

Marin County Continuum of Care

HUD CONTINUUM OF CARE PROGRAM

Technical Assistance Workshop 2016 NOFA Competition

LOCAL COMPETITION INFORMATION

July 12, 2016

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2016 Continuum of Care Program Grants
2016 LOCAL COMMUNITY REVIEW PROCESS

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

Standing Review Process

The County of Marin, Department of Health & Human Services is the designated Lead for the Continuum of Care (CoC) and acts as the Collaborative Applicant for the annual consolidated application to the U.S. Department of Housing and Urban Development (HUD).

The CoC has established a Project Review Panel to meet HUD’s requirements for selecting and ranking projects to include as part of the consolidated application.

The Project Review Panel reviews, ranks, and selects projects based on the CoC Program purpose and requirements and ensures projects are aligned with HEARTH Act goals. The Panel also provides constructive feedback to applicants on project improvement and performance.

HUD requires a community’s CoC structure to have a process in place to achieve fair and impartial project review, ranking, and selection with representation and input from diverse parties.

HUD requires all renewal projects to meet or exceed a performance threshold; demonstrate applicant capacity and eligibility; and show project eligibility.

The Project Review Panel evaluates the following:

- Applicant’s eligibility;
- Applicant’s and its employees’ and partners’ demonstrated ability (i.e., homelessness knowledge and experience) to carry out the project and specific activities proposed;
- Current or past McKinney-Vento Act project recipients’ timeliness standards, serious unresolved HUD monitoring findings, and outstanding audit finding of a material nature regarding the administration of the project;
- Grant compliance;
- Project effectiveness and quality; and
- Project’s alignment with HEARTH Act performance goals and community plans.

HUD also requires the community to report on whether and how it systematically analyzes existing projects’ reported performance (via Annual Performance Reports submitted to HUD) on specific areas to improve project performance.

Project Ranking

Project Review Panel members will score renewal projects using the 2016 Renewal Scoring Tool. Each Panel member’s assigned scores are averaged together to create the project’s final score. All projects are ranked and placed into either Tier 1 or Tier 2 based on their score, per HUD

requirements. Tier 1 is equal to eighty-five percent (85%) of the CoC's Annual Renewal Demand (ARD) approved by HUD on the final, HUD-approved Grant Inventory Worksheet (GIW), and Tier 2 is equal to the difference between Tier 1 and the CoC's ARD plus the amount available for the permanent housing bonus. The Project Review Panel may also identify projects that should be reallocated, in whole or in part, in favor of a new project.

Preliminary scoring results will be delivered to applicants with a reminder about the appeals process, followed by appellate hearings, if any.

Applicants can request feedback from the Project Review Panel by contacting Ashley Hart McIntyre (AMcIntyre@marincounty.org). They can also report any discrepancies in their score sheet, although this is not considered an official appeal.

Timeline

This process occurs in two stages. Prior to the national competition, renewal project staff are invited to attend a bidders conference and complete local application materials. Then, the Project Review Panel completes the Project Ranking as described immediately above, giving all renewal projects a preliminary score and rank. Once the CoC NOFA is released and the national competition begins, new project applications are solicited (including related to voluntary reallocation as described below). Renewal projects, depending on the content of the NOFA, projects may be asked to submit supplemental materials for additional scoring.

Additionally, after NOFA release, renewal projects may also present evidence of improvement in project performance or policies since the pre-NOFA Project ranking to improve their score and ranking. Examples of evidence includes new policies that have been implemented since the pre-NOFA competition (not including planned changes) or improved performance.

Finally, the Project Review Panel completes any additional scoring and finalizes the ranked list for submission to HUD.

Voluntary Reallocation of Non-Permanent Housing Projects

In order to encourage projects to voluntarily align themselves with HEARTH Act goals and local priorities regarding housing and service provision, existing non-permanent housing projects that voluntarily wish to convert their project to permanent housing or another eligible new project type as defined in the 2016 NOFA will be given priority in accessing the funds reallocated from their existing project. At the discretion of the Project Review Panel, the converting project may also be given priority in accessing additional reallocated funding that may become available.

As defined in the 2016 Registration Notice, eligible new projects are expected to include:

- New permanent supportive housing projects that serve 100 percent chronically homeless individuals and families, including youth experiencing chronic homelessness (created using Permanent Housing Bonus or reallocated funding);

- New rapid rehousing projects for homeless individuals and families, including youth, coming directly from the streets or emergency shelter or fleeing domestic violence or otherwise meeting the criteria of paragraph (4) of the definition of homelessness (created using Permanent Housing Bonus or reallocated funding);
- New projects for dedicated HMIS (created using reallocated funding only);
- New Supportive Services Only (SSO) projects for centralized or coordinated assessment systems (created using reallocated funding only).

Any such converting project may request reallocation and submit a new project application. If the converting project was preliminarily scored by the Project Review Panel on the basis of a renewal application, and the Panel determines the new project application to be of reasonable quality, then the new project will assume the preliminary score given the renewal application and be scored and placed into the tiered structure accordingly.

First-Time Renewal Projects

First-time renewal projects are projects that are newly funded and either not yet operational or have not yet been operational for a full year at the time of the CoC Program Competition. As such, they do not have a track record of performance or detailed grant management on which to base comparisons to other, long-functioning renewal projects. The design of these programs reflects recent HUD guidance and priorities, as well as local need. In accordance with prior practice and with the stated intent of the Homeless Policy Steering Committee, acting in its capacity as the CoC Board, first-time renewal projects will be automatically ranked at the bottom of Tier 1.

Project Review Panel Membership Qualifications

The Project Review Panel consists of at least five (5) individuals who are:

- Non-conflicted, meaning that they are not employees, staff, or do not otherwise have a business or personal conflict of interest with the applicant organizations;
- Familiar with housing and homeless needs within the Continuum of Care; and
- Willing to review projects with the best interest of homeless persons in mind.

New Project Review Panel Member Selection

In the event that members of the Project Review Panel are no longer able to participate on the Panel, the Homeless Policy Steering Committee (HPSC) and CoC staff will be responsible for identifying additional Panel members. Please note:

- HPSC members will have the opportunity to nominate potential Project Review Panel members that meet the membership qualifications.
- In the event that HPSC members do not nominate a potential Panel member, CoC staff will conduct outreach to qualified individuals.
- If more than one potential member is identified, HPSC will conduct a vote to select the new Project Review Panel member. In the event that only one potential member is identified, HPSC will hold a vote to approve that nomination.

**2016 Continuum of Care Program Grants
APPEALS POLICY AND PROCESS**

The Project Review Panel reviews all applications and ranks them for funding recommendations to HUD. That ranking decision is communicated to all applicants by email by **August 18, 2016**. All applicants are hereby directed to contact John Melis at 415-788-7961, ext. 332 (Marin@homebaseccc.org) if no email notice is received.

1. Who May Appeal

Applicants may appeal if:

- Their project is not funded or receives less funding than the amount stated in the application;
- Their project is ranked in Tier 2 of the CoC application (in which the applicant's funding may be at risk); or
- Their project is ranked in the bottom third of Tier 1 (because an appeal from Tier 2 could displace any such project).

Projects will be notified of their ranking and the amount of funding for which they qualify.

2. What May Be Appealed

The sole bases for appeal are:

- Conflict of interest;
- Failure to follow material local CoC procedures that resulted in significant unfair advantage to awarded applicants;
- Selected applicants are unqualified or disqualified; or
- There is no substantial basis to select the awarded parties.

3. Timing:

All appeals will be considered by a panel of County Health and Human Services leadership on August 26, 2016.

Appeals must be submitted by email to Ashley McIntyre at AMcIntyre@marincounty.org by 11:59:59 PM on August 19, 2016.

All appeals must be submitted in such written email together with supporting credible documentation. All notices of appeal must be based on the information submitted by 5:00 PM on August 18, 2016. No new or additional information will be considered. Omissions to the application cannot be appealed. The decision of the Appeals Panel will be final.

2015 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!

7/12, 2:00-4:00 PM **Bidders' Conference for all new and renewal project applicants**
During this session, HomeBase will review all application materials.
To receive materials electronically, please email
Marin@homebaseccc.org.

7/19 **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/e-snaps/guides/coc-program-competition-resources/>.
- Additional and updated information can be found at <https://www.hudexchange.info/coc>.

8/8, 5 PM **SUBMIT COMPLETE APPLICATION PACKAGE VIA EMAIL for Project Review Panel**

- Please see the 2016 Supplemental Application Form for a list of all the materials to submit.

PLEASE SEND ONE EMAIL TO Marin@homebaseccc.org WITH ALL OF THESE MATERIALS AS MICROSOFT WORD ATTACHMENTS. PLEASE SEND A SECOND EMAIL TO AMcIntyre@marincounty.org WITH ALL OF THESE MATERIALS AS MICROSOFT WORD ATTACHMENTS.

LATE APPLICATIONS WILL RECEIVE 0 POINTS IN THE SCORING. PLEASE PLAN AHEAD!

8/18 **Applicant Notification**

- By 11:59:59 PM on August 18, 2016, applicants will receive email notification of the results of the Project Review Panel scoring.
- If you receive notification that your project has been approved for funding, you should begin finalizing your application for submission.

8/19, 8/23 **Appeals Due**

- If you intend to appeal the Project Review Panel's decision, you must submit your notice of intent to appeal by email to Ashley Hart McIntyre at AMcIntyre@marincounty.org no later than 11:59:59 AM on August 19, 2016.

- Final appeals are due by email to Ashley Hart McIntyre at AMcIntyre@marincounty.org no later than 11:59:59 AM on August 23, 2016
- All appeals will be considered by the Appeals Panel on August 26, 2016.

9/7

UPLOAD FINAL RENEWAL APPLICATIONS TO 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. **Please be sure that someone at your agency is available to answer last minute application questions!**

9/13

HUD DEADLINE FOR ALL NOFA MATERIALS

- To avoid delays caused by potential system failures in e-snaps and increase the overall score, HomeBase intends to submit all materials at least one (1) day before the federal deadline of September 14, 2016.

MCKINNEY-VENTO CONTINUUM OF CARE HOMELESS ASSISTANCE GRANTS

2016 MARIN COC RENEWAL PROJECT SCORING TOOL (TO BE USED PRE-NOFA)

Instructions: Project Review Panel members will score project applications using the 2016 Scoring Tool. Scores from each panel member are averaged together to create the project’s final score. Based upon circumstances, panelists have the discretion to alter scaled scores by up to three points in either direction (10-point scales) or one point in either direction (5- and 3- point scales).

[NOTE: Additional instructions may be added after the NOFA is released]

THRESHOLD CRITERIA These factors are required, but not scored. If the program indicates “no” for any threshold criteria, it is ineligible for CoC funding.		Maximum Available Score	Did Project meet threshold?
1	HMIS Implementation Project has agreed to participate in the HHS-administered HMIS and has signed a local Certification of Intent to participate. (Or uses an equivalent database if the program is a victim-service agency, serving survivors of domestic violence, or a legal services agency.)	N/A	
1a	Program staff have been trained on HMIS requirements system.	N/A	
1b	All program staff have signed the current end user agreement for HMIS.	N/A	
2	Data Sharing Project shares client-level data with agencies that have signed data-sharing and confidentiality agreements.	N/A	
3	Budget Budget is clearly articulated, with no unnecessary or unexplained items.	N/A	
4	Participant Eligibility: All program participants meet the category of homelessness applicable to this program component type and all program participants are eligible in conformity with particular grant requirements.	n/a	
5	Eligible Documentation: Programs comply with all HUD requirements regarding the documentation of disability and homeless status.	n/a	
6	Participation in Coordinated Entry: Program will participate in Coordinated Entry when it is available for the project type, unless the project is a victim-service agency or exclusively serves survivors of domestic violence	n/a	

SCORED CRITERIA		2015 Points	Points
7	Program Performance and Client Outcomes	45 points	

SCORED CRITERIA		2015 Points	Points
7a	Housing Stability: Projects may receive points under any one of the following criteria based on outcomes reported in the APR (or equivalent data if an APR is not available):	Up to 10 points: 10 pts. = 90-100% of clients 9 pts. = 85-89.9% 8 pts. = 80-84.9% 7 pts. = 77.5-79.9% 6 pts. = 75-77.4% 5 pts. = 72.5-74.9% 4 pts. = 70-72.4% 3 pts. = 65-69.9% 2 pts. = 60-64.9% 1 pt. = 50-59.9% 0 pts. = <49.9%	
7a1	If Permanent Housing: The percentage of project participants that remain in permanent housing or exit to permanent housing at the end of the operating year (HUD Goal = 80%)		
7a2	If Transitional Housing: The percentage of project participants that exited to permanent housing during the operating year. (HUD Goal = 80%)		
7b	Income: Program demonstrates success in increasing client income. NOTE: Programs serving high percentages of chronically homeless persons may have lower percentages due to lack of increases in SSI/SSDI.	Up to 10 points: 10 pts. = 80-100% of clients increase income 9 pts. = 70-89.9% 8 pts. = 60-69.9% 7 pts. = 50-59.9% 6 pts. = 40-49.9% 5 pts. = 30-39.9% 4 pts. = 20-29.9% 3 pts. = 15-19.9% 2 pts. = 10-14.9% 1 pt. = 5-9.9% 0 pts. = <4.9%	
7c	Mainstream Services: Program demonstrates success in connecting clients with mainstream resources. NOTE: Mainstream resources are publicly funded programs that provide services, housing and income supports to poor persons whether they are homeless or not. They include programs providing welfare, health care, mental health care, substance abuse treatment, and veterans' assistance.	Up to 10 points: 10 pts. = 90-100% of clients receive benefits 9 pts. = 80-89.9% 8 pts. = 70-79.9% 7 pts. = 60-69.9% 6 pts. = 50-59.9% 5 pts. = 40-49.9% 4 pts. = 30-39.9% 3 pts. = 20-29.9% 2 pts. = 10-19.9% 1 pt. = 5-9.9% 0 pts. = <4.9%	
7d	Program Occupancy: Program demonstrates consistently high unit occupancy rates.	Up to 5 points: 5 pts. = 90 – 100%+ avg. occupancy rate 4 pts. = 80 – 89.9% 3 pts. = 70 – 79.9% 2 pts. = 60 – 69.9% 1 pts. = 50 – 59.9% 0 pts. = < 50%	
7e	Length of Stay: Program demonstrates progress on their plan to transition people to permanent housing as quickly as possible given the population it serves. Program also demonstrates a continued commitment to reducing the length of time people are considered	10 points	

SCORED CRITERIA		2015 Points	Points
	homeless by HUD's definition.		
7e1	If Permanent Housing: Program demonstrates success in housing participants as quickly as possible.		
7e2	If Transitional Housing: Program demonstrates success in shortening lengths of stay.		
7f	<p>Returns to Homelessness: Program demonstrates low rates of returns to homelessness.</p> <p>NOTES: Returns to Homelessness refers to the number of households who have obtained permanent housing but then return to homelessness at the same time or within 3 months of exiting a program. Effectively measuring returns to homelessness will require follow up with participants and/or reviewing HMIS records 3 months after program exit to determine housing status.</p> <p>Data will be collected, but not scored, to set a baseline and gauge how programs are doing on this factor. The scoring criteria may be adjusted after analysis of information collected in 2016 and will take into account the unique characteristics of populations served as much as possible. Once the new HMIS system is more fully developed, we will look at this measure more quantitatively.</p>	Reported, but not scored	
8	Budget and Administrative Efficiency	10 points	
8a	Program provides the required match and leverages additional resources as part of overall program budget.	<p>Up to 7 points:</p> <p>Leverage: 5 pts. = >200% 4 pts. = 150-199.9% 3 pts. = 125-149.9% 2 pts. = 100-124.9% 1 pt. = 75-99.9% 0 pts. = >74.9%</p> <p>Match: 2 pts. = >25% 0 pts. = <25%</p> <p>Subtract 1 pt. if match or leverage is uncommitted</p>	
8b	<p>Program has used all grant funds and/or maintained full program units (relevant for rental assistance projects), drawn down at least quarterly, and spent grant funds in a timely fashion.</p> <p>Note: Quarterly draw-down requirements only applies once the grant has been executed.</p>	<p>Up to 3 points: 3 pts. = 95 -100% 2 pts. = 85-94% 1 pt. = 75%-84% 0 pts. = < 75%</p> <p>Subtract 1 pt. if funds not drawn quarterly.</p>	
9	Service Improvement Efforts	8 points	
9a	Program regularly solicits and incorporates client feedback into program design and management.	3 points	

SCORED CRITERIA		2015 Points	Points
9b	Program has been responsive to outstanding or pending HUD program monitoring findings, financial audit findings, and has no other indication of major capacity issues. If there are currently unresolved monitoring issues, program fully describes and explains the agency's plans to resolve them	5 points	
10	HMIS & Data Collection Capacity	10 points	
10a	Program runs data quality checks at least monthly.	1 point	
10b	Program demonstrates that it has an effective data quality assurance plan.	1 point	
10c	Program has less than 5% NULL or Missing Values for required HUD Universal and Program-Specific data elements.	5 points	
10d	Program has demonstrated that it uses data for program planning and evaluation purposes.	3 points	
11	Community Vision & Coordination	20 points	
11a	Program demonstrates that it has taken specific action steps in the <u>past 12 months</u> to help implement the CoC's 10 Year Plan to Prevent and End Homelessness, including forming partnerships with other organizations.	<p>Up to 3 points: 2-3 pts. = Making significant contributions towards 10 Year Plan goals and CoC activities by assuming program responsibilities beyond just attending meetings</p> <p>1 pt. = attendance at 10 Year Plan and other CoC meetings</p>	
11b	Program demonstrates progress towards accomplishing the 10 Year Plan implementation action steps to which it committed itself in the 2015 application.	5 points	
11c	Program identifies specific action steps that it will take in the <u>next 12 months</u> to help implement the CoC's 10 Year Plan to Prevent and End Homelessness and other CoC activities.	5 points	
11d	Program demonstrates that it employs successful strategies to assist persons to obtain and maintain permanent housing.	2 points	
11e	Program identifies emerging trends among the population it serves and has identified specific action steps to address those needs.	<p>Up to 5 points: 5 pts. = program utilizes HMIS and PIT data and other data sources to review (and alter) program operation as necessary to meet changing needs of clients and community while participating in system-level planning</p> <p>3 pts. = program utilizes HMIS and PIT data and other data sources to</p>	

SCORED CRITERIA		2015 Points	Points
		review community needs and participate in system-level planning 1 pt. = program utilizes HMIS and PIT data and other data sources to understand community needs	
12	Alignment with Housing First Principles	7 points	
12a	Low Barriers to Entry: Program does not require income prior to entry or terminate participants from participation on the basis of: <ul style="list-style-type: none"> • Substance abuse • Criminal record • History of domestic violence • Failure to participate in supportive services • Failure to make progress on a service plan • Any other activity not typically covered in a lease agreement 	3 points	
12b	Client-Centered Service Delivery: Housing and services are tailored to the individual participant <u>and</u> participants are not required to participate in services to remain in the program	1 point	
12c	Prioritizing Households Most in Need: Program does not prioritize on first-come, first-served basis <u>and</u> prioritizes serving those with the greatest need, such as chronically homeless individuals and families, homeless households with children living in unsheltered situations or fleeing domestic violence, or those who are most medically vulnerable	3 points	
Total:		100	
13	Bonus Points	5 points	
13a	Agency increased the number of Permanent Housing beds in the community with either HUD funds or other sources.	5 points	

[NOTE: Following the Review and Rank process and at the Applicant’s request, Applicants will be provided with score sheets containing: 1) the project’s score for each factor, and 2) where the Panel utilized their discretion to deviate from the suggested scaled score, a brief explanation of that decision]

MCKINNEY-VENTO CONTINUUM OF CARE HOMELESS ASSISTANCE GRANTS

2016 NEW/REALLOCATED PROJECT SCORING TOOL (TO BE USED POST-NOFA)

Instructions: Project Review Panel members will score new project applications using the 2016 New/Reallocated Project Scoring Tool. Scores from each panel member are averaged together to create the project’s final score.

THRESHOLD CRITERIA	2016 Points
<p>Threshold Criteria These factors are required, but not scored. If the program indicates “no” for any threshold criteria, it is ineligible for CoC funding.</p>	
<p>Eligible Applicant: Applicants and subrecipients (if any) are eligible to receive CoC funding, including:</p> <ul style="list-style-type: none"> • Non-profit organizations; • States; • Local governments; or, • Instrumentalities of States or local governments. 	n/a
<p>Eligible Project Type: Programs must be one of the following:</p> <ul style="list-style-type: none"> • Permanent supportive housing projects that serve 100 percent chronically homeless individuals and families, including youth experiencing chronic homelessness • Rapid rehousing projects for homeless individuals and families, including youth, coming directly from the streets or emergency shelter or fleeing domestic violence or otherwise meeting the criteria of paragraph (4) of the definition of homelessness • Homeless Management Information System (HMIS); or, • Supportive Services Only (SSO) for Coordinated Entry 	n/a
<p>HMIS Implementation: Programs 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: Programs are required to participate in Coordinated Entry, when it is available for the project type.</p>	n/a
<p>Participant Eligibility: All program participants meet the category of homelessness applicable to this program component type and all program participants are eligible in conformity with particular grant requirements.</p>	n/a
<p>Eligible Documentation: Programs comply with all HUD requirements regarding the documentation of disability and homeless status.</p>	n/a

SCORED CRITERIA		2016 Points	Points
1	Program Quality, Appropriateness, and Readiness	50 points	

SCORED CRITERIA		2016 Points	Points
1a	Program Design: The program is well-defined and the applicant is eligible.		
1a1	<p>If Permanent Housing (PSH/RRH): Housing where participants will reside is fully described and appropriate to the program design proposed. Program design includes provision of appropriate supportive services. Consider:</p> <ul style="list-style-type: none"> • Is the project staffed appropriately to meet the needs of the population to be served? • Are staff trained to meet the needs of the population to be served? • Does the program include homeless representation in the design and operation of the program? • Does the method of service delivery described include culturally-specific/sensitive elements appropriate to the population to be served? • Will the program be physically accessible to persons with disabilities? 		
1a2	<p>If Coordinated Entry: Program design is in alignment with the coordinated entry system envisioned by the CoC. Consider:</p> <ul style="list-style-type: none"> • Is the system easily accessible for all persons within the CoC's geographic area who are seeking information regarding homeless assistance? • Is there a strategy for advertising the program that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area? • Is there a standardized assessment process? • Does the program ensure that program participants are directed to appropriate housing and services that fit their needs? 	30 points	
1a3	<p>If HMIS: Program design is in alignment with the CoC's data needs. Consider</p> <ul style="list-style-type: none"> • Does the HMIS collect all Universal Data Elements and will the project conduct trainings and otherwise prepare projects for the new HUD Data Standards? • Will the project provide data in a form that can be analyzed to assist the CoC in assessing homeless needs, allocating resources, and coordinating services? • Does the HMIS un-duplicate client records? • Does the HMIS produce all HUD-required reports and provide data as needed for HUD reporting (e.g., APRs, quarterly reports, data for CAPER/ESG reporting)? 		

SCORED CRITERIA		2016 Points	Points
1b	<p>Program Outcomes: Consider:</p> <ul style="list-style-type: none"> • Are the identified program outcomes realistic but sufficiently challenging given the scale of the project? • Are the outcomes measurable and appropriate to the population to be served/project proposed? 	10 Points	
1c	<p>Alignment with Community Needs and Priorities: Consider:</p> <ul style="list-style-type: none"> • Does the agency indicate the extent to which the program addresses unmet community needs by serving an underserved area or population? • Does the agency align with and support CoC priorities (e.g., through participation in or leadership of CoC planning activities)? • If PH: Does the program align with Housing First principles (including low barriers to entry, participation in Coordinated Entry, client-centered service delivery, and prioritization based on need)? 	10 points	
2	Agency/Collaborative Capacity	30 points	
2a	<p>Past Performance: The agency submitting the application has demonstrated, through past performance, the ability to successfully carry out the work they propose and has successfully served homeless persons as a particular group. For example:</p> <ul style="list-style-type: none"> • Consider whether the agency possesses experience in handling a similar program (e.g., if the program will involve relocation of tenants, the experience of the agency in handling relocation). 	10 points	
2b	<p>Agency Capacity: The agency has the expertise, staff, procedural, and administrative structure needed to meet all grant audit, administrative, and reporting requirements. Consider:</p> <ul style="list-style-type: none"> • Has the agency voluntarily surrendered CoC funding or has the CoC reallocated funding from the agency in the past 3 years? • Does the agency have any outstanding HUD findings and/or financial audit findings? • Has HUD de-obligated any of the agency's grant funds in the past three operating years? • Does the entirety of the application reflect an agency with the capacity sufficient to meet HUD administrative requirements? 	10 points	
2c	<p>Quality Assurance: The agency maintains policies, procedures, and actions to ensure continuous quality improvement. Consider:</p> <ul style="list-style-type: none"> • Is the agency implementing evidence-based practices, including Housing First and Coordinated Entry? • Does the agency train its staff to ensure high quality of 	10 points	

SCORED CRITERIA		2016 Points	Points
	care? <ul style="list-style-type: none"> • Does the agency assess quality of service and consumer satisfaction through surveys, focus groups, etc.? • Does the agency monitor program performance using data? 		
3	Budget & Timeliness	10 points	
3a	Budget: The program's budget is clearly articulated, with no unnecessary or unexplained items.	5 points	
3b	Timeliness: The program will be ready to begin operations in a timely manner.	5 points	
4	Consistency with HUD and Local Priorities	10 points	
4a	Permanent Supportive Housing: This application is for a Permanent Supportive Housing project.	10 points	
4b	Rapid Rehousing: This application is for a Rapid Rehousing project.	5 points	
4c	Coordinated Assessment: This application is for a Coordinated Assessment project.	5 points	

**2016 Continuum of Care Grants
RENEWAL PROJECT - SUPPLEMENT**

Due August 5, 2016 at 5:00 p.m.
Please submit via Word document to:
Ashley Hart McIntyre (AMcIntyre@marincounty.org) and
HomeBase (marin@homebaseccc.org).

Please also submit a PDF of your CoC Project Application from E-SNAPS
(DO NOT HIT SUBMIT UNTIL AFTER THE LOCAL COMPETITION).

Date	
Organization Name	
Name and Title of Person Completing this Application	
Organization Representative(s) Responsible for Grant Management	
Project Name	

SUPPLEMENTAL INFORMATION

1. Please enter any additional information you would like the Review & Rank panel to consider in the post-NOFA competition. You may also provide an edited version of your local application.

**2015 Continuum of Care Grants
NEW/REALLOCATED PROJECT APPLICANTS**

Due August 8, 2016 at 5:00 p.m.

Please submit via Word document to:
Ashley Hart McIntyre (amcintyre@marincounty.org) and
HomeBase (marin@homebaseccc.org).

Please also submit a PDF of your CoC Project Application from E-SNAPS
(DO NOT HIT SUBMIT UNTIL AFTER THE LOCAL COMPETITION)

Date	
Organization Name	
Name and Title of Person Completing this Application	
Organization Representative(s) Responsible for Grant Management	
Project Name	
Grant Amount Requested	\$

THRESHOLD CRITERIA

1. **PROJECT TYPE:** What type of new project is being proposed? (Select one)
 - Permanent Supportive Housing (PSH):** serving only chronically homeless individuals and families;
 - Rapid Rehousing (RRH):** serving individuals, families, or unaccompanied youth who come directly from the streets, shelters, or are fleeing domestic violence;
 - Homeless Management Information System (HMIS);** or,
 - Supportive Services Only (SSO) for Coordinated Entry.**

2. **HMIS IMPLEMENTATION:** CoC projects are required to participate in HMIS, unless the project is a domestic violence provider or a legal services agency in which case it must use a comparable database. (Indicate your agreement below)
 - Yes, this new project will participate in HMIS or is a domestic violence provider or legal services agency that will use a comparable database

3. COORDINATED ENTRY: CoC projects are required to participate in Coordinated Entry, when it is available for the project type, unless the project is a domestic violence provider or a legal services agency in which case it must use a comparable database. (Indicate your agreement below)

Yes, this new project will participate in Coordinated Entry when available or is a domestic violence provider or legal services agency that will use a comparable database

4. PARTICIPANT ELIGIBILITY: All program participants meet the category of homelessness applicable to this program component's type and all program participants comply with particular grant requirements.

Yes

5. ELIGIBILITY DOCUMENTATION: This program complies with all HUD requirements regarding documentation of disability and homeless status.

Yes

PROGRAM QUALITY, APPROPRIATENESS, AND READINESS

1A. PROGRAM DESIGN: Please complete the appropriate set of questions below based on the project type:

a) Permanent Housing (PSH/RRH) Projects Only [Scored Criteria 1a1]: Please describe in two pages or less (you can draw most of the information directly from the CoC Project Application):

- The population that will be served by this project;
- The housing that will be provided;
- The training, experience, and qualifications of the staff to serve this population;
- Whether homeless representation will be included in the design and operation of the project;
- The method of service delivery, including whether efforts to ensure that culturally-competent/sensitive elements appropriate to the population will be offered; and,
- Whether the project will be accessible to persons with disabilities.

b) Coordinated Entry Projects Only [Scored Criteria 1a2]: Please describe in two pages or less (you can draw most of the information directly from the CoC Project Application):

- The geographic accessibility of the proposed system for all persons within the CoC's geographic area who are seeking information regarding homeless assistance;
- The strategy for advertising the project that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area;
- The standardized assessment process proposed (or the process to choose a standardized assessment system); and,
- Whether/how the system will ensure that program participants are directed to the appropriate housing and services to fit their needs.

c) HMIS Projects Only [Scored Criteria 1a3]: Please describe in two pages or less (you can draw most of this information directly from the CoC Project Application):

- Whether the HMIS collects all Universal Data Elements;
- How the project will conduct trainings and otherwise prepare projects for the new HUD Data Standards;
- Whether/how the project will provide data in a form that can be analyzed to assist the CoC in assessing homeless needs, allocating resources, and coordinating services;
- Whether the HMIS will un-duplicate client records; and,
- Whether the HMIS will be able to produce all HUD-required reports and provide data as needed for HUD reporting (e.g., APRs, quarterly reports, data for CAPER/ESG reporting, etc.).

1B. PROJECT OUTCOMES [Scored Criteria 1b]: Please provide a short description of the expected performance outcomes for this project.

1C. ALIGNMENT WITH COMMUNITY NEEDS AND PRIORITIES [Scored Criteria 1c]: Please briefly describe the extent to which your project will align with and support CoC priorities, including:

- How the project addresses unmet community needs by serving an underserved area or population;
- How your agency furthers community priorities (e.g., through participation in regular CoC meetings, in planning processes, etc.); and,
- If Permanent Housing (PSH/RRH), whether/how the project will align with Housing First principles (low barriers to entry, participation in Coordinated Entry, client-centered service delivery, voluntary service participation, and prioritization based on need).
-

AGENCY/COLLABORATIVE CAPACITY

2A. PAST PERFORMANCE [Scored Criteria 2a]: Has your agency previously administered a project that successfully served homeless people as a particular group?

- Yes
- No

If you answered “Yes”, please provide a brief description of the similarity of the prior project, as well as any lessons or experiences resulting from the administration of that program that will be useful in administering the project you are applying for.

2B. AGENCY CAPACITY [Scored Criteria 2b]: Please select “yes” or “no” for the following:

Has your agency voluntarily surrendered CoC funding or has the Continuum of Care reallocated CoC funding from your agency in the past three years?

- Yes (If yes, please explain)
- No

Are there any unresolved HUD monitoring findings, concerns, or financial 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 reimbursements, requiring repayment of grant funds, or de-obligating grant funds due to performance issues)?

- Yes
- No

If you answered “Yes” to either of the 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. (One page or less)

2C. QUALITY ASSURANCE [Scored Criteria 2c]: Please briefly describe the following:

- Whether/how your agency implements evidence-based practices, including Housing First and Coordinated Entry;
- Whether/how your agency trains its staff to ensure high quality of care;
- Whether/how your agency assesses quality of service and consumer satisfaction; and,
- Whether/how your agency uses data to monitor project performance.

BUDGET AND TIMELINESS

3A. TIMELINESS [**Scored Criteria 3b**]: Please answer the following:

- For leasing, when will you start leasing units?
- For rental assistance, when will you start rental assistance?
- For construction, acquisition, or rehabilitation funds, when will you have site control? When will construction begin and be completed?
- For all types of funding, what regulatory obstacles, if any, do you anticipate confronting (e.g., tenant displacement, environmental or zoning issues)? How will you overcome these obstacles in a timely fashion?

Note: Applicants are encouraged to begin operations as soon as possible. At a minimum, the 2015 CoC NOFA requires the following:

- *Sponsor-based and project-based rental assistance must execute the grant agreement within 2 years. However, HUD strongly encourages all rental assistance to begin within 12 months of award.*
- *Construction activities must begin within 9 months of the later of signing of the grant agreement or of signing an addendum to the grant agreement authorizing use of grant funds for the project and must be completed within 24 months of the date that construction activities are completed.*

WHERE TO GET THE DOCUMENTS OR HELP YOU MAY NEED

Timeline:

Please refer to the 2016 Marin McKinney-Vento Continuum of Care Process and Timeline for key dates.

HUD Documents:

1. Project application (formerly known as Exhibit 2)

This will be completed online after the recipient (which may be you) completes the Applicant Documentation at: <http://www.hud.gov/esnaps>. E-SNAPS is a difficult system and may not be compliant with all browsers. Please do not wait until the last minute to complete your e-snaps application, as assistance for technical issues is limited. In an emergency, contact Ashley Hart McIntyre at amcintyre@marincounty.org or HomeBase at marin@homebaseccc.org.

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

Available at: <http://portal.hud.gov/hudportal/documents/huddoc?id=2880.pdf>.

Applicant/Recipients: For more information about where to find the Applicant Documents please see Recipient Documents in the HUD TA Manual

HUD TA Resources:

The Notice of Funding Availability in its entirety (for all of the details you might want):

<https://www.hudexchange.info/resource/4688/fy-2015-coc-program-nofa/>

HUD's E-SNAPS Training Modules:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

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

<https://www.hudexchange.info/get-assistance/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

Fax: 415-788-7965

Marin@homebaseccc.org

John Melis, Staff Attorney, (415) 788-7961, ext. 331 or john@homebaseccc.org

GOOD LUCK!