

Date: July 20, 2018

To: NorCal Continuum of Care Partners (CA-516)

From: Torri Cardilino, Program Manager

Re: 2018 NOFA and Rating/Ranking Process for HUD Continuum of Care Funding

**Background:** The Continuum of Care (CoC) Program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

**2018 NOFA:** The HUD Continuum of Care (CoC) Notice of Funding Availability (NOFA) for federal fiscal year 2018 was released on June 18, 2018. Based on recent communications with HUD, NorCal CoC applicants are eligible for a combined total of approximately \$482,000 for new and renewal 2017 Continuum of Care projects. A total of \$317,347 is approved for renewal projects. The following funds are available for NEW projects:

- A total of **\$61,809 in bonus funding** is competitively available for one or more permanent supportive housing projects serving 100% chronically homeless persons or dedicated HMIS services.
- A total of **\$103,015 in DV bonus funding** is competitively available for up to two projects serving victims of domestic violence.
- Additional funds *may* be available through reallocation

Local application guidance for both new and renewal projects is attached to this Request for Proposals (RFP). Prospective applicants should review the Continuum of Care NOFA in full at

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

Please also review the provisions of this local RFP in full, and note the local and final deadlines as follows:

Renewal/New Applicant Questionnaires  
Local Submissions in E-Snaps  
Final Submission by CoC

August 8, 2018  
August 17, 2018  
September 17, 2018

# Contents

- Submission Timeline & Local Deadlines ..... 3
- Tiered Submission..... 3
- New Bonus Projects..... 4
- Tier 2 Funding ..... 5
- Renewal Projects..... 5
- Administrative Expenses..... 5
- Mandatory Bidder’s Conference ..... 6
- Local Submission Deadline ..... 6
- Materials to be Submitted to the CoC ..... 6
- New Project Scoring ..... 6
- New Project Rating & Ranking ..... 7
- Appeals ..... 7
- Technical Assistance Sessions ..... 7
- Questions ..... 8
- Recommended Steps..... 8
- Resources ..... 8
- Attachment 1 – Detailed Timeline ..... 10
- Attachment 2 – Renewal/Reallocation Questionnaire ..... 11
- Attachment 3 – Scoring Criteria..... 12
- Attachment 4 – Supplemental Questionnaire ..... 15
- Attachment 5 – What’s New in FY2018 COC Competition ..... 19

## Submission Timeline & Local Deadlines

In the annual CoC competition, all applications are submitted as a single, consolidated application. Thus, both local and final submission deadlines are needed. The final local submission is **August 17, 2018**. The 2018 Continuum of Care Application Detailed Timeline (Attachment 1) ensures the collaborative application is complete and ready for submission by the final submission deadline of **September 18, 2018**.

A brief **Renewal/Reallocation Questionnaire** is required to confirm renewal applicants’ intent to apply for funding, and to ascertain whether funds are available for reallocation, beyond those currently identified. The form is **due August 8, 2018** and appears in this RFP as Attachment 2.

New project funding using HUD’s electronic application system, *e-Snaps*. **All new applications must submit the Supplemental Questionnaire (Attachment 4) outside of e-Snaps by 4:30 pm on August 8, 2018.** A Rating & Ranking Committee will review submissions for new projects on August 10, 2018 and bring funding recommendations to the CoC Executive Board via email on August 10, 2018. The CoC Executive Board will make the final decision on new bonus project(s), and additional project(s) to be created with bonus funds or **reallocated funds**, if available. Final scores and selections will be posted on Shasta County Department of Housing and Community Action Programs website, as well as additional websites throughout the CoC region, no later than August 31, 2018. Once all sites are identified, notification will go out to all applicants and the CoC General Membership.

**All full project applications (both new and renewal) must be submitted in e-Snaps by 11:59 p.m., Pacific Standard Time on August 17, 2018.**

Between August 18<sup>th</sup> and September 12<sup>th</sup>, the CoC Executive Board will review all approved project applications, and applicants will have the opportunity to make technical corrections to project applications prior to final submission.

## Tiered Submission

Continuums of Care are responsible for prioritizing projects and placing all submitted projects into one of two tiers. Projects placed in Tier 1 will be funded first, from HUD’s FY2018 allocation of \$2.1 billion dollars. Projects placed in Tier 1, are virtually guaranteed funding, assuming they pass threshold review by HUD.

HUD has determined that Tier 1 funding will be equal to the Annual Renewal Demand minus 6 percent, or \$298,306. The remaining 6% must be prioritized into a second tier, which will be funded on a nationally competitive basis.

As of the date of this RFP, we anticipate the following funding levels in each tier:

Annual Renewal Demand (ARD)		\$317,347
Anticipated Tier 1 funding (ARD minus 6%)	\$298,306	
Anticipated Tier 2 funding (6% of ARD)	\$19,041	
Continuum of Care Planning Grant		\$30,905

<b>DV Bonus Projects</b>	\$103,153
<b>New Bonus Projects</b>	\$61,809
Reallocated Funds (this amount may increase)	\$0
<b>Total potential Continuum funding</b>	<b>\$513,214</b>

## New Bonus Projects

In 2018, bonus funding is available in the amount of \$61,809 for one or more new projects that meet the criteria listed below. Bonus projects will be scored separately from renewal projects in the national competition.

Threshold requirements for Bonus Projects are summarized below. Please read the full CoC NOFA for details. Eligible Bonus Projects include:

- Permanent Supportive Housing (PSH) projects that serve 100% chronically homeless individuals or families or meet the requirements of DedicatedPlus as defined in Section III.C.3.F. of the NOFA.
- Joint Transitional Housing-Rapid ReHousing projects which include transitional housing and permanent housing-rapid rehousing in a single project to serve individuals and families experiencing homelessness, including domestic violence. Joint TH-RRH projects serving 100% chronically homeless will be given priority.
- Dedicated HMIS projects which will expand HMIS funding across all seven counties within the CoC region.
- Street Outreach – Coordinated Entry: SSO Projects for Coordinated Entry (SSO-CE) to implement policies, procedures, and practices that equip the CoC’s coordinated entry to better meet the needs of homeless persons in the seven county CoC region.
- Bonus projects may include expansion of existing CoC-funded PSH Projects.
- Project applicant does not have any open monitoring findings or a history of slow expenditure of grant funds (e.g., funds left unspent at contract year-end).
- The type, scale, and location of the housing fit the needs of program participants,
- The type and scale of the supportive services fit the needs of participants.
- A specific plan is in place to ensure program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply.
- Program participants must be assisted to obtain and remain in permanent housing in a manner that fits their needs.
- Applicant must agree to accept referrals solely from the CoC’s Coordinated Entry System.

New Bonus projects will also be scored nationally on the criteria below, therefore these criteria are incorporated into the local scoring (see Attachment 3).

- Prioritizing the Highest Need per *Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing*, issued July 25, 2016.

- A Housing First model must be adequately described in the project narrative as well as collaboration with Coordinated Entry. Local Applicants are required to complete **Attachment 4 – Supplemental Questionnaire**.
- Ending Family, Youth, and Veteran Homelessness remain funding criteria both locally and for HUD.
- Affirmatively Furthering Fair Housing as detailed in Affirmatively Furthering Fair Housing Final Rule.
- Maximizing use of mainstream resources for supportive services, especially Medicaid-financed services and/or formal partnerships with Medicaid-billable providers (such as Federally Qualified Health Centers).

**Applicants for Bonus funds are strongly advised to review and understand the grant terms, especially those described on pages 27-38 of the NOFA. Additional eligible projects (such as expansion projects, consolidated projects, and transition projects) are described in Attachment 5 – “What’s New in FY 2018”.**

## Tier 2 Funding

The NOFA requires that the CoC put \$19,041 of existing funding at risk in a second tier. Tier 2 projects will be funded on a nationally competitive basis. The CoC must place one or more projects either fully or partially funded into Tier 2. At this time, no CoC Projects have been recommended for eliminated or reduced funding; however, \$19,041 must be placed into Tier 2 from existing projects (excluding mandated projects such as Coordinated Entry and HMIS).

Applicants for renewal projects are required to submit a **mandatory Renewal/Reallocation Questionnaire**, to confirm their intent to apply for all contracted and approved funds, and/or **to offer funds for reallocation**. The Renewal/Reallocation Questionnaire is due August 8, 2018 (see Attachment 2). Hopefully, the full amount of \$19,041 can be identified through this voluntary process. **HUD rewards CoC’s that reallocate funding, thereby increasing the chance of receiving funding for all projects and the Bonus Projects/DV Bonus Projects.** If this is not possible, staff will bring to the CoC Executive Board a proposed strategy for placement of projects into Tier 2.

## Renewal Projects

Per HUD guidance, **renewal projects will be assigned a priority number** based on the results of project evaluations conducted by the Rating and Ranking Committee. The highest performing/highest need projects will be placed at the top of the project listing, and the lowest performing/lowest need projects will be placed at the bottom of the list. Renewal projects supporting required system infrastructure, such as HMIS and Coordinated Entry Intake renewals will be prioritized into Tier 1 following all Tier 1 housing projects. **DV Bonus projects will be given a unique ranking number per the CoC NOFA.** The CoC Executive Board will make final determination on rankings at its August 24, 2018 meeting. **Additionally, all new projects must submit the Supplemental Questionnaire, Attachment 5, by August 8, 2018 outside of e-Snaps.**

## Administrative Expenses

In this funding cycle, both new and renewal project applicants may claim up to 7% of the CoC total project budget, for administrative expense.

## Mandatory Bidder's Conference

A **Mandatory Bidder's Conference for NEW Projects** will be held **Thursday, August 2, 2018 from 11 am until 1 pm** at Shasta County Department of Housing and Community Action Programs, 1450 Court Street, Suite 108, Redding, CA 96001. The Bidder's Conference will address Continuum of Care funding regulations and options for using available funds.

## Local Submission Deadline

All projects approved for submission – new bonus and reallocation (if applicable) projects and all renewal projects – must be submitted in e-Snaps by **11:59 pm, Friday, August 17, 2018**.

## Materials to be Submitted to the CoC

In addition to the e-Snaps submission, **agencies that are new to the CoC funding process** must submit the following documents:

- Applicants most recent fiscal audit, with accompanying management letter
- Materials from the most recent Board of Directors meeting approving application submission
- Organizational Chart
- List of 3 funder references
- Current strategic plan (if applicable)
- Supplement Questionnaire

Please submit the above materials to the Torri Cardilino by email to [tcardilino@co.shasta.ca.us](mailto:tcardilino@co.shasta.ca.us) by **Wednesday, August 8, 2018 at 4:00 pm**. Applicants may deliver required electronic documents on a flash drive by the same deadline to: Shasta County Housing and Community Action Programs 1450 Court Street, Suite 108 Redding, CA 96001, Attention: Torri Cardilino.

**Renewal Projects must submit the 2018 Renewal/Reallocation Questionnaire, Attachment 2**, via email by **Wednesday, August 8, 2018 at 4:00 pm**.

**All full applications – both new and renewal – must be submitted within e-Snaps by 11:59 pm, Friday, August 17, 2018.**

## New Project Scoring

The scoring schema is organized into four areas (total points 100):

- Ending Chronic Homelessness & HUD Priorities – 34 points
- Project Design & Description – 26 points
- Budget and Cost Effectiveness – 20 points
- Organizational Capacity & Experience – 20 points

This schema is designed to maximize the chances of both Bonus and Tier 2 New and Renewal projects being awarded. It incorporates HUD's key policy priorities for the 2018 CoC Competition, including policies outlined in the *Opening Doors* federal strategic plan to prevent and end homelessness. **All new projects must complete and submit the Supplemental Questionnaire, Attachment 4.**

**New in 2018:** Scoring for DV Bonus Projects will follow the same scoring schema as new projects created through reallocation or PSH Bonus Project funding. Agencies serving victims of domestic violence projects will be scored on non-identified data submitted through a comparable database.

*As noted previously, the CoC Executive Board may elect to place a PSH Bonus Project into Tier 1. The experience of the past two competitions indicate a Bonus project is less likely to be awarded if placed into Tier 2. Bonus Projects will be ranked with a unique identifier per the CoC NOFA.*

*Only applicants new to the CoC process need to submit financial and organizational materials. New projects will be scored on agency capacity.*

## New Project Rating & Ranking

New projects will be scored by an impartial CoC Rating and Ranking Committee on August 10, 2018. The Committee's recommendation will be brought to the CoC Board for final approval on August 24, 2018.

Selected projects and final priorities will be announced through websites no later than **Friday, August 31, 2018** at websites that will be made available by email. Letters will be sent to all new projects applicants by August 13, 2018 to communicate whether projects are accepted or rejected, their priority placement, and the reasons for these determinations.

## Appeals

Due to necessary technical review, rating and ranking, and the extremely short timeline before final submission, the CoC Executive Board's selection of projects to be included in the CA-516 Consolidated application will be **final**.

Consistent with HUD rules, an organization may appeal the Rating and Ranking Committee's decision not to include it in the CA-516 Consolidated application and submit a solo application to HUD, if that application is submitted by the competition deadline of September 18, 2018. Applicants appealing this decision may seek technical assistance for solo application via the CoC Competition webpage at <https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/> and the "Ask a Question" function at <https://www.hudexchange.info/program-support/my-question/>. If HUD finds that the solo applicant was not permitted to participate in the Continuum of Care process in a reasonable manner, then HUD may award the grant to that solo applicant and may direct the CoC to take remedial steps to ensure reasonable participation in the future. HUD may also reduce the consolidated award to CA-516.

## Technical Assistance Sessions

A Technical Assistance Session on the e-Snaps electronic submission system will follow the Mandatory Bidder's Conference for new projects, **Thursday, August 2, 2018**. The technical assistance session is open to all applicants (new or renewal). **New applicants should obtain a DUNS number and begin SAM registration prior to this session.** See Recommended Steps below, for DUNS and SAM guidance.

This technical assistance session is designed to improve the quality of the CA-516 CoC submission as a whole. Those with e-Snaps experience are expected to assist newer applicants in this collaborative application, either through the technical assistance session or via one-on-one help. *The published meetings are the only time CoC staff will be available for in-person assistance prior to technical corrections and it is **strongly recommended that those preparing applications attend.***

## Questions

All questions can be directed to Torri Cardilino at (530) 245-6431 or via email at [tcardilino@co.shasta.ca.us](mailto:tcardilino@co.shasta.ca.us).

## Recommended Steps

Potential applicants are urged to take the following steps as soon as possible:

1. To receive up to date information about the 2018 Continuum of Care NOFA, join a listserv at <http://icfi.us5.list-manage.com/subscribe?u=87d7c8afc03ba69ee70d865b9&id=f32b935a5f>.
2. Obtain a DUNS number by phone at 866-705-5711 or online at <http://fedgov.dnd.com/webform>.
3. Register with the federal government's System for Award Management (SAM) at <https://www.sam.gov/portal/public/SAM/>. Note: A DUNS Number and SAM assistance document is located at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resouces>. (see General Resources tab)
4. Set up an individual user profile on the e-Snaps electronic application site, <https://esnaps.hud.gov/grantium/frontoffice.jsf>. E-snaps guidance can be located at <https://www.hudexchange.info/programs/e-snaps/>.
5. If there have been changes to the Authorized Representative since your last application, please see the Authorized Representative Resource at <https://www.hudexchange.info/resource/2906/instructions-for-updating-coc-project-applicant-authorized-representative/>. **It can take several weeks to complete this change, please do not delay.**
6. Once you have obtained a DUNS number and registered with SAM, set your organization up on the e-Snaps site on the Applicants tab. This is comparable to the SF-424 cover sheet submitted with every other federal grant. This process will be covered at the technical assistance session; tutorials are also available at <https://www.hudexchange.info/programs/e-snaps/>.

## Resources

The full FY2018 Continuum of Care NOFA is available at:

<https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/>

Also review:

- FY 2018 CoC Program NOFA Policy Requirements and General Section: <https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices/#regulations>
- Notice on Prioritizing Persons Experience Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status, at: <https://www.hudexchange.info/resources/documents/notice-cpd-16-11-prioritizing-persons-experiencing-chronic-homelessness-and-other-vulnerable-homeless-persons-in-psh.pdf>
- Notice on Affirmatively Furthering Fair Housing: <https://www.hudexchange.info/resources/documents/FR-Notice-AFFH-AI-Notice.pdf>
- The Continuum of Care Program Interim Rule can be found at:



<https://www.gpo.gov/fdsys/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml#seqnum578.99>

- E-Snaps, the online submission system, can be accessed at:  
<https://esnaps.hud.gov/grantium/frontoffice.jsf>.
- A series of useful tutorials on the e-Snaps electronic submission system are at:  
<https://www.hudexchange.info/programs/e-snaps/>
- HUD regularly updates its Frequently Asked Questions (FAQs) at:  
<https://www.hudexchange.info/e-snaps/faqs/> and <https://www.hudexchange.info/coc/faqs/>
- Opening Doors: Federal Strategic Plan to Prevent and End Homelessness:  
[http://usich.gov/opening\\_doors/](http://usich.gov/opening_doors/)

## Attachment 1 – Detailed Timeline

Date	Action
June 18	NOFA for FY18 Funds Released
July 24	Local NOFA Released issued including new funding availability and Renewal/Reallocation forms
August 2	<b>Mandatory Bidder’s Conference</b>
August 8	<b>Renewal Questionnaire (Attachment 2) and Supplemental Questionnaire (Attachment 4) due</b>
August 10	Rating and Ranking Committee to meet
August 17	<b>New and Renewal submissions due in e-Snaps by 11:59 pm</b>
August 24	<b>All projects and rating and ranking review submitted to CoC Executive Board for approval</b>
August 31	Publication of projects and priority listings published on websites throughout CA-516 region.
August 24 – September 12	Technical review/corrections, priority ranking & Consolidated Plan certifications
September 18	<b>Final Consolidated Application due in e-Snaps.</b>

## Attachment 2 – Renewal/Reallocation Questionnaire

A completed, signed questionnaire must be received at Shasta County Department of Housing and Community Action Programs, 1450 Court Street, Suite 108, Redding, CA 96001 no later than 4:00 pm on August 8, 2018. Email scanned questionnaires to: [tcardilino@co.shasta.ca.us](mailto:tcardilino@co.shasta.ca.us)

1. Applicant Organization:

2. Contact Name:                      Phone                                      Fax                                      Email

3. Intent to Apply for Renewal Funds:

We intend to apply for renewal of the follow project(s) (please name separately):

Name of Project:                                      Award Amount:

Name of Project:                                      Award Amount:

Name of Project:                                      Award Amount:

Name of Project:                                      Award Amount

**OR**

4. **Reallocation:** Would you consider reducing all or part of the funding for any project?  NO

Yes, all (specify amount) \$\_\_\_\_\_                       Yes, part (specify amount) \$\_\_\_\_\_

Reductions in renewal requests can be reallocated to a new Permanent Housing project or to HMIS. If a renewal request is reduced, objective and numbers served can also be reduced from previous contract levels. For more information, consult the NOFA and/or call Torri Cardilino at 245-6431.

5. If yes, please complete the following:

5a. Current HUD contract number(s) of the grant(s) to be reduced:

5b. Component of the grant to be reduced (leasing, housing operations, supportive services, etc.):

5c. Reason for reducing your request and the impact on level of service:

5d. If applicable, please attach a proposed budget revision.

\_\_\_\_\_  
Executive Director Name                      Executive Director Signature                      Date

## Attachment 3 – Scoring Criteria

### For New Permanent Supportive Housing Projects and DV Bonus Projects

Measurement	Possible Points
<b>HUD Priorities: Ending Chronic Homelessness and Reducing Length of Time Homeless, Housing First, Housing Stability, Income Growth, and Mainstream Resources: (To meet threshold eligibility, 100% of participants must be Chronically Homeless)</b>	<b>34</b>
<p>1. Housing Stability:</p> <p><i>Scoring methodology: 6 points available. Highest percentage of project participants remaining permanently housed at year-end earns fully points; the 6 points are prorated from highest of lowest percentage of project participants permanently housed at year end, to lowest. For example, if the high is 100% remained in permanent housing at project year-end or exit, and the low is 20% permanently housed, the 100% proposal earns 6 points and the 20% proposal earns 1.2 points.</i></p>	6 – staff will calculate
<p>2. Reducing length of time homeless.</p> <p><i>Scoring methodology: 6 points available for reducing length of time homeless in all agency ES and TH programs from 10/1/16 – 9/30/17 as measured by staff analysis of System Performance Measures. An average of 100 or less days homeless prior to PH earns full points; 101-115 days earns 5 points; 116-129 earns 4 points; 130-149 earns 3 points; 150 – 169 earns 2 points; 170 – 200 days earn 1 point.</i></p> <p><b>*** For Victim Service Providers – this will be measured by analyzing non-identifying data submitted from victim service providers for the same time period and exiting from ES or TH Programs</b></p>	6 – staff will calculate
<p>3. Increase in earned income</p> <p><i>Scoring methodology: 3 points available for the highest percentage of project participants increasing employment income. Highest rate of income growth for participants at exit earns full points. For example, if 30% of individuals is the high rate and the lowest rate is 5%, the high score earns 3 points and the low score earns .06 points. .</i></p>	3 – staff will calculate
<p>4. Increase in other income</p> <p><i>Scoring methodology: 3 points available for the highest percentage of project participants increasing employment income. Highest rate of income growth for participants at exit earns full points. For example, if 30% of individuals is the high rate and the lowest rate is 5%, the high score earns 3 points and the low score earns .06 points. .</i></p>	3 – staff will calculate
<p>5. Housing First approach and Coordinated Entry: A HF approach identifies, engages, and connects homeless persons with the highest level of need; and works to eliminate any barriers to housing in front of the people that need our help the most. Extent to which narrative reflects how the agency is working to implement a Housing First approach.</p> <p><i>Scoring methodology: Please see the local questionnaires on Housing First. Reviews will award 0.5 points for each item effectively addressed for 10 questions. 5 points awarded for agency narrative in supplemental questionnaire that specific information on accepting new clients, exiting clients, lack of preconditions to entry,</i></p>	10

<i>reducing barriers, and addressing situations where housing is jeopardized and compliance with Coordinated Entry.</i>	
<p>6. Maximizing the use of mainstream resources: Agency plan and commitment to a specific for assisting eligible participants with mainstream health, social, and employment programs.</p> <p><i>Scoring methodology: 6 points prorated for a commitment of up to 100% of participants linked to mainstream resources in new PSH projects. (A 100% commitment earns 6 points; a 75% commitment earns 4 points; a 50% commitment earns 3 points; a 25% commitment earns 2 points; a 10% commitment earns 1 point)</i></p>	6 – staff will calculate
<b>Measurement</b>	<b>Possible Points</b>
<b>Project Design &amp; Description</b>	<b>26</b>
<b>Narrative</b> is understandable; project design reflects experience of applicant in working with proposed population; applicant understands client needs; type and scale and location of the housing fit population being served; how clients are assisted in receiving mainstream benefits; performance measurement indicators for housing and income meet HEARTH/CoC benchmarks; plans to assist clients with rapidly obtaining permanent housing is clear and accessible.	<b>10</b>
<p><b>Bonus:</b> projects target youth 18-24 (per HUD priorities).</p> <p><i>Scoring methodology: 3 points prorated by the percentage of proposed participants who are ages 18-24. (100% of participants earns 3 points; 50% of participants earns 1.5 points)</i></p>	<b>3</b>
<p><b>Bonus:</b> projects prioritizes veterans who are ineligible for VA services (per Federal Strategic Plan priorities).</p> <p><i>Scoring methodology: 3 points prorated by the percentage of proposed participants who are veterans ineligible for VA services. The description of this population must be evident in the project narrative to receive bonus points (100% of participants earns 3 points; 50% of participants earns 1.5 points.)</i></p>	<b>3</b>
<b>Project Readiness:</b> plan for opening services and housing is understandable, realistic, and timely (i.e. open within 90 days of contract execution). Extent to which narrative addresses expedited plan for housing placement after technical submission of contract (within 60 days, 120 days, 180 days).	<b>10</b>
<b>Measurement</b>	<b>Possible Points</b>
<b>Budget &amp; Cost Effectiveness</b>	<b>20</b>
<p><b>Budget:</b> Up to 8 points for a budget that is reasonable and meets threshold requirements for eligible expenses. Line item narratives document how CoC funds request are essential to helping people becoming permanently housed. Cash match is adequate, from appropriate sources, and accurately calculated.</p> <p><b>*** A 2 point bonus is available for projects that demonstrate at least 10% of services funding from other “mainstream” federal programs as possible in narratives and budget section (i.e. Medi-Cal funding of services).</b></p>	<b>10</b>

<p><b>Cost Effectiveness:</b> Total Project Budget (including estimated match) + number projected to achieve housing performance measures defined in the project application.</p> <p><i>Scoring methodology: 5 prorated points; lower cost per successful projected housing outcome receives full points. The difference between the highest cost and the lowest cost per success outcome is spread over the 5 points to create a deduction factor per added dollar cost.</i></p>	<p><b>5 – staff will calculate</b></p>
<p><b>Financial Audit and Health:</b> Scoring based on most recent audit including identification of “low risk”, number (if any) of findings, documented match, etc.</p> <p><i>Scoring methodology: 5 points = no findings, timely audit, documented match, 3 points = one finding in past 3 years, inaccurate/inconsistent match, 0-1 point= multiple findings, late audit, etc.</i></p>	<p><b>5 – staff will calculate</b></p>
<p><b>Measurement</b></p>	<p><b>Possible Points</b></p>
<p><b>Organizational capacity and experience:</b> Relevant experience of the project applicant and partners, as described in the e-Snaps submission and via review of CoC or separately submitted organizational materials.</p>	<p><b>20</b></p>
<p><b>Collaborative Effort:</b> Participation in the Continuum of Care Working Groups over past 12 months.</p> <p><i>Scoring Methodology: 5 points for attendance at all monthly meetings, count participation, participation in 4 or more work groups, and 4 or more Coordinated Entry Meetings. 4 points for attendance at 75% of all monthly meetings, count participation, participation in 3-4 work groups, and 3 or more Coordinated Entry Meetings. 3 points for attendance at 50% of all monthly meetings, count participation, participation in 2-3 work groups, and 2 or more Coordinated Entry Meetings. 1-2 points for attendance at 25% of monthly meetings, no count participation, no work group participation, and no Coordinated Entry Meeting participation.</i></p>	<p><b>5 – staff will calculate</b></p>
<p><b>Demonstrated capacity of managing CoC awards:</b></p> <p><i>Scoring will be drawn from the 2018 Supplemental Questionnaire</i></p>	<p><b>5 – staff will calculate</b></p>
<p><b>HMIS data quality, timeliness, and coverage of all programs serving homeless:</b> There are 3 criteria: 1) Universal Data Elements (Name, DOB, Gender, race &amp; ethnicity) are at least 95% complete; 2) Assessment data is entered into HMIS 5 days or less after assessments are administered; 3) Data Validation Reports from HMIS are clean.</p> <p><i>Scoring Methodology: Full points for meeting all three criteria; prorated points for mission one or more criteria. *** For DV Providers, this will be measured by analysis of data quality submitted by victim service providers that does not contain identifying information.</i></p>	<p><b>10 – staff will calculate</b></p>
<p><b>Total</b></p>	<p><b>100</b></p>

## Attachment 4 – Supplemental Questionnaire For New Projects and DV Bonus Projects

A completed, signed questionnaire must be received at Shasta County Department of Housing and Community Action Programs, 1450 Court Street, Suite 108, Redding, CA 96001 no later than 4:00 pm on August 8, 2018. Email scanned questionnaires to: [tcardilino@co.shasta.ca.us](mailto:tcardilino@co.shasta.ca.us)

**1. Applicant Organization:**

**2. Contact Name:**                      **Phone:**                      **Fax:**                      **Email:**

In addition to the narrative submitted in e-Snaps, all new projects must ensure the following information is included:

**1. Design of Housing and Supportive Services**

Describe the extent to which the applicant:

- Demonstrates understanding the needs of clients to be served
- Demonstrates the type, scale, and location of the housing fit the needs of the clients to be served
- Demonstrates the type and scale of all supportive services, regardless of funding source meets the needs of the clients to be served
- Demonstrates how clients will be assisted in obtaining and coordinating the provision of mainstream benefits
- Establish performance measures that for housing and income (at least 2) that are objective, measurable, trackable, and meet or exceed established HUD, HEARTH, or CoC benchmarks
- Describe the plan to assist clients rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs





5. Does the project require participants to participate in supportive services programs as a term of enrollment (such as vocational training, budgeting, life skill classes, etc.)? What is your process for outreach and engagement for individuals who decline services? How are participants informed of services available to them and their option to decline services?
  
6. Does the project require participants to be “progressing” in their goals in order to remain in the project? Describe your process for engaging individuals and service planning.
  
  
  
  
  
  
  
  
  
  
7. Does the project include curfews and/or lights out time for all participants? What is your guest policy?
  
  
  
  
  
  
  
  
  
  
8. Does housing management have a role or authority in providing services to participants? Please detail if there is a division between service provision and property management.
  
  
  
  
  
  
  
  
  
  
9. Does the project include any requirements, outside of those in a standards lease, for housing readiness? Please discuss your rationale for any provisions not found in a standard lease and how participants are accepted into the program and prioritized based on vulnerability.
  
  
  
  
  
  
  
  
  
  
10. Are services participant -driven? Please discuss the ways in which participants guide their service plans. Does your program have a client advisory board/feedback mechanism?

**3. Please describe your agency's implementation of Coordinated Entry and provide evidence of referrals accepted through Coordinated Entry for all current CoC-funded, ESG-funded, and locally funded (Public Services) projects. (Limit 250 words).**

## Attachment 5 – What’s New in FY2018 CoC Competition

For full details on all changes in the FY 2018 CoC Competition, please review the full NOFA or the link below for condensed details:

<https://www.hudexchange.info/resource/5721/fy-2018-coc-program-competition-nofa-whats-new-changes-and-highlights/>

These changes will be reviewed at the Technical Assistance session on August 2, 2018.

### **Transition Grants**

Renewal applicants can transition an existing renewal component (such as Transitional Housing) to another component (such as Permanent Supportive Housing). To take advantage of the transition grant, the project applicant must use the reallocation process to relocate the existing eligible component to one of the eligible new project components.

- As our local CoC only has Permanent Supportive Housing Projects and HMIS funding, it is unlikely that this option will be utilized.

### **Domestic Violence (DV) Bonus**

Up to \$50 million is available for the DV Bonus which will provide housing and services to survivors of domestic violence, dating violence, and stalking. A CoC may apply for up to 10 percent of its Preliminary Pro Rata Need (PPRN), or a maximum for our CoC of \$103,015. A CoC may apply for one of each of the following types of projects which are limited to a 1-year funding request and must follow the Housing First approach:

- Rapid Re-housing (PH-RRH) projects.
- Joint TH and PH-RRH component projects as defined in Section II.C.3.m of the NOFA.
- SSO Projects for Coordinated Entry (SSO-CE) to implement policies, procedures, and practices that equip the CoC’s coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or 3 stalking (e.g., to implement policies and procedures that are trauma-informed, client-centered or to better coordinate referrals between the CoC’s coordinated entry and the victim service providers coordinated entry system where they are different).

CoC’s may apply to expand an existing renewal project that is not dedicated to serving survivors of domestic violence in order to dedicate additional units, beds, person served, or services.

DV Bonus projects will be given a unique rank in the Priority Listing. If the DV Bonus is selected with DV Bonus funds, HUD will remove the ranked DV Bonus Project from the New Project Listing and all other projects will slide up one rank position. If the DV Bonus project is not selected with DV Bonus funds, HUD will retain the DV Bonus project in its ranked position and consider the project for conditional reward under the **regular** bonus amount available to the CoC.

### **Consolidations**

For the first time, HUD is allowing renewal applicants to consolidate two or more eligible renewal projects into one project application during the application process. Prior to beginning this process, the applicant must consult with HUD Field Office in San Francisco.

### **Bonus and Reallocation**

HUD is now allowing projects and CoC's to combine bonus and reallocation available funding in a single project as both new bonus and new projects created through the reallocation process have the same eligible components.

If reallocated funds are made available during the local process, an addendum to this RFP will be posted.