, a Review and Rank Panel member and a staff person of the Collaborative Applicant will participate in the Appeals Panel meeting to inform discussion.

6. The Appeal Process, Including Involvement of Other Affected Agencies

The Appeal Panel will conduct a telephone meeting with a representative or representatives of the agency/collaborative who filed the appeal to discuss it on **August 22-24th** (exact date TBD) if needed. The Panel will then deliberate.

The Appeal Panel will inform appealing agencies of its decision by **August 27 at 12:00pm (noon)**.

The CoC Board or its designee will approve the final project list for submission. The decision of the CoC Board will be final.

2018 Continuum of Care Program Grants
DETAILED APPLICATION SUBMISSION TIMELINE

This timeline highlights the steps that your agency will take to participate in the local competition for NOFA funding. Please mark these dates in your calendar!

- 7/11 at 12:30-3:30pm TA Workshop for all new and renewal grant recipients**
During this session, HomeBase will review all application materials. To receive materials electronically, please email sccnofa@homebaseccc.org
- 7/11 Enter E-SNAPS and start your project application (formerly Exhibit 2).**
- E-snaps can be accessed at <http://www.hud.gov/esnaps>
 - Please read all HUD-published guidance and training modules before calling HomeBase for technical assistance. The training modules can be accessed at <https://www.hudexchange.info/programs/e-snaps/>
 - Additional and updated information about the 2018 competition can be found at <https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notice>
- 7/26 by Noon Submit Complete Application Package via email for Review and Rank**
- Please see the 2018 Supplemental Application Form for a list of all the materials to submit.
- PLEASE SUBMIT THESE MATERIALS to sccnofa@homebaseccc.org**
- 8/13 – 8/15 Review and Rank Interviews:**
- Applicants will participate in an Interview with the Review and Rank Committee during the assigned time slots. These sessions are designed to permit the Review and Rank Committee to ask questions about your applications and to give applicants ideas about how to improve applications. You do not need to prepare a presentation; come prepared to engage in a discussion. You may bring as many people as you feel is necessary to represent your project well, but **please be sure to bring those who know the most about the application and supplemental materials.**
 - Applicants will be assigned a specific time to meet with the Review & Rank Panel. All appointments will be held at **3180 Newberry Drive, Suite 100, San Jose, California.**

- 8/15 by midnight** **Applicant Notification**
- Applicants will receive email notification of the results of the Review and Rank process.
 - If you receive notification that your project will be placed on the ranked list, you should begin finalizing your application for submission.
- 8/16 by 12pm (noon)** **Notification of Appeals Due**
- Applicants who intend to appeal should contact HomeBase at sccnofa@homebaseccc.org to request scoring information.
- 8/20 by 5pm** **Appeals Due**
- Appeals to the Review and Rank decision must be submitted in writing to HomeBase at sccnofa@homebaseccc.org.
 - The Appeals Panel will meet on **August XX, 2018** and applicants who submit appeals will be notified of the Appeals Panel decision by **noon on August 27, 2018**
- 8/29 at 1:30pm** **NOFA Committee**
- The NOFA Committee will meet to review Tier 2 and develop recommendations regarding strategic allocation of CoC funding.
- 9/5 by 5pm** **Applications Finalized in E-Snaps**
- THIS INCLUDES ENSURING THAT ALL NECESSARY ATTACHMENTS ARE UPLOADED TO E-SNAPS. HomeBase will review every submission for omissions or inconsistencies and work with grant recipients to correct them. **During the final two weeks, please be sure that someone at your agency is available to answer last minute application questions!**
- 9/12** **CoC Consolidated Application Posted.**
- Complete consolidated application is posted on CoC website for public review.
- 9/18** **HUD deadline for all NOFA materials.**

**2018 Continuum of Care Grants
RENEWAL HOUSING PROJECTS**

Summary of Factors	2018 Points
Threshold Requirements	Not Scored
1. Outcomes Supporting System Performance Measures ¹	55
2. Agency/Collaborative Capacity	23
3. HMIS Data Quality	22
Total	100
Component/Population-Type Prioritization Bonus Points ²	Up to 17 per project

I. Threshold Requirements

<p>Threshold Criteria</p> <ul style="list-style-type: none"> • These factors are required, but not scored. If the project indicates “no” for any threshold criteria, it is ineligible for CoC funding. 	2018 Points
<p>HMIS Implementation: Projects are required to participate in HMIS, unless the project is a victim-service agency, serving survivors of domestic violence, or a legal services agency.</p>	N/A
<p>Coordinated Entry: Projects are required to participate in Coordinated Entry, when it is available for the project type.</p>	N/A
<p>HUD Threshold: Projects will be reviewed for compliance with the eligibility requirements of the CoC Interim Rule and Subsequent Notices and must meet the threshold requirements outlined in the 2018 Notice of Funding Availability.</p>	N/A
<p>HUD Policies: Projects are required to have policies regarding termination of assistance, client grievances, Equal Access, ADA and fair housing requirements, VAWA protection, and confidentiality that are compliant with HUD CoC Program requirements.</p>	N/A

¹ All of the scoring factors in this tool measure projects’ contribution to improving Santa Clara County’s System Performance by strengthening the overall system of care, through data collection, coordination, prioritization and increasing resources available to end homelessness in Santa Clara County. Certain scoring factors relate to specific Performance Measures, as enumerated in each factor. Projects will be scored based on data in the CoC’s HMIS, except for projects operated by victim service providers which will be scored based on data from the victim service provider’s comparable database.

² Bonus points help ensure fairness and equal footing across scoring tools, which otherwise strongly advantage projects without data, and support prioritization of proven strong performers, while encouraging reallocation of projects not advancing system performance.

SCORING TOOL FOR RENEWAL PROJECTS

II. Detail

1. Outcomes Supporting System Performance Measures: 55 Points

Overall, has the project been performing satisfactorily and effectively addressing the need(s) for which it was designed? Keep in mind that outcomes will naturally be lower in a population with more severe needs. Such populations include persons with low or no income, current or past substance abuse, a history of victimization (e.g., domestic violence, sexual assault, childhood abuse), criminal histories, and chronic homelessness.

1A: Utilization <ul style="list-style-type: none"> Report utilization of total project beds at four points during the year 	2018 Scale	2018 Points
Is the project serving the number of homeless people it was designed to serve? <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to project size, population served, and facility status issues beyond the project's sphere of influence. <i>HUD System Performance Measures 1, 3</i>	Excellent	10
	Very Good	8
	Good	6
	Fair	2
	Poor	0

1B: Housing Stability (PSH Only) <ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 	2018 Scale	2018 Points
For permanent supportive housing: The percentage of formerly homeless individuals who remain housed in the HUD permanent supportive housing project or exited to other permanent housing, excluding participants who passed away. <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to project size, population served, and circumstances beyond the project's sphere of influence. Community Performance Measure: 95% <i>HUD System Performance Measures 3, 7</i>	>98%	15
	96-97.9%	13
	94-95.9%	11
	92-93.9%	9
	90-91.9%	7
	85-89.9%	5
	80-84.9%	4
	75-79.9%	3
	67.5-74.9%	2
	60-67.4%	1
<60%	0	

SCORING TOOL FOR RENEWAL PROJECTS

1B: Housing Stability (RRH/Youth TH Only) <ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 	2018 RRH Scale	2018 Youth TH Scale	2018 Points
<p>For rapid rehousing/transitional housing: The percentage of homeless persons who exited the project to/in a form of permanent housing, excluding participants who passed away.</p> <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to project size, the number of persons who exited the project, population served, and circumstances beyond the project's sphere of influence. Projects with no leavers will receive full points. <p>Community Performance Measures: RRH: 95% TH: 75%</p> <p><i>HUD System Performance Measures 1, 3, 7</i></p>	>95%	>90%	15
	75-94.9%	85-89.9%	13
	60-74.9%	80-84.9%	11
	45-59.9%	75-79.9%	9
	40-44.9%	70-74.9%	7
	30-39.9%	65-69.9%	5
	20-29.9%	60-64.9%	3
	10-19.9%	50-59.9%	1
	<10%	<50%	0

1C: Returns to Homelessness Within 12 Months <ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 	2018 PSH Scale	2018 RRH Scale	2018 Youth TH Scale	2018 Points
<p>The percentage of leavers to permanent housing destinations in the year prior to the measurement period who returned to a homeless project in HMIS within 12 months.</p> <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to project size, household size, and the number of persons who exited the project in the prior year. Projects with no leavers in the prior year and projects without at least 2 years of performance data will receive full points. <p>Community Performance Measures: PSH: 2% RRH: 2% TH: 4%</p> <p><i>HUD System Performance Measure 2</i></p>	<10%	<10%	<15%	5
	10-29.9%	10-29.9%	15-34.9%	4
	30-39.9%	30-39.9%	35-44.9%	3
	40-59.9%	40-49.9%	45-54.9%	2
	60-70%	50-60%	55-70%	1
	>70%	>60%	>70%	0

SCORING TOOL FOR RENEWAL PROJECTS

<p>1D: Client Cash Income Change</p> <ul style="list-style-type: none"> • Calculated based on HMIS data • Informed by supplemental information submitted as part of the proposal 	<p>2018 Scale</p>	<p>2018 Points</p>
<p>The percentage of stayers/leavers that increase cash income from entry to latest annual assessment/exit, excluding all stayers without annual assessments.</p> <ul style="list-style-type: none"> • Panelists may exercise discretion based on factors including but not limited to project size, population served, and circumstances beyond the project’s sphere of influence. <p>No Related Community Performance Measure</p> <p><i>HUD System Performance Measure 4</i></p>	<p>>61.5%</p>	<p>5</p>
	<p>54-61.4%</p>	<p>4</p>
	<p>49-53.9%</p>	<p>2</p>
	<p>44-48.9%</p>	<p>1</p>
	<p><44%</p>	<p>0</p>

<p>1E: Non-Cash Mainstream Benefits</p> <ul style="list-style-type: none"> • Calculated based on HMIS data • Informed by supplemental information submitted as part of the proposal 	<p>2018 PSH Scale</p>	<p>2018 RRH Scale</p>	<p>2018 Youth TH Scale</p>	<p>2018 Points</p>
<p>The percentage of stayers/leavers with non-cash benefit sources, excluding all stayers without annual assessments.</p> <ul style="list-style-type: none"> • Panelists may exercise discretion based on factors including but not limited to project size, population served, and circumstances beyond the project’s sphere of influence. <p>No Related Community Performance Measure</p> <p><i>HUD System Performance Measure 2, 7b</i></p>	<p>>90%</p>	<p>>61%</p>	<p>>71%</p>	<p>5</p>
	<p>80-89.9%</p>	<p>51-60.9%</p>	<p>61-70.9%</p>	<p>4</p>
	<p>75-79.9%</p>	<p>46-50.9%</p>	<p>56-60.9%</p>	<p>2</p>
	<p>70-74.9%</p>	<p>41-45.9%</p>	<p>51-55.9%</p>	<p>1</p>
	<p><70%</p>	<p><41%</p>	<p><51%</p>	<p>0</p>

SCORING TOOL FOR RENEWAL PROJECTS

<p>1F: Alignment with Housing First Principles</p> <ul style="list-style-type: none"> Based on written policies and procedures and narrative response submitted as part of the proposal 	<p>2018 Points</p>
<p>5 Points: To what extent do the project’s written policies and procedures ensure that participants are not screened out based on the following criteria?</p> <ul style="list-style-type: none"> Having too little or no income Active, or history of, substance use or a substance use disorder Having a criminal record (with exceptions for state-mandated restrictions) History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement) <p>5 Points: To what extent do the project’s written policies and procedures ensure that participants are not terminated from the program for the following reasons?</p> <ul style="list-style-type: none"> Failure to participate in supportive services (with exception for HUD-mandated monthly case management meeting for RRH program participants) Failure to make progress on a service plan Loss of income or failure to improve income Being a survivor of domestic violence Any other activity not covered in a lease agreement typically found in the project’s geographic area <p>5 Points: Does the project take proactive steps to minimize barriers to entry and retention?</p> <p><i>HUD System Performance Measures 1, 3, 7</i></p>	<p>15</p>

2. Agency/Collaborative Capacity: 23 Points

<p>2A: Compliance</p> <ul style="list-style-type: none"> Based on any financial audit, HUD monitoring report and correspondence, and supplemental information submitted as part of the proposal 	<p>2018 Points</p>
<p>To what extent do the agencies (especially the lead agency)/does the agency have:</p> <ul style="list-style-type: none"> Any outstanding financial audit findings or concerns? Any outstanding HUD monitoring findings or concerns and/or any history of sanctions imposed by HUD, 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? If yes, what steps is the agency taking to resolve the findings or concerns and to what extent has the program advised the Collaborative Applicant of issues identified by HUD? <p>If an agency has no outstanding audit or monitoring findings or concerns and no history of sanctions imposed by HUD, the agency should receive full points.</p>	<p>5</p>

SCORING TOOL FOR RENEWAL PROJECTS

2B: Unspent Grant Funds <ul style="list-style-type: none"> Based on supplemental information submitted as part of the proposal 	2018 Scale	2018 Points
Has the agency left project grant funds unspent in the past 3 years? <ul style="list-style-type: none"> Consider if the program is running at capacity (at four points during the year), and if the project receives leasing or rental assistance funding. Panelists may score programs up or down from the scaled score. 	0-3%	5
	3.1-9%	3
	9.1-15%	1
	15-100%	0

2C: Alignment with CoC Priorities <ul style="list-style-type: none"> Based on narrative submitted as part of the proposal 	2018 Points
<p>Do the project and agency align with and support CoC priorities, including but not limited to:</p> <p>1 Point: CoC participation (meeting and training attendance)</p> <p>3 Points: Services provided or described are adequate to meet the needs of the population served, as indicated by:</p> <ul style="list-style-type: none"> Case manager to client ratio The type of services provided (housing navigation, substance use treatment, trauma informed care, youth-targeted programming, etc.) A clear, comprehensive service delivery strategy/plan For projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, the degree to which agency’s program design promotes client safety. <p>3 Points: The project contributes to the community plan goal of 6,000 new housing opportunities and maximizes the number of people exiting homelessness. For example:</p> <ul style="list-style-type: none"> 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 <p>1 Point: Sources of match funding are stable and sustainable</p>	8

SCORING TOOL FOR RENEWAL PROJECTS

<p>2D: Client Participation in Program Design and Policy-Making</p> <ul style="list-style-type: none"> This will be scored based on written policies and procedures submitted by the project and a narrative response demonstrating client participation in program design and policy-making. 	<p>2018 Points</p>
<p>Does the agency engage homeless and formerly homeless clients in program design and policy-making?</p> <p>2 Points: Agency has at least one strategy for gathering client feedback and input. Strategies may include, but are not limited to:</p> <ul style="list-style-type: none"> Having at least one homeless or formerly homeless person on its staff or board Having a consumer advisory board that meets regularly Administering consumer satisfaction surveys Convening client focus groups <p>3 Points: Agency incorporates client feedback in program design and/or policy-making.</p>	<p>5</p>

3. HMIS Data Quality: 22 Points

<p>3A: Exits to Known Destinations</p> <ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 	<p>2018 Scale</p>	<p>2018 Points</p>
<p>Percentage of clients who exit to known destinations.</p> <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to limited project exits and circumstances beyond the project's sphere of influence. PSH with 0 exits receive full points. 	<p>95-100%</p>	<p>4</p>
	<p>90-94.9%</p>	<p>3</p>
	<p>80-89.9%</p>	<p>2</p>
	<p>60-79.9%</p>	<p>1</p>
	<p><60%</p>	<p>0</p>

<p>3B: Complete Data</p> <ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 	<p>2018 Scale</p>	<p>2018 Points</p>
<p>Percentage of complete data (not null/missing, "don't know" or "refused" data), except for Social Security numbers.</p> <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to limited project exits and circumstances beyond the project's sphere of influence. <p>Community Performance Measure: 95%</p>	<p>99.5-100%</p>	<p>5</p>
	<p>97-99.4%</p>	<p>4</p>
	<p>94.5-96.9%</p>	<p>3</p>
	<p>92-94.4%</p>	<p>2</p>
	<p>90.1-91.9%</p>	<p>1</p>
	<p><90%</p>	<p>0</p>

SCORING TOOL FOR RENEWAL PROJECTS

<p>3C: Known Income</p> <ul style="list-style-type: none"> • Calculated based on HMIS data • Informed by supplemental information submitted as part of the proposal 	2018 Scale	2018 Points
<p>Percentage of adult clients with known income at latest annual assessment or exit, excluding all stayers without annual assessments.</p> <ul style="list-style-type: none"> • Panelists may exercise discretion based on factors including but not limited to small project size and circumstances beyond the project's sphere of influence. 	95-100%	4
	90-94.9%	3
	80-89.9%	2
	60-79.9%	1
	<60%	0

<p>3D: Known Benefits</p> <ul style="list-style-type: none"> • Calculated based on HMIS data • Informed by supplemental information submitted as part of the proposal 	2018 Scale	2018 Points
<p>Percentage of adult clients with known benefits at latest annual assessment or exit, excluding all stayers without annual assessments.</p> <ul style="list-style-type: none"> • Panelists may exercise discretion based on factors including but not limited to small project size and circumstances beyond the project's sphere of influence. 	95-100%	4
	90-94.9%	3
	80-89.9%	2
	60-79.9%	1
	<60%	0

<p>3E: Compliance with Annual Assessment Requirement</p> <ul style="list-style-type: none"> • Calculated based on HMIS data • Informed by supplemental information submitted as part of the proposal 	2018 Scale	2018 Points
<p>Percent of clients who are required to have annual assessments and do not have them.</p> <ul style="list-style-type: none"> • Panelists may exercise discretion based on factors including but not limited to small project size and circumstances beyond the project's sphere of influence. 	<20%	5
	20-39.9%	4
	40-49.9%	3
	50-59.9%	2
	60-69.9%	1
	70-100%	0

3F: Data Accuracy	2018 Penalty
Applicants who request to correct HMIS data past the review deadline and during the evaluation report review process will be penalized by 1 point.	- 1

SCORING TOOL FOR RENEWAL PROJECTS

4. Component/Population Type Prioritization: Up to 17 Bonus Points

4A: Permanent Housing	2018 Points
Permanent supportive housing will be awarded 10 bonus points to demonstrate the CoC's funding priorities.	10
Rapid rehousing projects will be awarded 5 bonus points to demonstrate the CoC's funding priorities.	5

4B: Chronic Homelessness	2018 Scale	2018 Points
Percentage of beds dedicated to/prioritized for chronically homeless persons. <ul style="list-style-type: none"> DedicatedPLUS PSH projects receive full points. 	100%	5
	>75%	3

4C: Other Priority Populations	2018 Points
Is the program dedicated to a priority population? <ul style="list-style-type: none"> Youth Survivors of Domestic Violence Families with Children Veterans 	2

****Shaded Factors are scored by the Pre-NOFA Panel**

**2018 Continuum of Care Grants
NEW/TRANSFER PROJECTS AND PROJECTS WITHOUT A FULL YEAR OF DATA**

Summary of Factors	2018 Points
Threshold Requirements	Not Scored
1. Project’s Work Consistent with Community Needs	20
2. Project Ability to Enhance System Performance ³	47
3. Agency/Collaborative Capacity to Enhance System Performance	28
4. HMIS Participation	5
Total	100
5. Component/Population-Type Prioritization Bonus Points ⁴	Up to 10 Per Project

I. Threshold Requirements

<p>Threshold Criteria</p> <ul style="list-style-type: none"> These factors are required, but not scored. If the project indicates “no” for any threshold criteria, it is ineligible for CoC funding. 	2018 Points
HMIS Implementation: Projects are required to participate in HMIS, unless the project is a victim-service agency, serving survivors of domestic violence, or a legal services agency.	N/A
Coordinated Entry: Projects are required to participate in Coordinated Entry, when it is available for the project type.	N/A
Eligible Applicant: Applicants and subrecipients (if any) are eligible to receive CoC funding, including: non-profit organizations, States, local governments, and instrumentalities of state and local governments.	N/A
Eligible New Project Type: If the project is a new project in 2018, it is an eligible new project type authorized by the FY 2018 CoC Program NOFA: Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), or joint Transitional Housing-Rapid Re-Housing (TH-RRH) serving eligible populations; Homeless Management Information System (HMIS); or Supportive Services Only for Coordinated Entry (CE).	N/A
HUD Threshold: All projects will be reviewed for compliance with the eligibility requirements of the CoC Interim Rule and Subsequent Notices and must meet the threshold requirements outlined in the 2018 Notice of Funding Availability.	N/A
HUD Policies: Projects are required to have compliant policies regarding termination of assistance, client grievances, Equal Access, ADA and fair housing requirements, VAWA protection, and confidentiality.	N/A

³ All of the scoring factors in this tool measure projects’ anticipated contribution to improving Santa Clara County’s System Performance by strengthening the overall system of care, through data collection, coordination, prioritization and increasing resources available to end homelessness in Santa Clara County. Certain scoring factors relate to specific Performance Measures, as enumerated in each factor.

⁴ Bonus points help ensure fairness and equal footing across scoring tools, which otherwise strongly advantage projects without data, and support prioritization of proven strong performers, while encouraging reallocation of projects not advancing system performance.

SCORING TOOL FOR NEW/TRANSFER PROJECTS AND PROJECTS WITHOUT A FULL YEAR OF DATA

II. Detail

1. Project's Work Consistent with Community Needs: 20 Points

1A: Renewable Activities	2018 Points
Extent to which the project utilizes the grant funds for renewable activities (e.g., leasing rental subsidies, and housing operations) as opposed to non-renewable funds (e.g., acquisition, construction, and rehabilitation).	10
1B: Project Readiness	2018 Points
<p>The project will be ready to start by HUD's statutory deadlines. Consider:</p> <ul style="list-style-type: none"> • Regulatory obstacles such as tenant displacement or relocation, environmental or zoning issues anticipated; • Whether the agency has a feasible timeline for staffing the project, establishing site control, beginning to draw down funds, and otherwise complying with CoC Program deadlines; • Whether the agency already has policies and procedures that can be used as-is or easily adapted for use in a CoC-funded project. 	10

SCORING TOOL FOR NEW/TRANSFER PROJECTS AND PROJECTS WITHOUT A FULL YEAR OF DATA

2. Project Ability to Enhance System Performance: 47 Points

Consider the overall design of the project in light of its outcome objectives, and the Continuum of Care’s goal that permanent housing programs for homeless people result in stable housing and increased income (through benefits or employment).

2A: Program Design	2018 Points
<p>Program design includes provision of comprehensive/intensive case management and appropriate supportive services of the appropriate type, scale and location to meet the needs of program participants (as well as transportation if necessary), using a Housing First model. † Consider:</p> <p>5 Points: Has the agency developed a concrete plan for providing services to clients and/or referring clients to outside services for support*, including:</p> <ul style="list-style-type: none"> • What types of services will be provided in-house? • What types of services will require referrals? • What agencies will accept referrals? • How will the referral scheme ensure connection? • What is the process for developing client service plans and matching clients with services? <p>* For RRH applicants: Will services described adequately support clients in securing employment and achieving long-term housing stability?</p> <p>3 Points: Is the project staffed appropriately to provide the services?</p> <p>2 Points: Is the staff trained to meet the needs of the population to be served?</p> <p>3 Points: Is the program design intentionally inclusive of and accessible to all eligible clients?</p> <p>2 Points: Will the project use evidence-based practices?</p> <p>† For projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, safety is a primary need of the population served. Among other needs, the panel should consider the extent to which program design promotes client safety. It is considered a best practice for programs serving survivors of domestic violence to have certified domestic violence, sexual assault, and/or human trafficking advocates (40 or 65 hour training course) to provide confidential supportive services.</p> <p><i>HUD System Performance Measures 2, 3, 7b</i></p>	<p>15</p>

SCORING TOOL FOR NEW/TRANSFER PROJECTS AND PROJECTS WITHOUT A FULL YEAR OF DATA

2B: Program Outcomes	2018 Points
<p>Has the agency demonstrated, through past performance, the ability to successfully carry out the work proposed and effectively provide services to people experiencing housing crises? † Consider:</p> <p>5 Points: The agency’s experience and outcomes related to the following or comparable measures of housing stability and increased income in any prior housing projects:</p> <ul style="list-style-type: none"> • For permanent supportive housing: The percentage of formerly homeless individuals who remain housed in the HUD permanent supportive housing project or exited to other permanent housing, excluding participants who passed away; • For rapid rehousing/transitional housing: The percentage of homeless persons who exited the project to/in a form of permanent housing, excluding participants who passed away; • For all projects: The percentage of stayers/leavers that increase cash income from entry to latest status/exit; • For all projects: The percentage of stayers/leavers with non-cash benefit sources. <p>2 Points: How the agency has analyzed the outcomes and improved program design and service delivery.</p> <p>5 Points: The extent to which the agency has taken proactive steps to minimize barriers to housing placement and retention and actively support highly vulnerable and high-needs clients to obtain and maintain housing in prior housing projects.</p> <p>† For projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, the agency should provide examples of outcomes and program operations for existing or prior housing projects that serve(d) a similar population.</p> <p><i>HUD System Performance Measures 2, 3, 4, 7b</i></p>	<p>12</p>

2C: Housing	2018 Points
<p>Housing where participants will reside is fully described and appropriate to the program design proposed. Consider:</p> <ul style="list-style-type: none"> • Is the project staffed appropriately to operate the housing? • Is the staff trained to meet the needs of the population to be served? • Will the program be physically accessible to persons with disabilities? <p><i>HUD System Performance Measures 2, 3, 7b</i></p>	<p>5</p>

SCORING TOOL FOR NEW/TRANSFER PROJECTS AND PROJECTS WITHOUT A FULL YEAR OF DATA

<p>2D: Alignment with Housing First Principles</p> <ul style="list-style-type: none"> This will be scored based on written policies and procedures submitted by the project and responses to supplemental questions. 	<p>2018 Points</p>
<p>5 Points: To what extent do the project’s written policies and procedures ensure that participants are not screened out based on the following criteria?</p> <ul style="list-style-type: none"> Having too little or no income Active, or history of, substance use or a substance use disorder Having a criminal record (with exceptions for state-mandated restrictions) History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement) <p>5 Points: To what extent do the project’s written policies and procedures ensure that participants are not terminated from the program for the following reasons?</p> <ul style="list-style-type: none"> Failure to participate in supportive services (with exception for HUD-mandated monthly case management meeting for RRH program participants) Failure to make progress on a service plan Loss of income or failure to improve income Being a survivor of domestic violence Any other activity not covered in a lease agreement typically found in the project’s geographic area <p>5 Points: What proactive steps does the agency propose to take to minimize barriers to housing placement and retention in the proposed project?</p> <p><i>HUD System Performance Measures 1, 3, 7</i></p>	<p>15</p>

3. Agency/Collaborative Capacity to Enhance System Performance: 28 Points

<p>3A: Administrative Capacity</p>	<p>2018 Points</p>
<p>Do the agencies (especially the lead agency)/does the agency have the expertise, staff, procedural, and administrative structure needed to meet all administrative requirements? Consider:</p> <ul style="list-style-type: none"> Has the agency successfully handled at least one other federal grant or other major grant of this size and complexity, either in or out of the CoC? Does the agency have a clear staffing plan and project budget that cover both grant management and performance of grant activities? Does the budget show that the project will have enough resources to provide high-quality, reliable services to the target population? Does the budget show that the project will leverage significant outside resources (funding, staff, building space, volunteers, etc.) rather than rely entirely on CoC funds? Does the budget show that the project is taking appropriate measures promote cost effectiveness? 	<p>10</p>

SCORING TOOL FOR NEW/TRANSFER PROJECTS AND PROJECTS WITHOUT A FULL YEAR OF DATA

3B: Compliance	2018 Points
<p>To what extent do the agencies (especially the lead agency)/does the agency have:</p> <ul style="list-style-type: none"> • Any outstanding financial audit findings or concerns? • Any outstanding HUD monitoring findings or concerns and/or any history of sanctions imposed by HUD, 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? • If yes, what steps is the agency taking to resolve the findings or concerns and to what extent has the program advised the Collaborative Applicant of issues identified by HUD? <p>If an agency has no outstanding audit or monitoring findings or concerns and no history of sanctions imposed by HUD, the agency should receive full points.</p>	5

3C: Alignment with CoC Priorities	2018 Points
<ul style="list-style-type: none"> • Agencies can submit an essay answer demonstrating CoC alignment. <p>Do the project and agency align with and support CoC priorities, including but not limited to:</p> <p>1 Point: CoC participation (meeting and training attendance)</p> <p>3 Points: Services provided or described are adequate to meet the needs of the population served, as indicated by:</p> <ul style="list-style-type: none"> • Case manager to client ratio • The type of services provided (housing navigation, substance use treatment, trauma informed care, youth-targeted programming, etc.) • A clear, comprehensive service delivery strategy/plan • For projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, the degree to which agency’s program design promotes client safety <p>3 Points: The project contributes to the community plan goal of 6,000 new housing opportunities and maximizes the number of people exiting homelessness. For example:</p> <ul style="list-style-type: none"> • Project will employ landlord engagement strategies • Project will contribute to improving system performance • Project has a move on program or strategy <p>1 Point: Sources of match funding are stable and sustainable</p>	8

SCORING TOOL FOR NEW/TRANSFER PROJECTS AND PROJECTS WITHOUT A FULL YEAR OF DATA

<p>3D: Client Participation in Program Design and Policy-Making</p> <ul style="list-style-type: none"> This will be scored based on written policies and procedures submitted by the project and a narrative response demonstrating client participation in program design and policy-making. 	<p>2018 Points</p>
<p>Does the agency engage homeless and formerly homeless clients in program design and policy-making?</p> <p>2 Points: Agency has at least one strategy for gathering client feedback and input. Strategies may include, but are not limited to:</p> <ul style="list-style-type: none"> Having at least one homeless or formerly homeless person on its staff or board Having a consumer advisory board that meets regularly Administering consumer satisfaction surveys Convening client focus groups <p>3 Points: Agency incorporates client feedback in program design and/or policy-making.</p>	<p>5</p>

4. HMIS Participation: 5 Points

- Does the application indicate clearly that the agency intends to participate in HMIS in the event that the project is funded? Projects prohibited by law from using HMIS will receive points based on use of a parallel database.
- If the agency has other programs, do they demonstrate HMIS participation or participation in a similar database? Consider:
 - Percentage of null/missing, “don’t know,” or “refused” data
 - The percentage of clients that exit to known destinations
 - The percentage of clients with known income and benefits
 - Percent of clients who are required to have annual assessments and do not have them
 - Average length of time between when a client enters or exits a program and when the project records the entry or exit

5. Component/Population-Type Prioritization: Up to 10 Bonus Points

<p>5A: Permanent Supportive Housing</p>	<p>2018 Points</p>
<p>Permanent supportive housing serving chronically homeless individuals and families will be awarded bonus points to demonstrate the CoC’s funding priorities.</p>	<p>10</p>
<p>5B: Rapid Rehousing</p>	<p>2018 Points</p>
<p>Rapid rehousing projects serving high priority populations (such as families and transition-aged youth coming directly from streets, shelter, or other places not meant for human habitation, or persons fleeing domestic violence or trafficking) will be awarded bonus points to demonstrate the CoC’s funding priorities. These points will not be awarded to joint TH-RRH projects.</p>	<p>5</p>

****Shaded Factors are scored by the Pre-NOFA Panel**

2018 Continuum of Care Grants
SUPPLEMENTAL APPLICATION COVER PAGE

THIS FORM AND THE REQUESTED ATTACHMENTS ARE DUE ON JULY 26, 2018 BY 12:00 PM (NOON) PST TO HOMEBASE VIA EMAIL. PLEASE SEND DOCUMENTS IN THE FORMAT SPECIFIED BELOW TO SCCNOFA@homebaseccc.org.
LATE RESPONSES MAY BE CONSIDERED WHEN SCORING AGENCY CAPACITY!

Applicant agency name(s):	
Project name:	
Person to contact concerning this application:	
Email:	
Phone:	Total grant amount requested:

Required Submissions

FOR EACH PROJECT:

- The Supplemental Application Cover Sheet and Documentation Checklist (this form) – **ONE (1) WORD COPY**
- The appropriate Supplemental Application form and accompanying responses for each project – **ONE (1) WORD COPY:**
 - Supplemental Application for Renewal Projects *OR*
 - Supplemental Application for New/Transfer Projects & Projects Without a Full Year of Data
- The full project application (formerly known as “Exhibit 2”) from e-snaps – **ONE (1) PDF COPY**
→ Please **DO NOT HIT SUBMIT IN E-SNAPS** until after the local competition!
- The program’s most recent Annual Performance Report (APR) submitted to HUD, if any
→ Renewal & transfer applicants submitting the Supplemental Application for New/Transfer Projects & Projects Without a Full Year of Data only
- A total proposed project budget, including all sources of funding and in-kind match as well as expected expenditures
→ New projects only (and not including Expansion projects)

Supplemental Application Cover Page and Checklist (All Projects)

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) – **ONE (1) PDF COPY**
- 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) – **ONE (1) PDF COPY**
- Your agency's organizational chart – **ONE (1) PDF COPY**

POLICIES AND PROCEDURES:

- Your agency and/or project's written policies and procedures **in their entirety** (if not already submitted). If submitting multiple documents, please consolidate them into **ONE (1) SEARCHABLE PDF WITH ABSOLUTE PAGE NUMBERS PER AGENCY**. Please do not submit multiple PDFs or a consolidated PDF with multiple sets of page numbers throughout the document.
 - **Note:** If these policies and procedures apply agency-wide, submit one copy per agency. For policies that are specific to one or more projects, submit one copy for each project to which they relate, and specify to which project(s) they apply. For example, if your agency has three CoC-funded projects, each with a different policy, you should submit all three policies consolidated into one (1) searchable PDF with absolute page numbers.

Supplemental Application Instructions

THE FOLLOWING APPLICANTS must submit Supplemental Applications for Renewal Projects:

ABODE SERVICES	1. Mission Rebuild
	2. Sunset Leasing Project
BILL WILSON CENTER	1. Peacock Commons
	2. Transitional Housing Program for Youth and Young Families
	3. Transitional Housing Program for Youth and Young Families North
COUNTY OF SANTA CLARA	1. CCP Placement Project
	2. Family Housing
	3. HHS Rental Assistance Program #2
	4. Housing Case Management for Medical Respite
	5. Housing Case Management for the Homeless
	6. Samaritan Inns
	7. SCC Reentry RRH
	8. SCC RRH for Families & Youth
ST. JOSEPH'S FAMILY CENTER	1. Gilroy Place
	2. Our New Place
YWCA OF SILICON VALLEY	1. Domestic Violence Rapid Rehousing for Families

ALL OTHER APPLICANTS must submit Supplemental Applications for New/Transfer Projects & Projects Without a Full Year of Data.

2018 Continuum of Care Grants SUPPLEMENTAL APPLICATION FOR RENEWAL PROJECTS

Threshold Requirements

All renewal projects must meet threshold criteria in order to be eligible for funding. 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

- Project has **FULL AND ACTIVE HMIS PARTICIPATION** (unless agency is a victim service provider prohibited from entering client-level data in HMIS), meaning:
- Every HMIS user of the project has passed the annual HMIS recertification exam; AND
 - The project's data quality report card score is at least a C.
- This factor may be verified by the HMIS Lead.

OR

- If the project is prohibited from entering client-level data in HMIS, the project uses a **COMPARABLE DATABASE SYSTEM**.

Coordinated Assessment System Participation

- Project is **PARTICIPATING** in the Coordinated Assessment System.

HUD Threshold

- Project complies with eligibility requirements of the [CoC Interim Rule](#) and [Subsequent Notices](#), and meets the threshold requirements outlined in the [2018 Notice of Funding Availability](#) (pp. 33-41).

HUD Policies

- Project has policies regarding **TERMINATION OF ASSISTANCE, CLIENT GRIEVANCES, EQUAL ACCESS, ADA AND FAIR HOUSING REQUIREMENTS, VAWA PROTECTION, AND CONFIDENTIALITY** that are compliant with HUD CoC Program requirements.

➤ **IF YOU ARE UNABLE TO CHECK ONE OF THE BOXES ABOVE, PLEASE PROVIDE A 500-WORD EXPLANATION.**

Unspent Grant Funds

If this information was not already provided in response to the Request for Information (RFI), what was the **TOTAL AMOUNT EXPENDED** of HUD CoC funds for this grant in the **2016 GRANT YEAR** (if grant year is finished)?

Other Priority Populations

Is the project **DEDICATED** to any of the following populations (check all that apply)?

- Youth
- Survivors of Domestic Violence
- Families with Children
- Veterans
- None of the Above

Narrative Response to Preliminary and Anticipated Scores

You may provide a narrative of **UP TO 1500 WORDS** to supplement the information contained in your HMIS Data/Project Evaluation Report regarding your program's successes in the past operating year. Applicants may use this opportunity to direct the Review and Rank Committee 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 scores *only* for those scoring factors that are pre-scored or scaled based on HMIS data. Projects are encouraged to provide explanatory information **FOR ANY SCORING FACTORS** they believe may not accurately reflect performance, including those for which they did not receive preliminary scores.

Applicants may use data and past performance information to support their arguments (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 PRELIMINARY SCORES MAY GO UP OR DOWN DURING THE COMMITTEE'S REVIEW.**

2018 Continuum of Care Grants SUPPLEMENTAL APPLICATION FOR NEW/TRANSFER PROJECTS & PROJECTS WITHOUT A FULL YEAR OF DATA

PLEASE USE THIS APPLICATION FOR THE FOLLOWING TYPES OF PROJECTS:

- New projects
- New expansion projects
- Renewal projects that did not have a complete year of data for calendar year 2017
- 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 2017

Threshold Requirements

All new and renewal projects must meet threshold criteria in order to be eligible for funding. 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 agrees to **FULL AND ACTIVE HMIS PARTICIPATION** (unless agency is a victim service provider prohibited from entering client-level data in HMIS), which must be implemented prior to HUD executing a grant agreement.

OR

- If the project is prohibited from entering client-level data in HMIS, the project agrees to use a **COMPARABLE DATABASE**.

Coordinated Assessment System Participation

- The project **AGREES TO PARTICIPATE** in the CoC's Coordinated Assessment System and will join prior to executing a grant agreement with HUD.

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% of beds are dedicated to chronically homeless households;

OR

- DEDICATEDPLUS** permanent supportive housing where 100% of 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 meet the CoC Program definition of homeless (24 CFR 578.3);

OR

- Joint component types, which will combine **TRANSITIONAL HOUSING AND RAPID REHOUSING** into a single project to serve individuals and families experiencing homelessness, serving individuals and families (including youth) who meet the CoC Program definition of homeless (24 CFR 578.3);

Supplemental Application for New/Transfer Projects and Projects Without a Full Year of Data

OR

- An otherwise eligible [RENEWAL PROJECT WITHOUT A FULL YEAR OF DATA](#) or [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 [2018 Notice of Funding Availability](#) (pp. 29-37).

HUD Policies

- Project will draft and implement policies regarding [TERMINATION OF ASSISTANCE, CLIENT GRIEVANCES, EQUAL ACCESS, ADA AND FAIR HOUSING REQUIREMENTS, VAWA PROTECTION, AND CONFIDENTIALITY](#) that are compliant with HUD CoC Program requirements.

Category 1: Project's Work Consistent with Community Needs

Factor 1A: Renewable Activities

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: Project Readiness

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 is the agency's **TIMELINE** for staffing the project, establishing site control, beginning to draw down funds, and otherwise complying with CoC Program deadlines?

250-WORD LIMIT

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?

500-WORD LIMIT

Does the agency already have policies and procedures that can be used as-is or easily adapted for use in a CoC-funded project?

Yes **No**

Category 2: Project Ability to Enhance System Performance

Factor 2A: Program Design⁵

Please describe your **PLAN FOR PROVIDING SERVICES TO CLIENTS AND/OR REFERRING CLIENTS TO OUTSIDE SERVICES** for support, including:

- What types of services will be provided in-house?
- What types of services will require referrals?
- What agencies will accept referrals?
- How will the referral scheme ensure connection?
- What is the process for developing client service plans and matching clients with services?
- For RRH applicants, the panel will consider whether the services described adequately support clients in securing employment and achieving long-term housing stability.

1000-WORD LIMIT

Please describe **HOW THE PROJECT WILL BE STAFFED**. How many persons will be performing the duties described above, managing and/or otherwise supporting the project? How will their time be allocated among their responsibilities?

250-WORD LIMIT

Please describe **HOW STAFF WILL BE TRAINED** to meet the needs of the population to be served.

250-WORD LIMIT

Please describe how the program design will be **INTENTIONALLY INCLUSIVE OF AND ACCESSIBLE** to all eligible clients?

250-WORD LIMIT

Please describe how the project will **USE EVIDENCE-BASED PRACTICES** in serving clients.

250-WORD LIMIT

⁵ For projects serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, the panel will consider the extent to which program design promotes client safety, among other client needs. It is considered a best practice for programs serving survivors of domestic violence to have certified domestic violence, sexual assault, and/or human trafficking advocates (40 or 65 hour training course) to provide confidential supportive services.

Factor 2B: Program Outcomes

Please describe the agency's **EXPERIENCE AND OUTCOMES** for the **MOST RECENT MEASUREMENT PERIOD** related to the following *or comparable* measures of housing stability and increased income in the agency's current or former **HOUSING PROJECT MOST SIMILAR TO THE PROPOSED PROGRAM**.

If the proposed project is designed to serve survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, the agency should provide examples of outcomes and program operations for existing or prior housing projects that serve(d) a similar population.

If you choose to provide examples from two different programs, please explain why both are relevant.

- For **PERMANENT SUPPORTIVE HOUSING**: The percentage of formerly homeless individuals who remain housed in the housing project or exited to other permanent housing, excluding participants who passed away;
- For **RAPID REHOUSING/TRANSITIONAL HOUSING**: The percentage of homeless persons who exited the project to/in a form of permanent housing, excluding participants who passed away.
- For **ALL PROJECTS**: The percentage of stayers/leavers that increase cash income from entry to latest status/exit;
- For **ALL PROJECTS**: The percentage of stayers/leavers with non-cash benefit sources.

500-WORD LIMIT

How has the agency analyzed its outcomes data for current or former housing programs to **IMPROVE PROGRAM DESIGN AND SERVICE DELIVERY**?

250-WORD LIMIT

Please describe the proactive steps the agency has undertaken to **MINIMIZE BARRIERS TO HOUSING PLACEMENT AND RETENTION** and **ACTIVELY SUPPORT** highly vulnerable and high-needs clients to obtain and maintain housing in the agency's current or former housing programs.

500-WORD LIMIT

Factor 2C: Housing

Please describe the housing where participants will reside and how the project will be staffed to operate the housing.

250-WORD LIMIT

Please describe how the program will be physically accessible to persons with disabilities.

100-WORD LIMIT

Factor 2D: Alignment with Housing First Principles

Please indicate the page number(s) in your consolidated, searchable agency and/or project policies and procedures PDF where the panel can find provisions that clearly demonstrate participants **WILL NOT BE SCREENED OUT** based on the following criteria:

Please skip this table if already addressed with pre-NOFA RFI submission.

	Page Number	Name of Project(s) (or "All Projects")
Having too little or no income		
Active, or history of, substance use or a substance use disorder		
Having a criminal record (with exceptions for state-mandated restrictions)		
History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement)		

Please indicate the page number(s) in your consolidated, searchable agency and/or project policies and procedures PDF where the panel can find provisions that clearly demonstrate participants are **WILL NOT BE TERMINATED** from the program for the following reasons:

Please skip this table if already addressed with pre-NOFA RFI submission.

	Page Number	Name of Project(s) (or "All Projects")
Failure to participate in supportive services (with exception for HUD-mandated monthly case management meeting for RRH program participants)		
Failure to make progress on a service plan		
Loss of income or failure to improve income		
Being a survivor of domestic violence		
Any other activity not covered in a lease agreement typically found in the project's geographic area		

What proactive steps does the agency propose to take to **MINIMIZE BARRIERS TO HOUSING PLACEMENT AND RETENTION** in the proposed project?

250-WORD LIMIT

All applicants must address this prompt.

Category 3: Agency/Collaborative Capacity To Enhance System Performance

Factor 3A: Administrative Capacity

Has the agency successfully handled at least one other federal grant or other major grant of this size and complexity, either in or out of the CoC?

Yes No

If yes, please provide details, including but not limited to source, type, duration, and size of the grant; grant-funded activities; compliance or monitoring issues; and grant outcomes.

250-WORD LIMIT

Factor 3B: Compliance

Please skip this factor if already addressed with pre-NOFA RFI submission.

Are there any **UNRESOLVED HUD MONITORING FINDINGS** or concerns or outstanding HUD audit findings related to any CoC-funded project?

Yes No

If Yes, please specify which project(s):

Has HUD instituted any **SANCTIONS** for any of your CoC-funded projects, 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, please specify which project(s):

If Yes to either of the above, please attach all **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.

500-WORD LIMIT

Factor 3C: Alignment with CoC Priorities

Please report your agency's CoC participation in 2017 (*if not already addressed in pre-NOFA RFI submission*):

Name and number of CoC committee and/or working group **MEETINGS** attended:

Titles of CoC **TRAININGS** attended:

Please describe in **NO MORE THAN 200 WORDS PER PROJECT** how the services provided will meet the needs of the target population, as indicated by:

- **CASE MANAGER TO CLIENT RATIO AND**
- **The TYPE OF SERVICES PROVIDED AND**
→ E.g., housing navigation, substance use treatment, trauma informed care, youth-targeted programming, etc.
- **A CLEAR, COMPREHENSIVE SERVICE DELIVERY STRATEGY/PLAN**
→ Please describe how program staff will work with clients to address barriers to housing stability, including assessing and identifying service needs, developing a service plan and goals, connecting clients to resources within your agency or in the community, and monitoring progress. Be as specific and detailed as possible in the space allowed.
- For projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, the degree to which agency's program design promotes client safety

Target population:

Narrative:
200-WORD LIMIT

Please describe (*if not already addressed in pre-NOFA RFI submission*) how the project **CONTRIBUTES TO THE COMMUNITY PLAN GOAL OF 6,000 NEW HOUSING OPPORTUNITIES** and **MAXIMIZES THE NUMBER OF PEOPLE EXITING HOMELESSNESS**.

If you have multiple projects that employ the same strategy or strategies, provide one narrative and name all projects to which it applies.

The following examples are **NON-EXHAUSTIVE** – we welcome other strategies!

- Project employs landlord engagement strategies
- Project proposes to increase the number of persons served
- Contribution of project to improving system performance
- If PSH, project has or participates in a move on program or strategy

200-WORD LIMIT

Supplemental Application for New/Transfer Projects and Projects Without a Full Year of Data

Please describe the source(s) of **MATCH** and its **STABILITY AND SUSTAINABILITY**. If one source provides match for multiple projects, please provide just one response and name all projects to which it applies.

100-WORD LIMIT

Factor 3D: Client Participation in Program Design and Policy-Making

*Please **DO NOT SKIP** this factor even if you completed the pre-NOFA RFI.*

Please outline at least one strategy your agency will use to **GATHER FEEDBACK AND INPUT** from homeless and formerly homeless clients **REGARDING THE PROPOSED PROGRAM** and its policies.

The following examples are **NON-EXHAUSTIVE** – we welcome other strategies!

- Having at least one homeless or formerly homeless person on the agency's staff or board
- Having a consumer advisory board that meets regularly
- Administering consumer satisfaction surveys
- Convening client focus groups

50-WORD LIMIT

Please provide any example(s) of **CHANGES IN PROGRAM DESIGN AND/OR POLICIES** that were made in **PREVIOUS OR EXISTING PROJECTS** as a direct result of client feedback.

100-WORD LIMIT

Category 4: HMIS Participation

Do the agency's other programs, if any, demonstrate HMIS participation or participation in a similar database and good data quality? Please explain.

GOOD DATA QUALITY may be demonstrated by:

- Low percentage of null/missing, "don't know," or "refused" data
- High percentage of clients that exit to known destinations
- High percentage of clients with known income and benefits
- Low percentage of clients who are required to have annual assessments and do not have them
- Low average length of time between when a client enters or exits a program and when the project records the entry or exit

150-WORD LIMIT

Narrative Response to Preliminary and Anticipated Scores

If you received preliminary scores for your project, you may provide a narrative of **UP TO 1500 WORDS** to supplement the information contained in your HMIS Data/Project Evaluation Report regarding your program's successes in the past operating year. Applicants may use this opportunity to direct the Review and Rank Committee 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 scores *only* for those scoring factors that are pre-scored or scaled based on HMIS data. Projects are encouraged to provide explanatory information **FOR ANY SCORING FACTORS** they believe may not accurately reflect performance, including those for which they did not receive preliminary scores.

Applicants may use data and past performance information to support their arguments (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 PRELIMINARY SCORES MAY GO UP OR DOWN DURING THE COMMITTEE'S REVIEW.**

WHERE TO GET THE DOCUMENTS OR HELP YOU MAY NEED

Timeline:

Please refer to the 2018 Supplemental Application Form and the Detailed Application Submission Timeline to see when documents are due.

HUD Documents:

1. Project application (formerly known as Exhibit 2)

Will be completed online after the recipient (which may be you) completes the Applicant Documentation at: <http://www.hud.gov/esnaps>

2. HUD 2880 – Applicant/Recipient Disclosure/Update Report

How to Complete the HUD Form 2880 in e-snaps:

<https://www.hudexchange.info/resource/5595/how-to-complete-the-hud-form-2880-in-e-snaps/>

HUD TA Resources:

The Notice of Funding Availability in its entirety:

<https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf>

Notices, updates and HUD releases related to the 2018 Competition:

<https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices>

HUD's E-SNAPS Training Modules:

<https://www.hudexchange.info/programs/e-snaps/>

HUD's Ask A Question (to submit questions):

<https://www.hudexchange.info/program-support/my-question/>

A searchable list of related Frequently Asked Questions:

<https://www.hudexchange.info/coc/faqs/>

Resources related to the CoC Program:

<https://www.hudexchange.info/coc>

Local TA Resources:

HomeBase: sccnofa@homebaseccc.org

Eli Hamilton, Staff Attorney, (415) 788-7961, ext. 305 or eli@homebaseccc.org

Sasha Drozdova, Staff Attorney, (415) 788-7961, ext. 329 or Sasha@homebaseccc.org

GOOD LUCK!