

LOCAL COMPETITION, SCORE, AND RANKING PROCEDURES FOR THE FY 2022 ANNUAL COC COMPETITION

NORTHERN NEVADA CONTINUUM OF CARE (NV 501)

AUGUST 2022

INTRODUCTION AND BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) released the [Notice of Funding Opportunity \(NOFO\) for the 2022 Continuum of Care Program \(CoC\) Competition](#) on August 1, 2022. The purpose of the funding is to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, Indian Tribes or tribally designated housing entities (as defined in section 4 of the Native American Housing Assistance and Self Determination Act of 1996 (25 U.S.C. 4103) (TDHEs)), and local governments to quickly rehouse homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families, and to optimize self-sufficiency among those experiencing homelessness.

In FY 2022, HUD will continue to require Collaborative Applicants to rank all projects, except CoC planning and UFA Costs, in two tiers. Tier 1 is equal to 95 percent of the combined Annual Renewal Amounts (ARA) for all projects eligible for renewal. Tier 2 is the difference between Tier 1 and the maximum amount of renewal, reallocation, and CoC Bonus funds that a CoC can apply for but does not include projects selected with Domestic Violence (DV) Bonus funds. All new and renewal projects except the planning grant will need to be rated and ranked within two tiers.

As stated in Section I.D of the FY 2022 CoC Program Competition NOFO, approximately \$2,794,000,000 is available in the FY 2022 CoC Program Competition NOFO, including at least \$52 million available for Domestic Violence (DV) Bonus projects, described in Section II.B.5 of the NOFO. HUD may add to the total amount with any available funds that have been carried over or recaptured from previous fiscal years. All requirements in the FY 2022 application process, including requirements for the entire CoC Consolidated Application and the total amount of funds available, are included in the NOFO.

AVAILABLE FUNDING, ELIGIBLE PROJECTS, AND BONUS PROJECTS

AVAILABLE FUNDING

The following table provides the Preliminary Pro Rata Need (PPRN), Estimated ARD, Estimated ARD at 95 percent (Tier 1), CoC Planning, CoC Bonus, and DV Bonus amounts for each CoC listed. **HUD published this document on 08/16/2022 and the chart below has been updated.**

CoC Number and Name	PPRN	Estimated ARD	Tier 1	CoC Planning	Bonus	DV Bonus
NV-501 - Reno/Sparks/ Washoe County CoC	\$2,059,640	\$2,406,178	\$2,285,869	72,185	\$120,309	\$205,964

ELIGIBLE PROJECT TYPES FOR COC BONUS PROJECTS

The following types of project applications will be eligible for submission in the FY 2022 CoC Competition:

CoC Bonus:

- A. Permanent Supportive Housing (PH-PSH)
- B. Rapid Rehousing (PH-RRH)
- C. Joint Transitional Housing and Rapid Rehousing (TH/PH-RRH)
- D. Dedicated HMIS
- E. SSO- Coordinated Entry (SSO-CE)

TRANSITION GRANTS

Programs are eligible to apply for Transition Grants in the 2022 competition where renewal projects can transition from one CoC Program component to another during the CoC Program Competition, the process is defined in Section III.B.2.cc. The new transition project must meet the following requirements:

- A. Transition grants in this Competition are eligible for renewal in subsequent fiscal years for eligible activities of the new program component; and,
- B. To be eligible to receive a transition grant, the renewal project applicant must have the consent of its Continuum of Care.
- C. The new project application must meet project quality thresholds established by HUD in Sections V.C.3.b and V.C.3.b and c of the NOFO.

DOMESTIC VIOLENCE BONUS PROJECTS

Domestic Violence (DV) Bonus projects may apply for funding. DV Bonus funding may be used for new projects and/or to expand an existing renewal project that is not dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking who meet the definition of homeless in paragraph (4) of 24 CFR 578.3 so long as the DV Bonus funds for expansion are solely for additional units, beds, or services dedicated to persons eligible to be served with DV Bonus funding.

A CoC may apply for the following types of projects:

- A. Rapid Re-housing (PH-RRH) projects that demonstrate trauma-informed, victim-centered approaches.
- B. Joint TH and PH-RRH component projects as defined in Section III.B.2.q of the NOFO that demonstrate trauma-informed, victim-centered approaches.
- C. 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 people experience homelessness who are survivors of domestic violence, dating violence, or 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).

Regardless of the type of project the CoC applies for, the grant term must be 1-year.

EXPANSION PROJECTS

The process by which a renewal project applicant submits a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants as defined in Section III.B.2.j. The expansion project (i.e., the existing renewal project and the new expanded portion of the project) must meet the conditions below:

- A. The renewal project and the new expanded portion of the project must both have the same component type.
- B. Eligible project components: PH-PSH, PH-RRH, Joint TH/PH-RRH, SSO-CE, or HMIS · The new expanded portion of the project may be funded through reallocation, DV Bonus, and CoC bonus processes.
- C. If using DV Bonus funds, the new expanded portion of the project is solely for additional units, beds, or services dedicated to survivors of domestic violence, dating violence, or stalking who qualify under paragraph (4) of the definition of homeless at 24 CFR 578.3.

Once an expansion and its accompanying renewal application are submitted and ranked, applicants will submit a combined application for the competition.

CONSOLIDATED PROJECTS

Eligible renewal project applicants will continue to have the ability to consolidate two or more eligible renewal projects (but no more than ten projects) into one project application during the application process. The projects being combined during a grant consolidation will continue uninterrupted. To be eligible for consolidation, the projects must have the same recipient and be for the same component; and will be funded in this competition only with FY 2022 funds (meaning no funds recaptured from prior years will be awarded to the project). HUD will not permit projects with the following characteristics to consolidate:

- A. outstanding audit or monitoring findings;
- B. outstanding obligation to HUD that is in arrears,
- C. unresolved construction delays,
- D. history of poor financial management or drawdown issues,
- E. history of low occupancy levels, or lack of experience in administering the project type, or
- F. or other capacity issues.

HUD will not permit a transitional housing and a permanent housing project to consolidate to form a Joint TH and PH-RRH component project and will not permit a transition grant to be consolidated with any other project. If a project meeting these characteristics attempts to consolidate as part of the project application process, the submitted consolidated project will be rejected by HUD during the application review process.

To apply for a consolidated grant, applicants must submit separate renewal project applications for each of the grants that are proposed to be consolidated, and an application for the new consolidated grant with the combined budget and information of all grants proposed for consolidation. Project applications for the grants that are proposed to be consolidated will be ranked, and if all those grants are selected, HUD will award the single consolidated grant. If one of the grants proposed to be consolidated is found to be ineligible for consolidation or is not selected, HUD will award all grants that are eligible for renewal and selected as separate grants. See Section V.B.4.(7) of this NOFO for additional requirements.

LOCAL COMPETITION DEADLINES

The CoC is requesting renewal applications and new applications that meet the criteria for a bonus project, including the DV bonus, or that would provide rapid rehousing or permanent supportive housing using reallocated funds, if made available.

1. **NOFO Mandatory Applicant Meeting.** All applicants interested in applying for funds through the local competition are required to have a staff member attend the mandatory meeting on **August 11, 2022 at 10:00am**. The meeting will consist of a brief overview of the FY 2022 CoC NOFO, the local competition timeline and process, and a question-and-answer period. Please email Catrina Peters at CPeters@washoecounty.gov for the meeting link.
2. **Project Applications Due for Rating and Ranking.** All e-snaps project applications and supplemental application (outside of e-snaps) are required to be submitted to the CoC on or before **August 31, 2022**. Email a copy of the project application exported from e-snaps and the Supplemental Application & Assurances to CPeters@washoecounty.gov.
3. **Rating and Ranking.** Raters will review applications individually between **September 1, 2022 and September 14, 2022**. Rating and Ranking will take place on **September 15, 2022**.
4. **Project Applicant Notification.** Applicants will be notified through written notification outside of e-snaps by **September 15, 2022**. The notification will indicate if your project(s) will be included in the CoC Application to HUD, the ranked position of your project(s) in the CoC Tiered Ranking, and the funding amount the project is being submitted for.
5. **Rating and Ranking Debrief.** Applicants that receive notification that their application is being included in the CoC Application to HUD will receive a written rating and ranking debrief by **September 19, 2022**. The debrief will contain any revisions to the application the committee deemed necessary and any suggestions to strengthen the application. Thereafter, applicants will have the opportunity to revise and strengthen applications based on the debrief.
6. **Revised Project Applications Due.** Revised project applications are due to the CoC on or before **September 25, 2022**.
7. **Posting of Full Application.** The CoC will post the full application, including the Collaborative Application, project applications, priority listing and all attachments to the Washoe County website found here: <https://www.washoecounty.gov/homeless/CoC/index.php> on September 27, 2022.

REVIEW AND OVERSIGHT

HUD expects each CoC to implement a thorough review and oversight process at the local level for both new and renewal project applications submitted to HUD in the FY 2022 CoC Program Competition. To meet this expectation, the CoC closely reviews information provided in each project application in order to ensure that:

1. All proposed program participants will be eligible for the program component type selected;
2. The proposed activities are eligible under the 24 CFR part 578;

3. Each project narrative is fully responsive to the question being asked and that it meets all of the criteria for that question as required by the NOFO and included in the detailed instructions provided in e-snaps;
4. The data provided in various parts of the project application are consistent; and
5. All required attachments correspond to the attachments list in e-snaps and the attachments contain accurate and complete information, and are dated between August 1, 2022 and September 30, 2022.

SUPPLEMENTAL APPLICATION

All renewal and new projects are required to submit a supplemental application along with their project application. The CoC supplemental application components and narratives serve to: (1) confirm the capacity of agencies to provide CoC funded programs; (2) provide information on program delivery in order to evaluate performance and meeting HUD criteria for scoring and ranking of projects by the Rating and Ranking Committee (RRC); and, (3) provide project level narrative to be utilized in the CoC Program application. **The supplemental Application Questions for New and Renewal Projects are provided in Appendix A.**

RATING CRITERIA

Each of the questions included in the Supplemental Project Applications correspond to criteria articulated in the Department of Housing and Urban Development's Rating and Ranking Tool and FY 2022 CoC NOFO. An overview of the rating criteria that will be considered during the rating and ranking process is provided below. **Additionally, tables mapping the questions from the New and Renewal Project Supplemental Application to these criteria will be published at a later date.** According to guidance from HUD, CoCs should use objective, performance-based scoring criteria and selection priorities that are approved by the CoC to determine the extent to which each project addresses HUD's policy priorities.

COC THRESHOLD CRITERIA

The CoC has established five threshold criteria. If an applicant does not meet these threshold requirements, their application will not be rated and submitted for consideration.

These threshold criteria are:

- ✓ Coordinated Entry Participation
- ✓ Housing First and/or Low Barrier Implementation
- ✓ Documented, secured minimum match
- ✓ Acceptable organizational audit/financial review
- ✓ Active participation in CoC

HUD THRESHOLD CRITERIA

The CoC requires project applicants to submit an attachment entitled "Assurances" that will ask applicants to attest to their compliance with HUD Threshold criteria. These Assurances address issues such as compliance with federal law and standard accounting practices.

COC LOCAL CRITERIA

The CoC local criteria ensure that applicants are responsive to local needs and requirements, while also meeting the standards laid out in the 2022 CoC NOFO. This is a high-level overview of the local criteria. The detailed Rating and Ranking tool will be made available to all project applicants and posted on the CoC's website as soon as possible.

New Projects

For new projects these criteria address:

- ✓ Experience
- ✓ Design of housing and supportive services
- ✓ Timeliness
- ✓ Documented organizational financial stability
- ✓ Project effectiveness
- ✓ Financial feasibility of project
- ✓ Cost per exit to permanent housing
- ✓ Application is complete and data are consistent
- ✓ Service to a high needs population
- ✓ Strategy to address those at risk of becoming homeless
- ✓ Strategy to reduce rate of returns to homelessness
- ✓ Identification of common factors of individuals that return to homelessness
- ✓ Street outreach
- ✓ Strategy to further fair housing and market housing and supportive services
- ✓ Assistance to clients to increase access to employment and non-employment cash resources

Additionally, rating criteria for specific new project types are included to ensure that HUD's minimum requirements for new projects are met.

Renewal Projects

For renewal projects, these criteria address:

- ✓ Performance measures, including length of stay, exits to permanent housing, returns to homelessness, and new or increased income and earned income
- ✓ Service to a high needs population
- ✓ Project effectiveness
- ✓ Financial feasibility of project
- ✓ Reasonable cost per exit to permanent housing
- ✓ Data quality is at or above 90%
- ✓ Bed/utilizations rates are at or above 75%
- ✓ Strategy to address those at risk of becoming homeless
- ✓ Strategy to reduce rate of returns to homelessness
- ✓ Identification of common factors of individuals that return to homelessness
- ✓ Street outreach
- ✓ Strategy to further fair housing and market housing and supportive services
- ✓ Assistance to clients to increase access to employment and non-employment cash resources
- ✓ Application is complete and data are consistent

The Rating and Ranking Committee may also review information in the Line of Credit Control System (LOCCS); Annual Performance Reports (APRs); and information derived from monitoring, including monitoring reports and A-133 audit reports as applicable, as well as performance standards on prior grants.

RATING AND RANKING PROCESS

All renewal and new applications will be reviewed by an unbiased review panel composed of representatives from neutral (non-applicant) organizations, referred to as the Rating and Ranking Committee (RRC). The RRC will drive the rating and ranking process and will adopt a rating and ranking tool that meets all HUD and CoC requirements.

RATING AND RANKING COMMITTEE MEMBERS

The Rating and Ranking Committee (RRC) is comprised of local representatives and consultants who are knowledgeable about homelessness and housing in our CoC and the best practices nationally and who are broadly representative of the relevant sectors, subpopulations, and geographic areas. These representatives will be comprised of a consulting firm that specializes in the CoC program and a cross-section of groups participating in the CoC, including faith-based providers, private sector, non-profit providers of homeless services and housing and jurisdiction staff. RRC members have no financial stake or interest in a CoC funded program.

The Rating and Ranking process will take place between September 1, 2022 and September 14, 2022. RRC members will be oriented to the NOFO, the CoC competition, the Rating and Ranking tool, and the CoC's priorities. They will receive each application electronically and review each application independently. Projects will first be rated based on minimum threshold requirements, then ratings will be assigned based on customized rating criteria established by the CoC. Five raters will independently rate each application.

On September 15, 2022, raters will convene to review rating scores and rank applications. Thereafter, the RRC will discuss and adjust the ranking for each project based on its established criteria and the CoC's priorities. The RRC will finalize the Ranking to best meet the priorities of the CoC.

The final ranking will include a motion, a second and a majority of the RRC voting in favor of the final ranking for it to pass as a recommendation to the Steering Committee.

RATING

Each project application will be reviewed and scored by five independent reviewers from the RRC before the date of Rating and Ranking.

- The reviewers will first read through each application for completeness, then check to see if each application meets the Threshold Requirements.
- After each independent reviewer has checked to see if the application meets the Threshold Requirements, they will score the application based on the criteria outlined in the previous section entitled "Rating Criteria".
- After each reviewer scores the application using the published Rating and Ranking Tool, the committee will calculate the average of the scores, and enter the calculated scores in the final scoring matrix. This calculation will give the Rating and Ranking committee the preliminary project ratings.

TIERING AND RANKING

The scores from each Rating and Ranking Committee member will be computed and averaged for each project and entered into HUD's Rating and Ranking tool, which generates the preliminary project ranking list from highest to lowest average score. The CoC ranking committee will then discuss all projects and move up in ranking those project applications that the CoC determines are high priority, high performing, and meet the needs and gaps as identified in the CoC. The CoC considers the policy priorities established in the NOFO in conjunction with local priorities to determine the ranking of new and renewal project application requests.

CoCs should use objective, performance-based scoring criteria and selection priorities that are approved by the CoC to determine the extent to which each project addresses HUD's policy priorities. See Section II A. of the NOFO for more information on HUD's homeless policy and program priorities. The following provides additional context regarding the selection criteria:

- **Ending homelessness for all persons.** To end homelessness, CoCs should identify, engage, and effectively serve all persons experiencing homelessness. CoCs should measure their performance based on local data that consider the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, or those experiencing chronic homelessness). CoCs should partner with housing, health care, and supportive services providers to expand housing options, such as permanent supportive housing, housing subsidies, and rapid rehousing. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs.
- **Using a Housing First approach.** Housing First prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. CoC Program funded projects should help individuals and families move quickly into permanent housing, and the CoC should measure and help projects reduce the length of time people experience homelessness. Additionally, CoCs should engage landlords and property owners to identify an inventory of housing available for rapid rehousing and permanent supportive housing participants, remove barriers to entry, and adopt client-centered service methods. HUD encourages CoCs to assess how well Housing First approaches are being implemented in their communities.
- **Reducing Unsheltered Homelessness.** In recent years, the number of people experiencing unsheltered homelessness has risen significantly, including a rising number of encampments in many communities across the country. People living unsheltered have extremely high rates of physical and mental illness and substance use disorders. CoCs should identify permanent housing options for people who are unsheltered.
- **Improving System Performance.** CoCs should be using system performance measures (e.g., average length of homeless episodes, rates of return to homelessness, rates of exit to permanent housing destinations) to determine how effectively they are serving people experiencing homelessness. Additionally, CoCs should use their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing, and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent. CoCs should review all projects eligible for renewal in FY 2022 to determine their effectiveness in serving people experiencing homelessness, including cost-effectiveness. CoCs should also look for opportunities to implement continuous quality improvement and other process improvement strategies. HUD recognizes the effects of COVID-19 on CoC performance and data quality and, compared to previous CoC NOFOs, reduces the points available for rating factors related to system performance. However, HUD plans to significantly increase the points available for system performance rating factors in the FY 2022 and subsequent CoC NOFOs.
- **Partnering with Housing, Health, and Service Agencies.** Using cost performance and outcome data, CoCs should improve how all available resources are utilized to end homelessness. This is especially important as the CARES Act and American Rescue Plan have provided significant new resources to help end homelessness. HUD encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness and should:
 - work closely with public and private healthcare organizations and assist program participants to obtain medical insurance to address healthcare needs;
 - partner closely with PHAs and state and local housing organizations to utilize coordinated entry, develop housing units, and provide housing subsidies to people experiencing homelessness. These partnerships can also help CoC Program participants exit permanent supportive housing through Housing Choice Vouchers and other available housing options. CoCs and PHAs should especially work together to implement targeted programs such as Emergency Housing Vouchers, HUD-VASH, Mainstream Vouchers, Family Unification Program Vouchers, and other housing voucher programs targeted to people experiencing homelessness. CoCs should coordinate with their state and local

housing agencies on the utilization of new HOME program resources provided through the Homelessness Assistance and Supportive Services Program that was created through the American Rescue Plan;

- partner with local workforce development centers to improve employment opportunities; and
- work with tribal organizations to ensure that tribal members can access CoC-funded assistance when a CoC's geographic area borders a tribal area.
- **Racial Equity.** In nearly every community, Black, Indigenous, and other people of color are substantially overrepresented in the homeless population. HUD is emphasizing system and program changes to address racial equity within CoCs. CoCs should review local policies, procedures, and processes to determine where and how to address racial disparities affecting individuals and families experiencing homelessness.
- **Improving Assistance to LGBTQ+ Individuals.** Discrimination on the basis of gender identity or sexual orientation manifests differently for different individuals and often overlaps with other forms of prohibited discrimination. CoCs should address the needs of LGBTQ+, transgender, gender non-conforming, and non-binary individuals and families in their planning processes. Additionally, when considering which projects to select in their local competition to be included in their application to HUD, CoCs should ensure privacy, respect, safety, and access regardless of gender identity or sexual orientation in projects. CoCs should also consider partnering with organizations with expertise in serving LGBTQ+ populations.
- **Persons with Lived Experience.** HUD is encouraging CoCs to include in the local planning process people who are currently experiencing or have formerly experienced homelessness to address homelessness. People with lived experience should determine how local policies may need to be revised and updated, participate in CoC meetings and committees as stakeholders, provide input on decisions, and provide input related to the local competition process (e.g., how rating factors are determined). CoCs should seek opportunities to hire people with lived experience.
- **Increasing Affordable Housing Supply.** The lack of affordable housing is the main driver of homelessness. CoCs play a critical role in educating local leaders and stakeholders about the importance of increasing the supply of affordable housing and the specific consequences of the continued lack of affordable housing. CoCs should be communicating with jurisdiction leaders, including for the development of Consolidated Plans, about the harmful effects of the lack of affordable housing, and they should engage local leaders about steps such as zoning and land use reform that would increase the supply of affordable housing. This FY2022 CoC NOFO awards points to CoCs that take steps to engage local leaders about increasing affordable housing supply.

New projects created through reallocation will be ranked based on the performance of the renewal application which is being reallocated if the same organization is submitting the new project application. New projects created through reallocation will be ranked based on the criteria set for the in the Rating and Ranking Tool for new project applications. Projects will be ranked by project type (e.g. PH, TH, SSO, etc.) applying the methodology described above. Any remaining projects not fitting in the amount allocated under Tier 1 are placed in Tier 2. The remaining projects selected for funding will be ranked and placed into Tier 2 until all Tier 2 funds are allocated. Projects that scored well but fell outside the pro rata share are encouraged to re-submit in a future competition.

TIERS

To ensure that CoCs have the opportunity to prioritize their projects locally in the event that HUD is not able to fund all renewals, HUD requires that CoCs rank projects in two tiers. Tier 1 is equal to 95 percent of the CoC's Annual Renewal Demand (ARD) minus the Annual Renewal Amounts (ARAs) of YHDP renewal and YHDP replacement projects. Tier 2 is the difference between Tier 1 and the maximum amount of renewal, reallocation, and CoC Bonus funds that a CoC can apply for, but does not include YHDP renewal or YHDP replacement projects, CoC planning projects, or projects selected with DV Bonus funds. All projects except the planning grant will be rated and ranked within two tiers.

The CoC's homeless assistance programs are being measured in FY 2022 by the objective to "end chronic homelessness and to move the homeless to permanent housing," measures based on system performance, and the ability of CoCs that have the capacity to reallocate funding from lower performing projects to higher performing projects.

RANKING RESULTS

The Rating and Ranking Committee, which will meet on September 15, 2022, to establish and approve the rankings has the authority to approve the rating and ranking on behalf of the CoC. The results will be presented to the Continuum of Care General meeting on September 27, 2022, for final approval.

APPEALS PROCESS

DENIED OR DECREASED FUNDING

If an applicant wishes to appeal rating and ranking outcomes that resulted in denied or decreased funding, they must submit a letter of appeal to the chair of the CoC. Applicants will have 10 days from the receipt of their written confirmation that their application will or will not be included in the CoC Application. The governing body of the CoC will be convened to review any such appeal prior to September 27, 2022 and will notify the appellant in writing of the results of the appeal.

REJECTED PROJECTS

Project applicants whose project was rejected may appeal the local CoC competition decision to HUD if the project applicant believes it was denied the opportunity to participate in the local CoC planning process in a reasonable manner by submitting a Solo Application in e-snaps directly to HUD prior to the application deadline of 7:59:59 p.m. eastern time on September 30, 2022. The CoC's notification of rejection of the project in the local competition must be attached to the Solo Application. If the CoC fails to provide written notification outside of e-snaps, the Solo Applicant must attach evidence that it attempted to participate in the local CoC planning process and submitted a project application that met the local deadlines, along with a statement that the CoC did not provide the Solo Applicant written notification of the CoC rejecting the project in the local CoC competition. See Section X.C. in the NOFO for more information.

APPENDIX A: SUPPLEMENTAL APPLICATIONS

NEW PROJECT SUPPLEMENTAL APPLICATION

Project Name: _____

Agency Name: _____

Project Type: ☐ Permanent Housing ☐ Rapid ReHousing

☐ Joint Transitional Housing & Rapid ReHousing ☐ HMIS ☐ SSO

Bonus Type: ☐ Bonus/Reallocation ☐ Domestic Violence Bonus

Section I – Threshold Requirements

1. Do you currently participate in Coordinated Entry? ☐ Yes ☐ No
 - a. If so, please describe for which program or project.
 - b. If not, please describe your plan for quickly moving to full participation in Coordinated Entry.
2. Amount of Funding Requested: _____
3. Amount of Match documented with letters attached to project application in e-snaps: _____
4. Have you provided a copy of your most recent audit and management letter? Yes _____ No _____
5. Number of CoC Leadership, Subcommittee, WIB or General Meetings attended August 2021-July 2022:

Meeting	Dates Attended
CoC Leadership Meetings (RAAH Leadership Council)	
Subcommittee Meetings	
Working Group Meetings	
General Meetings (RAAH General Meetings)	
Other: (please specify)	

Section II – Local Criteria

6. Please describe your agency's experience in working with the proposed population and in providing housing as proposed in the application.
7. Do you offer services using a Housing First approach?
☐ Yes ☐ No
8. If you answered yes to question 7, describe your agency's experience utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients.
 - a. Describe if the project has any preconditions to entry
 - b. Describe the proposed process to address situations that may jeopardize housing or project assistance
9. Describe your agency's experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.

10. Please describe the following:

- a. Needs of clients to be served**
- b. Type, scale, and location of the housing**
- c. Type and scale of all supportive services, regardless of funding source**
- d. How clients will be assisted in obtaining and coordinating the provision of mainstream benefits**
- e. How performance measures for housing and income will be established that are objective, measurable, trackable, and meet or exceed any established HUD, HEARTH, or CoC benchmarks**

11. Select all “Harder to Serve” homeless or at-risk of homeless populations served:

- ☐ **Mental Illness**
- ☐ **Alcohol Abuse**
- ☐ **Drug Abuse**
- ☐ **Chronic Health Conditions**
- ☐ **HIV**
- ☐ **Developmental Disabilities**
- ☐ **Physical Disabilities**
- ☐ **Domestic Violence**
- ☐ **Unaccompanied Youth under age 18**
- ☐ **Unaccompanied TAY age 18-24 years**

12. Describe how you consider the severity of needs and vulnerabilities experienced by program participants which includes (check all populations your project serves):

- ☐ **Low or no income**
- ☐ **Current or past substance abuse**
- ☐ **Criminal record—with the exception of restrictions imposed by federal, state, or local law or ordinance**
- ☐ **Chronic homelessness**

a. How many individuals and/or family members will you serve, if funded?

b. Please provide your projected cost per person: _____

c. Of those, how many would be chronically homeless?

13. Describe the agency’s strategy to address individuals and families at risk of becoming homeless.

14. Describe the agency’s strategy to reduce the length-of-time individuals and families remain homeless.

15. Describe the agency’s plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.

- d. **For Permanent Housing Projects Only:** How will the agency increase the rate at which individuals and persons in families in permanent housing retain their permanent housing or exit to permanent housing destinations?
- e. **For all projects:** Describe how the agency addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends.

16. Describe how clients will be assisted to increase access to employment and non-employment cash sources.

- f. How does the agency work with mainstream employment organizations to help individuals and families increase their cash income?
- g. How does the agency keep program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., SNAP, SSI, TANF, substance abuse programs)?

17. Describe how the agency will identify common factors of individuals and persons in families who return to homelessness.

- h. What is the agency's strategy to reduce the rate of additional returns to homelessness?

18. Describe the agency's street outreach including how often is it conducted and describe how the agency tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.

19. Does the agency have a specific strategy that furthers fair housing used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status, or disability?

☐ Yes ☐ No

- i. If yes, please describe this strategy.

☐ Please describe how this strategy effectively communicates fair housing with persons with disabilities and limited English proficiency?

- j. If no, please provide a calendar of when such a strategy will be implemented.

20. How many months of operating funds does your organization have in reserve in order to support this project?

21. Describe the plan for rapid implementation of the program by documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.

22. Does the agency have under-represented individuals (BIPOC, LGBTQ+, etc.) in managerial and leadership positions? Yes_____No_____

23. Does the agency Board of Directors include representation from more than one person with lived experience (previously or currently experienced homelessness)? Yes_____No_____

24. Does your agency have a documented process for receiving and incorporating feedback from persons with lived experience during both the project planning and review process? Yes_____No_____ (If Yes, please include a copy of this policies in the attachments)

25. Has your agency reviewed internal policies and procedures with an equity lens and created a plan for the development and implementation of more equitable policies and procedures that do not impose undue barriers? Yes_____No_____

If Yes, please describe the plan.

26. Has your agency reviewed program participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, and/ or age? Yes_____No_____

If Yes, please describe your findings.

Application Attachments to Include:

- ☐ If your agency does not currently receive a HUD Continuum of CARE grant, please provide a copy of your 501c3 determination letter
- ☐ Most recent audit and management letter
- ☐ Documented process for receiving and incorporating feedback from persons with lived experience
- ☐ New Project Assurances

Assurances- New Project Grant Applicants

Please review and certify that your organization meets the following criteria. **You must check either Yes or No for each question; do not leave any questions blank.**

- ☐ **Yes** ☐ **No** 1. Applicant has Active SAM registration with current information.
- ☐ **Yes** ☐ **No** 2. Applicant has Valid DUNS number in application.
- ☐ **Yes** ☐ **No** 3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:
- (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
 - (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.
- ☐ **Yes** ☐ **No** 4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.
- ☐ **Yes** ☐ **No** 5. Applicant has Accounting System - HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received federal financial assistance or where HUD Program officials have reason to question whether a financial management system meets federal standards, or for applicants considered high risk based on past performance or financial management findings.
- ☐ **Yes** ☐ **No** 6. Applicant has disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.
- ☐ **Yes** ☐ **No** 7. Applicant has demonstrated they are Eligible Project Applicants - Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. Neither for-profit entities nor Indian tribes are eligible to apply for grants or to be subrecipients of grant funds.
- ☐ **Yes** ☐ **No** 8. Applicant has submitted the required certifications as specified in the NOFA.
- ☐ **Yes** ☐ **No** 9. Applicant has demonstrated the project is cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.
- ☐ **Yes** ☐ **No** 10. Applicant has demonstrated they Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally

identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.

☐ **Yes** ☐ **No** 11. Applicant has demonstrated Project Meets Minimum Project Standards - HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. Please note that these are minimum threshold criteria. CoCs and project applicants should carefully review each year's NOFA to ensure they understand and have accounted for all applicable standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:

- (a) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings;
- (b) For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and,
- (c) Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.

Project Name: _____

Agency Name: _____

Project Type: ☐ Permanent Housing ☐ Rapid ReHousing

☐ Transitional Housing & Rapid ReHousing ☐ HMIS ☐ SSO

Section I – Threshold Requirements

1. How many referrals did this project receive from Coordinated Entry through July 31, 2019? _____
 - a. Of the number of referrals, how many clients were accepted? _____
2. Do you offer services using a Housing First approach?
Yes ☐ No
3. If yes, please describe your agency's experience utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients.
 - a. Describe if the project has any preconditions to entry
 - b. Describe the proposed process to address situations that may jeopardize housing or project assistance
4. Amount of Funding Requested: _____
5. Amount of Match documented with letters attached to project application in e-snaps: _____
6. What is the cost per exit to permanent housing? This is determined by dividing total project costs by the number of exits to permanent housing. _____
7. Number of CoC Leadership, Subcommittee, WIB or General Meetings attended August 2021 - July 2022:

Meeting	Dates Attended
CoC Leadership Meetings (RAAH Leadership Council)	
Subcommittee Meetings	
Working Group Meetings	
General Meetings (RAAH General Meetings)	
Other: (please specify)	

Section II – Local Criteria

8. Estimate the percentage of funding that will be expended from your 2018 grant based on the LOCCS report and any unreported draw requests: _____
9. Based on your response in question 8, designate the amount of funding you will make available for re-allocation: _____

10. Has your grant agreement for FY2018 been executed? Yes _____ No _____

a. If your grant agreement for FY2018 has not yet been executed, what is the anticipated date of execution? _____

11. Describe any challenges you have faced in implementing the FY2018 grant and if applicable, steps you have taken to address those challenges.

12. Please provide a copy of your most recent audit and management letter.

13. Please complete Attachment: Renewal Project Assurances.

14. How many months of operating funding does your organization have in reserve to support this project?

15. How many individuals or families can the project serve (bed/unit capacity)? _____

16. How many individuals or families were you serving as of June 30, 2019 (bed/unit utilization)? _____

17. Select all "Harder to Serve" homeless or at-risk of homeless populations served:

- ☐ Mental Illness
- ☐ Alcohol Abuse
- ☐ Drug Abuse
- ☐ Chronic Health Conditions
- ☐ HIV
- ☐ Developmental Disabilities
- ☐ Physical Disabilities
- ☐ Domestic Violence
- ☐ Unaccompanied Youth under age 18
- ☐ Unaccompanied TAY age 18-24 years

18. Describe how you consider the severity of needs and vulnerabilities experienced by program participants, which includes (check all populations your project serves)

- ☐ Low or no income
- ☐ Current or past substance abuse
- ☐ Criminal record—with the exception of restrictions imposed by federal, state, or local law or ordinance
- ☐ Chronic homelessness

a. How many individuals and/or family members will you serve, if funded? _____

b. Please provide your projected cost per person: _____

c. Of those, how many would be chronically homeless? _____

19. Describe the agency's strategy to address individuals and families at risk of becoming homeless.
20. Describe the agency's strategy to reduce the length-of-time individuals and families remain homeless.
21. Describe the agency's plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.
- a. **For Permanent Housing Projects Only:** How will the agency increase the rate at which individuals and persons in families in permanent housing retain their permanent housing or exit to permanent housing destinations?
 - b. **For all projects:** Describe how the agency addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends.
22. Describe how clients will be assisted to increase access to employment and non-employment cash sources.
- a. How does the agency work with mainstream employment organizations to help individuals and families increase their cash income?
 - b. How does the agency keep program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs)?
23. Describe how the agency identifies common factors of individuals and persons in families who return to homelessness.
- a. What is the agency's strategy to reduce the rate of additional returns to homelessness?
24. Describe the agency's street outreach including how often is it conducted and describe how the agency tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.
25. Does the agency have a specific strategy to further fair housing used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status, or disability?
- ☐ Yes ☐ No
- a. If yes, please describe this strategy.
 - b. Please describe how this strategy effectively communicates fair housing with persons with disabilities and limited English proficiency?
 - c. If no, please provide a calendar of when such a strategy will be implemented.
26. Does the agency have under-represented individuals (BIPOC, LGBTQ+, etc.) in managerial and leadership positions? Yes _____ No _____
27. Does the agency Board of Directors include representation from more than one person with lived experience (previously or currently experienced homelessness)? Yes _____ No _____

28. Does your agency have a documented process for receiving and incorporating feedback from persons with lived experience during both the project planning and review process? Yes _____ No _____
(If Yes please include a copy of this policies in the attachments)

29. Has your agency reviewed internal policies and procedures with an equity lens and created a plan for the development and implementation of more equitable policies and procedures that do not impose undue barriers? Yes _____ No _____

If Yes, please describe the plan.

30. Has your agency reviewed program participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity, and/ or age? Yes _____ No _____

If Yes, please describe your findings.

Section III – Project Performance

27. Is this project a first-time renewal? ☐ Yes ☐ No

If you answered yes to question 25, the following questions are not applicable.

28. Please enter the date of your last Annual Performance Report submission:

29. Please provide a copy of your most recently submitted Annual Performance Report

Using your Annual Performance Report (APR) as a basis, please complete the following table:

<u>Question</u>	<u>Reference within APR</u>	<u>Your Answer</u>
For RRH projects only, what is the average length of time participants spend from project entry to residential move-in?	CAPER Q22c - The CAPER can be run for CoC Program funded projects.	
For PSH projects only, what is the average stay in the project?	APR Q22b	
For RRH projects only, what percentage of individuals move to permanent housing?	APR Q23a & Q23b	
For PSH projects, what percentage of individuals remain in or move to permanent housing?	Calculation: 1) Subtract leavers to all destinations (APR Q23a and Q23b) from number of participants (APR Q7) to determine number of stayers; 2) Add leavers to permanent housing destinations (APR Q23a & Q23b); 3) Add stayers (Step 1) and leavers to permanent housing destinations (Step 2) and divide by number of participants (APR Q7)	

<u>Question</u>	<u>Reference within APR</u>	<u>Your Answer</u>
What percentage of individuals staying in the project demonstrated new or increased income in the last year?	<i>APR Q19a1 (This question only collects information for participants who have been in the project for 365+ days. A local report with more complete data can be substituted.)</i>	
What percentage of individuals staying in the project demonstrated new or increased non-employment income in the last year?	<i>APR Q19a1 (This question only collects information for participants who have been in the project for 365+ days. A local report with more complete data can be substituted.)</i>	
What percentage of individuals leaving the project demonstrated new or increased income in the last year?	<i>APR Q19a2</i>	
What percentage of individuals leaving the project demonstrated new or increased non-employment income in the last year?	<i>APR Q19a2</i>	

Application Attachments to Include:

- ☐ Most recent audit and management letter
- ☐ Documented process for receiving and incorporating feedback from persons with lived experience
- ☐ Renewal Project HUD Assurances
- ☐ Most recently submitted Annual Performance Report

Assurances- Renewal/Expansion Grant Applicants

Please review and certify that your organization meets the following criteria. **You must check either Yes or No for each question; do not leave any questions blank.**

☐ **Yes** ☐ **No** 1. Applicant has Active SAM registration with current information.

☐ **Yes** ☐ **No** 2. Applicant has Valid DUNS number in application.

☐ **Yes** ☐ **No** 3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:

(a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or

(b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.

☐ **Yes** ☐ **No** 4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.

☐ **Yes** ☐ **No** 5. Applicant has disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.

☐ **Yes** ☐ **No** 6. Applicant has submitted the required certifications as specified in the NOFA.

☐ **Yes** ☐ **No** 7. Applicant has demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA.

☐ **Yes** ☐ **No** 8. Applicant has agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.

☐ **Yes** ☐ **No** 9. Applicant has met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCCS; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project's prior grants:

(a) Whether the project applicant's performance met the plans and goals established in the initial application, as amended;

(b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;

(c) The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,

(d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.

__Yes __No 10. Applicant has met HUD financial expectations – If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD's financial expectations. If any of the following have occurred, the project applicant would NOT meet this threshold criteria:

(a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;

(b) Audit finding(s) for which a response is overdue or unsatisfactory;

(c) History of inadequate financial management accounting practices;

(d) Evidence of untimely expenditures on prior award;

(e) History of other major capacity issues that have significantly affected the operation of the project and its performance;

(f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and

(g) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

