St Joseph/Buchanan, Andrew, DeKalb County Continuum of Care

HUD FY2019 Continuum of Care Competition

Local Process Materials

July 19, 2019

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2019 OVERVIEW OF THE ST JOSEPH COC NOFA PROCESS

RENEWAL PROJECTS PREPARATION

- HomeBase collected APRs printed out of Sage from each renewal applicant, including domestic violence projects which have used a comparable database to collect data.
- HomeBase enters performance data in its PRoject Evaluation and Scoring TOol (PRESTO), including APR data and other information provided by both the applicant and HMIS lead agency.
- PRESTO project summaries will be included in the Review and Rank materials as a part of the local competition.
- HomeBase distribute draft PRESTO program summaries to applicants for review and comment prior to using them in Rank and Review process.

NEW PROJECTS PREPARATION

- Starting at April CoC meeting, the CoC began circulating information about the potential to apply for new project funding, and offering technical assistance to interested agencies.
- After NOFA release, the CoC advertised the new project funding available in this CoC widely by:
  - Circulating information to CoC membership, and asking members to post at their agencies and share widely
  - Distributing information via AFL-CIO Community Services listserv (widely used in this community to advertise grant opportunities and other information, inclusive of 600+ individuals)
  - Posting information on the City's website and on the City's information channel.

ALL PROJECTS APPLICATION PROCESS

- The CoC will host a CoC NOFA Kickoff Training to orient applicants to the process for reviewing and ranking applications, including supplemental local application materials, the scoring tools and relevant dates. Applicants will also have a chance to ask any questions about both the local and HUD application processes. Technical assistance will be available during the application preparation period.
- Qualified, non-conflicted Rank & Review Committee members are being recruited.
- Renewal applicants will submit comments on draft PRESTO project summaries.
- All applicants will submit HUD project applications and local application materials.
- At submission, if there is a lack of eligible new project applications, compared to the amount of funding available, additional new project applications will be sought from the community.
- Rank & Review Committee members will be oriented to the review and ranking process, scoring tools, CoC monitoring procedures, and PRESTO.
  - The CoC has a goal of improving St Joseph CoC's System Performance by strengthening the overall system of care, through data collection, coordination, prioritization and increasing resources available to end homelessness in our CoC. Certain scoring factors relate to specific System Performance Measures (SPM), as enumerated in each factor.
- Rank & Review Committee members will receive all local application and scoring materials and review and score each program's application in PRESTO.
  - Committee members will also review overall performance data of each project and provide feedback about annual performance as part of the CoC's monitoring process.

- o Rank & Review Committee members will keep in mind that performance outcomes will naturally be lower in a more difficult-to-serve population (such as chronically homeless people and homeless people with mental and/or addictive illnesses). However, in the St Joseph CoC in 2019, all renewal projects are permanent housing projects serving people from the prioritized Coordinated Entry list, so the population served may be quite similar among the competing projects.
- The Rank & Review Committee will meet to jointly review project applications. Committee members will individually score applications based on the scoring tools, and scores will be aggregated to create a ranked list.
  - o New project applicants will have a scheduled phone appointment with the Rank and Review Committee to answer any questions about their proposal.
    The Rank & Review Committee will determine if any renewal project should receive a decrease in funding due to substandard performance or utilization of funds. (See Reallocation Policies below.) Any funding captured from an existing project will be made available for reallocation to a new project that meets the requirements in the NOFA.
  - o Any new project that is expanding a renewal project will be scored and ranked like all other new projects, however after project selection and ranking, if the new project is not ranked below the renewal project on the priority list, it will be placed directly below the renewal project on the priority list.
  - o Renewal HMIS projects are a necessary part of this CoC and will be ranked at the bottom of Tier 1 above the straddling project.
  - o Renewal projects that are newly operating and have not yet submitted an APR will be ranked at the bottom of Tier 1 about the HMIS project.
  - o New projects will be ranked in renewal project list according to priority order as determined by Rank & Review Committee.
- Ranked list and scoring results will be sent to applicants with a reminder of the appeals process.
- Appeals, if any, will be considered. (See appeals policy below).
- A final ranked project list will be submitted to the CoC electronically, the CoC will discuss, and non-conflicted members will approve it via e-survey.
- HomeBase will provide technical assistance to all ranked applications to ensure that applications meet HUD technical standards.
- HomeBase will collect all final Project Applications and prepare them for submission to HUD, along with the Priority Listing, as part of the CoC's Consolidated Application.

REALLOCATION POLICIES

REALLOCATION POLICY FOR UNEXPENDED FUNDS

The CoC, Executive Committee and/or Rank & Review Committee will work with grantees that show a history of not expending the full amount of HUD funding are subject to an annual reallocation process as part of the NOFA Rank and Review committee. Specifically: If a program has 10 percent or greater of HUD funds remaining at the end of the program year and has established a 3 year trend of having 10 percent or greater of HUD funds remaining at the end of the program year, the Rank & Review Committee in conjunction with the Executive Committee reserves the right to reallocate a portion of the funds from that program to another program or a new project.

REALLOCATION FOR UNDERPERFORMING PROGRAMS

The CoC, Executive Committee and/or Rank & Review Committee will work with grantees that have been deemed to be underperforming or have had HUD Monitoring findings that call into question the project's ability to meet performance or financial management standards. The CoC will assess the project and set up goals and objectives to bring a failing project up to standards and/or answer any HUD findings. If the agency is unable or unwilling to meet standards or satisfy HUD findings, the CoC will work with the funding agency to mitigate the findings. If the project continues to underperform, cannot meet the stated objectives and goals or cannot comply with HUD findings then that project will be recommended for Reallocation in the next HUD NOFA process.

APPEALS PROCESS

The Rank & Review Committee reviews all applications and ranks them for funding recommendations to HUD. Applicants may appeal the decision by following the process set forth below. All appeals must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed. The decision of the Appeal Panel will be final.

WHO MAY APPEAL

A project may appeal if the Rank & Review Committee recommends a renewal project for full or partial reallocation or for Tier 2, or if a new project is not selected for funding.

INITIATING A FORMAL APPEAL

Any agency desiring to appeal must contact the CoC Chair by August 27, 2019 at 5:00 pm to state its intent to appeal of the Rank & Review Committee's decision regarding their rank. The Formal Appeal must consist of a short, clear, written statement (no longer than 1 page) of the agency's appeal of the Rank & Review Committee's decision. The statement can be in the form of a letter, a memo, or an email transmittal. The Formal Appeal must be transmitted to Collaborative Applicant (or its designee). *The Formal Appeal must be emailed or delivered so that it is received by August 29 at 2:00 pm*

THE FORMAL APPEAL PROCESS

Upon timely receipt of the Formal Appeal, an Appeal Panel will be formed as described below. The Appeal Panel may make inquiries of the Rank & Review Committee members concerning the issues raised in the appeal. The Appeal Panel will meet by telephone or video conference with a representative(s) of the party making the appeal to discuss the issue(s) at an Appeal Hearing set at a date taking in consideration the date the application is due to be filed with HUD. The Collaborative Applicant and/or Appeal Panel may consider the possible effect their decision may have on another agency's rank and contact potentially affected agencies to invite them to become involved in the appeal process and hearing.   The decision of the Appeal Panel will be final.

MEMBERS OF THE APPEAL PANEL

A 3-member Appeal Panel will be selected and can consist of individuals from non-profits, foundations, consumers, government, and private agencies and similar organizations. Representatives will not have a conflict of interest with any of the agencies or parties applying for CoC Program funding as defined by the existing Review and Rank Panel conflict of interest rules.

2019 ST JOSEPH/ANDREW, BUCHANAN, DEKALB COUNTIES

COC NOFA PROCESS AND TIMELINE

Event/ Activity	Responsible	Date/Time	Place	Notes
Draft Project Evaluations	HomeBase	May 22, 2019	Via email	HomeBase provides Draft Project Evaluations for renewal projects to agencies for review.
NOFA Released	HUD	July 3, 2019	N/A	HUD releases the Notice of Funding Availability (NOFA)
NOFA Kickoff Meetings/Trainings for Applicants (with special session for new applicants)	HomeBase	July 19, 2019, 1-2 PM	United Way	Release information about local priorities and HUD guidelines for proposals. Agencies will be given a proposal package and training on how to complete the application.
Project Evaluations Returned to HomeBase	Agencies	July 19-August 14 (but sooner may support your ability to complete project applications better)	Via PRESTO/email	Projects return Draft Project Evaluations with edits.
Agencies write Proposals	Agencies	July 19 - August 14, 2019	N/A	Includes HUD Project Application and local supplemental information.
CoC NOFA Committee meets	HomeBase	TBD	United Way	CoC Application preparation
July CoC Meeting	CoC	July 31, 2019 at 10:00 AM	United Way	Review of System Performance Measures and planning; adoption of policies.
Agency Proposals are due	Agencies	August 14, 2019 at noon	Via email	
Rank & Review Committee Training	HomeBase	August 16, 2019 at TBD	Online/United Way	Rank & Review Committee receives training for scoring projects using PRESTO.
Rank & Review Committee reviews Proposals	HomeBase, Committee	August 16-23, 2019	N/A	Rank & Review Committee reads and scores proposals individually.
Rank & Review Committee meets for Rank & Review	HomeBase	August 23, 2019 at TBD	United Way	Rank & Review Committee meets to discuss proposals and determine how projects will be ranked. Approval of approving ranked list via email vote.
Distribution of Preliminary Priority Listing	HomeBase	By 1:00 PM on August 26, 2019	Via e-mail	Preliminary priority list emailed to agencies.
Notification of Appeal	Agencies	August 27, 2019 at 5:00 pm	Via e-mail	Applicants who intend to appeal their ranking on the Preliminary Priority Listing must notify HomeBase of their intent to appeal.

August CoC Meeting	CoC	August 28, 2019, 10:00 am	United Way	Additional trainings, TBD.
Appeals due	Agencies	August 29, 2019 at 2:00 pm	Via e-mail	Agencies may inspect their scores and formulate a written appeal based on appeal policy.
Appeal Committee meets	Appeal Committee	August 30, 2019 at TBD	Online/TBD	Review appeals and recalculate scores, if necessary.
Priority Listing is distributed to applicants	HomeBase	September 3, 2019	Via e-mail	
CoC approves ranked list	CoC	September 4-6, 2019	Via email	
HomeBase reviews project applications	HomeBase	August 14 - September 16, 2019	N/A	HomeBase works with agencies to finalize project applications for submission.
Final Project Applications to e-snaps	Agencies	By September 16, 2019 at 5:00 pm	Online	Agencies upload final applications to e-snaps, including all necessary attachments.
CoC Consolidated Application Posting	HomeBase	By September 27, 2019	Online	CoC consolidated application is posted on CoC website.
Application is due to HUD	Collaborative Applicant	September 30, 2019	N/A	Application is packaged and submitted to HUD.

Applicant Name	Project Name	Type	Leasing	Rental Assistance	Supportive Services	Operating costs	HMIS	Admin	Units	Total Grant Amount
Catholic Charities of Kansas City-St. Joseph, Inc.	St. Joseph (PH) 2018	PH	$145,425	$0	$49,170	$11,026	$0	$13,465	**0**	**$219,086**
Catholic Charities of Kansas City-St. Joseph, Inc.	Home Plus (PH) 2018	PH	$240,291	$0	$64,777	$5,672	$0	$20,292	**0**	**$331,032**
City of St. Joseph	St. Joseph HMIS Project	HMIS	$0	$0	$0	$0	$42,254	$0	**0**	**$42,254**
Community Missions Corporation	Juda House	PH	$0	$0	$28,800	$67,732	$0	$5,551	**0**	**$102,083**
Community Missions Corporation	St. Joseph's Haven	SH	$0	$0	$31,800	$185,400	$0	$12,485	**0**	**$229,685**
Missouri Department of Mental Health	2018 SCJ - Shelter Plus Care St Joseph	PH	$0	$259,680	$0	$0	$0	$14,978	**30**	**$274,658**
Young Women's Christian Association, St. Joseph, Missouri	Bliss Manor	PH	$0	$0	$17,082	$52,518	$0	$3,418	**0**	**$73,018**
Young Women's Christian Association, St. Joseph, Missouri	Bridges	PH	$0	$110,688	$0	$0	$0	$10,627	**12**	**$121,315**

ST JOSEPH COC

THRESHOLD REQUIREMENTS

If any of the HUD threshold requirements or local threshold requirements are not met, the Review Committee reserves the right to request additional information, amend back for revision, or choose not to consider the application in the ranking process.

A. **Eligible**: Is this project eligible for funding? Is the applicant eligible to receive CoC funding (i.e. valid applicant type, SAM registered, has DUNS number, no outstanding delinquent federal debt, has fully disclosed any violations of Federal criminal law, and no debarments/suspensions)? Is the project type eligible for funding under this CoC NOFA and this CoC's local competition rules? Is the project consistent with the local Consolidated Plan? Will the project be ready to start by HUD's statutory deadlines? Does this project propose to serve an eligible population, with eligible costs? Does the project have adequate match?
   a. HomeBase will be available to help panelists complete this assessment.

B. **Low Barrier and Housing First**: Was the agency able to check off all boxes for "Low Barrier" and "Housing First Approach" box in the project application? Were the project application narratives aligned with Housing First practices?

C. **HMIS Participation**: Does the agency currently participate, or has it acknowledged and agreed to participate, in the HMIS of the CoC or comparable database if a DV provider?

D. **Coordinated Entry Participation**: Does agency actively participate in or will participate in the COC Coordinated Intake meetings? Does the agency have an adequate strategy detailing how they will use Coordinated Entry?

E. **Program Capacity - Financial**: Does the applicant have an accounting system that meets federal standards? Did the applicant provide a current audit (must cover a fiscal period that ended not more than 18 months prior to January of the year in which the application is submitted) and current 990 (must cover the same fiscal period as the audit)?

F. **Projects serving survivors of domestic violence** must demonstrate trauma-informed, victim-centered approaches.

SCORING FACTORS[1]

COMMUNITY NEEDS (30 POINTS)

1. **Unmet Need** (5 points)
   - Will the project address an unmet need by serving an underserved population, providing services that are less available, or serving an underserved geography of the CoC?
   - For DV projects, can the project quantify need?

2. **Does the Agency Participate in the CoC or otherwise support community activities to end homelessness?** (10 points)
   - Has the agency attended at least 75% of CoC meetings from **July 4, 2019 to July 3, 2019** (12 months prior to release of NOFA) or otherwise support community activities to end homelessness?

3. **Bonus Points for Community Need** (up to 15 points total)
   - If the project submitted meets a priority community need, the project will be awarded 15 bonus points.
     Priority Community Needs: housing for survivors of domestic violence, housing for chronically homeless people, housing to meet gap in crisis housing, permanent supportive housing.

IMPROVING SYSTEM PERFORMANCE (60 POINTS)

4. **Population Served** (10 points) (related to SPM 1, 7)
   - Is the population to be served well defined?
   - Will the project prioritize serving project participants with the highest need?
   - Does the applicant or subrecipients (if any) have experience serving the targeted population (including if DV)?
   - Does the applicant or subrecipients (if any) understand the needs of the clients to be served?

5. **Program Design** (10 points) (related to SPM 2, 3, 7b)
   - Will the project meet the needs of program participants?
   - Do the services described and staffing pattern seem adequate and appropriate?
   - Will staff be adequately trained to support the population?
   - Does the applicant or subrecipients (if any) have experience providing housing similar to that proposed in the application?
   - For DV projects, will project meet safety outcomes?

6. **Outreach** (10 points) (related to SPM 1, 4, 5, 7)
   - Does the agency adequately describe a strategy to outreach to special populations that may include LGBT, unaccompanied youth, or families?

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[1] All of the scoring factors in this tool measure projects' anticipated contribution to improving System Performance by strengthening the overall system of care, through data collection, coordination, prioritization and increasing resources available to end homelessness our CoC. Certain scoring factors relate to specific Performance Measures, as enumerated in each factor.

- Does the agency strategy affirmatively further fair housing by providing outreach to special populations?
- Does the agency provide clear strategies that affirmatively further fair housing as detailed in 24 CFR 578.93(c) (see below), and ensure that outreach is conducted to homeless individuals and families who are least likely to request housing or services in the absence of special outreach?

7. **System Performance Improvement: Reduce Length of Time People are Homeless** (10 points) (SPM 1)
   - If PSH: Does the agency provide an adequate strategy to reduce barriers to housing? Does the agency provide an adequate strategy to provide ongoing services? Does the agency provide an adequate strategy to partner with property management?
   - If RRH: Does the agency provide an adequate strategy to identify, recruit and retain landlords? Does the agency provide an adequate strategy to reduce barriers to housing? Does the agency provide an adequate strategy to administer rent and move-in assistance?

8. **System Performance Improvement: Increase Exits to/Maintenance of Permanent Housing** (10 points) (SPM 2, 7)
   - Does the agency provide an adequate strategy to provide supportive services to clients to assist in locating housing and obtaining employment and/or benefits?
   - Does the agency strategy emphasize client choice?

9. **System Performance Improvement: Limit Returns to Homelessness** (10 points) (SPM 2)
   - Does the agency have an adequate strategy for follow up after placement or program exit?

AGENCY CAPACITY (25 POINTS)

10. **Program Capacity** (15 points)
    - Does the applicant have the expertise, staff, procedural, and administrative structure needed to meet all administrative requirements?
    - Does the agency have experience operating similar programs and receiving similar grants, specifically federal grants?
    - Does the agency have a staffing plan that covers both grant management and performance of grant activities?

11. **Agency Compliance** (10 points)
- Does the agency have any outstanding financial audit findings or concerns?
- Does the agency have 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?

TOTAL POSSIBLE POINTS: 115 Points

This portion of the document will be emailed to all interested parties in Word Format.

ST JOSEPH COC FY2019 CONTINUUM OF CARE PROGRAM COMPETITION

NEW PROJECT SUBMISSION CHECKLIST

AGENCY:	
PROJECT NAME:	
CONTACT PERSON'S NAME:	
PHONE:	
E-MAIL:	

ON OR BEFORE NOON ON AUGUST 14:
Please e-mail each of the documents listed below to bridget@homebaseccc.org

LOCAL DOCUMENTS

	☐	This Submission Checklist and Local Application Materials for New Projects form (see page 2-5 of this document)
	☐	Current Audit (covering a fiscal period that ended not more than 18 months prior to January 2019)
	☐	Current 990
If no findings, check here: ☐	☐	**Only if unresolved HUD monitoring findings and/or any history of sanctions imposed by HUD**: Written communication between HUD and the project

HUD DOCUMENTS

	☐	e-snaps HUD Project Application (also known as Exhibit 2)
	☐	e-snaps Applicant Profile
If not applicable, check here: ☐	☐	Applicant Code of Conduct (if not already on HUD's website)
If not applicable, check here: ☐	☐	Non-profit documentation showing applicant and subrecipient eligibility
If not applicable, check here: ☐	☐	**Only if requesting indirect costs and agency has negotiated an approved indirect cost rate**: Approved Indirect Cost Rate Proposal
	☐	Match letters demonstrating eligible match for the project of at least 25%

LOCAL APPLICATION MATERIALS FOR <u>NEW</u> PROJECTS

New project applicants should respond to the following questions and submit this form with their other materials by **August 14 at noon** to bridget@homebaseccc.org. Please note that reviewers will score your project based on this this document together with your HUD Project Application.

Agency	
Project	
Contact Name	
Contact Telephone	
Contact Email	

GENERAL PROJECT INFORMATION

1. What type of project are you applying for?
   - [ ] Permanent supportive housing for chronically homeless people or DedicatedPLUS
   - [ ] Rapid rehousing
   - [ ] Joint Transitional Housing and Rapid Rehousing Component project

2. Which funding are you applying for? (Please check all that apply.)
   - [ ] Bonus funding
   - [ ] Domestic Violence (DV) Bonus funding
   - [ ] Reallocated funding

3. What population do you intend to serve with this project?
   - [ ] Chronically homeless
   - [ ] Survivors of domestic violence
   - [ ] Other: _____
   - [ ] Other: _____

Please check each box to confirm that the following statements regarding eligibility for receiving CoC funding from HUD are true:

ALL PROJECTS (Questions 104 through 117):
- ☐ The applying agency is eligible to receive CoC Program funding.
- ☐ Our agency can demonstrate financial and management capacity and experience to carry out the project and to administer Federal funds.
- ☐ This proposal will serve an eligible population for the project type, as designated by the CoC Program Interim Rule and the NOFA.
- ☐ This project is cost-effective, with costs not deviating substantially from the norm in that locale for similar project activities.
- ☐ This project will participate in HMIS (except for victim service providers who must use a comparable database).
- ☐ The housing and services in this proposal are appropriate to the needs of the program participants and the community.
- ☐ This project adheres to a Housing First model.
- ☐ Project applicants and potential subrecipients with existing grants have satisfactory capacity, drawdowns, and performance for existing grant(s), as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings. If project applicant and subrecipients have no exiting grants, check here ☐**.**
- ☐ For expansion projects, project applicants have clearly articulated the part of the project that is being expanded. Additionally, the project applicants have clearly demonstrated that they are not replacing other funding sources. If not an expansion project, check here ☐**.**
- ☐ This project will meet all timeliness standards per 24 CFR 578.85.
- ☐ The project applicant has no significant issues related to capacity, performance, or unresolved audit/monitoring finding related to one or more existing HUD grants. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on a prior CoC grant. If project applicant and subrecipients have no exiting grants, check here ☐**.**
- ☐ The project applicant has a DUNS number and active registration in SAM
- ☐ This proposal is consistent with the local Consolidated Plan.
- ☐ Agency has no issues with any of the following Federal requirements:
  - o Resolution of Civil Rights Matters
  - o Outstanding Delinquent Federal Debts
  - o Debarments and/or Suspensions
  - o Pre-selection Review of Performance
  - o Sufficiency of Financial Management System
  - o False Statements
  - o Mandatory Disclosure Requirement
  - o Conducting Business in Accordance with Ethical Standards/Code of Conduct
  - o Prohibition Against Lobbying Activities
  - o Equal Protection for Faith-based and Community Organizations

FOR PERMANENT SUPPORTIVE HOUSING AND RAPID REHOUSING PROJECTS (Questions 118 – 121):
- ☐ The type of housing, number, and configuration of units in this proposal will fit the needs of the program participants (e.g., two or more bedrooms for families.)

☐ The type of the supportive services offered (regardless of funding source) in this proposal will help to obtain and retain permanent housing, including all supportive services.

☐ The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).

☐ In this proposal, participants will be assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing).

FOR JOINT TH/PH-RRH COMPONENT PROJECTS (Questions 122 – 126):

☐ The type of housing, number, and configuration of units in this proposal will fit the needs of the program participants (e.g., two or more bedrooms for families).

☐ The proposed project will provide enough rapid re-housing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing. This may be demonstrated by identifying a budget that has twice as many resources for the rapid re-housing portion of the project than the TH portion, by having twice as many PH-RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the population being served by the project.

☐ The type of the supportive services offered (regardless of funding source) in this proposal will help to obtain and retain permanent housing, including all supportive services.

☐ The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).

☐ In this proposal, participants will be assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing).

THRESHOLD EXPLANATION (Question 127):

If you are unable to check one of the boxes above, please provide an explanation (one page limit).

LOCAL ELIGIBILITY REQUIREMENTS FOR ALL PROJECTS (Questions 128 – 131):

Please complete the questions below regarding local project eligibility requirements:

A. **Low Barrier and Housing First**: Will this project operate using a Low Barrier and Housing First model?

☐ **Yes** ☐ **No**

B. **HMIS Participation**: Does your agency currently participate, or do you acknowledge and agree to participate, in the HMIS of the CoC (or comparable database if a DV provider)?

☐ **Yes** ☐ **No**

C. **Coordinated Entry Participation**: Does your agency actively participate in or will your agency participate in the CoC Coordinated Intake meetings?

☐ **Yes** ☐ **No**

D. **Program Capacity - Financial Audit**: Did your agency provide a current audit (must cover a fiscal period that ended not more than 18 months prior to January of the year in which the application is submitted) and current 990 (must cover the same fiscal period as the audit) with your application materials?

☐ **Yes** ☐ **No**

SCORING FACTORS

The page limit for the Scoring Factors section of the application is 5 pages in total, with 1 inch margins and at least 11 point font.

COMMUNITY NEEDS

Scoring Factor 1 (Question 132): As applicable, describe how the project will address an unmet need by serving an underserved population, providing services that are less available, or serving an underserved geography of the CoC. (For DV projects, quantify need for this project.)

Scoring Factor 2 (Question 133): Has your agency attended at least 75% of CoC meetings from July 4, 2018-July 3, 2019 (12 months prior to release of NOFA) or otherwise support community activities to end homelessness? Please describe community activities in detail.

Scoring Factor 3 will be scored based on information in the HUD project application.

IMPROVING SYSTEM PERFORMANCE

Scoring Factor 4 (Question 134): Please describe the population to be served, including how the project will prioritize serving project participants with the highest need. Describe your agency's (and any subrecipient) experience with serving this population and how you understand the needs of the clients to be served.

Scoring Factor 5 (Question 135): Please describe your program design (especially any elements that are not clear in the HUD Project Application form), including specifically:
- How the project will meet the needs of program participants,
- How the services described and staffing pattern will be adequate and appropriate,
- How staff will be adequately trained to support the population,
- Any experience your (and your subrecipient) have providing housing similar to that proposed in the application, and
- For DV projects, how the project will meet safety outcomes.

Scoring Factor 6 (Question 136): Please describe your project's outreach strategy, including specifically:
- Your strategy to outreach to special populations that may include LGBT, unaccompanied youth, or families,
- Your strategy to affirmatively further fair housing by providing outreach to special populations,

- Your strategy to affirmatively further fair housing as detailed in 24 CFR 578.93(c), and ensure that outreach is conducted to homeless individuals and families who are least likely to request housing or services in the absence of special outreach.

Scoring Factor 7 (Question 137 or Question 138): System Performance Improvement: Reduce Length of Time People are Homeless
- If proposing a **PSH** project **(#137)**: Please describe your strategies:
  - To reduce barriers to housing,
  - To provide ongoing services, and
  - To partner with property management.
- If proposing a **RRH** or **TH**-RRH project **(#138)**: Please describe your strategies:
  - To identify, recruit and retain landlords,
  - To reduce barriers to housing, and
  - To administer rent and move-in assistance.

Scoring Factor 8 (Question 139): System Performance Improvement: Increase Exits to/Maintenance of Permanent Housing. Please describe your strategies to:
- Provide supportive services to clients to assist in locating housing and obtaining employment and/or benefits
- Emphasize client choice.

Scoring Factor 9 (Question 140): System Performance Improvement: Limit Returns to Homelessness
- Please describe your strategy for follow up after placement or program exit.

AGENCY CAPACITY

Scoring Factor 10: Program Capacity (Question 141). Please describe how your agency's expertise, staff, procedural, and administrative structure will allow this project all administrative requirements, including any experience your agency has operating similar programs and receiving similar grants and a staffing plan that covers both grant management and performance of grant activities.

Scoring Factor 11: Agency Compliance (Question 142). *This scoring factor will be scored in part based on the audit you submit.*
- Does your agency 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?

  ☐ **Yes**   ☐ **No**

- **(Question 143)** If yes, what steps is the agency taking to resolve the findings or concerns?

ST JOSEPH COC

2019 PRIORITIZATION SCORING SHEET FOR RENEWAL PROJECTS

THRESHOLD REQUIREMENTS

Project must meet all of HUD's threshold requirements for renewal projects (including eligibility requirements). If threshold requirements are not met, the Review Committee reserves the right to request additional information, amend back for revision, or choose not to consider the application in the ranking process.

Local Threshold Requirement:
- **PARTICIPATION IN THE COORDINATED ENTRY SYSTEM (CES) including that** the agency is currently participating in the implementation of CES at the monthly meetings and is both accepting all referrals from CES and currently doing vulnerability assessments and entering them into the HMIS system (or bringing them to the monthly CES meeting)

SCORING FACTORS

CAPACITY AND COMPLIANCE (37 POINTS)

1. **AGENCY CAPACITY:** Does the agency currently have any findings from a HUD monitoring review that have been open for a period greater than six months, for which the agency has missed a HUD-stated deadline or has the agency experienced HUD sanctions in the past year?-*This section is worth up to 6 points*
   - If the agency does not have open findings or sanctions, add 6 points
   - If the agency has an open finding, but has submitted a plan for corrective action to HUD, add 3 points
   - If no plan has been submitted or the agency has sanctions, 0 points and see reallocation policy

2. **HMIS COMPLIANCE (related to all SPM)-*This section is worth up to 6 points***
   - If the agency currently in compliance with HMIS (as determined by HMIS lead), add 2 points
   - If the agency has been in compliance with HMIS (as determined by HMIS lead) for the past year (12 months prior to release of NOFA), add 2 points
   - DV projects: if agency is in compliant with HUD requirements for compliant database, add 4 points.
   - If HIC data was accurate and submitted on time, add 2 points

3. **CoC PARTICIPATION & SUPPORT:** Does the Agency Participate in the CoC?-*This section is worth 5 points*
   - If the agency attended at least 75% of CoC meetings (12 months prior to release of NOFA), add 5 points.

4. **LOW BARRIER AND HOUSING FIRST FOR ALL HOUSING PROGRAMS (related to SPM 1, 3, 7):** *This section is worth up to 10 points based on application and APR information*
   - Was the agency able to check off all boxes for low barrier and project termination allowing the agency to qualify for "Housing First" compliance in the project application?
   - Does the program description in the renewal application have any elements or language that would be in conflict with Housing First and Low Barrier housing policies?
   - Residence prior to entry indicates low barrier/Housing First practices

5. **UNEXPENDED FUNDS:** Amount left from Previous Grant-*This section is worth up to 10 points*
   - If the agency expended all HUD grant funds and made at least quarterly draw downs, add 10 points. The project will lose two points for every percent of the grant remaining. If 5% or more, 0 points will be awarded. If quarterly draw downs are not made, reduce final score by 2 points, without incurring a negative score. *Please note- if the program had greater than 10% of funds remaining at the end of the program year, and has established a 3 year trend of not expending funds, the review committee reserves the right to reallocate a portion of the funds.

PERFORMANCE AND OUTCOMES (80 POINTS)

6. **SYSTEM PERFORMANCE OUTCOME (related to SPM 2, 7)- Housing-***This section is worth up to 20 points*

Permanent Supportive Housing/Safe Haven/Rapid Rehousing: Housing Destination Upon Exit (*The percentage of all leavers who either passed away or exited the program to a permanent housing destination*)
   - If 90% or more of those leaving went to positive destinations (i.e., permanent housing and death) upon leaving, add 10 points
   - If between 85% and 89.9% of those leaving went to positive destinations upon leaving, add 8 points
   - If between 80% and 84.9% of those leaving went to positive destinations upon leaving, add 6 points
   - If between 75% and 79.9% of those leaving went to positive destinations upon leaving, add 4 points
   - If between 70% and 74.9% of those leaving went to positive destinations upon leaving, add 2 points

Rapid Rehousing: Length of Stay
   - If the average length of stay is less than 180 days, add 10 points
   - If the average length of stay is less than 360 days, add 7 points
   - If the average length of stay is less than 540 days, add 4 points.

Permanent Supportive Housing: Permanent Housing Retention or Exit
   - If 95% or more of persons served remained in the permanent housing program as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized), add 10 points

- If between 90 and 94.9% of persons served remained in the permanent housing program as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized), add 8 points
- If between 85% and 89.9% of persons served remained in the permanent housing program as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized), add 6 points
- If between 80% and 84.9% of persons served remained in the permanent housing program as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized), add 4 points
- If between 75% and 79.9% of persons served remained in the permanent housing program as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized), add 2 points

Safe Haven: Positive Housing Outcome
- If more than 90% of those served remained in the housing program housing or exited to a more stable housing destination, add 10 points
- If between 85% and 89.9% of those served remained in the housing program housing or exited to a more stable housing destination, add 8 points
- If between 80% and 84.9% of those served remained in the housing program housing or exited to a more stable housing destination, add 6 points
- If between 75% and 79.9% of those served remained in the housing program housing or exited to a more stable housing destination, add 4 points
- If between 70% and 75.9% of those served remained in the housing program housing or exited to a more stable housing destination, add 2 points

7. **SYSTEM PERFORMANCE OUTCOME (related to SPM 4)- Earned Income for Stayers (***The percentage of adults who remained in the program who maintained the same amount of employment income (unless $0 at entry) or increased their employment income from entry to their most recent annual assessment***) -This section is worth up to 3 points**
- If the agency had 15% or greater of adult stayers that maintained or increased earned income (excluding participants who have been in the program less than a year), add 3 points
- If at least 7% but less than 15% of adults that maintained or increased earned income (excluding participants who have been in the program less than a year), add 1.5 points
- If less than 7% of adults maintained or increased earned income (excluding participants who have been in the program less than a year), 0 points

8. **SYSTEM PERFORMANCE OUTCOME (related to SPM 4)- Earned Income for Leavers (***The percentage of adults who exited the program who maintained the same amount of employment income (unless $0 at entry) or increased their employment income from entry to exit)* -*This section is worth up to 3 points***
- If the agency had 27% or greater of adults that maintained or increased earned income, add 3 points
- If at least 19% but less than 27% of adults that maintained or increased earned income, add 1.5 points
- If less than 19% of adults maintained or increased earned income, 0 points

9. **SYSTEM PERFORMANCE OUTCOME (related to SPM 4)- Non-Employment Cash Income for Stayers (***The percentage of adults who remained in the program who maintained the same amount of non-employment income (unless $0 at entry) or increased their non-employment income from entry to their most* recent annual assessment*) -This section is worth up to 3 points***
    *   If the agency had 26% or greater of adult stayers that maintained or increased non-employment cash income (excluding participants who have been in the program less than a year), add 3 points
    *   If at least 18% but less than 26% of adults that maintained or increased non-employment cash income (excluding participants who have been in the program less than a year), add 1.5 points
    *   If less than 18% of adults maintained or increased non-employment cash income (excluding participants who have been in the program less than a year), 0 points

10. **SYSTEM PERFORMANCE OUTCOME (related to SPM 4)- Non-Employment Cash Income for Leavers (***The percentage of adults who exited the program who maintained the same amount of non-employment income (excluding $0 at entry) or increased their non-employment income from entry to exit*) -**This section is worth up to 3 points**
    *   If the agency had 30% or greater of adults that maintained or increased non-employment cash income, add 3 points
    *   If at least 22% but less than 30% of adults that maintained or increased non-employment cash income, add 1.5 points
    *   If less than 22% of adults maintained or increased non-employment cash income, 0 points

11. **SYSTEM PERFORMANCE OUTCOME (related to SPM 2, 7b)- Mainstream Benefits (not including health insurance) (***The percentage of adults with at least one non cash benefit at exit or follow up assessment (excluding stayers* not yet required to have an assessment**)- This section worth up to 8 points**
    *   If at least 85% of the participants receive non-cash mainstream benefits, add 8 points
    *   If between 60% and 85% of participants receive non-cash mainstream benefits, add 4 points

12. **SEVERITY OF NEEDS-***This section is worth up to 10 points**
    *   If at program entry, more than 50% of adults have no earned or unearned income, add 5 points
    *   If the program serves other populations with severe needs or vulnerabilities with strong outcomes, add 5 points. Such populations may include:
        o   Current or past substance use,
        o   Criminal record (esp for certain infractions),
        o   Survivor of domestic violence,
        o   LGBTQ status,
        o   Significant health or behavioral health challenges that impede housing maintenance,
        o   High utilization of crisis/emergency services,
        o   Unsheltered youth/children,
        o   Vulnerability to illness/death,
        o   Vulnerability to victimization (e.g. trafficking, sex work).
        For example, projects serving survivors of domestic violence, dating violence, sexual assault, trafficking, stalking, or other persons that meet the definition of homeless in Category 4, must show they improve safety for the population they serve.

13. **Cost Effectiveness- Cost Per Service-***This section is worth up to 6 points*
    - Is the cost per permanent housing outcome consistent with the type of programming provided? Add 3 points
    - Is the cost per household served consistent with the type of programming provided? Add 3 points

14. **Chronic Prioritization and Dedication-***This section is worth up to 3 points*
    - If 90-100% of turnover beds are prioritized for use by the chronically homeless, add 15 point
    - If 75-90% of turnover beds are prioritized for use by the chronically homeless, add 5 points
    - If less than 75% of turnover beds are prioritized for use by the chronically homeless, 0 points

15. **Utilization Rate (related to SPM 1, 3)-***This section is worth up to 4 points*
    - If the average daily bed utilization rate is more than 90%, add 2 points
    - If the average daily bed utilization rate is between 80% and 90%, add 1 point
    - If the average unit utilization rate is more than 90%, add 2 points
    - If the average unit utilization rate is between 80% and 90%, add 1 point

TOTAL POSSIBLE POINTS: 100

This portion of the document will be emailed to all interested parties in Word Format.

RENEWAL PROJECT SUBMISSION CHECKLIST

AGENCY:	
PROJECT NAME:	
CONTACT PERSON'S NAME:	
PHONE:	
E-MAIL:	
FAX:	

ON OR BEFORE NOON ON AUGUST 14:

Submit comments on draft project evaluations (PRESTO reports) for your project to bridget@homebaseccc.org

ON OR BEFORE NOON ON AUGUST 14:

Please e-mail each of the documents listed below to bridget@homebaseccc.org

LOCAL DOCUMENTS

☐	This Submission Checklist and Local Application Materials for Renewal Projects form (see page 2-5 of this document)
☐ If no findings, check here: ☐	**Only if unresolved HUD monitoring findings and/or any history of sanctions imposed by HUD**: Written communication between HUD and the project

HUD DOCUMENTS

☐	e-snaps HUD Project Application (also known as Exhibit 2)
☐	e-snaps Applicant Profile
☐ If not applicable, check here: ☐	Applicant Code of Conduct (if not already on HUD's website)
☐ If not applicable, check here: ☐	Non-profit documentation showing applicant and subrecipient eligibility
☐ If not applicable, check here: ☐	**Only if requesting indirect costs and agency has negotiated an approved indirect cost rate**: Approved Indirect Cost Rate Proposal

ST JOSEPH COC FY2019 CONTINUUM OF CARE PROGRAM COMPETITION

LOCAL APPLICATION MATERIALS FOR <u>RENEWAL</u> PROJECTS

Renewal project applicants should respond to the following questions for each renewal project and submit this form with their other materials by **August 14 at noon** to bridget@homebaseccc.org**.**

Agency	
Project	
Contact Name	
Contact Telephone	
Contact Email	

1. Threshold Requirements

Please check each box to confirm that the following statements are true:

☐ The project applicant's performance meets the plans and goals established in the initial application (as amended).

☐ The project applicant demonstrated all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met.

☐ The project applicant's performance assists program participants to achieve and maintain independent living.

☐ The project applicant has been willing to accept technical assistance, has not had a history of inadequate financial accounting practices, has no indications of project mismanagement, has not had a drastic reduction in the population served, has not made program changes without prior HUD approval, and has not lost a project site.

☐ Project meets HUD threshold requirements for renewal projects including that the project has **none** of the following:

- Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- Audit finding(s) for which a response is overdue or unsatisfactory;
- History of inadequate financial management accounting practices;
- Evidence of untimely expenditures on prior award;
- History of other major capacity issues that have significantly impacted the operation of the project and its performance;

- History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; or
- History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

☐ Applicant's past performance in managing funds reflects:
- The ability to account for funds appropriately
- Timely use of funds received from HUD
- Timely submission and quality of reports submitted to HUD
- That projects meet program requirements
- That projects meet performance targets as established in the grant agreement
- Strong organizational capacity, including staffing structures and capabilities
- That timelines for completion of activities and receipt of promised matching or leveraged funds are met; and
- That the correct number of persons to be served or targeted for assistance is served.

☐ The project applicant is currently participating in the implementation of CES at the monthly meetings and is both accepting all referrals from CES and currently doing vulnerability assessments and entering them into the HMIS system (or bringing them to the monthly CES meeting).

2. Threshold Explanation

If you are unable to check one of the boxes above, please provide an explanation (one page limit).

3. HUD Monitoring

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

☐ **Yes**   ☐ **No**

4. Sanctions

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

☐ **Yes**   ☐ **No**

5. Sanctions Explanation

If yes to either (1) or (2) above, please provide 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 limit).

6. **Low Barrier and Housing First**

Does your CoC project application state that your agency qualifies as Housing First in your Project Application (including, specifically, on Page 3B of the application)?

☐   **Yes**   ☐   **No**

7-13. Unexpended Funds (Questions 7 through 13)
   a. Please complete this chart:

FY2014 CoC Grant Amount	
FY2014 Total Amount Expended	
FY2015 CoC Grant Amount	
FY2015 Total Amount Expended	
FY2016 CoC Grant Amount	
FY2016 Total Amount Expended	
FY2017 CoC Grant Amount	
FY2017 Total Amount Expended (if grant year is finished)	

   b. Please list the dates that you drew down funds from eLOCCS during your most recently completed grant operating year:
   -
   -
   -
   -

14. **Program Budget:** Please provide your total program budget for this project during your most recently completed grant year (including all resources that support the project, not just CoC resources): _____   (This number will support cost-effectiveness calculations related to scoring factor 13.)

15. **Context:** Per the scoring sheet, the Rank and Review Committee will be provided with:
   a. Information from the CoC Chair and HMIS Lead about HMIS compliance (scoring factor 2) and CoC participation (scoring factor 3), and
   b. Information about performance outcomes for your project based on your most recently completed APR (which will inform scoring for scoring factors 4 - 15).

   If you would like to provide additional information that may inform the Rank and Review Committee about your agency's performance on these scoring factors, you may provide a narrative to supplement. Applicants can use this opportunity to provide the Rank and Review Committee members explanatory or qualifying information regarding those scoring factors on which their project may not score perfectly and to encourage members to exercise discretion in changing the scores for those factors.   Applicants may use data and past performance information to support their arguments, including, e.g., information regarding the special nature of the population served, unusual or unforeseeable circumstances beyond the project's control, or other reasons the project's data does not adequately reflect its work. (Please keep your answer to less than two pages.)